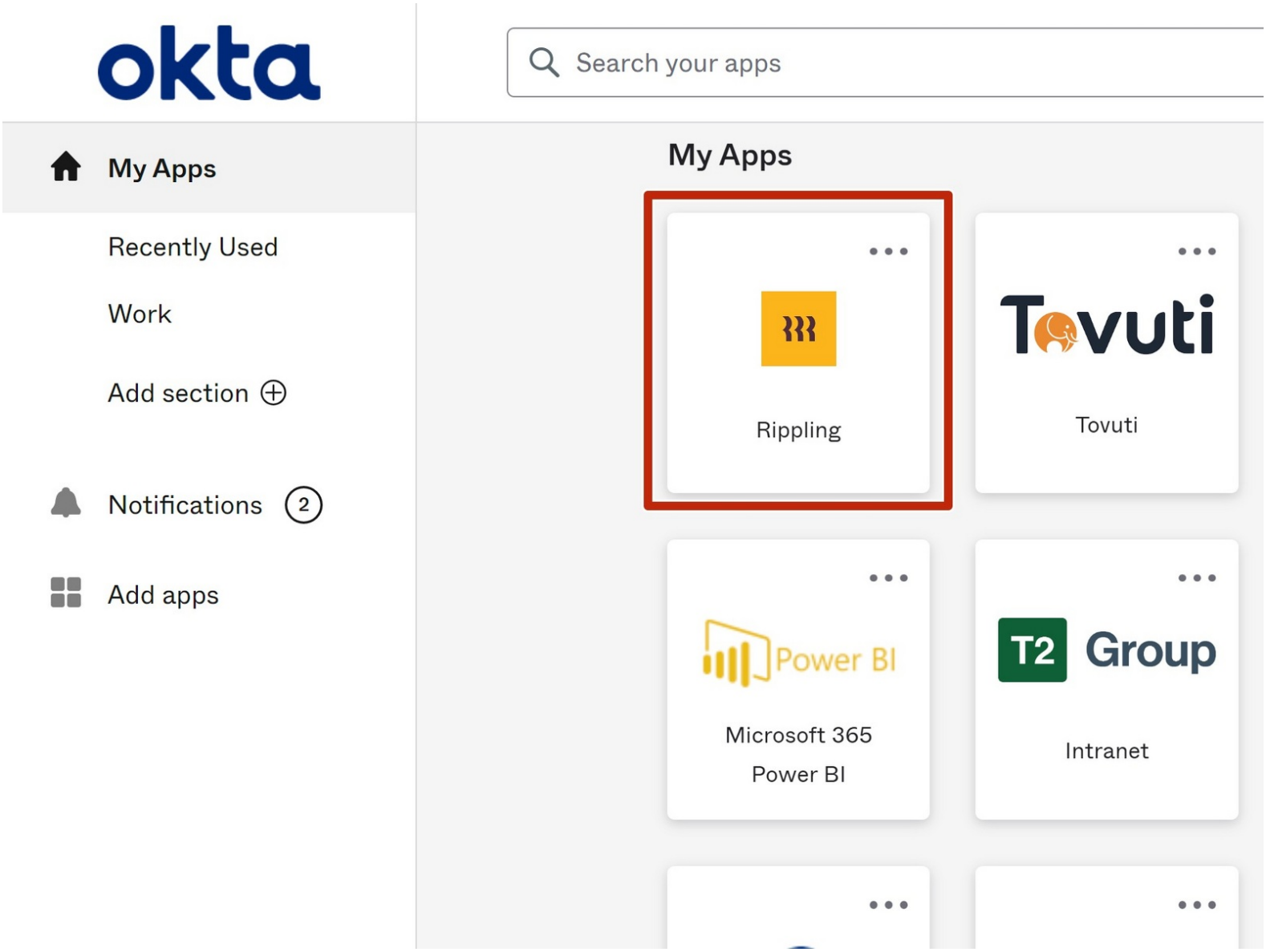
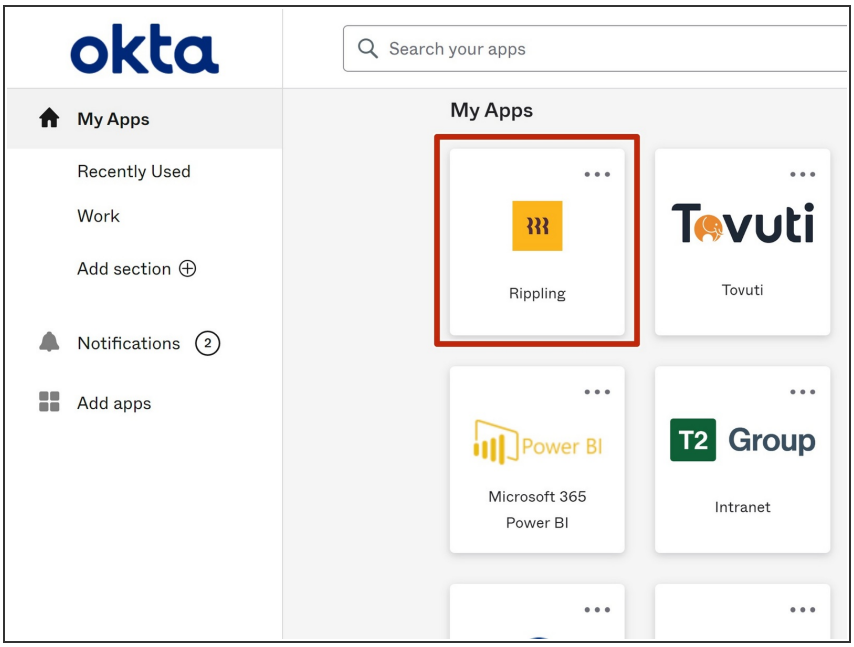
Viewing your Timecards

Written By: Brendon Welch



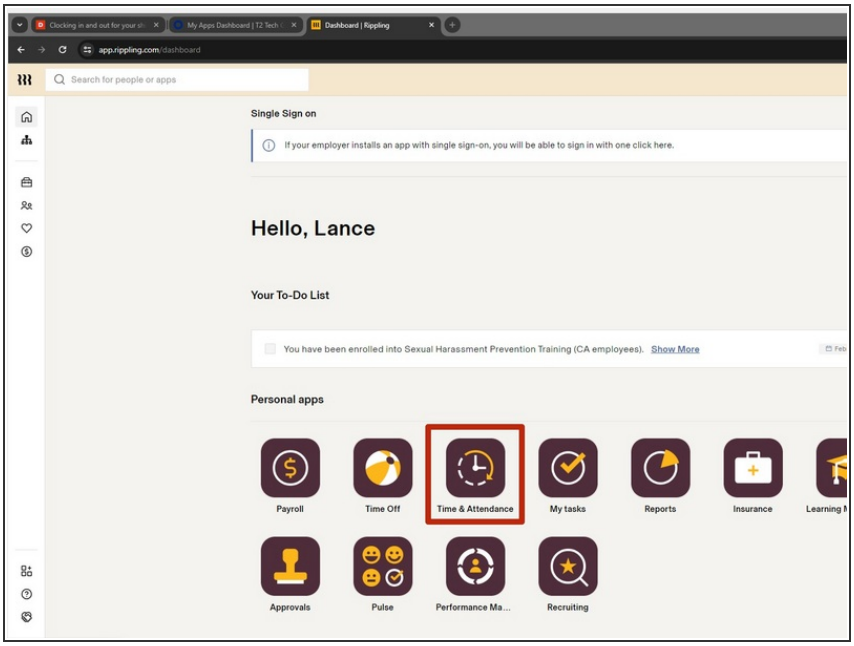
Step 1 — Viewing your Timecards



While logged into your T2 Dashboard:

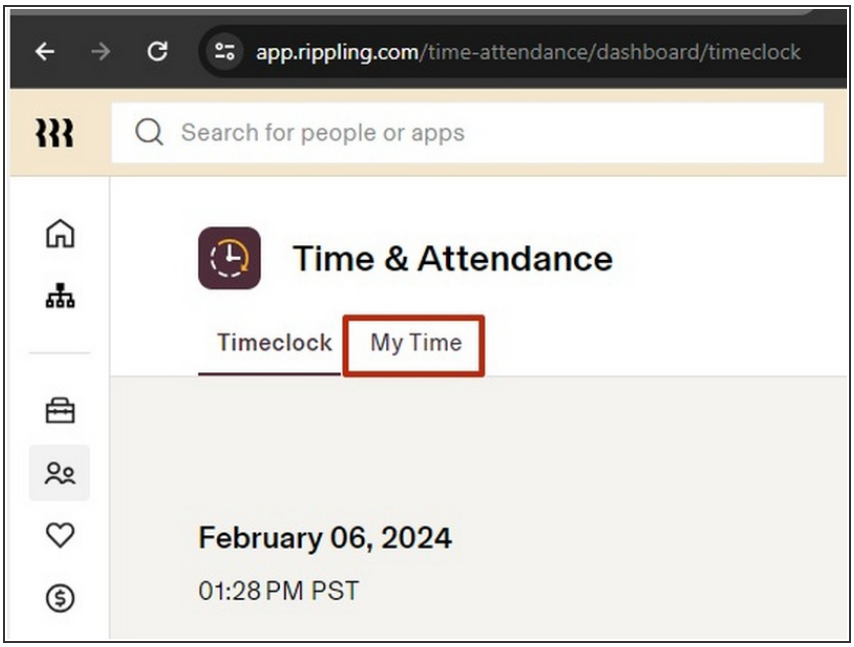
- Click **Rippling**

Step 2



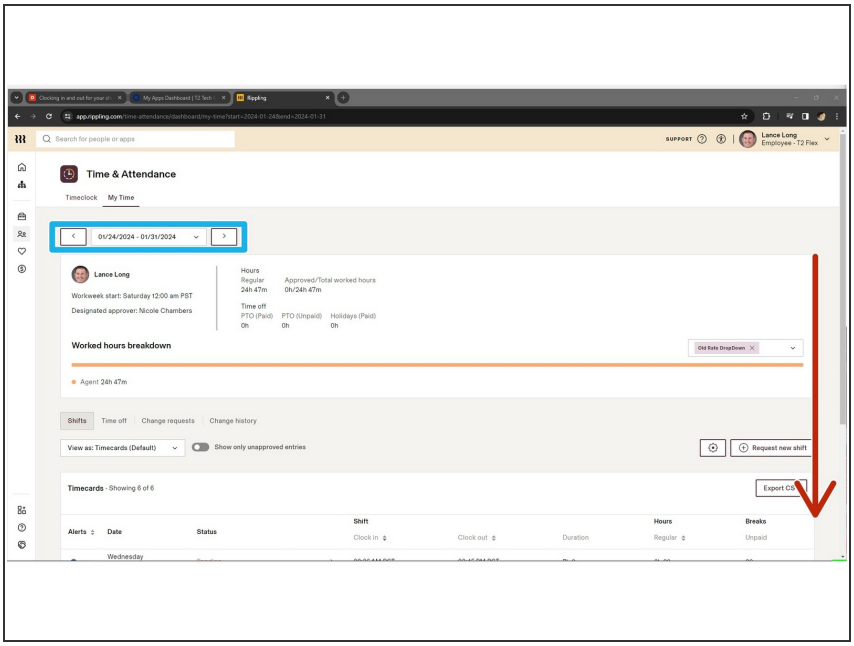
- Click **Time and Attendance**

Step 3



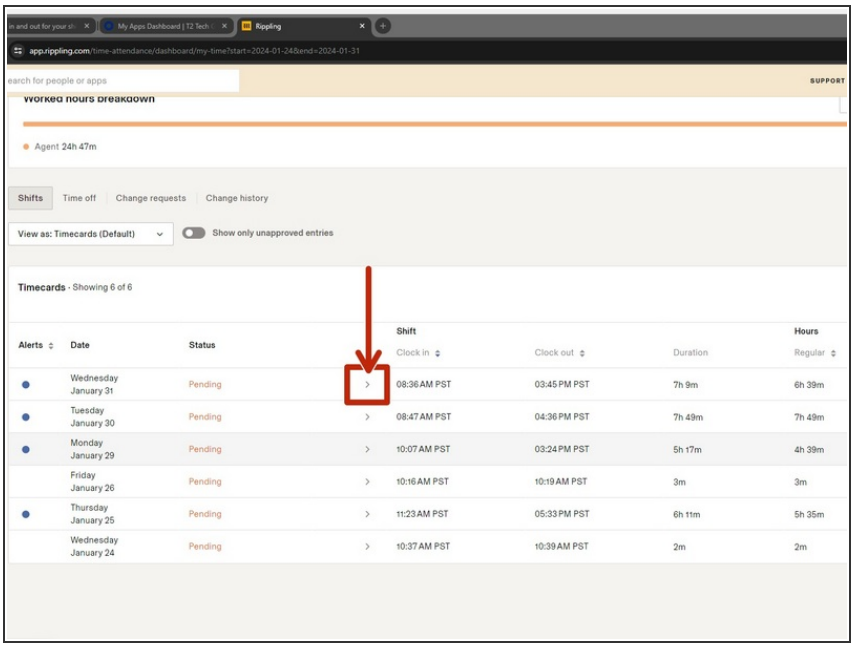
- Click **My Time**

Step 4



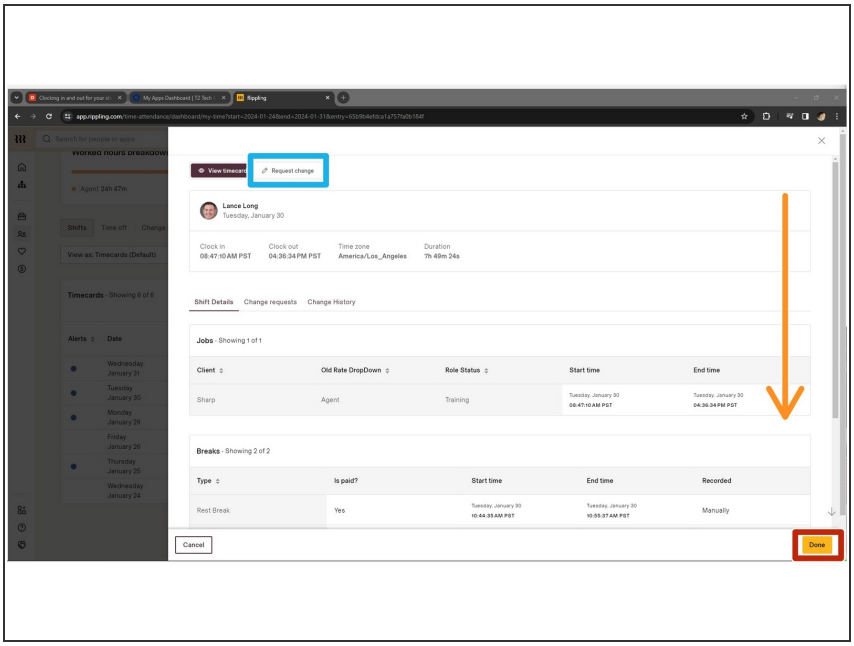
- Select the **Timeframe**
- **Scroll Down**

Step 5



- **To review a Timecard:**
- **Expand the Timecard for the day**

Step 6



- **To review the Timecard:**
- **Scroll down**
- **If you need to request changes to your Timecard:**
- Click **Request Change**
- **To submit changes or close the Timecard:**
- Click **Done**