

# 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.

Time Approval

Save Undo Process Close

Details

Department: Warehouse Date From: 6/27/2016 Date To: 6/27/2016 Pay Date:

+ Insert X Remove Layout Filter Records (F3)

| Approved                 | Date      | Department | Job | Date In   | Time In    | Date Out  | Time Out    | Hours |
|--------------------------|-----------|------------|-----|-----------|------------|-----------|-------------|-------|
| APRITTER: Aaron P Ritter |           |            |     |           |            |           |             |       |
| <input type="checkbox"/> | 6/27/2016 | Warehouse  | REG | 6/27/2016 | 6:00:00 AM | 6/27/2016 | 5:00:00 PM  | 11    |
| <input type="checkbox"/> | 6/27/2016 | Warehouse  | REG | 6/27/2016 | 2:00:00 PM | 6/27/2016 | 10:00:00 PM | 8     |
| Total:                   |           |            |     |           |            |           |             | 19    |

Saved

7. Enter reason for editing time entry

Edit Timecard

OK Cancel

Details

Enter the reason for editing

? Ready

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

**i** 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**.

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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.

Time Approval window showing details for Aaron F Ritter. The window includes a menu bar (Save, Undo, Process, Close) and a toolbar (Insert, Remove, Layout, Filter Records (F3)). The Department is set to Warehouse, Date From is 6/27/2016, Date To is 6/27/2016, and Pay Date is empty. The table below shows time entries for Aaron F Ritter on 6/27/2016.

| Approved                 | Date      | Department | Job | Date In   | Time In    | Date Out  | Time Out    | Hours |
|--------------------------|-----------|------------|-----|-----------|------------|-----------|-------------|-------|
| <input type="checkbox"/> | 6/27/2016 | Warehouse  | REG | 6/27/2016 | 6:00:00 AM | 6/27/2016 | 5:00:00 PM  | 11    |
| <input type="checkbox"/> | 6/27/2016 | Warehouse  | REG | 6/27/2016 | 2:00:00 PM | 6/27/2016 | 10:00:00 PM | 8     |
| <b>Total:</b>            |           |            |     |           |            |           |             | 19    |

**i** 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, only 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**.

Time Approval window showing a list of time entries for Amanda J Hamilton. The window includes a menu bar (Save, Undo, Process, Close) and a toolbar (Insert, Remove, Layout, Filter Records (F3)). The Department is set to WAREHOUSE, Date From is 09/16/2015, Date To is 09/30/2015, and Pay Date is empty. The table below shows time entries for Amanda J Hamilton from 09/16/2015 to 09/28/2015.

| Approved                 | Date       | Department | Job    | Date In    | Time In    | Date Out   | Time Out   | Hours | Regular | Overtime |
|--------------------------|------------|------------|--------|------------|------------|------------|------------|-------|---------|----------|
| <input type="checkbox"/> | 09/28/2015 | WAREHOUSE  | HOURLY | 09/28/2015 | 7:30:00 AM | 09/28/2015 | 3:30:00 PM | 8     | 8       | 0        |
| <input type="checkbox"/> | 09/25/2015 | WAREHOUSE  | HOURLY | 09/25/2015 | 8:00:00 AM | 09/25/2015 | 4:00:00 PM | 8     | 8       | 0        |
| <input type="checkbox"/> | 09/24/2015 | WAREHOUSE  | HOURLY | 09/24/2015 | 7:00:00 AM | 09/24/2015 | 3:00:00 PM | 8     | 8       | 0        |
| <input type="checkbox"/> | 09/23/2015 | WAREHOUSE  | HOURLY | 09/23/2015 | 8:00:00 AM | 09/23/2015 | 4:00:00 PM | 8     | 8       | 0        |
| <input type="checkbox"/> | 09/22/2015 | WAREHOUSE  | HOURLY | 09/22/2015 | 7:30:00 AM | 09/22/2015 | 3:45:00 PM | 8.25  | 8       | 0.25     |
| <input type="checkbox"/> | 09/21/2015 | WAREHOUSE  | HOURLY | 09/21/2015 | 7:30:00 AM | 09/21/2015 | 4:00:00 PM | 8.5   | 8       | 0.5      |
| <input type="checkbox"/> | 09/18/2015 | WAREHOUSE  | HOURLY | 09/18/2015 | 7:00:00 AM | 09/18/2015 | 3:00:00 PM | 8     | 8       | 0        |
| <input type="checkbox"/> | 09/17/2015 | WAREHOUSE  | HOURLY | 09/17/2015 | 8:00:00 AM | 09/17/2015 | 4:15:00 PM | 8.25  | 8       | 0.25     |
| <input type="checkbox"/> | 09/16/2015 | WAREHOUSE  | HOURLY | 09/16/2015 | 7:45:00 AM | 09/16/2015 | 5:00:00 PM | 9.25  | 8       | 1.25     |
| <b>Totals:</b>           |            |            |        |            |            |            |            |       |         |          |

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

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

- The Supervisor should only modify the Employee Time Entries
- The Supervisor should approved the Employee Time Entries by checking the Employee Time Entries checkboxes.
- The Supervisor should not have the control to process the Employee Time Entries to paychecks. Process toolbar should be disabled in the Supervisor User Role.