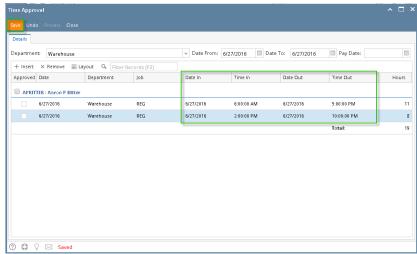
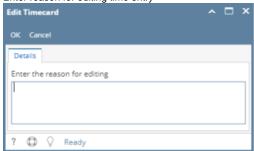
## **How to Edit Employee Time Entry**

- 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

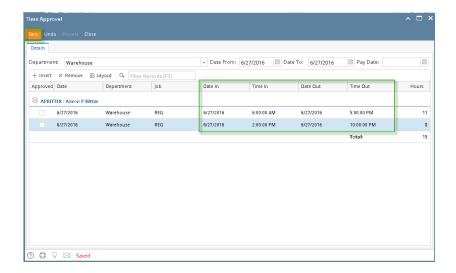


8. Click **OK** button to save changes and reason for editing



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

- 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.

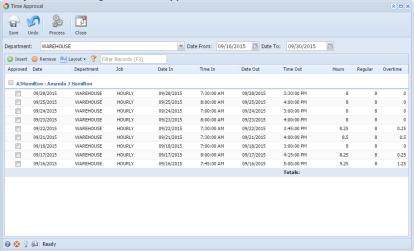


**①** 

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

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.



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.

- a. The Supervisor should only 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 should not have the control to process the Employee Time Entries to paychecks. Process toolbar should be disabled in the Supervisor User Role.