Accessing My Timecard

1. Click **Main Menu** > **My Information** > **My Timecard**.

Timecard views

The main area of a timecard can be displayed in a table view or a list view. Click **Table View** or **List View** to toggle from one view to the other. (The List view is the default view of the timecard when you log in using your **mobile device**.)

1. If necessary, click **Select Timeframe** to select a different time period to display.

Table View

2. Across the top of the timecard is the **action bar**. From here you can navigate between weeks in the view you selected using the left/right arrows or view the Rule Analysis report.

3. The Timecard grid is where your scheduled hours and/or time off requests for each day will be displayed. You can scroll up/down, left/right to view the entire grid of information for each pay period.

4. The tabs at the bottom of the timecard is where you can verify your total hours by pay code and by department or job worked. Accruals will display your accrual balances and Historical Corrections will display any adjustments to your paycheck from previous pay periods.
**List view**

The list view displays each day in a stacked view for the selected timeframe. The days are arranged in a responsive layout that varies depending on the width of the timecard. Each day lists hours, time off paycodes, schedules, daily total, and total time to date.

1. **An Action Required**⚠ indicator appears if you need to address exceptions. (Should be rare for exempt employees.)

2. When you click a day, the day detail panel opens. This panel displays timeframe and totals to date as well as punch details, shift totals, and exceptions.