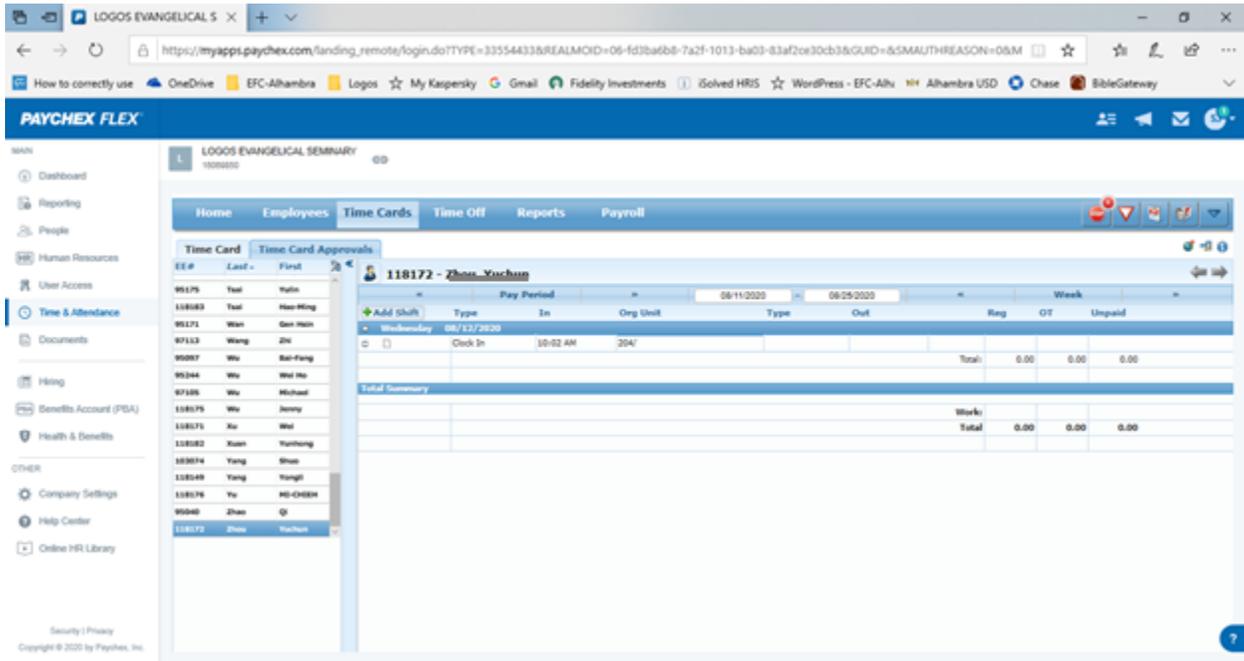


SOP Edit Time Card – add an entry

8/14/2020 Revision

Receive correction request via email or PayChex messaging (pls. refer to training web page).

From **Manager Dashboard**, Click on **Time Cards** tab and select the Employee.



- Edit work entry (clock in late, etc.). When you move your cursor to the area next to Clock in, you will see a pencil and a red cross:

To delete the entry – click

To correct the entry – click

Friday	08/14/2020							
	Clock In	08:53 AM	501//501 F&A-Administration					
							Shift:	0.00
	Business and Training	09:00 AM	501//501 F&A-Administration					4.00

For example to correct Clock in time:

08/13 05:20 PM - 05:48 PM 08/14 09:00 AM -

Type
 Clock In
 08/14/2020 08:53 AM
 (Rounded: 08/14/2020 08:53 AM)

Summary
 Reg 0.00
 Unpaid 0.00

Org Unit
 Level 1: F&A-Administration-501
 Job Costing: <unassigned>
 Labor Distribution: 501 F&A-Administration-501 F&A-

▶ Modifiers

▶ Additional Options

Cancel Save

Be sure to click on **Save** button.

- Add a missing entry (Clock in and Clock out) or punch (clock in)

Click on **Add Shift** then **Add Punch** (if you only want to add a Clock in) or **Add Work Shift** (if you want to add Clock in and Clock out)

118172 - [Redacted]

Pay Period: 08/11/2020 - 08/2

+ Add Shift

Add Punch
 Add Work Shift
 Add Non-Work Shift

Type
 Clock Out
 08/11/2020 04:00 PM

Org Unit
 Level 1

Enter Clock in, Clock out (if applicable) time and Save.

Type

Clock In ←

08/11/2020 09:00 AM

Type

Clock Out ←

08/11/2020 03:00 PM

Duplica

Incl

Incl

Org Unit

Level 1 **Job Costing**

Academic-PT staff-204 <unassigned>

▶ **Modifiers**

▶ **Additional Options**

Cancel Save

Now your punch/shift has been added.

		Pay Period				
		08/11/2020	-	08/25/2020		
+ Add Shift		Type	In	Org Unit	Type	Out
<input type="checkbox"/>	Tuesday	08/11/2020				
<input type="checkbox"/>		Clock In	09:00 AM	204/	Clock Out	03:00 PM

[End of SOP]