



Employee Timecard View (HTML)

Viewing Timecard Totals for a Specific Day

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

TIMECARD

Person & Id

Time Period **Specific Date** 6/06/2012 **Apply**

Timecard successfully saved on: 6/06/2012 5:52PM

Save **Approve** **Comments** **Primary Account** **Totals**

Add Row	Pay Code		Sun 5/20	Mon 5/21	
	Hours Worked				8.0
	Hours Worked	//CC 32130-00		8.0	
			0.0		8.0

Add Row	Pay Code		Sun 5/27	Mon 5/28	
	Hours Worked				8.0
	Memorial Day			8.0	
			0.0		8.0

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

Person & Id

Time Period **Specific Date** **Apply**

Click on calendar icon.

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

Calendar - Windows Int...

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2





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

Person & Id

Time Period

5. The timecard for the desired date will appear.

TIMECARD Person & Id

Time Period

Add Row	Pay Code	Transfer	Sun 5/27	Mon 5/28	Tue 5/29
<input type="button" value="Add"/>	Hours Worked <input type="text" value="6.5"/>	<input type="text" value=""/>			
<input type="button" value="Add"/>	Memorial Day			1.5	
			0.0	8.0	

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

TIMECARD Person & Id

Time Period

Add Row	Pay Code	Transfer	Mon 5/28	Tue 5/29
<input type="button" value="Add"/>	Hours Worked <input type="text" value="6.5"/>	<input type="text" value=""/>		
<input type="button" value="Add"/>	Memorial Day		1.5	
			8.0	0.0

Click on **Totals Summary** to view timecard totals for the selected day.





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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 33-2027-1-1-1/3019/-			
OHR 33 Benefits and Information Management/OHR 33 Employee Benefits-1-1-1/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.

