
















Timecard Indicators

This job aid explains the different icons, buttons and colors in the timecard.





Timecard Grid

















The timecard contains several indicators and icons to help guide you to where you want to go.

Icon	Description
	Adds a blank row after the selected row on the hourly timecard
	Deletes the selected row on the hourly timecard
	Indicates that a comment has been added
	Indicates that a note has been added
	Indicates that a schedule transfer has been made
	A punch or paycode has been edited by someone other than the employee. The corresponding glance provides the name of the person who made the edit
	Displays in the Date cell of an hourly timecard or Project cell in the project timecard to indicate that the timecard was edited after the pay period was signed off (historical correction)
	Displays in the In or Out cell of an hourly timecard or Date cell in the project timecard to indicate that an edit was made after the timecard was signed off (historical correction)
	Overtime is reviewed or approved
	Overtime is pending
	An on-call shift is scheduled
	Depending on how the timecard is configured, timecard edits waiting for manager approval may not appear in the timecard, but the View Pending indicator  is available in the action bar. When a manager of employee clicks this indicator, the pending edits are visible

Timecard Actions

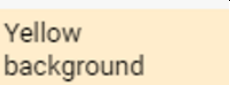
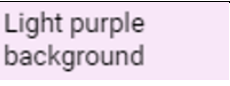
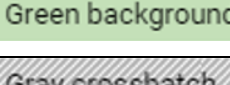

The following are timecard icons you can use

Icon	Description
	Project timecard navigation controls – go to Previous Week  , Next Week  and Today 

	Approve – Indicates that the timecard is complete, accurate, and ready for signoff. After the timecard is signed off, you cannot remove the approval
	Add New – (Project view only) Opens the Project panel so you can add a new project
	List View – Changes the timecard view from table to list view. Toggles with the Table View
	Table View – Changes the timecard view from list view to table view. Toggles with List View
	Sign-Off – Signs off employee information and indicates that the timecard is ready for payroll processing
	Rules Analysis – Opens the Rule Analysis Report so you can review how the system interprets pay rules, work rules, and other factors in its calculations
	View Moved Amounts – Opens the View Move Amounts panel, where you can view or delete moved amounts for the selected timeframe
	Reset Accruals – Resets accrual balance amounts. When you reset accrual balances, you can transfer a probationary balance to a vested amount when the probationary period ends. You can reset the accrual code, the vested amount, the probationary amount, or the effective date
	Move Accruals – Move an accrual amount from one accrual code to another. For example, you could move accrued sick time to vacation time
	Remove Approval – This indicator becomes active after you approve a timecard so you can remove an approval to make edits. After the timecard is signed off, however, you cannot remove the approval
	Remove Sign Off – this indicator becomes active after you sign off a timecard so you can remove a signoff to make edits
	GoTo – Opens the Schedule, People Information, Attendance Details, or Reports for the selected timecard
	Calculate Totals - Forces the timecard to calculate totals. After you calculate totals, the Calculate Totals icon turns blue 
	Save – Saves the displayed timecard. After you save your timecard, the Save icon turns blue 

Timecard Cell Colors










Cells and text in the timecard sometimes have colors with meaning

Cell Color	Meaning
	Timecard approved by employee but not manager
	Timecard approved by manager but not by employee
	Timecard approved by both employee and manager
	Timecard has been signed off

Blue background	Total cannot be edited
Black	Used for all events in the timecard that are not system-generated
Purple	System-entered text that can be modified. For example, a system entered paycode for missing time

Timecard Exception Indicators

Icons are used as indicators within the timecard to call attention to these exceptions:

Icon	Description
	The cell is solid red when there is a missed in or out punch
	Action is required for an exception on this day
	When the system generates an exception, the icon is red with a white line near the top. Depending on your configuration, the system might automatically add an auto-resolved paycode to the timecard if an exception occurs because of missing time, such as a late punch or absence
	When a manager marks an exception as reviewed or justifies a missing time exception, the icon color changes to green
	When an employee justifies a missing time exception, the icon color changes to red with two white lines
	If there is more than one exception, the color reflects the most sever state of all the exceptions, and the white lines are diagonal
	If an absence has been excused, icon is blue with three horizontal lines
	When an exception or punch is system-generated, the icon is purple with one diagonal line and the punch displays in purple
	Holiday exceptions