

Adjusting Timecard Views

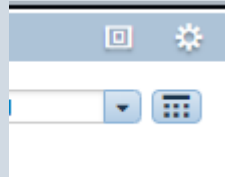
Purpose:

This job aid will help you adjust your view of the timecard.

Steps

Screenshots

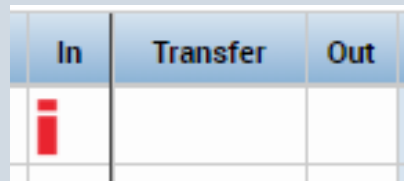
If you want to have a larger view of your timecard, use the maximize button on the top right, you can also click this same button to minimize afterwards.



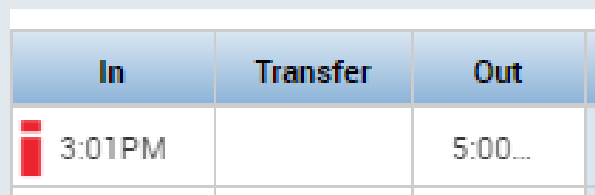
If there is time on your timecard that hasn't appeared or if there is an exception on an empty cell you may need to adjust the widths of individual columns.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
Fri 8/14	8:00AM-5:00PM			8:00AM		3:00PM			

Click on the line to the right of the name of the column, once highlighted drag it to the right to extend the width of the column

A screenshot of a table with three columns: 'In', 'Transfer', and 'Out'. The 'In' column contains a red vertical bar. The table is highlighted with a blue border.

Once expanded you will be able to see the different contents of each cell, this works the same way for any cell you may see as empty

A screenshot of an expanded table with three columns: 'In', 'Transfer', and 'Out'. The 'In' column contains a red vertical bar and the text '3:01PM'. The 'Out' column contains the text '5:00...'. The table is highlighted with a blue border.