

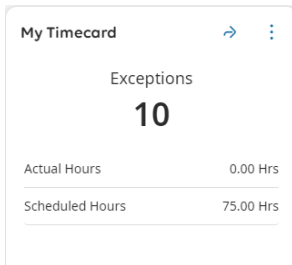
Hourly Employee Timekeeping

Review My Timecard - Hourly

This job aid explains how you can review your timecard for accuracy after each day worked.

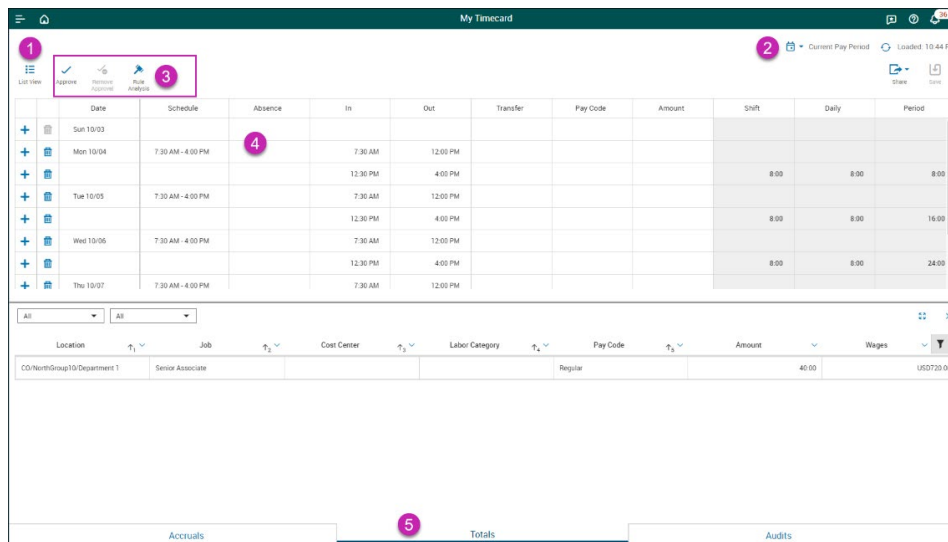
About My Timecard

- Access your timecard by selecting the arrow on the **My Timecard** tile on your homepage.



- You use your timecard to enter your time, confirm that the work record is accurate, and view edits and comments entered by your supervisor or manager.
- Timecards can be viewed on a **List View**, commonly used when opening the timecard on a Mobile device, or a **Table View**, commonly used using a desktop computer.

Timecard Overview



Switch Your Display

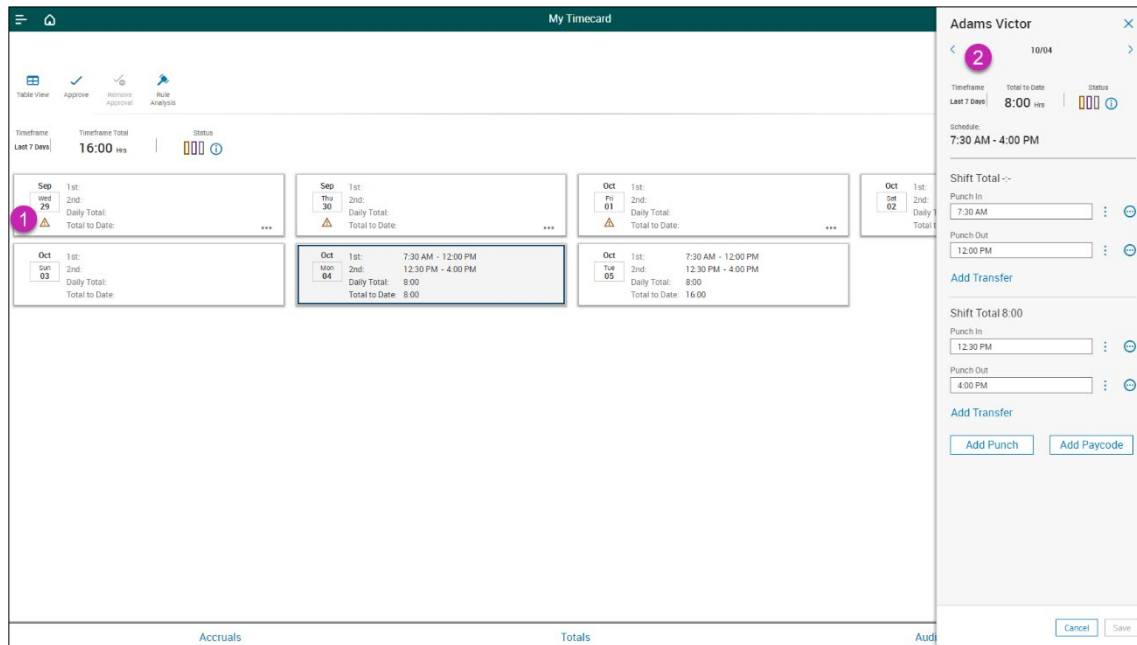
1. The main area of a timecard can be displayed in a table view or a list view. Select **Table View** or **List View** to toggle from one view to the other. The List view is the default view of the timecard when you log in using your mobile device.
2. Choose **Select Timeframe** to select a different time period, as needed.


Table View

3. At the action bar, you have access to edit your own timecard, this is where you can select actions to perform on your timecard, such as submitting approvals. Refer to #3 on image above.
4. The Timecard grid is where your punches for each day will be displayed. You can scroll up/down, left/right to view the entire grid of information for each pay period. Refer to #4 on image above.
5. The tabs at the bottom of the timecard is where you can verify your total hours by pay code and by department or job worked. Accruals will display your accrual balances. Refer to #5 on image above.

List View

The list view displays each day in a stacked view for the selected timeframe. The days are arranged in a responsive layout that varies depending on the width of the timecard. Each day lists punches, pay codes, schedules, daily total, and total time to date.



1. An Action Required  indicator appears if you need to address exceptions. Refer to #1 on image above.
2. When you select a day, the day detail panel opens. This panel displays timeframe and totals to date as well as punch details, shift totals, and exceptions. Refer to #2 on image above.

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