

DE **DePaul Employee** Saved
FT Hourly

Save as Template Save and Close Save Submit

Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

View Time Totals View Calculated Time View Absence Plan Balances Apply Template

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15		
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1														0 hours
2														0 hours
3														0 hours
4														0 hours
5														0 hours
6														0 hours
7														0 hours
8														0 hours
9														0 hours
10														0 hours
11														0 hours
12														0 hours
13														0 hours

Overview - Time Cards

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Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

3/30 Time View Absence Plan Balances Apply Template

Select your position title.

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College of Law - Dean FT Hourly

Absence Management Type

Monday, May 12

Tuesday, May 13

Wednesday, May 14

Thursday, May 15

Start

Stop

Quantity

Start

Stop

Quantity

Start

Stop

Quantity

Start

Stop

Quantity

0 hours

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View Time Totals View Calculated Time View Absence Plan Balances Apply Template

5/12/2025 - 5/25/2025		Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15			Friday, May 16	
Department *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Hours
College of Law - Dean FT															0 hours
															0 hours
															0 hours
															0 hours
															0 hours
															0 hours
															0 hours
															0 hours
															0 hours
															0 hours
															0 hours
															0 hours
															0 hours

4/30

Double-click in the **Payroll Time Type** field, then select the arrow that appears.

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Person Number: 5/30

Select your desired time type from the menu that appears.
Note that you will most frequently select the 'Hourly' option.

View Absence Plan Balances Apply Template

5/12/2025 - 5/2	Department	Management Type	Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15			Quantity
			Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	
1	College of Law - Dean FT Hourly													0 hours	
2														0 hours	
3														0 hours	
4														0 hours	
5														0 hours	
6														0 hours	
7														0 hours	
8														0 hours	
9														0 hours	
10														0 hours	
11														0 hours	
12														0 hours	
13														0 hours	

- Regular Hourly
- Holiday
- Early Close

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Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

View Time Totals View Calculated Time View Absence Plan Balances Apply Template



5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15		
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1 College of Law - Dean FT Hourly	Regular Hourly													0 hours
2														0 hours
3														0 hours
4														0 hours
5														0 hours
6														0 hours
7														0 hours
8														0 hours
9														0 hours
10														0 hours
11														0 hours
12														0 hours
13														0 hours

6/30 ×

You will not need to enter an Absence Management Type on any time cards.
Click 'Next' to continue.

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5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15			
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	
1 College of Law - Dean FT Hourly	Regular Hourly														0 hours
2															0 hours
3															0 hours
4															0 hours
5															0 hours
6															0 hours
7															0 hours
8															0 hours
9															0 hours
10															0 hours
11															0 hours
12															0 hours
13															0 hours

7/30

You will have two options for entering time: Start/Stop and Quantity.

For Start/Stop, begin by clicking in the **Start** field. For the purposes of this demo, enter **9:00 AM** and press **enter**.

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View Time Totals View Calculated Time View Absence Plan Balances Apply Template



5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15		
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1 College of Law - Dean FT Hourly	Regular Hourly													0 hours
2														0 hours
3														0 hours
4														0 hours
5														0 hours
6														0 hours
7														0 hours
8														0 hours
9														0 hours
10														0 hours
11														0 hours
12														0 hours
13														0 hours

8/30 ×

Click in the **Stop** field. For the purposes of this demo, enter **5:00 PM**, then press **enter**.

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View Time Totals View Calculated Time View Absence Plan Balances Apply Template



5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15		
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1	College of Law - Dean FT Hourly	Regular Hourly	9:00 AM	5:00 PM	8									8 hours
2														0 hours
3														0 hours
4														0 hours
5														0 hours
6														0 hours
7														0 hours
8														0 hours
9														0 hours
10														0 hours
11														0 hours
12														0 hours
13														0 hours

9/30

When using Start/Stop, a quantity will auto-populate in the Quantity field.

Click 'Next' to continue.

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5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15		
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1	College of Law - Dean FT Hourly	Regular Hourly	9:00 AM	5:00 PM	8									8 hours
2														0 hours
3														0 hours
4														0 hours
5														0 hours
6														0 hours
7														0 hours
8														0 hours
9														0 hours
10														0 hours
11														0 hours
12														0 hours
13														0 hours

10/30

Alternatively, you can also enter an amount in the Quantity field.

For the purposes of this demo, click the **Quantity** field. Enter **8**, then press **enter**.

When you are finished, click '**Next**' to continue.

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Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

View Time Totals View Calculated Time View Absence Plan Balances Apply Template

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15			
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	
1	College of Law - Dean FT Hourly	Regular Hourly	9:00 AM	5:00 PM	8			8							16 hours
2															0 hours
3															0 hours
4															0 hours
5															0 hours
6															0 hours
7															0 hours
8															0 hours
9															0 hours
10															0 hours
11															0 hours
12															0 hours
13															0 hours

11/30

Now, let's explore some features the new time card offers. To begin, right-click in this **Quantity** field.

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Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

View Time Totals View Calculated Time View Absence Plan Balances Apply Template



5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14			Thursday, May 15		
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1	College of Law - Dean FT Hourly	Regular Hourly	9:00 AM	5:00 PM	8			8						16 hours
2														0 hours
3														0 hours
4														0 hours
5														0 hours
6														0 hours
7														0 hours
8														0 hours
9														0 hours
10														0 hours
11														0 hours
12														0 hours
13														0 hours

- Copy
- Paste
- Cut
- Insert Row Above
- Insert Row Below
- Duplicate Row
- Delete Row
- Add Comment

12/30
Click 'Add Comment' from the menu that appears.
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... Save as Template Save and Close Save Submit

Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

View Time Totals View Calculated Time View Absence Plan Balances Apply Template

13/30

For the purposes of this demo, enter any comment you would like in the 'What do you want to say?' field.

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Add Comment

Row 1, College of Law - Dean FT Hourly
Tuesday, May 13

What do you want to say? Required

Cancel Save

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start
1 College of Law - Dean FT Hourly	Regular Hourly		9:00 AM	5:00 PM	8	
2						0 hours
3						0 hours
4						0 hours
5						0 hours
6						0 hours
7						0 hours
8						0 hours
9						0 hours
10						0 hours
11						0 hours
12						0 hours
13						0 hours

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... Save as Template Save and Close Save Submit

Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

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Add Comment
Row 1, College of Law - Dean FT Hourly
Tuesday, May 13

Sample comment

5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start
1	College of Law - Dean FT Hourly	Regular Hourly	9:00 AM	5:00 PM	8			8	16 hours
2									0 hours
3									0 hours
4									0 hours
5									0 hours
6									0 hours
7									0 hours
8									0 hours
9									0 hours
10									0 hours
11									0 hours
12									0 hours
13									0 hours

14/30 ×
Click 'Save.'
Back

Cancel Save

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Close Submit

Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

22/30

The fields that appear will show all calculated time for this time period. Click 'Close' at the top-right to continue.

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View Time Totals



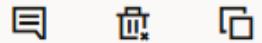
1	Department Business College of Law - Dean FT Hourly of Law - Dean FT	Payroll Time Type Regular Hourly Regular Hourly	Management	Monday, May 12				Wednesday, May 14				Thursday, May 15		Total
				Start	Stop	Reported Quantity	Calculated Quantity	Start	Stop	Reported Quantity	Calculated Quantity	Start	Stop	
				9:00 AM	5:00 PM	8	8							16 hours
							8							16 hours
						8 hours	8 hours			8 hours	8 hours			

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Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

... Save as Template Save and Close Save Submit



View Time Totals View Calculated Time View Absence Plan Balances Apply Template



27/30 x

We will now show how to save a template.

If you see a **'Save as Template'** button, click it. If you do not see the button, click the **'...'** icon and select the **'Save as Template'** option there.

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5/12/2025 - 5/25/2025		Monday, May 12					Wednesday, May 14	
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	
1 College of Law - Dean FT	Regular Hourly		9:00 AM	5:00 PM	8			
2							16 hours	
3							0 hours	
4							0 hours	
5							0 hours	
6							0 hours	
7							0 hours	
8							0 hours	
9							0 hours	
10							0 hours	
11							0 hours	

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Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

- View Time Totals
- View Calculated Time
- View Absence Plan Balances
- Apply Template

5/12/2025 - 5/25/2025			Monday, May 12			
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	St
1 College of Law - Dean FT Hourly	Regular Hourly		9:00 AM	5:00 PM	8	
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

28/30

A fun feature of the new time card is the ability to save templates. There is a separate walkthrough on how to enter templates.

Upon completing this demo, you can search 'Add Template' in BlueSky Help.

Click '**Next**' to continue.

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Template

Template
New

Name Required

Cancel Save

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- View Time Totals
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5/12/2025 - 5/25/2025			Monday, May 12			Tuesday, May 13			Wednesday, May 14	
Department Business *	Payroll Time Type	Absence Management Type	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop
1 College of Law - Dean FT Hourly	Regular Hourly		9:00 AM	5:00 PM	8			8		
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

Template

Template
New

Name Required

29/30

For the purposes of this demo, click 'Cancel' to continue.

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- Cancel
- Save

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Person Number 9400003 Time Card Period 5/12/2025 to 5/25/2025

View Time Totals View Calculated Time

Congratulations! You have completed the demo of our new time card interface.

As before, you must always submit your time card upon completion in order for it to be approved by your manager.

For walkthroughs on specific topics, feel free to search in BlueSky Help.

5/12/2025 - 5/25/2025		Thursday, May 14		Thursday, May 15			
Department Business *	Payroll Time Type	Absence Mar	Stop	Quantity	Start	Stop	Quantit
1 College of Law - Dean FT Hourly	Regular Hourly						16 hours
2							0 hours
3							0 hours
4							0 hours
5							0 hours
6							0 hours
7							0 hours
8							0 hours
9							0 hours
10							0 hours
11							0 hours
12							0 hours
13							0 hours