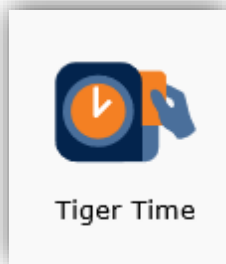


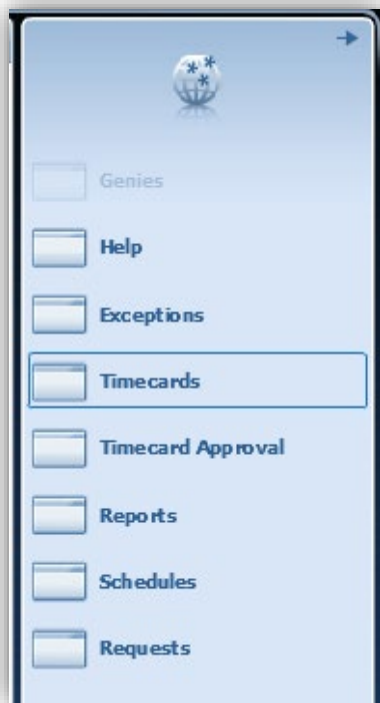


How to track TES Employee Hours

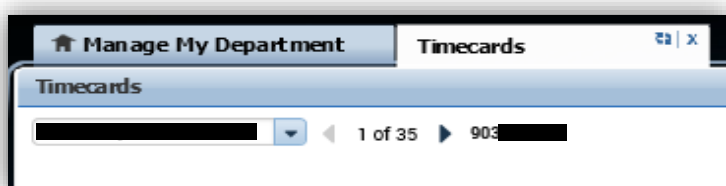
1. Click on the 'Tiger Time' icon located Employees tab under AU Access.



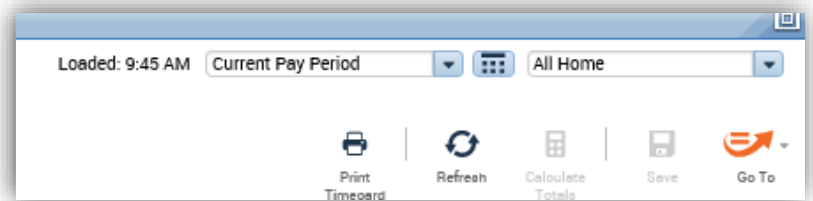
2. Click on 'Timecards', located on the right hand side of the screen



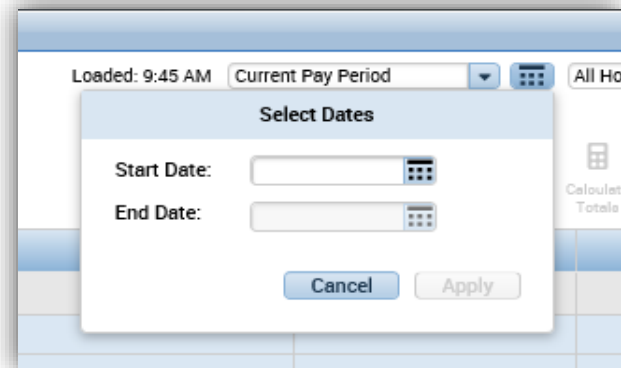
3. Under the Timecards tab, click on the drop down box to find name of the employee



4. Click on the calendar located on the right side of the screen beside the pay period drop down.



5. Enter 'Start Date' and 'End Date' then click 'Apply'



6. The last column in the table, "Period" populates total hours worked within the start and end dates entered in the previous step.

shift	Daily	Period
10.25	10.25	1322.25
5.0	5.0	1327.25
		1327.25
10.75	10.75	1338.0
		1338.0
11.75	11.75	1349.75
9.0	9.0	1358.75
8.0	8.0	1366.75
		1366.75
		1366.75
8.0	8.0	1374.75
5.25	5.25	1380.0
4.0	4.0	1384.0
6.75	6.75	1390.75
8.25	8.25	1399.0
		1399.0
		1399.0
8.0	8.0	1407.0
7.75	7.75	1414.75
8.0	8.0	1422.75
8.0	8.0	1430.75
8.0	8.0	1438.75
		1438.75
		1450.0
5.75	5.75	
5.5	5.5	1450.0