

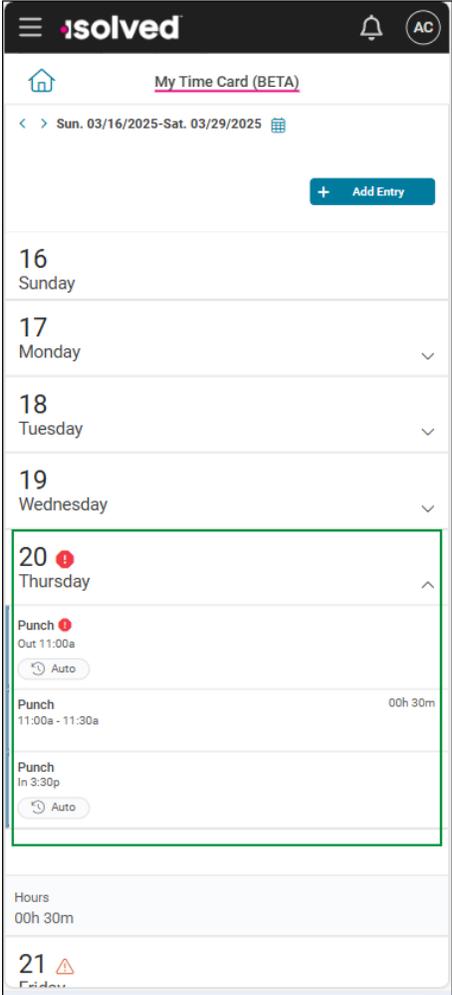
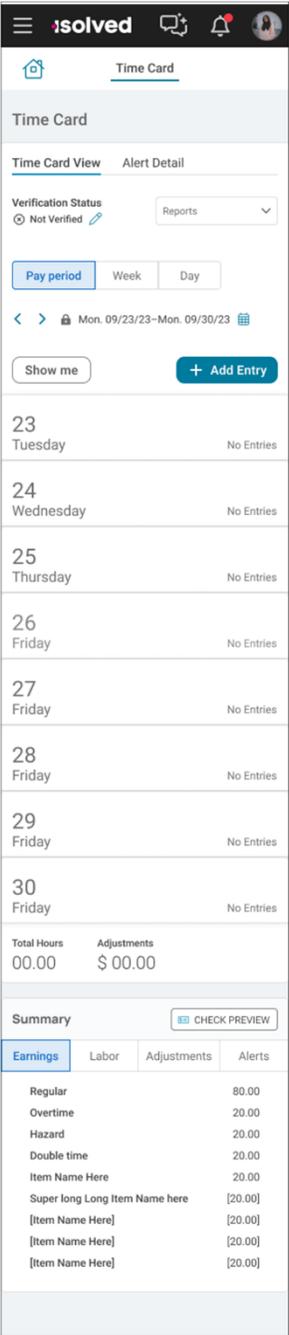
Enhanced Adaptive Employee Experience Time Card

User Guide

Overview

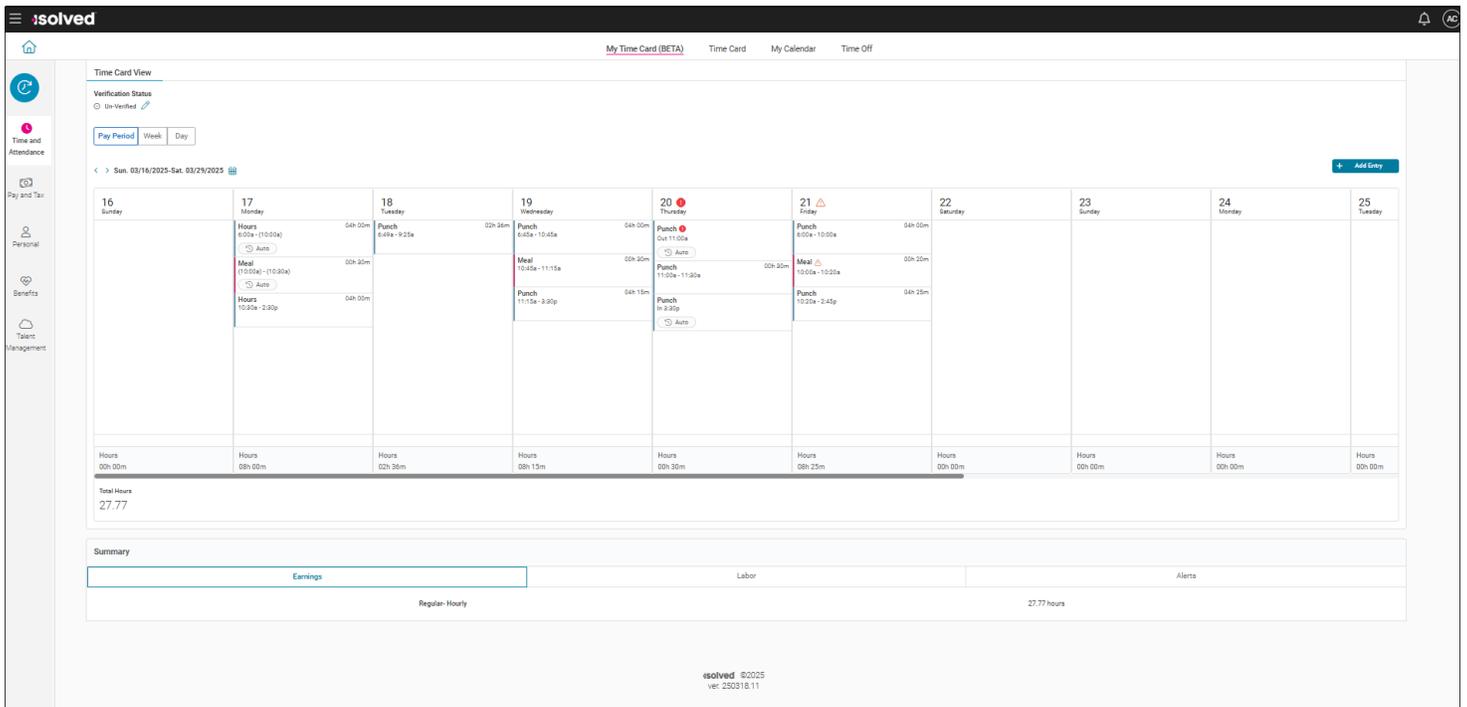
The main goal of the enhanced Adaptive Employee Experience (AEE) Time Card is to improve the user experience. AEE Time Card (BETA) does this by providing a calendar view of the time card resembling the Classic view while also transitioning to a fully vertical format as the screen size decreases to fit mobile devices.

When viewing on a smaller screen or on a mobile app, the screen transitions to a vertical view.



View on Mobile Devices

On desktop view, AEE Time Card (BETA) resembles timecards as seen in Classic view.



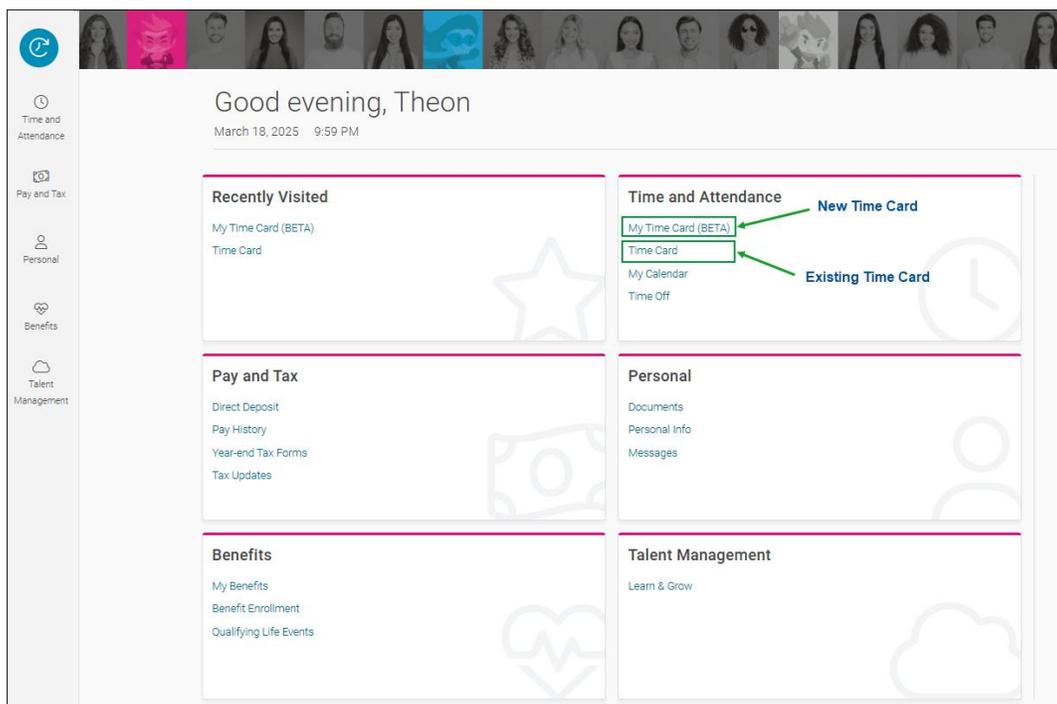
View on Desktop

Accessing the Time Card (BETA)

- **Employee View**

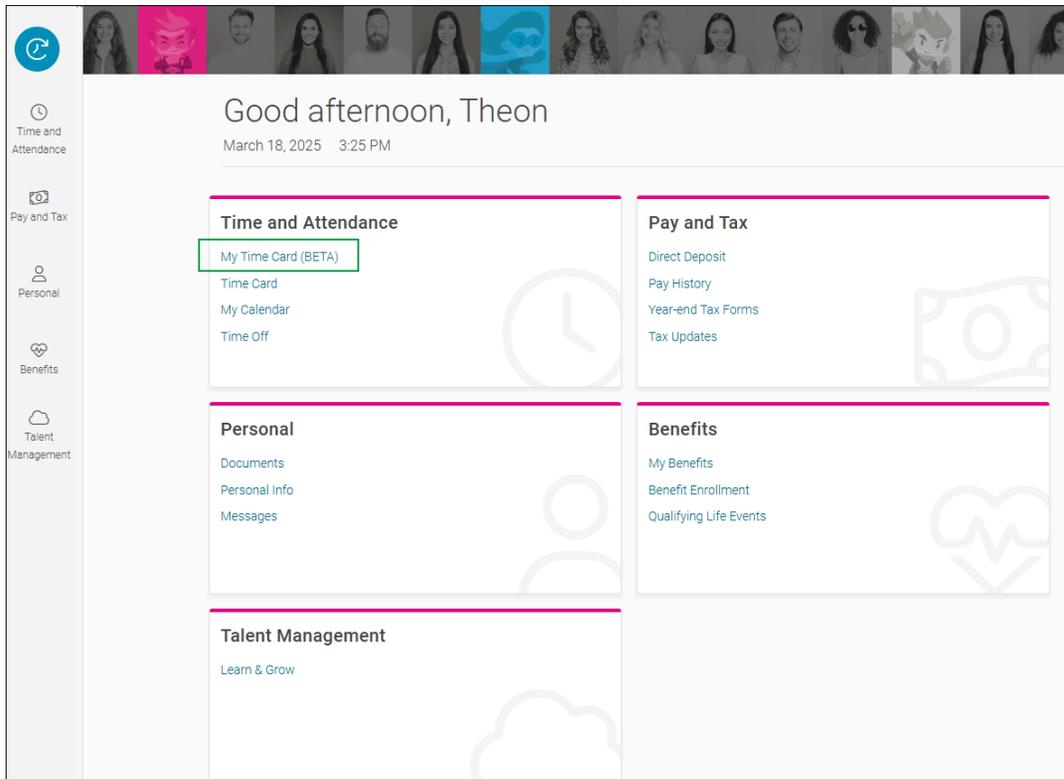
Employees may access their Time Card in the updated view by selecting **My Time Card (BETA)** in the **Time and Attendance** tile.

Original Time Cards may still be viewed by selecting **Time Card** as an employee.

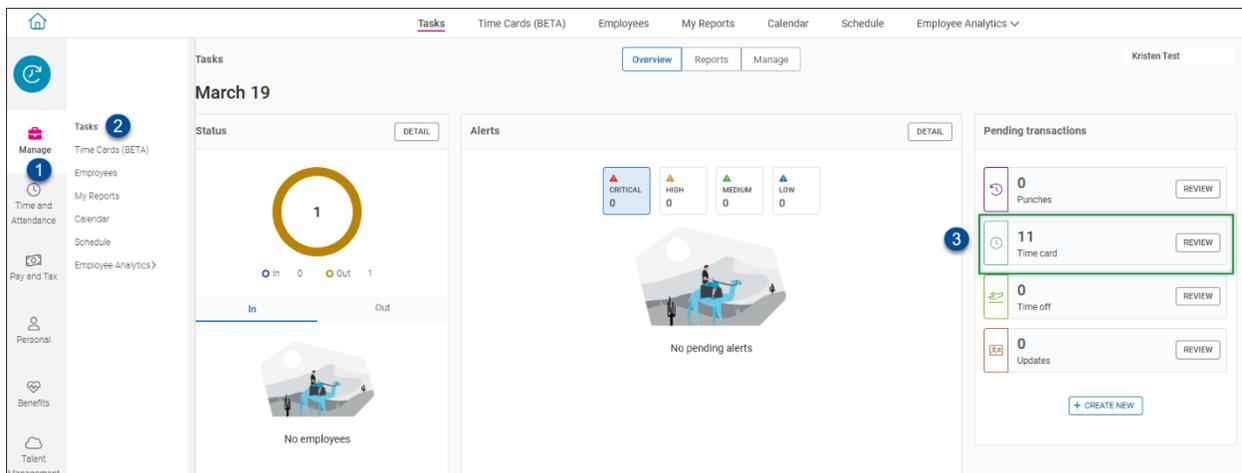


- **Manager/Supervisor View**

Managers and supervisors may view employee Time Cards by selecting **Time Cards (BETA)** from the **Manage** tile.

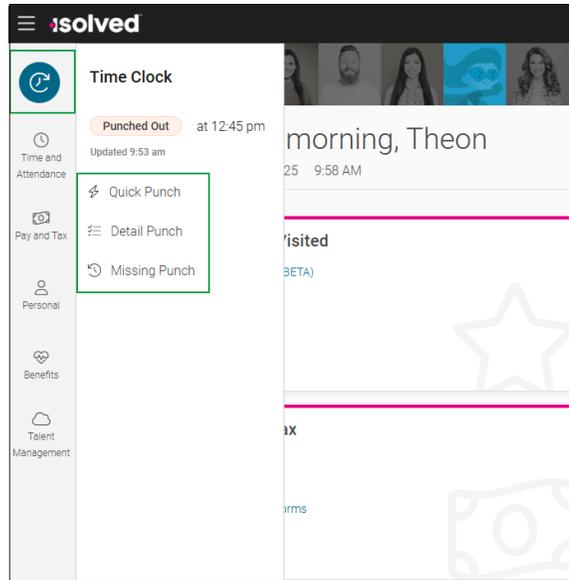


The original Time Card Approval page may still be viewed as a manager/supervisor by navigating to **Manage > Tasks > Time Card Review > Time Card Approval**.



Recording Time in Time Card (BETA)

- Employee View:**
 The new time card will not change how employees currently punch in and out.



On navigating to 'My Time Card (BETA)', employees will see a calendar view of their timecard.

Annotations:

- View verification status and verify time card by selecting the edit pencil
- Change the calendar view by pay period, week or day
- Submit a missing punch request by selecting 'Add Entry'. Other options may be available for employees based on configuration.
- View the hour totals for each day
- View totals for the calendar period selected
- View summary by Earnings, Labor and Time card Alerts

Day	Hours
16 Sunday	08h 00m
17 Monday	08h 00m
18 Tuesday	02h 30m
19 Wednesday	08h 15m
20 Thursday	08h 30m
21 Friday	08h 25m
22 Saturday	08h 00m
23 Sunday	08h 00m
24 Monday	08h 00m
Total Hours	27.77

Summary	Earnings	Labor	Alerts
Regular Hourly			27.77 hours

- **Manager/Supervisor View:**

The Manager/ Supervisor view of Time Card (BETA) is similar to the employee view with additional functions and entry options based on configuration.

The screenshot displays the Manager/Supervisor Time Card (BETA) interface. Key features and annotations include:

- Employee Selection:** A search bar at the top right allows selecting an employee from a drop-down menu. An annotation points to this field with the text "Select the employee from the drop-down menu".
- Verification Status:** A "Verification Status" dropdown menu is located on the left, with an annotation stating "View verification status and verify time card by selecting the edit pencil".
- Calendar View:** A "Pay Period" dropdown menu (Week, Day) is on the left, with an annotation: "Change the calendar view by pay period, week or day".
- Time Card Grid:** A calendar grid shows time entries for days 16 through 24. Annotations include:
 - "View the hour totals for each day. Ability to 'Clear' all entries for the whole day based on configuration." pointing to the "CLEAR" buttons at the bottom of the grid.
 - "Enter employee punch, hours or adjustments by selecting 'Add Entry'" pointing to the "Add Entry" button on the right.
- Summary Section:** A "Summary" table at the bottom shows "Total Hours" (27.77) and "Adjustment Debit" (\$0.00). An annotation says "View hours and adjustment totals for the calendar period selected".
- Summary by Earnings, Labor and Time Card Alerts:** A section below the summary table with an annotation: "View summary by Earnings, Labor and Time card Alerts".

Time Card (BETA) Elements

- **Employee Filter and Search:**

After navigating to **Manage > Time Cards (BETA)**, managers and/or supervisors may select which employee's Time Card to view by using the **Search Employee** field, or by selecting the drop-down arrow to view a list of employees. Left and right arrow keys to the right of the employee search field allow for quickly cycle from one employee Time Card to another.

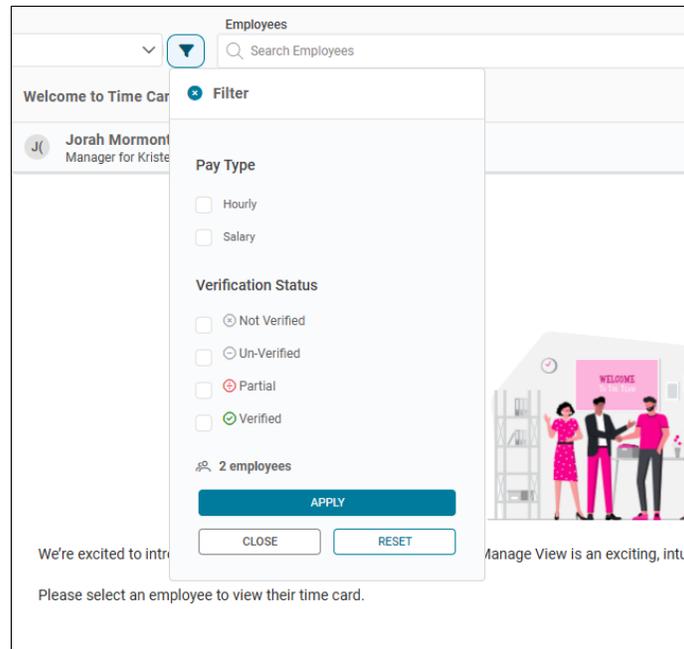
The screenshot shows the "Time Cards" interface with numbered annotations:

- 1:** Points to the "Manage" button in the left sidebar.
- 2:** Points to the "Time Cards (BETA)" tab in the top navigation bar.
- 3:** Points to the "Search Employees" field in the employee selection dropdown.
- 4:** Points to the dropdown arrow in the employee selection field.

An annotation at the bottom right says "Select the employee from the drop down menu" pointing to the employee selection area.

The new filter function allows managers and supervisors to populate which employees display in the drop-down based on the specific Pay Types and Verification Statuses selected.

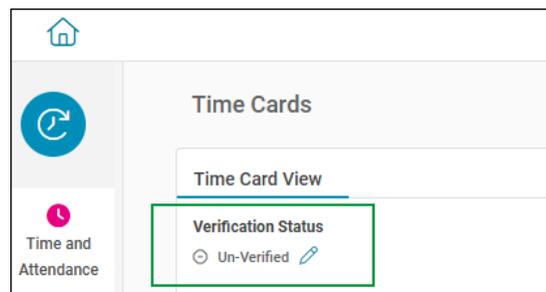
For example: Selecting a Pay type of Hourly and a Partial Verification Status will display only hourly employees with partially verified time cards on the employee search drop-down.



- **Verification Status**

The status of the Time Card verification is displayed clearly in text. Verification/approval may be performed by clicking on the “pencil” icon. This opens options for users to verify or object to Time Card data.

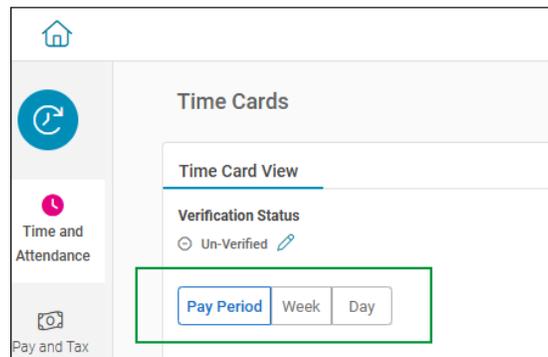
- **Not Verified:** Never been verified
- **Unverified:** Was once verified, but a change made it again not verified
- **Partially Verified:** If multiple user verifications are required (Manager/Supervisor/Employee) and at least one but not all have signed off
- **Fully Verified:** All user verifications are complete



- **Calendar View**

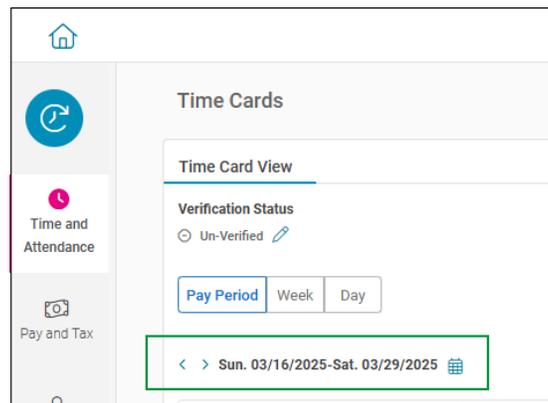
Time Cards may be displayed in three different calendar options:

- **Pay Period:** All dates for a selected pay period will display on the screen
- **Week:** Only days within a selected week will display
- **Day:** Only a single selected date will display



- **Date Range Navigation**

Arrow keys can be used to change dates or date ranges for display depending on calendar view selected. There is also the ability to jump to a specific date by selecting the “calendar” icon to the right of the date range.



- **Time Entry**

Depending on permissions, the '+Add Entry' button allows new record types to be entered on the employee Time Card:

- Punch
- Hour
- Adjustments
- Submit Missed Punch Request

Tasks **Time Cards (BETA)** Employees My Reports Calendar Schedule Employee Analytics ▾

Time Card View

Verification Status
○ Un-Verified ✎

Pay Period Week Day

< > Sun. 03/16/2025-Sat. 03/29/2025 📅

16 Sunday	17 Monday	18 Tuesday	19 Wednesday
	Hours 6:00a - (10:00a) 04h 00m Auto	Adjustment Dollars \$25.00	Adjustment Dollars \$15.00
	Meal (10:00a) - (10:30a) 00h 30m Auto	Punch 6:49a - 9:25a 02h 36m	Punch 6:45a - 10:45a 04h 00m
	Hours 10:30a - 2:30p 04h 00m		Meal 10:45a - 11:15a 00h 30m
			Punch 04h 15m

+ Add Entry

- Hours
- Punch
- Adjustment
- Punch Request

- **Time Card Entry Tiles**

The AEE Time Card (BETA) displays all punches, hours entered, absences, holidays and employee schedules (depending on configuration) in the form of tiles.

Depending on your role within the company, the Time Card may be view only or allow you to make edits to a tile.

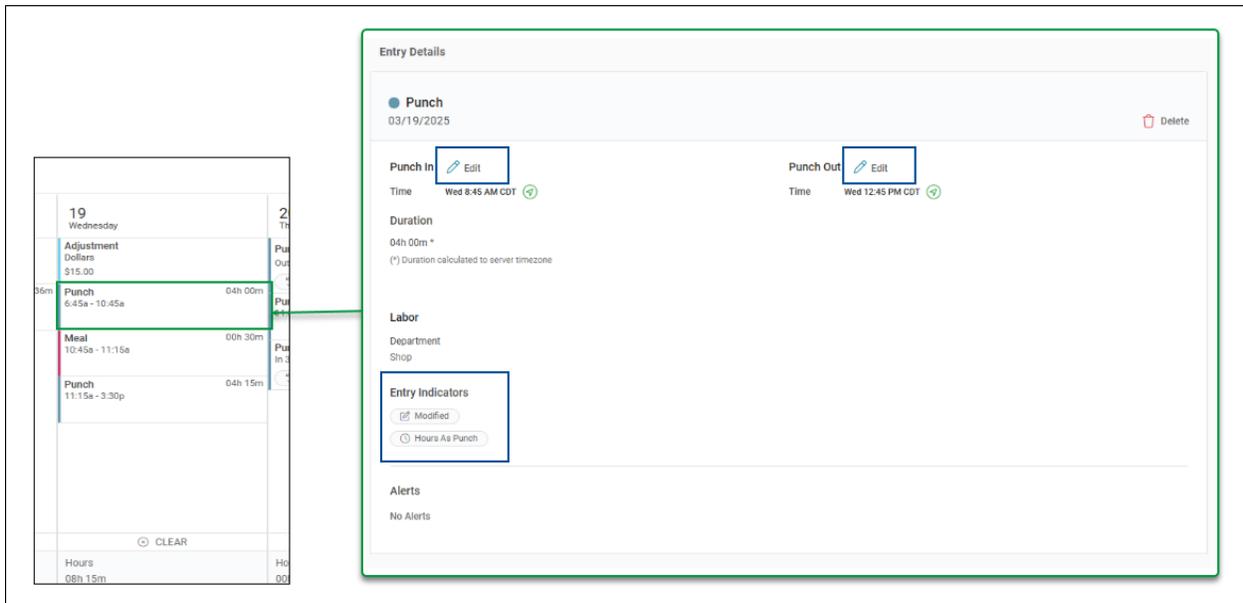
For example, employees typically have read-only access to the Time Card because they are using self-service punching or a time clock while supervisors and managers frequently have edit rights to enter missing punches or other edits for their direct reports.

< > Sun. 03/16/2025-Sat. 03/29/2025 📅

16 Sunday	17 Monday	18 Tuesday	19 Wednesday	20 Thursday	21 Friday
	Hours 6:00a - (10:00a) 04h 00m Auto	Adjustment Dollars \$25.00	Adjustment Dollars \$15.00	Punch Out 11:00a Auto	Punch 6:00a - 10:00a 04h 00m
	Meal (10:00a) - (10:30a) 00h 30m Auto	Punch 6:49a - 9:25a 02h 36m	Punch 6:45a - 10:45a 04h 00m	Punch 1:00a - 11:30a 00h 30m	Meal 10:00a - 10:20a 00h 20m
	Hours 10:30a - 2:30p 04h 00m		Meal 10:45a - 11:15a 00h 30m	Punch In 3:30p Auto	Punch 10:20a - 2:45p 04h 25m
			Punch 11:15a - 3:30p 04h 15m		
	CLEAR	CLEAR	CLEAR	CLEAR	CLEAR
Hours 00h 00m	Hours 08h 00m	Hours 02h 36m	Hours 08h 15m	Hours 00h 30m	Hours 08h 25m

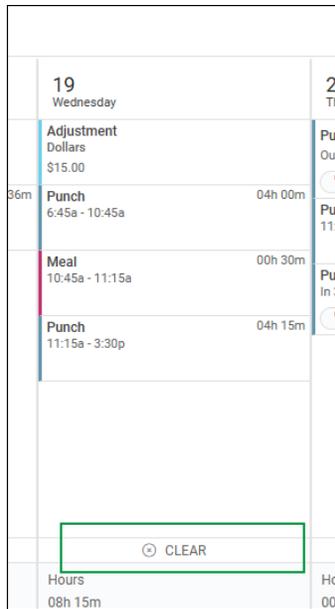
- **Tile Actions**

When clicking on a tile, additional detail is displayed. From here a user may edit the details if permitted by clicking on the pencil mark icons.



- **Clear**

If a user has permissions, this allows them to clear the transactions for the day.



- **Daily Totals**

Daily hours totals display in HH:MM format.

17 Monday	18 Tuesday	19 Wednesday	20 Thursday	21 Friday
Hours 6:00a - (10:00a) 04h 00m Auto	Adjustment Dollars \$25.00	Adjustment Dollars \$15.00	Punch Out 11:00a Auto	Punch 6:00a - 10:00a 04h 00m
Meal (10:00a) - (10:30a) 00h 30m Auto	Punch 6:49a - 9:25a 02h 36m	Punch 6:45a - 10:45a 04h 00m	Punch 11:00a - 11:30a 00h 30m	Meal 10:00a - 10:20a 00h 20m
Hours 10:30a - 2:30p 04h 00m		Meal 10:45a - 11:15a 00h 30m	Punch In 3:30p Auto	Punch 10:20a - 2:45p 04h 25m
CLEAR	CLEAR	CLEAR	CLEAR	CLEAR
Hours 08h 00m	Hours 02h 36m	Hours 08h 15m	Hours 00h 30m	Hours 08h 25m

- Period Totals**
 Period totals display in HH:DD (hours and decimals) format. Any adjustments added to an employee's time card are also displayed here.

Tasks

Manage

Time and Attendance

Pay and Tax

Personal

Benefits

Talent Management

Verification Status
 Un-Verified

Pay Period

Week

Day

< > Sun. 03/16/2025-Sat. 03/29/2025

16 Sunday	17 Monday
	Hours 6:00a - (10:00a) 04h 00m Auto
	Meal (10:00a) - (10:30a) 00h 30m Auto
	Hours 10:30a - 2:30p 04h 00m
	CLEAR
Hours 00h 00m	Hours 08h 00m

Total Hours
27.77

Adjustment Dollars
\$40.00

- **Summary**

A summary of hours for the selected calendar view display at the bottom of the screen. Breakdown options show in four tabs:

- **Earnings:** Breakdown of Earnings/Memos for the period being displayed
- **Labor:** Breakdown of hours associated with labor for the period being displayed
- **Adjustments:** Breakdown of adjustment entries
- **Alerts:** View of all the alerts with a count for the period being displayed

Summary	
Earnings	Labor
Adjustments	Alerts
Regular- Hourly	27.77 hours