## **Timecard Calculations**

## Purpose:

This job aid will help you get started using the totals section at the bottom of the timecard.

Steps	Screenshots	
Click on the icon shown here to view more content on a timecard.	<b>_</b>	
This icon will open up a section showing you the Totals, Accruals, Audits, and Historical Corrections sections.	Totals     Accruals     Audits     Historical Corrections       All <ul> <li>Pay Code</li> <li>Amount</li> <li>Image: Section of the section o</li></ul>	
In the <b>Totals</b> section, click on the first drop down to switch it from All (entire pay period) to Daily.	Totals     Accruals     Audits     Historical Corrections       Daily <ul> <li>Pay Code</li> <li>Regular</li> </ul>	
Click on the day on the timesheet where you want to see the totals, the day will be highlighted in blue when selected.	Thu 10/15	
Navigate back to the more content section, here you will be able to see what is being paid out each day and you can validate whether this is correct and make corrections as needed.	Totals       Accruals       Audits       Historical Corrections         Daily <ul> <li>Pay Code</li> <li>Amount</li> <li>Overtime at Time and One Half</li> <li>3.48</li> <li>Regular</li> <li>8.0</li> </ul>	

Steps	Screenshots
You can also click the Pay Code drop down if you want to view other information such as location and job or which account the hours are going to.	Pay Code     ▼       All        Account        Location and Job        Pay Code
The <b>Accruals</b> tab will show you the balance of every accrual bucket. You will be able to scroll down and validate your accruals before making a request for time off.	Totals       Accruals       Audits       Historical Corrections         Accrual Code       Accrual Available Balance         Sick Leave Bank       0.0         Sick Leave Donation       0.0         Vacation       16.0
The <b>Audits</b> tab will allow you to see any changes made to your timecard. This is equivalent to your view in the audits widget and can be equivalently filtered.	Totals Accruals Audits Historical Corrections         Audits       All         Date       Time       Type       Account         10/09/2020       8:00AM       Add Punch       10/12/2020         10/12/2020       4:31 PM       Add Punch       10/12/2020         10/12/2020       8:00AM       Add Punch       10/12/2020
The last section is <b>Historical</b> <b>Corrections</b> and this will show you any historical edits made on your time sheet. If you are eligible to make a historical correction on an employee's timecard refer to the job aid <u>here</u> .	Totals       Accruals       Audits       Historical Corrections         Detail View       Summary View         Pending       Historical Date