



Job Aid

Print a Timecard

This job aid explains how you can print an employee timecard.

To print a timecard:

1. Open a timecard and select a timeframe.
2. Click **Share > Print**. The **Print** panel opens.
3. Optionally, select Add-ons to include in the print out.
4. Click **Continue**. An initial preview opens in a new browser tab.

Previews and printouts appear as you have the timecard displayed on your screen. For example, if you have adjusted the width of a column or selected filters for an add-on, the timecard will print as you have it displayed.

5. Press **Ctrl + p**.
6. Select your print options and then click **Print** or **Save**.