

View Timecard & Totals at the Time Clock

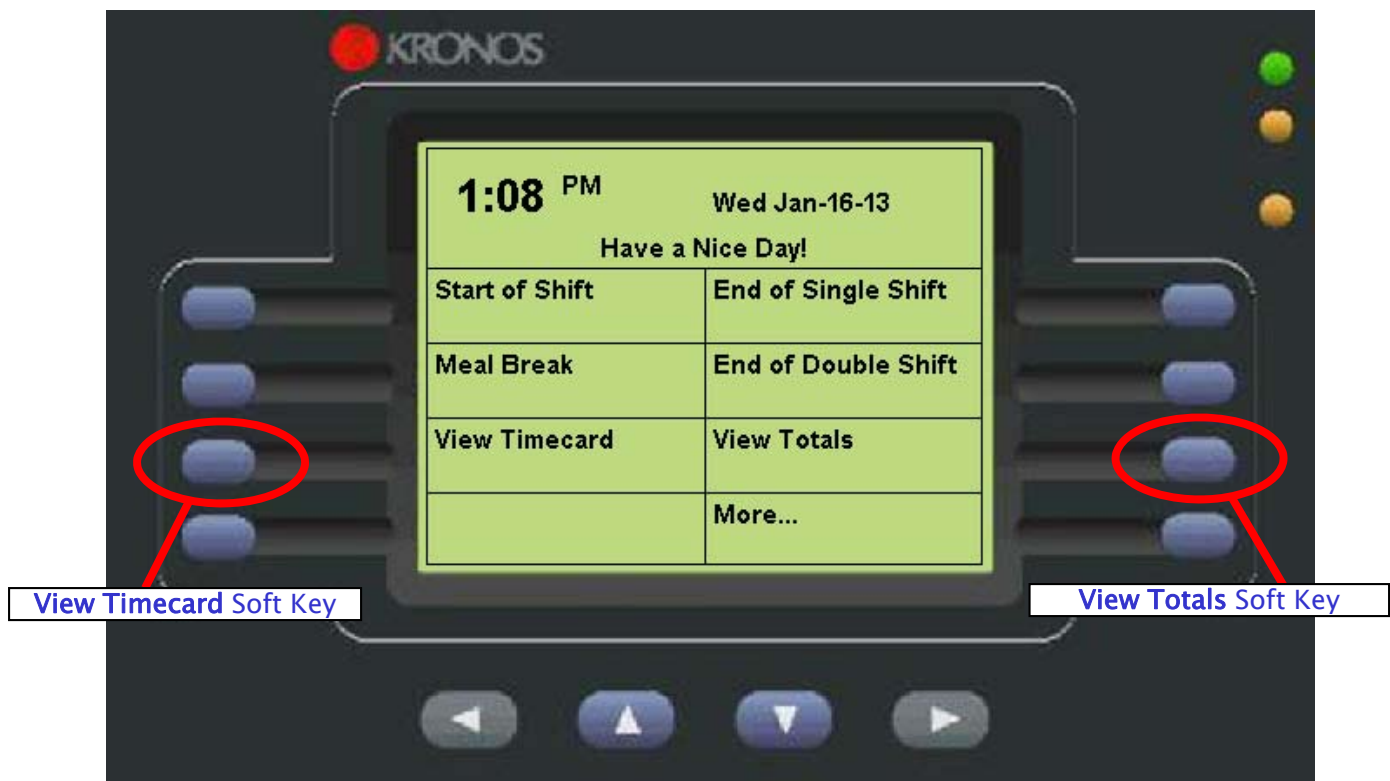
Background

GenSTAR time clocks provide non exempt (hourly) employees with the ability to view certain types of information directly through the time clock. These functions are known as Smart Views. This job aid provides information on two GenSTAR Smart Views: **View Timecard** and **View Totals**. These Smart Views allow employees to view their timecard or hourly totals at the time clock by pressing the blue soft key associated with the desired option. Both options have similar navigation which will make it easier to become familiar with either option.

Step 1 View Timecard or Totals

At the time clock, press the desired blue **Soft Key** adjacent to the **View Timecard** or **View Totals** Smart View.

NOTE: The time clock does **NOT** have a touch screen. Employees should not push or touch any part of the LCD display, as this can result in damage to the terminal.



View Timecard & Totals at the Time Clock

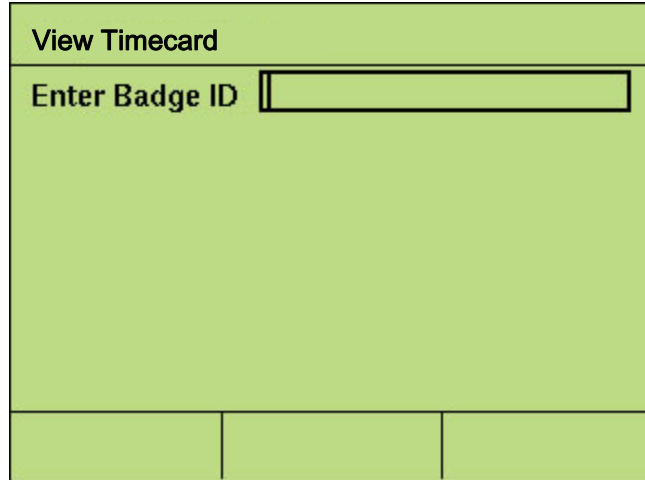
Step 2 Enter Badge ID

When prompted, enter Badge ID. This can be done one of two ways:

- Swipe the GenSTAR Badge. This is the recommended method.

OR

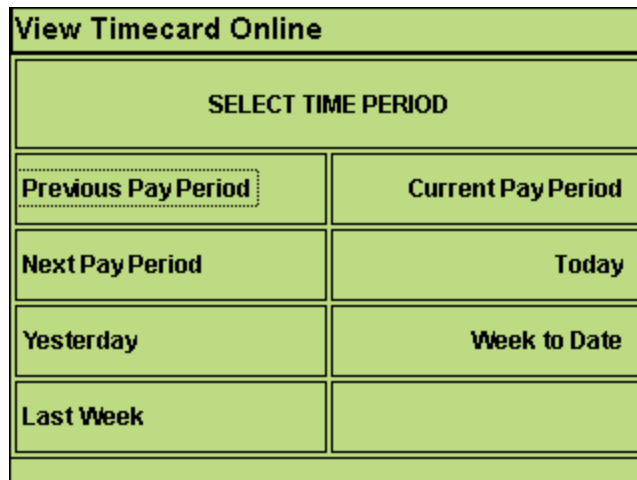
- Key in the Badge ID using the keypad, then press the **ENTER** button.



The screenshot shows a green-themed interface titled "View Timecard". Below the title is a label "Enter Badge ID" followed by a rectangular input field. The bottom of the screen is divided into three empty rectangular sections.

Step 3 Select Time Period

Press the blue soft key next to the desired time period. The SELECT TIME PERIOD menus is the same for both View Timecard and View Totals Smart Views.



The screenshot shows a green-themed interface titled "View Timecard Online". Below the title is a large green box labeled "SELECT TIME PERIOD". Below this box is a 2x5 grid of buttons for selecting time periods:

Previous Pay Period	Current Pay Period			
Next Pay Period		Today		
Yesterday		Week to Date		
Last Week				

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Step 3 View Information

The time clock will display the employee **Timecard** or **Totals** information for the selected time period:

Example A: **VIEW TIMECARD**, Current Pay Period

View Timecard Online	
Doe, John	
Current Pay Period	
Mon 1/14	9:00AM 12:00PM
Mon 1/14	12:30PM 5:29PM
Shift Total:	8:00
Daily Total:	8:00
Tue 1/15	8:30AM 11:58AM
E	Early In

Example B: **VIEW TIMECARD**, Current Pay Period

View Totals Online	
Doe, John	
Current Pay Period	
362/G01/K02/10801/114080002568/0/ASP2	
Regular	16:29
Total Hours	16:29
Total Regular Hours	16:29
Total:	16:29

Step 3 Exiting a Smart View

When finished reviewing the timecard or totals information, press the Escape key on the keypad to return the main time clock screen.

Note: The Escape Key image on the time clock may vary; it will appear as either a symbol, or the letters **ESC**.



OR



FINAL NOTE: Smart Views are "Online"

NOTE: The Smart View functions "View Timecard" and "View Totals" are considered "online" functions, meaning that they only work when the time clock is connected to the network. During normal operation, the time clock is always online. However, the time clock Smart Views will not work during a network outage, planned or otherwise.