Access Employee Timecards

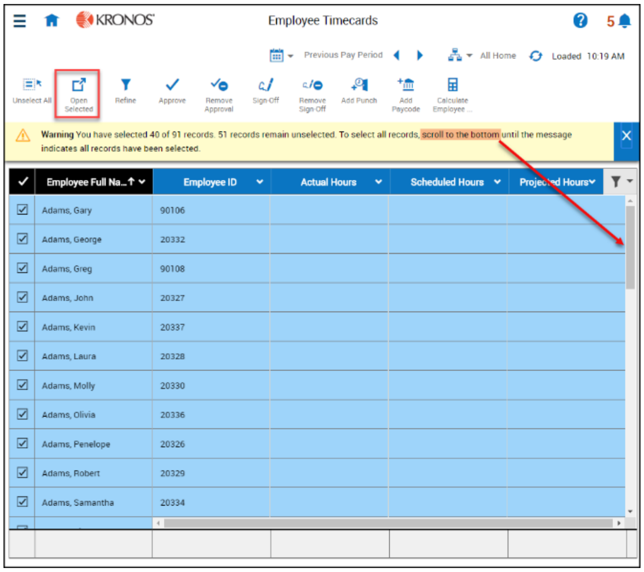
Job Aid

This job aid explains how you can access and review your employees' timecards.

About Timecards

- Employee timecards can be accessed via mobile device view or desktop view. The application will show the list of employees a bit differently depending on the device you use.
- The **Employee Timecards summary page** is a Dataview that enables you to review the overall status of your employees' timecards. The **Employee Timecards detail page** includes timecards for the employees selected from the Employee Timecard summary page.
- Your employees can use hourly timecards or project timecards.

To access your employees' timecards:



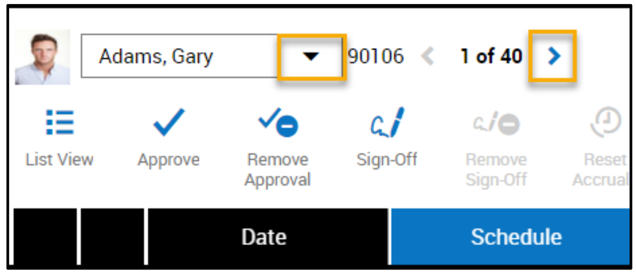
1. Select the **Main Menu > Time > Employee Timecards**. You will be directed to the Employee Timecards Summary Page.
2. Scroll down the page to search for the employee that you wish to view the timecard for, and then select their name.
3. Use **Select All** to select all employees. After you select all employees, you might see a warning message indicating that not all employees have been selected.
4. This will only appear if you have more than 40 employees on your list. Scroll to the bottom of the page to select all the remaining employees before proceeding.
5. Click **Open Selected**.

In the Employee Timecard details page:

1. Click **Select Timeframe** for the time to display and **Select Hyperfind** for the appropriate search criteria.

2. If you wish to switch to a different employee, select a different employee in the name selection field. You can do this in several ways:

- Click the down arrow next to the first employee's name to open the employee list. Scroll down to select a new employee.
- Click the **Next Employee** or **Previous Employee** arrows to view the next or previous employee's timecard.



Zoom Control

Zoom Control is available for tabular data in Dataviews, Timecards and Schedule Planners and add-ons. It allows the ability to choose from a predefined set of sizes that maximizes the amount of content without jeopardizing readability.

The zoom control is triggered from the action bar where it is available. The new action is available for Dataviews, Landing pages, Employee Timecards and the Schedule Planner. Zooming acts on tabular data in the main body of a page as well as in the add-ons.

The feature provides 5 predefined zoom sizes:

- 100%: default - minimum 10 rows
- 80% - minimum 13 rows
- 67% - minimum 16 rows
- 55% - minimum 19 rows
- 50% - minimum 21 rows

The zoom applies to each page separately. Upon resize, the size is remembered throughout the session.

Note: The feature can be toggled off for a tenant.

Zoom Control Recommended Practices and Additional Information

Users who do not want to use the feature can manually turn off zoom control in their tenants.

It is recommended that user keep the default browser zoom and screen resolutions when using this feature.