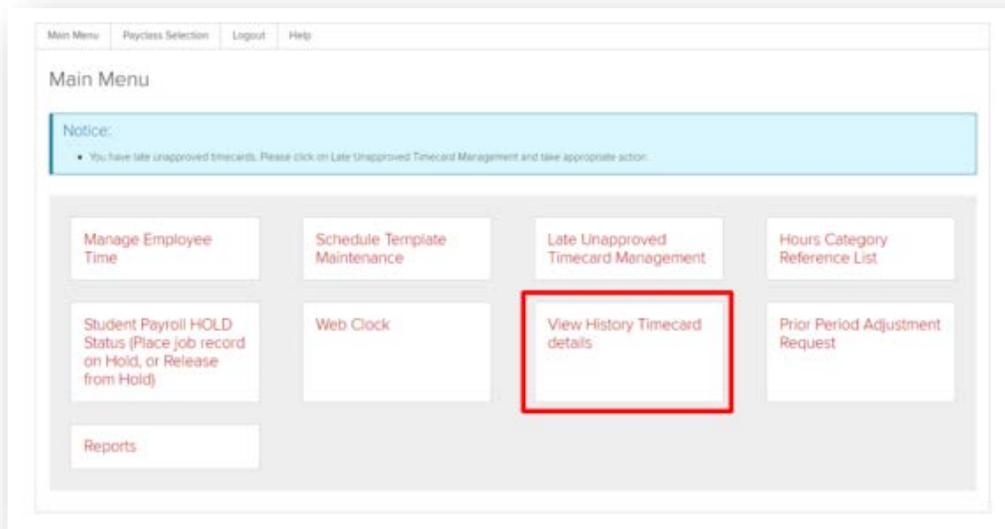


# Viewing History Timecard Details

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select the appropriate employee record, first choose the Employee Status of “Include Inactive” if the record desired is no longer active.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

The screenshot shows a search form titled 'Enter Employee Name -or- Employee ID'. The form has a red border. On the left, there is a dropdown menu for 'Employee Status' with two options: 'Active' (highlighted in blue) and 'Include Inactive'. To the right of the dropdown is a text input field containing 'Active'. Below this, there are two search options: 'Employee Name' with a text input field and a red 'Search Name' button, and 'Employee ID' with a text input field and a red '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

**Select Pay Period and Employee Name** Return to Employee Search

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Pay Period Start Date:  
PP 20-2019    03/03/2019 to 03/16/2019 ▼

Employee Name:  
    COOVER, BRANDI M. -- 1- 52930 - LINCOLN | ▼

Search

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

Employee Timecard History

**a** →
← Previous Pay Period
Next Pay Period →
**d** ←

Name: CHANIL YU JI	Email ID: [REDACTED]	Time Clock: LINCOLN LOBBY	Pay Period: #17
Job Label: PAY	Sub # : 2	Pay Class: STU	Dates: 01-20-2019 to 02-02-2019
Supervisor: HICKY, SABRA	Schedule: N/A	Org: 32930	Job Start Date: 04/19/2018

Week One

In				Out				Hours	Total
Day	Date	Time	W	Day	Date	Time	W		
TUE	01/22/2019	10:07 AM		TUE	01/22/2019	4:02 PM		4.9	4.9
FRI	01/25/2019	9:45 AM		FRI	01/25/2019	2:44 PM		5.0	5.9

Summary - Week One

Regular Hours: 5.9

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Week Two

In				Out				Hours	Total
Day	Date	Time	W	Day	Date	Time	W		
TUE	01/29/2019	10:55 AM		TUE	01/29/2019	4:01 PM		5.1	5.1
FRI	02/01/2019	10:05 AM		FRI	02/01/2019	2:40 PM		4.7	5.8

Summary - Week Two

Regular Hours: 5.8

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Summary - Total

Category	Hours
Total Regular Hours:	15.7

Shift Adjustments

In			Meal Break		Out			Hours	Total
Day	Date	Time	Start Time	Stop Time	Day	Date	Time		
Total Adjustment Hours:								0.0	

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PPA Adjustments

In			Meal Break		Out			Hours	Processed Pay Period	Processed Date
Day	Date	Time	Start Time	Stop Time	Day	Date	Time			
Total PPA Adjustment Hours:								0		

Approved By:

Employee: N/A

Supervisor: HICKY, A SABRA

On: 02-04-2019 09:49AM

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Other Options:

- Timecard Approval Audit Trail
- Timecard Audit Trail
- PPA Timeclock Message Responses
- PPA Audit Trail
- PPA Approval Audit Trail
- Manual Punch Audit Trail

**b** ←

**c** →