Connect

1. Select **Me** to display your employee functions

2. Click **Time and Absences**

Me | My Team | Labor Administration | Tools | Others

QUICK ACTIONS

APPS

Personal Details

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Activity Center

My Public Info

Share Data Access

Directory

Time and Absences

Pay

Personal Information

Journeys

Career and Performance

My Activity Center

Celebrate

Benefits

Current Jobs

Safety Incidents

Roles and Delegations
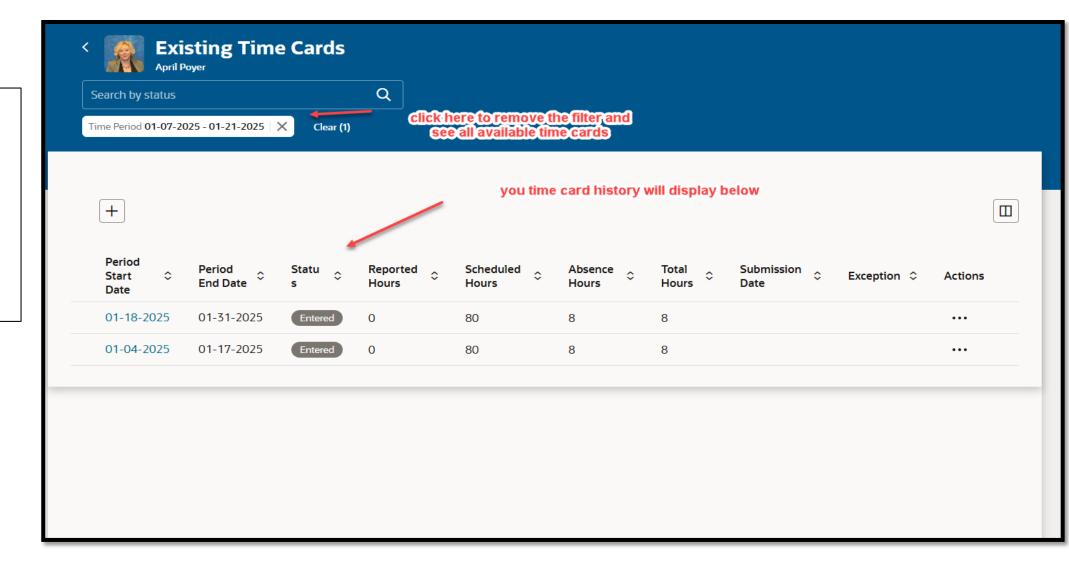
Connect Help

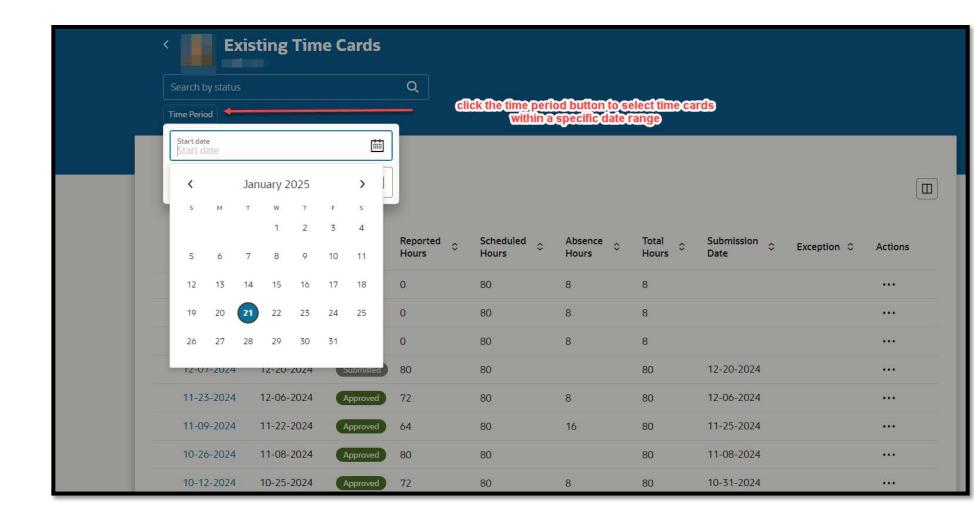Performance

3. Click the **Existing Time Cards** tile

4.   Your time card history will be displayed for review. Click on the **x** next to the filtered dates to remove the filter to see your complete time card history.
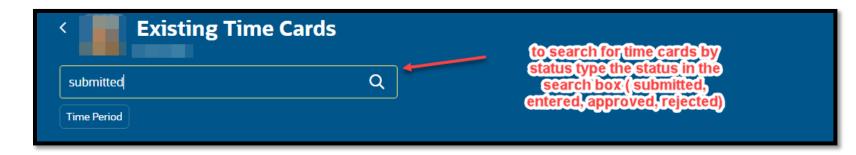
5. If desired, you can specify a different date range for viewing your timecards

6. Click on **time period**

7. Enter a **Start** date

8. Enter an **End** date

Connect

Existing Time Cards

submitted

Time Period

to search for time cards by status type the status in the search box (submitted, entered, approved, rejected)

9. To view the details of a specific timecard, click on the hyperlinked status of the desired timecard

10. Review the additional details

End of Procedure

Existing Time Cards

Search by status

Time Period

to view the details of a specific time card, click on the period start date.

Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Sub Dat
01-18-2025	01-31-2025	Entered	0	80	8	8	
01-04-2025	01-17-2025	Entered	0	80	8	8	
12-21-2024	01-03-2025	Entered	0	80	8	8	
12-07-2024	12-20-2024	Submitted	80	80		80	12-
11-23-2024	12-06-2024	Approved	72	80	8	80	12-
11-09-2024	11-22-2024	Approved	64	80	16	80	11-
10-26-2024	11-08-2024	Approved	80	80		80	11-
10-12-2024	10-25-2024	Approved	72	80	8	80	10-