

View & Manage Team Member Timecards



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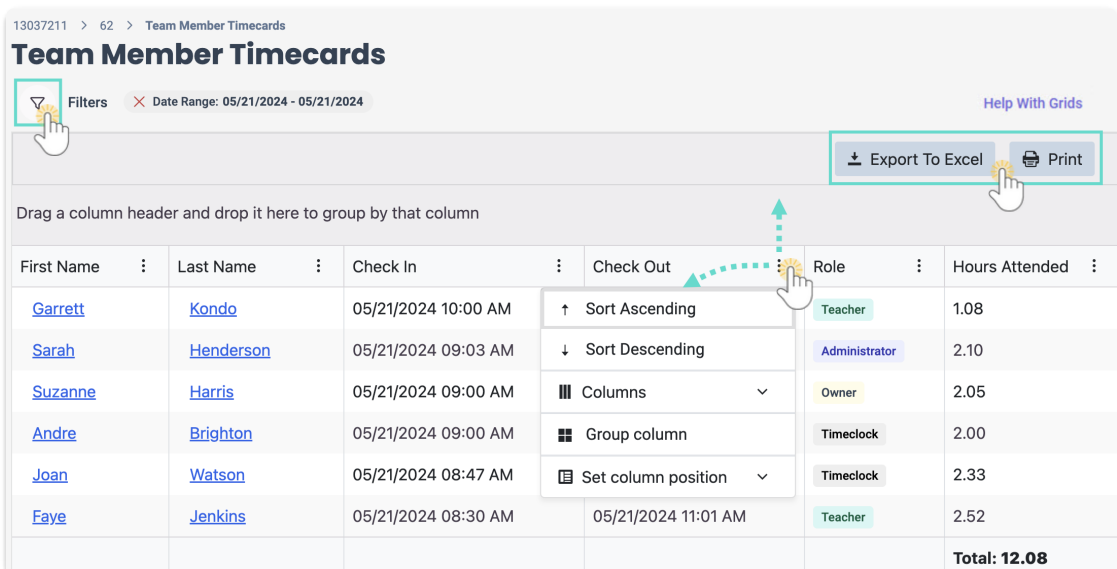
All attendance information entered into the **Kiosk** is available for administrative and payroll purposes. The complete record of everyone using the Kiosk to clock in and out can be managed on the **Time Entries** page. You can use the Team Member Timecards page to view team member's hours.

Owners, Administrators, and Site Administrators automatically have the permissions to view the Team Member Timecards page.

Work with Team Members' Timecards

Ensure the correct site is selected at the top of the page, then follow these steps to work with team member's timecards:

1. Go to the **Teachers & Staff** (left menu) > **Schedules & Payrolls** card > **View Team Member Timecards**.
2. Use the features of the grid to do the following:
 - o Click the **Filter** icon  to change the date range from today's date.
 - o Click the **Column Menu** icon  to sort, filter, add, remove columns, or set the column position. Click the column header and drag and drop it to the top of the report to group the report by that column type.
 - o Click the **Export To Excel** or **Print** buttons in the grid as needed.
 - o Use the **First Name** and **Last Name** links to open the team member's Details tab.



| First Name | Last Name | Check In | Check Out | Role | Hours Attended |
|-------------------------|---------------------------|---------------------|---------------------|---------------|---------------------|
| Garrett | Kondo | 05/21/2024 10:00 AM | | Teacher | 1.08 |
| Sarah | Henderson | 05/21/2024 09:03 AM | | Administrator | 2.10 |
| Suzanne | Harris | 05/21/2024 09:00 AM | | Owner | 2.05 |
| Andre | Brighton | 05/21/2024 09:00 AM | | Timeclock | 2.00 |
| Joan | Watson | 05/21/2024 08:47 AM | | Timeclock | 2.33 |
| Faye | Jenkins | 05/21/2024 08:30 AM | 05/21/2024 11:01 AM | Teacher | 2.52 |
| | | | | | Total: 12.08 |



If a time entry needs to be manually adjusted, you can [View & Manage Time Entries](#)

