How to Export Timecard History Report

1. From the Payroll module, click Timecard History

Timecard History														
Bernord	Numns - 00 View												120	
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Date	Employee No.	Name	Department	WC Code	Time In	Time Out	Mourr	Pag Mourr	OT Hours	Approved	Approved By	Approved Op	Processed	
06/05/2018		Aaron D Ditter	Warehouse		05/05/2018 11/24/49 AM	05/05/2018 12:58:37 PM	1.55	0.00	0.00	Approtect	Approtectory	Approved on		
06/05/2018		Aaron P Ritter	Warehouse		05/05/2018 11:24:49 AM	05/05/2018 12:58:41 PM	1.55	0.00	0.00					
04/25/2010	1005353	Annual Adams	Crave D		04/05/0018 10:15:05 144	04/05/2010 12:30:41 PM	0.00	0.00	0.00					
04/25/2010	1005205	America Adams	Store o		04/28/2018 10:13:55 AM	04/25/2018 10:16:55 AM	0.00	0.00	0.00					
04/25/2010	1003203	Antanua Auants	Store A		04/23/2010 10:13:37 AM	04/25/2010 10:14:35 AM	0.00	0.00	0.00					
01/16/2016	1005360	Adam North	Store b		01/16/2016 6:59:00 AM	01/16/2018 8:59:00 AM	0.00	0.00	0.00					
01/24/2018	1005380	Adam North	Store B		01/24/2018 3:54:00 AM	01/24/2018 8:54:01 AM	5.00	0.00	0.00	~	krisJindower@i	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					
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	~	kris.lindower@i	03/27/2018	~	
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	~	kris.lindower@i	10/20/2017	~	
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	~	kris.lindower@i	10/20/2017	~	
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					
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	1	kris.lindower@i	10/20/2017	~	
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	\checkmark	kris.lindower@i	10/20/2017	\checkmark	
08/18/2017	ACJOHNSON	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	~	kris.lindower@i	10/12/2017	~	
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					
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					
08/05/2017	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					
08/05/2017	1005261	III lones	Store B		08/06/2017 4:00:00 AM	08/05/2017 3-18-00 PM	11 30	0.00	0.00					
Show Totals:														
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2. Select data to export:

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

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Timecard History														
Sexport * Col	lumns • 🔠 View	•											8 records (8 s	selected)
그 Date	Y This Year		18 and 1	2/31/2018	+ Add Filter								× Cie	ear Filter
Date	Employee No.	Name	Department	WC Code	Time In	Time Out	Hours	Reg Hours	OT Hours	Approved	Approved By	Approved On	Processed	d Pr
66/06/2018	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					
06/06/2018	APRITTER	Aaron P Ritter	Warehouse		06/05/2018 11:24:49 AM	06/06/2018 12:58:41 PM	1.55	0.00	0.00					
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					
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					
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					
01/24/2018	1005380	Adam North	Store B		01/24/2018 3:54:00 AM	01/24/2018 8:54:01 AM	5.00	0.00	0.00	~	kris.lindower@i	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					
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	~	kris.lindower@i	03/27/2018	~	kr
10w Totals:	Ready												6	Refre:

3. Click Export button 4. Select report file type

Export -	Colur
Excel	
PDF	
Text	
CSV	