MSS3: Viewing an Archived Time Card

The archived time card is a time card for the archived time period specified. You can view an employee's archived time card on this employee's Archives page or in the time card report.

Archives Page

To view an archived time card on the Archives page:

1. Navigate to the employee's **Time Card** page. Click the first drop-down arrow and select **Archives**.

Time Card \lor Cu	irrent P	eriod \sim	Editing	Sheet $ \smallsetminus $	Adjus	tments	Approve	
Personal Information	me	МІ	ID	Badge	Locatio	on vood Gardens		
Time Card		E	504	504	Glenw			
- Schedules History		Schedule	es	Punches				
Archives		Start	End	IN		OUT		
Accruals								
Incidents	1	8:00	16:30	8:00	⊘ 16:0			
Мар								

2. On the employee's **Archives** page, click the second drop-down arrow to select a period that you wish to review. The time card is displayed for the selected period.

Archives	From 0)7/16/17 to (07/29/17 ~	r			
Last Name	lame First Name		ID		Badge	Location	
Amherst	E	504		504	Glenwood Gar	dens	
Time Card	Edits						
Date	In	Out	In	Out	Amount	Schedule	Exceptions
07/16/17	8:00	16:00			7:30	8:00/16:30	Left Early
07/16/17					7:30	Weekend	
07/16/17							test

Archived Time Card Report

To generate archived time card report for an employee:

1. Expand **Reports** menu group and click **Shared Reports**.

Daily Operations	\oplus
Scheduling	\oplus
Interactive Summaries	\oplus
Reports	Θ
Shared Reports	
Private Reports	

2. Click the first drop-down arrow and select a report group to locate the **Time Card Report** to open up properties of the time card report.



3. On the **Time Card Report** page, click the drop-down arrow for the **Employees** section and choose **Select Employees**.

Time Card Report			
Operations \checkmark Run Report			
Report Label	Workgroups	Employees	
Time Card Report Time Card Report, one employee per page.	All Workgroups		Select Employees Clear Employees

4. In the expanded **Employees** panel, locate an employee using the **Search** field to include this employee in the report. Click **Include** for the selected employee. Then click **Save**.



5. On the **Time Card Report** page, click the drop-down arrow for the **Period** section and choose **Select Period**.

Time Card Report					
Operations $\ \lor$ Run Rep	ort				
Report Label		Workgroups		Employees	
Time Card Report Time Card Report, one employee	e per page.	All Workgroups		Amherst, Luke E	
Fields		Grouping		Period	
Full Name (Last, First), ID Num Pay Class Name	ber, Badge No.,	Each Employee, New page	on each new group		Select Period

6. In the **Adjust Encompassing Period** dialog, select *Custom* in the **Period** field and specify the start date and end date in the **From** and **To** fields. Click **Ok**.

Adjust Encompassing Period										
Properties										
Period:	Custom		~							
From:	7/16/17									
To:	7/29/17									
		Ok	Cancel							

7. Click **Run Report** to generate a time card report.

Time Card Report				
Operations ~ Run Report				
Report Label	Workgroups	Employees		
Time Card Report Time Card Report, one employee per page.	All Workgroups	Amherst, Luke E		
Fields	Grouping	Period		
Full Name (Last, First), ID Number, Badge No., Pay Class Name	Each Employee, New page on each new group	From Jul-16 to Jul-29		

8. In the **Build Report** dialog, select the report format (Adobe Reader (PDF) or Microsoft Excel (XMLSS)) in the **Format** field and specify how to obtain the report (Screen or Email) in the **Destination** field. If *Email* is selected in the **Destination** field, specify the email address in the available **Recipients** field. Click **Ok**.

Properties		
Format:	Adobe Reader (PDF)	~
Destination:	Screen	\sim
Recipients:	rongl@infotronics.com	

9. In the **Preview Report** dialog, verify the report properties. Click **Ok**.

Preview Report		\otimes						
Properties								
Report Details:	etails: "Time Card Report" Created On Jul-20 2017 4:09pm by AODTECH							
Format:	Adobe Reader (PDF)	~						
Destination:	Screen	\sim						
Recipients:	rongl@infotronics.com							
	Ok	Cancel						

10. The archived time card report is exported to PDF or Excel based on your selected destination.

Time Car	'd Rep	ort								
Custom (07/06	/17 to 07	/20/17))							
Amherst, Luk	e E		ID No.	1.00		Dentera Den Cla		_		
Employee	ID Number					Badge Pay Cla	ISS Linux ha			
Amherst, Luke E	I.	0.4	504	0.4	*	504 Full fill	ne Houny			
Date	In	Out	In	Out	Amount	Schedule	Exceptions			
07/06/17	8:02	17:13			8:45	Unsch	Unsch			
07/06/17	0.01	17.125			8:45	Day	Ulbun.			
01100121					0.10					
07/07/17	7:54	17:07			8:30	Unsch	Unsch.			
07/07/17					8:30	Day				
07/08/17										
07/09/17										
07/10/17										
					2.20					
07/11/17	7:55	16:54			8:30	Unsch	Unsch.			
07/11/17					8:30	Day				
07/12/17	7:50	11-50			4:00	Upsch	Unsch			
07/12/17	7:50	11:50			4:00	Dav	Unscn.			
0//12/1/					4:00	Day				
07/13/17	7:54	17:10			8:45	Unsch	Unsch			
07/13/17	1.21	17.140			8:45	Day	Unsen.			
01120121					0.10	Cuj				
07/14/17	8:02	17:09			8:45	Unsch	Unsch.			
07/14/17					8:45	Day				
07/15/17										
07/16/17	8:00	16:00			7:30	Unsch	Unsch.			
07/16/17					7:30	Weekend				
07/16/17							test			
	2.00		12.20	12.00						
07/17/17	8:00	12:00	12:30	16:00	7:30	8:00/16:00				
07/17/17					7:30	Day				
07/10/17	0.00	17-00			0.20	9-00/16-00	L-A Lata			
07/18/17	8:00	17:00			8:30	8:00/10:00	Lent Late			
07/10/17					0.30	Lay				
07/19/17	8:02	17:02			8:30	8:00/16:00	Left Late			
07/19/17	0.02				8:30	Day	Left Lette			
0.12012										
07/20/17	14:17	14:19			0:00	8:00/16:00	Tardy, Left Early, Ur	nder Sch.		
07/20/17					0:00	Day				
07/20/17						0.50 Points	Tardy			
Pay Desig.				Depa	artment, Sh	hift		Hours	Rate	Dolla
Day			Skilled	Nursing:	killedNurs	ing, 2nd Floor		71:45	36.6000	2626.05
Weekend				issistea	Living, 19	st Floor		7:30	38.8500	291.37
otais								79:15		2917.425

	금 ㅎ · 은 · 욐 · ㅋ Time Card Report Custo											Custom (07_06	07_06_17 to 07_20_17).xml - Excel					
	File Home	Insert	Page Layout	Formulas	Data Re	view	View	Acro	obat	🔓 Tell m	e what you w	ant to do						
5	i13 ×	: × •	/ f _x															
	A la	В	С	D	E	F	G	н	1.1	J	к	L	м	N	0	P	Q	R
1	Employee	ID Number	Badge	Pay Class	Date	In	Out	In	Out	Amount	Schedule	Exceptions	Pay Desig.	Department, Shift	Hours	Rate	Dollars	Employee Signature
2	Amherst, Luke E	504	504	Full Time Hourly									Day	Skilled NursingSkilledNursing, 2nd Floor	71.75	\$ 36.60	\$ 2,626.05	
3			0		7/6/2017	8:02	17:13			8.75	Unsch	Unsch.	Weekend	Assisted Living, 1st Floor	7.50	\$ 38.85	\$ 291.38	
4			0		7/6/2017	1				8.75	Day		Totals		79.25	0	\$ 2,917.42	
5			0															
6			0		7/7/2017	7:54	17:07			8.50	Unsch	Unsch.						
7			0		7/7/2017					8.50	Day							
8			0		7/8/2017													
9			0		7/9/2017													
10	1		0		7/10/2017													

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