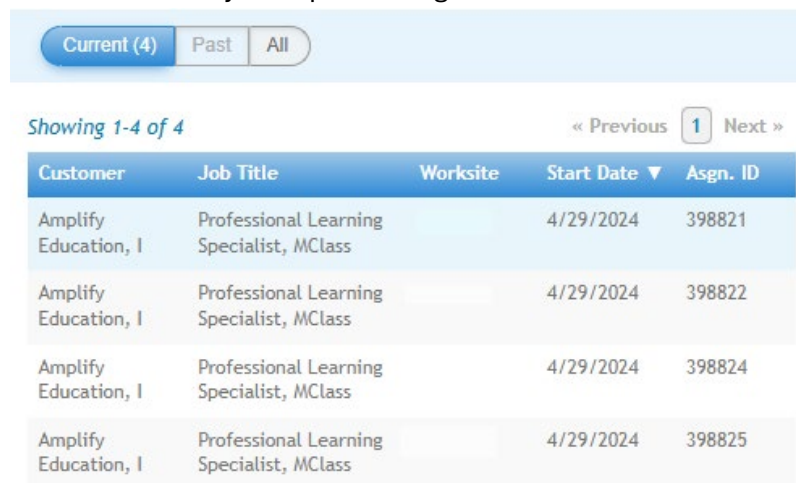# Amplify Timekeeping Guide - *Professional Learning Specialist*

Within this guide, you'll find information to best assist you with creating your timecards as a Professional Learning Specialist. Below are two main topics that will be covered:

- How to identify which assignment should be used for
  - "Onboarding/Training"
  - "Travel/Prep" Non-Customer Facing
  - "Customer Facing" Hourly Rate
  - "Customer Facing" Day Rate.
- Creating your timecards and entering in your time based on your schedule

Identifying your Assignment – Multiple Pay Rates

1. Log into your WebCenter account with your credentials
   a. If you do not remember your password, please be sure to follow the steps to reset it securely through the log-in screen. For more information, see tcwglobal.com/knowledge/webcenter-password-reset

2. Once logged in, navigate to "Assignments" to find your multiple rate – Double check that you are under the "Current" tab to reflect your active assignments.

3. Under the Asgn. ID column, you'll see your assignments separated by different Assignment IDs to reflect what tasks you're performing.

Customer	Job Title	Worksite	Start Date ▼	Asgn. ID
Amplify Education, I	Professional Learning Specialist, MClass		4/29/2024	398821
Amplify Education, I	Professional Learning Specialist, MClass		4/29/2024	398822
Amplify Education, I	Professional Learning Specialist, MClass		4/29/2024	398824
Amplify Education, I	Professional Learning Specialist, MClass		4/29/2024	398825

a.

4. On the right, you'll see the job title listed out along with your start date and other details.
   a. The key identifiers are the assignment ID, SubEntity, pay rate and job description to determine if this is the right assignment for you!

| All ▾ | 🔍 ☐ Exact Matches Only |

🕐 View Timecards for this Assignment
✚ Create NEW timecard for this Assignment

Professional Learning Specialist, MClass

Amplify Education, Inc.

Professional Services

Asgn ID:	398821	Start Date:	4/29/2024
OrderID:		Act. End Date:	-
Map:	Bing Map Google Map	Dress Code:	
		Safety Notes:	
Address:		Cost Center:	
		SubEntity:	$17/HR Onboard/Training
Shift:	1	Pay Rate:	$17.00
Start Time:	-		
End Time:	-		

| **Job Description** | **Directions** |

$17/HR Onboard/Training

   b.

5. When you're ready to create a timecard, select the "Create NEW Timecard for this assignment" button on the top right.
   a. Be sure you're creating your timecard for the correct assignment by following the prior step!

| All ▾ | 🔍 ☐ Exact Matches Only |

🕐 View Timecards for this Assignment
✚ Create NEW timecard for this Assignment

Professional Learning Specialist, MClass

   b.

Creating Your Timecard Based on your Schedule

1. On the pop-up window, you'll automatically see the dates of the current week populate for you. You'll be entering hours for these dates in one timecard for the specific assignment.
   a. If this is not correct for the time you're submitting for, simply select "Change" to the left to select the correct week.

   b.

2. After you've confirmed the dates are accurate, select the "Reg" paycode as you'll be submitting your hours worked based on your schedule. Click "Confirmation".
   a. If you are trying to submit a <u>sick</u> timecard, please be sure you have available hours based on your local city or state's sick ordinance.
   b. If you are unsure, check out tcwglobal.com/sick-leave-cheat-sheet or reach out to hello@tcwglobal.com!

3. The next screen will be a confirmation that you'll be creating a regular timecard for the week you selected.
   a. If this is incorrect, click "Select Paycode" on the bottom left to go back to the prior screen.
   b. If this is correct, select "Create Timecard"

4. After, you'll be able to select "View Timecard" to go directly to the timecard.

See the next page for continued instructions!

5. The next screen is your actual timecard that will allow you to enter in the punches for each day you work.
   a. To add in a Cost Code, select the dropdown in the upper right corner.

6. Here is a breakdown of each of the punch rows:

Punch In: Your start time for the day	Punch In 2: The time you began working again.
Lunch Out: The time you left to take your lunch or complete break in work in between projects.	Lunch 2 Out: If you took a secondary lunch or complete break in work in between projects.
Lunch In: The time you returned from your lunch or began working again.	Lunch 2 In: The time in which you returned from your secondary lunch or began working again.
Punch Out: The time you stopped working in between projects.	Punch Out 2: Your true end time for the day OR The time you stopped working in between projects.

7. Enter in your hours based on the work you performed for the assignment's rate (EX: "Travel Prep" Non-Customer Facing)
   a. If you worked overnight into the next day, please refer to tcwglobal.com/knowledge/creating-a-overnight-shift-webcenter-timecard for more details.
   b. If you've run out of punch fields to reflect the hours you worked for a day(s), please see **Page 6** for more information.

8. After you've created your necessary timecard with the appropriate hours worked based on your cost codes, you can add in any notes at the bottom, this is not required, and then select "Submit Timecard"
   a. If you have hours for more than one cost center, please see **Page 6 & 7** for more information.

9. Navigate to "Timecards" at the top to see all your submitted timecard under the "Submitted" tab.
   a. All timecards are grouped by week ending date and you can view their statuses to the left. Check out tcwglobal.com/knowledge/timecard-statuses-overview for more information on statuses!
   b. An overview of the timecard details is shown like, paycode, cost center, job title and assignment number.
   c. On the right, you'll find the total hours per timecard, and you can select "View Details" to see the hours entered.
      i. If for any reason your hours were not correctly entered, you can "Unlock" the timecard by clicking the icon.
   d. Double check that at the bottom your total hours are accurate based on the hours you worked for the entire week along with the correct assignment and rate.

   e.

Keep in mind!

- It's important that all hours are entered accurately within your appropriate rate's timecards for TCWGlobal to process your payments. Always double check your timecards for any missing or overlapping hours before submission to assist with accurate approvals from Amplify.
    - *Timecards submissions should be made no later than Sunday evening so that your approver can review by Monday, 2:00PM PST.*

- If you have any questions on your timecards and this process, please feel free to contact us at 858-810-3000 or send us an email at hello@tcwglobal.com and we're happy to help!

- Check out more resources on the Amplify Landing Page!

What if I run out of punch fields for one day or more days when working on my cost code?

- Since there are only 8 fields per day, you may run out of fields to enter in your working hours and breaks between them.
- In these cases, you can create an additional timecard by following the previous steps outlined by identifying the correct assignment and rate, creating the timecard for the applicable weekending date and reg paycode.
- After creating the additional timecard, you can add in the remaining hours to showcase your hours worked for the entire day and select the correct cost code in the top right corner.
- *NOTE*: Double check your entries to ensure you are not entering in duplicate hours that could already be in the previously created timecard. There should not be any overlapping hours across your various assignments and timecards. The secondary timecard for the one cost center should be a continuation of the hours that could not be entered in the first timecard. *See the example on the next page for a visual of overlapping hours amongst two timecards.*

What if I have multiple cost codes I'm working on?

- Each cost code requires its own timecard to reflect the true hours worked for those projects.
- In these cases, you can create an additional timecard by following the previous steps outlined by identifying the correct assignment and rate, creating the timecard for the applicable weekending date and reg paycode.
- After creating the timecard for your new cost code, you can add in the hours worked for the particular cost code and ensure its reflected properly in the top right corner.
- If you run out of fields for this cost code, follow the previous instructions on "**What if I run out of punch fields for one day or more days when working on my cost code?**"
See the next page for continued information!

What if I have multiple cost codes I'm working on? - Continued

- **NOTE:** Double check your entries to ensure you are not entering in duplicate hours that could already be in another cost code's timecard! There should not be overlapping hours from another timecard.

For example, the 1ˢᵗ timecard below shows hours performed for Prep Time that overlaps with the hours performed on the 2ⁿᵈ timecard for Delivery.

Professional Learning Specialist, MClass for Amplify Education, Inc. Professional Services Department from *12/16/2024 to 12/22/2024*

Cost Center: COGS- PD Session Prep Time, PD- Big \ ▾ ✖

	Mon 12/16/2024	Tue 12/17/2024	Wed 12/18/2024	Thu 12/19/2024	Fri 12/20/2024	Sat 12/21/2024	Sun 12/22/2024
Punch In	7:00 AM						
Lunch Out	7:30 PM						
Lunch In	8:00 PM						
Punch Out	8:30 PM						
Punch In 2							
Lunch 2 Out							
Lunch 2 In							
Punch Out 2							
	13.00	0.00	0.00	0.00	0.00	0.00	0.00

8.00 Regular **4.00** Overtime **1.00** Double Time **13.00** Total Hours

Professional Learning Specialist, MClass for Amplify Education, Inc. Professional Services Department from *12/16/2024 to 12/22/2024*

Cost Center: COGS- Customer Session PD Delivery 1 ▾ ✖

	Mon 12/16/2024	Tue 12/17/2024	Wed 12/18/2024	Thu 12/19/2024	Fri 12/20/2024	Sat 12/21/2024	Sun 12/22/2024
Punch In	6:00 PM						
Lunch Out							
Lunch In							
Punch Out	8:00 PM						
Punch In 2							
Lunch 2 Out							
Lunch 2 In							
Punch Out 2							
	2.00	0.00	0.00	0.00	0.00	0.00	0.00

2.00 Regular **0.00** Overtime **0.00** Double Time **2.00** Total Hours