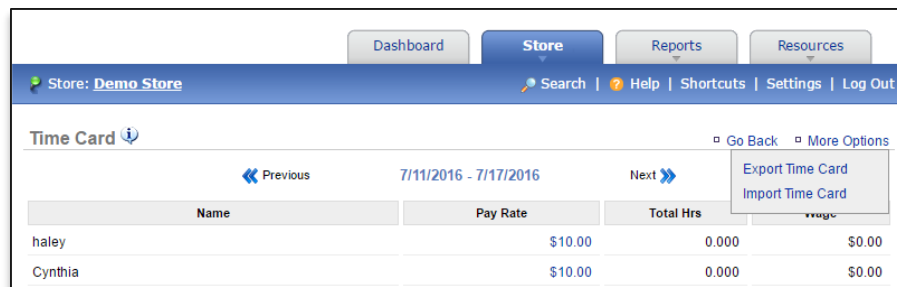


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## IMPORT TIME CARDS

The Employee Management module of NCR Console has an import time card feature that allows you to import large amounts of time card information for payroll purposes.

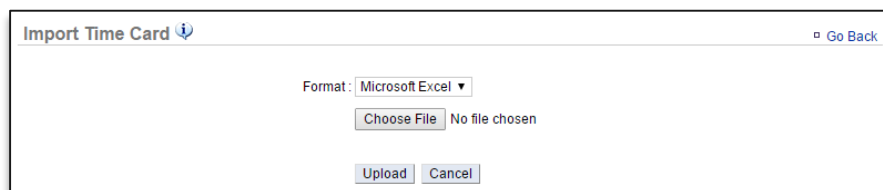
1. Log into NCR Console, go to the **Store** tab and click **Labor**
2. Click **Time Card**
3. Toggle to the week you want to view by clicking **Previous** or **Next** at the top of the page near the date range
4. Click **More Options**
5. Click **Import Time Card**



The screenshot shows the 'Time Card' interface in the NCR Console. At the top, there are tabs for 'Dashboard', 'Store', 'Reports', and 'Resources'. Below these, a navigation bar includes 'Store: Demo Store', a search icon, and links for 'Help', 'Shortcuts', 'Settings', and 'Log Out'. The main section is titled 'Time Card' and features a date range '7/11/2016 - 7/17/2016' with 'Previous' and 'Next' navigation arrows. A 'More Options' menu is open, showing 'Export Time Card' and 'Import Time Card'. Below the menu is a table with columns: Name, Pay Rate, Total Hrs, and Total Pay.

Name	Pay Rate	Total Hrs	Total Pay
haley	\$10.00	0.000	\$0.00
Cynthia	\$10.00	0.000	\$0.00

6. The format defaults to the required file type (Excel)
7. Click **Choose File** to select the file
8. Click **Upload**



The screenshot shows the 'Import Time Card' dialog box. It has a title bar with 'Import Time Card' and a 'Go Back' link. Inside, there is a 'Format' dropdown menu set to 'Microsoft Excel'. Below this is a 'Choose File' button with the text 'No file chosen' next to it. At the bottom, there are 'Upload' and 'Cancel' buttons.

To export time card data, you will need to navigate to the **Labor Management** module and click **Time Card**.