




Employee Timecard View

Viewing Timecard Totals for a Specific Day

1. From the **My Timecard** widget, click the calendar icon  in the upper right-hand corner.



My Timecard


MCTIME12, TEST 1 of 1 MCTIME12

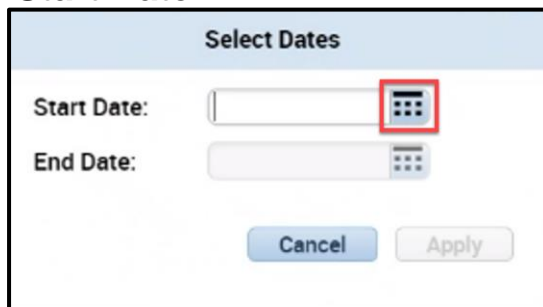
Loaded: 4:06 PM Current Pay Period

Approve Timecard


Print Timecard Refresh Calculate Totals Save


Pay Code	Transfer	Sun 3/12	Mon 3/13	Tue 3/14	Wed 3/15	Thu 3/16	Fri 3/17	Sat 3/18	Total
----------	----------	----------	----------	----------	----------	----------	----------	----------	-------

2. The **Select Dates** window will display. Click on the calendar icon  to the right of the **Start Date**.



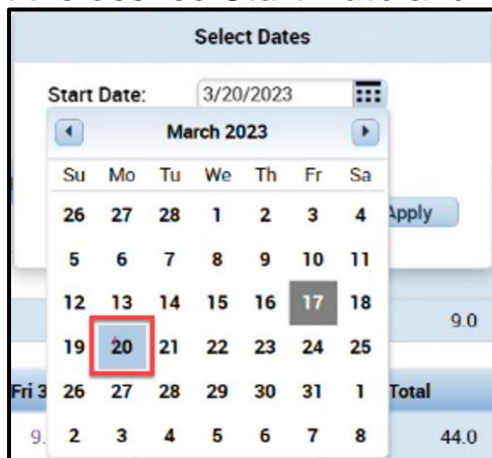
Select Dates

Start Date: 


End Date: 

Cancel Apply

3. Select the desired **Start Date** and **End Date** from the calendar.



Select Dates

Start Date: 3/20/2023 

March 2023

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
Fri 3	26	27	28	29	30	31
9.	2	3	4	5	6	7

Apply

Total 44.0





Employee Timecard View

Viewing Timecard Totals for a Specific Day

4. Both the **Start Date** and **End Date** date populate the **Select Dates** window. Click **Apply**.

Select Dates

Start Date: 3/20/2023

End Date: 3/20/2023

Cancel Apply

5. The timecard for the desired date will appear.

Sun 3/19	Mon 3/20	Tue 3/21
	8.0	
	9:00A...	
	8.0	

6. Select the **Totals** tab to view the calculated totals for the selected day.

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount	Wages
HHS 60-6344/-/-/-/1765/-	Regular	8.0	\$0.00
HHS 60-6344/-/-/-/1765/-	Total Hrs Towards Schedule	8.0	\$0.00

