

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 topright 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 <u>Managing your</u> <u>exceptions</u>.

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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.







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Higher Duties

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

Click the **information icon** (1) for more detail.

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

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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.
- 4. Tap the **Refresh** icon \bigcirc to refresh the page.
- 5. Tap **Load More** to view more information for that pay period.

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My Timecard exception warnings and indicators

 Tap the Action Required icon A to show only days with unresolved exceptions.

Timecard exceptions are indicated by:

- 2. A **Warning** icon \triangle on the relevant day.
- 3. By an **Exception Indicator** icon in the Details Panel after tapping on the relevant day.

Note: How to address exceptions is covered in <u>Managing your</u> <u>exceptions</u>







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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.

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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.

