

Quick Reference Guide:

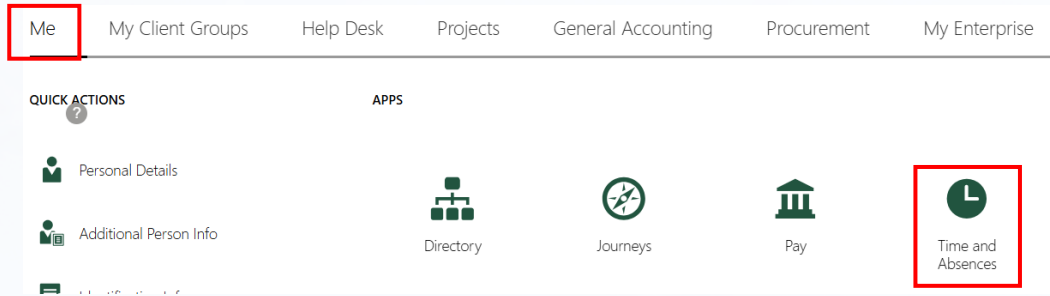
Add a Timecard

Purpose:

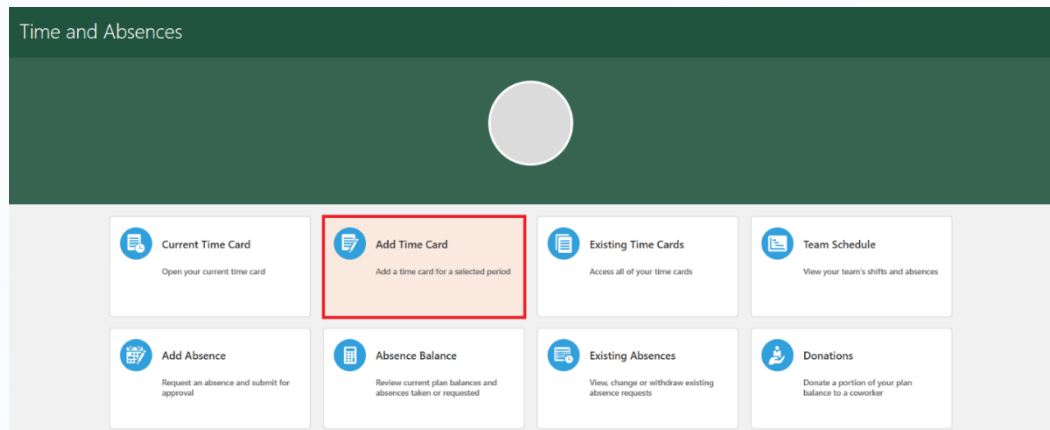
Employees can manage their time and attendance within the WaveWorks system. Employees can now add and edit their timecards directly within the system. Edited timecards are not processed in payroll until the time is verified and approved by the Line Manager.

Step-by-Step:

Under the “Me” tab, find and select the “Time and Absences” application

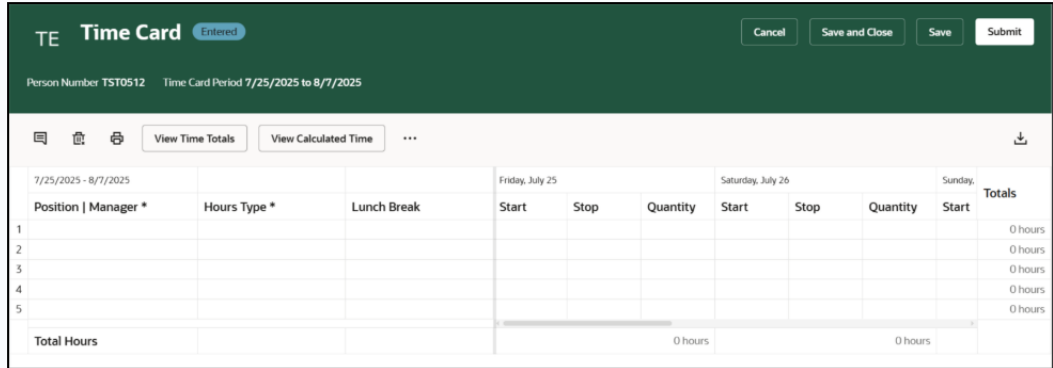
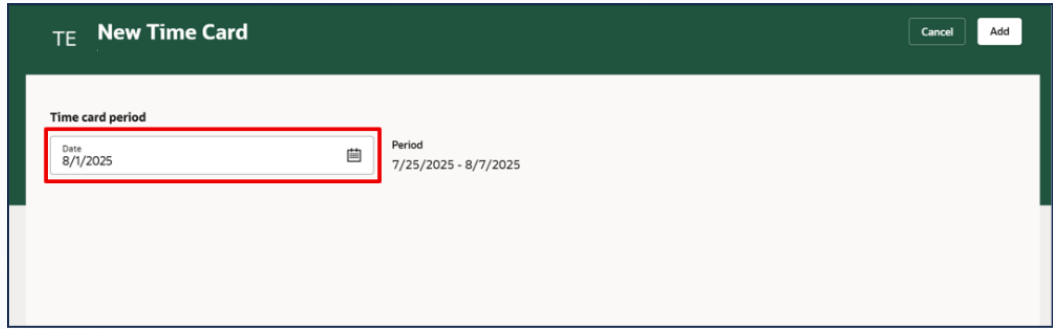


Select “Add Time Card”



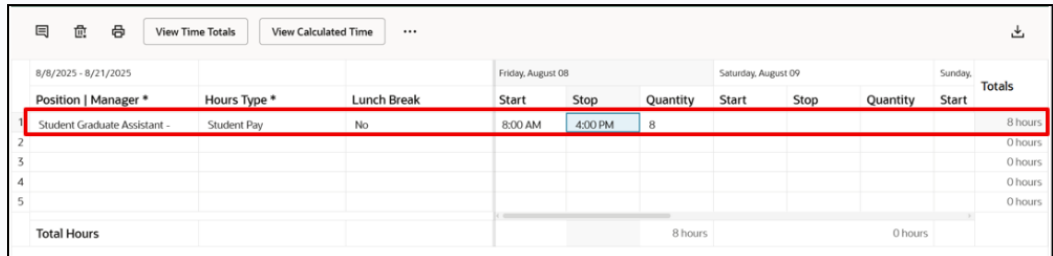
Quick Reference Guide: Add a Timecard

Select the desired pay period and a new timecard will generate



7/25/2025 - 8/7/2025			Friday, July 25			Saturday, July 26			Sunday,	Totals
Position Manager *	Hours Type *	Lunch Break	Start	Stop	Quantity	Start	Stop	Quantity	Start	
1										0 hours
2										0 hours
3										0 hours
4										0 hours
5										0 hours
Total Hours										0 hours

Add rows completing fields for **Position, Hours Type, Start/Stop times**



8/8/2025 - 8/21/2025			Friday, August 08			Saturday, August 09			Sunday,	Totals
Position Manager *	Hours Type *	Lunch Break	Start	Stop	Quantity	Start	Stop	Quantity	Start	
1	Student Graduate Assistant - Student Pay	No	8:00 AM	4:00 PM	8					8 hours
2										0 hours
3										0 hours
4										0 hours
5										0 hours
Total Hours										8 hours

Select "Save" for drafts, or "Submit" to send for approval

