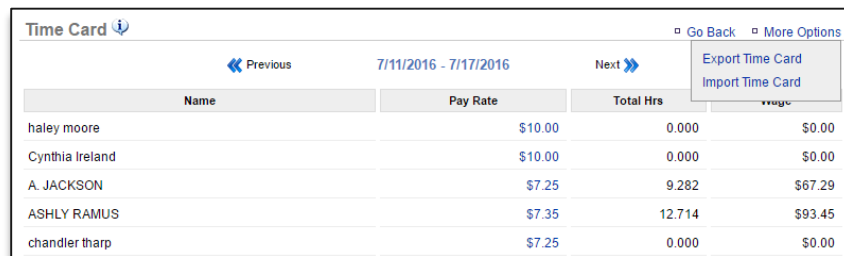


## TIME CARDS

Employee timecards in NCR Console's Employee Management module can be exported to an easy-to-read spreadsheet. This means you can save, print and store your timecards wherever you would like.

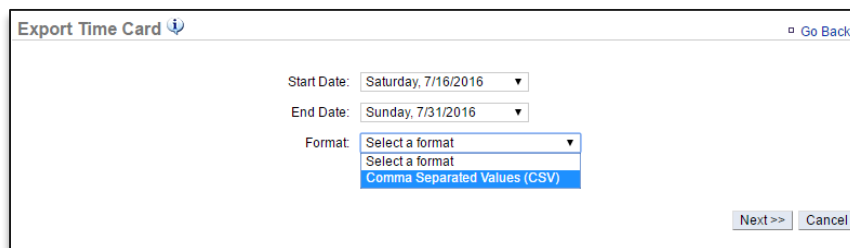
To export time card data, you will need to navigate to the **Labor Management** module and click **Time Card**.

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** in the top right corner of the report
5. Click **Export Time Card**



Name	Pay Rate	Total Hrs	Total Pay
haley moore	\$10.00	0.000	\$0.00
Cynthia Ireland	\$10.00	0.000	\$0.00
A. JACKSON	\$7.25	9.282	\$67.29
ASHLY RAMUS	\$7.35	12.714	\$93.45
chandler tharp	\$7.25	0.000	\$0.00

6. Select the **Start Date**
7. Select the **End Date**
8. Click the dropdown arrow to the right of Format to select **Comma Separated Values (CSV)**
9. Click **Next**



Export Time Card

Start Date: Saturday, 7/16/2016

End Date: Sunday, 7/31/2016

Format: Comma Separated Values (CSV)

Next >> Cancel

10. Select the employees you wish to export timecard information for

Export Time Card

Go Back

Pay Period : 7/16/2016 - 7/31/2016

Employees at : Multiple Stores

Name	ID	Total Hours
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Employees at : Demo Store

Name	ID	Total Hours
<input checked="" type="checkbox"/> haley		14.641
<input checked="" type="checkbox"/> Cynthia		26.653
<input checked="" type="checkbox"/> A.		20.511
<input checked="" type="checkbox"/> ASHLY		8.978
<input checked="" type="checkbox"/> CHAREKA		4.857
<input checked="" type="checkbox"/> christian		25.966
<input checked="" type="checkbox"/> GARFEILD		28.927
<input checked="" type="checkbox"/> Hailey		28.565
<input checked="" type="checkbox"/> Eleni		6.239
<input checked="" type="checkbox"/> Brandon		25.360

ExportCancel

11. Click **Export**
12. A file will appear at the bottom of the screen. Click the file to open it
13. Save it to your computer