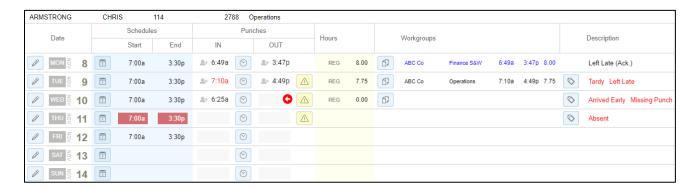
## **Understanding the Time Card**

**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.		

## **Understanding the Time Card**

**Attendance on Demand Job Aid** 

## **Summaries of the Time Card**

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

Details					
Period Summario	es 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).