My Audits is essentially a log of all edits made to your timecard. To the right of your timecard is a blue panel, if you click on My Audits, you will be taken to a screen to view any adjustments to your timecard for a specified pay period(s).

The screen will default to the current pay period and a list of any edits made to your timecard.

Note: If you hover your mouse over any of the fields, you will see the full field displayed.

- **Date:** Associated Timecard Date
- **Time:** The time you started or ended your shift
- **Type:** The type of edit that was made
- **Account:** If a special job or friendly name was used
- **Pay code:** The type of pay code used to categorize leave taken
- **Amount:** Amount of hours associated with the Pay code used for leave taken
- **Work Rule:** Will notate a work rule transfer
- **Override:** This field indicates that the time was an in punch or an out punch
- **Comment:** Comments can be inserted by timekeepers or supervisors only
- **Edit Date:** This is the date the timecard was edited
- **User:** This field indicates who made the edit to the timecard
- **Data Source:** Timecard Editor

You also have the ability to click the drop down arrow under **Type of Edit.** This will open up a list of types of edits if you are interested in only looking at the audit trail for Pay Codes, punches, etc. The **Category Field** drop down list shows my signoff and approvals which shows the date, time, and who approved and sign-off on the employees timecard.