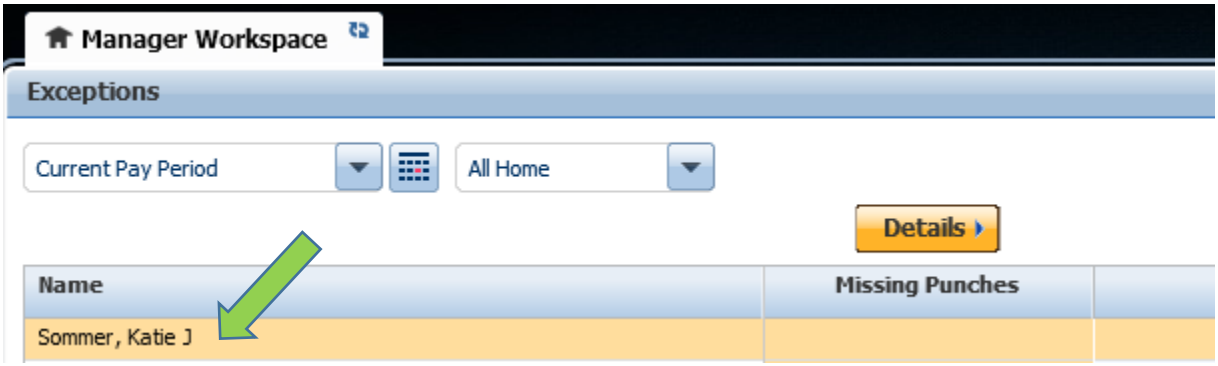
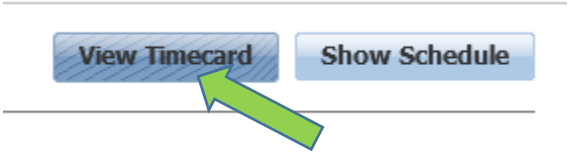
**To access the audit feature:**

The audit feature helps track details on punches added, changes made, and approvals completed to a student's timecard. Supervisors may wish to use the audit feature to verify certain actions taken that impact the student's overall timecard.

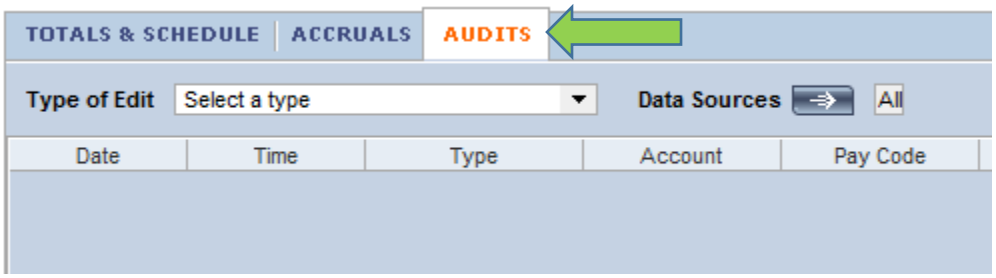
Under your manager workspace, double click on an employee's name.




Select "View Timecard" to get the employee's timecard to display.




The employee's timecard will display. At the bottom of the screen, you will notice three tabs: Totals & Schedule, Accruals, and Audits. The "Totals & Schedule" tab will present total work hours for the employee per each of their respective jobs on-campus. The "Accruals" tab is not applicable for students. The "Audits" tab will display all punches made by a student, any edits a supervisor has made to the student's timecard, and verification of supervisor approvals.

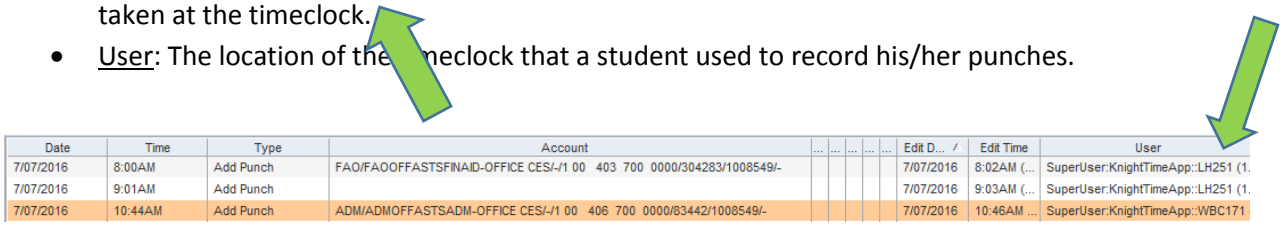


Select the “All” from the “Type of Edit” dropdown menu. If you’re looking for something specific, you can select a different option from the dropdown menu. “All” will allow you to see everything, including punches, edits, and approvals to the displayed timecard.

*Reviewing Student Punches*

Supervisors tend to review student punches if they are concerned about which timeclock the student is utilizing to punch in and out with. Students should always use the timeclock that is within the closest proximity to their employing department.

- Date: Date in which a student punched in/out.
- Time: Time in which a student punched in/out.
- Type: “Add punch”
- Account: Transfer set the student selected at the timeclock.
- Edit Date & Edit Time: Date and time the KnightTime web application updated based on action taken at the timeclock.
- User: The location of the timeclock that a student used to record his/her punches.

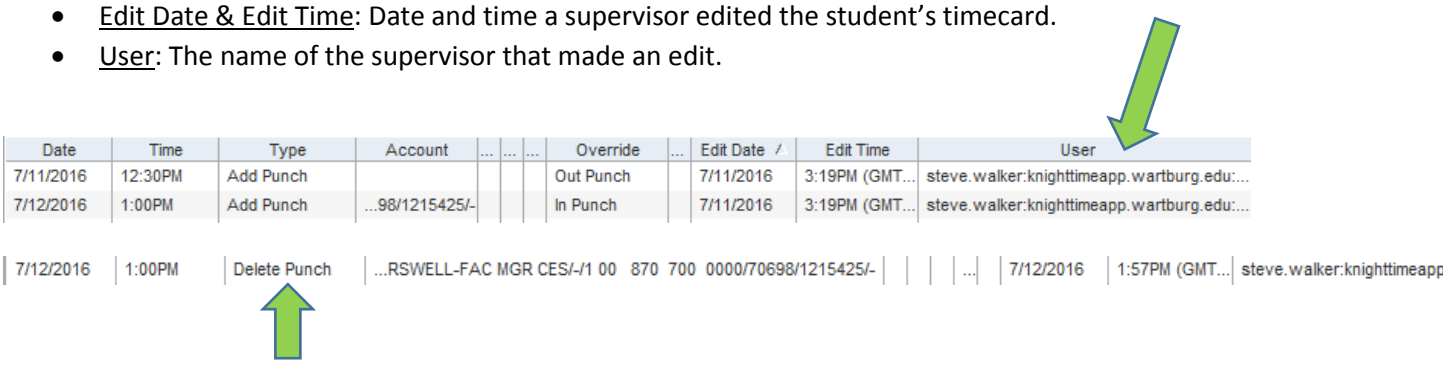


| Date | Time | Type | Account | Edit D... | Edit Time | User |
|---|---|---|---|---|---|---|
| 7/07/2016 | 8:00AM | Add Punch | FAO/FAOOFFASTSFINAID-OFFICE CES/-/1 00 403 700 0000/304283/1008549/- | 7/07/2016 | 8:02AM (... | SuperUser:KnightTimeApp::LH251 (1. |
| 7/07/2016 | 9:01AM | Add Punch | | 7/07/2016 | 9:03AM (... | SuperUser:KnightTimeApp::LH251 (1. |
| 7/07/2016 | 10:44AM | Add Punch | ADM/ADMOFFASTSADM-OFFICE CES/-/1 00 406 700 0000/83442/1008549/- | 7/07/2016 | 10:46AM ... | SuperUser:KnightTimeApp::WBC171 |

*Reviewing Supervisor Edits*

Supervisors may wish to review supervisor edits to ensure that other on-campus supervisors did not accidently delete or edit work hours for their department or to verify that their own edits have been made correctly.

- Date: Date on the student’s timecard impacted by a supervisor’s edit.
- Time: Time in which a supervisor made an edit.
- Type: “Edit punch,” “Add punch,” or “Delete punch”
- Account: Transfer set the supervisor entered on the student’s behalf.
- Edit Date & Edit Time: Date and time a supervisor edited the student’s timecard.
- User: The name of the supervisor that made an edit.

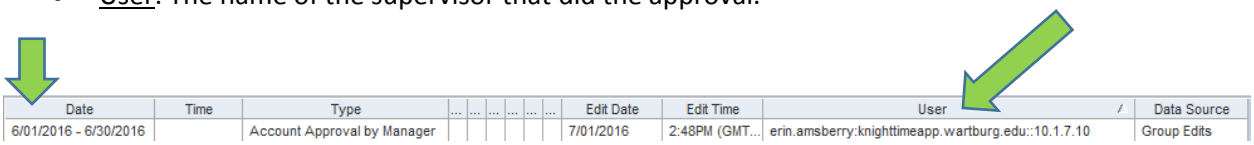


| Date | Time | Type | Account | Override | Edit Date | Edit Time | User |
|---|---|---|---|---|---|---|---|
| 7/11/2016 | 12:30PM | Add Punch | | Out Punch | 7/11/2016 | 3:19PM (GMT... | steve.walker:knighttimeapp.wartburg.edu:... |
| 7/12/2016 | 1:00PM | Add Punch | ...98/1215425/- | In Punch | 7/11/2016 | 3:19PM (GMT... | steve.walker:knighttimeapp.wartburg.edu:... |
| 7/12/2016 | 1:00PM | Delete Punch | ...RSWELL-FAC MGR CES/-/1 00 870 700 0000/70698/1215425/- | | 7/12/2016 | 1:57PM (GMT... | steve.walker:knighttimeapp |

*Reviewing Supervisor Approvals*

When a supervisor approves a student timecard, KnightTime does not provide any immediate verification that the approval was accepted. Supervisors are encouraged to verify that their approval of their student timecards was accepted by using the audit feature.

- Date: Date range in which the approval is applicable.
- Time: N/A
- Type: "Account Approval by Manager"
- Account: N/A
- Edit Date & Edit Time: Date and time a supervisor approved the student's timecard.
- User: The name of the supervisor that did the approval.



| Date | Time | Type | ... | ... | ... | ... | ... | ... | Edit Date | Edit Time | User | Data Source |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 6/01/2016 - 6/30/2016 | | Account Approval by Manager | | | | | | | 7/01/2016 | 2:48PM (GMT... | erin.amsberry:knighttimeapp.wartburg.edu::10.1.7.10 | Group Edits |

*<AR 7-14-16>*