

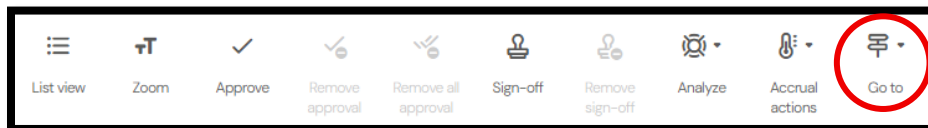
PRINT EMPLOYEE TIMECARD

My Team (left-hand side) > Team Time (drop-down) > Team Timecards

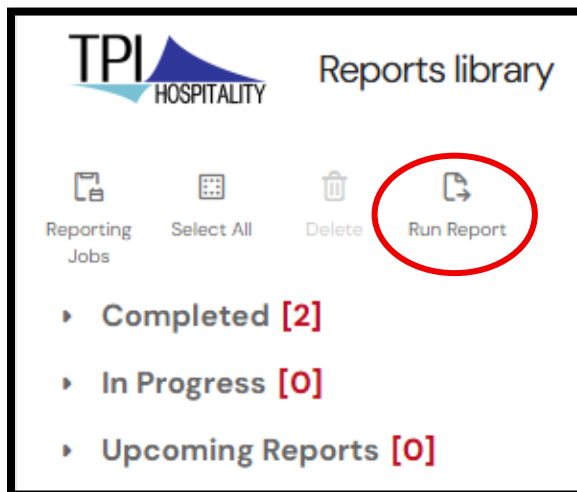
- At the top of the page, select the **Employee** and **Timeframe** you wish to use



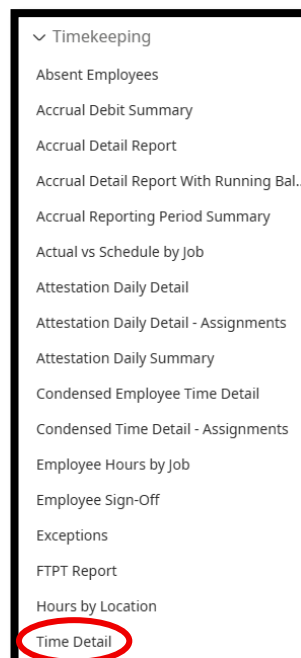
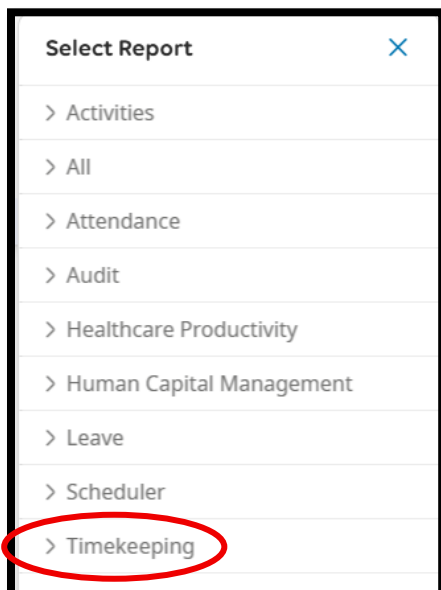
- Click on the **Go To** drop-down at the top and click on **Reports**



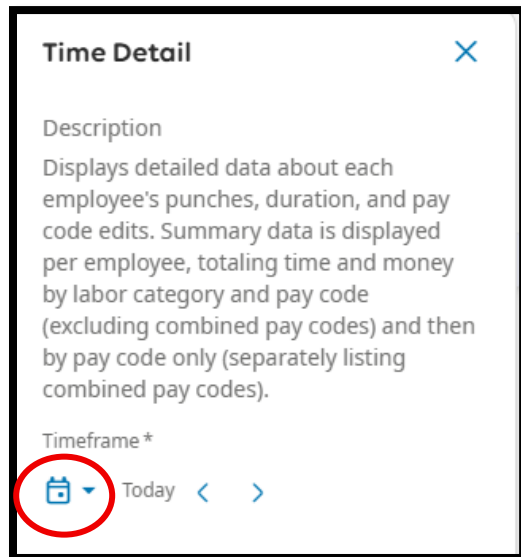
- From **Reports Library** select **Run Report**



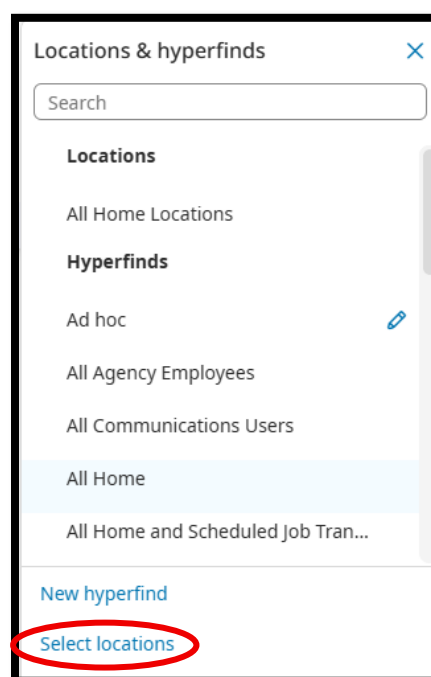
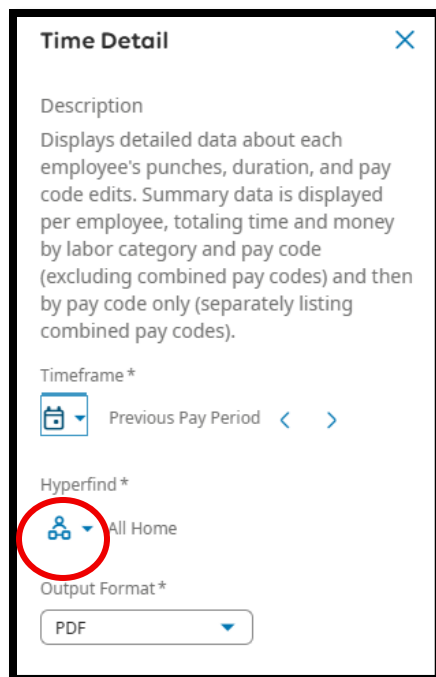
- The **Select Report** side bar appears. Click on the arrow next to **Timekeeping** and click **Time Detail** at the bottom



- Click **Select** and the **Time Detail** side bar will appear.
- Select the **Timeframe** drop-down to choose the correct timeframe (ex. previous pay period)



- Select the **Hyperfind** drop-down and the **Locations and Hyperfinds** side bar will appear.



- Select the hyperfind you want to use or select the **Select Locations** link at the bottom:
 - If you choose **Select Locations**, the Select Locations window will appear
 - From the **Select Locations** window, select the checkbox next to the location you want to use to run the report (ex. Torgerson Properties Inc) and select **Apply**

Select locations

Locations selected | Favorites | As of 11/11/2025

Torgerson Properties Inc

Unselect all | Search

Locations

- ☒ Torgerson Properties Inc

Save as | Cancel | Apply

- From the **Time Detail** side bar select the **Output Format** dropdown (ex. PDF). Select **Run Report** (a message will appear indicating the report is completed) then select **Ok**

Time Detail

Description

Displays detailed data about each employee's punches, duration, and pay code edits. Summary data is displayed per employee, totaling time and money by labor category and pay code (excluding combined pay codes) and then by pay code only (separately listing combined pay codes).

Timeframe *

Previous Pay Period < >

Hyperfind *

All Home

Output Format *

PDF

Cancel | Run Report

Report is completed

Time Detail Report is completed

Ok