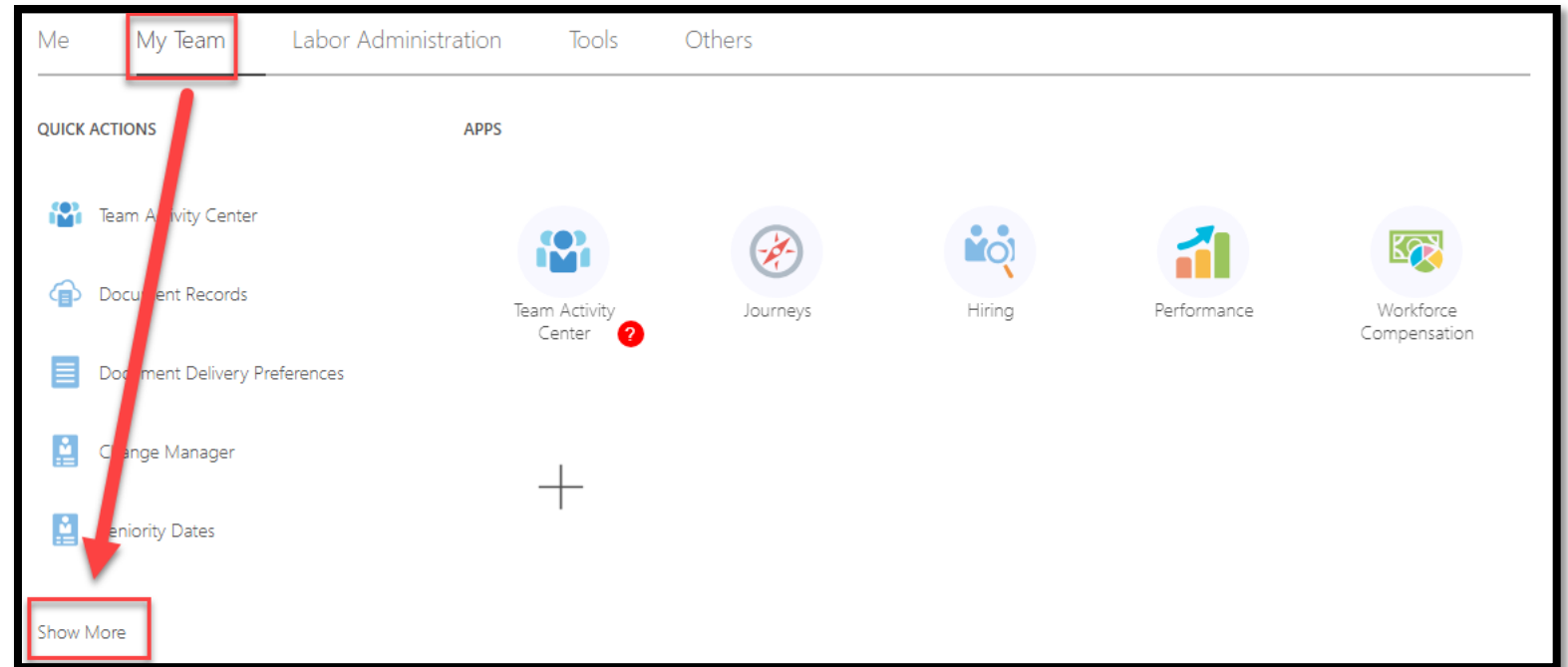
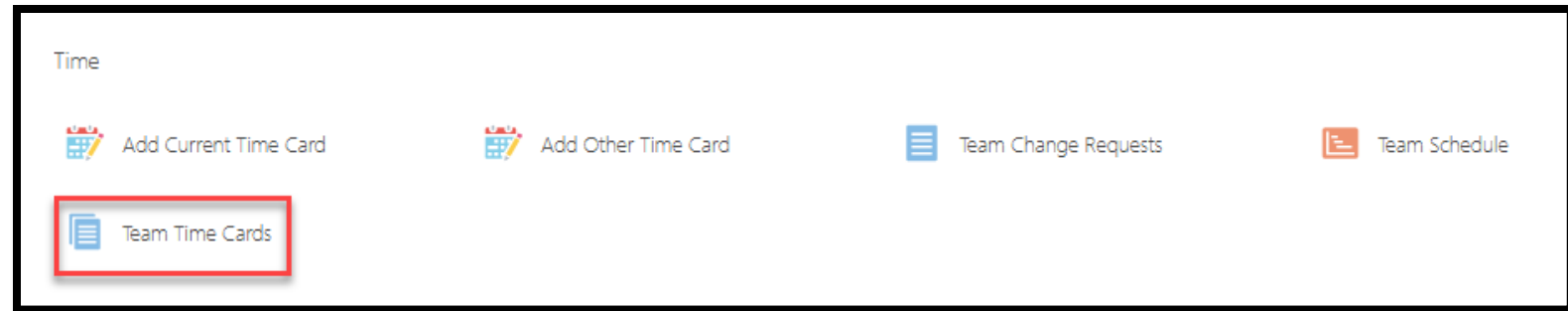


1. Select **My Team** to display your employee functions
2. Click **Show More**

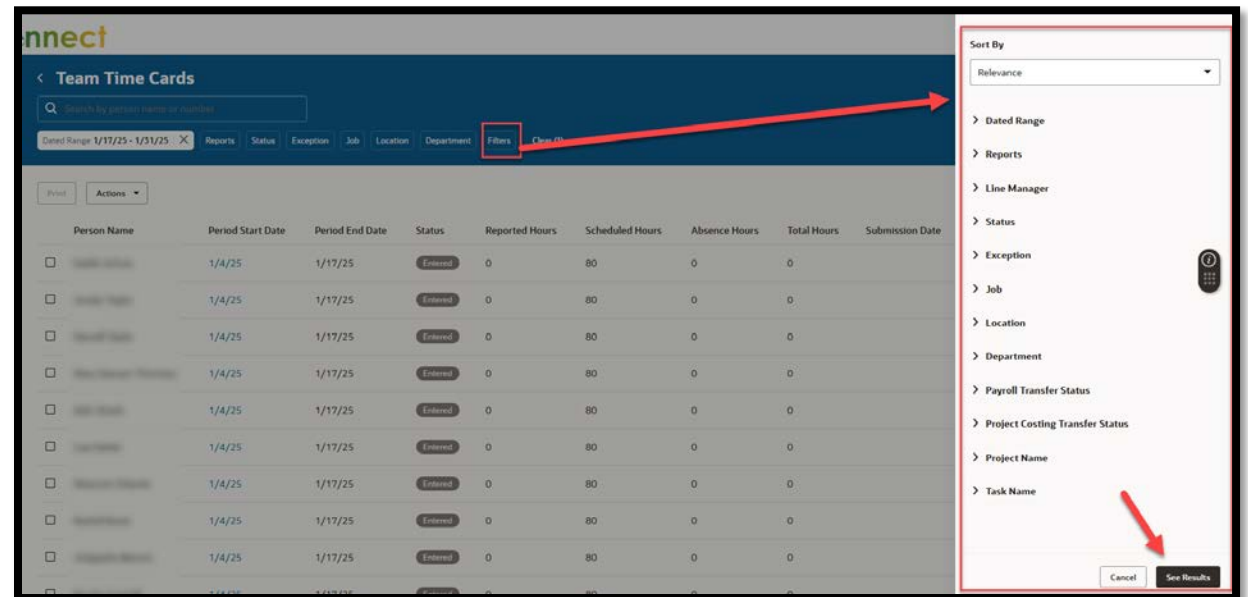
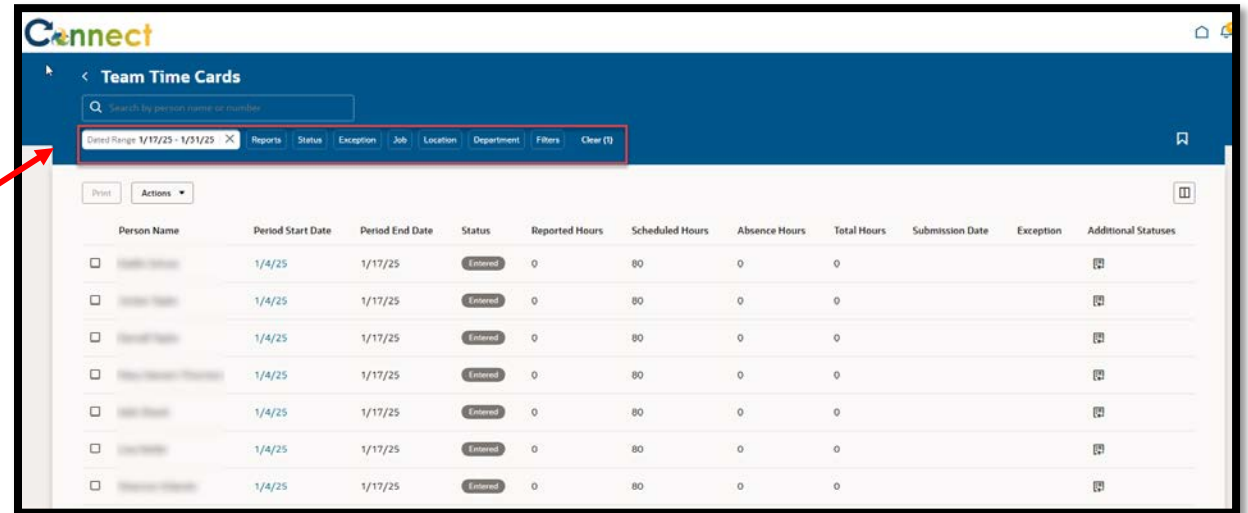


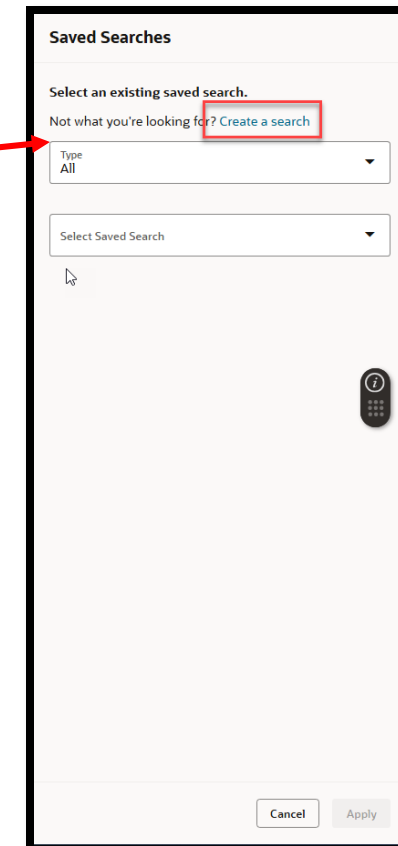
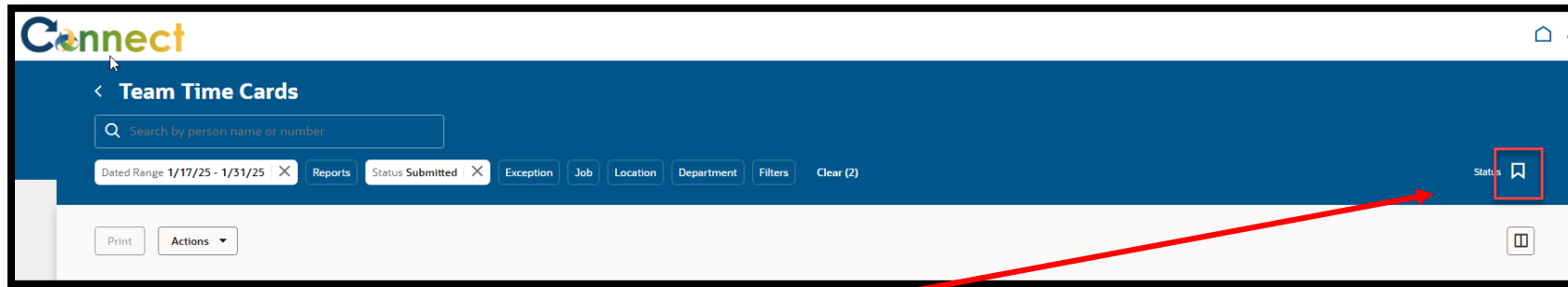
3. Scroll down to the **Time** section.

4. Click **Team Time Cards**



5. Filters will be available under the search bar.
6. Click **Filter** then make your adjustments
7. Click **See Results**





8. Saving Filters, Click the Ribbon

9. Click Create a Search

10. **Name** - Enter the filter name that you want to save
11. **Save and Apply**
12. The Filter will now be named and by the ribbon
13. You can add as many saved filters as needed

Saved Searches

Create a search

Name

☐ Enable sharing

☐ Mark as default

Cancel

Save and Apply

Connect

< Team Time Cards

Search by person name or number

Dated Range 1/17/25 - 1/31/25

Reports

Status Submitted

Exception

Job

Location

Department

Filters

Clear (2)

Print

Actions

Status

- 

Headline

Submitted

Cancel

Save

Actions

Approve

Comments

Time Card Period

1/18/25 to 1/31/25

1/18/25 - 1/31/25		Saturday, January 18			Sunday, January 19			Monday, January 20			Tuesday, January 21			
Scheduled Hours				0			0	8:00 AM	4:00 PM	8	8:00 AM	4:00 PM		
Assignment Number *	Pay Code *	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop		
E5677	Regular Time										8:00 AM	4:00 PM	20 hours	
													0 hours	
													0 hours	
													0 hours	
													0 hours	
													0 hours	
													0 hours	
													0 hours	
													0 hours	
													0 hours	
													0 hours	
Total Hours				0 hours			0 hours			0 hours				
Scheduled Hours				0 hours			0 hours			0 hours				
Schedule Deviation				0 hours			0 hours			-8 hours				

You haven't added any comments yet.

16. To view the timecard quickly, Click **Additional Statuses**

This process does not show comments

< Team Time Cards

Search by person name or number

Dated Range 1/17/25 - 1/31/25 X Reports Status Submitted X Exception Job Location Department Filters Clear (2)

Print Actions

	Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Additional Statuses
☐	[Redacted]	1/18/25	1/31/25	Submitted	20	80	0	20	1/22/25		
☐	[Redacted]	1/18/25	1/31/25	Submitted	64	80	16	80	1/24/25		
☒	[Redacted]	1/18/25	1/31/25	Submitted	88	80	0	88	1/29/25		
☐	[Redacted]	1/4/25	1/17/25	Submitted	0	80	80	80	1/30/25		
☐	[Redacted]	1/4/25	1/17/25	Submitted	24	80	16	40	1/30/25		
☐	[Redacted]	1/18/25	1/31/25	Submitted	0	80	0	0	1/30/25		

< Team Time Cards

Search by person name or number

Dated Range 1/17/25 - 1/31/25 X Reports Status Submitted X Exception Job Location Department Filters Clear (2)

Print Actions

Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours
[Redacted]	1/18/25	1/31/25	Submitted	20	80
[Redacted]	1/18/25	1/31/25	Submitted	64	80
[Redacted]	1/18/25	1/31/25	Submitted	88	80
[Redacted]	1/4/25	1/17/25	Submitted	0	80
[Redacted]	1/4/25	1/17/25	Submitted	24	80
[Redacted]	1/18/25	1/31/25	Submitted	0	80

Time card

[Redacted]

Time Card Period: 1/17/25 - 1/31/25 Status: Submitted

Payroll Transfer Status: Not transferred Payroll Processing Status: Not processed

Time entries

Earned Date	Value	Unit Of Measure	Payroll Time Type	Payroll Transfer Status	Payroll Processing Status
1/20/25	8	Hours	Regular Time	Not transferred	Not processed
1/20/25	8	Hours	Strait Overtime	Not transferred	Not processed
1/21/25	8	Hours	Regular Time	Not transferred	Not processed
1/22/25	8	Hours	Regular Time	Not transferred	Not processed
1/23/25	8	Hours	Regular Time	Not transferred	Not processed
1/24/25	8	Hours	Regular Time	Not transferred	Not processed
1/27/25	8	Hours	Regular Time	Not transferred	Not processed
1/28/25	8	Hours	Regular Time	Not transferred	Not processed
1/29/25	8	Hours	Regular Time	Not transferred	Not processed
1/30/25	8	Hours	Regular Time	Not transferred	Not processed
1/31/25	8	Hours	Regular Time	Not transferred	Not processed

End of Procedure