All workspaces have at least one primary view, and some also have one or more secondary views. Normally, to work in a widget you must move it into a primary view. Widgets occupying secondary views often provide useful information, but are not fully functional until moved into a primary view.

Primary and Secondary Views

Workspace Tabs
Each active workspace gets its own tab. You can switch back and forth between workspaces by selecting the tab you want to view. You must always have at least one workspace open, but you can close any additional workspaces by hovering over its tab and clicking the Close (X) button.

Gear Icon
Click to view options for moving the widget. Unavailable options will be grayed out. (For example, widgets in the primary view cannot use Close or Pop-out.)

Maximize / Restore Icon
Click to expand a widget in a primary view to its maximum size. (This will temporarily hide any other widgets.) Click again when maximized to restore to the original size.

Pop-out Option
Select Pop-out to promote a secondary widget to a primary position.

Close Option
Select Close to send a widget in a secondary view back to Related Items.

Resize Bar
Click and drag the resize bar to reveal more of a particular secondary view.

Title Bar
Click and drag a widget’s title bar to swap it with another widget or return it to the Related Items pane.

Secondary Views

Usable Widgets in a Secondary View
In most cases widgets in a secondary view are informational only until promoted to a primary view. However, some widgets, such as My Timestamp, have functioning parts even when in a secondary view.

Two Primary Views?
Some workspaces feature two equally-size views in a side-by-side or top-and-bottom layout. In this case, both views act as primary views, and widgets in those views are fully functional.

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**Entering time in the My Timecard widget**

If you need to add or edit your worked or non-worked time, you can do so in the My Timecard widget. Make sure the My Timecard widget is in a primary view.

1. If you plan to make several time entries in your timecard, you may find it beneficial to maximize the My Timecard widget by clicking the Maximize icon.

2. Make sure you are viewing the time period containing the dates for which you want to enter time. If the time period is incorrect, click the currently-selected time period, select a new one, and click **Apply**.

3. Identify a date for which you want to add or edit times. Note that if you need to add multiple entries for a given date (e.g., multiple In and Out punches, or punches and a pay code) you will have to create additional rows for the date by clicking the date’s **Add Row** icon.
   - To add or edit an **In** or **Out** punch, click the cell, enter a time, and click outside the cell. If the hours occurred in a job or labor account other than your primary, open the **Transfer** drop-down list and select a transfer. If the one you want is not in the list, click **Search** and identify the transfer in the **Transfer** window that appears.
   - To add or edit non-worked time, select a pay code from the **Pay Code** drop-down list that corresponds to the non-worked time, then enter the duration in hours and minutes (hh:mm) in the **Amount** field.

4. Complete any additional changes for any other dates that need entries. When you have completed the changes you wish to make to the timecard, click **Save**.

**Approving your timecard**

After you have reviewed your timecard for accuracy at the end of a pay period, and agree that all information is correct, you should approve your timecard so your manager knows it is ready to go to payroll. Make sure the My Timecard widget is in a primary view.

1. In the My Timecard widget, make sure you are viewing the time period you want to approve. Note that ALL days currently being viewed in the timecard will be approved. If the time period is incorrect, click the currently-selected time period, select a new one, and click **Apply**.

2. After verifying that you want to approve all of the dates appearing the timecard, click the **Approve Actions** icon and select **Approve Timecards**.

After applying an approval, you will no longer be able to edit your timecard for that pay period (as indicated by the timecard’s colored background). If you later determine that you need to make an edit, click the **Approve Actions** icon and select **Remove Timecard Approval**. You can then make your edit(s) and approve the timecard again.

Note that you may not have permission to remove your approval, in which case that option will not appear. In that case, contact your manager and explain what needs correcting.

**Reviewing your accrual balances**

You can review any time off balances you have accrued right in your timecard. Make sure the My Timecard widget is in a primary view.

1. In the My Timecard widget, make sure you are viewing the date for which you would like to view your available balances. (For example, if you want to review your balances as of April 3, make sure a row for April 3 is displayed in the timecard). If the date is not showing, click the currently-selected time period, click the **Select Dates** icon, select the date you want from the calendar, and click **Apply**.

2. Select the row of the date for which you want to check your balance, and select the **Accruals** tab at the bottom of your timecard. Your accrual balances will appear in the tab. The values in the Accrual Available Balance column tell you how many hours you have available in each of the types of hours you accrue.