

Archives

Each employee has an Archives page. This page provides a record of the employee's punches, schedules, pay designations worked, supervisor adjustments, and exceptions by pay period. This page is a legal record of the employee's work history.

Pages	Archives	Prev. Empl.	Alexander, David	Next Empl.	Pay Periods	11/13/05 to 11/19/05			
Cost Center	S1								
Alexander, David (L1, TRANS, S1)						11/13/05 to 11/19/05			
Last Name	First Name	ID	Badge	Location	Department	Cost Center	Hired		
Alexander	David	216	15678138	L1	TRANS	S1	05/16/00		
Date	Transactions				Amount	Schedule	Description	Pay Des	Exceptions
11/13/05									
11/14/05	In	Out	In	Out	8:11	Unsch.	Unsch.	PD Amt	
	8:08	16:49						RG1 8:11	
	USER AUTH DAY 11/14/05 (11/17/05 11:27)								
	USER REVIEWED Unscheduled 11/14/05 (11/17/05 11:46)								
11/15/05	In	Out	In	Out	8:11	7:15/16:45	Tardy	PD Amt	Ex Amt
	8:08	16:49						RG1 8:11	TDY 0:53
11/16/05	In	Out	In	Out	8:22	Unsch.	Unsch.	PD Amt	
	8:08	17:00						RG1 8:22	
	SALES2 ADJ TRANS TIME FROM 11/16/05 16:49 TO 11/16/05 17:00 (11/17/05 9:05)								
	USER CREDIT 1:00 Overtime 1 L1 -TRANS -S1 11/16/05 (11/17/05 21:20)								
11/17/05	USER DEL PUN 11/17/05 8:08 (11/17/05 9:36)							PD Amt	

Browsing

- Use the Pages drop-down menu to browse to different information about the employee, such as the employee's schedule.
- Use the Employee drop-down menu to browse to a different employee.
- Use the Prev. Empl. and Next Empl. to browse to a previous or next employee in the Employee drop-down menu.
- Use the Pay Period drop-down menu to browse to information about different pay periods.
- Use the workgroup drop-down menus to browse to employees in a different workgroup. In this example, the workgroup drop-down menu available is Cost Center. Here the employee is in the TRANS Department and has an S1 Job.