



Automated Timecard System Guide



MCC Timecard System Guide

This guide will show you how to log in to and use the online Timecard system.

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Timecard Log On

A link to the online Timecard system will be emailed to your Midcounties email address.

Log on by entering your Midcounties email address
Click 'Next'.

Sign In

Username

Next

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Co-operative House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA

Enter your normal Midcounties password Click 'Sign In'

Hi there,

Enter your password

Forgotten password?

Sign In

< Back

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Co-operative House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA

The Password is the same one that you have been using for the Timesheet.

Enter the password you have been given Click 'Unlock'.

Timecard

Hi Tina, please enter the timecard password to unlock access

Password:

Unlock

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your COOP



Timecard Calendar Overview

Once logged on the Timecard Calendar input screen will open.

The cost centre will default to the one you are responsible for. If you have multiple cost centres, use the dropdown to select/change between them. Only cost centres you are responsible for will be visible.

All colleagues within the cost centre are listed in the left hand column of the screen.

Colleague Name, Payroll Number and Contracted Hours of Work are displayed.


The screenshot shows the 'Timecard' interface. At the top left is the 'your COOP' logo and the title 'Timecard' with a placeholder 'Your Name'. On the right, there is a 'Log out' link. Below the title, there are two dropdown menus: 'Cost Centre:' (set to 'AA123 Department') and 'Week Commencing:' (set to '9th Jan'). The main area is a calendar grid with columns for days of the week and dates from Sunday 09/01/2022 to Saturday 15/01/2022. On the left, a 'Your Colleagues:' section lists three colleagues with their names, payroll numbers, and contracted hours. At the bottom right, there is a submission window showing the required submission time: 'Must be Submitted between: Sunday 06:00AM - Monday 12:00PM' and a 'Review & Submit' button.

Your Colleagues:	Sunday 09/01/2022	Monday 10/01/2022	Tuesday 11/01/2022	Wednesday 12/01/2022	Thursday 13/01/2022	Friday 14/01/2022	Saturday 15/01/2022
Colleague Name 012345 Contracted Hours: 39 hours	+	+	+	+	+	+	+
Colleague Name 123456 Contracted Hours: 37.5 hours	+	+	+	+	+	+	+
Colleague Name 234567 Contracted Hours: 39 hours	+	+	+	+	+	+	+

The Week Commencing date for the Timecard you are completing.


The submission window showing the day/time that this Timecard can be submitted.

Timecard Input - Entry & Paycodes

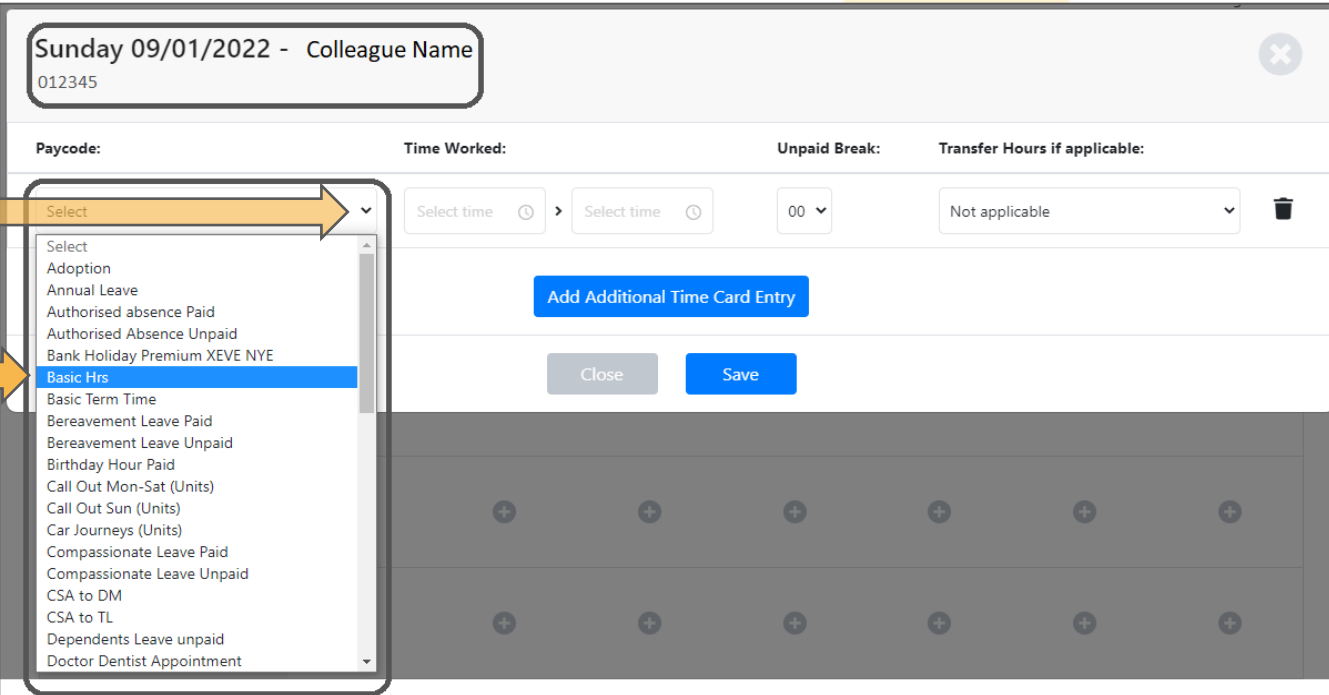
Your Colleagues:	Sunday 09/01/2022
Colleague Name 012345 Contracted Hours: 39 hours	 Add Entry

To add an entry place the cursor over the calendar date in the same row as the colleague name.

The cursor will change to a pointing finger and blue text 'Add Entry' will be visible – click to open the Timecard Entry screen.

Select the Paycode by placing the cursor on the drop down filter  in the 'Select' box to open the dropdown list.

Click on the correct pay code description within the dropdown list to select.



The screenshot shows the 'Timecard Entry' interface. At the top, it displays 'Sunday 09/01/2022 - Colleague Name' and '012345'. Below this, there are four main sections: 'Paycode:', 'Time Worked:', 'Unpaid Break:', and 'Transfer Hours if applicable:'. The 'Paycode:' section has a dropdown menu open, showing a list of paycode options. 'Basic Hrs' is highlighted in blue. The 'Time Worked:' section has two 'Select time' buttons. The 'Unpaid Break:' section has a '00' value and a dropdown. The 'Transfer Hours if applicable:' section has a 'Not applicable' value and a trash icon. A blue button 'Add Additional Time Card Entry' is prominently displayed. At the bottom, there are 'Close' and 'Save' buttons. Below the main form, there is a grid of '+' icons for adding more entries.

Timecard Input - Time Worked

Enter the Time Worked by placing the cursor in the 'Select time' box to open the dropdown time selector.
Click on the start time within the dropdown to select, enter hours and minutes.
Repeat for the end time.

Alternatively type the time in a 24hr format e.g. 17:30

Next - enter the time taken for the unpaid break. Place the cursor in the select time box to open the dropdown time selector. Choose from **zero, 30, or 60** minutes.

Timecard Input - Transfer Hours

If you need to transfer the hours worked by a colleague to a different cost centre a full list is available to select from. The selected Branch will be charged for this colleague.

The screenshot shows a timecard entry form for 'Sunday 09/01/2022 - Colleague Name' with ID 012345. The form includes fields for 'Paycode' (Basic Hrs), 'Time Worked' (08:00 to 17:00), and 'Unpaid Break' (00). A dropdown menu for 'Transfer Hours if applicable' is open, displaying a list of cost codes including 'Not applicable', 'AB920 HR Operations', 'AB925 HR General', 'AB934 Resourcing', 'AB992 HR Learning & Development', 'AC195 Core Marketing', 'AC960 Energy and Environment', 'AC993 Colleague Engagement', 'AD911 Financial Planning and Analysis', 'AD936 Management Accounts & Tax', 'AD938 Finance Shared Services', 'AD941 Finance Systems', 'AD964 Procurement', 'AE903 CIT Group Technology & Ops', 'AF957 Chief Execs Office', 'AF961 Business Transformation', 'AH946 Secretariat', 'AI194 Corporate Communications', 'AI990 Site Finders', and 'AL948 Risk, Audit and Compliance'. An orange arrow points to the dropdown arrow icon in the 'Transfer Hours if applicable' field.

To transfer colleague hours to a different cost code - place the cursor in the 'Transfer Hours if applicable' box. Click on to open the dropdown list.

Select the 'Transfer to' cost code from dropdown list.

Transferred hours cost codes assigned are only visible in the Timecard Entry screen.


Timecard Input - Additional Entry

A second timecard entry can be made for the same date. To add an additional timecard entry, click on 'Add Additional Timecard Entry'.



A new entry line will appear below for you to populate.



To remove a timecard entry line, click on the bin icon  to delete.

Timecard Input - Additional Entry (Uplift/Acting Up)

Uplift/Acting Up Pay Codes need an entry for Basic Hours that is equal to or greater than the Uplift/Acting up total hours



NOTE: Remember to enter the Unpaid Breaks for both entries.

Colleague Name 012345	09:00 - 17:00 Basic Hrs
Contracted Hours: 39 hours	09:00 - 17:00 CSA to TL
Running Total: 34.75 hours	Edit

Pay Codes that require 2 entries (Basic + Uplift/Acting up)

- BANK HOLIDAY PREMIUM XEVE NYE
- CSA TO DM
- CSA TO TL
- TL to DM
- Responsibility pay
- Unsocial Hours

Timecard Input - Standby Payments

Standby payments are entered by adding an additional time card entry, and selecting the paycode.

(e.g. call out, car Journey, Warwick OCC parking)

Sunday 09/01/2022 - Colleague Name
012345

Paycode:	Time Worked:	Unpaid Break:	Transfer Hours if applicable:
Basic Hrs	09:00 > 17:15	30	
Select	Select time > Select time	00	Not applicable

Add Additional Time Card Entry

Close Save

09:00 - 17:00 Basic Hrs Edit	09:00 - 17:00 Basic Hrs Edit	09:00 - 17:00 Basic Hrs Edit	09:00 - 17:00 Basic Hrs Edit	09:00 - 17:00 Basic Hrs Edit	+
09:00 - 17:15 Basic Hrs Edit	09:00 - 17:15 Basic Hrs Edit	09:00 - 17:30 Basic Hrs Edit	09:00 - 17:15 Basic Hrs Edit	09:00 - 17:15 Basic Hrs Edit	+

All Standby paycodes codes contain **(Units)** at the end of the text. Add the start and finish time for time worked.

1 hour = 1 Unit

Timecard Input - Save & Edit

Sunday 09/01/2022 - Colleague Name ✕

012345

Paycode: **Time Worked:** **Unpaid Break:** **Transfer Hours if applicable:**

Basic Hrs ▼
08:00 ⌚ ➤ 17:00 ⌚
30 ▼
Not applicable ▼ 🗑️

Add Additional Time Card Entry

Close Save

When you have finished adding the timecard entry, click **'Save'**.

Your Colleagues:	Sunday 09/01/2022	Monday 10/01/2022	Tuesday 11/01/2022
Colleague Name 012345 Contracted Hours: 39 hours	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f2f1;"> 08:00 - 17:00 Basic Hrs Edit </div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f2f1;"> 08:00 - 17:00 Basic Hrs Edit </div>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e0f2f1;"> 08:00 - 17:00 Annual Leave </div>

The saved entry will be visible on the Timecard Calendar screen.


If you need to make any changes to an entry, click on **'Edit'** to reopen the timecard entry. Once you have finished editing, click **'Save'** in the timecard entry to save your changes.

Timecard Input - Review & Submit

Repeat this process for each colleague.

Once a timecard entry has been input it will be save to the calendar.

You can log in and out of the Timecard System and continue to add and make changes the entries within the calendar.

A 'Running Total' for the shifts entered is shown here 

Timecard

Your Name


Cost Centre:
AA123 Department ▼

Week Commencing:
9th Jan

Your Colleagues:	Sunday 09/01/2022	Monday 10/01/2022	Tuesday 11/01/2022	Wednesday 12/01/2022	Thursday 13/01/2022	Friday 14/01/2022	Saturday 15/01/2022
Colleague Name 012345 <small>Contracted Hours: 39 hours</small> <small>Running Total: 39 hours</small>	08:00 - 17:00 Basic Hrs Edit	08:00 - 17:00 Basic Hrs Edit	08:00 - 17:00 Annual Leave Edit	+	08:00 - 17:00 Basic Hrs Edit	+	+
Colleague Name 123456 <small>Contracted Hours: 37.5 hours</small> <small>Running Total: 37.5 hours</small>	+	06:00 - 15:00 Basic Hrs Edit	08:30 - 16:30 Basic Hrs Edit	08:30 - 16:30 Basic Hrs Edit	08:30 - 16:30 Basic Hrs Edit	+	+
Colleague Name 234567 <small>Contracted Hours: 39 hours</small> <small>Running Total: 39 hours</small>	+	09:00 - 18:00 Basic Hrs Edit	+	09:00 - 17:30 Basic Hrs Edit	+	09:00 - 17:30 Basic Hrs Edit	+

Must be Submitted between:

Sunday 06:00AM - Monday 12:00PM

Review & Submit →


Once all entries have been finalised, click on 'Review & Submit' to save, to open the Summary & Sign Off screen.

Summary & Sign Off

Summary & Sign off

Department AA123

Your Colleagues:	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	
Colleague Name 012345 Contracted Hours: 39 hours	9.5 Hours	9.5 Hours	9.5 Hours	9.5 Hours	9.5 Hours	10 Hours	0 Hours	Total hours: Over/Under Contract:
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Comments</div> <hr style="border-top: 1px dashed red;"/>								
Colleague Name 123456 Contracted Hours: 37.5 hours	0 Hours	8.5 Hours	11.5 Hours	7.5 Hours	7.5 Hours	0 Hours	0 Hours	Total hours: Over/Under Contract:
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Comments</div> <hr style="border-top: 1px dashed red;"/>								
Colleague Name 234567 Contracted Hours: 39 hours	0 Hours	8 Hours	0 Hours	8 Hours	0 Hours	8 Hours	0 Hours	Total hours: Over/Under Contract:
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Comments</div> <hr style="border-top: 1px dashed red;"/>								

Week Commencing:
9th Jan

Contracted Total: 115.5

Total Hours:
 Total Branch Hours: 116.5/115.5

57.5 Hours
 +18.5

35 Hours
 -2.5

24 Hours
 -15

Must be Submitted between:
Sunday 06:00AM - Monday 12:00PM

← Edit
Sign Off →

The expected contracted hours are displayed in the top right of the screen.

Below is a comparison between the entered hours and the expected hours. If the total is over or under it will be displayed in red, with a + or - prefix.

At the end of the row for each colleague is their total hours entered, and over / under contracted hours total. If the total is over or under it will be displayed in red, with a + or - prefix.

Summary & Sign Off - Expected Contracted Hours

If the over or under hours for a colleague are correct, a comment **must** be added to the 'Comments' box above the red line.

Summary & Sign off

Department AA123

Week Commencing:
9th Jan

Contracted Total: 115.5

Your Colleagues:	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	Total Hours: <small>Total Branch Hours: 116.5/115.5</small>	
<p>Colleague Name 012345</p> <p><small>Contracted Hours: 39 hours</small></p>	9.5 <small>Hours</small>	9.5 <small>Hours</small>	9.5 <small>Hours</small>	9.5 <small>Hours</small>	9.5 <small>Hours</small>	10 <small>Hours</small>	0 <small>Hours</small>	Total hours: Over/Under Contract:	57.5 Hours +18.5
Covering colleagues sick leave									
<p>Colleague Name 123456</p> <p><small>Contracted Hours: 37.5 hours</small></p>	0 <small>Hours</small>	8.5 <small>Hours</small>	11.5 <small>Hours</small>	7.5 <small>Hours</small>	7.5 <small>Hours</small>	0 <small>Hours</small>	0 <small>Hours</small>	Total hours: Over/Under Contract:	35 Hours -2.5
Comments									
<p>Colleague Name 234567</p> <p><small>Contracted Hours: 39 hours</small></p>	0 <small>Hours</small>	8 <small>Hours</small>	0 <small>Hours</small>	8 <small>Hours</small>	0 <small>Hours</small>	8 <small>Hours</small>	0 <small>Hours</small>	Total hours: Over/Under Contract:	24 Hours -15
Comments									

← Edit

Must be Submitted between:
Sunday 06:00AM - Monday 12:00PM

Sign Off →

If you need to make changes to the timecard entries, click 'Edit' to go back to the previous Timecard Calendar screen.

To add a comment place the cursor in the 'Comments' box and click, then type in your comment.

Your comment will be auto-saved when you click out of the comments box.

Summary & Sign Off - Sign Off

Summary & Sign off

Week Commencing:

9th Jan

Contracted Total: 115.5

Department AA123

Your Colleagues:	Sun	Mon	Tues	Weds	Thurs	Fri	Sat	Total Hours:
Total Branch Hours: 122.5 /115.5								
Colleague Name 012345 Contracted Hours: 39 hours <input type="text" value="Covering colleagues sick leave"/>	9.5 Hours	0 Hours	9.5 Hours	7.5 Hours	9.5 Hours	10 Hours	0 Hours	Total hours: 46 Hours Over/Under Contract: +7
Colleague Name 123456 Contracted Hours: 37.5 hours <input type="text" value="Comments"/>	0 Hours	8.5 Hours	11.5 Hours	7.5 Hours	7.5 Hours	2.5 Hours	0 Hours	Total hours: 37.5 Hours Over/Under Contract: 0
Colleague Name 234567 Contracted Hours: 39 hours <input type="text" value="Comments"/>	0 Hours	8 Hours	7.5 Hours	8 Hours	8 Hours	7.5 Hours	0 Hours	Total hours: 39 Hours Over/Under Contract: 0

Must be Submitted between:

Sunday 06:00AM - Monday 12:00PM

← Edit

Sign Off →

When no more changes or edits need to be made, you are ready to sign off and submit the timesheet for the week.

The whole cost centre must be fully completed for all colleagues before this can be done. If it is submitted with any missing colleagues, then this will have to be completed as a historical correction on service now, as once it is submitted & signed you cannot go back.

To submit the completed timesheet, click 'Sign Off'.

Summary & Sign Off - Declaration

After clicking 'Sign Off' a declaration statement will pop up.

Click 'Close' to go back to the previous Summary & Sign Off screen.

The screenshot shows a modal window titled "Digital Sign Off Declaration" with a close button in the top right corner. The text inside reads: "Hello", "Please confirm that the figures provided are accurate and by clicking on the 'Sign Off and Submit,' you have reviewed the timecard and have approved your colleagues hours.", and "Once Sign Off has been submitted you will not be able to amend the timecard details." At the bottom, there are two buttons: a grey "Close" button and a blue "Sign Off And Submit" button. Orange arrows point from the text on the left to the "Close" button and from the text on the right to the "Sign Off And Submit" button.

To confirm the hours are accurate and to approve the hours submitted, click 'Sign Off And Submit'. You are no longer able to go back and make any changes.

The screenshot shows a navigation bar with two buttons. On the left is a button labeled "← Timesheet" with a left-pointing arrow, which is highlighted with a rounded rectangle and an orange arrow pointing up from the text below. On the right is a button labeled "Submitted" with a green checkmark icon.

The box will change to display 'Submitted' with a green tick. Confirming the Timesheet has been signed off and submitted to payroll.

Clicking on 'Timesheet' will open the Timecard Entry Calendar screen for the next pay week period.

Important Things to Remember

Managers – please be aware of the following common errors we have encountered in the Timesheets submitted to date:

- ◆ Acting up or Premium hours recorded but no basic hours on same day – they must be recorded on the same day as the basic hours worked by adding another row.
- ◆ Birthday Hour - only 1-hour to be recorded.
- ◆ No sick hours recorded, but comments recorded in text for colleague sick – even if you deem this unpaid sick, it must be recorded.
- ◆ More than 15 hours recorded in a day.
- ◆ Basic hours plus sick hours / holiday hours in one day- resulting in the recording of a double shift e.g. 8 hours basic & 8 hours sick.

NOTE: When there has been inactivity in the system for over 20 minutes, you will no longer be able to save changes or change screens.

The system locks out for security if the user doesn't do nothing in 20 minutes to prevent tampering. If you are unable to save a timecard entry; or stuck with the loading page when changing between screens, log out and back in again.