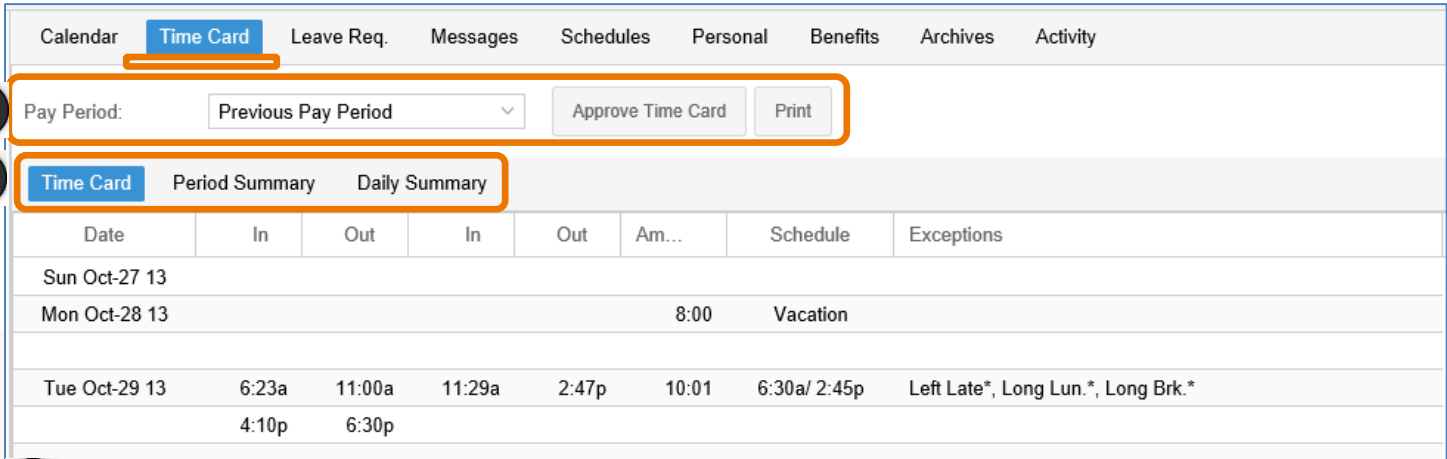


EMPLOYEE SELF SERVICE: TIME CARD AND ARCHIVES TABS

TIME CARD TAB

The Timecard tab shows your timecard for the current and previous pay period. The information displayed is read only. There are several sections on the timecard tab which can include period hours, time off requests, history, and adjustments.



Date	In	Out	In	Out	Am...	Schedule	Exceptions
Sun Oct-27 13							
Mon Oct-28 13					8:00	Vacation	
Tue Oct-29 13	6:23a	11:00a	11:29a	2:47p	10:01	6:30a/ 2:45p	Left Late*, Long Lun.*, Long Brk.*
	4:10p	6:30p					

1 TIMECARD OPTIONS

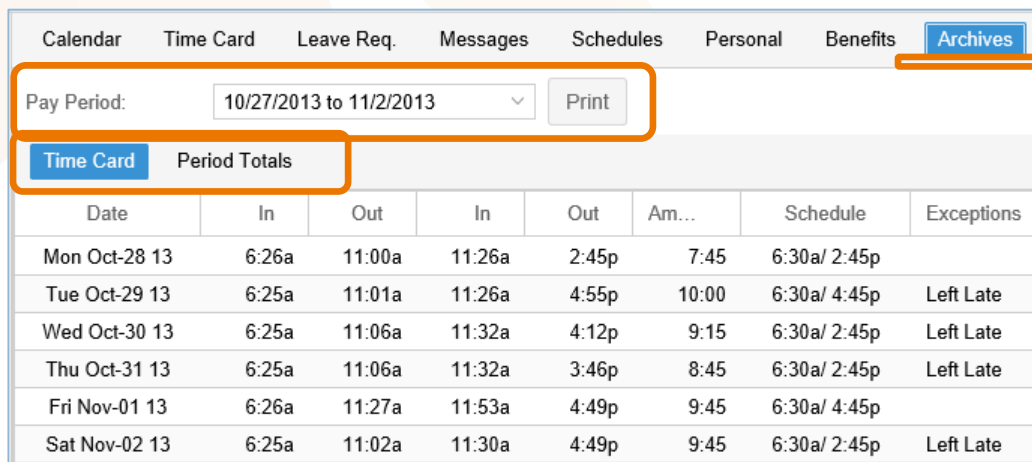
- Pay Period: Click the dropdown to display the Previous or Current Pay Period
- Approve Timecard: employers may require employees to approve their time card.
- Print: Print current or previous period timecard.

2 TIMECARD SUB TABS

In addition to the time card you can display Period Summary of hours or Daily Summary of hours

ARCHIVES TAB

The **Archives** tab is very similar to the *Timecard* tab but it shows historical information prior to the previous period.



Date	In	Out	In	Out	Am...	Schedule	Exceptions
Mon Oct-28 13	6:26a	11:00a	11:26a	2:45p	7:45	6:30a/ 2:45p	
Tue Oct-29 13	6:25a	11:01a	11:26a	4:55p	10:00	6:30a/ 4:45p	Left Late
Wed Oct-30 13	6:25a	11:06a	11:32a	4:12p	9:15	6:30a/ 2:45p	Left Late
Thu Oct-31 13	6:25a	11:06a	11:32a	3:46p	8:45	6:30a/ 2:45p	Left Late
Fri Nov-01 13	6:26a	11:27a	11:53a	4:49p	9:45	6:30a/ 4:45p	
Sat Nov-02 13	6:25a	11:02a	11:30a	4:49p	9:45	6:30a/ 2:45p	Left Late

3 PAY PERIOD OPTIONS

Select the pay period to view or print

4 TIMECARD SUB TAB

In addition to the timecard sub tab, you can display Period Summary or Daily Summary