

View & Manage Team Member Timecards

Last Modified on 04/12/2024 3:13 pm EDT

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 staff hours.

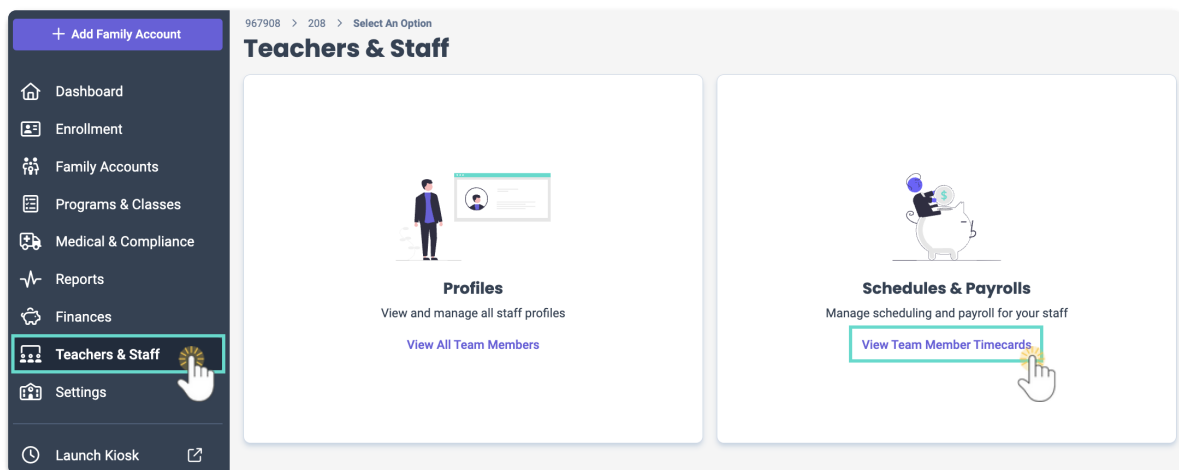
An Owner or Administrator automatically has the permissions to view the Team Member Timecards page.

Work with Team Members' Timecards

The Team Member Timecards page is in the Teachers & Staff section is accessed from the left menu.


1. Go to the **Teachers & Staff** (left menu) > **View Team Member Timecards**.

Note: Be sure you have the right site selected at the top of the page.



2. Use the features of the grid to do the following:
 - Click the **Filter** icon (funnel) to change the date range from today's date.
 - Click the **Column Menu** icon (three dots) to sort, filter, add, or 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.
 - Click the **Export To Excel** or **Print** buttons in the grid as needed.
 - Use the **Last** and **First Name** links to open the staff member details.

Team Member Timecards



Date Range
04/12/2024 - 04/12/2024

Help With Grids

Export To Excel Print

Drag a column header and drop it here to group by that column

First Name	Last Name	Check In	Check Out	Role	Hours Attended
Suzanne	Harris	04/12/2024 01:30 PM	↑ Sort Ascending	Owner	1.50
Joan	Watson	04/12/2024 10:02 AM	↓ Sort Descending	Administrator	4.97
Cynthia	Thomas	04/12/2024 09:30 AM	Columns	Teacher	4.97
Lewis	Rilawn	04/12/2024 09:03 AM	Group column	Teacher	4.98
Natalie	Barrett	04/12/2024 09:01 AM	Set column position	Teacher	4.48
Suzanne	Harris	04/12/2024 08:00 AM	04/12/2024 12:30 PM	Owner	4.50
					Total: 25.4



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