

Viewing Timesheets

Timecard							
Last Saved: 14:53		Name & ID:		KRONOS, JACQUE	555555555		
		Time Period:		Current Schedule Period			
Save	Actions	Punch	Amount	Comment	Approvals		
		Date	Pay Code	Amount	In	Transfer	Out
		Fri 11/07			6:00		15:00
		Sat 11/08			6:00		15:00
		Sun 11/09			7:00		11:00

There are two ways to view an employee's timecard from a Workforce Genie:

- Ensure Time Period is set to Current Pay Period.
- In Reconcile Timecard double-click on the employee's name.
- In all other Genies, Highlight the employee's name and click on the Timecard launch



To Select More than One Employee

To access more than one employee at a time, highlight the employee's name, hold down the Ctrl key, and highlight additional names before clicking the Timecard launch button.