

How do I...Check for any changes made to my timecard?

SCENARIO

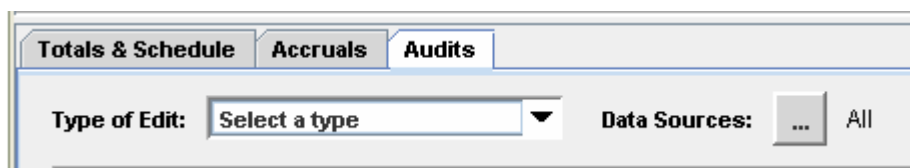
How do I know if changes have been made to my timecard?

BACKGROUND

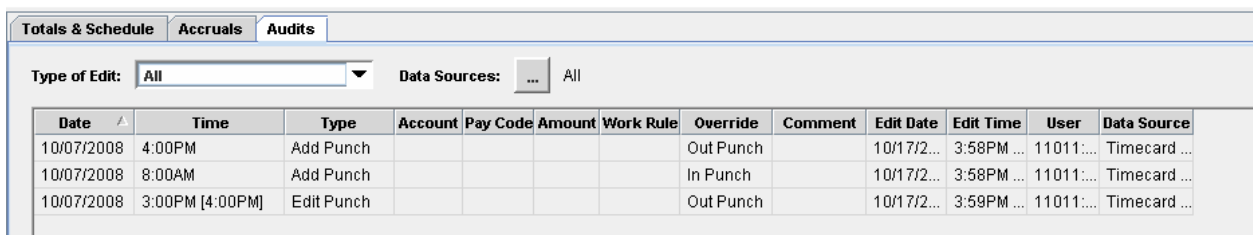
Before TimeSaver, my paper time sheet had to be initialed when I, my supervisor, or my payroll clerk made changes to it. What happens now?

ACTION

- Any additions or changes made to your timecard are recorded under the **Audits Tab** located at the bottom left of the timecard workspace.



- To see details made to a timecard, **Click** the drop down arrow *Type of Edit*, **Select All**.



Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
10/07/2008	4:00PM	Add Punch					Out Punch		10/17/2...	3:58PM ...	11011:...	Timecard ...
10/07/2008	8:00AM	Add Punch					In Punch		10/17/2...	3:58PM ...	11011:...	Timecard ...
10/07/2008	3:00PM [4:00PM]	Edit Punch					Out Punch		10/17/2...	3:59PM ...	11011:...	Timecard ...

- The *Audits Tab* shows details for all punches and/or amounts added to a timecard. In the view above, User 11011 added an 8:00AM *In Punch* at 3:58PM, and a 4:00PM *Out Punch* at 3:59PM. Under the column heading *Time* the original 4:00PM *Out Punch* is now shown in brackets and the new *Out Punch* time, 3:00PM is displayed.
- Note: If a comment was added to a punch or an amount, it generates a separate entry in the *Comment* column in the *Audits Tab*.