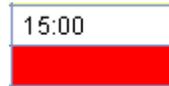


Timecard Indicators & Colors

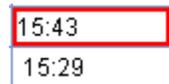
If you move your mouse over a highlighted or colored cell, a message box will appear providing a description of the problem.

Indicators

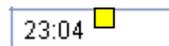
Description



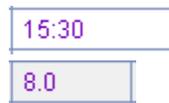
Solid red cell indicates a missed in or out punch.



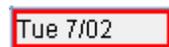
A time cell outlined in red indicates an exception, i.e. late punch or early punch. An employee is considered early or late if the punch is 3 minutes outside their scheduled time.



A yellow note icon indicates there is a comment. Select the comment tab at the bottom of the timecard to view.



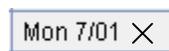
A purple punch time indicates that the transaction was added by “pay from schedule”. This is referred to as a phantom punch. If the cell is white, it can be edited. If the cell is grey it cannot be changed.



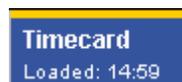
A red border around the date indicates an unexcused absence. A blue or green border indicates an excused absence.



An (X) before the labor account in the total section indicates that the account is not the home account.



An (X) after the date indicates there are additional scheduling details not visible on the screen. To view the details, access the Scheduling Genie.



A gold bar across the top of a timecard indicates the edits have not been saved.