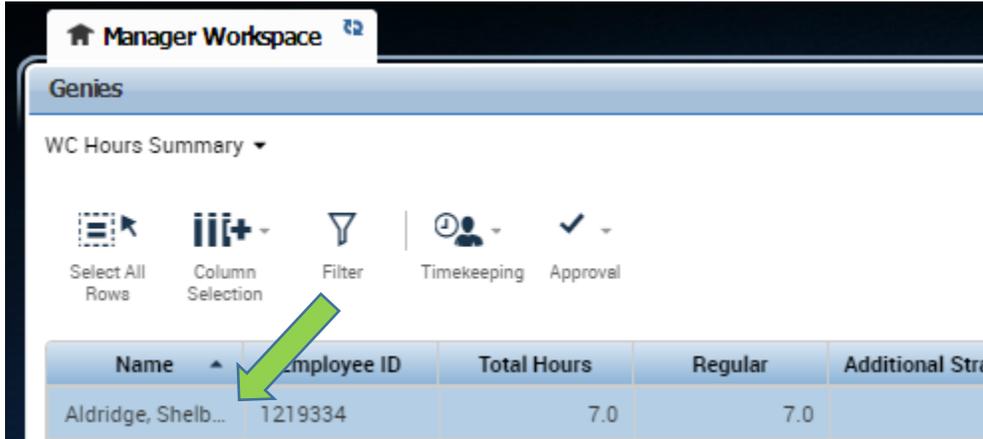


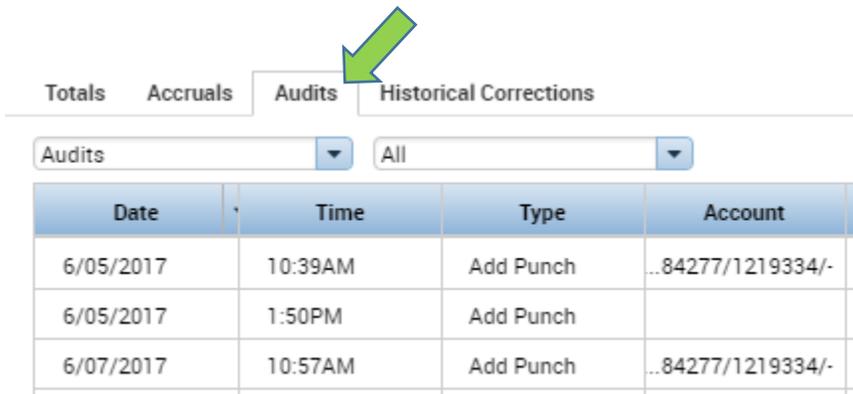
To access the audit feature:

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.

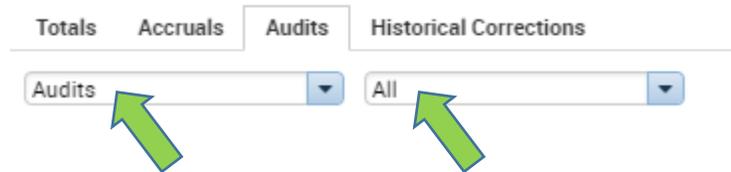
Under your manager workspace, double click on an employee’s name.



The employee’s timecard will display. At the bottom of the screen, you will notice three tabs: Totals, Accruals, Audits, and Historical Corrections. The “Totals” 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. The “Historical Corrections” tab will display any payroll corrections made to a student’s timecard to a past pay period by the Payroll Office.



“Audits” and “All” should be selected on the respective drop-down menus. If you’re looking for something specific, you can select different options from the two dropdown menus. “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	P...	A...	W...	Ov...	C...	Edit Date	Edit Time	User
6/01/2017	5:55AM	Add Punch	OMT/OMTCPXASTSMAINT-COMPLEX CES/-/1 00 800 700 2942/1213921/1214966/-						6/01/2017	5:57AM ...	SuperUser:KnightTimeApp::CENT221 (111221)
6/01/2017	2:27PM	Add Punch							6/01/2017	2:28PM ...	SuperUser:KnightTimeApp::CENT221 (111221)

Reviewing Supervisor Edits

Supervisors may wish to review supervisor edits to ensure that other on-campus supervisors did not accidentally 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	P...	A...	W...	O...	C...	Edit Date	Edit Time	User
6/17/2017	11:23AM	Add Punch	DIN/DIN000ASTSDINING-AST CES/-/1 00 810 700 0000/984277/1214966/-				lr		6/19/2017	1:53PM ...	jason.thueme:knightsapp.wartburg.edu:...
6/17/2017	10:52AM [L	Edit Punch							6/19/2017	1:53PM ...	jason.thueme:knightsapp.wartburg.edu:...
6/17/2017	1:32PM	Add Punch					C		6/19/2017	1:53PM ...	jason.thueme:knightsapp.wartburg.edu:...

7/02/2017	5:00AM	Delete Punch					lr		7/19/2017	9:13AM ...	bethany.myers:knightsapp.wartburg.edu:...
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Reviewing Supervisor Approvals

Supervisors can also verify their timecard approvals on the Audit tab as well.

- 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	Account	Position	Approved	Worked	Original	Comments	Edit Date	Edit Time	User
6/01/2017 - 6/30/2017		Account Approval by Manager							6/19/2017	3:52PM ...	ashley.lang:knighttimeapp.wartburg.edu::10...