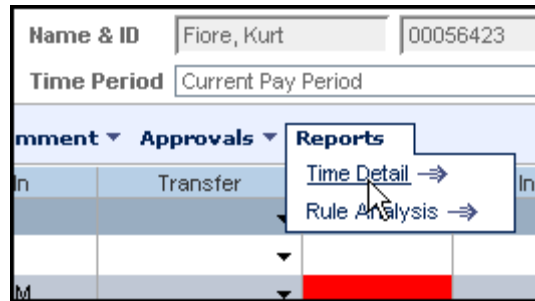


Printing an Employee's Timecard

There are two ways to print an employee's timecard.

I. Time Detail Report

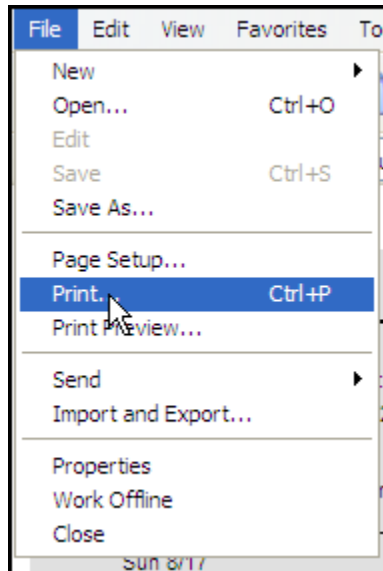
- The Time Detail Report shows swipe results, pay code edit, exceptions, pay code totals, and transaction information for individual employees. The timecard data in the report is pulled from the selected time period and will display the employee's name, ID, pay rule, and primary account.
- On the menu line, select Reports → Time Detail.



- A separate window will be displayed:

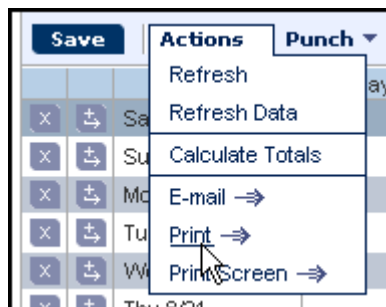
TIME DETAIL										
Time Period: Current Pay Period								Printed: 8/19/2008		
Dates: 8/17/2008 - 8/30/2008										
Name: Fiore, Kurt		ID: 00056423		Pay Rule: JHH-Exempt-FT						
Primary Account(s):		1/22/2007 - forever 0/HS01/0/S3Q/4500030180/0/1045000000								
Date	Apply To	In Punch	In Exc	Out Punch	Out Exc	\$Amt	Adj/Ent Amount	Totaled Amount	Cum. Tot. Amount	Absence
Sun 8/17									0.00	
Mon 8/18		7:35AM			MO			8.00	8.00	
Tue 8/19		7:39AM						8.00	16.00	
Wed 8/20									16.00	
Thu 8/21									16.00	
Fri 8/22									16.00	
Sat 8/23									16.00	
Sun 8/24									16.00	
Mon 8/25									16.00	
Tue 8/26									16.00	
Wed 8/27									16.00	
Thu 8/28									16.00	
Fri 8/29									16.00	
Sat 8/30									16.00	
Totals						0.00	0.00	16.00	16.00	
Account Summary										
Account	Pay Code					Money	Hours		Wages	
0/HS01/0/S3Q/4500030180/0/1045000000										
	REG						16.00		0.00	
Pay Code Summary										
	Pay Code					Money	Hours		Wages	
	REG						16.00		0.00	
Totals						0.00	16.00		0.00	

- Timecard can be printed using normal Windows printing options.

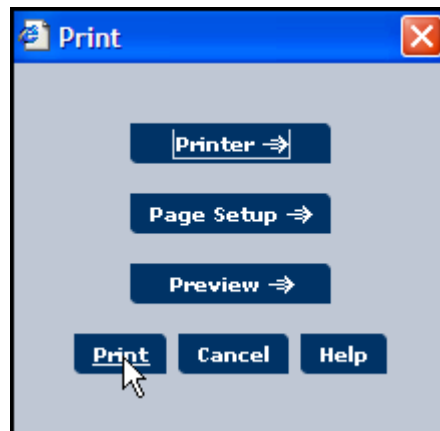


2. Print Timecard Layout

- Print the timecard grid and the section that is visible at the bottom of the workspace; for example, Totals & Schedules, Accruals, Audits, Comments, and Sign-offs & Approvals.
- On the menu line, select Actions → Print.



- In the Print box, click Print.



- Document should print to your default printer.