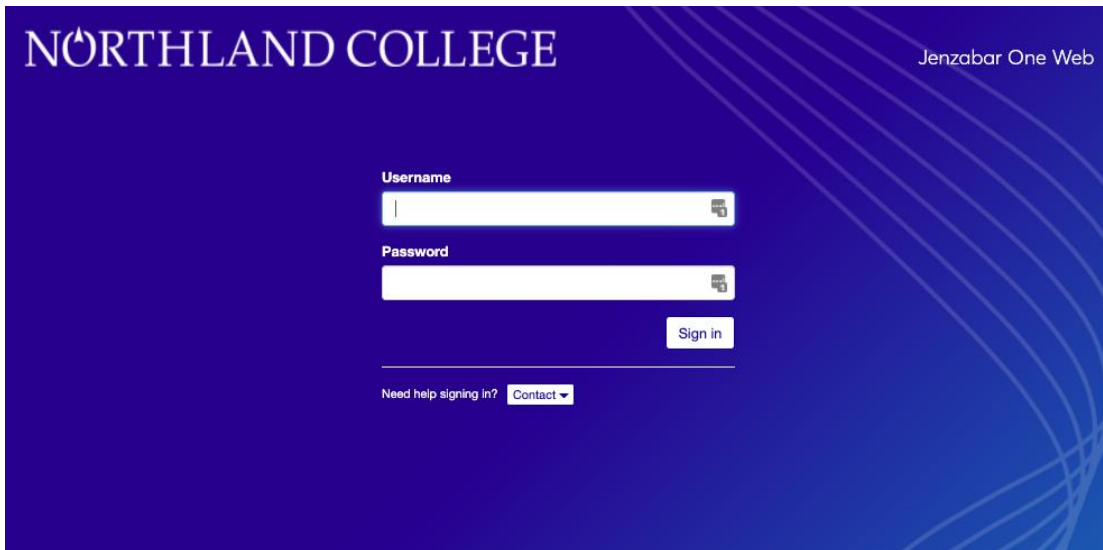


# J1Web Timecard entry

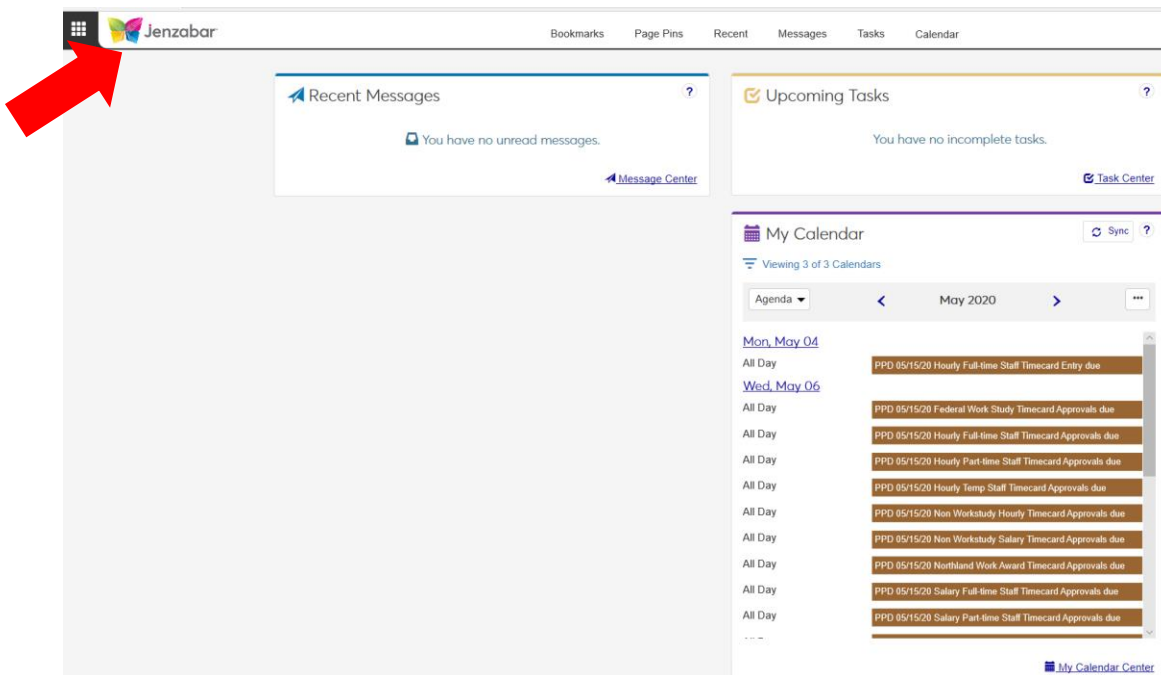
## STEP 1

Login to the J1Web using your Northland credentials: first part of your email and Northland password.



## STEP 3

Below is the home page you will reach when accessing J1Web. Your home page can be customized by pinning items to your home page. To return to your home page at any time just click the rainbow butterfly at the top of the screen.



## STEP 4

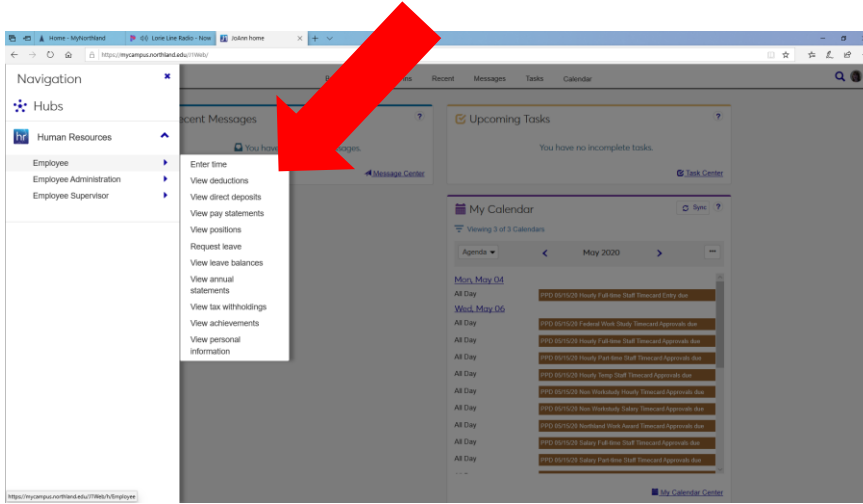
To enter your timecard, click the setting button in the upper left corner,



## STEP 5

Click Employee and choose Enter Time. When entering your time please be sure to select whether it is time worked, vacation, medical or holiday.

\* Please note that you can also view your current deductions, your direct deposit information, pay statements, tax withholdings as well as check your leave balances from this drop-down menu.



## STEP 6

The deadline for entering hours can be seen at the right side of the screen. Enter the amount of hours for each category- i.e. worked, vacation, medical, etc....

### Employee Hub

Hub options

A screenshot of the 'Employee Hub' interface. At the top left, there is a 'Hub options' button. Below it, a large red arrow points to the right, highlighting the input field for hours. The main part of the screen is a table with columns for date, input field, category dropdown, and 'Day Total'.

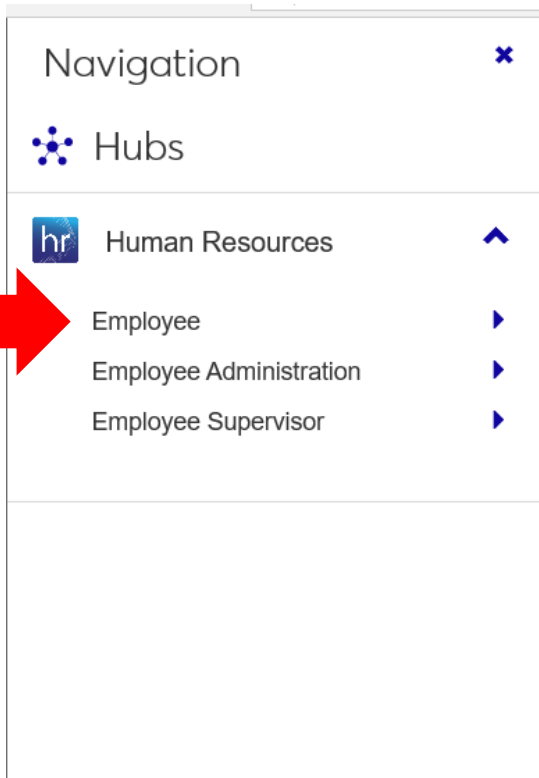
			Day Total
Sun, 8/16	<input type="text"/>	Worked	0m
Mon, 8/17	<input type="text"/>	Worked	0m
Tue, 8/18	<input type="text"/>	Worked	0m

Once all hours are recorded for the pay period, you can click the finalize button to submit.

## STEP 7

\*\*\*NOTE\*\*\*- you can also pin your timecard to your home page.

Click Employee under HUB- this brings you to your employee hub page

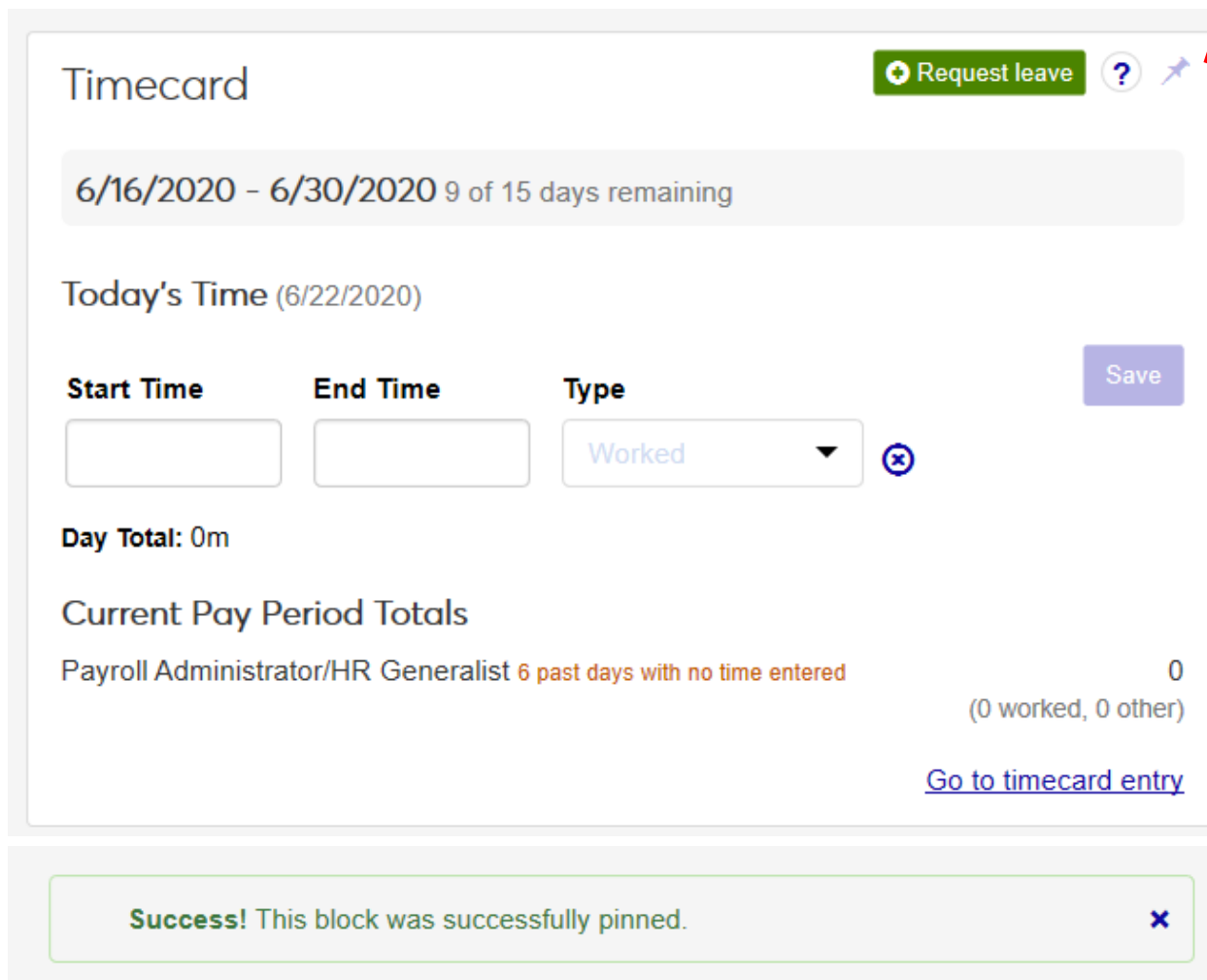


The screenshot shows a navigation sidebar with the following items:

- Navigation (with a close icon)
- Hubs
- Human Resources (with an 'hr' icon and an expand icon)
- Employee (with a right-pointing arrow icon)
- Employee Administration (with a right-pointing arrow icon)
- Employee Supervisor (with a right-pointing arrow icon)

A large red arrow points to the 'Employee' option.

Under the timecard box- click the push pin icon to pin the timecard to your homepage.



The screenshot shows the 'Timecard' interface with the following elements:

- Header: 'Timecard' and a green 'Request leave' button.
- Sub-header: '6/16/2020 - 6/30/2020 9 of 15 days remaining'.
- Section: 'Today's Time (6/22/2020)'.
- Form: Fields for 'Start Time', 'End Time', and 'Type' (set to 'Worked'). A 'Save' button is to the right.
- Summary: 'Day Total: 0m'.
- Section: 'Current Pay Period Totals'.
- Text: 'Payroll Administrator/HR Generalist 6 past days with no time entered' and '0 (0 worked, 0 other)'.
- Link: 'Go to timecard entry'.

A red arrow points to a push pin icon in the top right corner of the timecard box.

Success! This block was successfully pinned. (with a close icon)

The timecard block now appears on the homepage