

People Planning: Timekeeper Timecard Overview

Timecard Overview

Timecards

Aaron, Henry H 1 of 1 WFI-99999HA 1 2 Loaded: 4:48 PM Previous Pay Period 1 Employee(s) Selected

View Approve Timecard Print Timecard Refresh Calculate Totals Save Go To

| | Date | Schedule | In | Out | Transfer | In | Out | Transfer | Pay Code | Amount | Shift | Daily | Period |
|--|------------|----------------|----------|----------|--------------------|---------|----------|--------------------|----------|--------|-------|-------|--------|
| | Sun 3/15 | 7:00AM-3:30... | 7:00AM | 3:30PM | ./././201020169/// | | | | | | 8:00 | 8:00 | 8:00 |
| | Mon 3/16 3 | 7:00AM-3:30PM | | | | | | | | | | | 8:00 |
| | Tue 3/17 | 7:00AM-3:30PM | 6:59AM | 3:20PM 4 | | | | | | | | | 8:00 |
| | Wed 3/18 | 7:00AM-3:30PM | 7:00AM | 3:20PM | | | | | | | 7:50 | 7:50 | 15:50 |
| | Thu 3/19 | 7:00AM-3:30... | 7:10AM 5 | 12:30PM | | 12:30PM | 3:30PM 6 | ./././201020169/// | | | 7:50 | 7:50 | 23:40 |
| | Fri 3/20 7 | | | | | | | Union Sick | 3:30 | | | 3:30 | 27:10 |
| | Sat 3/21 | | | | | | | | | | | | 27:10 |

Totals Accruals Audits Historical Corrections 8

All All

| Location | Job | Account | Pay Code | Amount |
|---|-------|--------------------------------|----------|--------|
| ...DUTE IP CARE/Nursing Med-Surg 2 Cent | (X)RN | (X)UM SJMC/3010/-/201020169/-/ | Regular | 8:00 |

Name & ID Field 1
Identifies the selected employee.

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

Unexcused Absence 3
A red bar in the Date column.

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

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

Transfer 6
Indicated by a code in the Transfer column.

Excused Absence 7
A blue bar in the Date column.

Timecard Tabs 8
Display information to help manage timekeeping tasks.