

Click on “Existing Time Cards”

The dashboard contains six tiles:

- Current Time Card**: Open your current time card
- Existing Time Cards** (highlighted): 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
- Donations**: Donate a portion of your plan balance to a coworker

Click “Add”

Time Cards + Add

Last 5 time cards

Change the date

*Date: 16-Oct-2023

Time Card Period: 16-Oct-2023 - 29-Oct-2023

*Date: 16-Oct-2023

October 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today

Add time entries as you normally would

Entries + Add

Actions View By: Reported details by entry date | Sort By: Reported date - old to new

There's nothing here so far.



Middlebury