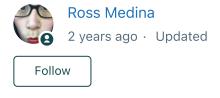
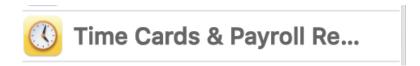


Time Cards & Payroll Reports - Today's Activity



For owners, managers and payroll administrators.

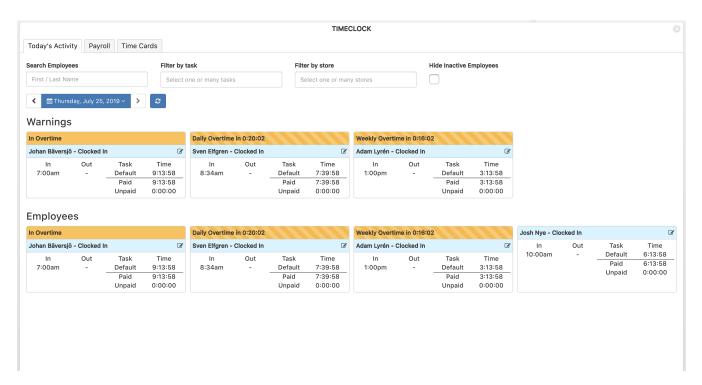
To access these functions, start by clicking the Time Cards & Payroll Reports module



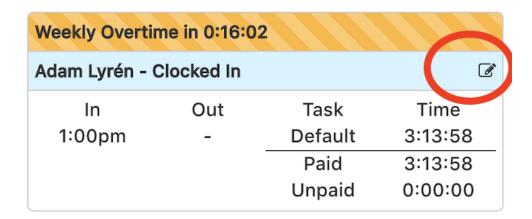
Help

This section is a daily overview of everyone's time cards which allows you to quickly identify daily errors as well as those employees who are close to, or already reached Over Time.

These potential "issues" will display at the top of everyone's daily time cards, as warnings.



If you need to edit a time entry, click on the editing icon within the employee's time card.



Filters



- <u>Search employees</u>: allows you to find a particular employee by name, one at a time.
- <u>Filter by task</u>: if your business is set up with tasks, you can narrow your search by selecting one or multiple tasks.
- <u>Filter by store</u>: allows you to look at one or multiple stores at a time.
- Hide inactive employees: you may have employees who are not required to clock in/out, if this setting is checked, those employees will not be displayed.
- <u>Date selector</u>: displays daily data. by default. Use the arrows to move through other days.



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