
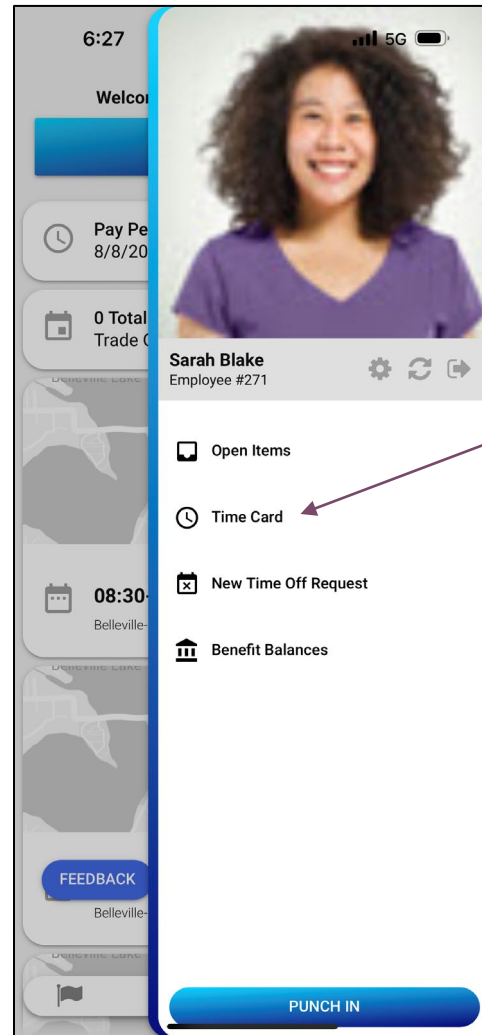
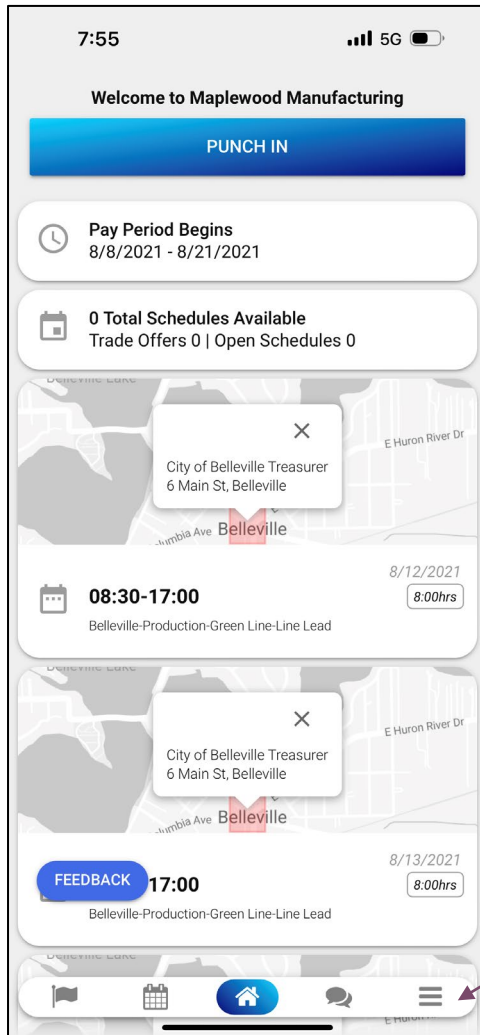


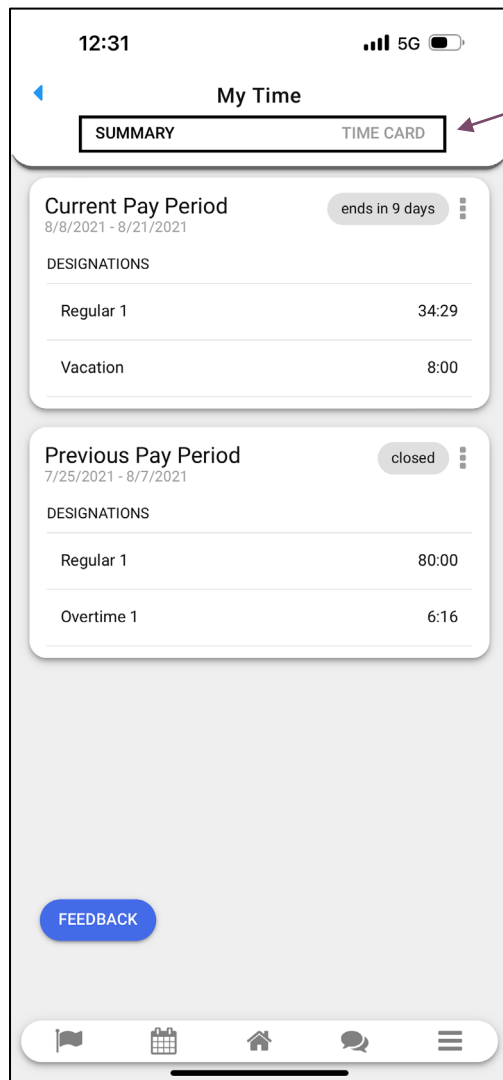


MAM: Viewing Your Time Card


You can view current and previous pay period summaries and time card details for the current pay period in the Time Card menu item in My Attendance Manager (MAM). To view time card information, tap the  menu in the home screen and tap **Time Card** in the employee screen.

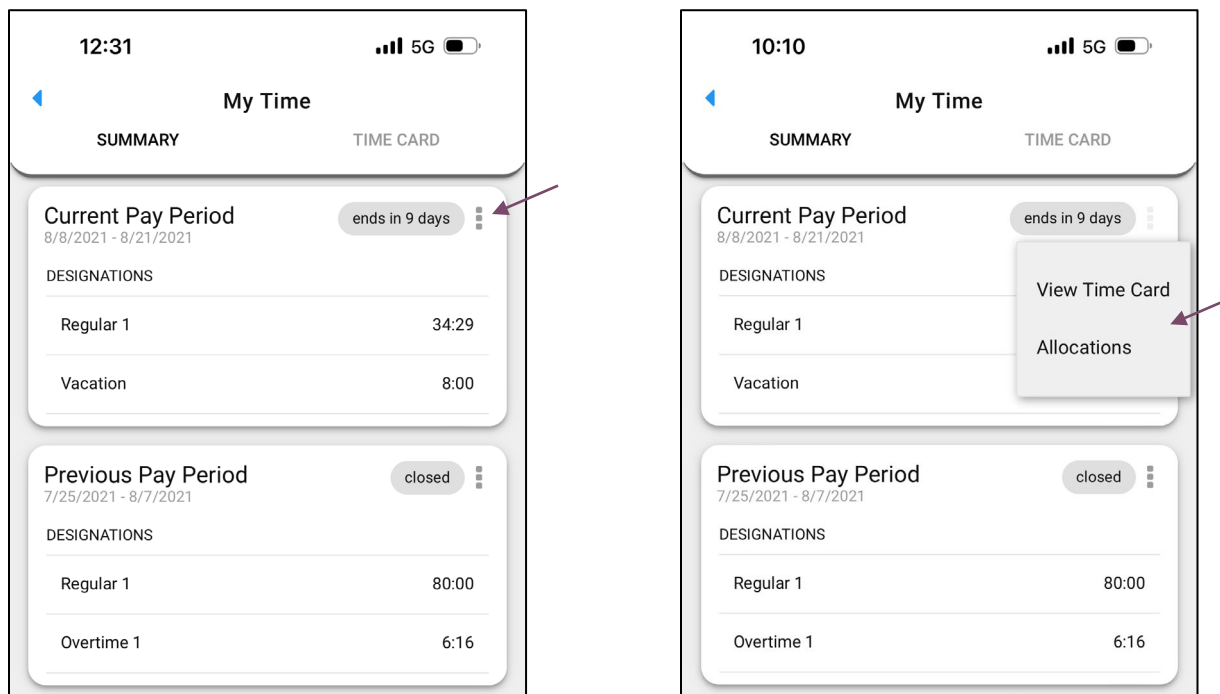


In the My Time screen, there are two options for viewing the amount of time you have worked. You can view pay period totals by tapping **Summary** and daily totals by tapping **Time Card**.

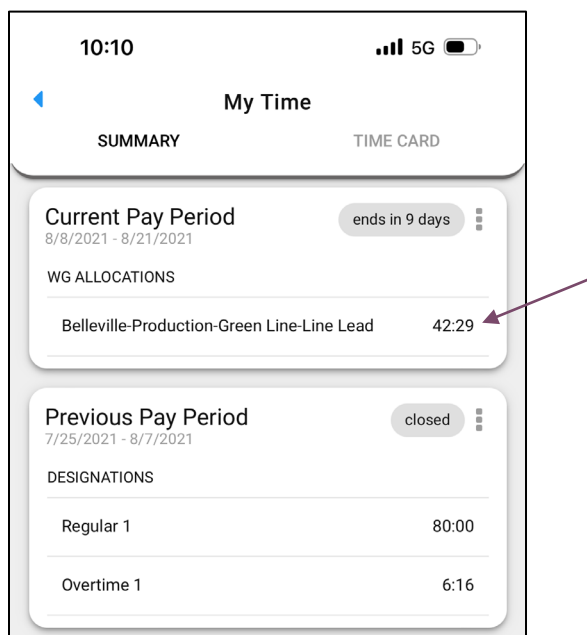


Pay Period Summaries

The Summary screen displays the current and previous pay period totals for each pay designation your time has been allocated, such as regular and overtime. Tap the menu  in both the current and previous pay period tiles to view either the time card or total hours for each workgroup allocation.



The Allocations menu item displays the total hours for each workgroup your hours have been allocated.

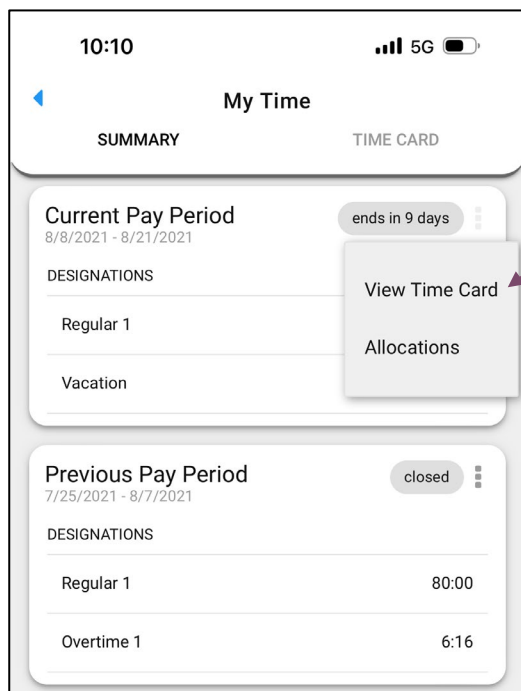
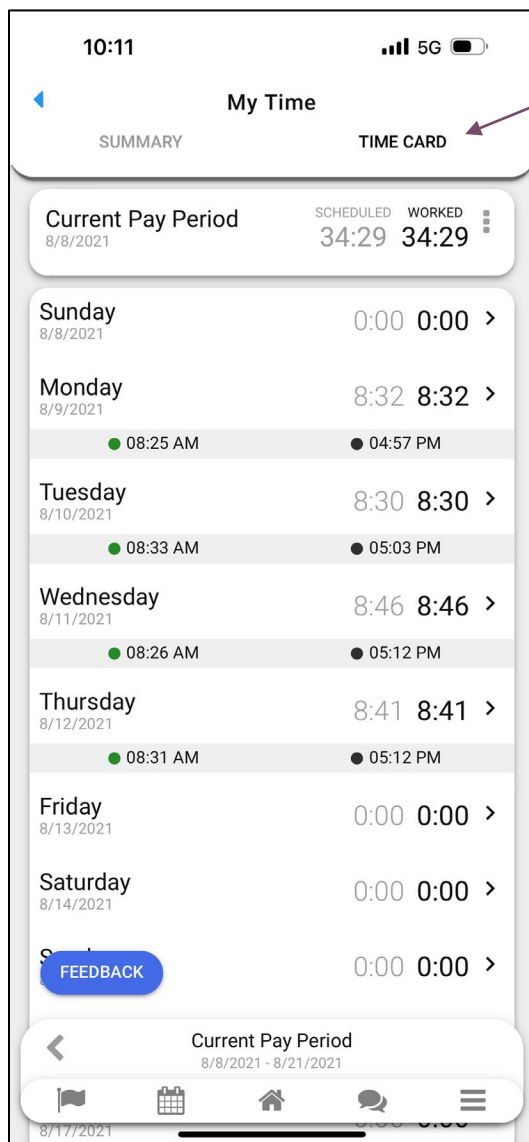


Time Card

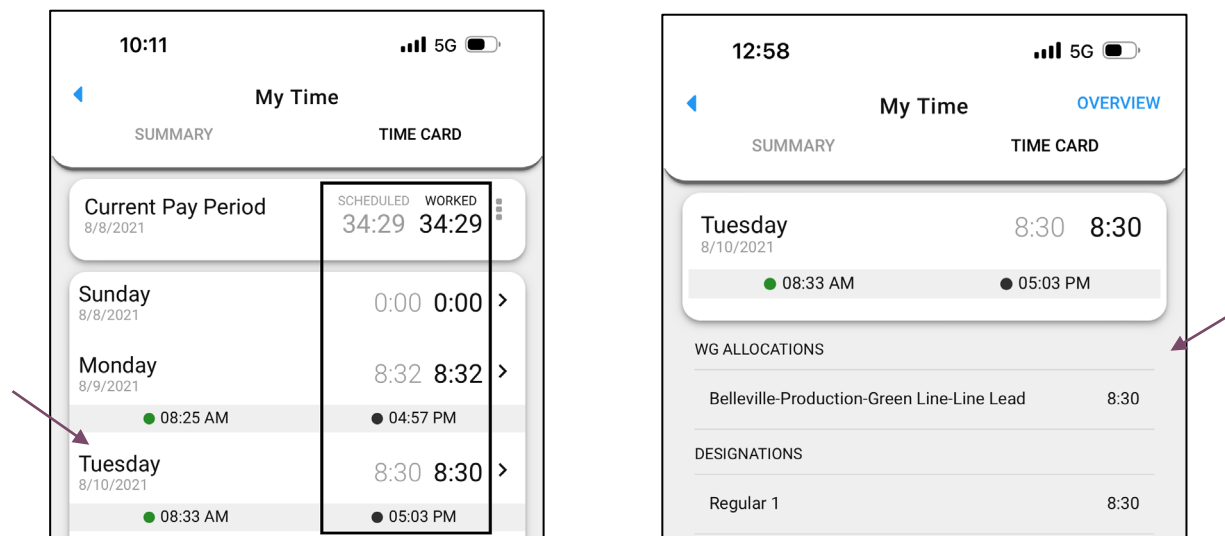
Daily scheduled and worked hours for the current pay period are displayed with options to view workgroup allocations and pay designations for the worked time. Additional filters can be applied to the time card to view:

- Pay period totals
- Time card activity
- Time card adjustments
- Messages
- Automated events


To view your time card, select either Time Card in the My Time screen or select View Time Card in the pay period summary menu.

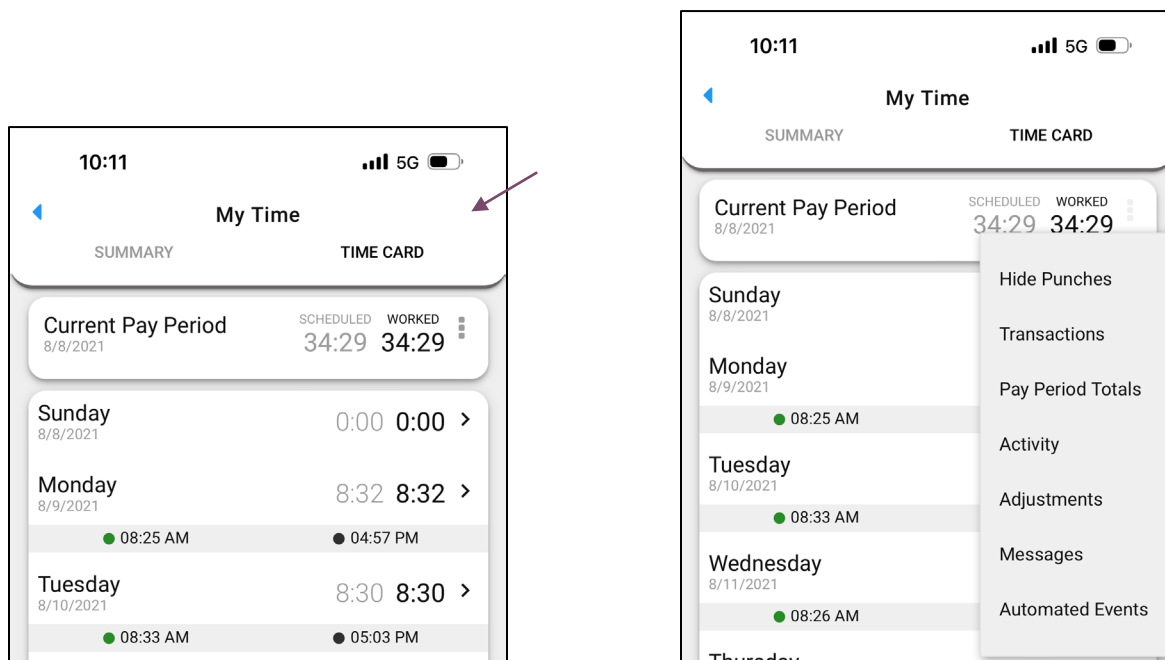


Scheduled hours are displayed in gray text and worked hours are displayed in black text in the time card with IN/OUT punches displayed below in the day tile. To view workgroup allocations and pay designations for your worked time tap a day tile in the time card.



Time Card Menu

Tap the time card menu  to access additional information and adjust the time card view. The menu items available to you will depend on your system configuration.



©2024 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.