

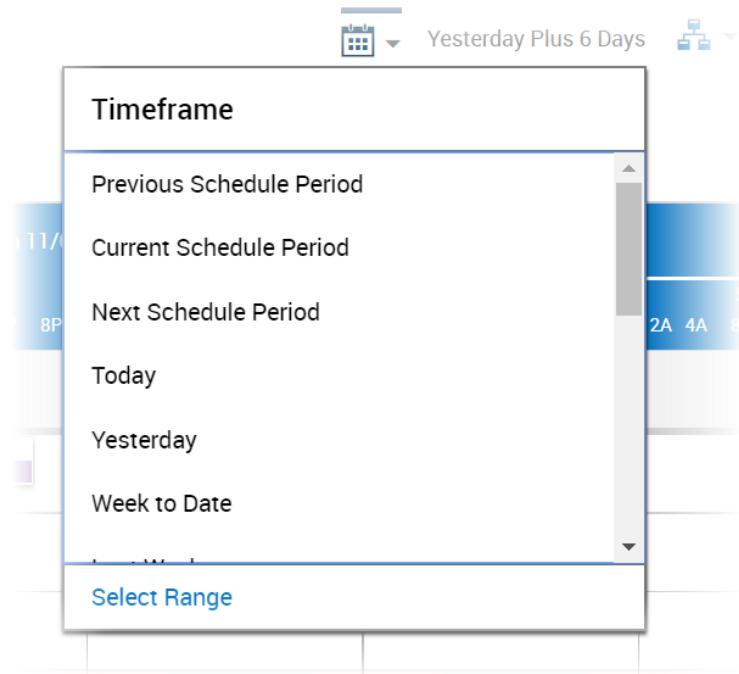


## Timeframe selector

When you select the calendar icon, you can select from a number of standard timeframes as well as create a custom timeframe.

### Standard timeframes

- Previous Pay Period
- Current Pay Period
- Next Pay Period
- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
- Week to Date
- Last Week
- Yesterday
- Today
- Yesterday, Today, Tomorrow
- Yesterday plus 6 Days
- Yesterday minus 13 Days
- Last 7 Days
- Last 30 days
- Current Week
- Last 90 Days



### Custom timeframes

You can also select a specific date or range of dates. Click **Select Range** and in the Date Range glance, do the following

1. Select **Start Date** and enter a date or use the left and right arrow keys to locate the applicable month and then select a day.
2. Select **End Date** and enter a date or use the left and right arrow keys to locate the applicable month and then select a day.
3. Click **Apply**.

### Accessibility note

Timeframe selector accessibility

To access the Timeframe selector if you are using an NVDA screen reader:

4. Press **Tab** to access to the Timeframe Selector menu.
5. Press **space** to expand the drop-down.
6. Use the **arrow keys** to select a timeframe.
7. Press **space or Enter** to select.
8. While in the selections list, press **Tab** to access the date range button.
9. Press **Enter** to activate.
10. Press **Tab** to access edit fields that contain Start and End Dates.
11. Use the **arrow keys** to change the dates in the Start and End Date edit fields.

Press **Tab** to access the **Cancel** and **Apply** buttons and press **Enter** to activate. After you press **Tab**, you can access the **Previous** and **Next Period** buttons to progress through pay periods without needing to select from the Timeframe Selector menu.