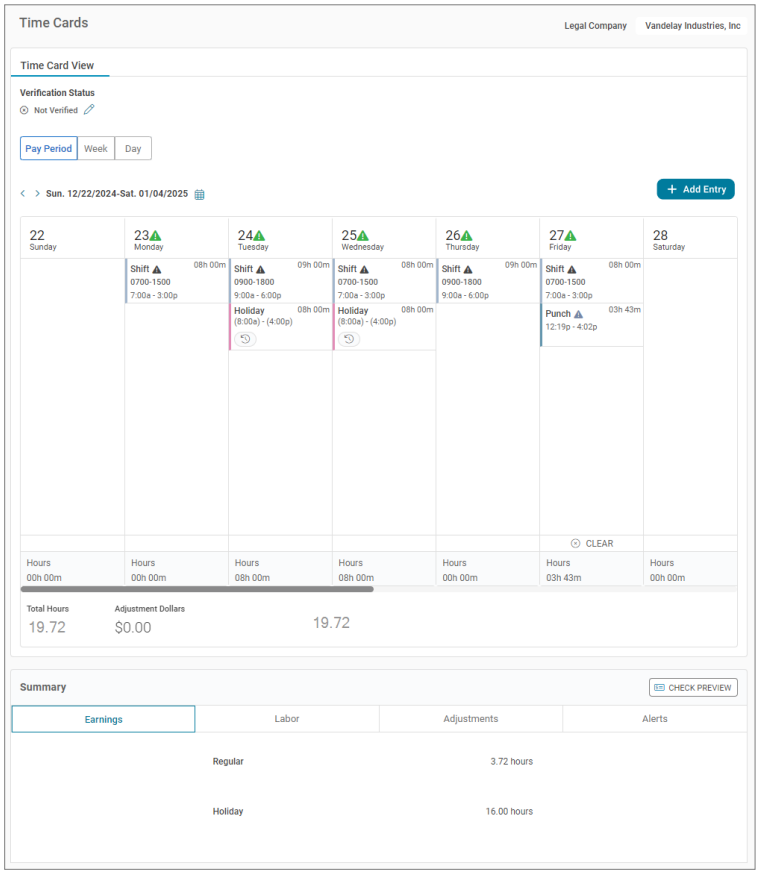
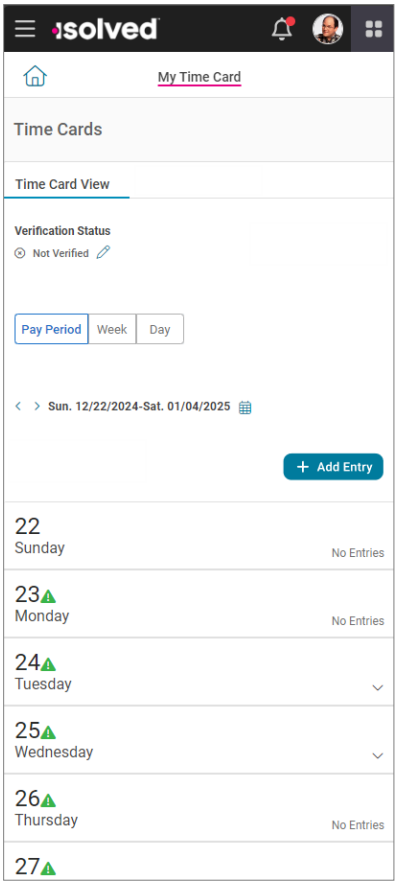
Overview

The Adaptive Employee Experience (AEE) employee Time Card displays all punches, hours entered, absences, holidays and depending on configuration, may also display employee schedules.

Time Cards may be configured on a client level to meet business policies. Depending on your role within the company, the Time Card may be view only or allow you to make edits. For example, employees typically have read-only access to the Time Card because they are using self-service punching or a time clock. Supervisors and managers frequently have edit rights to enter missing punches or other edits for their direct reports. The Time Card displays in a calendar view with a column for each day in larger screen viewing.

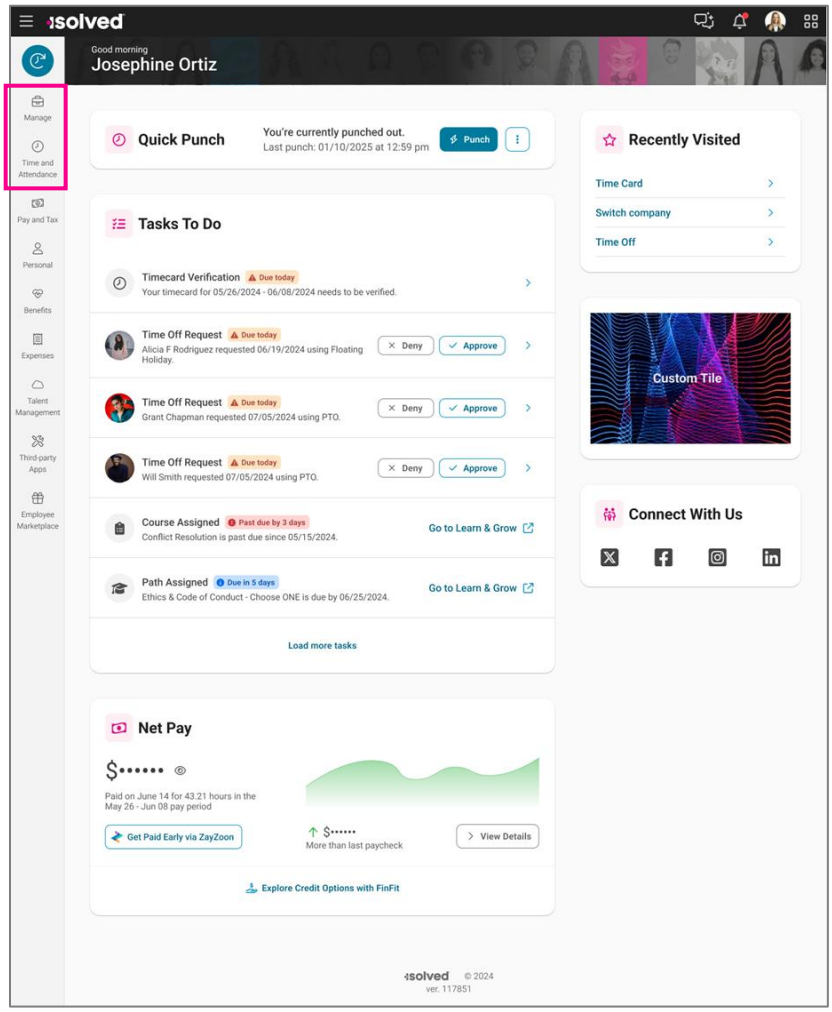


When viewing on a smaller screen or on a mobile app, the screen transitions to a vertical view.



Accessing the Time Card View

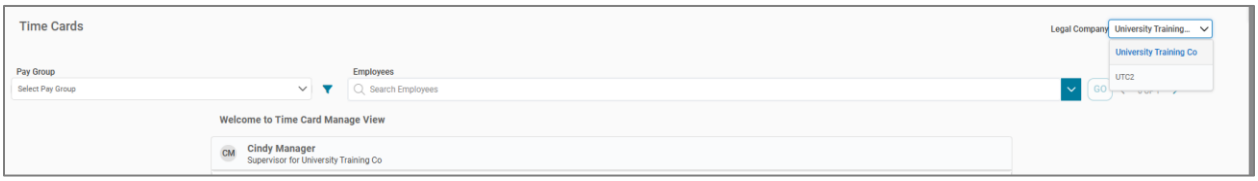
Employees may access their Time Card in the updated view by selecting **My Time Card** in the **Time and Attendance** menu. Managers and supervisors may view employee Time Cards by selecting **Time Cards** from the **Manage** menu..



Manager/Supervisor View

After navigating to **Manage > Time Cards**, managers and/or supervisors may select which employee's Time Card to view by using the **Search Employee** field, or by selecting the drop-down arrow to view a list of employees. Left and right arrow keys to the right of the employee search field allow for quickly cycle from one employee Time Card to another.

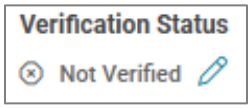
If the company has multiple legal ID's, the manager/supervisor can also filter between the different legals.



Time Card Elements

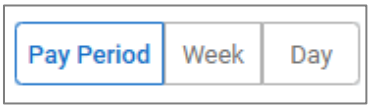
Verification Status

The status of the Time Card verification is displayed. Verification/approval may be performed by clicking on the "pencil" icon. This opens options for users to verify or object to Time Card data.



- **Not Verified:** Never been verified
- **Unverified:** Was once verified, but a change made it again not verified
- **Partially Verified:** If multiple user verifications are required (Manager/Supervisor/Employee) and at least one but not all have signed off
- **Fully Verified:** All user verifications are complete
- **Objected:** Employee does not agree with the Time Card and must state a reason

Calendar View



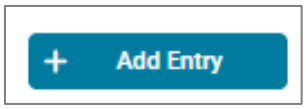
Time Cards may be displayed in three different calendar options:

- **Pay Period**: All dates for a selected pay period display on the screen
- **Week**: Only days within a selected week display
- **Day**: Only a single selected date displays

Date Range Navigation

Arrow keys can be used to change dates or date ranges for display depending on calendar view selected. There is also the ability to jump to a specific date by selecting the "calendar" icon to the right of the date range.

+ Add Entry



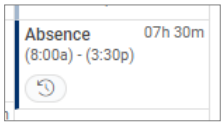
Depending on permissions, this allows new record types to be entered on the employee Time Card:

- Punch
- Hour
- Adjustments
- Submit Missed Punch Request
- Absence
- Time Off

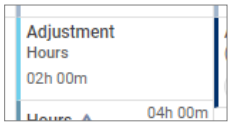
Time Card Entry Tiles

- Shift

  - Displays:
    - Assigned Shift Name
    - Shift Start/End (HH:MM)
    - Duration (HH:MM)
- Absence

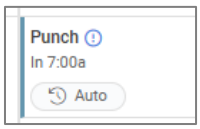


  - Displays:
    - Start/End (HH:MM)
    - Duration (HH:MM)
- Adjustment

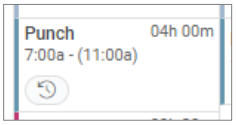


  - Displays:
    - Type (Hours/Dollars)
    - Amount

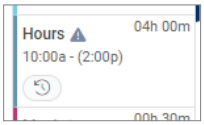
- Punch
    - Single Punch



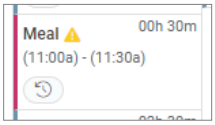
        - Displays:
            - Punch Time (HH:MM)
            - Alert Symbol
    - Punch Pair



        - Displays:
            - Punch IN Time (HH:MM)
            - Punch OUT Time (HH:MM)
            - Duration (HH:MM)
            - Alert Symbol
- Hours



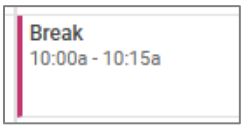
    - Displays:
        - Start Time (HH:MM)
        - End Time (HH:MM)
        - Duration (HH:MM)
        - Alert Symbol
- Meal



    - Single Punch
        - Displays:
            - Punch Time (HH:MM)
            - Alert Symbol

    - Punch Pair
        - Displays:
            - Punch IN Time (HH:MM)
            - Punch OUT Time (HH:MM)
            - Duration (HH:MM)
            - Alert Symbol

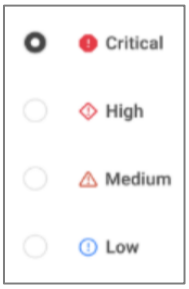
- Break



    - Single Punch
        - Displays:
            - Punch Time (HH:MM)
            - Alert Symbol
    - Punch Pair
        - Displays:
            - Punch IN Time (HH:MM)
            - Punch OUT Time (HH:MM)
            - Duration (HH:MM)
            - Alert Symbol

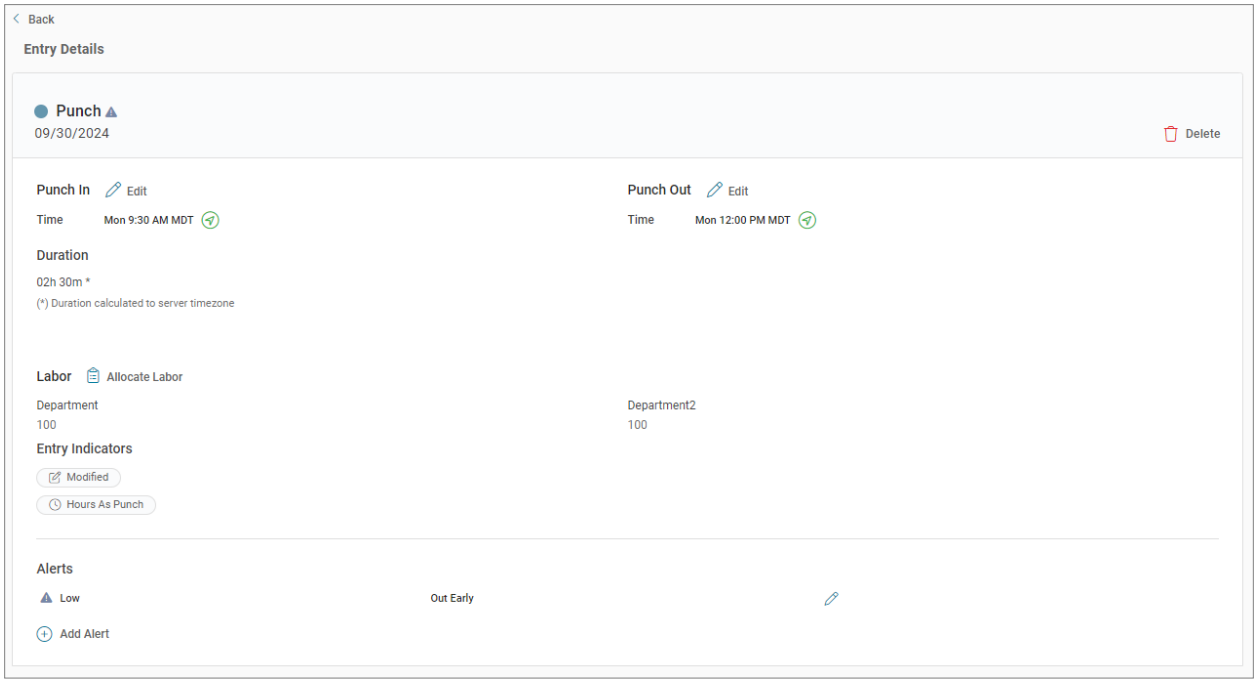
Symbols

- = System Generated Time
    - Parenthesis indicate time that was system generated. For example 7:00a – (11:00a), the 11:00a time was system generated.
- Alert (color coded based on severity)



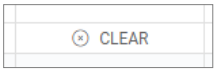
Tile Actions

When clicking on a tile, additional detail displays. From here a user may edit the details if permitted by clicking on the pencil mark icons.



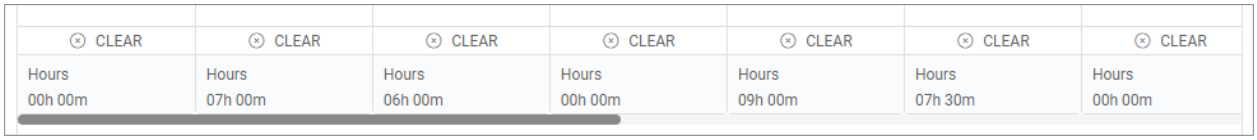
Clear

If a user has permissions, this allows them to clear the transactions for the day.



Daily Totals

Daily totals display in HH:MM format.



Period Totals

Period totals display in HH:DD (hours and decimals) format.

Summary

A summary of hours for the selected calendar view display at the bottom of the screen. Breakdown options show in four tabs:

- **Earnings:** Breakdown of Earnings/Memos for the period being displayed
- **Labor:** Breakdown of hours associated with labor for the period being displayed
- **Adjustments:** Breakdown of adjustment entries
- **Alerts:** View of all the alerts with a count for the period being displayed