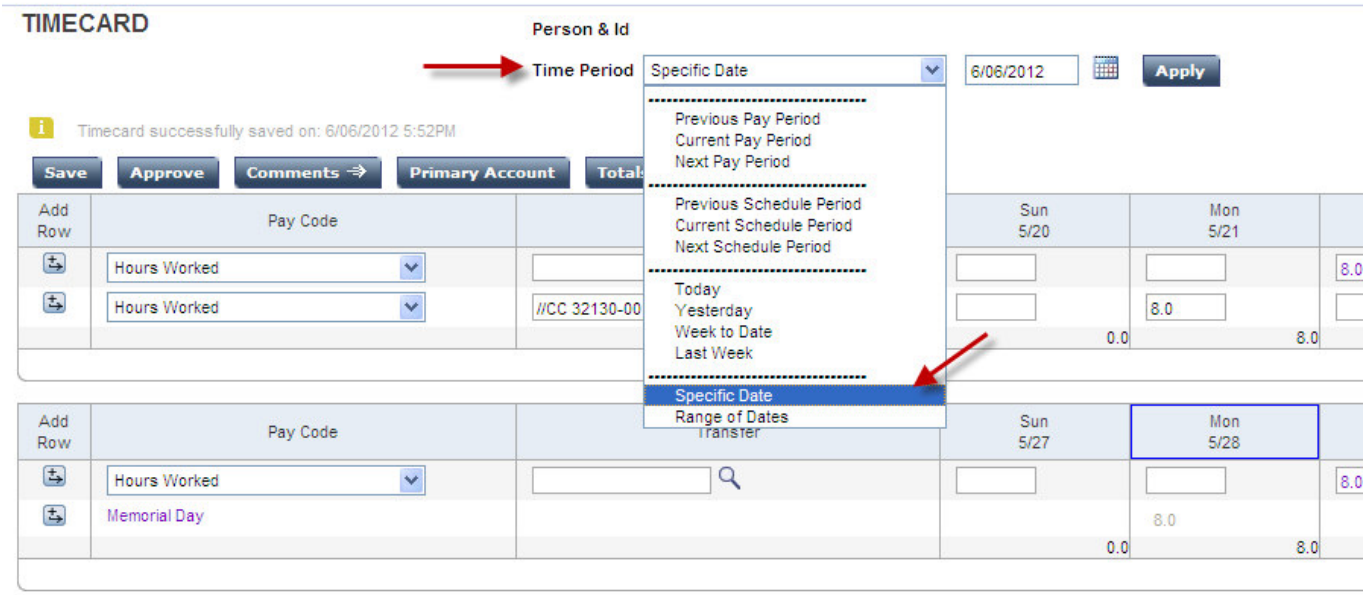
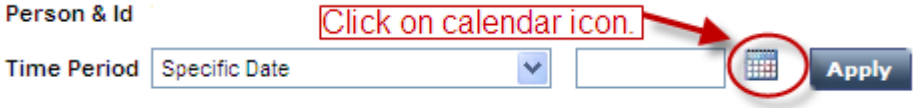
Employee Timecard View (HTML)

Viewing Timecard Totals for a Specific Day

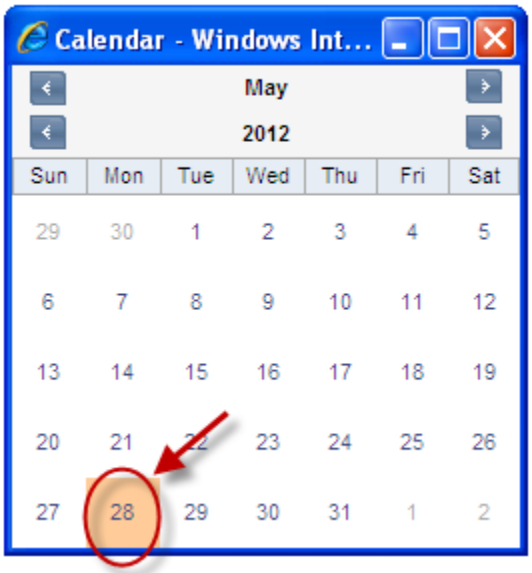
1. From the timecard, change the Time Period to Specific Date.



2. The Select Date window will display. Click on the calendar icon.



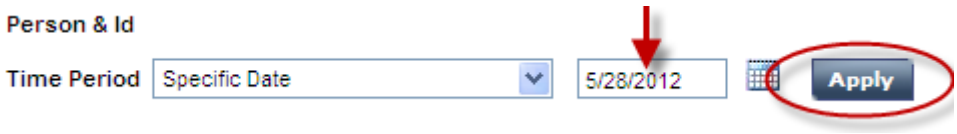
3. Select the desired date from the calendar and click OK.



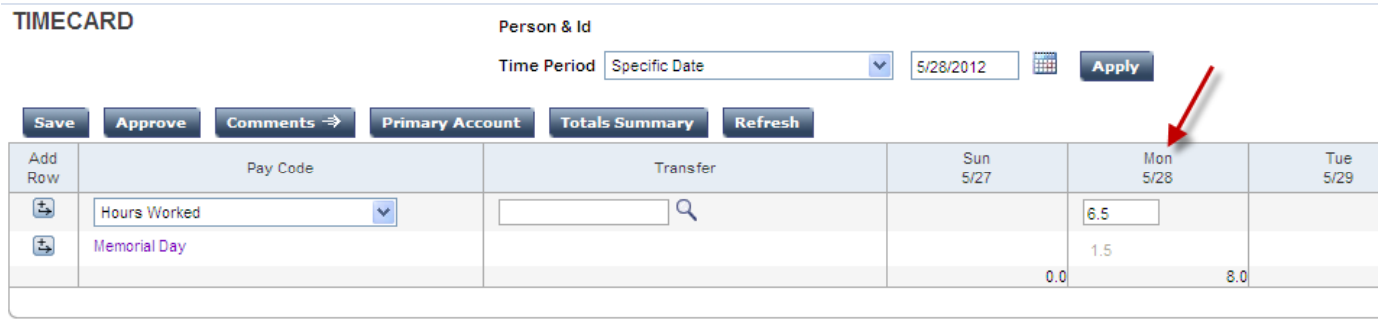
Employee Timecard View

Viewing Timecard Totals for a Specific Day

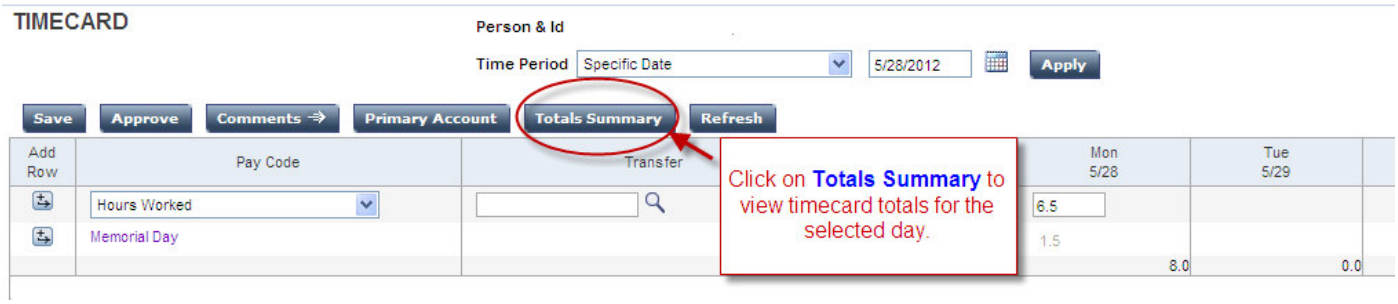
4. The date will populate the Select Date Window. Click Apply.



5. The timecard for the desired date will appear.



6. Click on the Totals Summary Tab to view the calculated timecard totals for the selected day.



Updated 5/2012 for Version 6.2

7. The timecard totals for the selected day will display.

TOTALS SUMMARY

Name:

Time Period Specific Date (5/28/2012 - 5/28/2012)

ACCOUNT SUMMARY

Account	Pay Code	Money	Hours
OHR 33-1706/OHR 33-2027-/-/-/-/3019/- OHR 33 Benefits and Information Management/OHR 33 Employee Benefits-/-/-/-/Girling, G/-			
	HOL - Holiday Leave		1.5
	HP1 - Holiday Premium Pay at 1.5		6.5
	ML2 - Multilingual Advanced		6.5
	Regular		6.5
	Total Hrs Towards Schedule		8.0

PAY CODE SUMMARY

	Pay Code	Money	Hours
	HOL - Holiday Leave		1.5
	HP1 - Holiday Premium Pay at 1.5		6.5
	ML2 - Multilingual Advanced		6.5
	Regular		6.5
Totals		0.00	21.0

COMBINED PAY CODE SUMMARY

8. Click the “x” in the upper right corner to close the timecard totals.