






Review the Status of a Timecard

1.	<p>Enter your password into the Password field.</p> <p>Enter "welcome1".</p>
2.	<p>Click the Login button.</p> <p></p>
3.	<p>Click the Employee Direct Access link.</p> <p></p>
4.	<p>Click the Time Entry link.</p> <p></p>
5.	<p>The status of all timecards can be viewed here and also in your Worklist link on the Employee Direct Access menu.</p>
6.	<p>Click the Home link.</p> <p></p>
7.	<p>Click the Logout link.</p> <p></p>
8.	<p>Congratulations!</p> <p>You have successfully reviewed how to view the status of a timecard using the Time Entry link in Employee Direct Access.</p>