

Menus & Options

Timecard Loaded: 12:56	Name & ID: TRAIN15, MANAGER	15			
	Time Period: Current Pay Period	▼			
Save	Actions	Punch	Amount	Comment	Approvals

To access a menu, select a menu tab and then click on one of the options that appears directly below the menus.

For example, to reload the visible timecard, select Actions, click Refresh (**Actions > Refresh**).