



- You will have another opportunity to check the workweek and pay code of the timecard you are creating. If the information is correct, click on "Create Timecard".

*\*If the information is incorrect, you may click "Select Paycode" to return to the previous page and update the necessary information.*

**New Timecard for Assignment 308737**

1 Select Paycode    2 Confirmation    3 Review

## What this Action will Do

Create a new **Reg** timecard for week ending on **Sunday, January 10, 2021.**

« Select Paycode    Create Timecard »

- Then click on, "View Timecard" to begin entering in your hours.

**Enter Time for Assignment 308737**

1 Select Paycode    2 Confirmation    3 Review

## 1 Timecard Created

View Timecard    Close Window

**Fitting Specialist - Level 3 for Acushnet Company Primary Department from 1/4/2021 to 1/10/2021**

**REG**    Location:

	Mon 1/4/2021	Tue 1/5/2021	Wed 1/6/2021	Thu 1/7/2021	Fri 1/8/2021	Sat 1/9/2021	Sun 1/10/2021
Punch In	<input type="text"/>						
Lunch Out	<input type="text"/>						
Lunch In	<input type="text"/>						
Lunch 2 Out	<input type="text"/>						
Lunch 2 In	<input type="text"/>						
Punch Out	<input type="text"/>						
	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

Pay Rate: 0.00  
 Location Details:   
 Titleist Representative Name:

7. First, you will want to choose a “Location” from the dropdown menu. The location should correspond to a fitting event that you engaged in for a particular day of that workweek—it will include the date of the event, the location of the event, and your last name/first initial.

*\*If you do not see an event you worked available in the dropdown, please select the “No Event” option.*

**Fitting Specialist - Level 3 for Acushnet Company Primary Department from 1/4/2021 to 1/10/2021**

**REG** Location: 2021-1-4 Fitting THE COUNTRY CLU Ax \*  
2021-1-1 Fitting MARINER SANDS C

	Mon 1/4/2021	Tue 1/5/2021	Wed 1/6/2021	Thu 1/7/2021
Punch In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch 2 Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch 2 In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Punch Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	0.00	0.00	0.00	0.00

**0.00** Regular **0.00** Overtime

7979

2021-1-1 Fitting OCEAN REEF CLUB 8007

2021-1-2 Fitting EMERALD DUNES G 7820

2021-1-2 Fitting FISHER ISLAND C 7596

2021-1-2 Fitting THE CONCESSION 7926

2021-1-2 Fitting TIJERAS CREEK G 7948

2021-1-4 Fitting HOLE IN THE WAL 7241

2021-1-4 Fitting THE COUNTRY CLU Ax 8008

No Event

No Event

8. Once an event has been selected from the dropdown, you will want to enter in the following:

- “Punch In” time – the time you began working the event
- Lunch/Break time(s) – if applicable
- “Punch Out” time – the time you completed the event

The time should be logged on the same day in which the event was worked.

**Fitting Specialist - Level 3 for Acushnet Company Primary Department from 1/4/2021 to 1/10/2021**

**REG** Location: 2021-1-4 Fitting THE COUNTRY CLU Ax \*  
2021-1-1 Fitting MARINER SANDS C

	Mon 1/4/2021	Tue 1/5/2021	Wed 1/6/2021	Thu 1/7/2021	Fri 1/8/2021	Sat 1/9/2021	Sun 1/10/2021
Punch In	8:00 AM	<input type="text"/>					
Lunch Out	12:00 PM	<input type="text"/>					
Lunch In	12:30 PM	<input type="text"/>					
Lunch 2 Out	<input type="text"/>						
Lunch 2 In	<input type="text"/>						
Punch Out	4:30 PM	<input type="text"/>					
	8.00	0.00	0.00	0.00	0.00	0.00	0.00

**8.00** Regular **0.00** Overtime **0.00** Double Time **8.00** Total Hours

9. After the appropriate hours have been entered, you will need to fill-in the free-write spaces at the bottom of the timesheet.

- “Location Details” should be the full name of the golf course where the event was worked
- “Titleist Representative Name” should correspond to the TREP tied to the event

*\*Please note that the system will not properly calculate your hours or allow you to submit your timecard without the free-write spaces completed.*

	Mon 1/4/2021	Tue 1/5/2021	Wed 1/6/2021	Thu 1/7/2021	Fri 1/8/2021	Sat 1/9/2021	Sun 1/10/2021
Punch In	8:00 AM						
Lunch Out	12:00 PM						
Lunch In	12:30 PM						
Lunch 2 Out							
Lunch 2 In							
Punch Out	4:30 PM						
	8.00	0.00	0.00	0.00	0.00	0.00	0.00

8.00 Regular 0.00 Overtime 0.00 Double Time 8.00 Total Hours

Pay Rate: 0.00  
Location Details:   
Titleist Representative Name:

10. If all the information is logged correctly, click “Submit Timecard”. Once submitted, the hours will go to your TREP for review and approval.

Fitting Specialist - Level 3 for Acushnet Company Primary Department from 1/4/2021 to 1/10/2021

REG Location: 2021-1-4 Fitting THE COUNTRY CLU Ax

	Mon 1/4/2021	Tue 1/5/2021	Wed 1/6/2021	Thu 1/7/2021	Fri 1/8/2021	Sat 1/9/2021	Sun 1/10/2021
Punch In	8:00 AM						
Lunch Out	12:00 PM						
Lunch In	12:30 PM						
Lunch 2 Out							
Lunch 2 In							
Punch Out	4:30 PM						
	8.00	0.00	0.00	0.00	0.00	0.00	0.00

8.00 Regular 0.00 Overtime 0.00 Double Time 8.00 Total Hours

Pay Rate: 0.00  
Location Details:   
Titleist Representative Name:

Create Another Timecard

**PLEASE NOTE: You may only log one fitting event per timesheet to ensure the details noted are accurate for Acushnet’s tracking purposes. If multiple events were worked in one workweek, repeat steps 1-10 to create additional timecards for the other events.**



14. The next assignments to address will be “Fitting Specialist – Administrative Tasks” and “Fitting Specialist – Travel Time”. As with the tournament and training event timecards, the process will mirror the one outlined in steps 1-10 with a few minor adjustments.

The screenshot shows a list of assignments on the left and details on the right. In the list, three rows are circled in red: 'Fitting Specialist - Administrative Tasks' (Asgn. ID 308850), 'Fitting Specialist - Training Event' (Asgn. ID 308894), and 'Fitting Specialist - Travel Time' (Asgn. ID 320307). On the right, the details for 'Fitting Specialist - Administrative Tasks' are shown, with a red circle around the 'Create NEW timecard for this Assignment' link.

Customer	Job Title	Worksite	Start Date	Asgn. ID
Acushnet Company	Fitting Specialist - Level 3	Primary	12/13/2019	308737
Acushnet Company	Fitting Specialist - Administrative Tasks	Primary	12/13/2019	308850
Acushnet Company	Fitting Specialist - Training Event	Primary	12/16/2019	308894
Acushnet Company	Fitting Specialist - Tournament Event	Primary	12/16/2019	308896
Acushnet Company	Fitting Specialist - Travel Time	Primary	12/16/2019	320307

**Fitting Specialist - Administrative Tasks**  
Acushnet Company  
Primary

Asgn ID: 308850      Start Date: 12/13/2019  
OrderID: 159693      Act. End Date: -  
Map: Bing Map, Google Map      Dress Code:  
Address: 333 Bridge Street Fairhaven, MA 02719      Safety Notes:  
Location:  
SubEntity:

15. You will want to select “No Event” from the “Location” dropdown
16. Next, enter all of your administrative or travel time on the day(s) that correspond to when it was worked or accrued.
17. Finally, note the free-write “Location Details” as “NA”, and mark the TREP that the administrative tasks or travel time are tied to.

The screenshot shows a weekly timecard for 'Fitting Specialist - Administrative Tasks' from 1/4/2021 to 1/10/2021. The 'Location' dropdown is set to 'No Event'. The timecard shows punch in and out times for each day, with a total of 6.33 regular hours. The 'Location Details' field is set to 'NA' and the TREP is 'Bobby Flood'.

**Fitting Specialist - Administrative Tasks for Acushnet Company Primary Department from 1/4/2021 to 1/10/2021**

REG      Location: No Event

	Mon 1/4/2021	Tue 1/5/2021	Wed 1/6/2021	Thu 1/7/2021	Fri 1/8/2021	Sat 1/9/2021	Sun 1/10/2021
Punch In		6:30 PM			12:30 PM	3:00 PM	
Lunch Out					4:15 PM		
Lunch In					4:50 PM		
Lunch 2 Out							
Lunch 2 In							
Punch Out		7:00 PM			5:25 PM	4:30 PM	
	0.00	0.50	0.00	0.00	4.33	1.50	0.00

6.33 Regular    0.00 Overtime    0.00 Double Time    6.33 Total Hours

Pay Rate: 0.00  
Location Details: NA  
TREP Representative Name: Bobby Flood

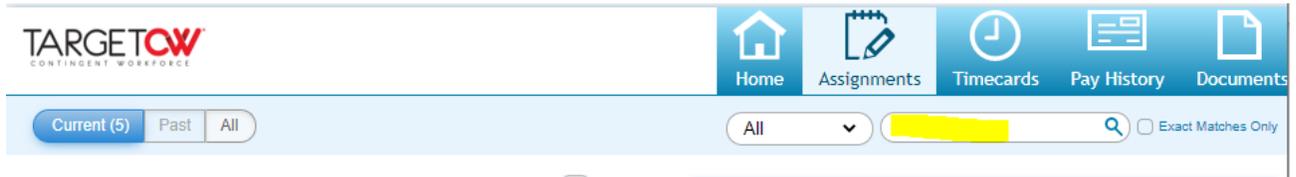
**PLEASE NOTE: Multiple timecards are only required for administrative and travel time if the TREP tied to the hours are different. There may only be one TREP per timecard. If administrative time worked and/or travel time accrued for the entirety of the week is tied to the same TREP, all hours may appear on one timecard.**

If you have questions, or if assistance is needed, please do not hesitate to reach out to the TargetCW Acushnet Team at [acushnet@targetcw.com](mailto:acushnet@targetcw.com), or TargetCW's general support team at [support@targetcw.com](mailto:support@targetcw.com) or 858-810-3000.

## Helpful Hints

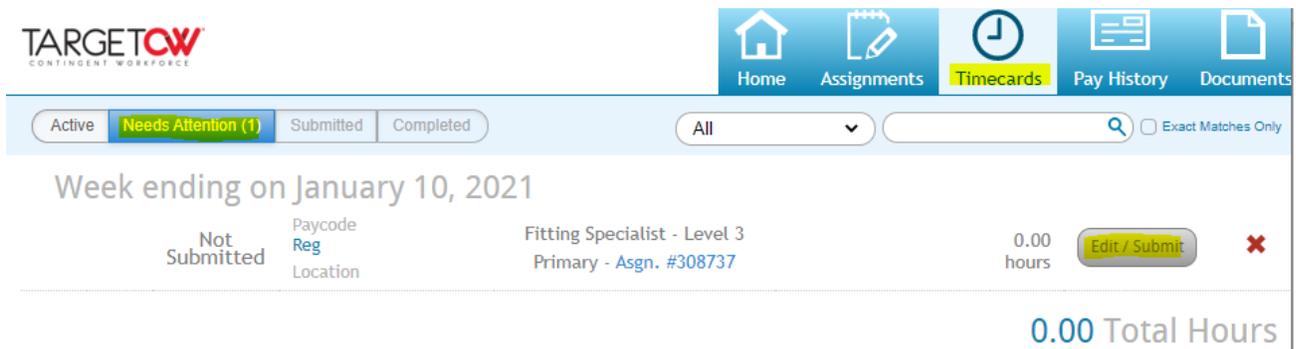
1. “HELP! I don’t see all of my assignments/timecards I created/timecards I submitted/pay stubs/etc!”

Occasionally, WebCenter will enter a specific assignment or check number into the search bar. Due to this, only the assignment/timecard/check that corresponds with that specific number will appear. If you aren’t seeing something in your account that you think you should—please double check to ensure that there isn’t a number entered into the search bar highlighted below (on whichever page you are on – i.e. Assignments, Timecards, Pay History, etc.”).



2. “HELP! I created a timecard and began logging hours, but then I closed it out and don’t know where it went!”

Timecards that have been created, but not yet submitted can be found in the “Needs Attention” tab of your “Timecards” page. Simply click “Edit/Submit” to re-open the timecard and continue logging hours.



3. “HELP! I submitted my timecard before I had logged all of my hours and/or my hours logged are incorrect!”

Timecards that have been submitted prematurely or with the incorrect hours can be unlocked for further editing. Simply navigate to the “Submitted” tab of the “Timecards” page and click the “Unlock” icon highlighted below. Once unlocked, the timecard will move back to the “Needs Attention” tab for further editing and re-submission (per the instructions above).

