

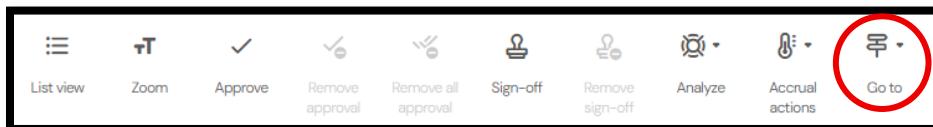
PRINT EMPLOYEE TIMECARD

My Team > Team Time > Team Timecards

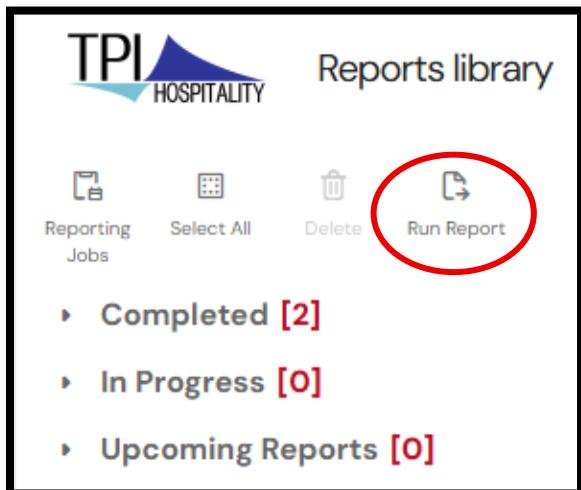
- At the top of the page, select the **Employee** and **Timeframe** you wish to use



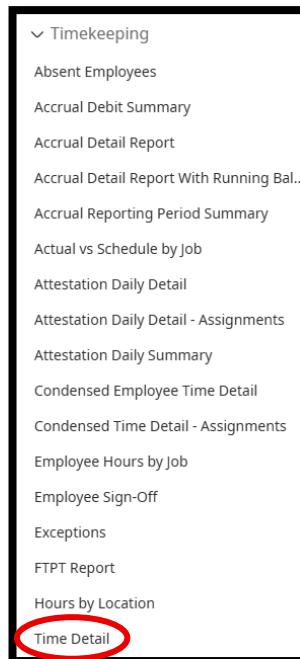
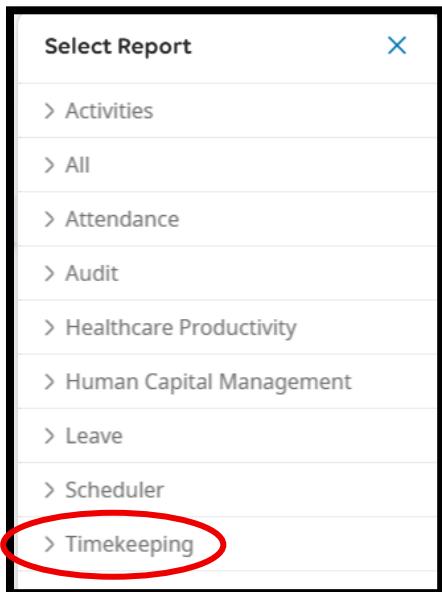
- Click on the **Go To** drop-down at the top and click on **Reports**



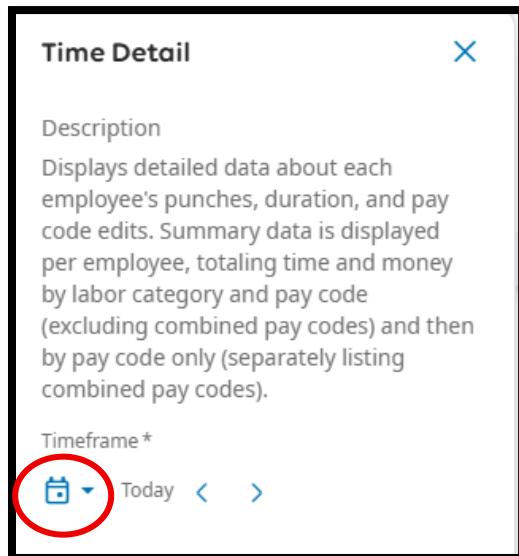
- From **Reports Library** select **Run Report**



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

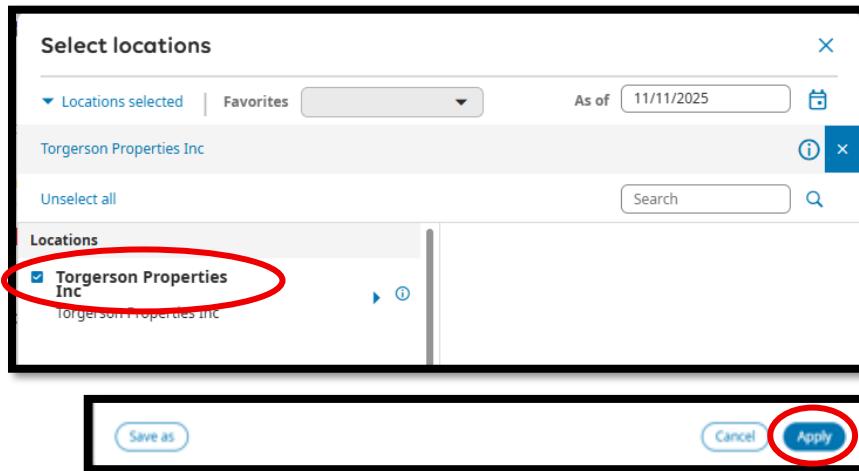


- Click **Select** and the **Time Detail** side bar will appear.
- Select the **Timeframe** drop-down to choose the correct timeframe (ex. previous pay period)



- 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**



- 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**

