



Review Timecard Add-ons

This job aid explains how you can review timecard tabs or add-ons to locate additional information.

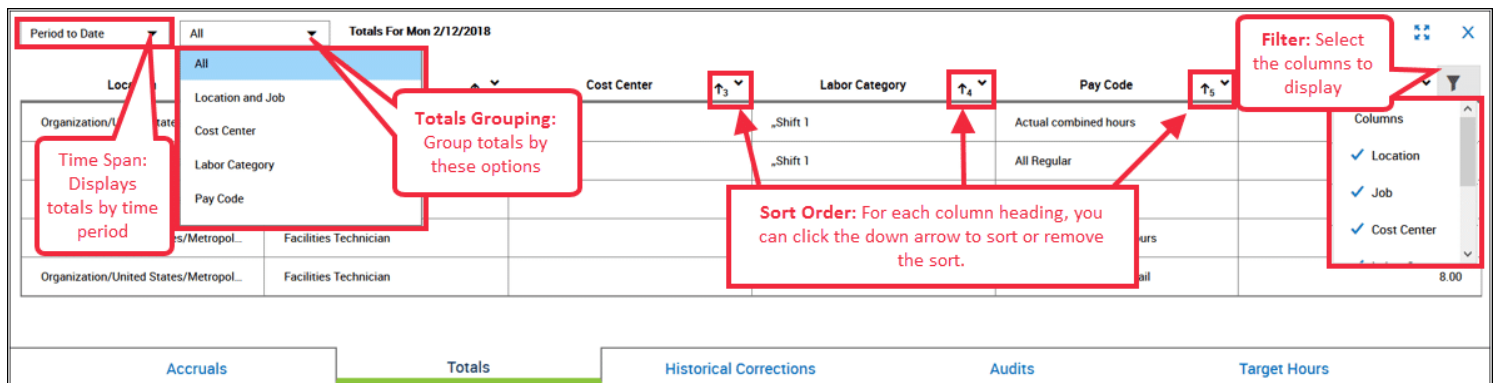
About Timecard Add-ons:

A number of add-ons or tabs can appear at the bottom of the timecard:

- **Accruals** — Displays the accruals information such as sick and vacation. The information that appears depends on the time period that you select in the timecard.
- **Totals** — Displays totals for selected time spans and timecard columns.
- **Historical Corrections** — Enables you to verify the results of pending and saved historical corrections.
- **Audits** — Displays audit details, including comments, corrections, requests, timecard sign-offs and approvals that have been posted to a timecard.
- **Target Hours** — Provides the ability to view data with the goal of seeing the variance between the target hours as defined in the employment terms and the actual hours the employee worked.

When viewing add-ons, note the following:

- You can change the order of the column width.
- Click the maximize-minimize icon to maximize the tabs area and click it again to minimize it.
- Click **X** to close the add-on.



The screenshot shows a timecard interface with several annotations:

- Time Span:** Displays totals by time period. (Points to the 'Period to Date' dropdown menu.)
- Totals Grouping:** Group totals by these options. (Points to the 'Location and Job' dropdown menu.)
- Sort Order:** For each column heading, you can click the down arrow to sort or remove the sort. (Points to the sort arrows on the 'Cost Center', 'Labor Category', and 'Pay Code' columns.)
- Filter:** Select the columns to display. (Points to the 'Columns' filter panel on the right.)

The interface also shows a table with columns: Location, Cost Center, Labor Category, Pay Code, Actual combined hours, and a 'Columns' filter panel. At the bottom, there are tabs for Accruals, Totals, Historical Corrections, Audits, and Target Hours.