
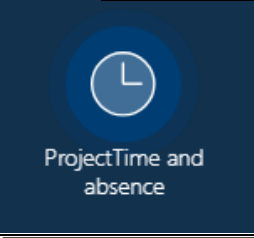
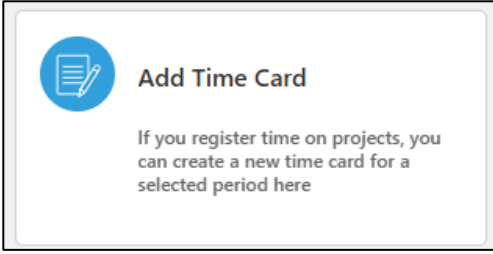
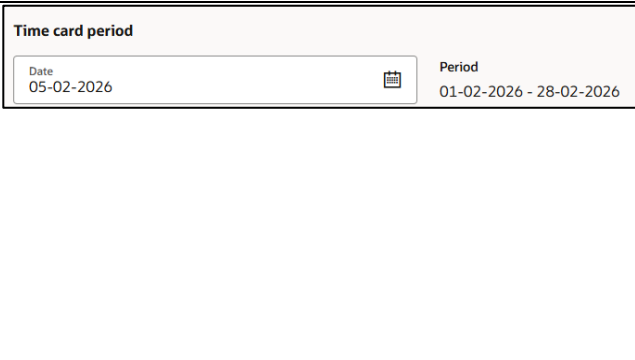
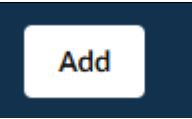


## How to create a timecard

	Log in mitHR
	Select the tab Me
	Select the Time and Absence App
	Choose Add Time Card
	<p>You must now choose any date in the month for which you want to create a timecard – you can either type in a date or select one using the small calendar icon. In the calendar icon, you can navigate to the previous or next month. Only one timecard can be created per month. You can create timecards up to 40 days back and 30 days ahead – the selected date will open a timecard for the entire month you have chosen.</p>
	To create a timecard, click the Add button in the top right corner.
	<p>You can now begin entering registrations in the newly created timecard. For guidance on how to register, follow the instructions in <i>“How to register project hours in the timesheet”</i> on the Project Time management site – starting from step 5: <a href="#">Click here</a></p>