Understanding the Time Card
Attendance on Demand Job Aid

Elements of the Time Card

Information about each shift is displayed in the columns on the time card. Each row represents a shift or credit for the date specified in the left-most column. Other columns from left to right are:

Column	Description
Schedule	Shows the standard or the planned absence schedule for the day. - **Red** color indicates an Absence for the day
Punches	Displays punches in each shift. ⚠ icon indicates an unacknowledged exception 🔴 icon indicates a Missing Punch exception
Hours	Displays shift totals. Totals may take into account automatic lunch deductions when an employee does not punch out for lunch.
Workgroups	Shows the workgroup combination applied to the shift hours for the day. - **Blue** color indicates a workgroup transfer.
Description	Identifies how the shift differs from the schedule and which exceptions were flagged as a result.

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Summaries of the Time Card

Daily and Period summaries are displayed at the bottom of the time card window.

Details				
Period Summaries	Daily Summaries			
Pay Desig.	Location, Department	Hours	Rate	Dollars
Regular	ABC Co, Finance S&W	8.00	0.0000	0.0000
Regular	ABC Co, Operations	7.75	0.0000	0.0000
Totals		15.75		0.0000

View	Description
Period Summaries	Specifies information based upon the entire pay period.
	Pay Desig. – Pay Designation assignment
	Workgroups – Specifies the workgroup assignment the shift hours were allocated to
	Hours – Calculated shift hours
	Rate – Pay rate calculated based upon Pay Designation multiplier
	Dollars – Calculated gross dollars
Daily Summaries	Specifies information based upon each day of the pay period (same format as Period Summaries).