

Viewing the Audit Trail

Opening the Audit Trail

The Audit Trail is a useful tool when a question arises regarding a punch on a timecard. The audit trail reflects every action made on a timecard. To open, click "Audit Trail" in the "Other Options" box to the right of the punch summary.

Name [] Empl ID [] Time Clock [] Pay Period []
Job Label [] Sub # [] Pay Class [] Dates []
Supervisor [] Schedule [] Org [] Job Start Date []

Punch Summary | Schedule Details

Week One Add Punch Add Leave Print Summary

In					Out					Hours	Total
Day	Date	Time	W	Action	Day	Date	Time	W	Action		
SUN	10/01/2017	3:00 AM		DAY OFF						0.0	0.0
MON	10/02/2017	7:00 AM		PSL FML BU						3.8	3.8
MON	10/02/2017	11:20 AM		L	MON	10/02/2017	3:30 PM			4.2	8.0
TUE	10/03/2017	6:30 AM	E		TUE	10/03/2017	3:30 PM			8.0	16.0
WED	10/04/2017	6:29 AM	E		WED	10/04/2017	3:30 PM			8.0	24.0
THU	10/05/2017	6:32 AM	E		THU	10/05/2017	3:30 PM			8.0	32.0
FRI	10/06/2017	6:37 AM	E		FRI	10/06/2017	3:30 PM			8.0	40.0
SAT	10/07/2017	3:00 AM		DAY OFF						0.0	40.0

Summary - Week One
Regular Hours: 40.0

Week Two

In					Out					Hours	Total
Day	Date	Time	W	Action	Day	Date	Time	W	Action		
SUN	10/08/2017	3:00 AM		DAY OFF						0.0	0.0
SUN	10/08/2017	1:13 PM		C	SUN	10/08/2017	3:29 PM		C	4.0	4.0
MON	10/09/2017	6:29 AM	E		MON	10/09/2017				0.0	4.0

Balance Summary

	Prv PP End	Current
VAC	48.7	40.7
CMP	16.0	16.0
ILL	256.5	252.7

Approval

Empl (N/A)
 Supv (N/A)

Approve

Convert Overtime

No overtime hours to convert

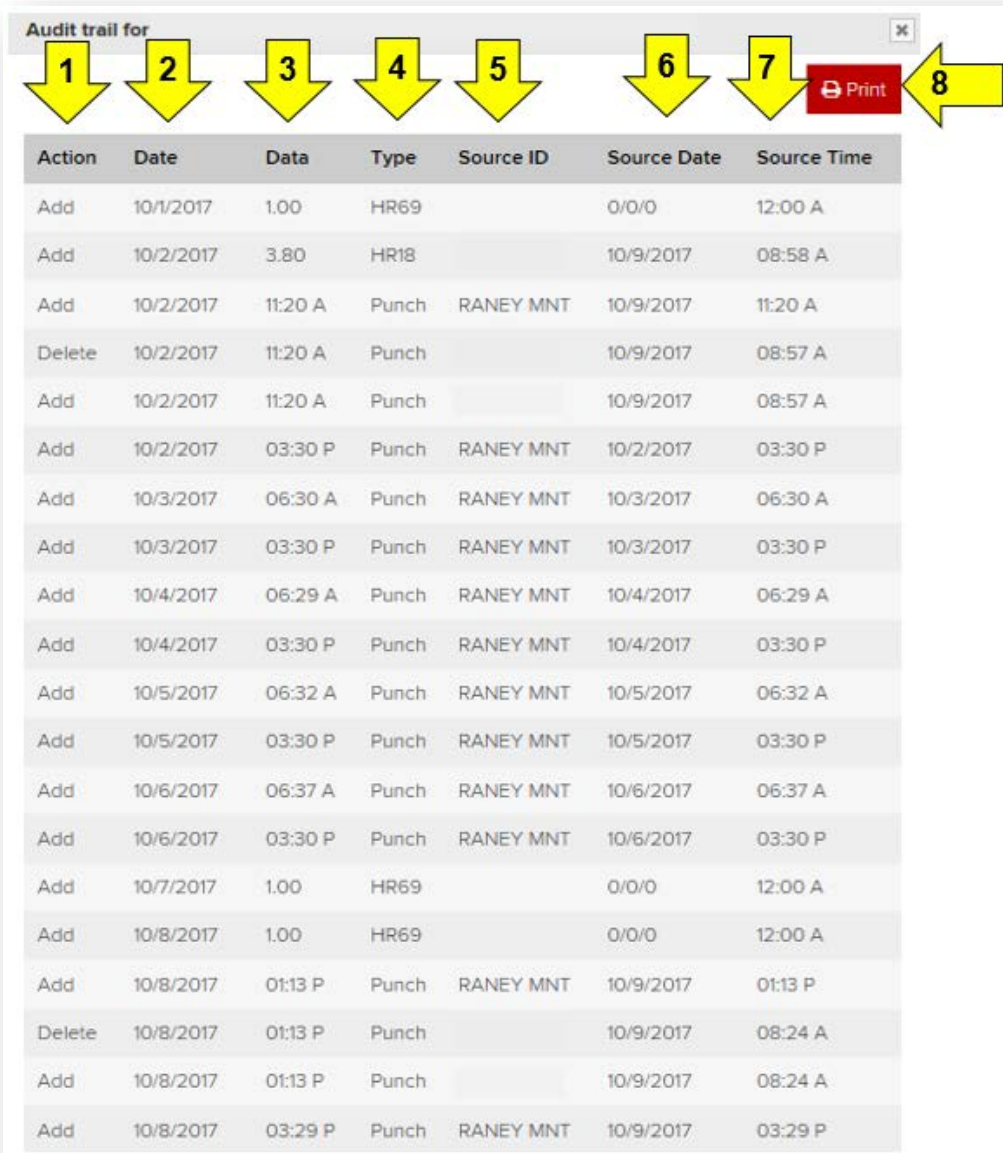
Other Options

- Audit Trail
- Approval Audit Trail
- Manual Punch Audit Trail
- Auto Raise Information
- Salary & Misc. Information
- Schedule Template Maintenance

Audit Trail Features

1. The Action column indicates whether entries have been added or deleted. An edit is reflected by a delete of the old info, and an add of the new info with matching source dates and times
2. The Date column displays the date of the timecard entry
3. The Data column displays the punch time or the number of leave hours entered
4. The Type column indicates the entry type: "Punch" for punch actions, "HR##" for leave actions (## will correspond to the leave code) or "HR69" for a system-generated day off
5. The Source ID column reflects the source of the action
 - a. Manual edits will display the employee ID of the person who made the change
 - b. Timeclock punches will reflect the name of the timeclock
 - c. Blanks indicate automatically generated entries, such as a day off
6. The Source Date column displays the date the change was made in Timekeeping
7. The Source Time column displays the time the change was made in Timekeeping
8. Click Print to print the audit trail for reference

Audit trail for ✕



Action	Date	Data	Type	Source ID	Source Date	Source Time
Add	10/1/2017	1.00	HR69		0/0/0	12:00 A
Add	10/2/2017	3.80	HR18		10/9/2017	08:58 A
Add	10/2/2017	11:20 A	Punch	RANEY MNT	10/9/2017	11:20 A
Delete	10/2/2017	11:20 A	Punch		10/9/2017	08:57 A
Add	10/2/2017	11:20 A	Punch		10/9/2017	08:57 A
Add	10/2/2017	03:30 P	Punch	RANEY MNT	10/2/2017	03:30 P
Add	10/3/2017	06:30 A	Punch	RANEY MNT	10/3/2017	06:30 A
Add	10/3/2017	03:30 P	Punch	RANEY MNT	10/3/2017	03:30 P
Add	10/4/2017	06:29 A	Punch	RANEY MNT	10/4/2017	06:29 A
Add	10/4/2017	03:30 P	Punch	RANEY MNT	10/4/2017	03:30 P
Add	10/5/2017	06:32 A	Punch	RANEY MNT	10/5/2017	06:32 A
Add	10/5/2017	03:30 P	Punch	RANEY MNT	10/5/2017	03:30 P
Add	10/6/2017	06:37 A	Punch	RANEY MNT	10/6/2017	06:37 A
Add	10/6/2017	03:30 P	Punch	RANEY MNT	10/6/2017	03:30 P
Add	10/7/2017	1.00	HR69		0/0/0	12:00 A
Add	10/8/2017	1.00	HR69		0/0/0	12:00 A
Add	10/8/2017	01:13 P	Punch	RANEY MNT	10/9/2017	01:13 P
Delete	10/8/2017	01:13 P	Punch		10/9/2017	08:24 A
Add	10/8/2017	01:13 P	Punch		10/9/2017	08:24 A
Add	10/8/2017	03:29 P	Punch	RANEY MNT	10/9/2017	03:29 P