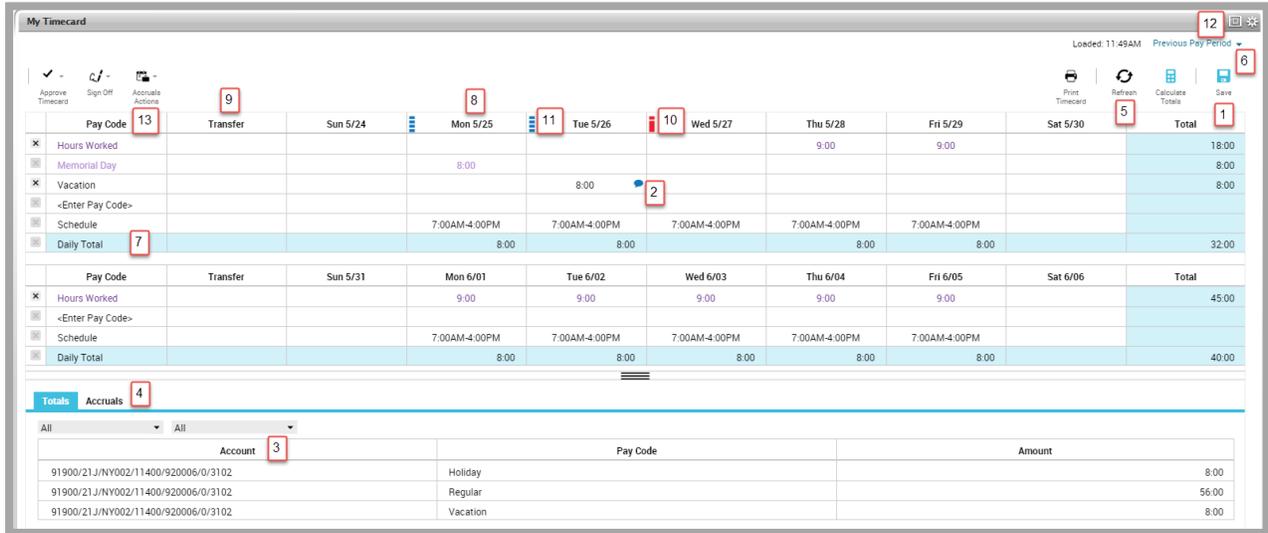


Timecard Workspace Summary

- To open your timecard, drag the “My Timecard” widget to the primary view.
 - o You might have access to only some of these features depending on how Navigator is configured for you.



The screenshot shows the 'My Timecard' interface. At the top, there are navigation icons for Approve Timecard, Sign Off, and Account Actions. The main area is a grid with columns for days of the week (Sun 5/24 to Sat 5/30) and a 'Total' column. Rows include 'Hours Worked', 'Memorial Day', 'Vacation', '<Enter Pay Code>', 'Schedule', and 'Daily Total'. A second grid shows data for the following week (Sun 5/31 to Sat 6/06). At the bottom, there is a 'Totals' section with 'Accruals' and a table with columns for 'Account', 'Pay Code', and 'Amount'. Numbered callouts (1-13) point to specific UI elements: 1 (Save icon), 2 (Comment indicator), 3 (Account dropdown), 4 (Totals/Account summary), 5 (Refresh icon), 6 (Maximize/Minimize/Gear icon), 7 (Daily Total), 8 (Day Column), 9 (Transfer), 10 (Exception indicator), 11 (Exception indicator), 12 (Maximize/Minimize/Gear icon), and 13 (Pay Code).

1. **Save** – Saves your changes
2. **Comment/Note Indicator** – This blue balloon indicates that there is a comment associated with this punch. Mouse over to read the comment.
3. **Account** – Area that lists your job information and what accounts are to be charged for your services
4. **Total Summary Area** – This is a breakdown of your job summary, account summary, and pay code summary.
5. **Refresh** – Refreshes the timecard without saving any changes.
6. **Time Period** – Refines the time period you are viewing. Use the drop-down list to select a different time period.
7. **Daily Totals** – Indicates hours worked in that shift
8. **Day Columns** – Displays an amount in hours or money for the pay code or duration
9. **Transfer** – Defines a job or work rule transfer. If no account or work rules appears in the cell, your time is charged to your home account and calculated through your default work rule.
10. **Exception indicator— Red with white bar** – Indicates a system generated exception Diagonal bars indicate that multiple exceptions have been made to this punch
11. **Exception indicators—Blue with white bar** – indicates excused absence
12. **Maximize/minimize and Gear icon** – Enlarge or shrink widget workspace. Gear icon contains preferences, pop-out, and close.
13. **Pay Code** – Defines a category for specifying hours or money for worked and non-worked time.