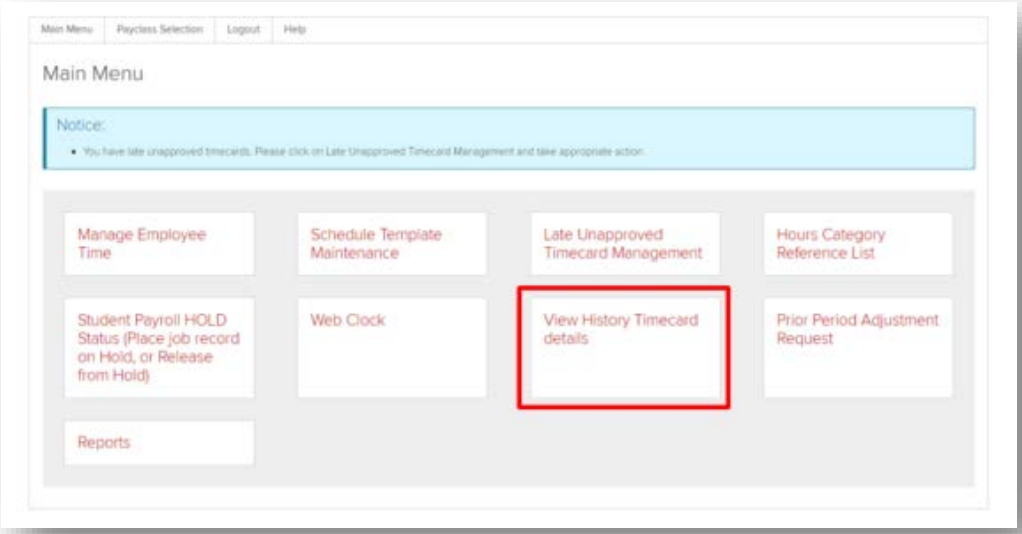
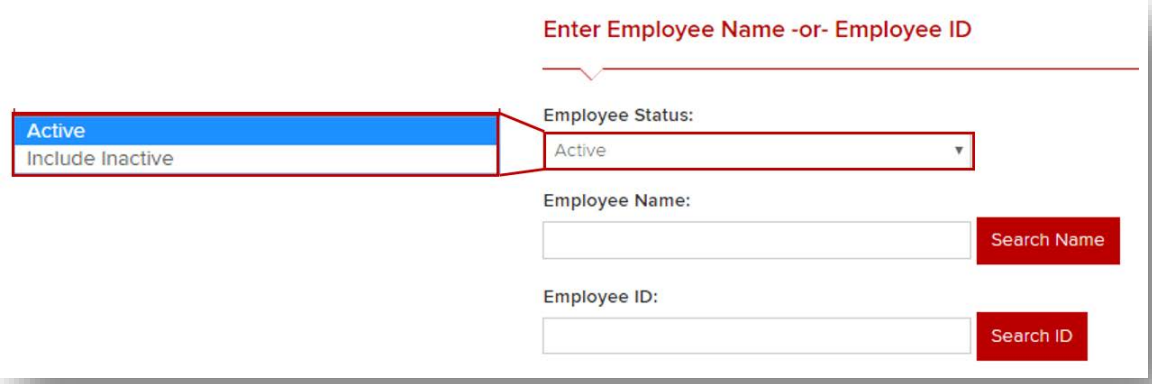
Viewing History Timecard Details

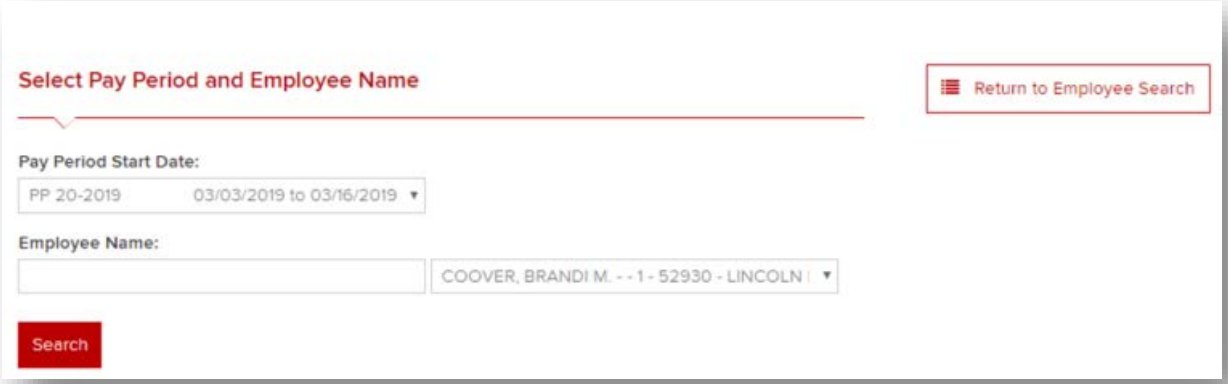
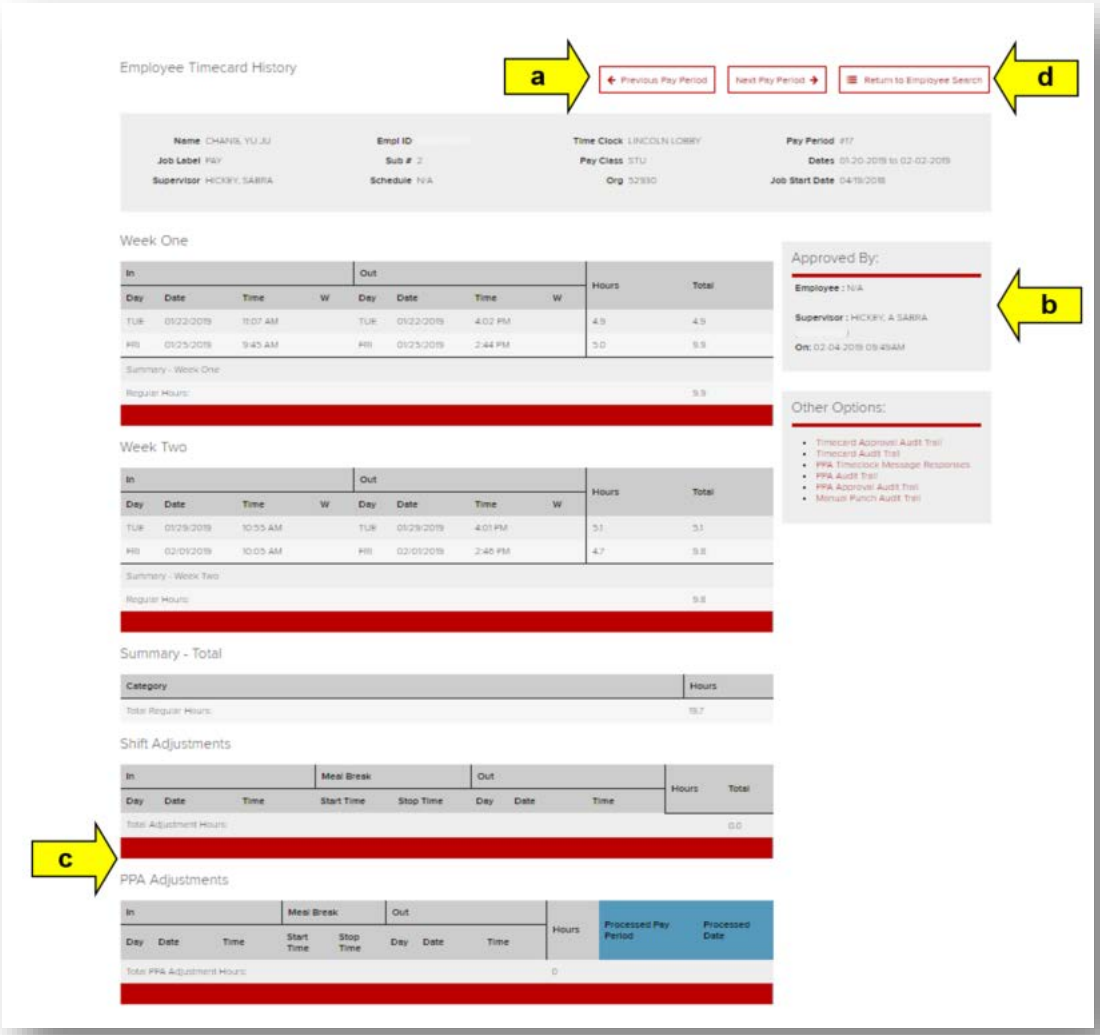
1. To view History Timecard Details, click the “View History Timecard Details” tile in the Main Menu.



2. To select the appropriate employee record, first choose the Employee Status of “Include Inactive” if the record desired is no longer active. Then, search for the employee record using one of the methods below:
   a. Type the employee’s last name in the Employee Name box and click the “Search Name” button
   b. Type the Employee ID in the Employee ID box and click the “Search ID” button



3. The next screen will allow for a more precise search:
    a. Select the Pay Period Start Date if known
        i. Note that once the history timecard is visible, users can toggle between pay periods
    b. Select the record desired from the Employee Name dropdown
        i. Note that any inactive timecards will be highlighted in red on the list
    c. Click Search to view the history timecard details of the selected record, or click Return to Employee Search to return to the previous screen



4. Note the following features on the history timecard details:
    a. Use the arrows at the top of the screen to navigate to the pay period before or after the currently viewed period
    b. The original timeclock approval and audit trail information can be found to the right of the punch summary
    c. Any adjustments made to the original timecard using the Prior Period Adjustment Request or Late Unapproved Timecard Management modules will be reflected at the bottom under “Shift Adjustments” and/or “PPA Adjustments”
    d. Use the “Return to Employee Search” button to search for another record