

GC Online Timecard Manual

To use the timecard in GC Online please go to <https://gconline.goshen.edu/>. You will need to provide your user name and password in order to log into the system. Once you are logged in, scroll down until you see “Employee Timecard” application box and click “Enter time” link.

Entering new record

- To enter a new record into the time card you will need first to select the date from the calendar on the left.
- Next, please select work description. If you do not see the work description you desire please contact your work supervisor.
- After work description has been selected, select work type. *Please note: You can only select today’s date and past dates for the following work types: regular hour, sick day, call in. For vacation, holiday and other, you may select future dates.*
- Time selection follows. Click on the desired hour, a box will pop up with the values you can input for the hour selected, e.g. 00min, 15min, 30min, or 45min. The hours and times selected will show in a.m. or p.m. Once the minutes have been selected the box will disappear and the start time will be set. Follow the same procedure for end time. There is also an “Add Lunch” button for the lunch hour. *Please note: the application will tell you the total amount of hours you imputed, double check to make sure the hours are correct.*
- You can submit a comment into the “remark field” if you would like to or need to explain a work description, type or hours worked.

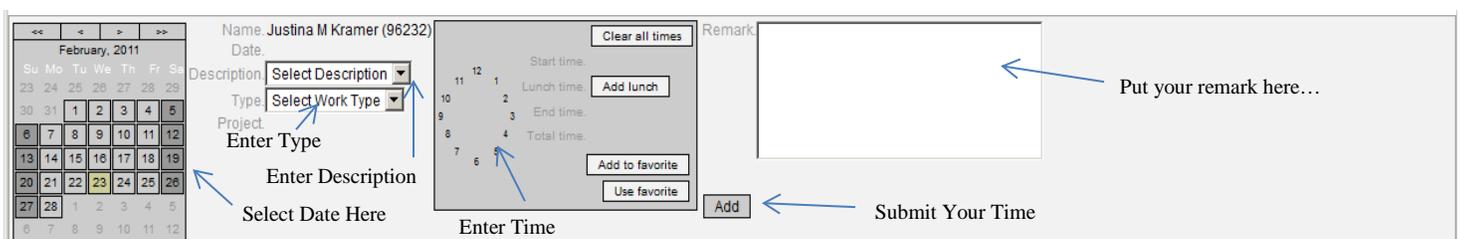
Editing previous entered time

Under the time input form you can see a list of all times entered on your timecard for the current pay period. There you will find all the information entered above, including a box displaying if the time has been approved by the supervisor. If the time has not yet been approved, you are free to edit it if you like. However, if the time has already been approved you can no longer edit those times.

Editing time follows the same steps as when entering new time.

Viewing time card history

At the bottom of the page you will see a ‘View Timecard history’ link. Click on this link to see the timecard history grouped by job description.



The screenshot shows the timecard entry interface for user Justina M Kramer (96232). It includes a calendar for February 2011, a description dropdown menu, a work type dropdown menu, and a time selection grid. Annotations with arrows point to various elements: 'Select Date Here' points to the calendar; 'Enter Description' points to the description dropdown; 'Enter Type' points to the work type dropdown; 'Enter Time' points to the time selection grid; 'Put your remark here...' points to the remark text area; and 'Submit Your Time' points to the 'Add' button.