Adding Project/Cost Center and Purchase Order

CREATIVE CIRCLE®

Clients may ask you to include detailed information including a Project/Cost Center or Purchase Order during your assignment. If so, follow the instructions below to include them on timecard.

1 If you need to record a **Project/Cost Center** for this *specific* time block you may add it here (24-character limit.)

This might be a code that the client provides, or it might be a notation of the specific project you were working on for that window of time, e.g. *Design123.*

When the Project/Cost Center is a constant or known in advance, you may find this field pre-filled in for you.

Timecard for Weekending Sun 08/11/2024

Mon 08/05/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)
001-81493 - Time Media - 08 ⌄	Design123		

Tue 08/06/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)

2 If you need to record a **Purchase Order or Notes** for the *entirety* of your week's work, you may indicate those in the area below the Monday-Sunday breakdown.

Any **Notes** you enter will be visible to the client and to our Payroll Team.

Sun 08/11/2024	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)
001-81493 - Time Media - 08 ⌄			

001-81493 - Time Media	Purchase Order:	Design123	No work this week ☐
Authorizer: Clive Client (c.client@timekeeping.com)	Notes:		