

To Create Timecards on Behalf of Your Crew/Staff

- 1) Please log in at the following URL: <http://approvers.revolutiones.com/>
N.B. It will help to bookmark this page.
- 2) After you log in and select your main project,
- 3) Click on “**Create a New Timecard**” from the upper right part of the screen (see figure below)

The screenshot shows the Revolution dashboard for 'All Shows'. At the top, there's a navigation bar with the Revolution logo, the user name 'Stephen', and links for 'Dashboard' and 'Logout'. Below this, a sub-header 'Dashboard for All Shows' is followed by a row of buttons: 'Create a New Timecard' (highlighted with a red box), 'Add a New Start (and Employee)', and 'Manage Project Locations'. A secondary row contains 'Timecards to Approve', 'Open Timecards', 'Starts', 'History', 'Other Actions', and an 'Approve' button. The main section is titled 'Timecards to Review' and includes filters for 'Status', 'Show/Project', and 'Week Ending'. Below these filters is a table with columns: Show/Project, Status, Week Ending, Employee, Title, Hours, OT, Allowances, Penalties, Comments, and Gross Pay. The table currently shows 'No timecards to approve'. At the bottom right, there are 'Actions' and 'Approve' buttons.

- 4) Ensure that the pay period is correct.
It should be pre-set to the next week so you may need to go back one week.
- 5) In the **Employee** field, type in a name of the person whose timecard you are creating (see below). If there are multiple matches, select the appropriate employee.

The screenshot shows the 'Timecard for ACME'S CHILD' form. At the top, there are buttons for 'New', 'Copy Previous', 'Calc & Save', 'Finalize', and 'Close'. The form is divided into two main sections. The left section contains fields for 'Pay Period' (09/09/2017), 'Employee' (INTERN), 'Main Location' (INTERN, NUMBER 1 (x-3209)), 'Job Title' (INTERN, NUMBER 2 (x-afaa)), and 'Pay/Guarantee'. A red box highlights the 'Employee' field, and a red box with an arrow points to the 'Pay Period' field with the text 'Click to change pay period'. The right section is titled 'Timecard' and contains a table for entering time and other details. The table has columns for 'Kit Rental', 'Per Diem', 'Mileage', 'Car Rental', 'Other', 'Account', 'ST Pay*', 'OT Pay*', 'Allowances*', 'Penalties*', and 'Total*'. The 'Account' column has a dropdown menu. The 'ST Pay*' and 'OT Pay*' fields have input boxes. The 'Allowances*' field has a dropdown menu. The 'Penalties*' field has a dropdown menu. The 'Total*' field has input boxes.

- 6) If this is the first timecard for this employee, please enter in times. You may enter in things like “8” for 8am. For 2PM, you may enter in “2p” or “14” (military time). For times with minutes, you can type in “o830” or “8.5” for 8:30am. You can also click “**Copy Previous Week**” if this is not the first timecard.
Please note that for your exempt employees, it will look like nothing changed as exempt people do not need to put in times. That’s OK.
- 7) Once the times and other info are fine, click on “**Calc & Save**”
- 8) If everything looks right, please click on “**Finalize.**”
This step is important because you will not be able to approve this card until you finalize it.
- 9) If you want to create more timecards, click on “**New**” and repeat steps 6–8; otherwise, click on “**Close**”
- 10) When all the timecards are completed, remember to select all of them and click “**Normal Approval.**” You can then go to the “**Open Timecards**” or “**History**” tabs to see where the process is. You may click on “**Send to Revolution**” to bypass any further approvers by your team. *You will still receive a payroll edit to approve.*