

Hourly Employee Timekeeping

Access Employee Timecards

This job aid explains how you can access and review your employees' timecards.

About Timecards

- Employee timecards can be accessed via mobile device view or desktop view. The application will show the list of employees a bit differently depending on the device you use.
- There are two options to review employee timecards from the Main Menu:
 - Select **Employee Summary**, which brings you to the Employee Timecards Dataview
 - Select **Timecards**, which brings you directly to the employee timecards
- The Employee Timecards Summary Page Dataview enables you to review the overall status of your employee's timecards. From the dataview, select the employees by name and use Open Selected to review only the timecards of the employees selected.

Access Your Employees' Timecards Employee Summary Dataview

Navigation: Main Menu > Time > Employee Summary

1. Choose **Current or Previous Pay Period** and **B1**.



2. Scroll down the page to search for the employee that you wish to view the timecard for and select their name.
3. Choose **Open Selected**.
4. You may also choose **Select All > Open Selected** in order to be able to scroll through a list of timecards.



Access Your Employees' Timecards Directly

1. Select Main Menu > Time > Timecards.

On the Employee Timecard Details Page:

2. If you wish to switch to a different employee, select a different employee in the name selection field. You can do this in several ways:
 - Select the down arrow ▼ next to the first employee's name to open the employee list. Scroll down to select a new employee

- Select the Next Employee or Previous Employee arrows to view the next or previous employee's timecard.



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