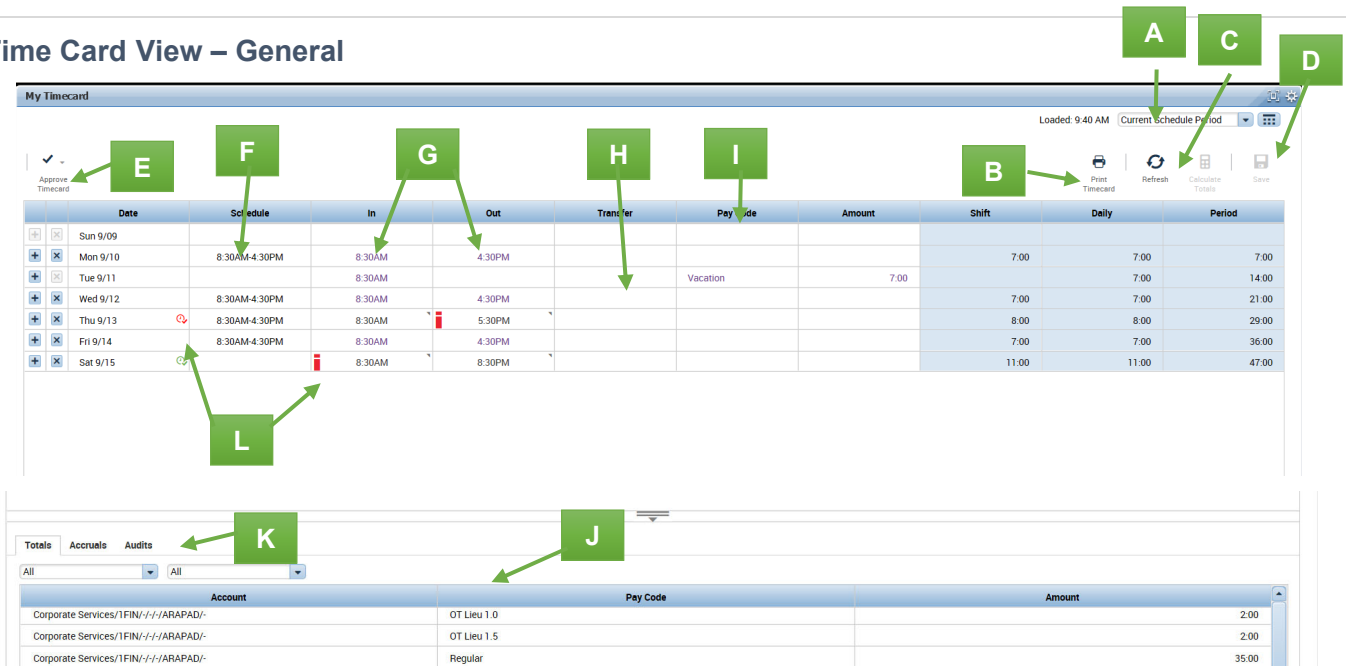
NAVIGATE TIMECARD

Objective	To learn how to navigate the timecard.
Purpose	The timecard is used to view your time entry data, make edits, and address or view exceptions within your timecard.

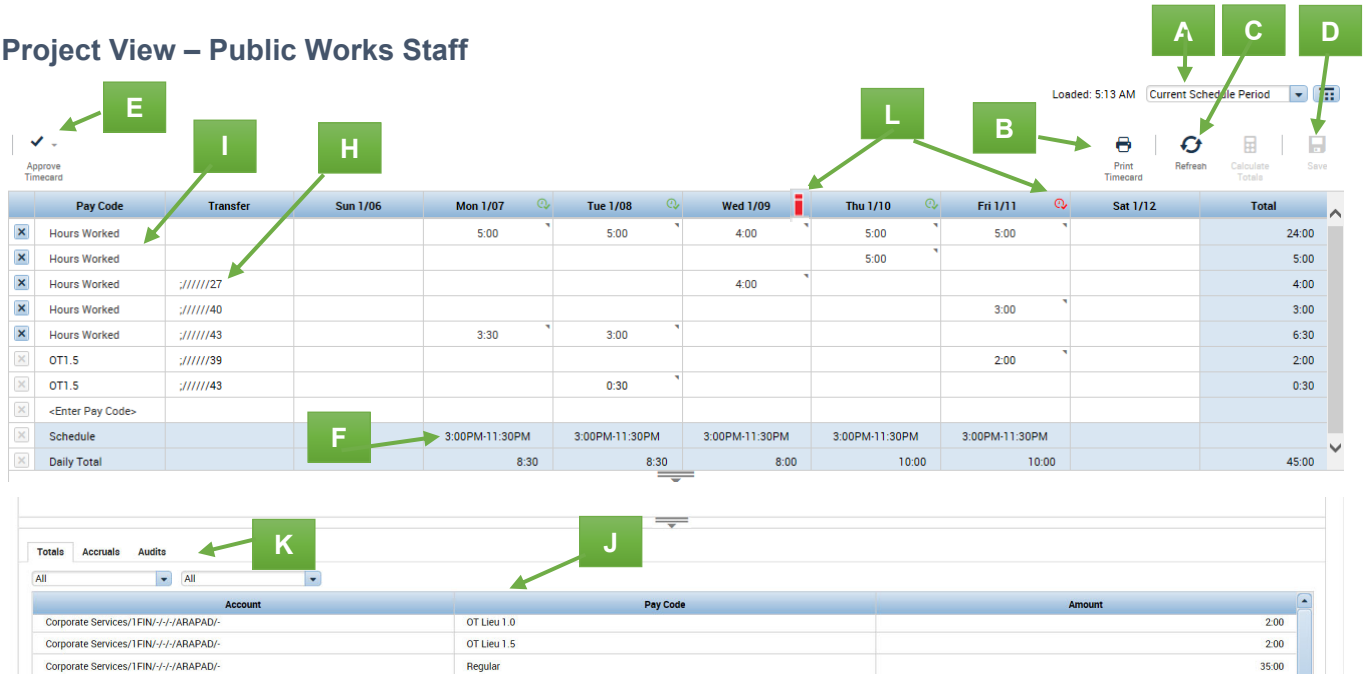
1 Maximize or select **My Timecard**

Time Card View – General



2

Project View – Public Works Staff



Legend

A	**Time period drop-down list**: Select from a preconfigured list to view a specific time period. Or, select the Calendar to select a specific date range. No Limitation on the date range you select – either forward or backwards in time.
B	**Print Timecard:** Select this option to print your timecard.
C	**Refresh**: Click to return the timecard to its status after the last save. Your REDO button.
D	**Save**: Click to save your changes **[important step].** This button will be **Orange** if transactions are unsaved.
E	**Approve Timecard:** Options to approve a timecard. *Best Practice – Approve your timecard at least weekly.*
F	**Schedule:** Time of shift coming from the Schedule Planner.
G	**Punches:** System requires an **In** and an **Out** punch to calculate pay. Default is from schedule but can be over written by employee. WFL and PS staff will generate the punches from the clocks. The project view for public works does not include punches.
H	**Transfers:** If an employee is transfer to another location/activity/job – perform the transfer in this cell.
I	**Pay Code:** A Pay Code is entered if time is not the Regular pay code.
J	**Pay Code Distribution:** This section provides a summary of the Pay Codes being charged for the period.
K	**Display Option:** Select the tab to see the summary information. Totals – Pay Codes; Accruals – Balances
L	**Exception Alert:** An Icon will be display where an exception to the schedule occurs.