

How to fill out your timecard

1. Go to OwlNet at <https://owlNet.williamwoods.edu>
2. If you do not know your username and password, Choose Password Retrieval, fill out the form and hit Submit. If you already know your username and password, you may proceed to step 4.

How to Log in to OwlNet

1. Retrieve your OwlNet password using the **Password Retrieval**. (You must have your ID Number, zip code, Social Security Number and date of birth on file with us)

Retrieve My OwlNet Password

ID Number:

Last Name:

Zip Code:

Date of Birth (mm/dd/yyyy):

SSN (without dashes):

3. Once the password appears, write it down.
4. You may now login with your username and password. Your username is your six digit employee ID number given to your by Human Resources. Your password is the number just given to you.


User Name: Password:

Printer Friendly 

de, Social Security Number and date of birth on file

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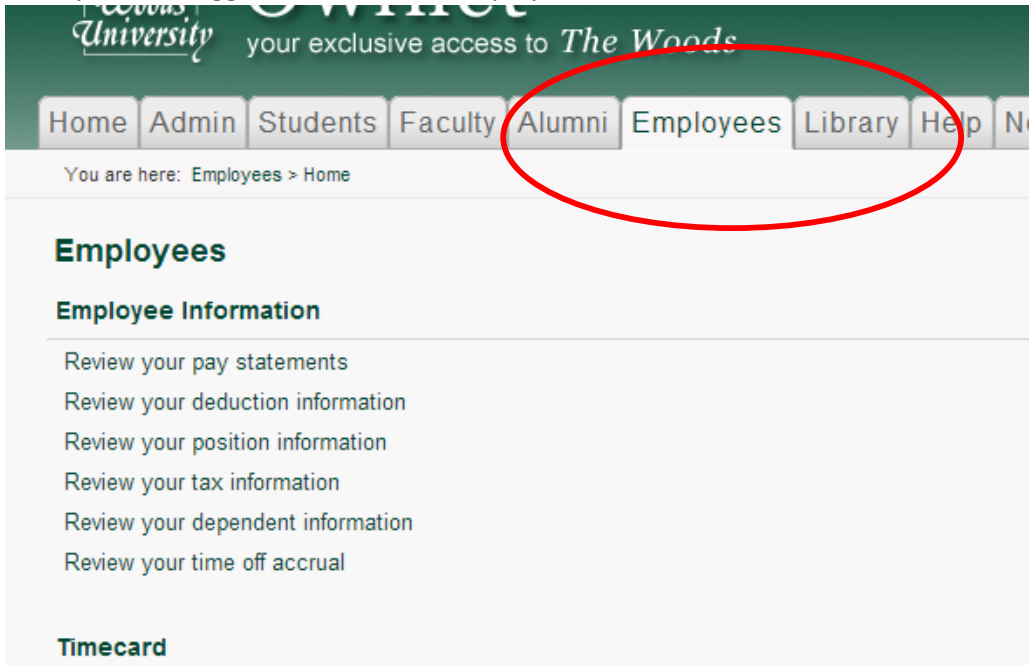
OwlNet Home

- Home 
- Apply for Admission
- Course Search
- Request More Information
- Retrieve My OwlNet Password

Quick Links

- Atomic Learning 

5. Once you have logged in, click on the Employee tab.



6. At the bottom left side of the screen there is a calendar. Fill out each time slot by date and click "Save Hours"

The screenshot shows a timecard entry form for Tuesday, 4/1/2014. The form is titled 'Saturday 3/22 - Friday 4/4' and includes a calendar view. The calendar shows the dates from Sunday 3/23 to Saturday 4/5. The date 4/1 is highlighted in blue. Below the calendar, the form is titled 'Total hours for Tuesday 4/1/2014:' and contains a table for entering time slots. The table has columns for 'Clock In', 'Clock Out', 'Hours Type', and 'Subtotal'. There are two rows for entering time slots, each with a 'Regular' dropdown menu. The total hours for the day is shown as 0.00. A 'Save Hours' button is located at the bottom of the form, circled in red.

Clock In	Clock Out	Hours Type	Subtotal
<input type="text"/> : <input type="text"/> AM	<input type="text"/> : <input type="text"/> AM	Regular	--
<input type="text"/> : <input type="text"/> AM	<input type="text"/> : <input type="text"/> AM	Regular	--
Total:			0.00

7. When timecards are ready to be submitted at the end of a pay period, you will need to click Finalize Hours at the end of each time period.

