

TIME CARD

Pages Time Card Pay Periods Previous Period ANDERSON, LISA Next Empl. Time Card Normal Company Rockford Department Sales Position Days

ANDERSON, LISA (Rockford, Sales, Days) Prev Sun Feb-10 13 to Sat Feb-16 13

| Last Name | First Name | ID | Badge Location | Department | Cost Center | Pay Class |
|-----------|------------|------|----------------|------------|-------------|-----------|
| ANDERSON | LISA | 1029 | 1029 Rockford | Sales | Days | Full Time |

| Date | Schedule | Punches | Hours | Company | Department | Workgroups | From | To | Hours | Exceptions | Details |
|--------|----------|---------|--------|---------|------------|------------|-------|------|-------|------------|---------|
| Date | Start | End | In | Out | | Position | | | | | |
| Feb-10 | | | | | | | | | | | |
| Feb-11 | 8:00a | 5:00p | 7:55a | 5:02p | 8:00 | Rockford | Sales | Days | 7:55a | 5:02p | 8:00 |
| Feb-12 | 8:00a | 5:00p | 7:53a | 12:01p | 8:00 | Rockford | Sales | Days | 7:53a | 5:05p | 8:00 |
| | | | 12:30p | 5:05p | | | | | | | |
| Feb-13 | 8:00a | 5:00p | 7:55a | 5:03p | 8:00 | Rockford | Sales | Days | 7:55a | 5:03p | 8:00 |
| Feb-14 | 8:00a | 5:00p | 7:52a | 11:35a | 8:00 | Rockford | Sales | Days | 7:52a | 5:07p | 8:00 |
| | | | 12:02p | 5:07p | | | | | | | |
| Feb-15 | 8:00a | 5:00p | 7:58a | 5:03p | 8:00 | Rockford | Sales | Days | 7:58a | 5:03p | 8:00 |
| Feb-16 | | | | | | | | | | | |

Time Card Not Yet Approved Time Card Not Yet Locked

►Period Summary ►Daily Summary ►Adjustments ►Time Off

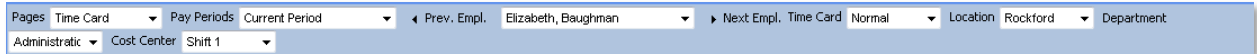
| Pay Desig. | Company, Department, Position | Hours | Rate | Dollars |
|------------|-------------------------------|-------|---------|----------|
| Regular | Rockford, Sales, Days | 40:00 | 12.0000 | 480.0000 |
| Totals | | 40:00 | | 480.0000 |

The *Time Card* is one of the most important pieces in ensuring employees are paid correctly. The Time Card shows an employee's schedule, in and out times for each shift, total working hours, workgroups that the employee worked, and exceptions from the schedule. Supervisors can also correct any mistakes or add information as needed to the Time Card. Some typical supervisor edits are:

- Add a missing punch
- Add a schedule
- Acknowledge an exception (Review and Approve)
- Credit or debit hours to or from an employee
- Enter workgroup transfers
- Authorize portions of the Time Card

The bottom portion of the Time Card window displays summary information in each of the tabbed areas. The first tab is the period total summary and it displays total pay designation hours and dollars worked by each employee during the selected time period. The Daily Summary tab displays total pay designation hours and dollars worked by day for the selected period. The Adjustments tab displays supervisor adjustments for the employee Time Card for the selected period. The Time Off tab displays a three month calendar that shows an employee benefit summary.

TOOLBAR



- Pages – Quickly change from Time Card to other employee items.
- Pay Period – Browse to the Time Card for current or previous periods.
- List of Employees – Select a specific employee.
- Time Card – Display different Time Card views.
 - Normal – Contains the employee’s current punches, schedules, and hour and dollar totals.
 - Scheduled – Based on the employee’s schedule. Shift start and end times are based on schedule start and end times. The hours and totals are calculated according to the employee’s schedule.
 - Estimated – Displays the punch activity to date and inserts punches according to the employee’s schedule for the remainder of the pay period.
- Workgroup Menus – Filter the List of Employees menu down to a specific group of employees.

IN-CELL EDITING



The Time Card can be edited by entering information directly into an open cell. This can take place within the Schedule or Punches columns. Move your mouse over a cell, which will change its color to a dark blue, then click. Time can be entered either in AM/PM or in 24 hour format.

Individual visual preferences define how the display is presented back to you. (Changing Visualization settings are covered under Operations, My Account, Preferences.) Hours can also be entered in either minutes or hundredths of hours. For example, typing “8.50p” would result in 8:30p showing on the Time Card.

| | | | | | | | | |
|----|-------|-------|-------|-------|-------|--|---|------|
| Tu | Jun-3 | 8:00a | 5:00p | 8:15a | 4:26p | | ⌵ | 7.75 |
| We | Jun-4 | 8:00a | 5:00p | 8:00a | 5:00p | | ⌵ | 8.50 |
| Th | Jun-5 | | | | | | | |
| Fr | Jun-6 | | | | | | | |
| Sa | Jun-7 | 8:00a | 5:00p | | | | | |
| Su | Jun-8 | 8:00a | 5:00p | 8:00a | 5:00p | | ⌵ | 8.50 |

Click to add schedule start time.

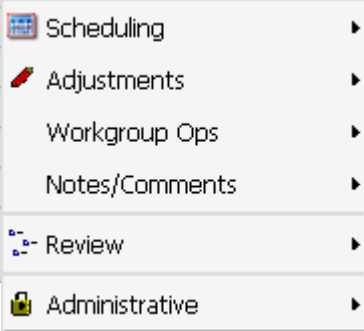
| | | | | | | | | |
|----|-------|-------|-------|-------|-------|--|---|------|
| Tu | Jun-3 | 8:00a | 5:00p | 8:15a | 4:26p | | ⌵ | 7.75 |
| We | Jun-4 | 8:00a | 5:00p | 8:00a | 5:00p | | ⌵ | 8.50 |
| Th | Jun-5 | | | | | | | |
| Fr | Jun-6 | | | | | | | |
| Sa | Jun-7 | 8:00a | 5:00p | | | | | |
| Su | Jun-8 | 8:00a | 5:00p | 8:00a | 5:00p | | ⌵ | 8.50 |

Click to add transaction.

Right clicking within the different sections of the Time Card also provides additional supervisor edit tasks described next.

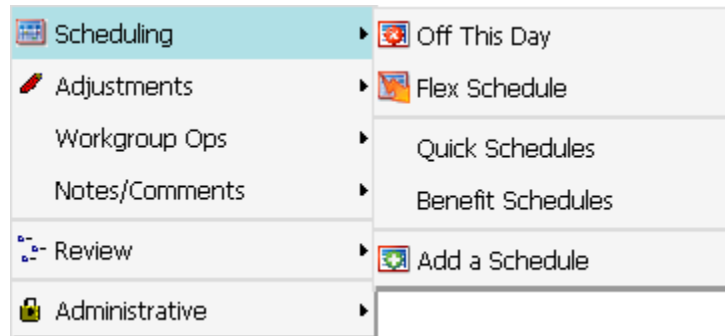
DATE COLUMN

| Date | |
|------|-------|
| | Date |
| Mo | Jun-2 |
| Tu | Jun-3 |
| We | Jun-4 |
| Th | Jun-5 |
| Fr | Jun-6 |
| Sa | Jun-7 |



Most supervisor edits can be performed by right clicking on the Date Column as shown here.

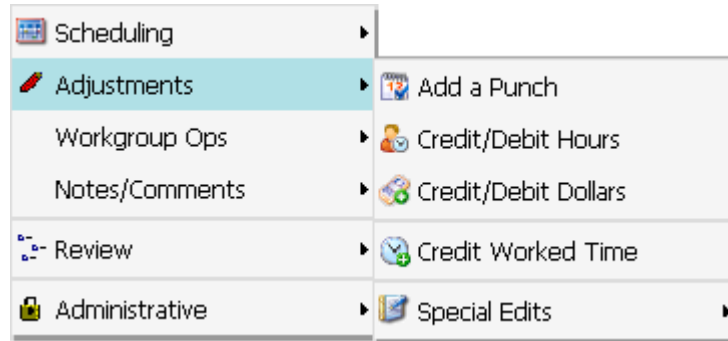
SCHEDULING



| | |
|----------------|-------------------|
| Scheduling | Off This Day |
| Adjustments | Flex Schedule |
| Workgroup Ops | Quick Schedules |
| Notes/Comments | Benefit Schedules |
| Review | Add a Schedule |
| Administrative | |

- Off This Day – Removes any schedules on that day
- Flex Schedule – A blank Schedule that specifies only the hours to be worked.
- Quick Schedules – Quickly builds a predefined schedule in to selected day.
- Benefits Schedules – Quick build Vacation, Sick and more . . .
- Add a Schedule – Creates a new schedule for the selected day.

ADJUSTMENTS



- Add a Punch – Add a third or single punch manually to a Time Card.
- Credit/Debit Hours – Credit or debit hours to an employee in a specified pay designation.
- Credit/Debit Dollars – Credit or debit dollars to an employee in a specified pay designation.
- Credit Worked Time – Credit the employee for time worked that was not punched.
- Special Edits – Manually override hours to or from a schedule.

CREDIT/DEBIT HOURS AND CREDIT/DEBIT DOLLARS

Credit Dollars for This Employee

| | |
|-----------------|-------------------|
| Date | 6/7/2008 |
| Amount | 1.00 |
| Pay Designation | Dollars |
| Location | Rockford |
| Department | Default |
| Cost Center | Shift 1 |
| Reason | [no reason given] |

Ok Cancel

Credit Non Worked Hours for This Employee

| | |
|-----------------|-------------------|
| Date | 6/3/2008 |
| Amount | 8.00 |
| Pay Designation | Regular |
| Location | Rockford |
| Department | Default |
| Cost Center | Shift 1 |
| Rate | 0.00 |
| Reason | [no reason given] |

Ok Cancel

- Date – Date that supervisor edit should apply to.
- Amount – Number of hours, or amount in dollars to credit/debit.
 - 8.00 or -8.00
- Pay Designation – Allows for crediting the employee any listed pay designation.
 - Regular, Overtime, PTO, etc.
- Location, Department, Cost Center – Can be changed to charge hours/dollars to other workgroups.