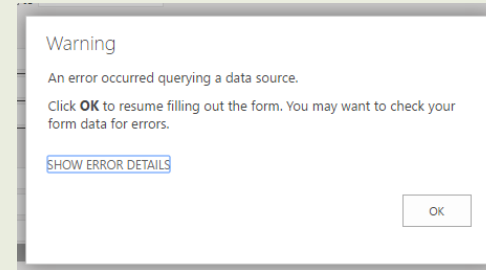
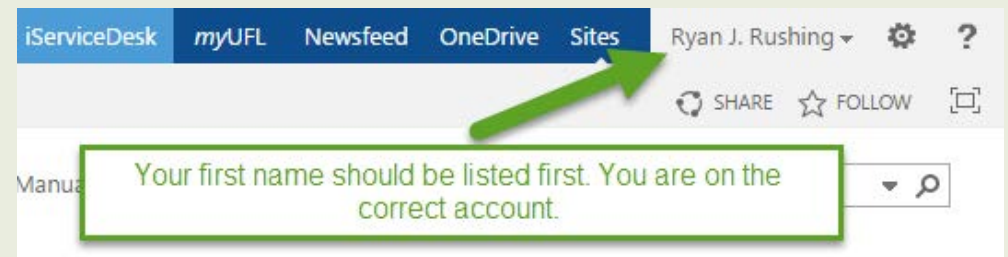
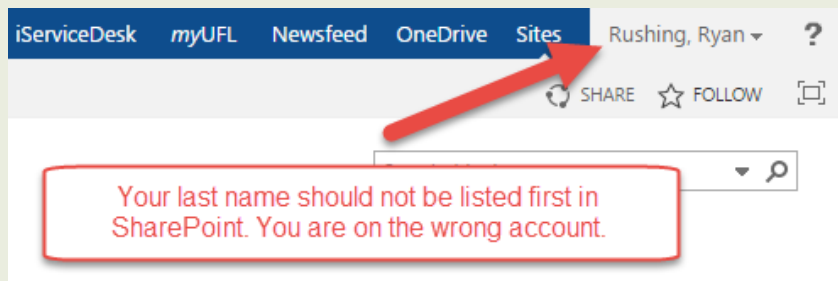


****IMPORTANT TIMECARD INFO****

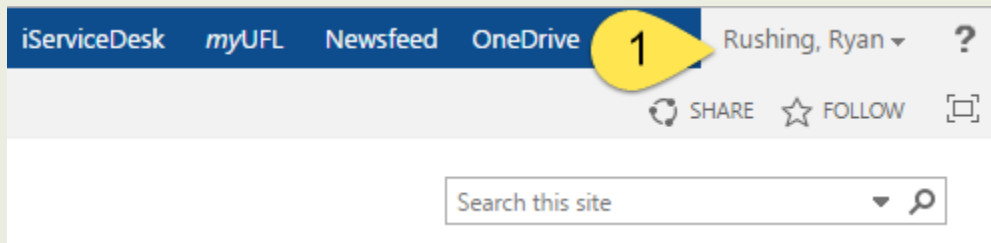
When completing your timesheet, **DO NOT CONTINUE** if you get the error shown in the box to the right:



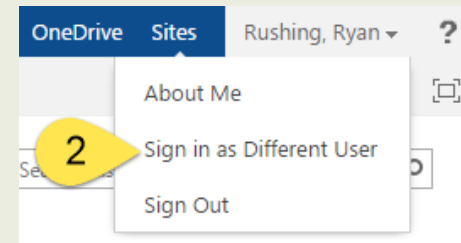
This is caused by being logged into the wrong account in SharePoint:



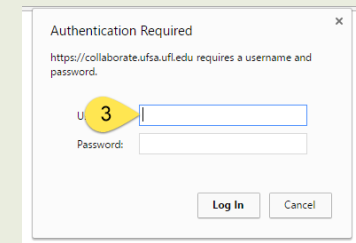
To fix this, follow these steps in SharePoint BEFORE attempting to create a timecard:



1. Left-click on your name using the mouse.



2. Left-click on "sign in as different user"



3. Type GLOBAL\ and then your housing username (no spaces)

When typing in your username, you have to use the \ key
Where is the \ key?

The \ key is located above the ENTER key on the keyboard!

Make sure to use your Housing account password,
not your GatorLink password!

