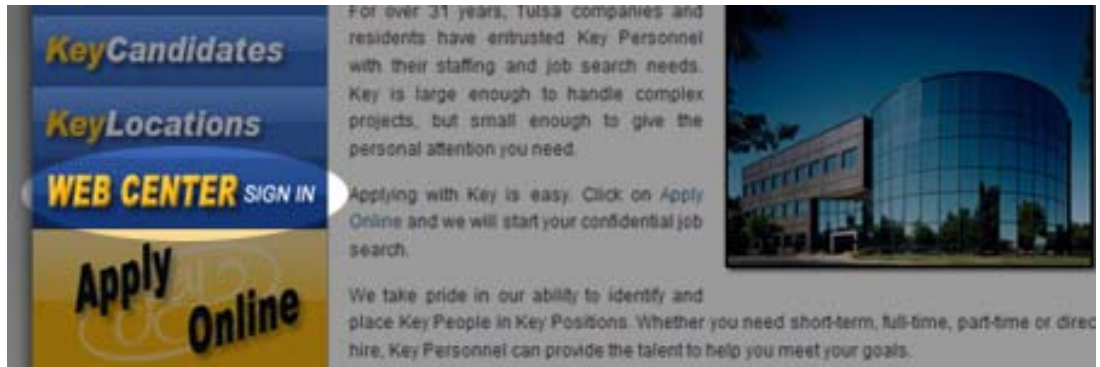
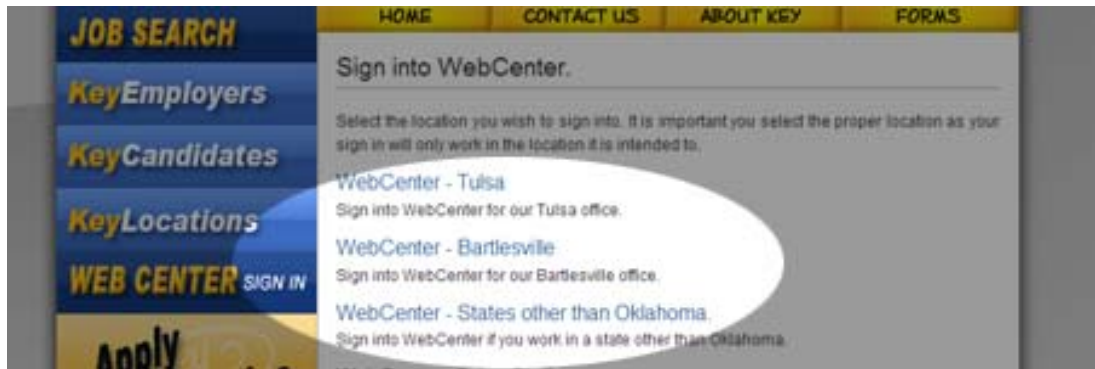


Creating Timecards – Employee’s

1. Using a web browser, navigate to <http://www.keyjobs.com> and click on the WebCenter button.



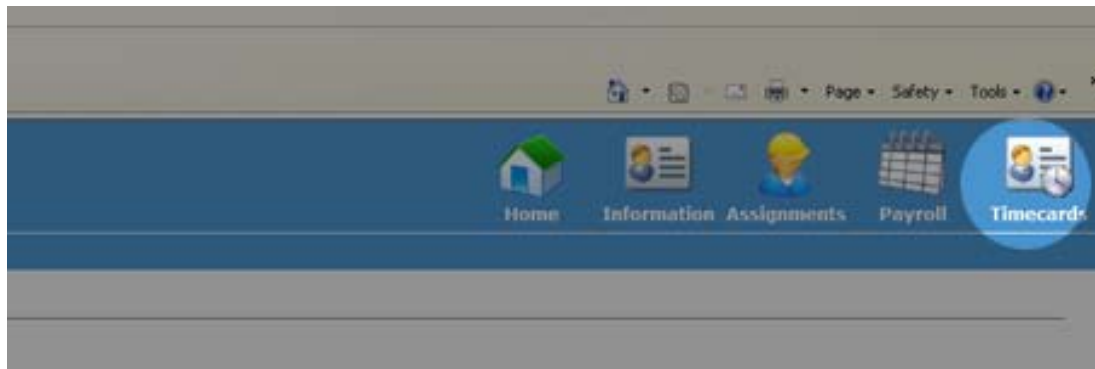
2. Choose the location of your local Key office or States other than Oklahoma if you do not live in Oklahoma.



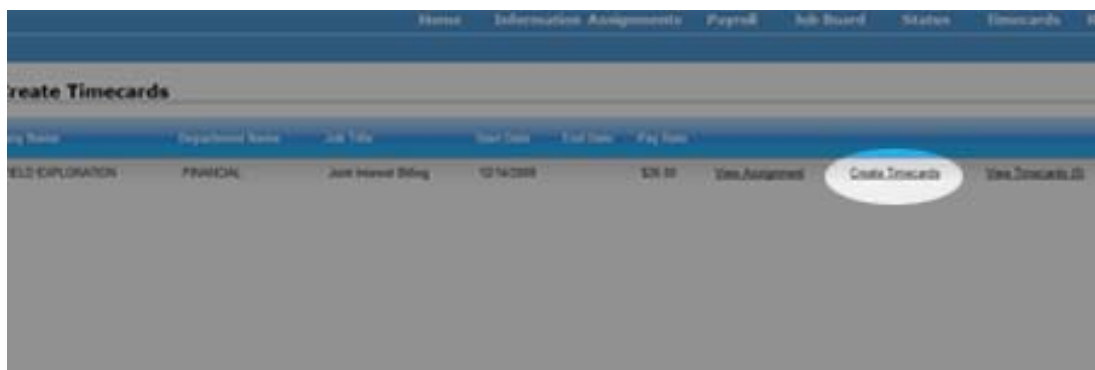
3. Sign In to WebCenter using your username and password. If you don't know your username and password, contact your placement specialist.



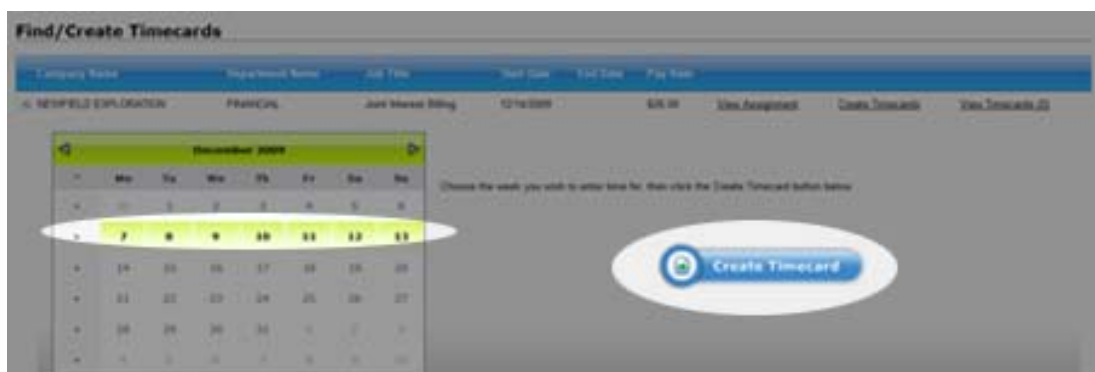
4. Once signed in, click on the Timecards button. If this button is not available, please let your placement specialist know that the Timecards button is not an option.



5. Click on the Create Timecards link.



6. Select the week for the timecard you are filling out and click the Create Timecard button.



7. Fill out your timecard. Time In and Time Out accepts values in hours and minutes. Break 1 is used for time spent (in minutes) at lunch or on unpaid breaks. When finished you can Calculate and Save or if finished for the week Submit Selected Timecards. It is important that you submit Selected Timecards when you are done for the week. Your Timecard will not be available for approval until this is done.



8. Your timecard is considered to be late if not approved by 5PM CST on Monday's. If a holiday falls on Monday, then you have until 5PM on Tuesday to get your timecard approved. Late timecards will be processed in the subsequent payroll period. You may review the status of your timecard by signing into WebCenter and looking at the status of your timecard.

