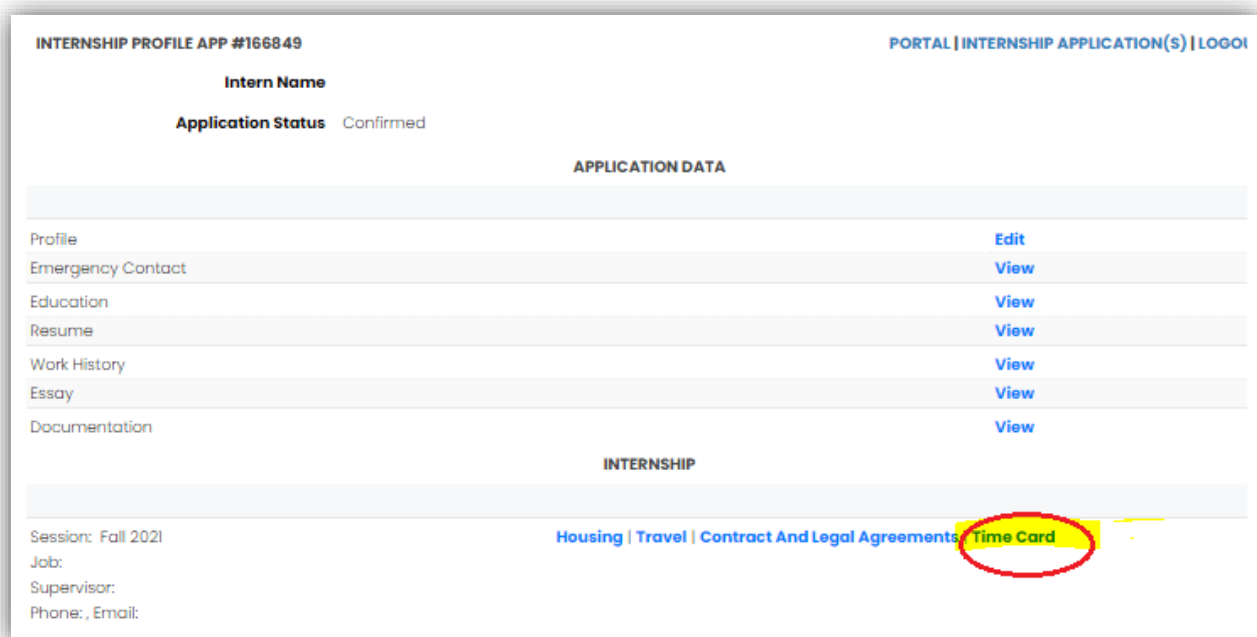


Timecard Instructions

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1. **Finding the timecard area** - Once logged into your account at www.hacu.net/applicantportal, go to your application for the current session. The link to the “Timecard” area is under the INTERNSHIP section as illustrated below.



2. **Accessing the correct time card** - After you enter the time card area, the first thing you should do is **check the dates or week number indicated at the top of the time card to be sure that you are completing the correct one.** By default, you will be brought to timecard of the current week. Figures A and B in Screenshot 1 show that this is the timecard for Week #2 of the FALL 2021 session (9/12/2021 – 9/18/2021).

SCREENSHOT 1

FIG. A
WEEK # 2 TIME CARD

FIG. C
PROFILE | TIME CARD SUMMARY

FIG. B Intern Name

SUNDAY, 9/12/2021 - SATURDAY, 9/18/2021

Day	Hours	Activities
Sunday, 9/12	<input type="text" value="Regular"/> 0 <input type="text" value="Paid Sick Leave"/> 0 <input type="text" value="Leave w/o Pay"/> 0 <input type="text" value="Holiday"/> 0	
Monday, 9/13	<input type="text" value="Regular"/> 8 <input type="text" value="Paid Sick Leave"/> 0 <input type="text" value="Leave w/o Pay"/> 0 <input type="text" value="Holiday"/> 0	-English to Spanish translations for MyPlate/MiPlato and CACFP Training Resources (4 pages) -administrative calls
Tuesday, 9/14	<input type="text" value="Regular"/> 8 <input type="text" value="Paid Sick Leave"/> 0 <input type="text" value="Leave w/o Pay"/> 0 <input type="text" value="Holiday"/> 0	-Branch Meeting -Dry runs for English and Spanish CACFP webinars -Review of translated webpages -Review of webinar text,
Wednesday, 9/15	<input type="text" value="Regular"/> 8 <input type="text" value="Paid Sick Leave"/> 0 <input type="text" value="Leave w/o Pay"/> 0 <input type="text" value="Holiday"/> 0	-NEPB/NETTA division meeting -CACFP PPT review and translation
Thursday, 9/16	<input type="text" value="Regular"/> 0 <input type="text" value="Paid Sick Leave"/> 0 <input type="text" value="Leave w/o Pay"/> 0 <input type="text" value="Holiday"/> 8	HOLIDAY
Friday, 9/17	<input type="text" value="Regular"/> 4 <input type="text" value="Paid Sick Leave"/> 4 <input type="text" value="Leave w/o Pay"/> 0 <input type="text" value="Holiday"/> 0	-STAFF MEETING -RESPOND TO EMAILS. -DOCTOR APPOINTMENT
Saturday, 9/18	<input type="text" value="Regular"/> 0 <input type="text" value="Paid Sick Leave"/> 0 <input type="text" value="Leave w/o Pay"/> 0 <input type="text" value="Holiday"/> 0	
Total Hours		21

FIG. D

Save

FIG. E

Submit *Once submitted, saved values cannot be edited.*

3. **Viewing past timecards.** To view timecards from previous weeks, click on the “Timecard Summary” link at the top of the page (Screenshot 1, Fig. C), and it will show you the timecards for each week of your internship (Screenshot 2).
4. **Recording hours.**
 - a. First, from the timecard summary page, find the week for which you need to report hours and click “Edit” at the far right. As seen in Figure A of Screenshot 2, the intern will be editing or submitting the timecard for *Week #2*.

SCREENSHOT 2

The screenshot shows a 'TIME CARD' summary page. At the top, it displays 'Intern Name', 'Session: Fall 2021', 'Session Dates: Monday, 9/6/2021 - Friday, 12/17/2021', 'Job', and 'Number of Weeks: 15'. Below this is a table with columns: 'Week #', 'From', 'To', 'Status', 'Date Approved', 'Approver', 'Regular', 'Paid Sick Leave', 'Holiday', 'Total Hours', and 'Action'. Week 2 is highlighted in red, and the 'Action' cell for Week 2 contains 'FIG.A' and 'Edit'.

WEEK STARTING SUNDAY										
Week #	From	To	Status	Date Approved	Approver	Regular	Paid Sick Leave	Holiday	Total Hours	Action
1	Monday, 9/6/2021	Saturday, 9/11/2021	-			14	0	0	14	View
2	Sunday, 9/12/2021	Saturday, 9/18/2021	-			21	0	0	21	FIG.A Edit
3	Sunday, 9/19/2021	Saturday, 9/25/2021	-							N/A
4	Sunday, 9/26/2021	Saturday, 10/2/2021	-							N/A
5	Sunday, 10/3/2021	Saturday, 10/9/2021	-							N/A
6	Sunday, 10/10/2021	Saturday, 10/16/2021	-							N/A
7	Sunday, 10/17/2021	Saturday, 10/23/2021	-							N/A
8	Sunday, 10/24/2021	Saturday, 10/30/2021	-							N/A
9	Sunday, 10/31/2021	Saturday, 11/6/2021	-							N/A
10	Sunday, 11/7/2021	Saturday, 11/13/2021	-							N/A
11	Sunday, 11/14/2021	Saturday, 11/20/2021	-							N/A
12	Sunday, 11/21/2021	Saturday, 11/27/2021	-							N/A
13	Sunday, 11/28/2021	Saturday, 12/4/2021	-							N/A
14	Sunday, 12/5/2021	Saturday, 12/11/2021	-							N/A
15	Sunday, 12/12/2021	Friday, 12/17/2021	-							N/A

- b. **Be sure to properly enter data into your timecard.** The timecard system was designed for interns to record their hours on a daily basis.

5. **Saving hours.** Save all entries/changes before you submit the timecard for the week!
(Screenshot 1, Figure D) If you submit the timecard before clicking “Save,” the new data entered will be erased, and only hours that were saved prior to submission will be processed for payroll.

6. **Submitting hours.** The “Submit” button (Screenshot 1, Figure E) is only available on Thursdays and Fridays. If you do not submit your timecard by midnight on Friday at the latest, you will no longer be able to submit your timecard for the week without requesting technical support from HNIP staff.

7. **Checking the status of your timecard.** The “Timecard Summary” page (Screenshot 2) allows you to view the status of your timecards. When you submit a timecard, it will say “Submitted,” and once it has been approved by your supervisor, it will say “Submitted/Approved” or “Approved”.