

Employee/Supervisor Instructions for Timecard Editing

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Time Management provides employees with the ability to review timesheets (aka timecards) based on pay periods. Depending upon your company's setup, you may have access to either an hourly or a detailed clocking timecard.

If attestation is enabled, the timecard displays an attestation status indicating whether you accepted or denied the attestation upon submission of the timecard:

- **Not Yet Submitted** – Indicates the timecard is in an Open status.
- **Agreed or Disagreed** – Indicates the timecard is in a Submitted status, based on your selection.

The **Summary** section has this information:

- **Pay Matrix** – Shows the pay code, pay ID, hours, and the total of any Special Dollar entries.
- **Weekly Summary** – Provides a weekly breakdown of all paid hours during the weeks that are contained within the pay period.
- **Accrual** – Displays your accrued and used hours for Paid Time Off (PTO), Extended Illness Bank (EIB), and any other banks.

In the **Timesheet Detail** section, the **Action Bar** may include **Submit**, **Print**, **Punch**, and **Transfer**. The **Transfer** and **Punch** buttons only appear if they are configured and if the timecard is in an Open status.

When you submit the timecard, you may be required to confirm that the submitted hours are true and accurate.

You can roll back the timecard from SUBMIT status to OPEN status, provided the timecard has not yet been approved by the supervisor (see the green message at the top of the screen). Selecting **Undo Timesheet Submission** returns the timecard to OPEN status; you can then make changes and resubmit the timecard. The **Undo** option remains visible above the timecard until the Supervisor or Payroll Admin approves it, at which time the confirmation message and **Undo** option disappear.

View Timecard using Date Filters: Employees and supervisors can use the date filter to view time on the **Timesheet** page.

1. From the **Date Selection** field, select **Current Pay Period**, **Last Pay Period**, or **Next Pay Period**.
2. To filter by a specific pay period, select **User Defined Pay Period**. Use the calendar icon to select the dates, and then select **Search**.
3. If applicable, select **This Week (View Only)** or **Last Week (View Only)** to view information for this week or last week. This filter is helpful if your pay periods span more than one week and you want to view one week at a time.

- If applicable, select **User Defined Date Range (View Only)** to view information by a specific date range. Enter the date range, and then select **Search**.

Clock In and Out: Forms of time entry include using a hardware timeclock with a timeclock badge, and clock punching from another type of device (only if approved by Management).

Add or Correct a Timecard Punch: An employee can add a missing punch by entering it in the OUT column of the timecard. However, when a missed punch is the IN punch or a meal punch, and the following punches are misaligned, the employee must use the Insert/Repost button above the timecard to enter the missing punch and realign the punches for the day.

| Pay Matrix | Date | Notes | PayCode | In | | Out | | Reg | OT | WkHol | Daily Hours | Weekly Hours |
|------------|----------------|-------|------------------|---------|---|---------|---|------|------|-------|-------------|--------------|
| | Mon 04/24/2023 | | 0[REG TIMECLOCK] | 08:00AM | * | 04:00PM | * | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 |

Insert/Repost Punches

Select Date/Time Information

| | Date | Time |
|----|----------------|------|
| 1. | Sun 04/23/2023 | |
| 2. | Sun 04/23/2023 | |
| 3. | Sun 04/23/2023 | |
| 4. | Sun 04/23/2023 | |
| 5. | Sun 04/23/2023 | |
| 6. | Sun 04/23/2023 | |
| 7. | Sun 04/23/2023 | |
| 8. | Sun 04/23/2023 | |

Notes:
To INSERT one or more punches, please fill in the information above. Otherwise, please hit [OK] to REPOST a Pay Period.

Always select Save after all timecard edits. When the updated punch time has been saved, you will receive a confirmation message: "Your entries were saved successfully."

Add Non-Worked Time to Timecards:

1. From the **Date Selection** field, select the pay period you wish to update.
2. In the **Timesheet Detail** section, select the date within the pay period.
3. From the **PayCode** field, select the pay code from the drop-down list. **See examples of non-worked time below.**
4. In the **Reg** field, enter the number of hours. Clock punch times are never used for non-worked time.
5. Select **Save** after each edit.

| | Pay Matrix | Date | Notes | PayCode | In | | Out | | Reg | OT | WkHol | Daily Hours | Weekly Hours |
|--|------------|----------------|-------|------------------|---------|---|---------|---|------|------|-------|-------------|--------------|
| | | Mon 04/24/2023 | | 0[REG TIMECLOCK] | 08:00AM | * | 04:00PM | * | 8.00 | 0.00 | 0.00 | 8.00 | 8.00 |
| | | Tue 04/25/2023 | | 25[LWOP] | | | | | 5.00 | 0.00 | 0.00 | 0.00 | 16.00 |
| | | Tue 04/25/2023 | | 2[PAID TIME OFF] | | | | | 3.00 | 0.00 | 0.00 | 8.00 | 11.00 |
| | | Wed 04/26/2023 | | 32[GIFT DAY OFF] | | | | | 8.00 | 0.00 | 0.00 | 8.00 | 24.00 |
| | | Thu 04/27/2023 | | 3[JURY DUTY] | | | | | 4.00 | 0.00 | 0.00 | 0.00 | 28.00 |
| | | Thu 04/27/2023 | | 0[REG TIMECLOCK] | 12:00PM | * | 04:00PM | * | 4.00 | 0.00 | 0.00 | 8.00 | 32.00 |
| | | Fri 04/28/2023 | | 25[LWOP] | | | | | 8.00 | 0.00 | 0.00 | 8.00 | 40.00 |

Updating an Hours Entry Timecard: Employees in the *Hours Entry* Time Management Group can enter time directly to their hourly timecards as well as make needed corrections.

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1. Select the **Attendance** category. The **Timesheet** page appears.
2. From the **Date Selection** drop-down list, select **Current Pay Period**.
3. Choose the Pay Code and enter the hours. The other system data will fill in when the timecard is saved (dept, job, etc.). Note: the majority of Projects will need to be manually entered.
4. At the **Timesheet Detail** section, select the **Add** button if additional pay codes/depts/projects are needed.
5. At the applicable date fields, enter the hours worked or hours to record non-worked time. Do not enter 0.00 hours for any day (leave days that are not applicable totally blank).
6. Select **Save** to apply the changes. The **Timesheet Summary** section is updated.

Copy an Hourly Timecard: On an Hours Entry timecard, the pay codes, etc. can be copied from a previous pay period.

1. On the *Hours Entry* timecard, select the pay period in the **Date Selection** field.
2. In the **Timesheet Detail** section, select **Copy** to copy the previous pay period to the displayed pay period. A message appears stating that all existing data for the displayed pay period will be permanently removed.
3. Select **OK**.

Submit a Timecard/Timesheet: Employees submit their timecards to their supervisors for review and approval.

If there are unsaved changes on a new or existing timecard, the **Submit** button remains disabled until the **Save** button is selected.

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1. Select the **Attendance** category, and then select **Timesheets**.
2. Verify the entries are accurate for the timecard.
3. Select the **Submit** button. If configured by your company, you may need to verify that your timecard is correct.
4. From the **Verify** window, select **Submit Timesheet**. If configured by your company, Time Management may validate if timecard entries are valid or complete:
 - If all entries are valid, you receive a confirmation message: "Your timesheet was successfully submitted on <date>."
 - If any entry is invalid, you may be asked to complete prior to submitting: "Your timesheet is not complete. Please complete your timecard prior to submitting." Select **OK** and modify any invalid entries, then resubmit.

After the timecard is submitted, its status changes from OPEN to SUBMIT.

Undo a Timecard:

If the Undo feature is configured, you can undo your timecard after it is submitted, but prior to supervisor approval. You can then make changes and resubmit the timecard.

The **Undo** option remains visible on the timecard until the Supervisor, or Management, approves the timecard to facilitate the payroll processing. Once Approved, the confirmation message and **Undo** option will disappear.