People Planning: Timekeeper
Timecard Overview

Timecard Overview

1 Name & ID Field
Identifies the selected employee.

2 Show Field
Defines the time span displayed in the workspace.

3 Unexcused Absence
A red bar in the Date column.

4 Missed Punch
A solid red cell in an In or Out punch column.

5 Exception
A red bar in an In or Out punch column. A green bar is an exception that has been reviewed.

6 Transfer
Indicated by a code in the Transfer column.

7 Excused Absence
A blue bar in the Date column.

8 Timecard Tabs
Display information to help manage timekeeping tasks.

employee experience
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