



Access Employee Timecards

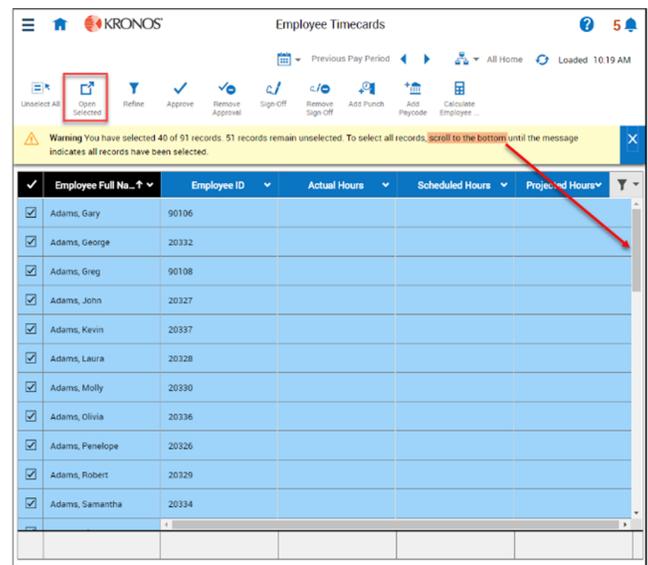
This job aid explains how you can access and review your employees' timecards.

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.
- Scroll down the page to search for the employee that you wish to view the timecard for, and then select their name.
- 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.
- Click **Open Selected**.



In the Employee Timecard details page:

- Click **Select Timeframe**  for the time to display and **Select Hyperfind**  for the appropriate search criteria.
- 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.

