Lesson #9 - Manager Use of the Time Clock

In this lesson, you will learn to approve time, close pay periods, and export payroll data to manage the Time Clock.

← RETURN 🖬 PREVMEW STAFF HOURS	
Search Criteria Q. Favorites B Save Favorites / Refresh [2]	
	most, nou will have a chance to preview the results before approving unapproving them in the host screen.
Location	×
	Previous (10/1/2024 - 10/31/2024) w NOTE: Could Pay Particle vill not be chalsed.
Time Entries Dated From: Department:	mmiddiyyyy m Through: mmiddiyyyy
Find Time Card Entries for Staff of Default Department:	× m
Find Time Card Entries:	
Staff:	×
Display Settings	
Show Detail or Summary?	Individual Time Entries v
Show Actual vs Scheduled Hours?:	Yes w
Find time entries from prior pay periods?:	Yes v



- Lesson Outline
- End of Lesson Quiz

 (\rightarrow) Click here to continue to Lesson #10.

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