

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.

Pages		Time Card	Pay Periods		Current Period	Prev. Empl.		Capanna, Michael	Next Empl.		Time Card	Normal
Cost Center		S3										
Capanna, Michael (L1, TRANS, S3)											Curr 11/13/05 to 11/19/05	
Last Name	First Name	ID	Badge	Location	Department	Cost Center	Hired					
Capanna	Michael	000183	136	L1	TRANS	S3	09/19/94					
Date	Schedule		Punches		Hours	Workgroups				Exceptions		
	Start	End	In	Out		Cost Center	From	To	Hours			
Su	Nov-13				≈							
Mo	Nov-14	◀ 22:00	6:00	22:00	6:00	≈	7:30	S3	22:00	6:00	7:30	
Tu	Nov-15	◀ 22:00	6:00	22:00	6:12	≈	7:42	S3	22:00	6:12	7:42	
We	Nov-16	◀ 22:00	6:00	22:00	6:00	≈	8:30	S3	22:00	6:00	7:30	
Th	Nov-17	◀ 22:00	6:00	22:00	6:00	≈	7:30	S3	22:00	6:00	7:30	
Fr	Nov-18			5:00		⊖	0:00		5:00	5:00	0:00	Unsch., Miss. Pun.
Sa	Nov-19											
<input checked="" type="checkbox"/> Time Card Approved <input type="checkbox"/> Time Card Locked												
▶ Summaries ▶ Time Off ▶ Adjustments												
Pay Desig.	Cost Center	Hours	Rate	Dollars								
Regular 1	S3	0:00	11.5900	0.0000								
Overtime 1	S3	1:00	11.5900	11.5900								
Regular 3	S3	30:12	11.5900	350.0180								
Totals		31:12		361.6080								

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.