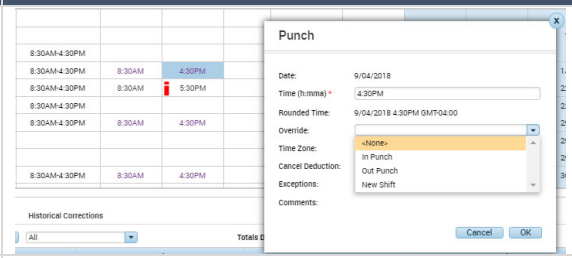
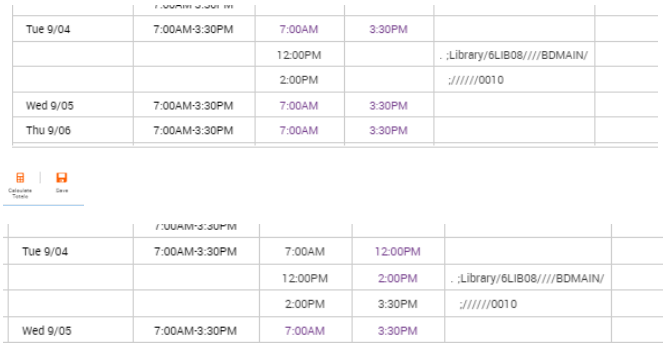
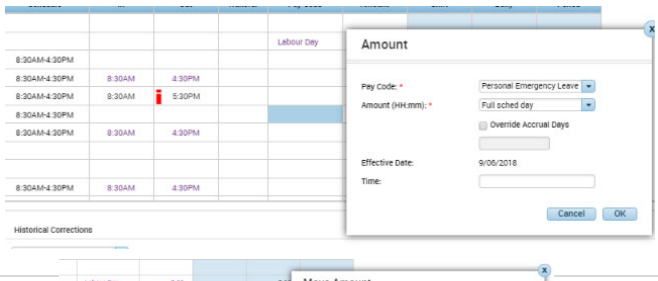
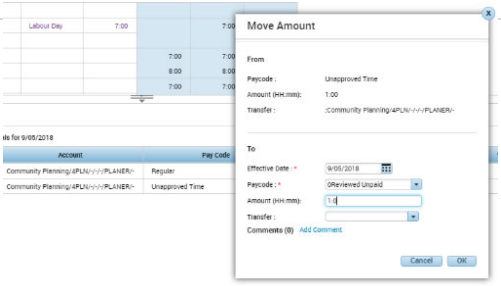
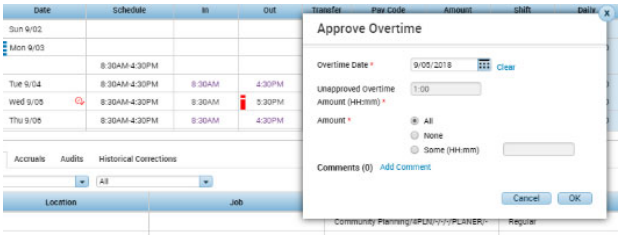
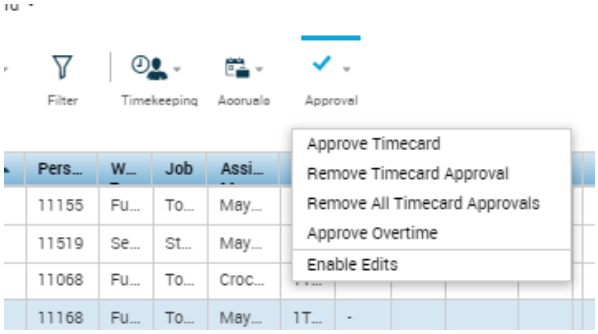
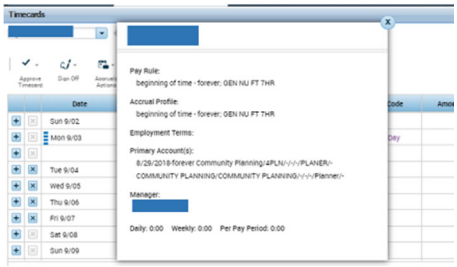
MANAGERS – TIMECARD FUNCTIONALITY OVERVIEW

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** **Job Aid** *Editing your Timecard and Editing Paycodes*	Edit a punch line. Remember never alter a punch by an employee except when there's a duplicate punch. Make comment first then delete the duplicate punch.	
2	**Transfer** **Job Aid** *Editing your Timecard - Account Transfers*	Transfer to a different department, job and/or Work Rule. You can time stamp when this transfer occurs. Transfers can be done on a **Timecard** or **Schedule**. Select the **Search** option in the drop down to display the options	
3	**Pay Codes** **Job Aid** *Editing Paycodes*	Insert a Pay Code. When inserting a Pay code, no punches must be present on the line. To change a Pay Code on a Punched line, use the **Move** function.	
4	**Move** Right click on the **Pay Code** in the Totals.	Move time from one Pay Code to another Pay Code. Ensure you set the Totals display to **Daily** if you wish to make the move other than today. Default is today's date.	
5	**Approve Overtime** Right click on the **red clock face.** **Job Aid** *Reviewing and Approving Timecards*	Approve Overtime. The option is to approve All, Some or None. ***Note:** Any balance remaining in **Unapproved Overtime** must be moved to **Reviewed Unpaid***	

	Function	Use when you want to	Screen Shot
6	**Approve Time Card** Job Aid *Reviewing and Approving Timecards*	The recommended process is to approve time on a daily or weekly basis. Ensure you select **Today** to only view today's punches. If you're in current period – the approval will be for all days in the timecard.	
7	**Employee Profile Data**	**Right click** on the name to see the default value for an employee.