



Time Reporting Helpful Tips



Reading Audit Time Detail Report

1. SuperUser under the 'User' column is the System
2. Under 'Client' column you will see where the employee is clocking in and out from
3. 'Client' column displays machine IP: then phone number
4. Data Source will show how the employee clocked in:
 - a. TeleTime IP = phone
 - b. Mobile Device = mobile app
 - c. Time Stamp = PC Browser
5. If the timekeeper makes an edit you will see their username under the 'User' column

Timecard Audit Trail

Executed on: 4/29/2022 9:26 GMT-04:00
Printed for: zbarr

Time Period: Current Pay Period
Query: Previously Selected Employee(s)
Audit Type: (17): [Add Duration][Edit Duration][Delete Duration][Duration (Add/Edit/Delete)][Add Punch][Edit Punch][Delete Punch][Punch (Add/Edit/Delete)][Add Pay Code][Edit Pay Code]...
Datasource: (1): [All]
Edits by Manager: (1): [All]
Database Time Zone: (GMT -05:00) Eastern Time (Applies to data in Edit Date/Time column)

Date/Time	Type	Pay Code	Amount	Override	Edit Date/Time
Account	Comments	Work Rule	User	Cancel Deduction	Client
Name: Irizarry, Anne ID: G40388548					
4/27/2022 7:28 AM	Add Punch		SuperUser	c-gewash-p-a03:https://128.164.11.166/Production	4/27/2022 7:29 AM 5715538508
4/27/2022 4:00 PM	Add Punch		SuperUser	c-gewash-p-a03:https://128.164.11.166/Production	4/27/2022 4:00 PM 5715538508
4/28/2022 7:28 AM	Add Punch		SuperUser	c-gewash-p-a02:https://128.164.11.166/Production	4/28/2022 7:29 AM 5715538508
4/28/2022 4:01 PM	Punch		airizarry	gwu.kronos.net	73.172.195.157 Mobile Device
4/29/2022 7:31 AM	Punch		airizarry	gwu.kronos.net	73.172.195.157 Mobile Device
4/29/2022 8:07 AM	Add Punch		airizarry	gwu.kronos.net	128.164.106.80 Time Stamp - Applet
4/29/2022 8:07 AM	Delete Punch		zbarr	gwu.kronos.net	128.164.106.80 Timecard Editor

NETID of user. Shows SuperUser if it is registered by System

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