Changing Day/Time Display Preferences & Workgroup Preferences

When your Payroll Manager set up the account that allows you to access Time and Attendance, Preferences were likely not configured, or you may want dates and times on time cards, and the order of workgroups to display a different way.

Follow the steps below to change your time card and workgroup display preferences. Screen shots that illustrate these steps follow on the next page.

Select **My Account** from the Operations menu.

Select the **Preferences** tab.

Click the Visualization <u>Change</u> link to change how dates and times appear on individual time cards.

Field	Options			
Rendering Time Of Day	• 12-hour clock: Displays time with AM/PM.			
	• 24-hour click (default): Displays time in military time.			
Minutes Portion of Time	Hours:Minutes (default, recommended): Displays 1 minutes after 8 as 8:15, for example.			
	 Hundredths format: Displays 15 minutes after 8 as 8.25, for example. 			
Rendering Amount of Hours	 Hours:Minutes (default): Displays 4 hours and 15 minutes worked as 4:15, for example. 			
	• Hundredths format: Displays 4 hours and 15 minutes worked as 4.25.			
Rendering Dates	 mm/dd/yy (default): Displays dates worked as 01/01/12, for example. 			
	 D-o-w: Displays the day of the week with date worked as Friday, January 13, 2012. 			
Time Zone	Choose the time zone of the user in relation to the Corporate time zone. Options on the dropdown menu are up to five hours earlier or later than that corporate time zone.			

Make your selections as follows and then click **Ok**.

Note: Visualization preferences only affect how dates and times appear on time cards for individual employees and Period Summary that displays at the bottom of individual employee time cards. All other dates and times appear in the default format noted above.



Click the Sorting Change link to change the order in which workgroups display.

In each of the workgroup fields that display, select one of the following and then click **Ok**.

- Code: Sorts workgroups numerically by workgroup ID.
- Name: Sorts workgroups alphanumerically by workgroup name.
- Number: Sorts workgroups numerically by the number that ToD automatically assigns to each workgroup when it is created.

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▼ Operations	Basic	Employee Access Rights Preferences	Adj. Pattern		Account Preferences	
Accounts	Visualization	Clock Time 24 Hour Clock (Military)	Change	Rendering Time of Day	24 Hour Clock (Military)	
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▶ Logs	Sorting	Location Name	Change	Rendering Amount of Hours	Hours:Minutes	
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