The non-exempt employee timecard is divided into three main sections: 1. **Header**, 2. **Timecard Grid**, and 3. **Totals Drawer**. Each section is described in detail below.

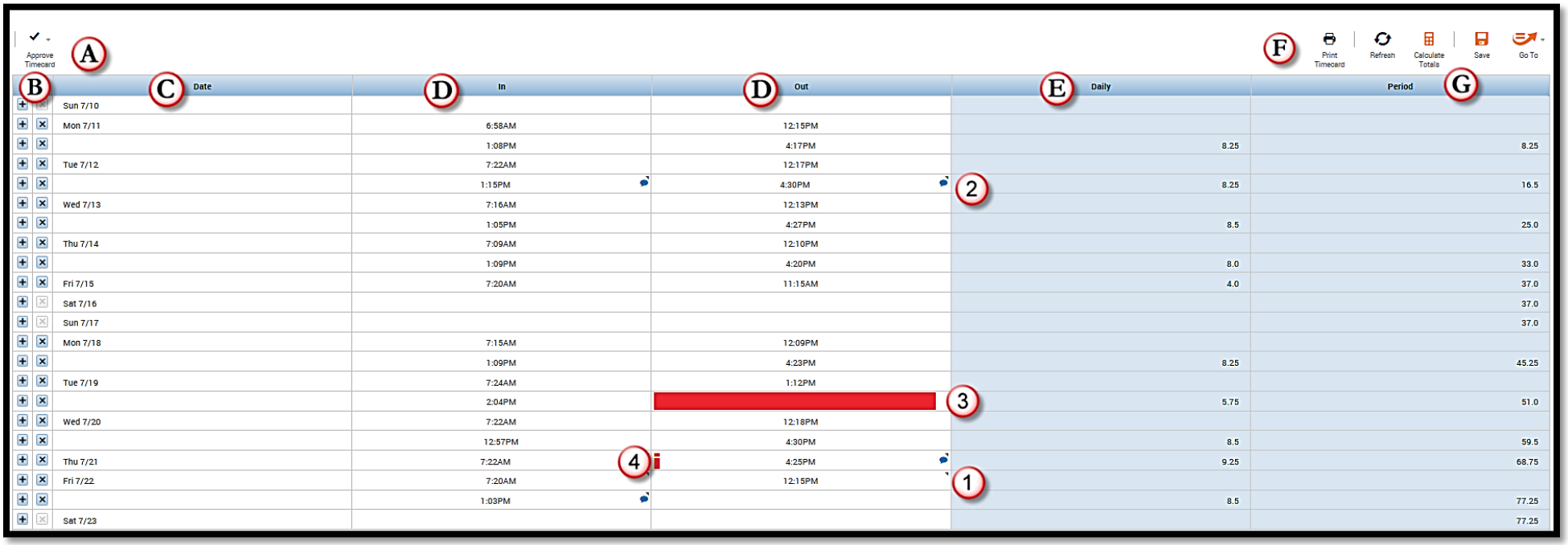
Header

The timecard header is located at the top of the screen just below the dashboard.

Element	Descriptions
A = Employee Name	Identifies the name of the employee timecard currently displaying in the workspace.
B = Arrow Button	Allows you to easily scroll between selected employee timecards.
C = Time Period	Determines what timeframe is being viewed.
D= Print Timecard	Allows you to print the timecard currently being viewed.
E = Refresh	Updates the timecard with the most current database information.
F = Show	Determines which group of employees display in the workspace. All Home includes all employees within your organizational access.
G = Go To Navigation	Allows you to navigate to other widgets or workspaces while retaining the employee group and time period selected.

Timecard Grid

The timecard grid is located in the middle of the screen and is where the majority of time edits take place.



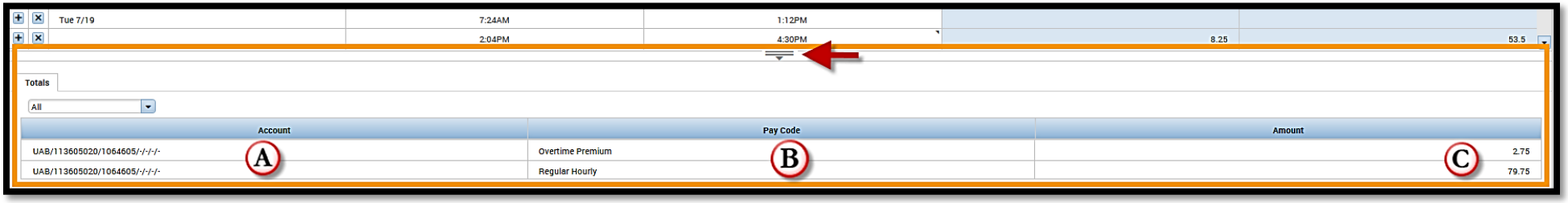
Element	Descriptions
A = Approve Timecard	Allows you to approve the employee's timecard once all edits and reviewing is complete. The timecard display changes to yellow once approved and no further edits can be made. Org Timekeeper/Editors may remove the approval if additional edits need to be made.
B = Insert and Delete Row Buttons	Allows you to insert or delete a row for each date displayed in the timeframe selected. ***Avoid deleting rows with recorded punches.***
C = Date	Display shows the day/dates for the timeframe selected.
D= Punch Columns	Displays the actual time of the employee's punches with visual indicators to identify exceptions, adjustments and added comments/notes. 1. Triangle in the upper right hand corner – An edit has been made to the punch or adjustment. 2. Blue Callout – A Comment/Notes has been added to the punch. 3. Red Box – A missed punch. 4. Exception Indicator – An auto deduction or exception has been cancelled.
E = Daily	Total hours for the selected day.

F = Menu Bar	Contains action items for performing timekeeping task which include: • Print the employee timecard for the selected time period. • Refresh the timecard to display the current data base information. • Calculate Totals after editing punches to update Daily and Period column totals. • Save all changes made to the timecard.
G = Period	Total hours for the selected time period up to and including the selected day.

Additional Information: *Timecard edits can be performed in the grid by right-clicking, or entering text directly into the punch cell.*

Totals Drawer

The totals drawer displays the employee's total hours by pay code for the time/pay period selected.



Element	Descriptions
A = Account	Identifies the employee's primary assignment organization and assignment number.
B = Pay Code **C = Amount**	UAB tracks two pay codes in the Campus Kronos System: • **Regular Hourly** = Displays the total number of hours the employee worked in a week/pay period. • **Overtime Premium** = Displays when the total number of hours worked in a pay week (Saturday – Sunday) are greater than 40. This amount defines the number of hours for the week/pay period the employee is entitled Overtime Premium pay. ***Additional Information: Regular Hourly and Overtime Premium Amounts must match the time entered on the employee's Kronos TEL document for the pay period.***