

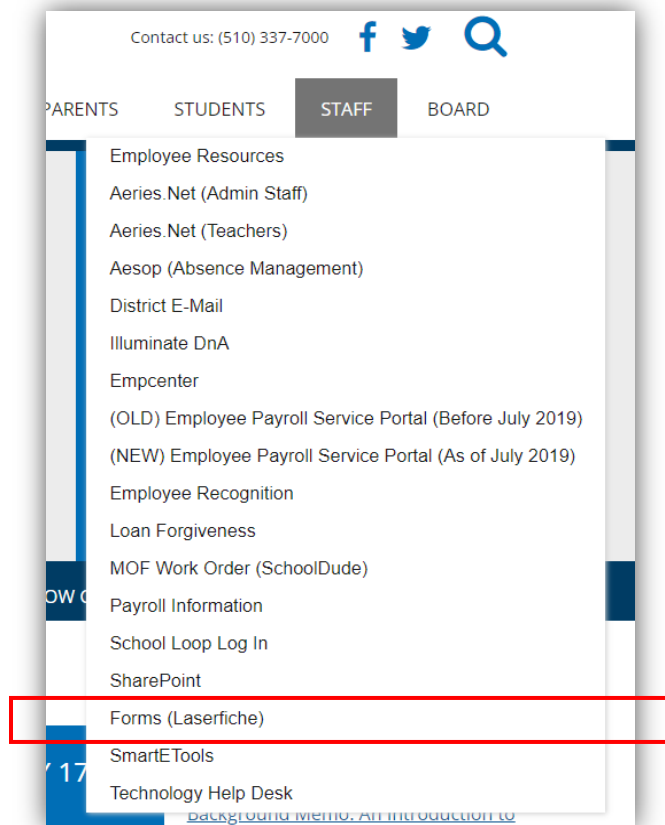
Laserfiche Timecard User Guide

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.

You can access Laserfiche Forms on any web browser by going to the Alameda Unified School District website under **STAFF** > Forms (Laserfiche).



Or click on the direct link below:

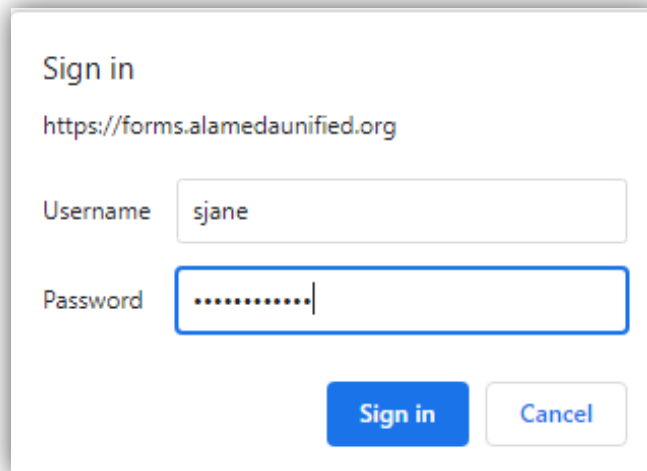
<https://forms.alamedaunified.org/forms>

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

Option 1: Enter your AUSD username and password.

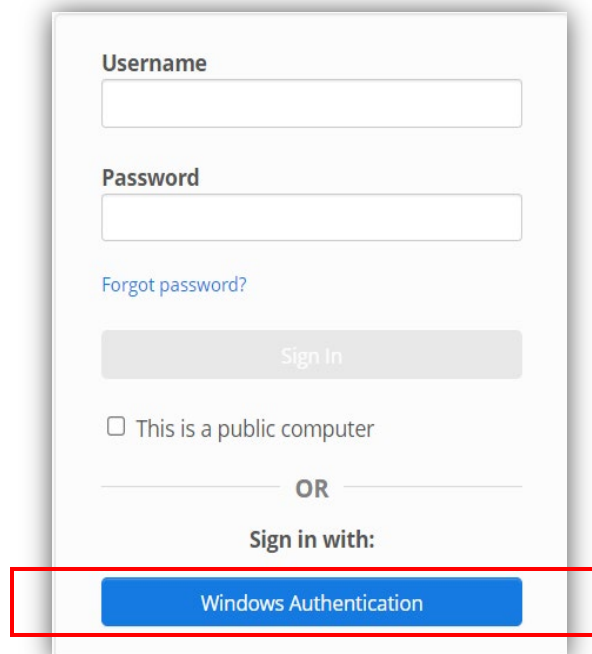
Option 2: Enter the domain name: alamedaunified\username and password.

Option 3: Enter your AUSD email and password.



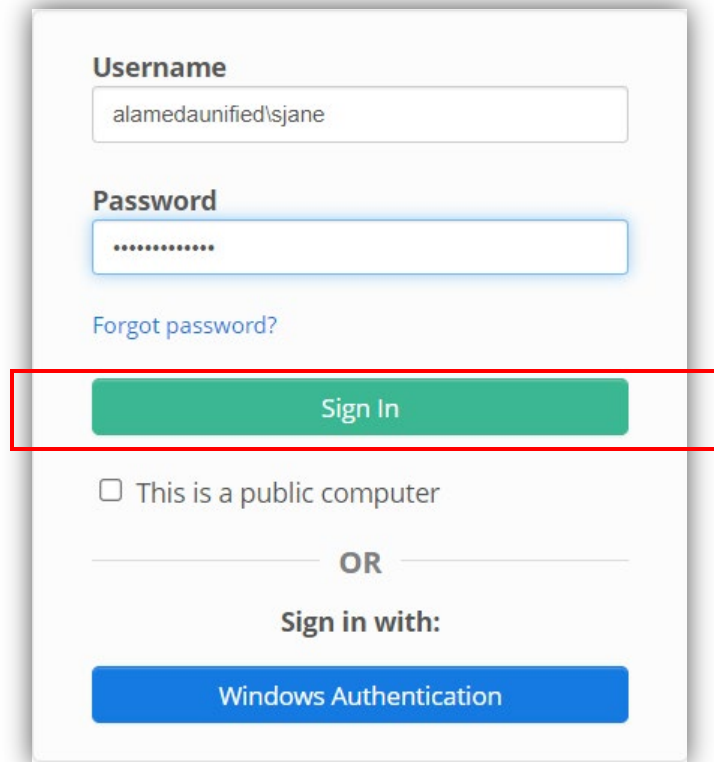
A sign-in dialog box titled "Sign in" with the URL "https://forms.alamedaunified.org". It contains two input fields: "Username" with the text "sjane" and "Password" with masked characters ".....". Below the fields are two buttons: "Sign in" (blue) and "Cancel" (white with blue border).

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 dialog box with "Username" and "Password" input fields. Below the password field is a link "Forgot password?". A grey "Sign In" button is present. Below it is a checkbox "This is a public computer". A separator line with "OR" in the center follows. Below the separator is the text "Sign in with:" and a blue button labeled "Windows Authentication", which 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

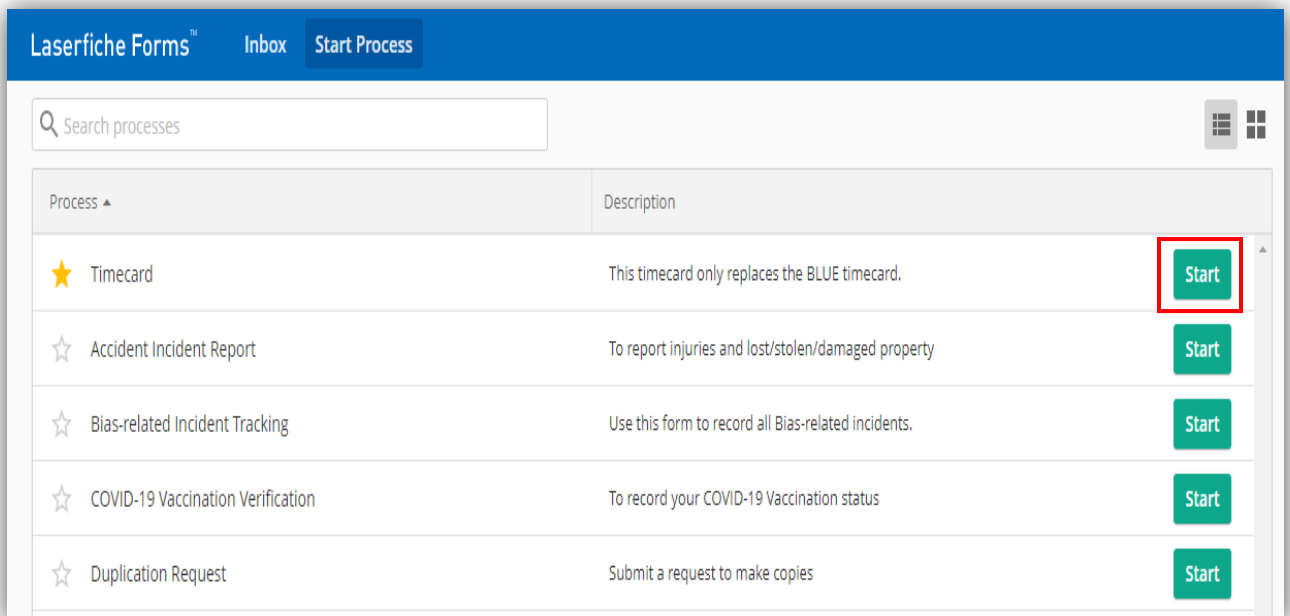
Sign in with:

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 contains the text 'Search processes'. Below the search bar is a table with two columns: 'Process' and 'Description'. The table lists five processes, each with a star icon in the 'Process' column and a green 'Start' button in the right margin. The first process, 'Timecard', is highlighted with a red box around its 'Start' button. The other processes are 'Accident Incident Report', 'Bias-related Incident Tracking', 'COVID-19 Vaccination Verification', and 'Duplication Request'.

Process	Description
★ Timecard	This timecard only replaces the BLUE timecard.
☆ Accident Incident Report	To report injuries and lost/stolen/damaged property
☆ Bias-related Incident Tracking	Use this form to record all Bias-related incidents.
☆ COVID-19 Vaccination Verification	To record your COVID-19 Vaccination status
☆ Duplication Request	Submit a request to make copies

Filling out a Timecard

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

Follow the prompts to fill out the form. Required fields will be marked with a red asterisk.

In order to show the dates for the pay period, you must fill the “For the Month of” and “Year” field first.

Timecard

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

Please submit a separate timecard for each assignment, or each manager you report to. Timecards can be submitted at any time, but must be submitted to your manager by the end of the month.

Name
AUSD Laserfiche Forms

Employee Number* (?)
99999

Position*
Teacher

For the month of*
January

Year*
2022

Check ONLY if Applicable

☐ Substitute

☐ Comp Time (only if offered and pre-approved by Supervisor)

Holiday and Breaks

Winter Break: 12/20/2021-1/2/2022

Half Day: 12/23/2021

MLK Jr Day: 1/17/2022

Presidents Week: 2/18 - 2/25/2022

Presidents Day Holiday: 2/18, 2/21/2022

Spring Break: 4/11 - 4/15/2022

Memorial Day Break: 5/27 - 5/30/2022

Memorial Day Holiday: 5/30/2022

Enter the reason that you worked and any comments here.

Date	Day	Site/Department Worked	Work Description	Hours (?)
01/01/2022	Saturday	▼		
01/02/2022	Sunday	▼		
01/03/2022	Monday	▼		
01/04/2022	Tuesday	▼		
01/05/2022	Wednesday	▼		
01/06/2022	Thursday	▼		
01/07/2022	Friday	▼		
01/08/2022	Saturday	▼		
01/09/2022	Sunday	▼		

Click on the drop down to select the site/department where you worked.

Enter the total hours you worked for the day. Do not include lunch. (For half hour - enter .5)

Once you are done filling out your information, select an action to take on your Timecard.

Send to your manager:

Choose this action when you feel your Timecard is ready to be submitted. You will be asked to select the site/department and the manager who approves your Timecard. The manager you select will have the option to approve your Timecard and send to Payroll for processing or send the Timecard back to you for revision.

If you are unsure who to send your Timecard to please contact your Department Manager or the school sites Office Manager.

The screenshot shows a web form for submitting a timecard. At the top, a yellow box contains the heading "Select what you would like to do with this Timecard.*" and three radio button options: "Send to Manager" (which is selected), "Save as Draft and Edit and Submit at the End of the Month", and "Cancel/ Delete Timecard". Below this, a text instruction reads: "Select the site/ department and the manager who approves your timecard. If you do not know who approves your timecard, please contact the office manager or Human Resources." This is followed by two dropdown menus labeled "Site/Department*" and "Manager Name*", which are highlighted with a red rectangular box. Below the dropdowns is a signature line labeled "Employee Signature*" with a "Sign" button. At the bottom right, a "Submit" button is highlighted with a red rectangular box.

Save as a Draft:

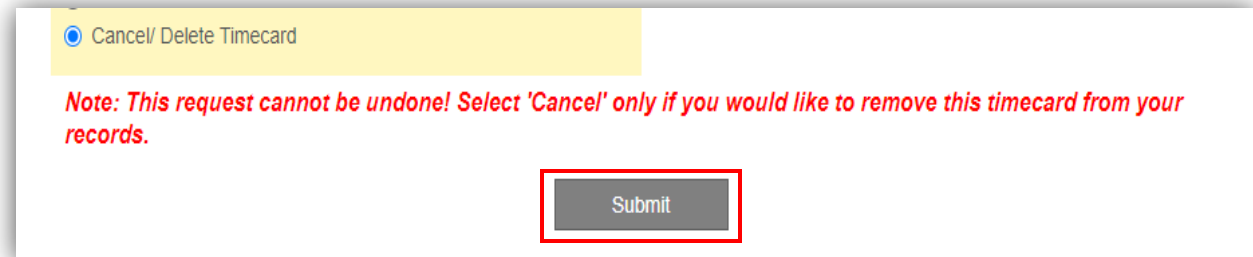
Select **Save as Draft and Edit and Submit at the End of the Month**, and click **Submit**, if you want to continue to edit/update your timecard throughout the month. Failure to click submit will revert the form to the last saved entry.

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 up 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.



A screenshot of a web form for canceling or deleting a timecard. The form has a yellow header bar with the text "Cancel/ Delete Timecard" and a radio button icon. Below the header, there is a red warning message: "Note: This request cannot be undone! Select 'Cancel' only if you would like to remove this timecard from your records." At the bottom of the form, there is a gray "Submit" button, which is highlighted with a red rectangular border.

☐ Cancel/ Delete Timecard

Note: This request cannot be undone! Select 'Cancel' only if you would like to remove this timecard from your records.

Submit

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:

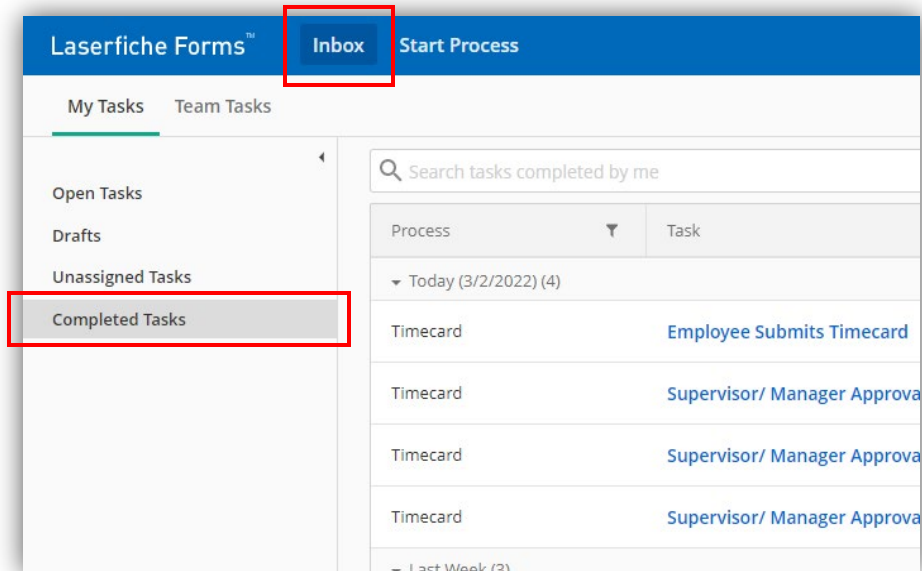
You worked 6.5 hours on Friday 2/11. Please fix.

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.](#)

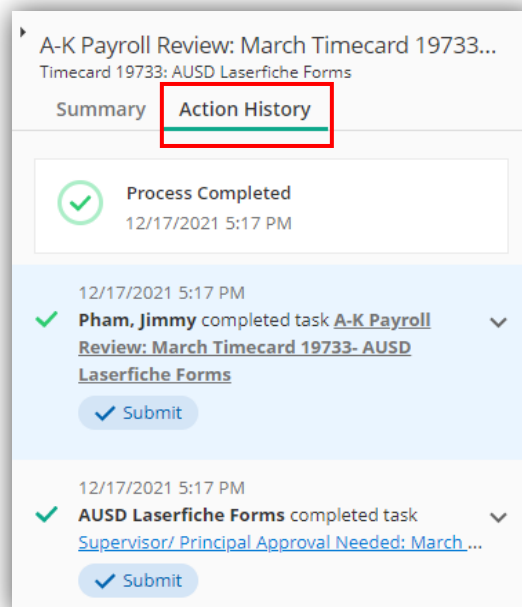
TRACKING YOUR TIMECARD:

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