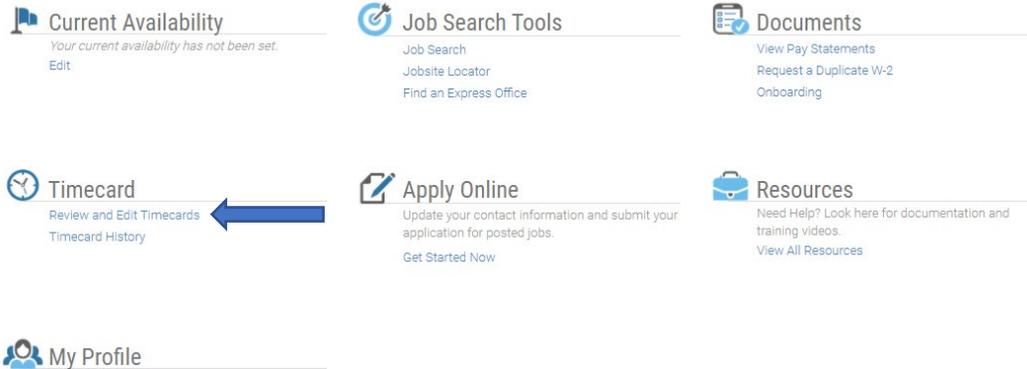


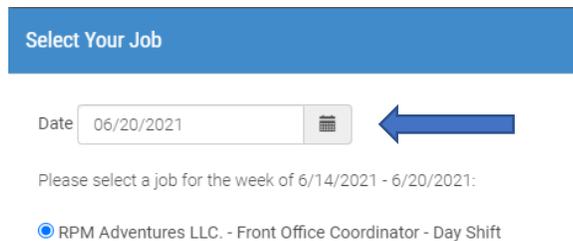
Online Timecard Instructions

1. Log onto your Express account @ expresspros.com or download the Express app.
2. Go to “Review and Edit Timecards”



The dashboard shows several menu items: Current Availability, Job Search Tools, Documents, Timecard, Apply Online, Resources, and My Profile. A blue arrow points to the 'Timecard' section, which includes 'Review and Edit Timecards' and 'Timecard History'.

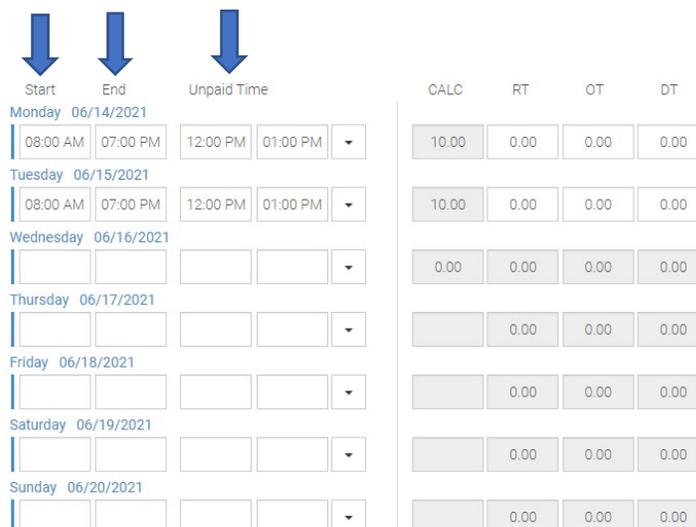
3. **Make sure you select the correct week ending date.** Our weeks run Monday – Sunday so each week the date selected should be a Sunday. i.e if you worked Monday, June 14th – Friday, June 19th, you would select Sunday, June 20th for week ending.



The form shows a date picker set to 06/20/2021. Below the date, it says 'Please select a job for the week of 6/14/2021 - 6/20/2021:' and a radio button is selected for '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).



The timecard entry grid shows columns for Start, End, Unpaid Time, CALC, RT, OT, and DT. The dates range from Monday 06/14/2021 to Sunday 06/20/2021. Blue arrows point to the Start, End, and Unpaid Time columns.

	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
Monday 06/14/2021						
08:00 AM	07:00 PM	12:00 PM 01:00 PM	10.00	10.00	0.00	0.00
Tuesday 06/15/2021						
08:00 AM	07:00 PM	12:00 PM 01:00 PM	10.00	10.00	0.00	0.00
Wednesday 06/16/2021						
08:00 AM	05:00 PM	12:00 PM 01:00 PM	8.00	8.00	0.00	0.00
Thursday 06/17/2021						
08:00 AM	05:00 PM	12:00 PM 01:00 PM	8.00	8.00	0.00	0.00
Friday 06/18/2021						
08:00 AM	05:00 PM	12:00 PM 01:00 PM	8.00	4.00	4.00	0.00
Saturday 06/19/2021						
			0.00	0.00	0.00	0.00
Sunday 06/20/2021						
			0.00	0.00	0.00	0.00

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

Save Submit Print

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