

# Laserfiche Timecard User Guide

For Employees

*The Laserfiche Timecard replaces the original blue paper Timecard. To access the Laserfiche Timecard, you must first log in to Laserfiche Forms.*

Logging into Laserfiche Forms.

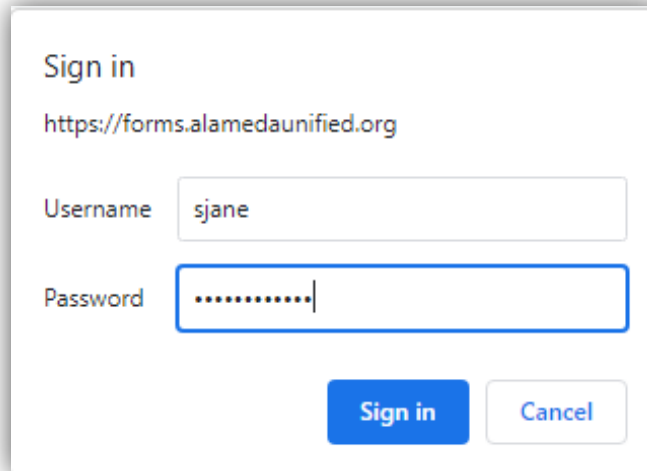
<https://forms.alamedaunified.org/forms>

If you are using a district device, you have 3 different sign-in options:

**Option 1:** Enter your AUSD username and password.

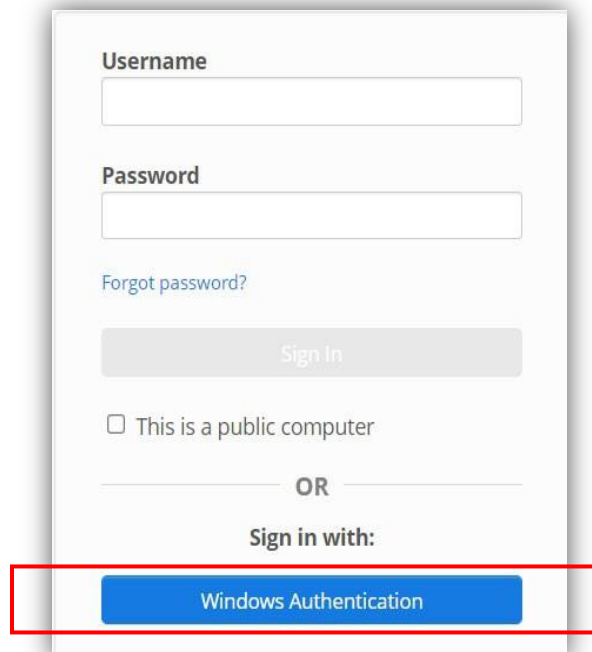
**Option 2:** Enter the domain name: alamedaunified\username and password.

**Option 3:** Enter your AUSD email and password.



A sign-in dialog box titled "Sign in" with the URL "https://forms.alamedaunified.org". It contains two input fields: "Username" with the text "sjane" and "Password" with masked characters ".....". Below the fields are two buttons: "Sign in" (blue) and "Cancel" (light blue).

You may use "[Windows Authentication](#)" (Single sign-on) only if you have already sign in once. Google Chrome is the preferred browser for Laserfiche. Web browsers other than Google Chrome (ie. Edge, Internet Explorer, Safari, or Mozilla Firefox) you may be asked to enter your district credentials again.



A sign-in form with fields for "Username" and "Password". Below the password field is a link "Forgot password?". A "Sign In" button is present. Below it is a checkbox labeled "This is a public computer". A horizontal line with "OR" in the center separates this section from the "Sign in with:" section. In the "Sign in with:" section, the "Windows Authentication" button is highlighted with a red rectangular border.

If you are **NOT** logged on to a district computer, or if you are using a Chromebook, iPad, tablet, or smart phone, sign on by entering the domain: alamedaunified\ followed by your username and password

**Username**

alamedaunified\sjane

**Password**

.....

[Forgot password?](#)

**Sign In**

☐ This is a public computer

**OR**

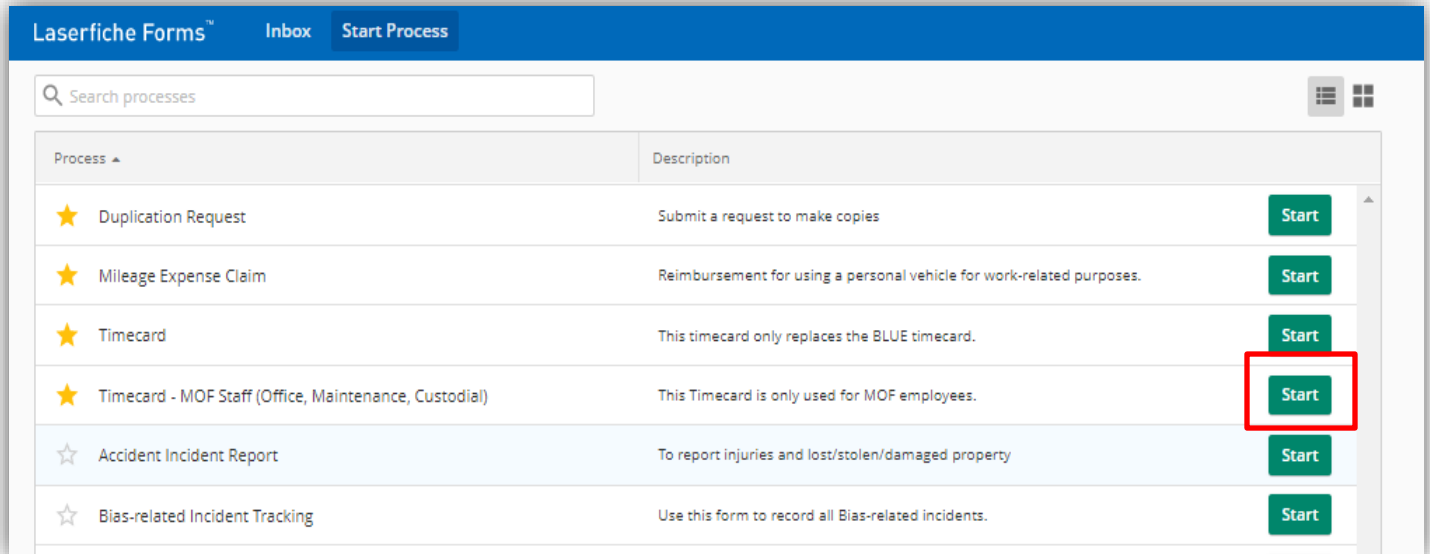
**Sign in with:**

**Windows Authentication**

## Starting a Timecard

Once signed in, click on the “Start Process” tab to see a list of all published processes that are available. Find the Timecard process and click on the green start button.

To find the form quickly, search at the top of the page or click on the star to move process to the top.



The screenshot shows the 'Laserfiche Forms' interface with the 'Start Process' tab selected. A search bar at the top left contains the text 'Search processes'. Below the search bar is a table with two columns: 'Process' and 'Description'. The table lists several processes, each with a star icon in the 'Process' column and a green 'Start' button in the 'Description' column. The 'Timecard - MOF Staff (Office, Maintenance, Custodial)' process is highlighted with a red box around its 'Start' button.

Process	Description
★ Duplication Request	Submit a request to make copies
★ Mileage Expense Claim	Reimbursement for using a personal vehicle for work-related purposes.
★ Timecard	This timecard only replaces the BLUE timecard.
★ Timecard - MOF Staff (Office, Maintenance, Custodial)	This Timecard is only used for MOF employees.
☆ Accident Incident Report	To report injuries and lost/stolen/damaged property
☆ Bias-related Incident Tracking	Use this form to record all Bias-related incidents.

## Filling out a Timecard

If you are logged onto Laserfiche with your own account, The Timecard will automatically fill your Name and Employee number.

\*You are submitting this form as AUSD Laserfiche Forms. If this is not you, please log off and log in using your network ID.

**Timecards must be submitted at the end of each month.**

Name: AUSD Laserfiche Forms Employee Number: 0 Position: Substitute Custodian

Month Of: January Year: 2023

Check if applicable:  
☒ Substitute  
☐ Comp Time (only if offered and pre-approved by Supervisor)

**Holiday and Work Days**  
Winter Break: 12/20/2021-1/2/2022  
Half Day: 12/23/2021  
Admission Day: 12/28/2021  
MLK Jr Day: 1/17/2022  
Teacher PD Day - 1/28/2022  
Parents Week: 2/18 - 2/25/2022  
Spring Day Holiday: 2/18, 2/21/2022  
Spring Break: 4/11 - 4/15/2022  
Summer Day Break: 5/27 - 5/30/2022  
[View full calendar here](#)

Enter the time that you started and ended your lunch. Leave blank if no lunch was taken.

Enter your work details. You can add your work order # or permit # here.

Delete a row.

Date	Day	Start	End	Lunch Start (?)	Lunch End	Hours	Site Worked (?)	Work Description (?)
01/03/2023	Tuesday	07:30:00 AM	04:00:00 PM	12:00:00 PM	12:30:00 PM	8.00	Alameda High School	Cover for John
01/04/2023	Wednesday	09:00:00 AM	02:00:00 PM			5.00	Longfellow (WCDC)	WO# 12312
01/05/2023	Thursday	07:30:00 AM	04:00:00 PM	12:00:00 PM	12:30:00 PM	8.00	Maya Lin School	Cover for James

Add New Job Line

Add a new row.

Total Hours: 21.00

Select what you want to do with this Timecard.  
☒ Send to MOF Office  
☐ Save as Draft and Submit at the End of the Month  
☐ Cancel/ Delete Timecard

Send To:

Signature: *Test*

Submit

Click the up and down arrows to rearrange row positions

## Job Line Examples:

### Full shift with lunch:

Date	Day	Start	End	Lunch Start (?)	Lunch End	Hours	Site Worked (?)	Work Description (?)
01/06/2023	Friday	06:30:00 AM	03:00:00 PM	10:30:00 PM	11:00:00 PM	8.00	Lincoln Middle School	custodian work

### Worked at multiple sites in a single day:

Date	Day	Start	End	Lunch Start (?)	Lunch End	Hours	Site Worked (?)	Work Description (?)
01/06/2023	Friday	02:30:00 PM	03:30:00 PM			1.00	Singleton Maintenance Yard	custodian work
01/06/2023	Friday	03:30:00 AM	04:30:00 AM			1.00	District Office	custodian work

### If you covered for someone's shift w/lunch:

Date	Day	Start	End	Lunch Start (?)	Lunch End	Hours	Site Worked (?)	Work Description (?)
01/04/2023	Wednesday	07:30:00 AM	04:00:00 PM	12:00:00 PM	12:30:00 PM	8.00	Alameda High School	Cover for John

If you worked past midnight (12am): Enter 2 lines. First line ending at **11:59:59 pm** and second line starting at **12:00am** on the following line.

Date	Day	Start	End	Lunch Start (?)	Lunch End	Hours	Site Worked (?)	Work Description (?)
01/04/2023	Wednesday	11:00:00 PM	11:59:59 PM			1.00	Alameda High School	On-Call
01/05/2023	Thursday	12:00:00 AM	03:00:00 AM			3.00	Alameda High School	On-Call

### With work order number:

Date	Day	Start	End	Lunch Start (?)	Lunch End	Hours	Site Worked (?)	Work Description (?)
01/07/2023	Saturday	08:30:00 AM	11:00:00 AM			2.50	Alameda High School	Installed New Heater Wo# 00000

## SUBMIT YOUR TIMECARD:

When you feel that your timecard is ready to be submitted, select the action **“Send to MOF Office”** > Choose the appropriate MOF staff that will verify your work from the **“Send To:”** box.

Click **Submit** after you are done.


[Add New Job Line](#)

Total Hours  
21.00

Select what you want to do with this Timecard.

☒ Send to MOF Office  
☐ Save as Draft and Submit at the End of the Month  
☐ Cancel/ Delete Timecard

Send To:

Signature  


## Save your timecard as a Draft:

Select **“Save as Draft and Edit and Submit at the End of the Month”**, and click **Submit**, if you want to continue to edit/update your timecard throughout the month. Failure to click submit will revert the form to the last saved entry.

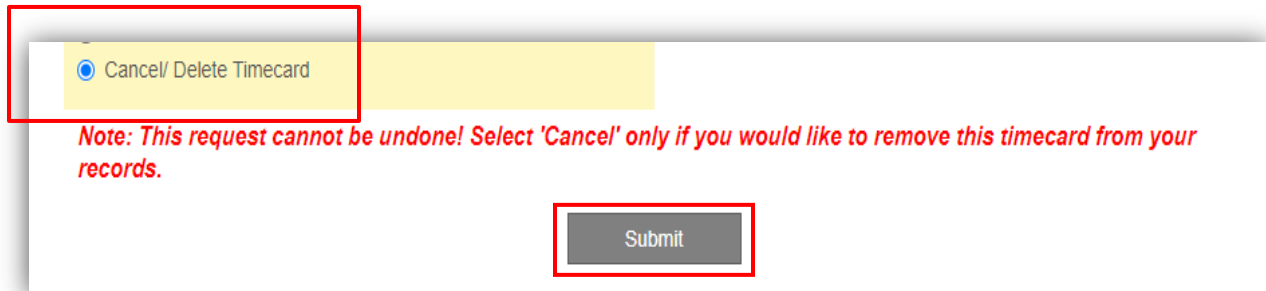
To view your saved Timecard, you can find it in your Inbox under **“Open Tasks”** or click on the direct link sent to your AUSD email.

Please remember to submit your Timecard by the end of the month.



## Canceling/ Deleting your Timecard.

**Open** your Timecard and select the “**Cancel/Delete Timecard**” action and then click **submit** to permanently delete your Timecard from Laserfiche Forms. Once deleted, there will be no way of editing and submitting your Timecard again.



The screenshot shows a web form for canceling or deleting a timecard. It features a radio button labeled "Cancel/ Delete Timecard" which is highlighted by a red rectangular box. Below this, a red italicized note states: "Note: This request cannot be undone! Select 'Cancel' only if you would like to remove this timecard from your records." At the bottom right of the form, there is a gray "Submit" button, also highlighted by a red rectangular box.

## AFTER YOU SUBMIT YOUR TIMECARD:

You will receive an email notification that your Timecard has been submitted to your manager for approval, as well as a copy of your Timecard.

- If your Timecard is Approved, you will receive an email notification that your Timecard has been processed.
- If your Timecard is Denied, you will receive an email notification with comments from your manager, and a direct link to open/update your Timecard. Once you are done making the necessary changes to your existing Timecard, click Resubmit.

Your timecard has been sent back for review with the following comment:

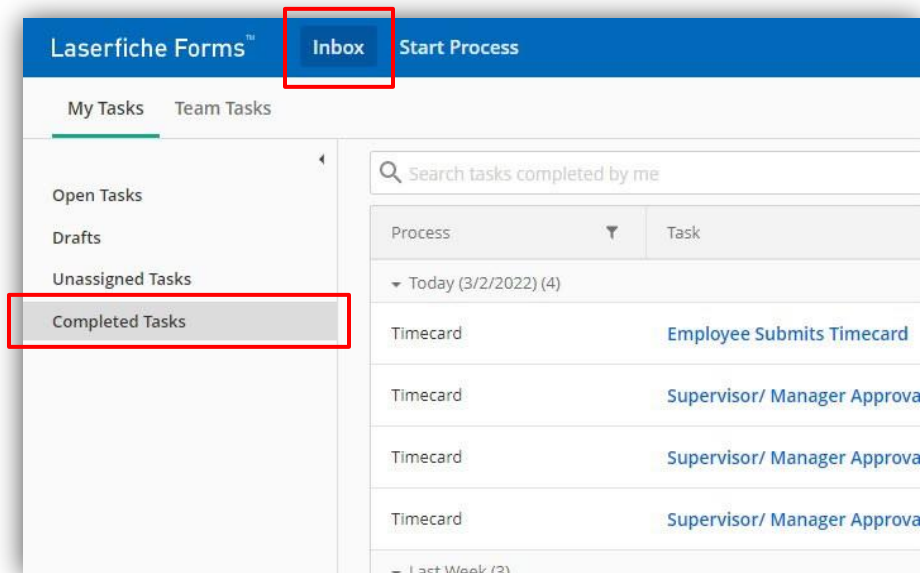
You worked 6.5 hours on Friday 2/11. Please fix.

***Please do NOT reply to this email.*** You may directly contact your manager, or review and resubmit your timecard.

[Click here to open this task in Forms.](#)

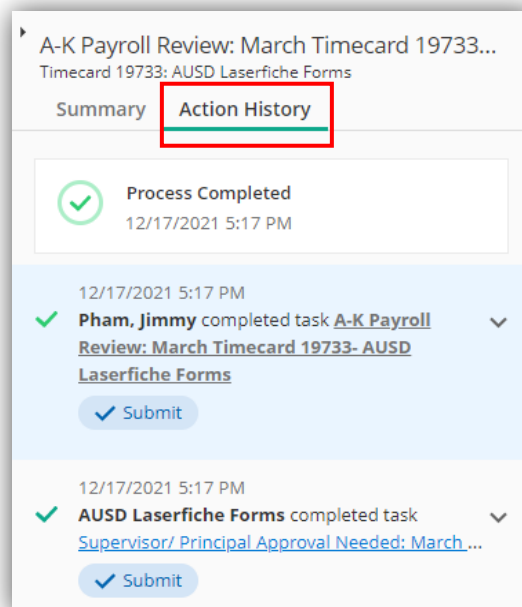
## TRACKING YOUR TIMECARD:

You may track the status of all the forms you submitted at any time, by going to your Laserfiche Forms Inbox. All Forms you have submitted reside in your Completed Task Inbox.



To view the status of your Timecard, click on the Timecard you would like to track. To quickly find your Timecard, search by your Timecard ID.

Click on the Action History tab to view the status of your Form.



\*For additional support with Laserfiche Forms, please open a Technology Services ticket [here](#), or call/email Laserfiche Help at (510) 337-7000 ext. 77141 [lforms@alamedaunified.org](mailto:lforms@alamedaunified.org)