



Review Timecard Totals

This job aid explains how you can review and interpret total hours worked in the timecard.

About Timecard Totals

- It is necessary to review your employee's timecard totals before you approve the timecard. To view an employee's totals in the timecard, you will need to activate the Totals tab.
- The totals tab contains all the hours the employee will get paid for in a particular time period.

To review totals:

- 1. At the bottom of the timecard, click the Totals tab (A).
- 2. Select the Timeframe and select how you would like to break up the totals (B). You can view totals by: Location and Job, Labor Category, Cost Center, and Pay Code.

Note: The **Daily and Period to Date** time frames will show totals based on the date you click on in the timecard.

All -B	AII	•]		
All	All					
Daily	Location and Job Cost Center Labor Category		Labor Category 💙	Pay Code 👻	Amount 🗸	
Period to Date				Daily-OT	0:30	
Time Item				Regular	8:00	
CO/NorthGroup01/Departn	Pay Code			Daily-OT	4:30	
CO/NorthGroup01/Department 3		Senior Associate]	Regular	24:00
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3. From the column menu, select how you would like to sort the totals. For example, in descending order.



 If the employee transferred time within a date in the selected timeframe of the timecard, the totals will display a (x) symbol indicating the transferred account totals separate from the others.

