

Changing Day/Time Display Preferences & Workgroup Preferences

When your Payroll Manager set up the account that allows you to access Time and Attendance, Preferences were likely not configured, or you may want dates and times on time cards, and the order of workgroups to display a different way.

Follow the steps below to change your time card and workgroup display preferences. Screen shots that illustrate these steps follow on the next page.

- 1 Select **My Account** from the Operations menu.
- 2 Select the **Preferences** tab.
- 3 Click the Visualization Change link to change how dates and times appear on individual time cards.
- 4 Make your selections as follows and then click **Ok**.

Field	Options
Rendering Time Of Day	<ul style="list-style-type: none"> • 12-hour clock: Displays time with AM/PM. • 24-hour click (default): Displays time in military time.
Minutes Portion of Time	<ul style="list-style-type: none"> • Hours:Minutes (default, recommended): Displays 15 minutes after 8 as 8:15, for example. • Hundredths format: Displays 15 minutes after 8 as 8.25, for example.
Rendering Amount of Hours	<ul style="list-style-type: none"> • Hours:Minutes (default): Displays 4 hours and 15 minutes worked as 4:15, for example. • Hundredths format: Displays 4 hours and 15 minutes worked as 4.25.
Rendering Dates	<ul style="list-style-type: none"> • mm/dd/yy (default): Displays dates worked as 01/01/12, for example. • D-o-w: Displays the day of the week with date worked as Friday, January 13, 2012.
Time Zone	Choose the time zone of the user in relation to the Corporate time zone. Options on the dropdown menu are up to five hours earlier or later than that corporate time zone.

Note: Visualization preferences only affect how dates and times appear on time cards for individual employees and Period Summary that displays at the bottom of individual employee time cards. All other dates and times appear in the default format noted above.

- 5 Click the **Sorting Change** link to change the order in which workgroups display.
- 6 In each of the workgroup fields that display, select one of the following and then click **Ok**.
 - Code: Sorts workgroups numerically by workgroup ID.
 - Name: Sorts workgroups alphanumerically by workgroup name.
 - Number: Sorts workgroups numerically by the number that ToD automatically assigns to each workgroup when it is created.

The screenshot illustrates the steps to change workgroup sorting preferences in the Payroll Manager system. The interface shows the 'Accounts' section with a list of 'Operator Access Accounts'. A specific workgroup, 'banks (Michael Banks83181)', is selected. The 'Workgroup Sorting Preferences' dialog is open, allowing the user to select the sorting order for Locations, Department, and Cost Centers. The 'Account Preferences' dialog is also open, showing options for rendering time of day, minutes portion of time, rendering amount of hours, rendering dates, and time zone. Numbered callouts (1-6) indicate the steps: 1. Accounts menu, 2. Workgroup row, 3. Change link, 4. Ok button, 5. Sorting Change link, 6. Ok button in the Workgroup Sorting Preferences dialog.