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ABC Company - Mr. Administrator

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Recent Activity Summary for Mr. Administrator

Current Exceptions		Recent Messages	
Severity	Exception	From	Subject
High	0	No Recent Messages	
Medium	1		
Low	1		



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**Employee Preferences**

Emp	Date
Johr	25-Jan-08
Theodora	25-Jan-08

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## Home

### Recent Activity Summary for Mr. Administrator

Current Exceptions		Recent Requests			Recent Messages		
Severity	Exceptions	Date	Status	Type	From	Subject	Date
High	0	25-Jan-08	PENDING AUTHORI...	Missed Punch	No Recent Messages		
Medium	1						
Low	1						


  

### Pending Requests

Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08


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### Recent Activity Summary for Mr. Administrator


Current Exceptions		Recent Requests			Recent Messages		
Severity	Exceptions	Date	Status	Type	From	Subject	Date
High	0	25-Jan-08	PENDING AUTHORI...	Missed Punch	No Recent Messages		
Medium	1						
Low	1						

### Pending Requests

Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08


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Recent Activity Summary Administrator

Current Exceptions		Recent Requests			Recent Messages		
Severity	Exceptions	Date	Status	Type	From	Subject	Date
High	0	25-Jan-08	PENDING AUTHORI...	Missed Punch	No Recent Messages		
Medium	1						
Low	1						

Pending Requests		
Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08

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Recent Activity Summary Administrator

Current Exceptions		Recent Activity Summary			Recent Messages		
Severity	Exceptions	Date	Status	Type	From	Subject	Date
High	0	25-Jan-08	PENDING AUTHORI...	Missed Punch	No Recent Messages		
Medium	1						
Low	1						

Recent Requests

Pending Requests		
Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08

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Recent Activity Summary Administrator

Current Exceptions		Recent Activity Summary			Recent Messages		
Severity	Exceptions	Date	Status	Type	From	Subject	Date
High	0	25-Jan-08	PENDING AUTHORI...	Missed Punch	No Recent Messages		
Medium	1						
Low	1						

Recent Requests

Pending Requests		
Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08

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Recent Activity Summary for Administrator

Current Exceptions		Recent Activity Summary			Recent Messages		
Severity	Exceptions	Date	Status	Type	From	Subject	Date
High	0	25-Jan-08	PENDING AUTHORI...	Missed Punch	No Recent Messages		
Medium	1						
Low	1						

Pending Requests		
Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08

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Home

In the menu along the top of the page, go to **My Account -> Preferences.**

My S... administrator

Current Exceptions		Recent Requests			Recent Messages		
Severity	Exceptions	Date	Status	Type	From	Subject	Date
High	0	25-Jan-08	PENDING AUTHORI...	Missed Punch	No Recent Messages		
Medium	1						
Low	1						

Pending Requests		
Employee	Type	Date
John Doe	Missed Punch	25-Jan-08
Theodora Simmons	Missed Punch	25-Jan-08

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### Recent Activity Summary for Mr. Administrator

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High	0	25-Jan-08	PENDING AUTHORI...	Missed Punch	No Recent Messages		
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Low	1						


  

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Employee	Type	Date
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Theodora Simmons	Missed Punch	25-Jan-08

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Home > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

Employee preferences are settings specific to each individual employee that do not affect other employees in TimeTrex.

This is where employees can change settings such as their language, date format, time format, time unit format, time zone, rows per page and email notifications.

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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Home > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	English
<b>Time Format:</b>	Spanish
<b>Time Units:</b>	French (BETA)
<b>Time Zone:</b>	German (BETA)
<b>Start Weeks on:</b>	Italian (BETA)
<b>Rows per Page:</b>	Portuguese (BETA)
	nr.mmm(z-13)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

**Email Notifications**

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

Submit


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Home > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English 
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy) ▾
<b>Time Format:</b>	8:09 PM ▾
<b>Time Units:</b>	hh:mm (2:15) ▾
<b>Time Zone:</b>	PST8PDT ▾
<b>Start Weeks on:</b>	Sunday ▾
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	25-Feb-2001 (dd-mmm-yyyy)
<b>Time Units:</b>	25/02/2001 (dd/mm/yyyy)
<b>Time Zone:</b>	25-02-01 (dd-mm-yy)
<b>Start Weeks on:</b>	02/25/2001 (mm/dd/yyyy)
<b>Rows per Page:</b>	02-25-01 (mm-dd-yy)
<b>Exceptions:</b>	02-25-2001 (mm-dd-yyyy)
<b>Messages:</b>	2001-02-25 (yyyy-mm-dd)
<b>Send Notifications to Home Email:</b>	Feb-25-01 (mmm-dd-yy)
	Feb-25-2001 (mmm-dd-yyyy)
	Sunday, February 25 2001
	Sun, February 25 2001
	Sun, Feb 25 2001
	Sun, 25-Feb-2001
	Sun, 25Feb2001

**Date Format** is the format in which dates are displayed and entered into fields.

Submit

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### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	8:09 PM 8:09 pm 20:09
<b>Time Zone:</b>	8:09 PM GMT 20:09 GMT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

**Time Format** defines the format in which the time of day is displayed and entered into fields.

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	<ul style="list-style-type: none"> <li>8:09 PM</li> <li>8:09 pm</li> <li>20:09</li> <li>8:09 PM GMT</li> <li>20:09 GMT</li> </ul>
<b>Time Zone:</b>	
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

**Time Units** is the format in which time, such as total time worked each day, is displayed and entered.

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	hh:mm (2:15) Hours (2.25) Minutes (135)
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

**Time Zone** is the time zone in which times are displayed and entered in.

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	<ul style="list-style-type: none"> <li>Sunday</li> <li>Monday</li> <li>Tuesday</li> <li>Wednesday</li> <li>Thursday</li> <li>Friday</li> <li>Saturday</li> </ul>
<b>Exceptions:</b>	
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

**Notifications**

**Submit**

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**Start Weeks On** sets the day that weeks start on for display purposes only. It is often useful to set this to the same day that your pay periods begin on.

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<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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### Employee Preferences

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<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
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<b>Time Units:</b>	hh:mm (2:15)
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<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

**Email Notifications**

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

**Submit**

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**Rows per Page** defines the number of rows displayed on a page before you must use the Previous / Next page buttons to navigate between pages.

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<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

**Email Notifications**

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

**Submit**

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**Email Notifications** define which notifications are emailed to you, and whether or not the notifications are sent to your work email address and your home email address.



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<b>Time Units:</b>	hh:mm (2:15)
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<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	
<b>Time Units:</b>	
<b>Time Zone:</b>	
<b>Start Weeks on:</b>	
<b>Rows per Page:</b>	25

Now that each of the preferences have been described to you, we will change a few of them so you can see exactly how they affect things.

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>


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## Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
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<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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MyTime Sheet  
Mass Punch  
Requests  
Exceptions  
Accruals  
Pay Stubs

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

**Email Notifications**

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

Submit

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TimeTrex - Employee Preferences - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out Time Sheet Schedule Admin Reports My Account Help Logout

Home > Employee Preferences

MyTime Sheet  
Mass Punch  
Requests  
Exceptions  
Accruals  
Pay Stubs

**Employee:** Mr. Administrator

**Language:** English

**Date Format:** 25-Feb-01 (dd-mmm-yy)

**Time Format:** 8:09 PM

**Time Units:** hh:mm (2:15)

**Time Zone:** PST8PDT

**Start Weeks on:** Sunday

**Rows per Page:** 25

**Email Notifications**

**Exceptions:**

**Messages:**

**Send Notifications to Home Email:**

Submit

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TimeTrex Payroll and Time Management

In / Out Time Sheet Schedule Admin Reports My Account Help Logout

Home > Employee Preferences

My Time Sheet  
Mass Punch  
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<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

**Email Notifications**

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

Submit

Server response time: 0.853 seconds.  
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TimeTrex - Employee Preferences - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Employee Preferences > My Timesheet

### My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 23-Jan-08

	Sun Jan 20	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26
In		8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM	
Out		11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
In		11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
Out		1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	
In		2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	
Out		5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM	
Exceptions				E H		H	
Pending Requests						Yes	
<b>Accumulated Time</b>							
Total Time	00:00	08:00	08:00	07:50	08:00	06:00	00:00
Regular Time		08:00	08:00	07:50	08:00	06:00	
<b>Branch</b>							
New York			06:00	03:50			
Seattle		08:00	02:00	04:00	08:00	06:00	
<b>Department</b>							
Sales		00:00	05:00	00:00	05:00	00:00	

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports My Account Help Logout

Home > Employee Preferences > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: [Dropdown] Add: Punch Absence

Date: 23-Jan-08

	Sun Jan 20	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26
In		8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM	
Out		11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
In		11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
Out		1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	
In		2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	
Out		5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM	
Exceptions				E H		H	
Pending Requests						Yes	
<b>Accumulated Time</b>							
Total Time	00:00	08:00	08:00	07:50	08:00	06:00	00:00
Regular Time		08:00	08:00	07:50	08:00	06:00	
<b>Branch</b>							
New York			06:00	03:50			
Seattle		08:00	02:00	04:00	08:00	06:00	
<b>Department</b>							
Sales		00:00	05:00	00:00	05:00	00:00	

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports My Account Help Logout

Home > Employee Preferences > My Timesheet

My Timesheet

Group: --All-- Branch: Dept: --All--

Employee: Add: Punch Absence

Date: 23-Jan-08

	Sun Jan 20	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26
In		8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM	
Out		11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
In		11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
Out		1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	
In		2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	
Out		5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM	
Exceptions				E H		H	
Pending Requests						Yes	
<b>Accumulated Time</b>							
Total Time	00:00	08:00	08:00	07:50	08:00	06:00	00:00
Regular Time		08:00	08:00	07:50	08:00	06:00	
<b>Branch</b>							
New York			06:00	03:50			
Seattle		08:00	02:00	04:00	08:00	06:00	
<b>Department</b>							
Sales		00:00	05:00	00:00	05:00	00:00	

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Employee Preferences > My Timesheet

### My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 23-Jan-08

	Sun Jan 20	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26
In		8:00 AM	8:00 AM	7:10 AM	8:00 AM	8:00 AM	
Out		11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
In		11:00 AM	11:00 AM	11:00 AM	11:00 AM	11:00 AM	
Out		1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	1:00 PM L	
In		2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	2:00 PM L	
Out		5:00 PM	5:00 PM	E 4:00 PM	5:00 PM	3:00 PM	
Exceptions				E H		H	
Pending Requests						Yes	
<b>Accumulated Time</b>							
Total Time	00:00	08:00	08:00	07:50	08:00	06:00	00:00
Regular Time		08:00	08:00	07:50	08:00	06:00	
<b>Branch</b>							
New York			06:00	03:50			
Seattle		08:00	02:00	04:00	08:00	06:00	
<b>Department</b>							
Sales		00:00	05:00	00:00	05:00	00:00	

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Units:</b>	25-Feb-2001 (dd-mmm-yyyy) 25Feb2001 (ddmmyyyy) 25/02/2001 (dd/mm/yyyy) 25/02/01 (dd/mm/yy)
<b>Time Zone:</b>	25-02-01 (dd-mm-yy) 25-02-2001 (dd-mm-yyyy)
<b>Start Weeks on:</b>	02/25/01 (mm/dd/yy) 02/25/2001 (mm/dd/yyyy) 02-25-01 (mm-dd-yy)
<b>Rows per Page:</b>	02-25-2001 (mm-dd-yyyy) 2001-02-25 (yyyy-mm-dd) Feb-25-01 (mmm-dd-yy) Feb-25-2001 (mmm-dd-yyyy)
<b>Exceptions:</b>	Sunday, February 25 2001
<b>Messages:</b>	Sun, February 25 2001 Sun, Feb 25 2001 Sun, 25-Feb-2001
<b>Send Notifications to Home Email:</b>	Sun, 25Feb2001

Submit

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ABC Company - Mr. Administrator

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Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	25-Feb-01 (dd-mmm-yy)
<b>Time Format:</b>	25-Feb-2001 (dd-mmm-yyyy)
<b>Time Units:</b>	25/02/2001 (dd/mm/yyyy)
<b>Time Zone:</b>	25-02-01 (dd-mm-yy)
<b>Start Weeks on:</b>	02/25/2001 (mm/dd/yyyy)
<b>Rows per Page:</b>	02-25-01 (mm-dd-yy)
<b>Exceptions:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Messages:</b>	Sunday, February 25 2001
<b>Send Notifications to Home Email:</b>	Sun, Feb 25 2001

Submit

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Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

Submit

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Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Time Format:</b>	8:09 PM
<b>Time Units:</b>	8:09 PM 8:09 pm 20:09
<b>Time Zone:</b>	8:09 PM GMT 20:09 GMT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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ABC Company - Mr. Administrator

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In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Time Format:</b>	20:09
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	hh:mm (2:15) Hours (2.25) Minutes (135)
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Time Format:</b>	20:09
<b>Time Units:</b>	hh:mm (2:15)
<b>Time Zone:</b>	hh:mm (2:15) Hours (2.25) Minutes (135)
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	25

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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ABC Company - Mr. Administrator

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

TimeTrex Payroll and Time Management

Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Time Format:</b>	20:09
<b>Time Units:</b>	Hours (2.25)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	Sunday Monday Tuesday Wednesday
<b>Exceptions:</b>	Thursday Friday Saturday
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

Notifications

Submit

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Time Format:</b>	20:09
<b>Time Units:</b>	Hours (2.25)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Sunday
<b>Rows per Page:</b>	Monday
<b>Exceptions:</b>	Tuesday
<b>Messages:</b>	Wednesday
<b>Send Notifications to Home Email:</b>	Thursday
	Friday
	Saturday
	<input checked="" type="checkbox"/>
	<input type="checkbox"/>

Submit

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Time Format:</b>	20:09
<b>Time Units:</b>	Hours (2.25)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Monday
<b>Rows per Page:</b>	25

**Email Notifications**

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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ABC Company - Mr. Administrator

[Home](#) > [My Timesheet](#) > [Employee Preferences](#)

[In / Out](#) [TimeSheet](#) [Schedule](#) [Admin](#) [Reports](#) [MyAccount](#) [Help](#) [Logout](#)



## Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Time Format:</b>	20:09
<b>Time Units:</b>	Hours (2.25)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Monday
<b>Rows per Page:</b>	5

### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

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ABC Company - Mr. Administrator

In / Out TimeSheet Schedule Admin Reports MyAccount Help Logout

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Home > My Timesheet > Employee Preferences

### Employee Preferences

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Time Format:</b>	20:09
<b>Time Units:</b>	Hours (2.25)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Monday
<b>Rows per Page:</b>	5

#### Email Notifications

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

Submit

When you have finished editing your preferences, press the **Submit** button at the bottom right of the screen to save your changes.

Server response time: 0.837 seconds.  
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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out Time Sheet Schedule Admin Reports My Account Help Logout

Home > My Time Sheet Employee Preferences

Employee Preferences

MyTime Sheet  
Mass Punch  
Requests  
Exceptions  
Accruals  
Pay Stubs

**Form data has been saved!**

Employee: Mr. Administrator

Language: English

Date Format: Feb-25-2001 (mmm-dd-yyyy)

Time Format: 20:09

Time Units: Hours (2.25)

Time Zone: PST8PDT

Start Weeks on: Monday

Rows per Page: 5

**Email Notifications**

Exceptions:

Messages:

Send Notifications to Home Email:

Submit

After you press the **Submit** button you will see a yellow bar across the top of the page confirming that the form data has been successfully saved.

TimeTrex - Employee Preferences - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

In / Out Time Sheet Schedule Admin Reports My Account Help Logout

Home > My Time Sheet Employee Preferences

MyTime Sheet  
Mass Punch  
Requests  
Exceptions  
Accruals  
Pay Stubs

**Form data has been saved!**

<b>Employee:</b>	Mr. Administrator
<b>Language:</b>	English
<b>Date Format:</b>	Feb-25-2001 (mmm-dd-yyyy)
<b>Time Format:</b>	20:09
<b>Time Units:</b>	Hours (2.25)
<b>Time Zone:</b>	PST8PDT
<b>Start Weeks on:</b>	Monday
<b>Rows per Page:</b>	5

**Email Notifications**

<b>Exceptions:</b>	<input checked="" type="checkbox"/>
<b>Messages:</b>	<input checked="" type="checkbox"/>
<b>Send Notifications to Home Email:</b>	<input type="checkbox"/>

Submit

Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

- Mr. Administrator

Home > Employee Preferences > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Administrator, Mr.

Date: 23Jan-08

Sun Jan 20	Mon Jan 21	Tue Jan 22	Wed Jan 23
	8:00 AM	8:00 AM	
	11:00 AM	11:00 AM	
	11:00 AM	11:00 AM	
	1:00 PM L	1:00 PM L	1:00 PM
	2:00 PM L	2:00 PM L	2:00 PM
	5:00 PM	5:00 PM	E 4:00 PM
			E H
Accumulated Time			
00:00	08:00	08:00	07:50
	08:00	08:00	07:50
Branch			
		06:00	03:50
	08:00	02:00	04:00
Department			
	02:00	05:00	02:00

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

Home > Employee Preferences > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Administrator, Mr.

Date: Jan-23-2008

Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24
8:00	8:00	7:10	8:00
11:00	11:00	11:00	11:00
11:00	11:00	11:00	11:00
Out	13:00 L	13:00 L	13:00 L
In	14:00 L	14:00 L	14:00 L
Out	17:00	17:00	E 16:00
			E H
Accumulated Time			
Total Time	8.00	8.00	7.83
Regular Time	8.00	8.00	7.83
Branch			
New York		6.00	3.83
Seattle	8.00	2.00	4.00
Department			
Sales	2.00	5.00	2.00

Date Format differences between ~~DD-MMM-YY~~ and ~~MMM-DD-YYYY~~

Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

- Mr. Administrator

Home > Employee Preferences > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Administrator, Mr.

Date: 23Jan-08

Sun Jan 20	Mon Jan 21	Tue Jan 22	Wed Jan 23
	8:00 AM	8:00 AM	
	11:00 AM	11:00 AM	
	11:00 AM	11:00 AM	
	1:00 PM L	1:00 PM L	1:00 PM
	2:00 PM L	2:00 PM L	2:00 PM
	5:00 PM	5:00 PM	4:00 PM
			E H
Accumulated Time			
00:00	08:00	08:00	07:50
	08:00	08:00	07:50
Branch			
		06:00	03:50
	08:00	02:00	04:00
Department			
00:00	05:00	00:00	

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

Home > Employee Preferences > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Administrator, Mr.

Date: Jan-23-2008

Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24
8:00	8:00	7:10	8:00
11:00	11:00	11:00	11:00
11:00	11:00	11:00	11:00
13:00 L	13:00 L	13:00 L	13:00
In	14:00 L	14:00 L	14:00
Out	17:00	16:00	17:00
Exceptions			
Pending Requests			
Accumulated Time			
Total Time	8.00	8.00	7.83
Regular Time	8.00	8.00	7.83
Branch			
New York		6.00	3.83
Seattle	8.00	2.00	4.00
Department			
Sales	0.00	5.00	0.00

Time Format differences between 12-hour clock and 24-hour clock.

Preferences > My Timesheet

Group: -- All -- **BEFORE** Branch: -- All --  
 Administrator, Mr.

Date: 23-Jan-08

Sun Jan 20	Mon Jan 21	Tue Jan 22	Wed Jan 23
	8:00 AM	8:00 AM	7:10 AM
	11:00 AM	11:00 AM	11:00 AM
	11:00 AM	11:00 AM	
	1:00 PM L	1:00 PM L	
	2:00 PM L	2:00 PM L	
	5:00 PM	5:00 PM	E 4:00 PM
			E H
<b>Accumulated Time</b>			
00:00	08:00	08:00	07:50
	08:00	08:00	07:50
<b>Branch</b>			
		06:00	03:50
	08:00	02:00	04:00
<b>Department</b>			
	02:00	05:00	02:00

Home > Employee Preferences > My Timesheet

My Timesheet **AFTER** Group: -- All -- Branch: -- All --  
 Administrator, Mr.

Date: Jan-23-2008

Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24
In 8:00	8:00	7:10	8:00
Out 11:00	11:00	11:00	11:00
11:00	11:00	11:00	11:00
13:00 L	13:00 L	13:00 L	13:00
14:00 L	14:00 L	14:00 L	14:00
Out 17:00	17:00	E 16:00	17:00
<b>Exceptions</b>			
<b>Pending Requests</b>			
<b>Accumulated Time</b>			
<b>Total Time</b> 8.00	8.00	7.83	8.00
<b>Regular Time</b> 8.00	8.00	7.83	8.00
<b>Branch</b>			
<b>New York</b>	6.00	3.83	
<b>Seattle</b> 8.00	2.00	4.00	8.00
<b>Department</b>			
<b>Sales</b> 2.00	5.00	2.00	5.00

Start day of week before was Sunday and after is Monday.

Timesheet - Mozilla Firefox

History Bookmarks Tools Help

- Mr. Administrator

Timesheet > Schedule > Admin > Reports > My Account > Help

Preferences > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Administrator, Mr.

Date: 23-Jan-08

Sun Jan 20	Mon Jan 21	Tue Jan 22	Wed Jan 23
	8:00 AM	8:00 AM	8:00 AM
	11:00 AM	11:00 AM	11:00 AM
	11:00 AM	11:00 AM	11:00 AM
	1:00 PM L	1:00 PM L	1:00 PM L
	2:00 PM L	2:00 PM L	2:00 PM L
	5:00 PM	5:00 PM	E 4:00 PM
			E H
Accumulated Time			
00:00	08:00	08:00	07:50
	08:00	08:00	07:50
Branch			
		06:00	03:50
	08:00	02:00	04:00
Department			

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

In / Out Timesheet > Schedule > Admin > Reports > My Account > Help

Home > Employee Preferences > My Timesheet

My Timesheet

Group: -- All -- Branch: -- All -- Administrator, Mr.

Date: Jan-23-2008

Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24
8:00	8:00	7:10	8:00
11:00	11:00	11:00	11:00
11:00	11:00	11:00	11:00
13:00 L	13:00 L	13:00 L	13:00 L
In 14:00 L	14:00 L	14:00 L	14:00 L
Out 17:00	17:00	E 16:00	17:00
Exceptions			
Pending Requests			
Total Time			
8.00	8.00	7.83	8.00
Regular Time			
8.00	8.00	7.83	8.00
Branch			
New York			
	6.00	3.83	
Seattle			
8.00	2.00	4.00	8.00
Department			

**BEFORE**

**AFTER**

Time units before was Hours:Minutes (ie: 7:50) and after is fractions of an hour (ie: 7.83).

TimeTrex - My Timesheet - Mozilla Firefox

File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Employee Preferences > My Timesheet

### My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: Jan-23-2008

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00	8:00	7:10	8:00	8:00		
Out	11:00	11:00	11:00	11:00	11:00		
In	11:00	11:00	11:00	11:00	11:00		
Out	13:00 L	13:00 L	13:00 L	13:00 L	13:00 L		
In	14:00 L	14:00 L	14:00 L	14:00 L	14:00 L		
Out	17:00	17:00	E 16:00	17:00	15:00		
Exceptions			E H		H		
Pending Requests					Yes		
<b>Accumulated Time</b>							
Total Time	8.00	8.00	7.83	8.00	6.00	0.00	0.00
Regular Time	8.00	8.00	7.83	8.00	6.00		
<b>Branch</b>							
New York		6.00	3.83				
Seattle	8.00	2.00	4.00	8.00	6.00		
<b>Department</b>							
Sales	8.00	5.00	3.83	5.00	2.00		

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File Edit View History Bookmarks Tools Help

ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Employee Preferences > My Timesheet

### My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: Jan-23-2008

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00	8:00	7:10	8:00	8:00	8:00	8:00
Out	11:00	11:00	11:00	11:00	11:00	11:00	11:00
In	11:00	11:00	11:00	11:00	11:00	11:00	11:00
Out	13:00 L	13:00 L	13:00 L	13:00 L	13:00 L	13:00 L	13:00 L
In	14:00 L	14:00 L	14:00 L	14:00 L	14:00 L	14:00 L	14:00 L
Out	17:00	17:00	E 16:00	17:00	17:00	17:00	17:00
Exceptions			E H		H		
Pending Requests					Yes		
<b>Accumulated Time</b>							
Total Time	8.00	8.00	7.83	8.00	6.00	0.00	0.00
Regular Time	8.00	8.00	7.83	8.00	6.00		
<b>Branch</b>							
New York		6.00	3.83				
Seattle	8.00	2.00	4.00	8.00	6.00		
<b>Department</b>							
Sales	8.00	5.00	3.83	5.00	3.00		



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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Employee Preferences > My Timesheet

### My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: 21-Jan-08

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
<b>In</b>	8:00	8:00	7:10	8:00	8:00		
<b>Out</b>	11:00	11:00	11:00	11:00	11:00		
<b>In</b>	11:00	11:00	11:00	11:00	11:00		
<b>Out</b>	13:00 L	13:00 L	13:00 L	13:00 L	13:00 L		
<b>In</b>	14:00 L	14:00 L	14:00 L	14:00 L	14:00 L		
<b>Out</b>	17:00	17:00	E 16:00	17:00	15:00		
<b>Exceptions</b>			E H		H		
<b>Pending Requests</b>					Yes		
<b>Accumulated Time</b>							
<b>Total Time</b>	8.00	8.00	7.83	8.00	6.00	0.00	0.00
<b>Regular Time</b>	8.00	8.00	7.83	8.00	6.00		
<b>Branch</b>							
<b>New York</b>		6.00	3.83				
<b>Seattle</b>	8.00	2.00	4.00	8.00	6.00		
<b>Department</b>							
<b>Sales</b>	8.00	5.00	3.00	5.00	3.00		

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Employee Preferences > My Timesheet

### My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: Jan-21-2008

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00	8:00	7:10	8:00	8:00		
Out	11:00	11:00	11:00	11:00	11:00		
In	11:00	11:00	11:00	11:00	11:00		
Out	13:00 L	13:00 L	13:00 L	13:00 L	13:00 L		
In	14:00 L	14:00 L	14:00 L	14:00 L	14:00 L		
Out	17:00	17:00	E 16:00	17:00	15:00		
Exceptions			E H		H		
Pending Requests					Yes		
<b>Accumulated Time</b>							
Total Time	8.00	8.00	7.83	8.00	6.00	0.00	0.00
Regular Time	8.00	8.00	7.83	8.00	6.00		
<b>Branch</b>							
New York		6.00	3.83				
Seattle	8.00	2.00	4.00	8.00	6.00		
<b>Department</b>							
Sales	8.00	5.00	3.83	5.00	2.00		

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Employee Preferences > My Timesheet

My Timesheet

Group: -- All -- Employee: Administrator, Mr.

Date: Jan-21-2008

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00	8:00	7:10	8:00	8:00		
Out	11:00	11:00	11:00	11:00	11:00		
In	11:00	11:00	11:00	11:00	11:00		
Out	13:00 L	13:00 L	13:00 L	13:00 L	13:00 L		
In	14:00 L	14:00 L	14:00 L	14:00 L	14:00 L		
Out	17:00	17:00	E 16:00	17:00	15:00		
Exceptions			E H		H		
Pending Requests					Yes		
<b>Accumulated Time</b>							
Total Time	8.00	8.00	7.83	8.00	6.00	0.00	0.00
Regular Time	8.00	8.00	7.83	8.00	6.00		
<b>Branch</b>							
New York		6.00	3.83				
Seattle	8.00	2.00	4.00	8.00	6.00		
<b>Department</b>							
Sales	8.00	5.00	3.83	5.00	2.00		

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

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Home > Employee Preferences > My Timesheet

Employee Administration

Company Policies Payroll Authorization

Group: -- All -- Employee: Administrator, Mr. Dept: -- All --

Add: Punch Absence

Date: Jan-21-2008

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
In	8:00	8:00	7:10	8:00	8:00		
Out	11:00	11:00	11:00	11:00	11:00		
In	11:00	11:00	11:00	11:00	11:00		
Out	13:00 L	13:00 L	13:00 L	13:00 L	13:00 L		
In	14:00 L	14:00 L	14:00 L	14:00 L	14:00 L		
Out	17:00	17:00	E 16:00	17:00	15:00		
Exceptions			E H		H		
Pending Requests					Yes		
<b>Accumulated Time</b>							
Total Time	8.00	8.00	7.83	8.00	6.00	0.00	0.00
Regular Time	8.00	8.00	7.83	8.00	6.00		
<b>Branch</b>							
New York		6.00	3.83				
Seattle	8.00	2.00	4.00	8.00	6.00		
<b>Department</b>							
Sales	8.00	5.00	3.83	5.00	2.00		

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

Home > Employee Preferences > My Timesheet

### My Timesheet

Group: -- All -- Branch: -- All -- Dept: -- All --

Employee: Administrator, Mr.

Add: Punch Absence

Date: Jan-21-2008

	Mon Jan 21	Tue Jan 22	Wed Jan 23	Thu Jan 24	Fri Jan 25	Sat Jan 26	Sun Jan 27
<b>In</b>	8:00	8:00	7:10	8:00	8:00		
<b>Out</b>	11:00	11:00	11:00	11:00	11:00		
<b>In</b>	11:00	11:00	11:00	11:00	11:00		
<b>Out</b>	13:00 L	13:00 L	13:00 L	13:00 L	13:00 L		
<b>In</b>	14:00 L	14:00 L	14:00 L	14:00 L	14:00 L		
<b>Out</b>	17:00	17:00	E 16:00	17:00	15:00		
<b>Exceptions</b>			E H		H		
<b>Pending Requests</b>					Yes		
<b>Accumulated Time</b>							
<b>Total Time</b>	8.00	8.00	7.83	8.00	6.00	0.00	0.00
<b>Regular Time</b>	8.00	8.00	7.83	8.00	6.00		
<b>Branch</b>							
<b>New York</b>		6.00	3.83				
<b>Seattle</b>	8.00	2.00	4.00	8.00	6.00		
<b>Department</b>							
<b>Sales</b>	8.00	5.00	3.00	5.00	3.00		

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ABC Company - Mr. Administrator

TimeTrex Payroll and Time Management

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### Employee List

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Basic Search Advanced Search Saved Search & Layout

#	First Name	Last Name	Home Phone	Functions [ Employee ] [ Payroll ]	<input type="checkbox"/>
1	Mr.	Administrator	483-349-3212	[ Edit ] [ Prefs ]	<input type="checkbox"/>
2			514-303-3440	[ Edit ] [ Prefs ]	<input type="checkbox"/>
3			478-292-2641	[ Edit ] [ Prefs ]	<input type="checkbox"/>
4			--	[ Edit ] [ Prefs ]	<input type="checkbox"/>
5			424-466-8364	[ Edit ] [ Prefs ]	<input type="checkbox"/>

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ABC Company - Mr. Administrator

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Employee List [ Top | Bottom ]

Basic Search Advanced Search Saved Search & Layout

<< Start < Previous [ 1 2 3 4 5 ] Next >> End >>

#	First Name	Last Name	Home	Function	Payroll
1	Mr.	Administrator	483		<input type="checkbox"/>
2	Tristen	Braun	514		<input type="checkbox"/>
3	Jane	Doe	478		<input type="checkbox"/>
4	Jim	Doe			<input type="checkbox"/>
5	John	Doe	424-466-8384	[ Edit ] [ Pres ]	<input type="checkbox"/>

Add Delete

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ABC Company - Mr. Administrator

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### Employee List


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Basic Search   
 Advanced Search   
 Saved Search & Layout

#	First Name	Last Name	Home Phone	Functions [ <a href="#">Employee</a> ] [ <a href="#">Payroll</a> ]	<input type="checkbox"/>
1	Mr.	Administrator	483-349-3212	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
2	Tristen	Braun	514-303-3440	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
3	Jane	Doe	478-292-2641	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
4	Jim	Doe	--	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
5	John	Doe	424-466-8364	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>

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### Employee List

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Basic Search   
 Advanced Search   
 Saved Search & Layout

#	First Name	Last Name	Home Phone	Functions [ <a href="#">Employee</a> ] [ <a href="#">Payroll</a> ]	<input type="checkbox"/>
1	Tamera	Erschoff	470-323-9577	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
2	Heather	Grant	452-565-4273	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
3	John	Hancock	434-562-4779	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
4	Nick	Hanseu	519-326-3555	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
5	Gabe	Hoffhants	416-297-6482	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>

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### Employee List

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Basic Search    Advanced Search    Saved Search & Layout

#	First Name	Last Name	Home Phone	Functions [ <a href="#">Employee</a> ] [ <a href="#">Payroll</a> ]	<input type="checkbox"/>
1	Tamera	Erschoff	470-323-9577	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
2	Heather	Grant	452-565-4273	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
3	John	Hancock	434-562-4779	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
4	Nick	Hanseu	519-326-3555	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
5	Gabe	Hoffhants	416-297-6482	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>

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Basic Search    Advanced Search    Saved Search & Layout

#	First Name	Last Name	Home Phone	Functions [ <a href="#">Employee</a> ] [ <a href="#">Payroll</a> ]	<input type="checkbox"/>
1	Tamera	Erschoff	470-323-9577	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
2	Heather	Grant	452-565-4273	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
3	John	Hancock	434-562-4779	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
4	Nick	Hanseu	519-326-3555	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
5	Gabe	Hoffhants	416-297-6482	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>

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### Employee List


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Basic Search   
 Advanced Search   
 Saved Search & Layout

#	First Name	Last Name	Home Phone	Functions [ <a href="#">Employee</a> ] [ <a href="#">Payroll</a> ]	<input type="checkbox"/>
1	Mr.	Administrator	483-349-3212	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
2	Tristen	Braun	514-303-3440	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
3	Jane	Doe	478-292-2641	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
4	Jim	Doe	--	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
5	John	Doe	424-466-8364	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>

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### Employee List

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Basic Search Advanced Search Saved Search & Layout

#	First Name	Last Name	Home Phone	Functions [ Employee ] [ Payroll ]	<input type="checkbox"/>
1	Mr.	Administrator	483-349-3212	[ Edit ] [ Prefs ]	<input type="checkbox"/>
2	Tristen	Braun	514-303-3440	[ Edit ] [ Prefs ]	<input type="checkbox"/>
3	Jane	Doe	478-292-2641	[ Edit ] [ Prefs ]	<input type="checkbox"/>
4	Jim	Doe	--	[ Edit ] [ Prefs ]	<input type="checkbox"/>
5	John	Doe	424-466-8364	[ Edit ] [ Prefs ]	<input type="checkbox"/>

Add Delete

[ Top | Bottom ] [ Start | Previous [ 1 2 3 4 5 ] Next | End ]

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Basic Search   
 Advanced Search   
 Saved Search & Layout

#	First Name	Last Name	Home Phone	Functions [ <a href="#">Employee</a> ] [ <a href="#">Payroll</a> ]	<input type="checkbox"/>
1	Mr.	Administrator	483-349-3212	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
2	Tristen	Braun	514-303-3440	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
3	Jane	Doe	478-292-2641	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
4	Jim	Doe	--	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>
5	John	Doe	424-466-8364	[ <a href="#">Edit</a> ] [ <a href="#">Prefs</a> ]	<input type="checkbox"/>

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### Home

#### Recent Activity Summary for Mr. Administrator


Current Exceptions		Recent Requests			Recent Messages		
Severity	Exceptions	Date	Status	Type	From	Subject	Date
High	0	Jan-25-2008	PENDING AUTHORI...	Missed Punch	No Recent Messages		
Medium	1						
Low	1						

#### Pending Requests

Employee	Type	Date
John Doe	Missed Punch	Jan-25-2008
Theodora Simmons	Missed Punch	Jan-25-2008

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Recent Activity Summary for Mr. Administrator

Current Exceptions		Recent Messages	
Severity	Exception	From	Subject
High	0	No Recent Messages	
Medium	1		
Low	1		



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**Employee Preferences**  
(The End)

Emp	Date
Johr	25-Jan-08
Theodora	25-Jan-08

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