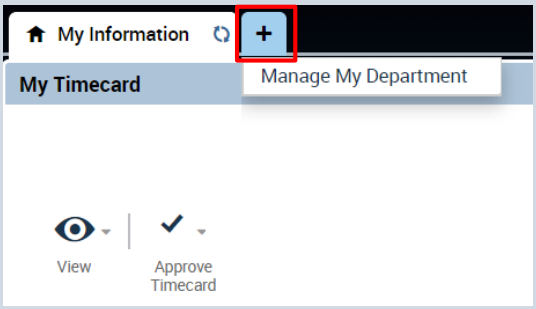
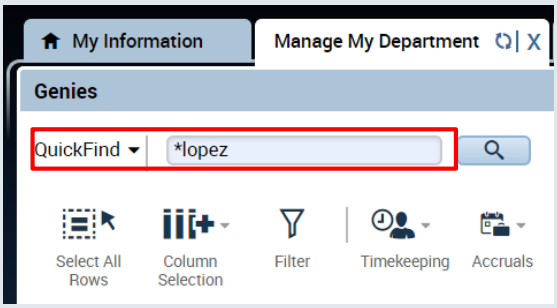
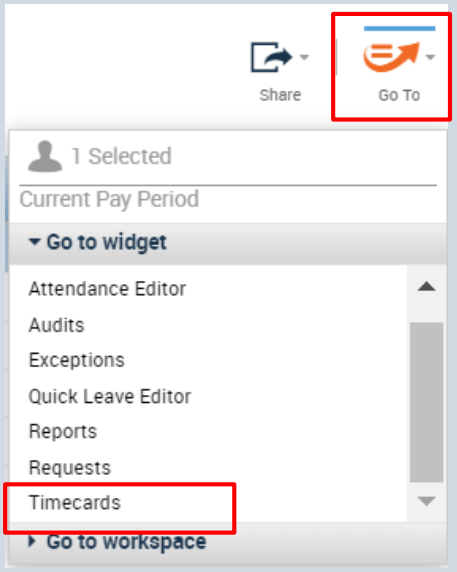
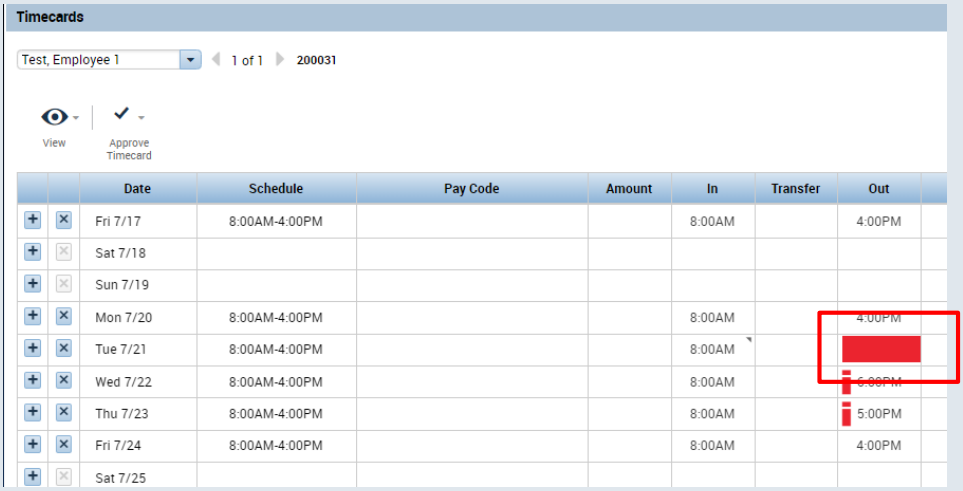
Timecard Actions

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

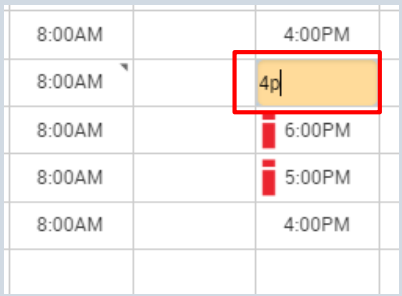
Steps	Screenshots
From the home page, click on the '+' and select Manage my Department	
Find the employee you want to edit by using the QuickFind window and inserting their name or employee ID.	
Click on their name twice to open their Timecard. Or you can click their name once to select them. Then on the right side of the window, select the Go To drop down menu and choose "Timecards"	

Steps	Screenshots

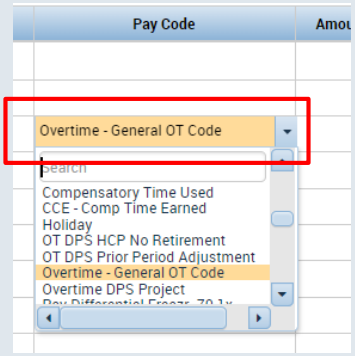


Find the punch that needs to be modified, it could appear as a red cell indicating a Missed Punch.

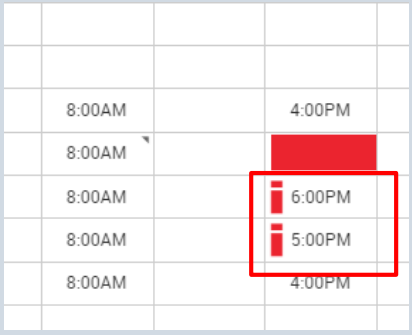
Once you are on the punch, double click the cell and it will turn yellow. This means you are editing the cell, type in the correct time. Any time a punch is corrected manually supervisors will have to leave a comment explaining it. Leaving a comment is explained later in this job aid.

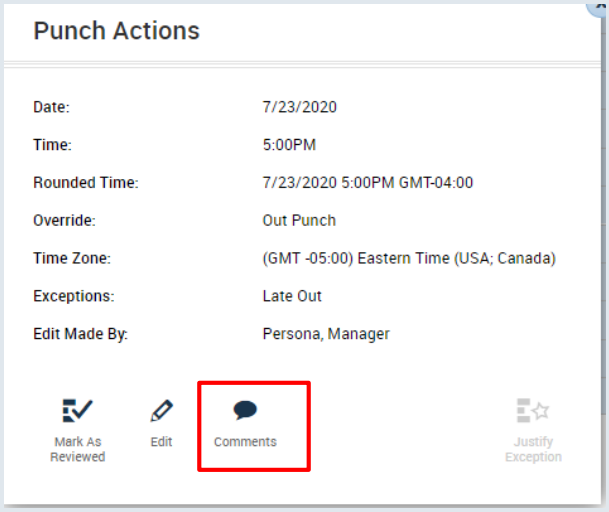
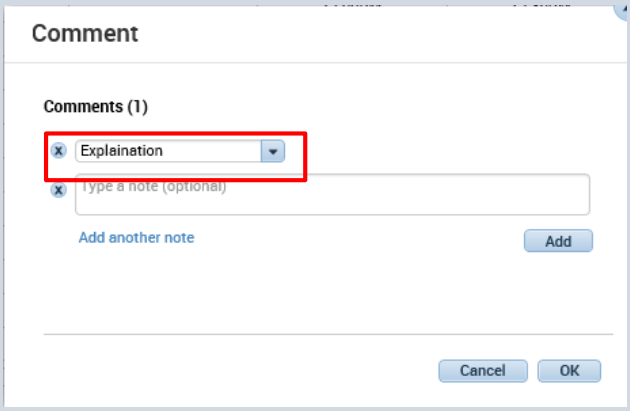
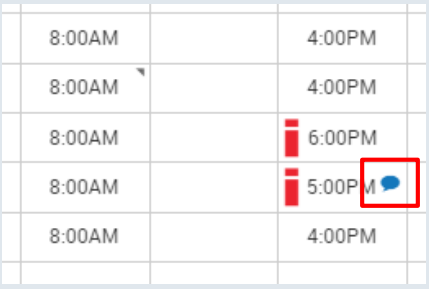
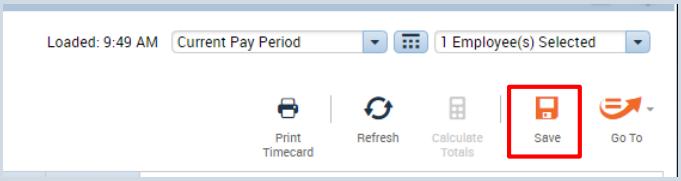


To edit the pay code, Click on the Pay Code cell that needs to be amended, click the Pay Code drop down and select a Pay Code from the List. Pay codes will be entered by default following each employees Pay Rule. Pay codes will only need to be entered for exceptional situations such as the employee being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



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.



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