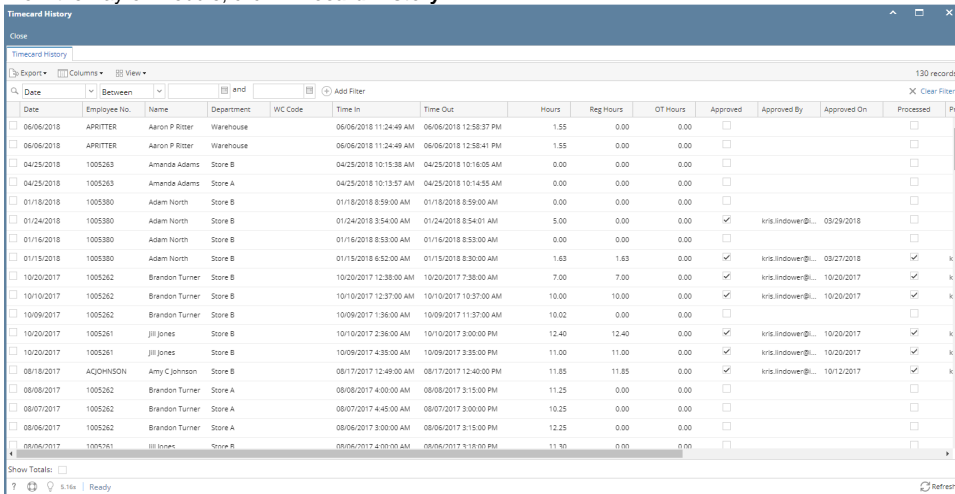


How to Export Timecard History Report

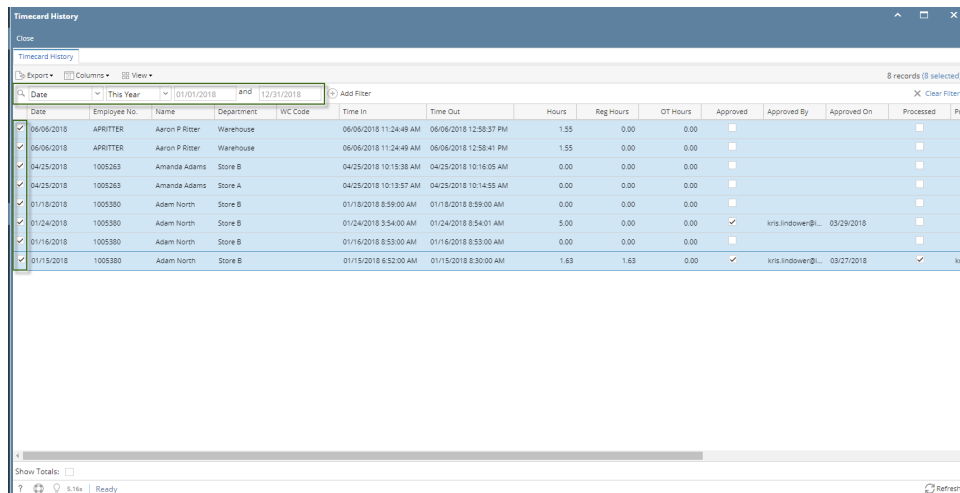
1. From the Payroll module, click **Timecard History**



Date	Employee No.	Name	Department	WC Code	Time In	Time Out	Hours	Reg Hours	OT Hours	Approved	Approved By	Approved On	Processed
06/06/2018	APRITTER	Aaron P Ritter	Warehouse		06/06/2018 11:24:49 AM	06/06/2018 12:58:37 PM	1.55	0.00	0.00	<input type="checkbox"/>			
06/06/2018	APRITTER	Aaron P Ritter	Warehouse		06/06/2018 11:24:49 AM	06/06/2018 12:58:41 PM	1.55	0.00	0.00	<input type="checkbox"/>			
04/25/2018	1005263	Amanda Adams	Store B		04/25/2018 10:15:38 AM	04/25/2018 10:16:05 AM	0.00	0.00	0.00	<input type="checkbox"/>			
04/25/2018	1005263	Amanda Adams	Store A		04/25/2018 10:13:57 AM	04/25/2018 10:14:55 AM	0.00	0.00	0.00	<input type="checkbox"/>			
01/18/2018	1005380	Adam North	Store B		01/18/2018 8:59:00 AM	01/18/2018 8:59:00 AM	0.00	0.00	0.00	<input type="checkbox"/>			
01/24/2018	1005380	Adam North	Store B		01/24/2018 8:54:01 AM	01/24/2018 8:54:01 AM	5.00	0.00	0.00	<input checked="" type="checkbox"/>	krs.lindow@l...	03/29/2018	
01/16/2018	1005380	Adam North	Store B		01/16/2018 8:53:00 AM	01/16/2018 8:53:00 AM	0.00	0.00	0.00	<input type="checkbox"/>			
01/15/2018	1005380	Adam North	Store B		01/15/2018 6:52:00 AM	01/15/2018 8:30:00 AM	1.63	1.63	0.00	<input checked="" type="checkbox"/>	krs.lindow@l...	03/27/2018	<input checked="" type="checkbox"/>
10/20/2017	1005262	Brandon Turner	Store B		10/20/2017 12:38:00 AM	10/20/2017 7:38:00 AM	7.00	7.00	0.00	<input checked="" type="checkbox"/>	krs.lindow@l...	10/20/2017	<input checked="" type="checkbox"/>
10/10/2017	1005262	Brandon Turner	Store B		10/10/2017 12:37:00 AM	10/10/2017 10:37:00 AM	10.00	10.00	0.00	<input checked="" type="checkbox"/>	krs.lindow@l...	10/20/2017	<input checked="" type="checkbox"/>
10/09/2017	1005262	Brandon Turner	Store B		10/09/2017 1:36:00 AM	10/09/2017 11:37:00 AM	10.02	0.00	0.00	<input type="checkbox"/>			
10/20/2017	1005261	Jill Jones	Store B		10/10/2017 2:36:00 AM	10/10/2017 3:00:00 PM	12.40	12.40	0.00	<input checked="" type="checkbox"/>	krs.lindow@l...	10/20/2017	<input checked="" type="checkbox"/>
10/20/2017	1005261	Jill Jones	Store B		10/09/2017 4:35:00 AM	10/09/2017 3:35:00 PM	11.00	11.00	0.00	<input checked="" type="checkbox"/>	krs.lindow@l...	10/20/2017	<input checked="" type="checkbox"/>
08/18/2017	AJOHNSON	Amy C Johnson	Store B		08/17/2017 12:49:00 AM	08/17/2017 12:40:00 PM	11.85	11.85	0.00	<input checked="" type="checkbox"/>	krs.lindow@l...	10/12/2017	<input checked="" type="checkbox"/>
08/08/2017	1005262	Brandon Turner	Store A		08/08/2017 4:00:00 AM	08/08/2017 3:15:00 PM	11.25	0.00	0.00	<input type="checkbox"/>			
08/07/2017	1005262	Brandon Turner	Store A		08/07/2017 4:45:00 AM	08/07/2017 3:00:00 PM	10.25	0.00	0.00	<input type="checkbox"/>			
08/06/2017	1005262	Brandon Turner	Store A		08/06/2017 3:00:00 AM	08/06/2017 3:15:00 PM	12.25	0.00	0.00	<input type="checkbox"/>			
08/06/2017	1005261	Jill Jones	Store B		08/06/2017 4:01:01 AM	08/06/2017 3:19:01 PM	11.45	0.00	0.00	<input type="checkbox"/>			

2. Select data to export:

- a. If all data will be included in the report, uncheck any checked data
- b. If specific data will be included in the report, filter based on criteria and check rows to be included



Date	Employee No.	Name	Department	WC Code	Time In	Time Out	Hours	Reg Hours	OT Hours	Approved	Approved By	Approved On	Processed
06/06/2018	APRITTER	Aaron P Ritter	Warehouse		06/06/2018 11:24:49 AM	06/06/2018 12:58:37 PM	1.55	0.00	0.00	<input type="checkbox"/>			
06/06/2018	APRITTER	Aaron P Ritter	Warehouse		06/06/2018 11:24:49 AM	06/06/2018 12:58:41 PM	1.55	0.00	0.00	<input type="checkbox"/>			
04/25/2018	1005263	Amanda Adams	Store B		04/25/2018 10:15:38 AM	04/25/2018 10:16:05 AM	0.00	0.00	0.00	<input type="checkbox"/>			
04/25/2018	1005263	Amanda Adams	Store A		04/25/2018 10:13:57 AM	04/25/2018 10:14:55 AM	0.00	0.00	0.00	<input type="checkbox"/>			
01/18/2018	1005380	Adam North	Store B		01/18/2018 8:59:00 AM	01/18/2018 8:59:00 AM	0.00	0.00	0.00	<input type="checkbox"/>			
01/24/2018	1005380	Adam North	Store B		01/24/2018 8:54:01 AM	01/24/2018 8:54:01 AM	5.00	0.00	0.00	<input checked="" type="checkbox"/>	krs.lindow@l...	03/29/2018	
01/16/2018	1005380	Adam North	Store B		01/16/2018 8:53:00 AM	01/16/2018 8:53:00 AM	0.00	0.00	0.00	<input type="checkbox"/>			
01/15/2018	1005380	Adam North	Store B		01/15/2018 6:52:00 AM	01/15/2018 8:30:00 AM	1.63	1.63	0.00	<input checked="" type="checkbox"/>	krs.lindow@l...	03/27/2018	<input checked="" type="checkbox"/>

3. Click **Export** button

4. Select report file type

