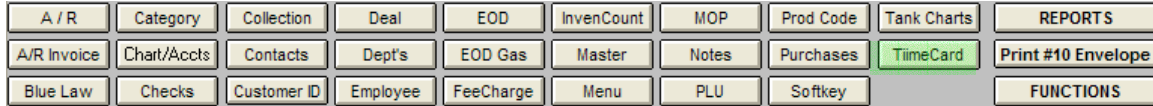




The main toolbar is active in ALL views.

## Time Card

This function is used to manage an employee's timecard.  
This information cannot be imported from the ruby.



- 1) From your Main Accounts view click on the 'TimeCard' Button.
- 2) Click on the 'Record' R button.
- 3) Each Record that you add equals one payroll period.

Record: TimeCard Cstore

Time | Totals

REC# 0 Employee# [dropdown]

Date Worked: 00-00-0000 Start Time: 12:00 AM  
 Ending Payroll Date: 00-00-0000 End Time: 12:00 AM  
 Week1 or Week2?: 0 [dropdown] Time Worked hh:mm: 00:00  
 Holiday Hours: .000 Hours Worked: .000 [Add]

Employee	Date Worked	Start Time	End Time	Hours Worked	Holiday Hours	Week1 or Week2?	Ending Date of this
0 No Records							

Total Hours: .000

- 4) Make sure you have added all your employees in the 'Employee' function, from the main accounts view.
- 5) Choose an employee from the employee drop down list located at the top.
- 6) Fill in the date the employee worked.
- 7) Fill in the ending payroll date.
- 8) Week 1 or 2 field. If you have payroll every week you would select Week 1. If you have payroll every other week then you would select either week 1 or 2 depending on which week of the payroll you are in.
- 9) In the second column you need to fill out the employee's start and end time. The Time/Hours worked field will automatically come in.
- 10) Click the Add button. SAVE.
- 11) To view or print out the number of hours your employees have worked, from your main accounts view click on the 'Reports' button.
- 12) From the drop down list select 'Time Card - Hours Worked'. Click 'OK'. Select the ending payroll date from the calendar. You can then either choose to Print or Preview the Report.