

Good morning, Nonexempt Staff!

Me My Team Procurement Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Public Info
- Change Photo
- Employment Info
- Document Delivery Preferences

APPS

Directory	Onboarding	Checklist Tasks	Pay	Time and Absences
Career and Performance	Personal Information	Learning	Benefits	Current Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert

Pay - Review Employee Time Card

BlueSky Help

Show More

Onboarding, Nonexempt Staff!

1/4 Click 'Me'

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2/4 Click 'Time and Absences'

Show More

BlueSky Help

Time and Absences



3/4 x
Click 'Existing Time Cards'

empt Staff

Current Time Card
Open your current time card.

Existing Time Cards
Access all of your time cards.

Add Absence
Request an absence and submit for approval

Absence Balance
Review current plan balances and absences taken or requested

Existing Absences
View, change or withdraw existing absence requests

Calendar
View your shifts, absences, and public holidays.

Team Schedule
View your team's shifts and absences.

Existing Time Cards
Nonexempt Staff

4/4
You can click on the name of the Time Card in **Blue Text** to view it.
To view specific time cards you can edit your search with the dropdown menu.
Click 'Next' to conclude.

Time Cards + Add

Last 5 time cards

☆ 10/5/2020 - 10/18/2020 Total Hours:114 Absence Hours:2	Saved ⚠ Time card has exceptions	...
☆ 11/2/2020 - 11/15/2020 Total Hours:7	Submitted	...
☆ 9/22/2020 - 10/4/2020 Total Hours:42	Approved	...

Time Cards

+ Add

Last 5 time cards

☆ 10/5/2020 - 10/18/2020
Total Hours:114
Absence Hours:2

Saved
⚠ Time card has exceptions

☆ 11/2/2020 - 11/15/2020
Total Hours:7

☆ 9/22/2020 - 10/4/2020
Total Hours:42

Congratulation, you have succefully viewed an existing Time Card.

To view this walkthrough again click '**Bluesky Help**' and search
'View Existing Time Card'.

Bluesky Help