Navigation
Menu options are indicated as icons on the “Action” menu.

To activate the Go To navigation > select an employee (or multiple) > click Go To > select applicable widget from the list.

The Go To navigation menu will allow access to the following widgets and workspaces:

- Timecards
- People Editor
- Schedules
- Audits
- Reports
- Review Missed Punches
- Manage Time Off Requests

Opening Employee Timecards
Open Employee Timecard > Double click an employee in a genie/list to open single employee timecard (Or select the employee and use the Go To menu to select Timecard).

To select multiple employees from the genie > hold the shift key > use the down arrow or left click over the employees and hold > drag cursor to the desired name and release the mouse button. To select multiple employees that are non-adjacent > hold down the Ctrl key > click on desired employees.

After employees are selected, use the Go To navigation to open the employee timecards. Tab through the employee timecards using the arrows.
**Timecard Edits**

Timecard edits can be applied using right click (or by clicking into a cell).

Typical edits made by managers:

- Add a punch > click In or Out cell to enter time. Times can be entered without the decimal. Remember that any punches after 12pm (not entered in military time) must include at least a “p” in the entry to register as a PM punch.
- Add a row > click the plus sign next to date
- Edit a punch > click into cell (or right click on the punch) > select edit.
- Add a comment > right click applicable value in Amount column (or right click on Punch).

  Comment: right click > select comment. Once applied a bubble icon will appear.

  Edit mark: A mark at the top right corner of a cell denotes an edit.

To view the Totals for the selected Pay Period on the timecard > click the “More Content” icon at the bottom of the timecard window to display Totals and Accruals.

To view edits and changes that have been applied to an employee’s timecard, use the Go To menu > select Audits. The Audits widget displays edits made to the employee’s timecard for selected time period.

**Approvals**

On the timecard > click the Approve Timecard icon in the upper left > select Approve Timecard from the drop down menu.

From Pay Period Close > Select one or multiple employees > click the Approval icon on the Action menu (upper left side) > select Approve Timecard from the drop down menu.

**Manager Workspace**

If you are required to maintain a timecard, your employee information can be accessed via the Go To menu > select “My Timecard” or “My Audits” or via Workspaces > My Information.