

Timecard Actions

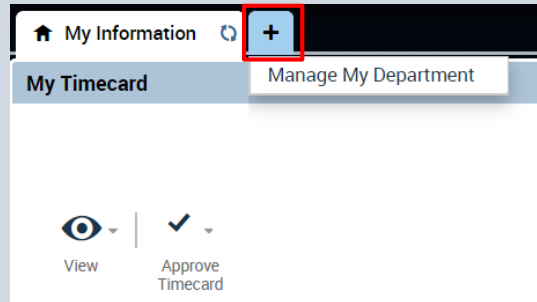
Purpose:

This job aid will help you edit employee punches, pay code and also add comments.

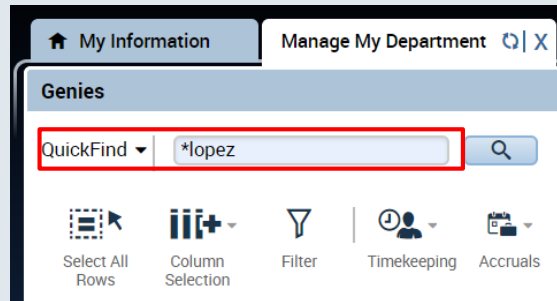
Steps

Screenshots

From the home page, click on the '+' and select Manage my Department



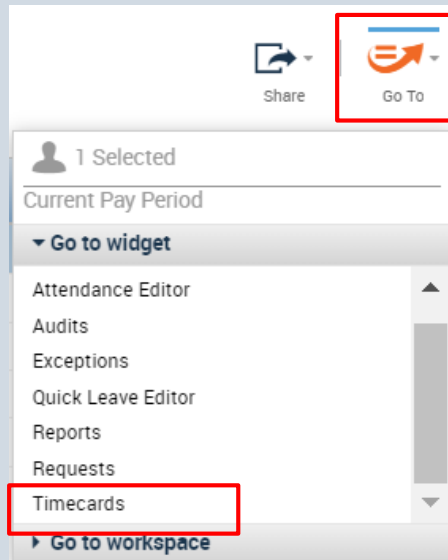
Find the employee you want to edit by using the QuickFind window and inserting their name or employee ID.



Click on their name twice to open their Timecard.

Or you can click their name once to select them.

Then on the right side of the window, select the Go To drop down menu and choose "Timecards"



Timecards

Test, Employee 1 | 1 of 1 | 200031

View | Approve Timecard

	Date	Schedule	Pay Code	Amount	In	Transfer	Out
+ X	Fri 7/17	8:00AM-4:00PM			8:00AM		4:00PM
+ X	Sat 7/18						
+ X	Sun 7/19						
+ X	Mon 7/20	8:00AM-4:00PM			8:00AM		4:00PM
+ X	Tue 7/21	8:00AM-4:00PM			8:00AM		[Red Cell]
+ X	Wed 7/22	8:00AM-4:00PM			8:00AM		6:00PM
+ X	Thu 7/23	8:00AM-4:00PM			8:00AM		5:00PM
+ X	Fri 7/24	8:00AM-4:00PM			8:00AM		4:00PM
+ X	Sat 7/25						

Find the punch that needs to be modified, it could appear as a red cell indicating a **Missed Punch**.

Once you are on the punch, double click the cell and it will turn yellow. This means you are **editing the cell**, type in the correct time. Any time a punch is corrected manually supervisors will have to leave a comment explaining it. Leaving a comment is explained later in this job aid.

8:00AM		4:00PM
8:00AM		4p
8:00AM		6:00PM
8:00AM		5:00PM
8:00AM		4:00PM

To edit the pay code, Click on the Pay Code cell that needs to be amended, click the **Pay Code drop down** and select a Pay Code from the List. Pay codes will be entered by default following each employees Pay Rule. Pay codes will only need to be entered for exceptional situations such as the employee being unable to submit a leave/time off request.

Pay Code	Amount
Overtime - General OT Code	
Search	
Compensatory Time Used	
CCE - Comp Time Earned	
Holiday	
OT DPS HCP No Retirement	
OT DPS Prior Period Adjustment	
Overtime - General OT Code	
Overtime DPS Project	
Pay Differential Excess 2013	

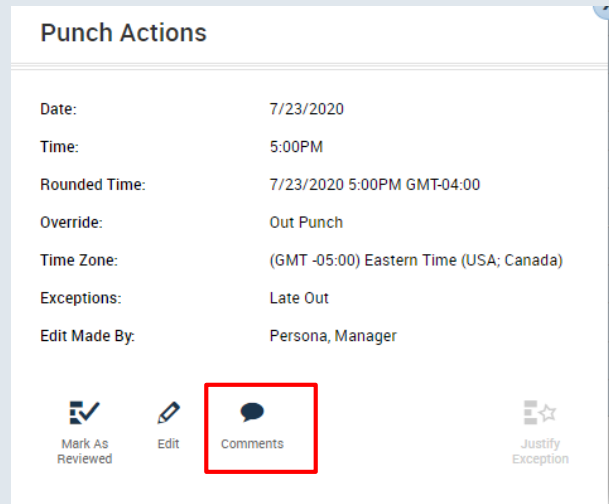
Any cell that has a red band on the left hand side means that there is an **exception**. While hovering over an exception you can right click to view its details.

8:00AM		4:00PM
8:00AM		[Red Cell]
8:00AM		6:00PM
8:00AM		5:00PM
8:00AM		4:00PM

Steps

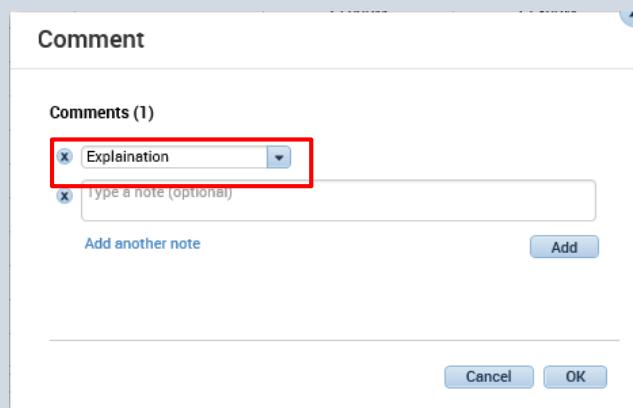
When viewing the exceptions, there will be a **Comments icon**. Click the icon to view, add, or edit comments.

Screenshots



Once you select Comments choose **Explanation** from the drop down and then add the desired comment.

When ready to add comment to the timecard press **Ok** to publish it.



Once you publish the comment it will be visible as a **blue text bubble** next to the punch.

Hover over the icon to see the comment.

8:00AM		4:00PM
8:00AM		4:00PM
8:00AM		6:00PM
8:00AM		5:00PM
8:00AM		4:00PM

The screenshot shows a timecard grid with punch times. A blue text bubble icon is visible next to the 5:00PM punch time, highlighted with a red box.

As always, finish with saving the Timecard by pressing the **Save** icon in the upper right corner.

It will appear orange when there is unsaved data and it will appear greyed out when everything is up to date.

