

Accessing the Audit Tab

- 1 Access an employee's timecard and select the Time Period to review audits.
- 2 Click the Audits tab.

***TIMECARD** Name & ID: Manager1, Juni... 10301 2 of 5
Last Calculated: 4:33PM Time Period: Current Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
X	Fri 1/03			8:00AM		12:00PM	1:00PM		5:00PM	8:00	24:00
X	Sat 1/04										24:00
X	Sun 1/05										24:00
X	Mon 1/06			8:00AM		12:00PM	1:00PM		5:00PM	8:00	32:00
X	Tue 1/07			8:00AM		12:00PM	1:00PM		5:00PM	8:00	40:00
X	Wed 1/08	SICK LEAVE TAKEN	8:00							8:00	48:00
X	Thu 1/09										48:00
X	Fri 1/10										48:00
X	Sat 1/11										48:00
X	Sun 1/12										48:00

TOTALS & SCHEDULE LEAVE REPORTING PERIOD VIEW **AUDITS**

Type of Edit: All Data Sources: All

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date /	Edit Time	User	Data Source
1/02/2014	1:00PM	Add Punch							1/08/2014	10:45AM (...)	Import:kron...	External API
1/07/2014	12:00PM	Add Punch							1/08/2014	10:49AM (...)	Import:kron...	External API
1/06/2014	12:00PM	Add Punch							1/08/2014	10:50AM (...)	Import:kron...	External API
1/03/2014	8:00AM	Add Punch							1/08/2014	10:51AM (...)	Import:kron...	External API

- 3 Select a type of edit or select **All** to display all types of edits from the Type of Edit drop-down list.

TOTALS & SCHEDULE ACCRUALS **AUDITS**

Type of Edit: Select a type Data Sources: All

- Select a type
- All
- Punch (Add/Edit/Delete)
- Pay Code (Add/Edit/Delete)
- Hours Worked (Add/Edit/Delete)
- Duration (Add/Edit/Delete)
- Approvals/Sign-offs
- Justification(Add/Edit/Delete)

Types of Edits	Description
All	Displays all timecard edits made for the selected employee's timecard in the selected Time Period.
Punch (Add/Edit/Delete)	Displays only timecard edits made to the In or Out punch columns for the selected employee's timecard in the selected Time Period, including the attachment of comments.
Pay Code (Add/Edit/Delete)	Displays only timecard edits made to Pay Code and Amount columns for the selected employee's timecard in the selected Time Period, including the attachment of comments.
Hours Worked (Add/Edit/Delete)	Displays only timecard edits made using the Hours Worked pay code for the selected employee's timecard in the selected Time Period, including the attachment of comments. You are unlikely to see or use this type of edit.
Duration (Add/Edit/Delete)	This feature is not utilized at this time.
Approvals/Sign-offs	Displays all employee and manager approvals as well as sign-off date and time.
Justification (Add/Edit/Delete)	This feature is not utilized at this time.

Using the Timecard Audit Tab in eSTART

Audit Tab Column Descriptions

Date/Time

The effective date and time of the edit.

Account

The account to which the edit is attributed, if different from the primary account.

Work Rule

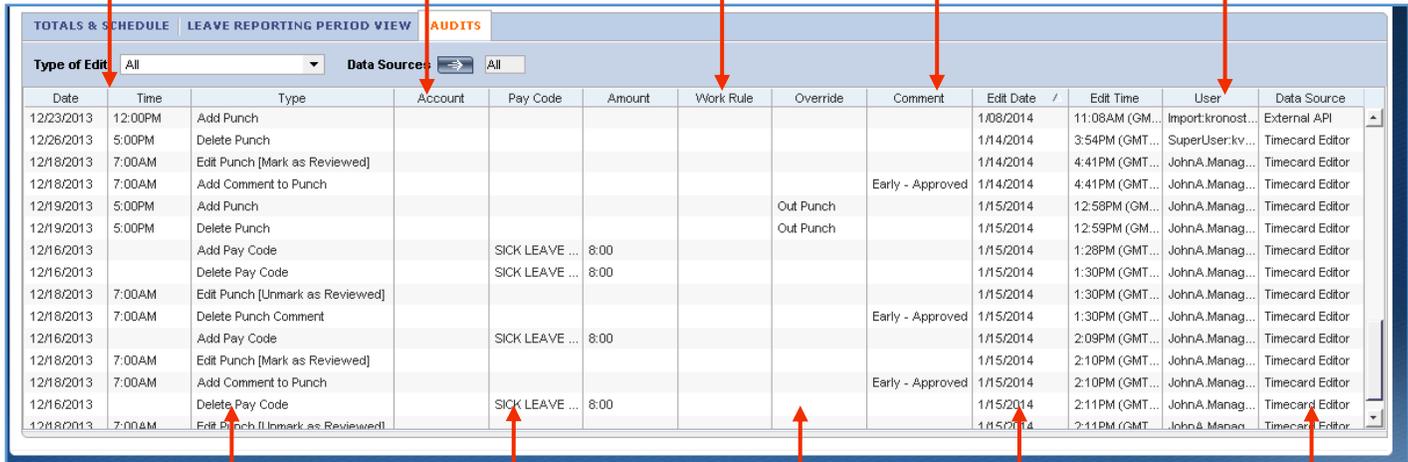
The work rule used with the edit, if different from the employee's primary work rule.

Comment

The comment attached to the edit.

User

The user name of the person who made the edit.



Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
12/23/2013	12:00PM	Add Punch							1/08/2014	11:08AM (GM...	Import:kronost...	External API
12/26/2013	5:00PM	Delete Punch							1/14/2014	3:54PM (GMT...	SuperUser:kv...	Timecard Editor
12/18/2013	7:00AM	Edit Punch [Mark as Reviewed]							1/14/2014	4:41PM (GMT...	JohnA.Manag...	Timecard Editor
12/18/2013	7:00AM	Add Comment to Punch						Early - Approved	1/14/2014	4:41PM (GMT...	JohnA.Manag...	Timecard Editor
12/19/2013	5:00PM	Add Punch					Out Punch		1/15/2014	12:58PM (GM...	JohnA.Manag...	Timecard Editor
12/19/2013	5:00PM	Delete Punch					Out Punch		1/15/2014	12:59PM (GM...	JohnA.Manag...	Timecard Editor
12/16/2013		Add Pay Code		SICK LEAVE ...	8:00				1/15/2014	1:28PM (GMT...	JohnA.Manag...	Timecard Editor
12/16/2013		Delete Pay Code		SICK LEAVE ...	8:00				1/15/2014	1:30PM (GMT...	JohnA.Manag...	Timecard Editor
12/18/2013	7:00AM	Edit Punch [Unmark as Reviewed]							1/15/2014	1:30PM (GMT...	JohnA.Manag...	Timecard Editor
12/18/2013	7:00AM	Delete Punch Comment						Early - Approved	1/15/2014	1:30PM (GMT...	JohnA.Manag...	Timecard Editor
12/16/2013		Add Pay Code		SICK LEAVE ...	8:00				1/15/2014	2:09PM (GMT...	JohnA.Manag...	Timecard Editor
12/18/2013	7:00AM	Edit Punch [Mark as Reviewed]							1/15/2014	2:10PM (GMT...	JohnA.Manag...	Timecard Editor
12/18/2013	7:00AM	Add Comment to Punch						Early - Approved	1/15/2014	2:10PM (GMT...	JohnA.Manag...	Timecard Editor
12/16/2013		Delete Pay Code		SICK LEAVE ...	8:00				1/15/2014	2:11PM (GMT...	JohnA.Manag...	Timecard Editor
12/18/2013	7:00AM	Edit Punch [Unmark as Reviewed]							1/15/2014	2:11PM (GMT...	JohnA.Manag...	Timecard Editor

Type

The kind of edit that was performed. Additional information regarding the type of edit may be displayed in brackets.

Pay Code/Amount

The pay code and amount of hours to which the edit is assigned, if applicable.

Override

The type of entry that this edit is replacing or canceling, if applicable.

Edit Date/Time

The date and time the edit was made.

Data Source

The component of the application from which the edit was made. You will most frequently see Timecard Editor as the Data Source for your edits.

Common Edit Type Descriptions

Types of Edits	Description
Add/Delete Punch	Displays actions of adding or deleting a punch.
Edit Punch (description)	Displays punch edits, including punch overrides, and marking and unmarking punches as reviewed.
Add/Delete Comment (Punch or pay code)	Displays edits to punches and pay codes, to attach or remove comments.
Add/Delete Pay Code	Displays actions of adding or deleting pay codes.
Approval	Displays approvals by employees and managers.
Suspend Pay From Schedule for Specific Date (uncommon)	Displays a system-generated edit that occasionally occurs when an edit is made to a pay code that is auto-populated in the timecard. It indicates a behind the scenes interaction between the schedule and the timecard during a timecard save.