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.

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View on Mobile Devices

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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.

C	A 🛃 🕫 A 🔍 A 🧟 A A	
C Time and Attendance	Good evening, Theon March 18, 2025 9:59 PM	
Pay and Tax Personal Benefits	Recently Visited My Time Card (BETA) Time Card	Time and Attendance New Time Card My Time Card (BETA) Time Card My Calendar Time Off
Calent Management	Pay and Tax Direct Deposit Pay History Year-end Tax Forms Tax Updates	Personal Documents Personal Info Messages
	Benefits My Benefits Benefit Errollment Qualifying Life Events	Talent Management Leam & Grow

• Manager/Supervisor View

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

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Time and Attendance		Good afternoon, Theon March 18, 2025 3:25 PM	
Pay and Tax	Г	Time and Attendance My Time Card (BETA)	Pay and Tax Direct Deposit
Personal	L	Time Card My Calendar Time Off	Pay History Year-end Tax Forms Tax Updates
C Talent Management		Personal Documents Personal Info Messages	Benefits My Benefits Benefit Errollment Qualifying Life Events

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**.

ŵ		Tasks	Time Cards (BETA)	Employees My Reports Calendar Schedule Employee Analytics 🗸
C		Tasks March 19		Overview Reports Manage Kristen Test
anage	Tasks 2 Time Cards (BETA)	Status	Alerts	DETAIL Pending transactions
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Attendance	Calendar Schedule Employee Analytics >			3 Il REVIEW
Pay and Tax		Oin O Out 1		C O REVIEW
Personal				No pending alerts Image: Description of the second secon
Benefits		A REAL ST		+ CREATE NEW
Talent Management		No employees		

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.

命				My Time Card (BETA)	Time Card My Calendar	Time Off				
C	Time Cards								Legal Company	
-	Time Card View	View verification	on status and verify time c	ard by selecting						
Time and Attendance	Weffording State Submit a missing punch request by selecting 'Add Entry'. 0 to writed // Other options may be available for employees based on configuration.									
0	Change the calendar view by pay period, week or day Consignation.									
Pay and Tax	2 end Tex 4 And Envy Pand Tex Pand Tex Pand Tex Pand Tex									
Personal	16 Sunday	17 Monday	18 Tuesday	19 Wednesday	20 () Thursday	21 A	22 Saturday	23 Sunday	24 Monday	
Recefits		Hours 04h 00m 6:00a - (10:00a)	Punch 02h 36m 6:49a - 9:25a	Punch 04h 00m 6:45a - 10:45a	Punch () Out 11:00a	Punch 04h 00m 6:00a - 10:00a				
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	Total Hours	/iew totals for the calender	period			View europapy by Ferring	a Labor and Time cord A	lata		
		50100100				view summary by Earning	is, Labor and Time Card A	ierts		
	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.



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.

		Tasks	Time Cards (BETA)	Employees	My Reports	Calendar	Schedule	Employee Analytics 🗸	
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C.	Time Cards		-						Legal Company Kristen Test
		_							
	Pay Group		Employees	-					
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()		Daario Nabaris (Sup)							
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201									
Pay and Tax								Select the empl	oyee from the drop down menu
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~~					- <u>6</u>	🍝 🛕			
Benents									
0						(1 👖			
Talent									
Management		We're excited to introduce o	ur new time card manage	ment system. Man	age View is an exc	iting, intuitive, ar	id easy way to m	nanage your employee's time cards.	
		Please select an employee t	to view their time card.						
			and the set and set of the						

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.

	Employees	
~	Q Search Employees	
Welcome to Time Car	S Filter	
J Jorah Mormont Manager for Kriste	Рау Туре	
	Hourly	
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	APPLY	
We're excited to intro	CLOSE RESET	/anage View is an exciting, intui
Please select an emp	loyee to view their time card.	

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

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C	Time Cards
	Time Card View
Time and Attendance	Verification Status ⊙ Un-Verified ⊘
Day and Tay	Pay Period Week Day

• 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.

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C	Time Cards
	Time Card View
Time and Attendance	Verification Status ⊙ Un-Verified <i>⊘</i>
Day and Tax	Pay Period Week Day
i ay ana tak	< > Sun. 03/16/2025-Sat. 03/29/2025 🌐
0	

• Time Entry

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

- o Punch
- o Hour
- o Adjustments
- o Submit Missed Punch Request

۵	Tasks	Time Cards (BETA)	Employees	My Reports	Calendar	Schedule	Employee Analytics	~
	Time Card View							
Manage	Verification Status ⊙ Un-Verified ⊘	_						
Time and Attendance	Pay Period Week	< Day						[]
ැටි Pay and Tax	< > Sun. 03/16/20	25-Sat. 03/29/2025 🌐						+ Add Entry Hours
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Personal		H 6	Hours :00a - (10:00a)	04h 00m	Adjustment Dollars \$25.00		Adjustment Dollars \$15.00	
Benefits		M	/leal 10:00a) - (10:30a)	00h 30m	Punch 6:49a - 9:25a	02h 36m	Punch 6:45a - 10:45a	04h 00m
Talent Management		H 1	Ours 0:30a - 2:30p	04h 00m			Meal 10:45a - 11:15a	00h 30m
							Punch	04b 15m

• 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.

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

		Entry Details	
		• Punch 03/19/2025	🚺 Delete
		Punch In Punch Out	
19 Wednesday	2 Th	Duration	
Adjustment Dollars \$15.00	Put Out	04h 00m * (*) Duration calculated to server timezone	
im Punch 6:45a - 10:45a	04h 00m Pu	Labor	
Meal 10:45a - 11:15a	00h 30m Pur In 3	Department Shop	
Punch 11:15a - 3:30p	04h 15m	Entry Indicators	
		[®] Modified [®] Hours As Punch	
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Hours	Ho		

Clear

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

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Daily Totals
 Daily hours totals display in HH:MM format.

17 Monday	18 _{Tuesday}	19 Wednesday	20 1 Thursday	21 A Friday
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Meal 00h 30m (10:00a) - (10:30a)	Punch 02h 36m 6:49a - 9:25a	Punch 04h 00m 6:45a - 10:45a	Punch 00h 30m 11:00a - 11:30a 00h 30m	Meal <u>∧</u> 00h 20m 10:00a - 10:20a
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		Punch 04h 15m 11:15a - 3:30p	S Auto	
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Hours	Hours	Hours	Hours	Hours
08h 00m	02h 36m	08h 15m	00h 30m	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.

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Aanage	Verification Status Un-Verified Pay Period Week Day		
Time and Attendance	< > Sun. 03/16/2025-Sat. 03/29	0/2025	
	16 Sunday	17 Monday	
		Hours 6:00a - (10:00a)	04h 00m
Personal		Meal (10:00a) - (10:30a)	00h 30m
⊗ Benefits		Hours 10:30a - 2:30p	04h 00m
C Talent Management			
		⊗ CLE	AR
	Hours 00h 00m	Hours 08h 00m	
	Total Hours Adjustment Dolla 27.77 \$40.00	rs	

• Summary

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

- o 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	