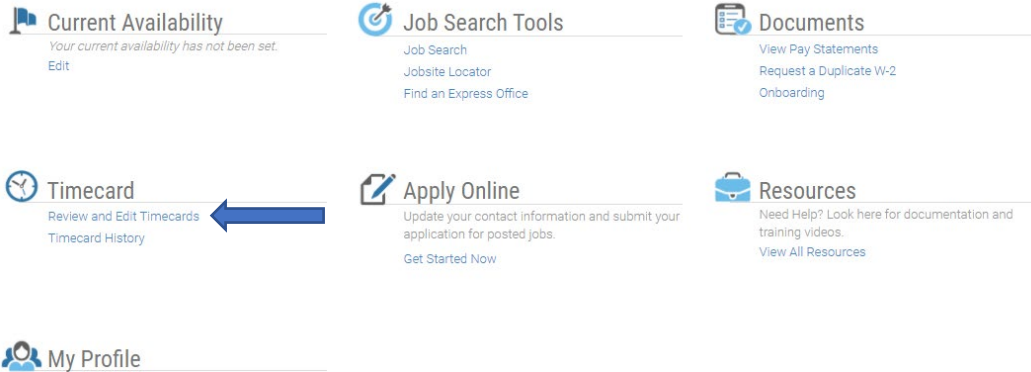




## Online Timecard Instructions

1. Log onto your Express account @ [expresspros.com](https://expresspros.com) or download the Express app.
2. Go to “Review and Edit Timecards”



3. **Make sure you select the correct week ending date.** Our weeks run Monday – Sunday so each week the date selected should be a Sunday. i.e if you worked Monday, June 14<sup>th</sup> – Friday, June 19<sup>th</sup>, you would select Sunday, June 20<sup>th</sup> for week ending.

Select Your Job

Date:

Please select a job for the week of 6/14/2021 - 6/20/2021:

RPM Adventures LLC. - Front Office Coordinator - Day Shift

\*If you get an error message stating, “no assignments found”, contact your Express office\*

4. Enter your start time, end time & any unpaid breaks (i.e. lunch break).

	Start	End	Unpaid Time		CALC	RT	OT	DT
Monday 06/14/2021	08:00 AM	07:00 PM	12:00 PM	01:00 PM	10.00	0.00	0.00	0.00
Tuesday 06/15/2021	08:00 AM	07:00 PM	12:00 PM	01:00 PM	10.00	0.00	0.00	0.00
Wednesday 06/16/2021					0.00	0.00	0.00	0.00
Thursday 06/17/2021						0.00	0.00	0.00
Friday 06/18/2021						0.00	0.00	0.00
Saturday 06/19/2021						0.00	0.00	0.00
Sunday 06/20/2021						0.00	0.00	0.00

**\*\*OT in NYS is based on any hours worked over 40 in a given week (not daily)\*\***

Start	End	Unpaid Time	CALC	RT	OT	DT
<b>Monday 06/14/2021</b>						
08:00 AM	07:00 PM	12:00 PM 01:00 PM	10.00	10.00	0.00	0.00
<b>Tuesday 06/15/2021</b>						
08:00 AM	07:00 PM	12:00 PM 01:00 PM	10.00	10.00	0.00	0.00
<b>Wednesday 06/16/2021</b>						
08:00 AM	05:00 PM	12:00 PM 01:00 PM	8.00	8.00	0.00	0.00
<b>Thursday 06/17/2021</b>						
08:00 AM	05:00 PM	12:00 PM 01:00 PM	8.00	8.00	0.00	0.00
<b>Friday 06/18/2021</b>						
08:00 AM	05:00 PM	12:00 PM 01:00 PM	8.00	4.00	4.00	0.00
<b>Saturday 06/19/2021</b>						
			0.00	0.00	0.00	0.00
<b>Sunday 06/20/2021</b>						
			0.00	0.00	0.00	0.00

Regular (RT)	40.00
Overtime (OT)	4.00
Double Time (DT)	0.00
<b>Total</b>	<b>44.00</b>
Calculated (CALC)	44.00

In the above example the associate worked a total of 44 hours for the week. The system will automatically calculate (CALC) your total hours for each day and for the week.

- You will need to determine how many hours are considered RT (regular time) & how many hours are considered OT (overtime).
- You will then enter your hours in either the RT column and/or the OT column. **All hours should be listed as RT until you reach 40 hours. If you do not do this correctly the system will not process your timecard.**

In the above example, Monday was 10 hours, which will be listed as RT. Tuesday was 10 hours, which will be RT. Wednesday was 8 hours which will be RT and Thursday was 8 hours which will be RT. Friday was 8 hours, which gives us a total of 44 hours for the week. 40 hours was reached on Friday so Friday you would list 4 hours as RT and 4 hours as OT.

- Enter your hours each day and click “save”
- Do not click “submit” until the end of your work week. Once you click submit the Digital Signature & Acknowledgement block will display. Read & acknowledge the form, check the “accept” checkbox, then click “ok.”

**\*\*Hours MUST be submitted by Sunday at midnight or you may not get paid on time\*\***

If you have any questions, please call or text our office at (518) 313-7829.

Watch this video to learn how to enter online timecards:

<https://www.youtube.com/watch?v=RXievnOeED4>

Watch this video to learn how to use the Express Jobs App

[https://www.youtube.com/watch?v=hT\\_er3QuYF0](https://www.youtube.com/watch?v=hT_er3QuYF0)