MSS3: Viewing an Archived Time Card

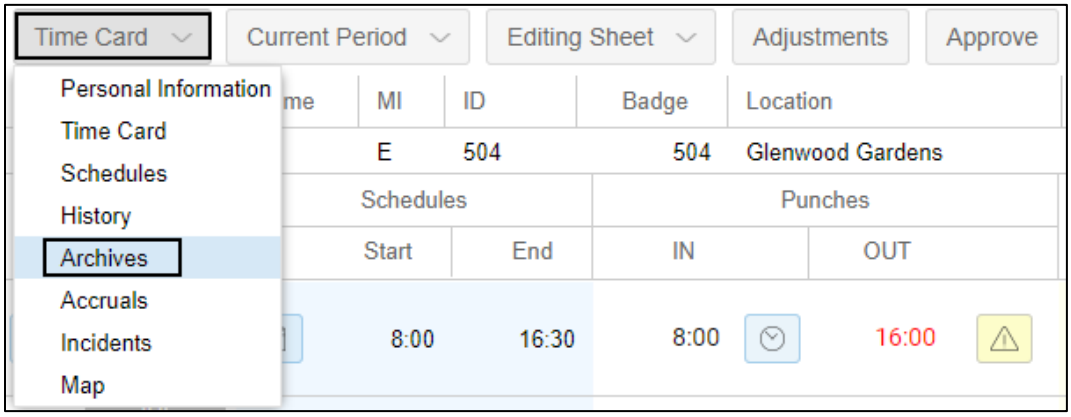
Job Aid

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.

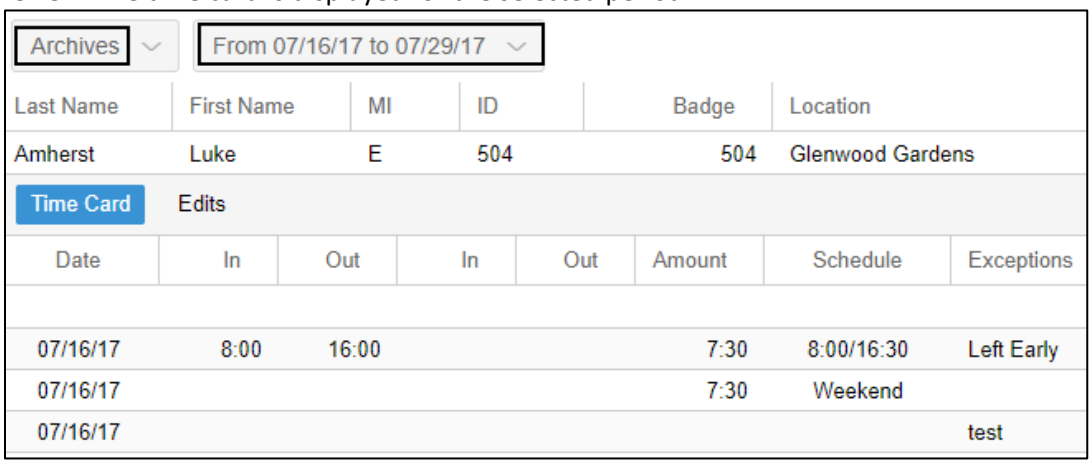
Archives Page

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**.



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.

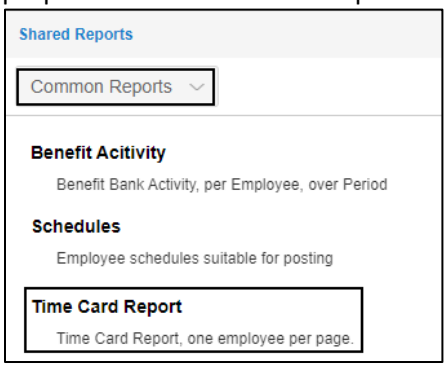


Archived Time Card Report

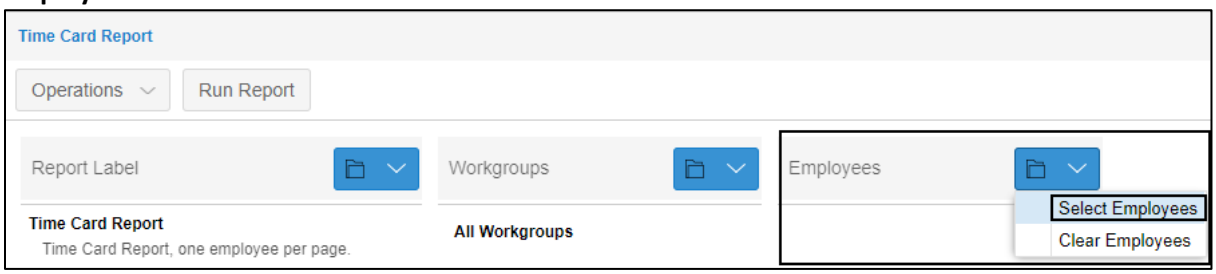
To generate archived time card report for an employee:

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

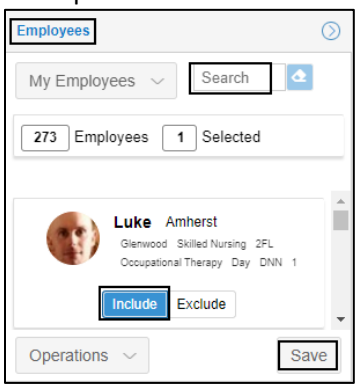
2. Click the first drop-down arrow and select a report group to locate the **Time Card Report** to open up properties of the time card report.



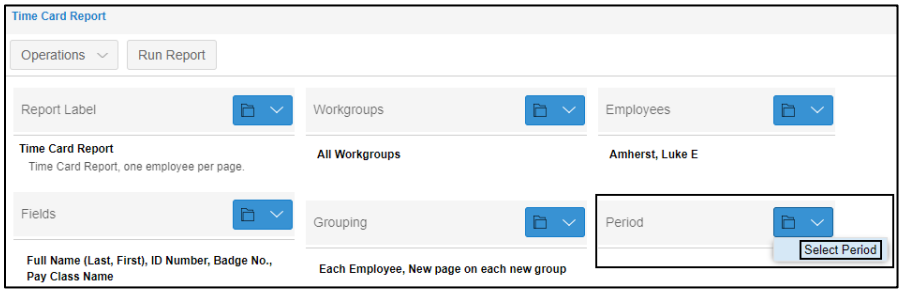
3. On the **Time Card Report** page, click the drop-down arrow for the **Employees** section and choose **Select Employees**.



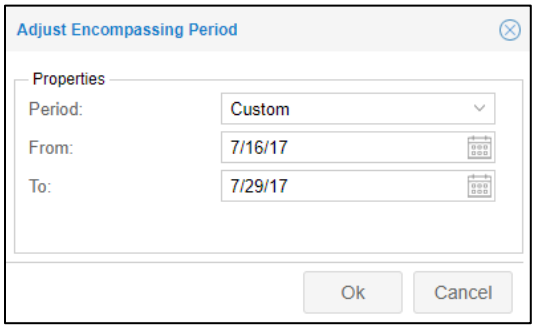
4. In the expanded **Employees** panel, locate an employee using the **Search** field to include this employee in the report. Click **Include** for the selected employee. Then click **Save**.



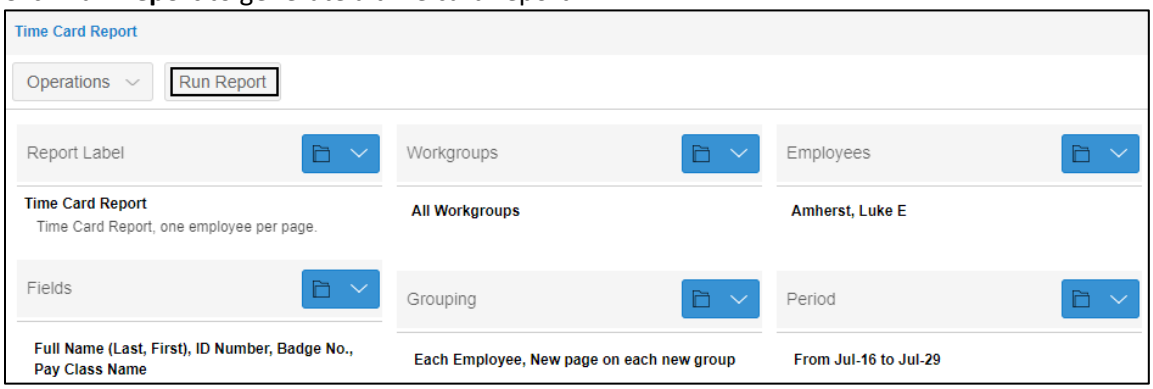
5. On the **Time Card Report** page, click the drop-down arrow for the **Period** section and choose **Select Period**.



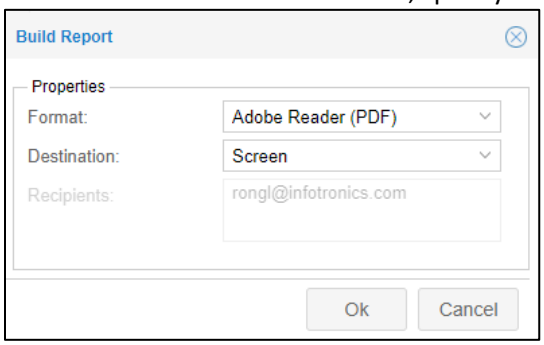
6. In the **Adjust Encompassing Period** dialog, select *Custom* in the **Period** field and specify the start date and end date in the **From** and **To** fields. Click **Ok**.



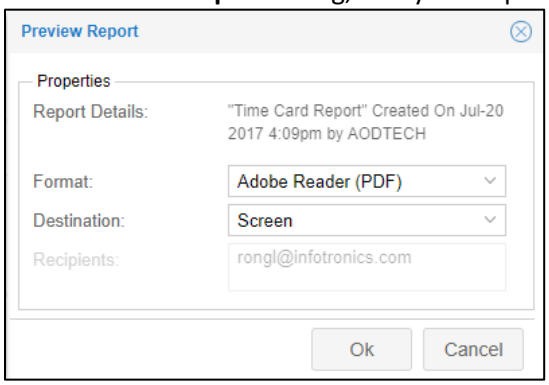
7. Click **Run Report** to generate a time card report.



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**.



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



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

Time Card Report

Custom (07/06/17 to 07/20/17)

Amherst, Luke E

Employee	ID Number	Badge	Pay Class
Amherst, Luke E	504	504	Full Time Hourly

Date	In	Out	In	Out	Amount	Schedule	Exceptions
07/06/17	8:02	17:13			8:45	Unsch	Unsch.
07/06/17					8:45	Day	
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							
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	Unsch	Unsch.
07/12/17					4:00	Day	
07/13/17	7:54	17:10			8:45	Unsch	Unsch.
07/13/17					8:45	Day	
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
07/17/17	8:00	12:00	12:30	16:00	7:30	8:00/16:00	
07/17/17					7:30	Day	
07/18/17	8:00	17:00			8:30	8:00/16:00	Left Late
07/18/17					8:30	Day	
07/19/17	8:02	17:02			8:30	8:00/16:00	Left Late
07/19/17					8:30	Day	
07/20/17	14:17	14:19			0:00	8:00/16:00	Tardy, Left Early, Under Sch.
07/20/17					0:00	Day	
07/20/17						0.50 Points	Tardy

Pay Desig.	Department, Shift	Hours	Rate	Dollars
Day	Skilled NursingSkilledNursing, 2nd Floor	71:45	36.6000	2626.0500
Weekend	**Assisted Living, 1st Floor**	7:30	38.8500	291.3750
Totals		79:15		2917.4250

Employee Signature

Time Card Report Custom (07_06_17 to 07_20_17).xml - Excel

File Home Insert Page Layout Formulas Data Review View Acrobat Tell me what you want to do...

S13

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	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					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			0		7/10/2017													

©2023 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). All content is provided for illustration purposes only. Nothing contained here supersedes your obligations under applicable federal, state and local laws or contracts in using AOD's services.