

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.

The screenshot shows the 'Time Approval' window with a 'Details' tab. The 'Department' is set to 'Warehouse'. The table displays time entries for Aaron P Ritter on 6/27/2016. The first entry shows a Time In of 6:00:00 AM and a Time Out of 5:00:00 PM, totaling 11 hours. The second entry shows a Time In of 2:00:00 PM and a Time Out of 10:00:00 PM, totaling 8 hours. The total hours for the day are 19. A green box highlights the 'Date In', 'Time In', 'Date Out', and 'Time Out' columns for the second entry.

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
Total:								19

7. Enter reason for editing time entry

The screenshot shows the 'Edit Timecard' dialog box with a 'Details' tab. It contains a text area labeled 'Enter the reason for editing' and buttons for 'OK' and 'Cancel'.

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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 - a. **Date In**
 - b. **Time In**
 - c. **Date Out**
 - d. **Time Out**
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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, and the Date Range is 6/27/2016. The table shows two time entries for 6/27/2016, both for Warehouse REG, with a total of 19 hours.

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
Total:								19

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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, and the Date Range is 09/16/2015 to 09/30/2015. The table shows multiple time entries for various dates in September 2015, with a total of 9.25 hours.

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
Totals:										

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.