

# Supervisor Time Card



Use the Employee Time Card to view and manage a single employee's time. Users may manage punches, edit employee time, delete employee time, add pay type transactions, change labor levels, send a message to a single employee, view benefit balances, add pay adjustments, manage employee schedules, view employee totals, and approve time.

Employee Time Card

Alex Lehman

Select Filter

☐ Include Inactive Employees

☐ Date Range
 ☒ Pay Period
 From  To

Time Card for Alex Lehman [95] for 10/05/2014 - 10/11/2014

10/05/2014-10/11/2014

<input type="checkbox"/>	Date	Pay Type	Amount	In	Out	In	Out	Reg	OT1	OT2	UnPaid
<input type="checkbox"/>	Sun 10/05/2014	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input type="checkbox"/>	Mon 10/06/2014			08:00 AM	12:00 PM L	01:00 PM L	05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
<input type="checkbox"/>	Tue 10/07/2014			08:00 AM	12:00 PM L	01:00 PM L	05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
<input type="checkbox"/>	Wed 10/08/2014	Jury Duty	8 hrs					8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input type="checkbox"/>	Thu 10/09/2014	Jury Duty	8 hrs					8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input type="checkbox"/>	Fri 10/10/2014			08:00 AM	12:00 PM L	01:00 PM L	05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
<input type="checkbox"/>	Sat 10/11/2014	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Totals for Week								40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs

Totals

Benefit Balances

Pay Adjustments

Schedule

Totals for 10/05/2014-10/11/2014

All	Regular	OT1	OT2	Lunch	Break	Unpaid
40.00 hrs	40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs	0.00 hrs	3.00 hrs

Totals by Pay Type

Pay Type	Hours
Jury Duty	16 hrs
Lunch	3 hrs
Work	24 hrs

## Helpful Hint

Users will only have access to those employees who fall within their security role.

# Supervisor Time Card



## Access Employee Time Card

Select Employee Time Card from the Employees menu or click the Time Card icon.

Use the Search field to find specific screens or employees.

The Garner Group [CLNT04] Search EA

Applications Home Employees Payroll Reports Configuration

Home Status Board Schedules Time Card Approvals Group Time Card

Select Help and then Administrator Training Documents or Employee Training Documents to access user guides and videos.

Click Select Filter to select a filter from the drop down.

## Filter the Display

Employee Time Card

Go Abel McTiernan **Select Filter** ☐ Include Inactive Employees

☐ Date Range ☒ Pay Period From  To

**Time Card for Abel McTiernan [52] [52] for 11/09/2014 - 11/15/2014**

Add Punch Add Pay Type Transaction Send a Message Shift Approvals

**Active Filter:**

Filter Name	Filter Type
Employees w/ Missed Punches	System

### Filter by Date Range or Pay Period.

- ✓ Select the Date Range radio button and select or enter the start and end dates. Click the arrow icon adjacent to the calendar to display the selected date range.
- ✓ Users may also click Last Week, This Week, or Next Week to display the selected date range.
- ✓ Select the Pay Period radio button and select or enter the date. Click the arrow icon adjacent to the calendar to display the pay period containing the selected date.
- ✓ Users may also click Prev, Current, or Next to display the previous pay period, current pay period, or next pay period.

# Supervisor Time Card



## Select an Employee

**Employee Time Card**

an **Go** Alex Lehman Select Filter ☐ Include Inactive Employees

- Abel McTiernan [52]
- Alex Lehman [95]
- Amir Khan [30]
- Annabelle Wu [93]
- Julian Atwood [10]

✓ Enter one or more letters in the employee search box.  
✓ Select the employee from the list.

**Employee Time Card**

**Go** Alex Lehman Select Filter ☐ Include Inactive Employees

☐ Date Range ☒ Pay Period From 10/05/2014

✓ Use the employee drop down to select the employee.  
✓ Use the arrows to scroll through the employee list.

Employee Name ▲	Employee Number	Badge Number
Abel McTiernan	52	
Adeola Diallo	24	
Aldo Jackson	20	
Alex Lehman	95	
Alfred Lee	8	
Amir Khan	30	
Annabelle Wu	93	
Archibald Leach	71	
Arnold Baez	45	
Bart Kilpatrick	2	

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# Supervisor Time Card



## Manage Time Card Information

- ✓ Click the applicable cell to edit the time.
- ✓ Click the Transfer cell to edit the labor level.
- ✓ Click the applicable cell to delete the time.
- ✓ Click Save to save the changes.

**Employee Time Card**

Go | Alex Lehman | Select Filter | Include Inactive Employees

Date Range: 10/05/2014 To 10/11/2014

**Time Card for Alex Lehman [95] for 10/05/2014 - 10/11/2014**

+ Add Punch | + Add Pay Type Transaction | Send a Message | Save | Discard Changes | Audit Trail | Preferences

	Date	Pay Type	Amount	In	Transfer	Out	In	Transfer	Out	Reg	OT1	OT2	UnPaid
<input type="checkbox"/>	Sun 10/05/2014	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input type="checkbox"/>	Mon 10/06/2014			08:00 AM		12:00 PM L	01:00 PM L		05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
<input type="checkbox"/>	Tue 10/07/2014			08:00 AM		12:00 PM L	01:00 PM L		05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
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<input type="checkbox"/>	Fri 10/10/2014			08:00 AM		12:00 PM L	01:00 PM L		05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
<input type="checkbox"/>	Sat 10/11/2014	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<b>Totals for Week</b>										40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs

Totals | Benefit Balances | Pay Adjustments | Schedule

✓ Add a pay type transaction.  
✓ Send a message to the employee.

✓ Select Totals to view the employee's total hours by category.

All	Regular	OT1	OT2	Lunch	Break	Unpaid
40.00 hrs	40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs	0.00 hrs	3.00 hrs

Pay Type	Hours
Jury Duty	16 hrs
Lunch	3 hrs
Work	24 hrs

# Supervisor Time Card



## Approve Time Card

- ✓ Check the box adjacent to the Date title and click Save to approve all time displayed on this page.
- ✓ To approve one or more time entries but not all time entries, check the box adjacent to the applicable time entries and click Save to approve the selected time entries.

Employee Time Card

Alex Lehman

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☐ Date Range
 ☒ Pay Period
 From  To

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10/05/2014-10/11/2014

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<input type="checkbox"/>	Thu 10/09/2014	Jury Duty	8 hrs							8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input type="checkbox"/>	Fri 10/10/2014			08:00 AM		12:00 PM L	01:00 PM L		05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
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Totals for Week										40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs

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