

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.

| | Calendar | Time Card | _eave Req. | Messages | Schedu | les Pers | onal Benefits | Archives Activity | |
|---|-----------------------------------|--|------------|----------|-------------------------|----------|---------------|------------------------------------|---|
| 1 | Pay Period: Previous Pay Period ~ | | | | Approve Time Card Print | | | | |
| 2 | Time Card | Time Card Period Summary Daily Summary | | | | | | | |
| | Date | In | Out | In | Out | Am | Schedule | Exceptions | |
| | Sun Oct-27 1 | 3 | | | | | | | |
| | Mon Oct-28 1 | 3 | | | | 8:00 | Vacation | | |
| | | | | | | | | | |
| | Tue Oct-29 1 | 3 6:23a | 11:00a | 11:29a | 2:47p | 10:01 | 6:30a/ 2:45p | Left Late*, Long Lun.*, Long Brk.* | • |
| | | 4:10p | 6:30p | | | | | | |
| | | | | | | | | | |

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. •

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.

| Calendar | Time Card | Leave Req. | Messages | Schedu | ules Pers | sonal | Benefits | Archives |
|---|-----------|------------|----------|--------|-----------|-------|----------|------------|
| Pay Period: 10/27/2013 to 11/2/2013 V Print | | | | | | | | |
| Time Card Period Totals | | | | | | | | |
| Date | In | Out | In | Out | Am | Sc | hedule | Exceptions |
| Mon Oct-28 1 | 3 6:26 | ia 11:00a | 11:26a | 2:45p | 7:45 | 6:30 | a/ 2:45p | |
| Tue Oct-29 1 | 3 6:25 | a 11:01a | 11:26a | 4:55p | 10:00 | 6:30 | a/ 4:45p | Left Late |
| Wed Oct-30 1 | 3 6:25 | a 11:06a | 11:32a | 4:12p | 9:15 | 6:30 | a/ 2:45p | Left Late |
| Thu Oct-31 1 | 3 6:25 | a 11:06a | 11:32a | 3:46p | 8:45 | 6:30 | a/ 2:45p | Left Late |
| Fri Nov-01 13 | 3 6:26 | ia 11:27a | 11:53a | 4:49p | 9:45 | 6:30 | a/ 4:45p | |
| Sat Nov-02 1 | 3 6:25 | a 11:02a | 11:30a | 4:49p | 9:45 | 6:30 | a/ 2:45p | Left Late |

PAY PERIOD OPTIONS

Select the pay period to view or print

TIMECARD SUB TAB

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

1.800.841.3824 advancedtime.com Grand Rapids Office - 4475 Wilson Ave. SW, Suite 8, Grandville, MI 49418 Detroit Office - 45570 Maben Road, Suite 400, Canton, MI 48187



4