MANAGERS – TIMECARD FUNCTIONALITY OVERVIEW

Objective As a Manager, you will need to learn how to make adjustments on the timecard from time to time.

Purpose This selection will provide an overview of the available functionality on the timecard.

	Function	Use when you want to	Screen Shot
1	Edit	Edit a punch line.	Punch
	Job Aid Editing your Timecard and Editing Paycodes	Remember never alter a punch by an employee except when there's a duplicate punch.	8 30AAH 30PM 8 30AAM 5 30PM TIME (Purmay) * 4.29PM 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
		Make comment first then delete the duplicate punch.	Historical Corrections All Totals C Cancel OX
	Transfer	Transfer to a different department, job and/or Work Rule.	Tue 9/04 7:00AM-3:30PM 7:00AM 3:30PMLibrary/6LIB08///BDMAIN/ 2:00PM/Library/6LIB08///BDMAIN/
		You can time stamp when this	Wed 9/05 7:00AM-3:30PM 7:00AM 3:30PM Thu 9/06 7:00AM-3:30PM 7:00AM 3:30PM
2		transfer occurs. Transfers can be done on a Timecard or Schedule .	Grand Date (7.70UANN-5:SUPM)
	Job Aid	Select the Search option in the	Tue 9/04 7:00AM-3:30PM 7:00AM 12:00PM 12:00PM 12:00PM 1:00PM 1:00
	Editing your Timecard - Account Transfers	drop down to display the options	2:00PM 3:30PM ;////0010 Wed 9/05 7:00AM-3:30PM 7:00AM 3:30PM
	Pay Codes	Insert a Pay Code.	Labour Day Amount
3	Job Aid	When inserting a Pay code, no punches must be present on the line.	8:30AAA-30PM 8:30AM 4:30PM Pey Code: " Fersonal Emergency Leave • Round Emerge
	Editing Paycodes	To change a Pay Code on a Punched line, use the Move function.	### ### ### ### ### ### ### ### ### ##
4	Move Right click on the Pay Code in the	Move time from one Pay Code to another Pay Code.	1700 1700
	Totals.	Ensure you set the Totals display to Daily if you wish to make the move other than today. Default is today's date.	Account Pleasing of PUN-YPP-LMERY Pegular Community Pleasing of PUN-YPP-LMERY Unapproved Time Community Pleasing of PUN-YPP-LMERY Unapproved Time Amount pleasing 14 Amount pleasing 14 Connected (8) Add Comment Cancel OK
5	Approve Overtime	Approve Overtime.	Date Schedule to out Transfer Pre-Code Amount shift balls (x) Sun 9/02 Approve Overtime
	Right click on the red clock face.	The option is to approve All, Some or None.	Mon 9/03 8 304M-430PM 8 304M 4 20PM Unapproved overtine 1:00 Wed 9/05 © 8 304M-430PM 8 304M 5 30PM Amount (9-4mm) * Thu 9/05 8 304M-430PM 8 304M 4 20PM Amount (9-4mm) * Amount (9-4mm) * Wed 9/05 8 304M-430PM 8 304M 3 30PM Amount (9-4mm) * Wed 9/05 W
	Job Aid Reviewing and Approving Timecards	Note: Any balance remaining in Unapproved Overtime must be moved to Reviewed Unpaid	Tris 3/09 8-30AA-2-30PM 8-30AA 4-30PM Annount* 8-Al



	Function	Use when you want to	Screen Shot
6	Approve Time Card	The recommended process is to approve time on a daily or weekly basis. Ensure you select Today to only view today's punches.	Filter Timekeeping Aoorualo Approvel Approve Timecard
	Job Aid Reviewing and Approving Timecards	If you're in current period – the approval will be for all days in the timecard.	Pers W Job Assi Remove Timecard Approval 11155 Fu To May Remove All Timecard Approvals 11519 Se St May Approve Overtime 11068 Fu To Croc Fu To To <t< td=""></t<>
7	Employee Profile Data	Right click on the name to see the default value for an employee.	Terrocards