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 <u>Time Cards tab</u> and select the Employee.

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Time & Attendance	158580 Teal	Hao Hing	Add shift	Туре	In	Org Unit		Туре	Out		Reg	OT	Unpaid		
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 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 X

To correct the entry – click \checkmark

	Friday		8/14/2020						
		/X	Clock In	08:53 AM	501//501 F&A-Administration		9		
							Shift:	0.00	
1	/ 🗅 🔎		Business and Training	09:00 AM	501//501 F&A-Administration			4.00	

For example to correct Clock in time:

Type Clock In 08/14/2020 08:53 AM (Rounded: 08/14/2020 08:53 AM)		Summary Reg Unpaid	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	08/14 09:00 AM -
▼Org Unit				
Level 1	Job Costing		Labor Distribution	
F&A-Administration-501	<unassigned></unassigned>	~	501 F&A-Administration-50	1 F&A 🗸
Modifiers				
Additional Options				
			Cancel	E 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)

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		~		Pay Period	*	08/11/2020)-[08/2	
	+ A	dd Shift	Туре	In	Org Unit	Ту	pe		
	A	Add Punch Add Work Shift Add Non-Work Shift			Type Clock Out 08/11/2020	04:00 PM			
		Org Unit		1-1-0					

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 Incli Incli
▼ Org Unit Level 1 Academic-PT staff-204		<u></u>
Modifiers		
Additional Options		
	🔊 Cancel 🔚 Save	

Now your punch/shift has been added.

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	~	P	ay Period	*	08/11/2020 -	08/25/2020
4	Add Shift	Туре	In	Org Unit	Туре	Out
	Tuesday	08/11/2020				
	D 🔎	Clock In	09:00 AM	204/	Clock Out	03:00 PM
	Wednesday	00/40/0000				

[End of SOP]