

Workspace Content

Genies	Time Periods	HyperFinds
<ul style="list-style-type: none"> • Hours Summary - (default) • QuickFind - Search for employees • Manager Approval - displays manager approval • Reconcile Timecard for Payroll - Used if you have work schedules • Accrual Reporting Period - Shows time off balances • SignOff Issues - Quick view of exceptions and unapproved timecards • Reconcile Timecard - Genie for departments that use work schedules • Employee Hours by Week - Shows overtime column • Pay Period Close - Like Hours Summary has field showing if timecard is signed-off • IS Summary - Shows employee username, email address info 	<ul style="list-style-type: none"> • Pervious Pay Period (default) • Current Pay Period • Next Pay Period • Current Schedule Period (displays week format - employees are clocking in and out for) • Previous Scheduled Period (displays week format -last scheduled week employees were clocking in and out for) • Next Scheduled Period (displays week format - next scheduled) • Week to Date • Last Week • Yesterday • Today • Yesterday plus 6 days • Last 30 days 	<ul style="list-style-type: none"> • All Home - Bi-Weekly: Shows only bi-weekly paid employees (default) • All Home - Monthly: Shows only monthly paid employees (choose from drop down) • All Home and Transferred in Employees: Shows bi-weekly and monthly employees (choose from drop down) • All Home - Termined: Shows anyone terminated in the TRS (choose from drop down)

Click refresh on tab to refresh workspace settings

Hours Summary ▾

Loaded 15:07 Previous Pay Period ▾ All Home - Bi-Weekly ▾ Edit

Select All Rows | Column Selection | Filter | People | Timekeeping | Approval | Schedule | Refresh | Share | Go To