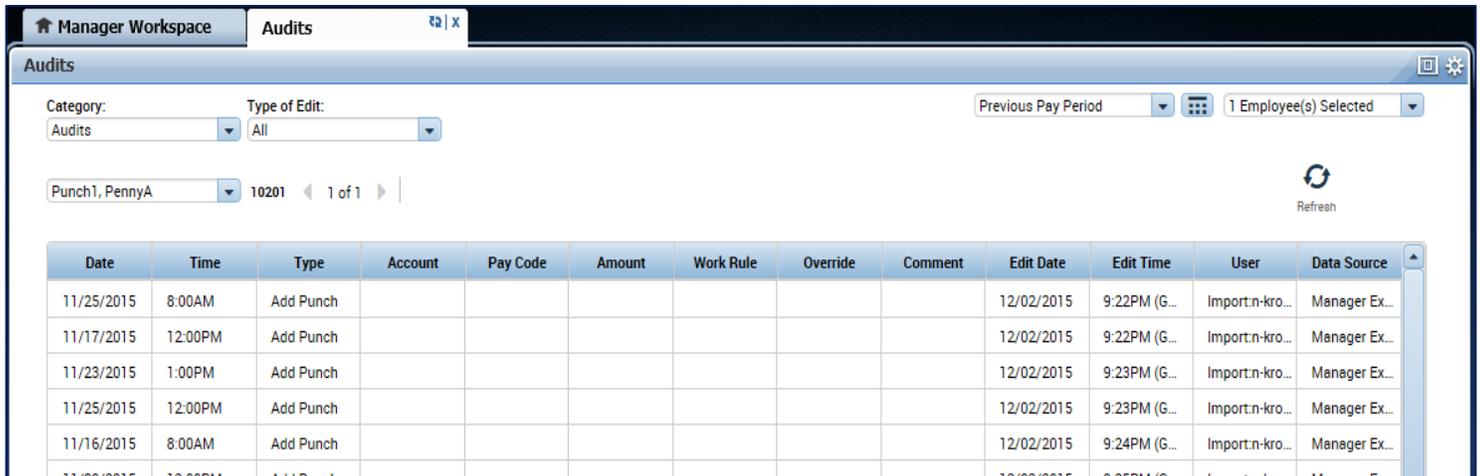


Accessing the Audits Tab

- There are two methods of accessing the Audits log from an employee's timecard. Select **Go To>Audits** or click the gray tab at the bottom of the timecard, then select the **Audits tab**. The Audits log may also be accessed from **Related Items>Audits**.



Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
11/25/2015	8:00AM	Add Punch							12/02/2015	9:22PM (G...	Import:n-kro...	Manager Ex...
11/17/2015	12:00PM	Add Punch							12/02/2015	9:22PM (G...	Import:n-kro...	Manager Ex...
11/23/2015	1:00PM	Add Punch							12/02/2015	9:23PM (G...	Import:n-kro...	Manager Ex...
11/25/2015	12:00PM	Add Punch							12/02/2015	9:23PM (G...	Import:n-kro...	Manager Ex...
11/16/2015	8:00AM	Add Punch							12/02/2015	9:24PM (G...	Import:n-kro...	Manager Ex...

- Select a **Category** and/or **Type of Edit** to filter the results.

Category:	Type of Edit:
Audits	All

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.
All Retroactive	This feature is not utilized at this time.
Retroactive Punch	This feature is not utilized at this time.
Retroactive Pay Code	This feature is not utilized at this time.
Account Approval Detail	This feature is not utilized at this time.
Historical Correction	Displays any historical correction information.

Audits 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.

Audits

Category: Audits | Type of Edit: All | Previous Pay Period: | 1 Employee(s) Selected

Punch1, PennyA | 10201 | 1 of 1

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
11/25/2015	8:00AM	Add Punch							12/02/2015	9:22PM (G...	Import.n-kro...	Manager Ex...
11/17/2015	12:00PM	Add Punch							12/02/2015	9:22PM (G...	Import.n-kro...	Manager Ex...
11/23/2015	1:00PM	Add Punch							12/02/2015	9:23PM (G...	Import.n-kro...	Manager Ex...
11/25/2015	12:00PM	Add Punch							12/02/2015	9:23PM (G...	Import.n-kro...	Manager Ex...
11/16/2015	8:00AM	Add Punch							12/02/2015	9:24PM (G...	Import.n-kro...	Manager Ex...
11/30/2015	12:00PM	Add Punch							12/02/2015	9:25PM (G...	Import.n-kro...	Manager Ex...
11/18/2015	5:00PM	Add Punch							12/02/2015	9:25PM (G...	Import.n-kro...	Manager Ex...
11/19/2015	12:00PM	Add Punch							12/02/2015	9:26PM (G...	Import.n-kro...	Manager Ex...
11/20/2015	1:00PM	Add Punch							12/02/2015	9:26PM (G...	Import.n-kro...	Manager Ex...
11/18/2015	12:00PM	Add Punch							12/02/2015	9:27PM (G...	Import.n-kro...	Manager Ex...
11/20/2015	5:00PM	Add Punch							12/02/2015	9:27PM (G...	Import.n-kro...	Manager Ex...
11/30/2015	8:00AM	Add Punch							12/02/2015	9:28PM (G...	Import.n-kro...	Manager Ex...
11/23/2015	5:00PM	Add Punch							12/02/2015	9:28PM (G...	Import.n-kro...	Manager Ex...

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 cancelling, 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.