

Change a Time Period

Position to date Time Period 12/19/15 1200A - 1/01/16 1159P

Return	Select	Actions	New	View	Punch	Options	
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	
<input type="checkbox"/>	Monday	12/21/15					
<input type="checkbox"/>	Tuesday	12/22/15					
<input type="checkbox"/>	Wednesday	12/23/15					
<input type="checkbox"/>	Thursday	12/24/15	800A		8.00	HOLNW	
<input type="checkbox"/>	Friday	12/25/15	1200A		8.00	HOLNW	
<input type="checkbox"/>	Monday	12/28/15	800A		8.00	HOLNW	
<input type="checkbox"/>	Tuesday	12/29/15	800A		8.00	HOLNW	
<input type="checkbox"/>	Wednesday	12/30/15	800A		8.00	HOLNW	
<input type="checkbox"/>	Thursday	12/31/15	800A		8.00	HOLNW	
<input type="checkbox"/>	Friday	1/01/16	800A		8.00	HOLNW	
<input type="checkbox"/>	Monday	1/04/16					
<input type="checkbox"/>	Tuesday	1/05/16	530A	200P	8.00		
<input type="checkbox"/>	Wednesday	1/06/16	1200A		1.00	COMPU	
<input type="checkbox"/>	Wednesday	1/06/16	630A	L	200P	7.00	

Total hours for days in black appear at the bottom of the page. These are the days getting ready to go to payroll and are classified as the *Current Pay Period*.

You will not see future hours (the next pay period in purple) unless you change the time period at the top of the page.

Pay Code Hours Breakdown			
HOLNW: 56.00			

To change the Time Period, click return to move back to your list of employees.

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Genie SUPERUSER

Show

Position to

Go

Time Period

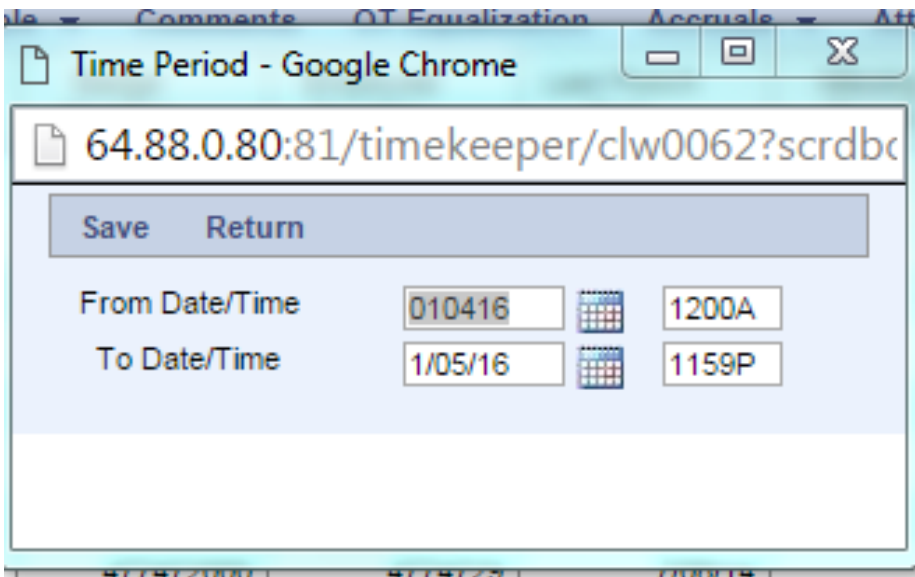
Current Pay Period



Actions		Timecard		People		Comments		OT Equalization		Accruals		Attendance		Group Edit	
Name	1△	Badge Number	Employee Number	Last Punch Date	Missing Punch	Approval									



Use the drop down options under Time Period.



Select the dates to review and click save. Double click the employee to open the timecard.

Timecard

Name & ID/Badge TEST, ARSENAULT 1861599 / 1861

Position to date

Time Period 1/04/16 1200A - 1/05/16 1159P

Return	Select	Actions	New	View	Punch	Options
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	
<input type="checkbox"/>	Monday	1/04/16				
<input type="checkbox"/>	Tuesday	1/05/16	530A	200P	8.00	

The total hours at the bottom of the page reflect the hours for the selected time period.

Pay Code Hours Breakdown			
REGCN: 8.00			

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