

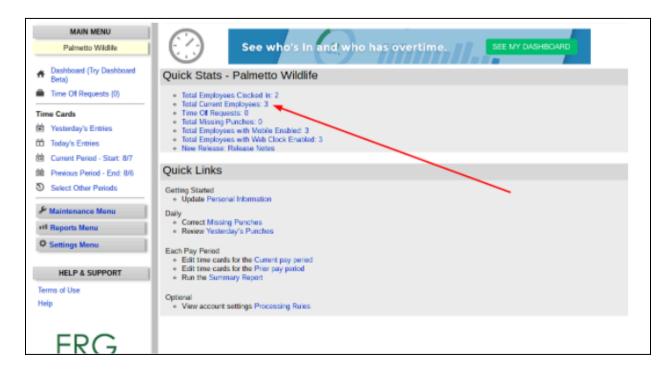
SwipeClock: Time Card Audit Log Report

Key Links:

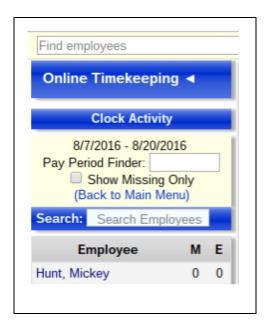
• Website: Swipeclock site

Steps/Procedures:

The first step is to navigate to the Employee's Time Card. First go to Total Current Employees under Quick Stats on the main menu.



The next step is to click on the employee to view the associated time card.





Choose the pay period you wish to view. Under "Time Card Options" choose "Show Mobile Punch Details."

This will bring up a map that shows the Address, Time, Type (In or Out), Accuracy in feet, and GPS Coordinates. You can zoom into the map to observe details of each punch. Once you are finished with the map, you can print the details using the print button in the top right.

