

# Quick Guide: Using the Search for Missing TimeCards Report

## Objectives & Benefits

Using this report was primarily created to focused on:

- Ensuring any worker with time stored for a specific weekend has an approved TimeCard for that weekend

However, there are additional uses for this report that you will want to be aware of. There are QuickGuides available to walk you through how to do these steps in WorkRecords. This QuickGuide was created to itemize the other uses of this report.

## Additional Uses

1. **To ensure all workers listed should be active :** any worker listed on this report that is no longer active at that customer, this order should be closed in WorkRecords
2. **To close out active order confirmation:** this report has a link under Info that will allow you to close out an order confirmation
3. **To change a close out date:** in WorkRecords, you will either choose the date of the last approved TimeCard weekending OR early close the order confirmation. If the wrong date is selected, the order confirmation will still show as active. This report has a link under Info that will allow you to change the close out date.
4. **To enter zero hour TimeCards:** you may have a worker that missed a few weeks but you want them to remain active as they will be going back to that customer soon. This report has a link under Info that will allow you to enter a zero hour TimeCard.

All of the above uses will allow you to easily keep your data updated in WorkRecords which assists your workers and customers in the easy use of WorkRecords, either at the kiosk or when logging in to review and approve hours.