1. Select **Me** to display your employee functions

2. Click **Time and Absences**

3. Click the **Existing Time Cards** tile

Connect

Time Cards

+ Add

Last 5 time cards ⌄

⚠ **Pending worker approval** ⋯

☆ 10/3/2020 – 10/16/2020   Submitted
Total Hours:78

Worker Approval Status
Submitted

⚠ **Pending worker approval** ⋯

☆ 9/19/2020 – 10/2/2020   Submitted
Total Hours:40

Worker Approval Status
Submitted

⚠ **Pending worker approval** ⋯

☆ 8/22/2020 – 9/4/2020   Approved
Total Hours:80   Pending change request approval

Worker Approval Status
Submitted

4. By default, your **last 5 timecards** will be displayed for review

5. If desired, you can specify a different date range for viewing your timecards

6. In the dropdown, select **Specific time period**

7. Enter a **Start** date

8. Enter an **End** date

Time Cards

+ Add

Specific time period | Start | - | End

⚠ Pending worker approval

☆ 10/3/2020 - 10/16/2020   Submitted
Total Hours:78

Worker Approval Status
Submitted

⚠ Pending worker approval

☆ 9/19/2020 - 10/2/2020   Submitted
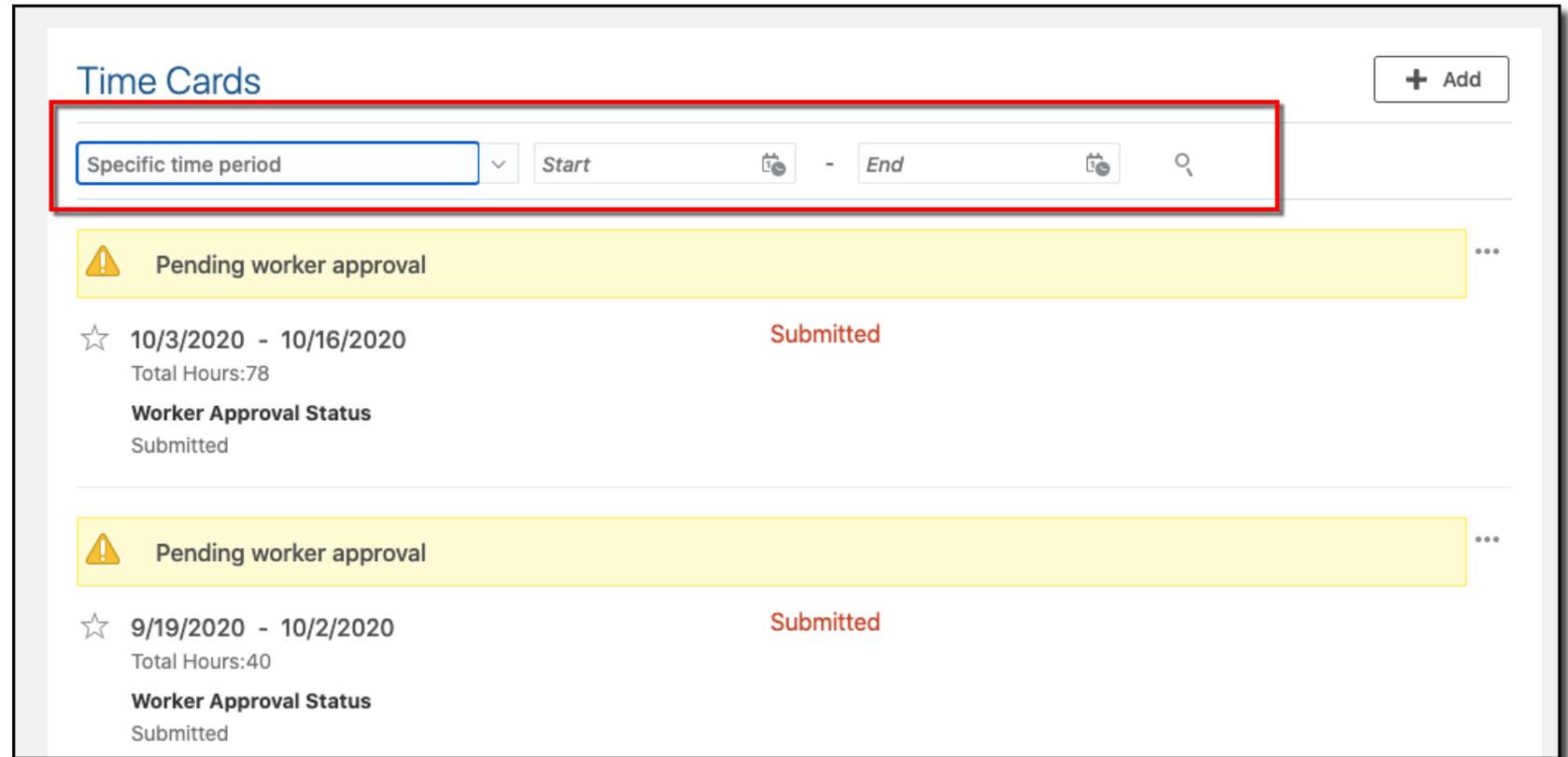Total Hours:40

Worker Approval Status
Submitted

9. To view the details of a specific timecard, click on the hyperlinked status of the desired timecard

10. Review the additional details

End of Procedure