



Viewing Archived Time Cards

To view an employee's time card for the previous pay period, access the employee's record and select Time Card from the drop-down list. With the time card displayed, select Previous Period from the pay period drop-down list.

Ackerman, Bailey L (Michicare-Nursing-Registered Nurse-Kentwood Care-Skilled Nursing)

Time Card | Current Period | Editing Sheet | Adjustments | Approve | Print

Last Name: Ackerman | MI: L | ID: 1254 | Badge: 1254 | Pay Class: HRL | Division: Michicare | Facility: Kentwood

Previous Period | Current Period | Next Period

Timestamp	Account	Effective	Description
6/27/22 13:06	AODTECH	11/20/2018	Add trans 11/20/18 8:00
6/27/22 13:06	AODTECH	11/20/2018	Add trans 11/20/18 16:30
6/27/22 13:06	AODTECH	11/21/2018	Add trans 11/21/18 8:00
6/27/22 13:06	AODTECH	11/22/2018	Add trans 11/22/18 8:00

Date	Schedules		Punches		Hours	Workgroups
	Start	End	IN	OUT		
MON 19						
TUE 20	8:00	16:30	8:00	16:30	REG 8:30	Michicare
WED 21	8:00	16:30	8:00		REG 0:00	
THU 22	8:00	16:30	8:00	16:30	HWD 8:30	Michicare

To view time cards from pay periods prior to the previous pay period, select the Archives page from the drop-down list.

Ackerman, Bailey L (Michicare-Nursing-Registered Nurse-Kentwood Care-Skilled Nursing)

Time Card | Current Period | Editing Sheet | Adjustments | Approve | Print

Personal Information | Time Card | Schedules | History | **Archives** | Accruals | Map

First Name	MI	ID	Badge	Pay Class	Division
Bailey	L	1254	1254	HRL	Michicare

Account	Effective	Description
AODTECH	11/20/2018	Add trans 11/20/18 8:00
AODTECH	11/20/2018	Add trans 11/20/18 16:30
AODTECH	11/21/2018	Add trans 11/21/18 8:00
AODTECH	11/22/2018	Add trans 11/22/18 8:00

Date	Schedules		Punches		Hours
	Start	End	IN	OUT	
MON NOV 19					
TUE NOV 20	8:00	16:30	8:00	16:30	REG 8:30

Select the Time Card tab to view details for the pay period dates displayed in the pay period drop-down list.

Ackerman, Bailey L (Michicare-Nursing-Registered Nurse-Kentwood Care-Skilled Nursing)

Archives | From 03/01/18 to 03/15/18

Last Name	First Name	MI	ID	Badge	Pay Class	Division
Ackerman	Bailey	L	1254	1254	HRL	Michicare

Time Card | Summaries | Workgroup Summary

Date	In	Out	In	Out	Am...	Schedule	Exceptions
03/01/18	3:41	12:21			8:30	5:00/13:30	Arr. Early
03/01/18					8:30	Regular	
03/02/18	3:39	11:00	11:30	11:48	7:30	5:00/13:30	Arr. Early
03/02/18					7:30	Regular	
03/03/18							
03/04/18							
03/05/18	5:05	9:41	10:03	13:33	8:00	5:00/13:30	
03/05/18					8:00	Regular	
03/06/18	5:01	11:30	12:00	13:20	7:45	5:00/13:30	
03/06/18					7:45	Regular	

To select a different archived pay period, click to expand the pay period drop-down list.

Ackerman, Bailey L (Michicare-Nursing-Registered Nurse-Kentwood Care-Skilled Nursing)

Archives ▾ From 03/01/18 to 03/15/18 ▾

Last Name	From	To	ID	Badge	Pay Class
Ackerman	From 11/16/18 to 11/30/18		1254	1254	HRL
	From 11/01/18 to 11/15/18				
	From 10/16/18 to 10/31/18				
	From 10/01/18 to 10/15/18				
	From 09/16/18 to 09/30/18				
	From 09/01/18 to 09/15/18				
	From 08/16/18 to 08/31/18				
03/01/18	From 08/01/18 to 08/15/18			8:30	5:00/13:30
03/01/18	From 07/16/18 to 07/31/18			8:30	Regular
	From 07/01/18 to 07/15/18				
03/02/18	From 06/16/18 to 06/30/18	1:30	11:48	7:30	5:00/13:30
03/02/18	From 06/01/18 to 06/15/18			7:30	Regular
	From 05/16/18 to 05/31/18				
03/03/18	From 05/01/18 to 05/15/18				
03/04/18	From 04/16/18 to 04/30/18				
	From 04/01/18 to 04/15/18				
03/05/18	From 03/16/18 to 03/31/18	0:03	13:33	8:00	5:00/13:30
03/05/18	From 03/01/18 to 03/15/18			8:00	Regular
	From 02/16/18 to 02/28/18				
03/06/18	From 02/01/18 to 02/15/18	2:00	13:20	7:45	5:00/13:30
03/06/18	From 01/16/18 to 01/31/18			7:45	Regular
	From 01/01/18 to 01/15/18				
03/07/18	From 12/16/17 to 12/31/17	2:00	13:30	8:00	5:00/13:30
03/07/18				8:00	Regular

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