

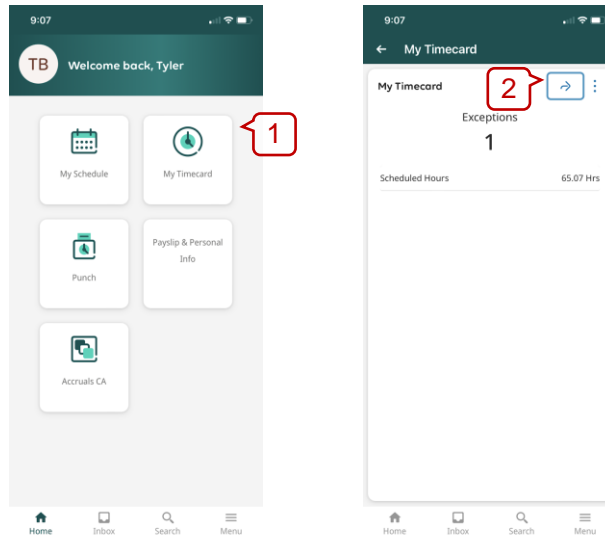
Reviewing your timecard on the mobile app

Access your timecard to review your work schedule, confirm your work record is accurate, and be alerted to any exceptions that need addressing.

Access your timecard

1. Tap the **My Timecard** home screen tile.
2. Tap the **blue arrow** in the top-right of the timecard tile to navigate to your timecard details screen.

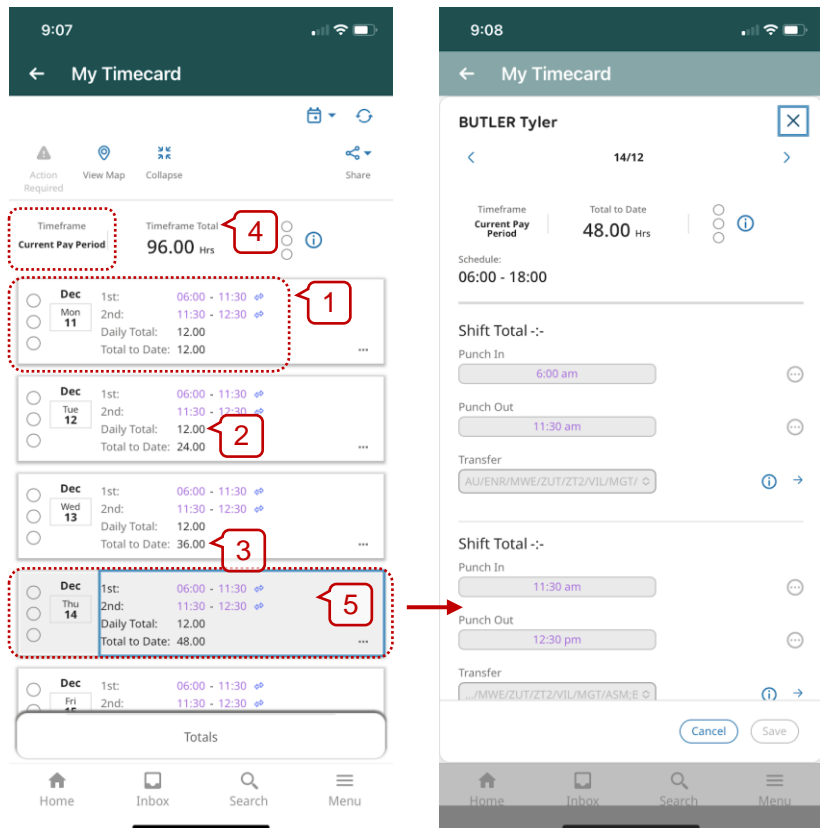
Note: Any exceptions that need addressing will be indicated here and how to address these is covered in [Managing your exceptions](#).



My Timecard overview

Your My Timecard screen displays each day for the **Current Pay Period** timeframe. Information includes:

1. Your punches.
2. Time totals for the day.
3. Time totals to date.
4. Timeframe totals.
5. Tap on a day to open the Details Panel and view more information.

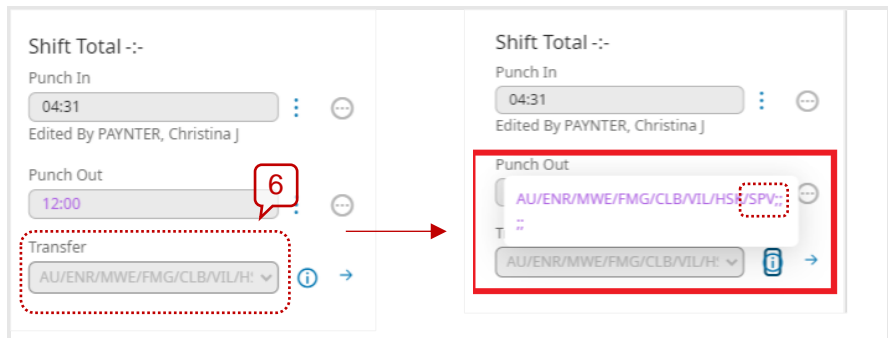


Higher Duties

- If 'Higher Duties' have been applied to your Timecard, these will display in a **Transfer** field.

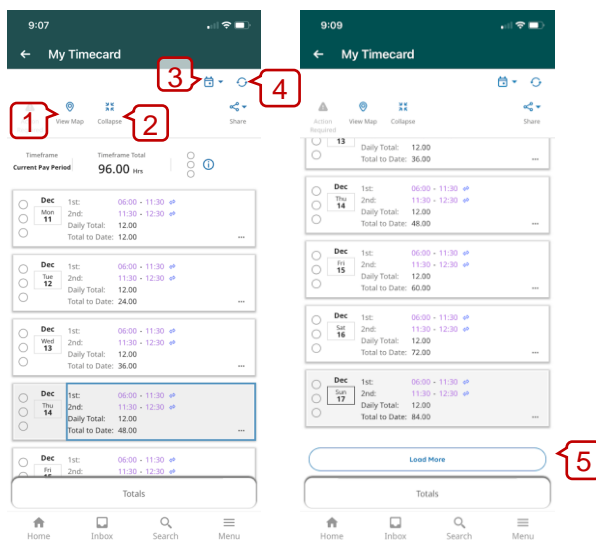
Click the **information icon** ⓘ for more detail.

Note that the last code **SPV** (Supervisor) is the Higher Duties role.



My Timecard icon overview

- Tap the **View Map** icon 📍 to see the locations where you had successful clock in/out punches.
- Tap the **Collapse** icon ✖ to hide some functions – click expand to unhide.
- Tap the **Timeframe** icon 📅 to change the date range shown.
- Tap the **Refresh** icon ↻ to refresh the page.
- Tap **Load More** to view more information for that pay period.



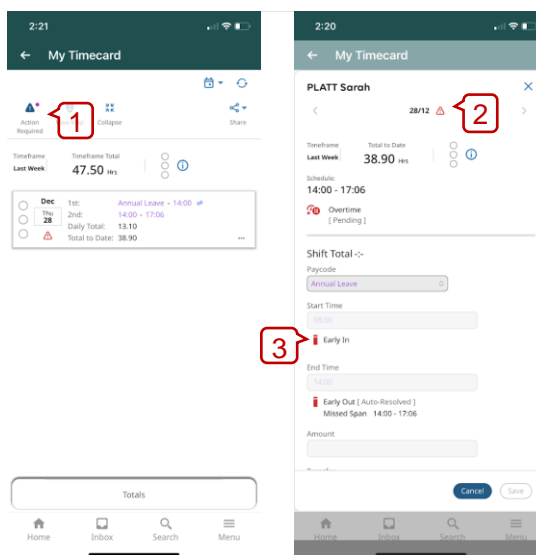
My Timecard exception warnings and indicators

- Tap the **Action Required** icon ⚠ to show only days with unresolved exceptions.

Timecard exceptions are indicated by:

- A **Warning** icon ⚠ on the relevant day.
- By an **Exception Indicator** icon in the Details Panel after tapping on the relevant day.

Note: How to address exceptions is covered in [Managing your exceptions](#)



What do the Exception Indicator icons mean?



Action is required for an exception on this day.



If an absence has been excused, icon is blue with three horizontal lines.



When a manager marks an exception as reviewed or justifies a missing time exception, the icon colour changes to green.



When the system generates an exception, the icon is red with a white line near the top. This will display when you record additional time or an unscheduled shift.



Holiday exceptions



When the employee does not punch in time on this day.