



Access Employee Timecards

This job aid explains how you can access and review your employees' timecards.

About Timecards

• The **Employee Timecards summary page** is a Dataview that enables you to review the overall status of your employees' timecards. The **Employee Timecards detail page** includes timecards for the employees selected from the Employee Timecard summary page.

To access your employees' timecards:

- Select the Main Menu > Time > Employee Summary. You will be directed to the Employee Timecards Summary Page.
- **2.** Scroll down the page to search for the employee that you wish to view the timecard for, and then select their name.
- 3. Use Select All to select all employees. After you select all employees, you might see a warning message indicating that not all employees have been selected.
- This will only appear if you have more than 40 employees on your list. Scroll to the bottom of the page to select all the remaining employees before proceeding.

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✓	Adams, Gary	90106							
	Adams, George	20332							
V	Adams, Greg	90108							
	Adams, John	20327							
V	Adams, Kevin	20337							
	Adams, Laura	20328							
	Adams, Molly	20330							
	Adams, Olivia	20336							
7	Adams, Penelope	20326							
	Adams, Robert	20329							
	Adams, Samantha	20334							
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5. Click Open Selected.

In the Employee Timecard details page:

- 1. Click Select Timeframe in for the time to display and Select Hyperfind if for the appropriate search criteria.
- **2.** If you wish to switch to a different employee, select a different employee in the name selection field. You can do this in several ways:
 - Click the down arrow next to the first employee's name to open the employee list. Scroll down to select a new employee.
 - Click the Next Employee > or Previous Employee arrows to view the next or previous employee's timecard.

A	dams, Gary	•	90106 <	1 of 40	>
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