Accessing Employee Timecards

These are two ways to access employee’s timecards:

First Option

QuickFind allows you to filter out to a specific employee. The Drop down Menu will open up a list of certain actions you can take as a timekeeper.

Click on the Show Drop Down to view a list of all employees in your department or filter by employee type.

Second Option

View a detailed list of your employees through multiple columns in Pay Period Reconciliation including EE Approval, Manager Approval, Sign Off, Etc.