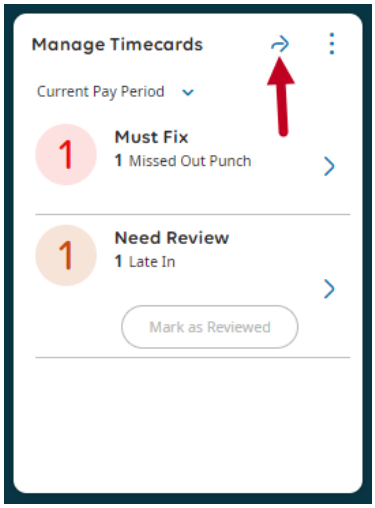
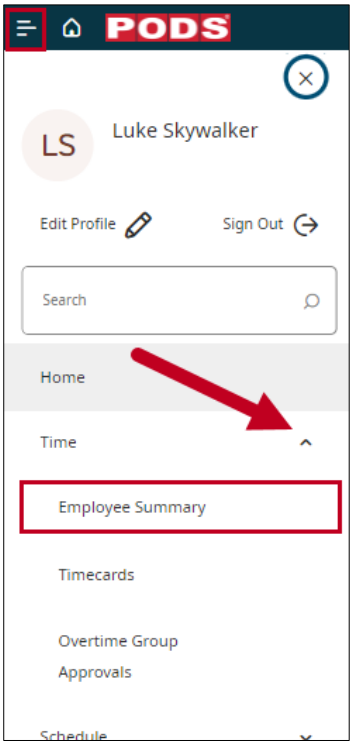
UKG – Access Associate Timecards
Job Aid – People Leaders

This job aid explains how you can access and review your associates' timecards.

Timecard Overview

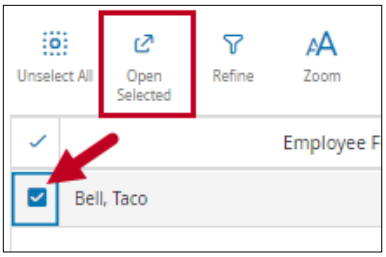
- Associate timecards can be accessed via **mobile device** view or **desktop** view. The application will show the list of associates a bit differently depending on the device you use.
- There are two options to review associate timecards from the **Workforce Home Page**
  a. **Expand** the **main menu** and select **Employee Summary**, which brings you to the **Employee Timecards Dataview**
  b. **Click** the **All Timecards** link on the **Manage Timecards** tile, which brings you directly to the associate timecards





Employee Summary Dataview – To view timecards of selected associates only

1. From the **Workforce Management Homepage** open the **Main Menu** and **click Employee Summary**
2. **Mark** the **checkbox** next to the name of the associate(s) you want to view
3. **Click Open Selected**



Access Your Associates' Timecards Directly

1. From the **Workforce Management Homepage Manage Timecards** tile, **click** the **All Timecards link**
2. Use the **Select Timeframe** for the time to display and **Select Hyperfind** for the appropriate search criteria
3. **To Select a different associate**
   a. **Click** the **down arrow** next to the first associate's name, then **click** the new associate **name** from the dropdown list
   b. **Use** the **Next** or **Previous** arrows to view the next or previous associate's timecard





Zoom Control

Zoom Control is available for tabular data in Dataviews, Timecards, and Schedule Planners and add-ons. It allows the ability to choose from a predefined set of sizes that maximizes the amount of content without jeopardizing readability.
The feature provides 5 predefined zoom sizes:



- 100%: default – minimum 10 rows
- 80% - minimum 19 rows
- 67% - minimum 16 rows
- 55% - minimum 19 rows
- 50% - minimum 21 rows

Tip: *Zoom applies to each page separately. Upon resize, the size is remembered throughout the session.*