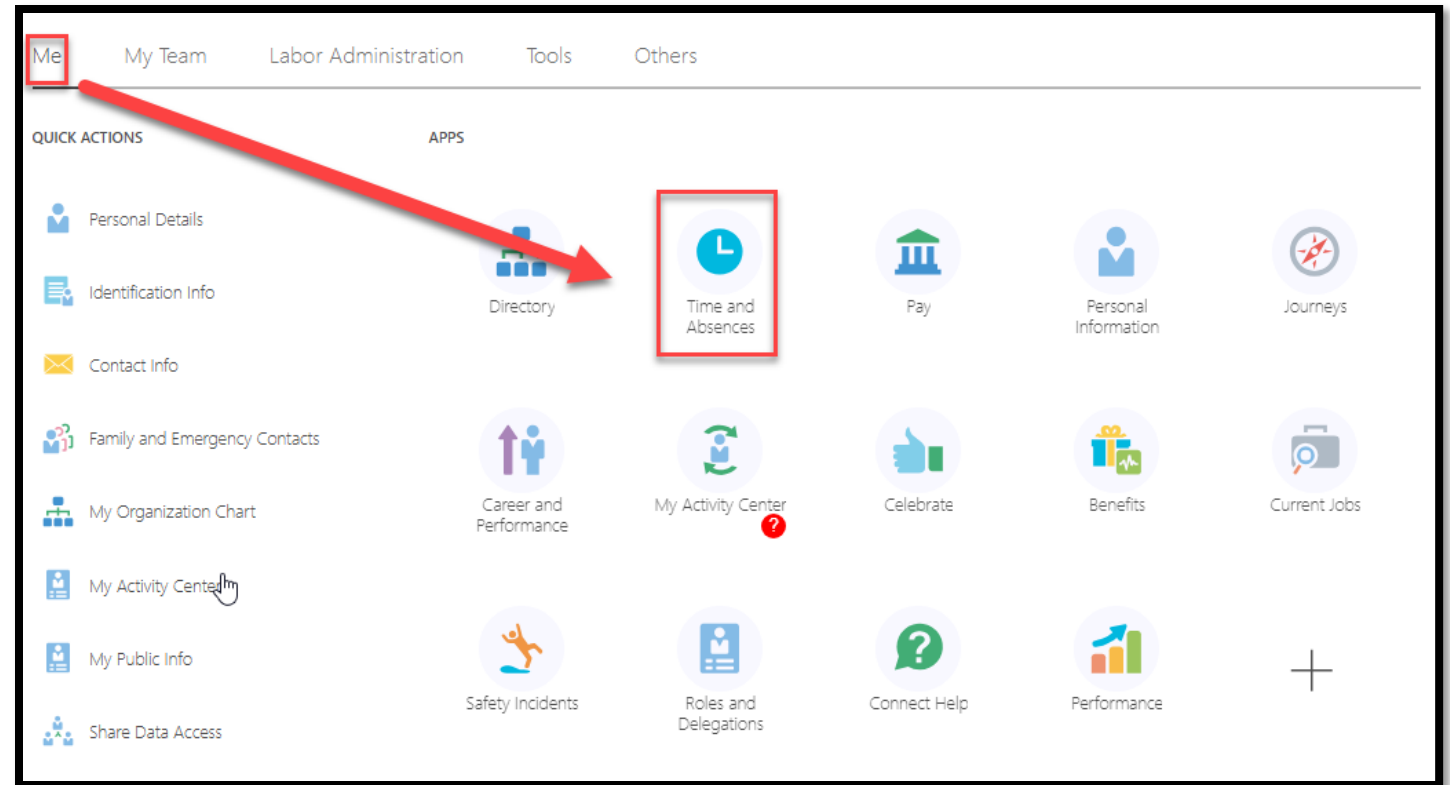
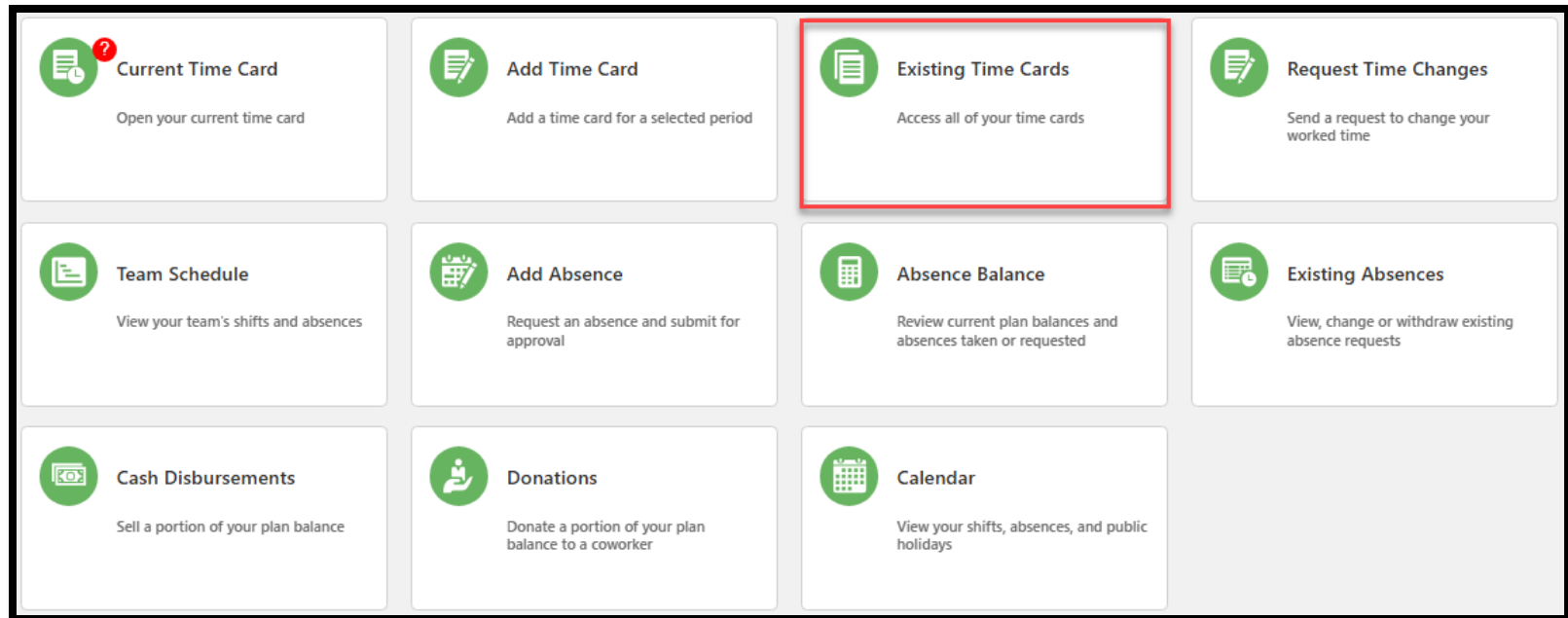













1. Select **Me** to display your employee functions
2. Click **Time and Absences**



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



The screenshot displays a grid of 12 dashboard tiles. The 'Existing Time Cards' tile is highlighted with a red border. Each tile contains a green circular icon, a title, and a brief description of the function.

 Current Time Card Open your current time card	 Add Time Card Add a time card for a selected period	 Existing Time Cards Access all of your time cards	 Request Time Changes Send a request to change your worked time
 Team Schedule View your team's shifts and absences	 Add Absence Request an absence and submit for approval	 Absence Balance Review current plan balances and absences taken or requested	 Existing Absences View, change or withdraw existing absence requests
 Cash Disbursements Sell a portion of your plan balance	 Donations Donate a portion of your plan balance to a coworker	 Calendar View your shifts, absences, and public holidays	

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.

<

Existing Time Cards

April Poyer

Time Period 01-07-2025 - 01-21-2025 ✕

Clear (1)

[click here to remove the filter and see all available time cards](#)

you time card history will display below

+	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
	01-18-2025	01-31-2025	Entered	0	80	8	8			...
	01-04-2025	01-17-2025	Entered	0	80	8	8			...

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

The screenshot shows the 'Existing Time Cards' page with a search bar and a 'Time Period' button highlighted by a red arrow. A red callout box says 'click the time period button to select time cards within a specific date range'. A calendar overlay for January 2025 is open, with the 21st selected. Below the calendar is a table of time cards.

Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions		
0	80	8	8			...		
0	80	8	8			...		
0	80	8	8			...		
12-07-2024	12-20-2024	Submitted	80	80	8	80	12-20-2024	...
11-23-2024	12-06-2024	Approved	72	80	8	80	12-06-2024	...
11-09-2024	11-22-2024	Approved	64	80	16	80	11-25-2024	...
10-26-2024	11-08-2024	Approved	80	80		80	11-08-2024	...
10-12-2024	10-25-2024	Approved	72	80	8	80	10-31-2024	...



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

10. Review the additional details

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-

End of Procedure