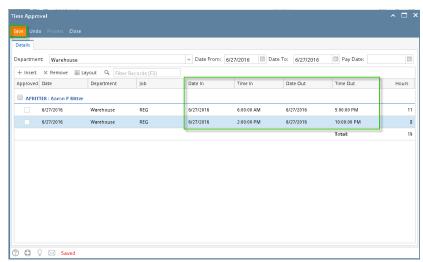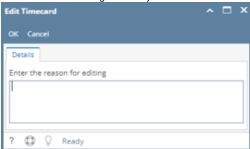# How to Edit Employee Time Entry

1. Click **Timecard Approval** from **Payroll** module.
2. Select **Department** from the dropdown.
3. Employee time entries from the selected department will be displayed on the grid.
4. Edit fields by double-clicking the them. The fields that can be edited are:
   a. **Time In**
   b. **Time Out**
5. Hours will be automatically recalculated once the fields were updated.
6. Click **Save** button to save the changes.
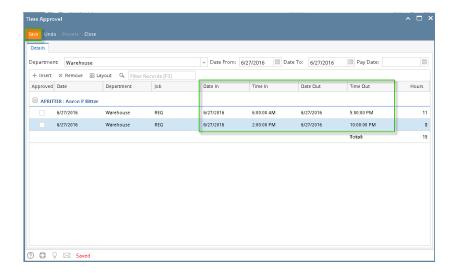

7. Enter reason for editing time entry

8. Click **OK** button to save changes and reason for editing

> ⓘ The **Department Supervisor** should only be able to **modify** the employees time entries under their own department. The **processing** of time entries will fall under the role of **Payroll Admin**.

1. Click **Time Approval** from **Payroll** module.
2. Select **Department** from the dropdown.
3. Employee time entries from the selected department will be displayed on the grid.
4. Edit fields by double-clicking the them. The fields that can be edited are:
   a. **Date In**
   b. **Time In**
   c. **Date Out**
   d. **Time Out**
5. Hours will be automatically recalculated once the fields were updated.
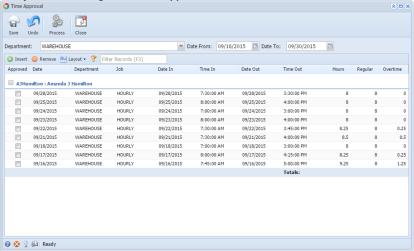6. Click **Save** button to save the changes.

ⓘ The **Department Supervisor** should only be able to **modify** the employees time entries under their own department. The **processing** of time entries will fall under the role of **Payroll Admin**.

In this screen, <u>only</u> the **Employee Supervisor per Department** is allowed and has a control to modify the Employee Time Entries. The Supervisor can modify the Time In and Out of the Employees as well as Approving the Employee Time Entries.

1. In **Payroll** module, single click **Time Approval**.

2. Select the Department and the Date Range for the pay period.

ⓘ The Supervisor per Department should only have the following controls in the **Time Approval** screen.

   a. The Supervisor <u>should only</u> modify the Employee Time Entries
   b. The Supervisor <u>should approved</u> the Employee Time Entries by checking the Employee Time Entries checkboxes.
   c. The Supervisor <u>should not have</u> the control to process the Employee Time Entries to paychecks. Process toolbar should be disabled in the Supervisor User Role.