# How to find information about your timecards

1. **Log on mitHR**
   - Select the tab **Me**

2. **Select the Time and Absence App.**

3. **Select Existing Time Cards** to get information about your time cards

You get an overview showing your saved, submitted and approved timecards. To open a timecard click on the data range marked in bold:

**01-12-22..30-12-22.**

A submitted or approved timecard can’t be edited. Your local ProjectTime secretary, can change a submitted timecard to saved, if you have changes to make.

If a timecard is approved, all data has been posted. Corrections to an approved timecard can be made by your local Project Controller.

To edit a saved time card click the small pencil