

TEAMS: Employee Time Card Editor

Approve and Verify Time:

- **Editor:** Verify time Daily for the previous work day
- **Approver:** Weekly – Monday for the previous week.

TEAMS Entry Point: **Time Card Approval**

Tab: **Punch Verification**

Editor:

A) Verify all time cards

Punch Verification | Daily Approval | Weekly Approval | Employee Search | Leave Request Approval

Search Criteria

Start Date: Employee Name: Status: Location:

End Date: Organization: Type: Display Exempt Punches:

Clear All Names

Pay Group: On Behalf Of:

Click here to [Select All](#) / [De-Select All Records](#)

Search Results 0 Records

Employee Name	Employee ID	Date	PCN/Job ID	Role/Function Name	Organization Name	Location	Type	Punches	Hours Worked	Lunch	Absent Hours	Absence Reason	Scheduled	Day Type	Select	Status
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			08:00	Work Day	<input checked="" type="checkbox"/>	Unverified
04:00	Personal Illness	08:00	Work Day	<input checked="" type="checkbox"/>	Unverified	
		07:00	Work Day	<input type="checkbox"/>	Unverified	

Always check time cards for errors before proceeding. Correct errors before Building Time cards.

Time Cards with Errors: Check for Morning, Lunch (in and out) and Afternoon punches. Double click on the employee row to edit errors. See *Individual Record directions*.

Build Precertified Time Cards: Will verify employee time cards that are within the scheduled work time.

TEAMS: Employee Time Card Editor

Build Selected Time Cards: If there is not an error, you can check the select box and Build Selected Time Cards.

TEAMS Verification - Individual Record

This screen is accessed by double clicking on an employee's name from the **Punch Verification** Tab.

Punch Verification | Daily Approval | Weekly Approval | Employee Search

Name	George, Sarah Allyse	PCN	2494	Org Name	Technology
Person ID	174190	Role Name	Specialist, Technology	Position Location	* Administration Building
Badge ID	2096				

① Date: Monday 06-01-2015 - Work Day
② Status : Unverified

Type	Punches		Unused Punches	Add Punch Time	Comments/Edit
In	8:29 AM	ⓘ		<input type="text" value="06-01-2015"/>	Reason: <input type="text"/>
Out	4:00 PM	ⓘ		<input type="button" value="Enter Punch"/>	Additional Comments: <input type="text"/> Characters remaining: 500 (500 max)

Punch Hours:	07:31	Note: Lunch time automatically calculated, can be changed.	⑨	<input type="button" value="Save Changes"/>	⑤	<input type="button" value="Attachments (0)"/>		
Additional Hours:	<input type="text"/>		⑩	<input type="button" value="Build Time Card"/>	⑧	<input type="button" value="Void Punch Record"/>	⑥	<input type="button" value="Schedule"/>
Lunch:	<input type="text" value="30"/>		⑦			⑦	<input type="button" value="Leave Balances"/>	
Total Hours:	07:00							
Schedule Hours:	08:00							
Variance:	07:30							

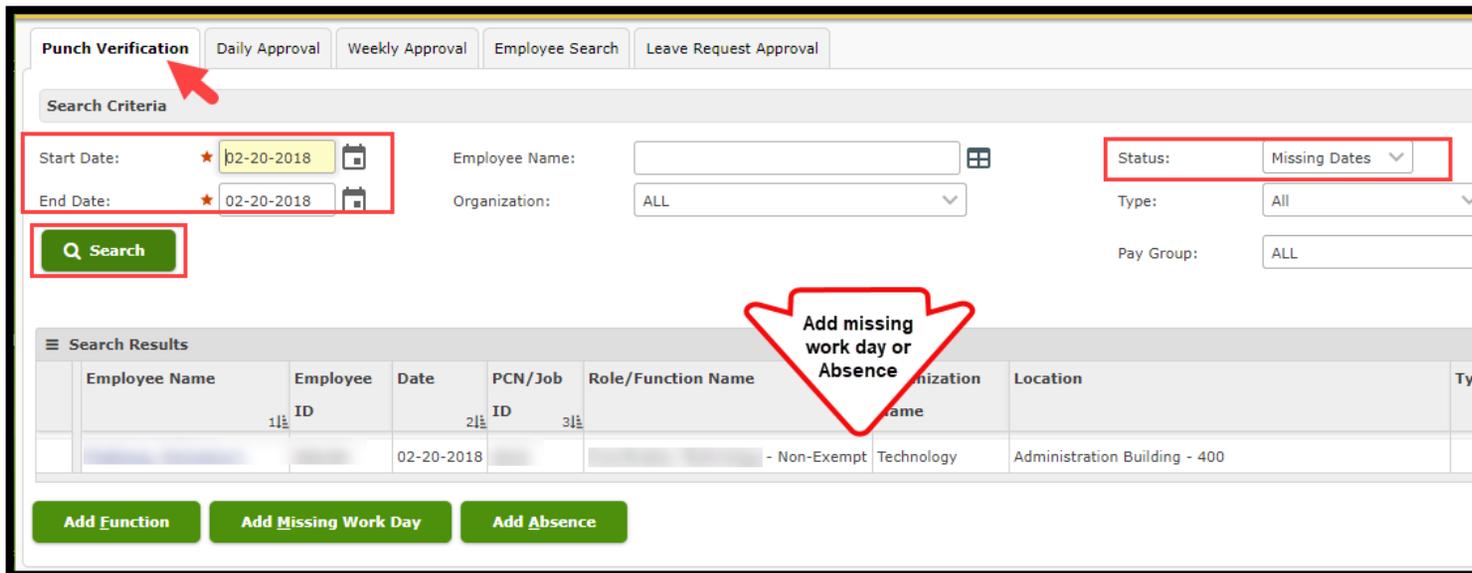
1. **Punches:** Displays time clocked in
2. **Unused Punches:** Displays unused punches (not calculated on time card)
NOTE: You can click and drag items between #1 and #2. Click / Drag and release on the grayed in area.
ⓘ Hover over to display details - where the time punch occurred.
3. **Add Punch Time:** You can add punch time. Note: You do not have to type AM or PM. **4p** will record as 4:00 PM. If you add a time that is not correct, click and drag to the Unused Punches.
4. **Comments:** Add comments for any changes in punch cards. There will be a drop down of choices. Utilize Additional Comments for additional or any reason that is not on the drop down.
5. **Attachment:** You can add attachments. Example: Jury Duty or Disciplinary documentation
6. **Schedule:** will display the employee's schedule
7. **Leave:** will display leave balances

TEAMS: Employee Time Card Editor

8. **Void Punch Record:** will void the record. If you void a record in error, you can retrieve (reactivate) the record.
Reactivate: On the Punch Verification **Punch Verification** screen / tab, search for the Status "Void" double click on the record, make changes if needed, save.
9. **Save Changes**
10. **Build Time Card**



B) Correct all missing dates

A screenshot of the TEAMS Employee Time Card Editor interface. The 'Punch Verification' tab is selected. The 'Search Criteria' section is highlighted with a red box. It contains fields for 'Start Date' (02-20-2018), 'End Date' (02-20-2018), 'Employee Name', 'Organization' (ALL), 'Status' (Missing Dates), 'Type' (All), and 'Pay Group' (ALL). A green 'Search' button is also highlighted. Below the search criteria is a table with the following columns: Employee Name, Employee ID, Date, PCN/Job ID, Role/Function Name, Organization Name, Location, and Type. A red arrow points to the 'Add missing work day or Absence' button in the table. Below the table are three green buttons: 'Add Function', 'Add Missing Work Day', and 'Add Absence'.

Highlight the Employee row and select Add Missing Work Day or Add Absence.

Best Practice – Have employee add their own absence.

Note: All employees must have an absence or punch for each day.