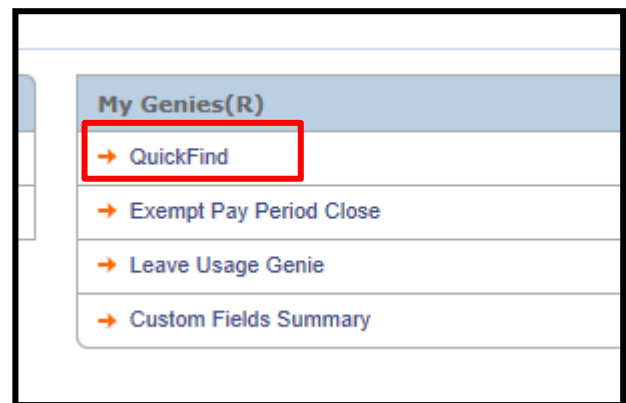


1. Log into the **Archive Database** by copying the URL on the right and pasting it in your web browser. You will notice the Archive database's landing page has a **RED** frame to differentiate it from the Production database, which has a **BLUE** frame.

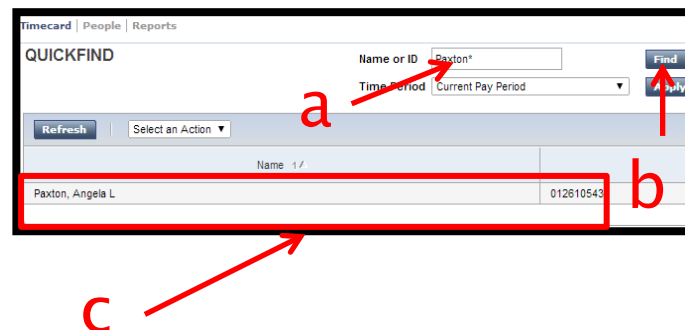
https://auth.berkeley.edu/cas/login?service=https://kro62-pw01.ist.1918.berkeley.edu/cgi-bin/casv2_html_pw01.pl

2. Select **QuickFind** from the **My Genies®** menu.



3. Use **Quickfind** to locate the employee whose timecard you need.

- a. Enter the Name of the employee before the asterisk (*) in the **Quickfind** field.
- b. Click **Find**.
- c. A list of employees appears.



4. In the **Time Period** drop down field select the **Range of Dates** option.



5. Enter the range of dates for the timecard you are retrieving.

6. Click the **Apply** button.

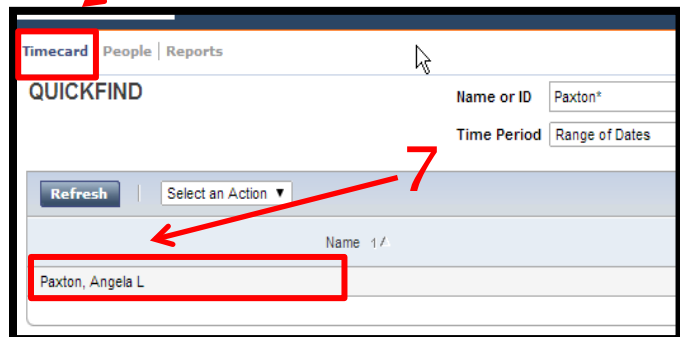
4

5

6

7. **Select** the employee whose timecard you are retrieving from the list of found employees.

8. Click **Timecard**.

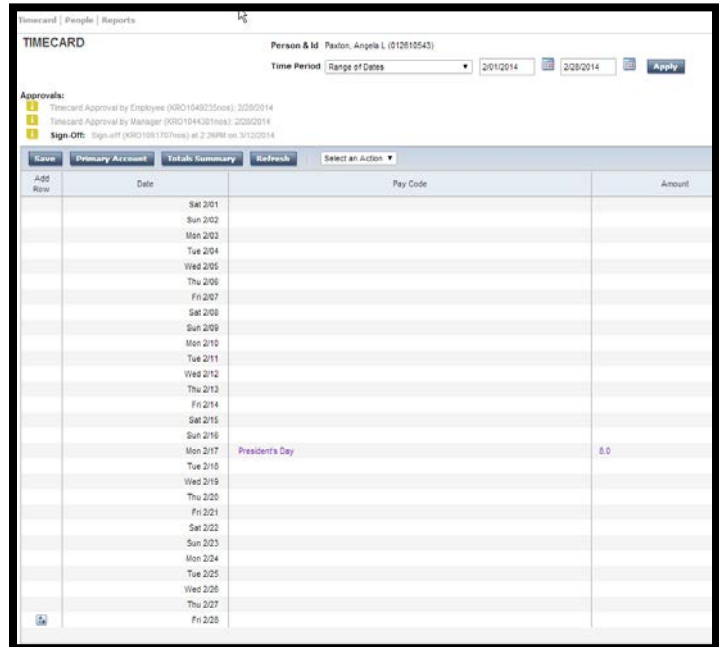


8

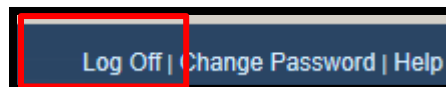
7

The timecard for the selected employee in the selected date range appears.

9. Press **Ctrl+P** to print the timecard.



10. Click **Log Off** to log out of the Archive Database.



10

To make a historical edit to this timecard:

1. **Mark-up** the timecard with the **historical edits** necessary
2. **Enter** the changes into PPS.

File the marked-up document in your archived data historical edit file.