



Review Timecard Totals

This job aid explains how you can review and interpret total hours worked in the timecard.

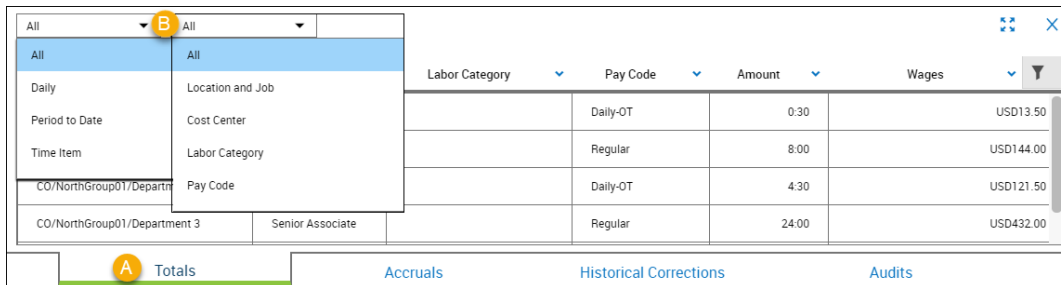
About Timecard Totals

- It is necessary to review your employee's timecard totals before you approve the timecard. To view an employee's totals in the timecard, you will need to activate the Totals tab.
- The totals tab contains all the hours the employee will get paid for in a particular time period.

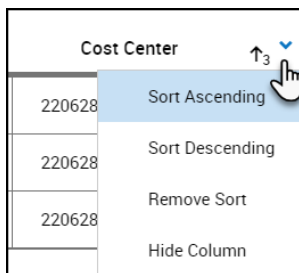
To review totals:

1. At the bottom of the timecard, click the **Totals** tab (A).
2. Select the Timeframe and select how you would like to break up the totals (B). You can view totals by: **Location and Job, Labor Category, Cost Center, and Pay Code.**

Note: The **Daily and Period to Date** time frames will show totals based on the date you click on in the timecard.



3. From the column menu, select how you would like to sort the totals. For example, in descending order.



4. If the employee was transferred during any shift within a date in the selected timeframe of the timecard, the totals will display a (x) symbol indicating the transferred account totals separate from the others.

