Employee Time Card

The time card lists the employee's schedule, as well as In and Out times for each shift, total working hours, workgroups in which the employee worked, and deviations from the schedule. Supervisors can also correct any mistakes or add information to the time card. Maintaining the information on the time card is crucial in order to pay employees correctly.

Summary information is displayed in each of the tabbed areas at the bottom of the time card. In this case, the period total summary, employee benefit summary, and editing summary are displayed. The period total summary displays total pay designation hours and dollars worked by each employee during the selected time period. The employee benefit summary displays changes to benefits (credits and debits to benefit banks). The editing summary displays supervisor adjustments for the employee time card.

Some common supervisor tasks are to:
- Add a missing punch
- Add a schedule
- Acknowledge an exception (you have seen the exception and you agree that it is correct)
- Credit or debit hours or dollars to or from the employee
- Perform a workgroup transfer
- Authorize a day, a pay period, or a workgroup transfer

Browsing

- Use the Pages drop-down menu to browse to different information about the employee, such as the employee schedules.
- Use the Pay Period drop-down menu to browse to information about different pay periods.
- Use the Employee drop-down menu to browse to a different employee.
- Use the Prev. Empl. and Next Empl. to browse to a previous or next employee in the Employee drop-down menu.
- Use the Time Card drop-down menu to display different views of the time card. The Normal view contains the employee's current punches, schedules, and hour and dollar totals. The Scheduled view is based on the employee's schedule. Shift start and end times are based on schedule start and end times. The hours and totals are calculated according to the employee's schedule. The Estimated view displays the punch activity to date and inserts punches according to the employee's schedule for the remainder of the pay period.
- Use the workgroup drop-down menu to browse to employees in a different workgroup. In this example, the workgroup drop-down menu available is Cost Center.