Review Timecard Add-ons

This job aid explains how you can review timecard tabs or add-ons to locate additional information.
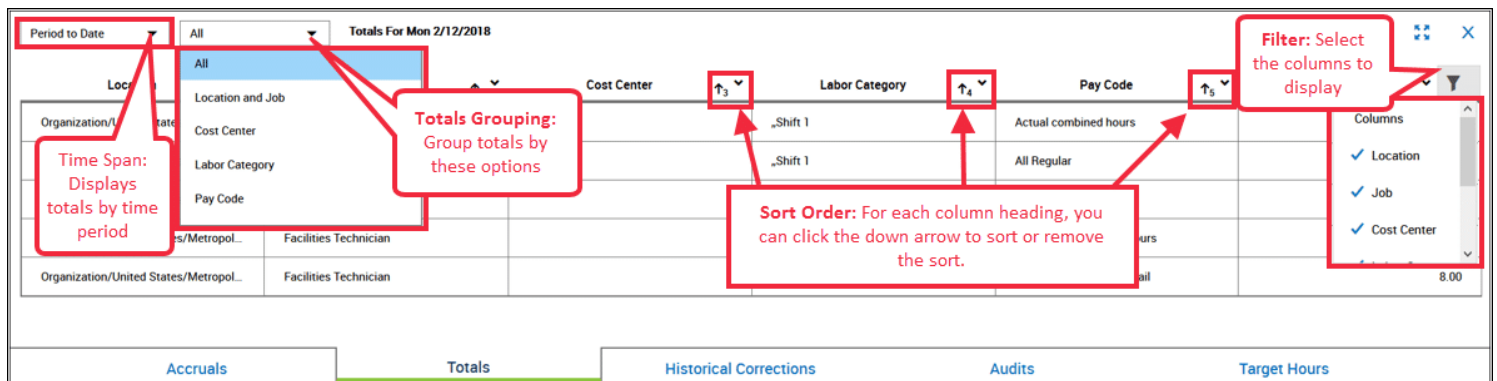
About Timecard Add-ons:

A number of add-ons or tabs can appear at the bottom of the timecard:

- **Accruals** — Displays the accruals information such as sick and vacation. The information that appears depends on the time period that you select in the timecard.

- **Totals** — Displays totals for selected time spans and timecard columns.

- **Historical Corrections** — Enables you to verify the results of pending and saved historical corrections.

- **Audits** — Displays audit details, including comments, corrections, requests, timecard sign-offs and approvals that have been posted to a timecard.

- **Target Hours** — Provides the ability to view data with the goal of seeing the variance between the target hours as defined in the employment terms and the actual hours the employee worked.

When viewing add-ons, note the following:

- You can change the order of the column width.

- Click the maximize-minimize icon to maximize the tabs area and click it again to minimize it.

- Click **X** to close the add-on.