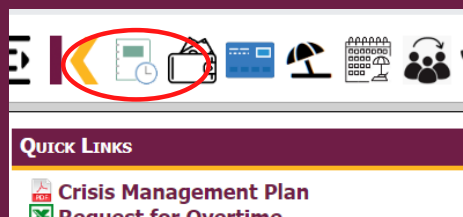


How To Do TIME CARDS

*NOTE- TIME CARDS MUST BE FILLED OUT BY TUESDAY AT 8:00AM

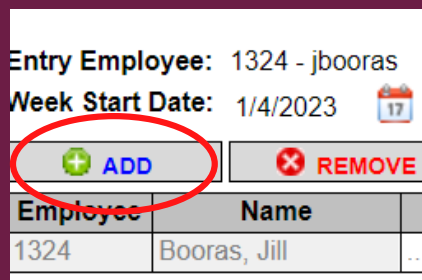
**IF YOU ARE GOING ON VACATION, PLEASE COMPLETE YOUR TIMECARD BEFORE YOU LEAVE

1



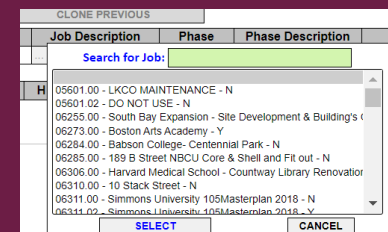
Log into the LKCo dashboard and click on the time card icon

2



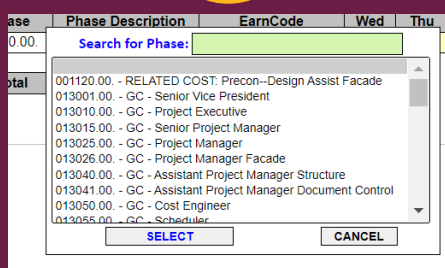
Click on the green + "ADD" button

3



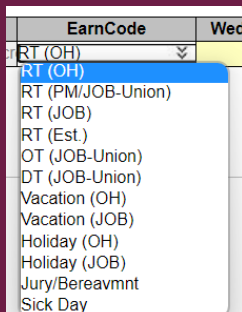
Once the new row is added, click on "Job" to search for the job
*NOTE- This will autofill the job number

4



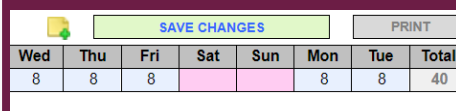
Click on "Phase" to find the appropriate phase code
*NOTE- This will autofill the phase description

5



Under "Earned Code" identify the type of time you are taking (i.e-Sick Day)

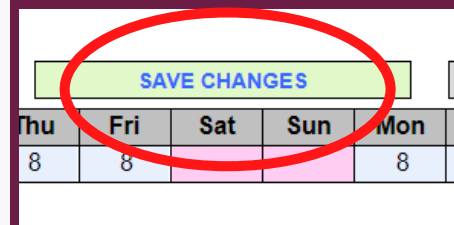
6



SAVE CHANGES							PRINT
Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total
8	8	8			8	8	40

Enter the number of hours worked each day of the week.
*NOTE- The total will auto-calculate for you

7



SAVE CHANGES				
Thu	Fri	Sat	Sun	Mon
8	8			8

Click "SAVE CHANGES" to save the timesheet for the week