



D A M S T R A

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# EPP for Employees – Access Control

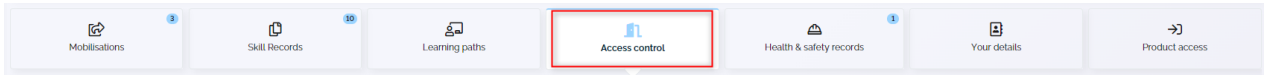
**PRODUCT:** Workforce Management

**VERSION:**

**AUTHOR:** J-pee De Guzman

**APPROVED BY:**

This section allows the employee to view all their timecards. To access this, click **Access Control** from your **Profile**.



Set the date range for the data you want to be collected for timecards. You can also use the last 24 hours, last 7 days, last 30 days and last 60 days then click **Apply**

20240112 to 20240117 ▾

Last 24 Hrs

Last 7 days

Last 30 days

Last 60 days

< Oct 2023 Nov 2023 >

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30	29	30	31	1	2	3	4
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	1	2
29	30	31	1	2	3	4	3	4	5	6	7	8	9

12 : 00 : 00 AM      12 : 00 : 00 AM

2024-01-12 00:00:00 - 2024-01-17 00:00:00

The system will extract all the available timecards you have from the selected dates and this will display the following information:

- Day of week
- Date
- In/Out
- Shift
- Cumulative
- Origin
- Department
- Company

Timecards

2023-10-02 00:00:00 to 2023-10-20 00:00:00 ▾ Download ▾

Day of week	Date	In	Out	Shift	Cumulative	Origin	Department	Company
Wednesday	04/10/2023	9:55 AM	3:21 PM	05:26	5h 26m	Clark Office Clark Admin	-	QA Testing Company
Thursday	05/10/2023	5:17 AM	3:00 PM	09:43	15h 9m	Clark Office Clark Admin	-	QA Testing Company
Monday	09/10/2023	8:29 AM	3:11 PM	06:42	21h 51m	Clark Office Clark Admin	-	QA Testing Company
Wednesday	18/10/2023	8:52 AM	2:58 PM	06:06	27h 57m	Clark Office Clark Admin	-	QA Testing Company

Count: 4

You can download the extracted data into Excel or CSV.