

**Overview:**

This Quick Reference Guide (QRG) reviews the steps on how an associate will submit timecard changes for their manager to approve.

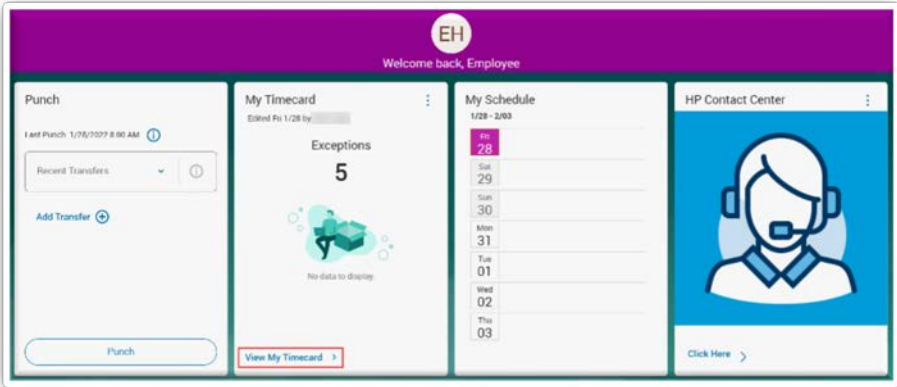
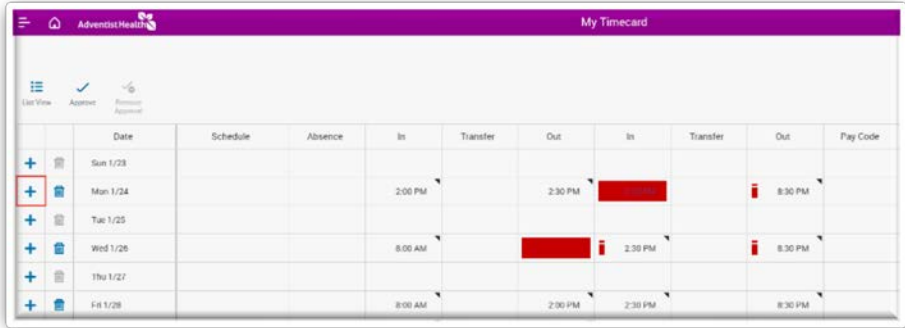
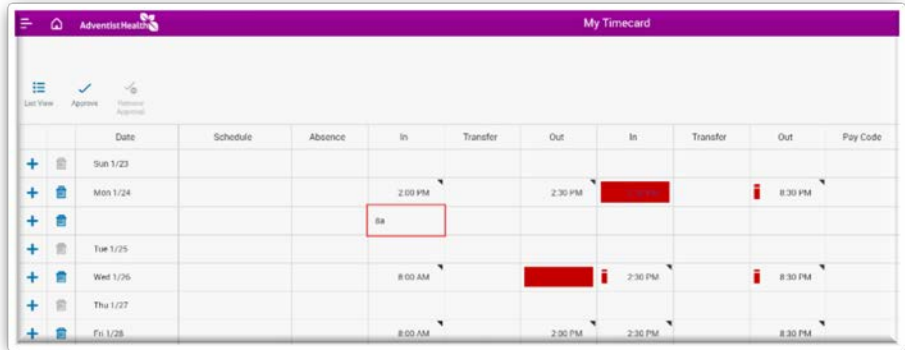
If associates need to make corrections to their timecard for the Current Pay Period, the associate will have the ability to submit timecard changes directly to their manager. Their manager will receive a notification to review the change in which they will approve or deny. Any change an associate makes to their timecard will be sent to their manager for approval.

There are three sections listed below:

1. Fixing Missed Punches
2. Submitting Transfer
3. Submitting Pay Code

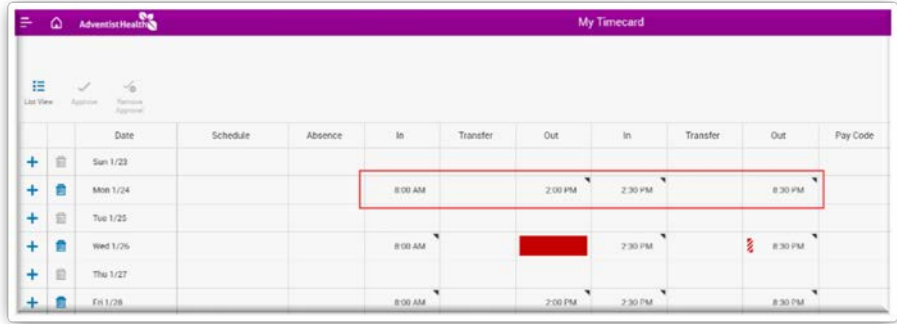
**Step By Step Procedure**

**1. Fixing Missed Punches**

Step	Description
<p>1</p> <p>From the Home Screen, click View My Timecard in the My Timecard Tile.</p>	
<p>2</p> <p>In this scenario, the associate did not clock IN in the morning on 1/24. The punches have shifted and are causing a false missed punch after 2:30 PM.</p> <p>To fix this, the associate will click on the + button for 1/24 to add a line.</p>	
<p>3</p> <p>On the empty line below 1/24, the associate will type in the correct IN punch for that day and press the Enter key.</p>	

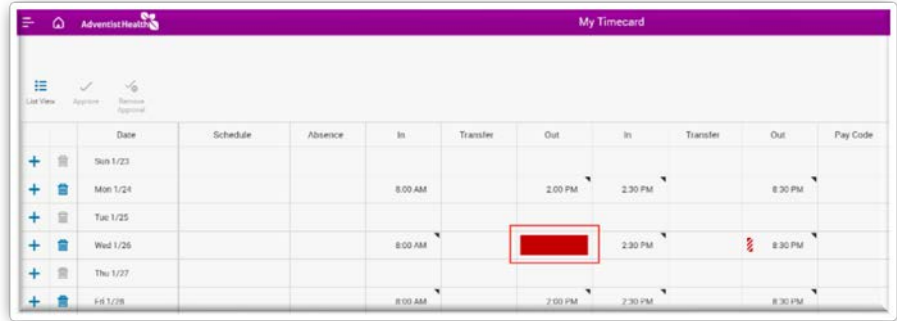
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The punches will then shift and correct the time for 1/24.



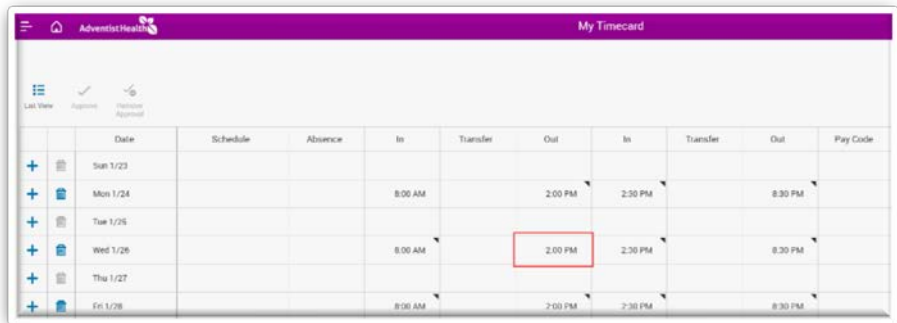
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This associate also has a missed punch on 1/26.



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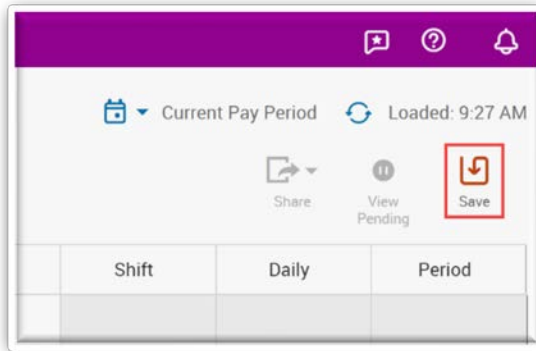
The associate will simply click on the missed punch box, type in the correct time, and press the Enter key.



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**\*After you click save, you will not be able to add changes to the days you make corrections for until your manager reviews the requests.\***

After all missed punches are fixed, click on the Orange Save icon in the upper right-hand corner of the timecard.

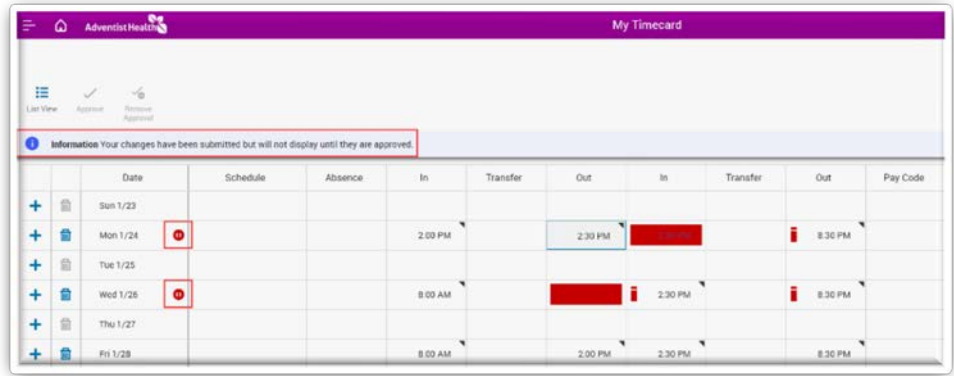


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The associate will receive an Information message at the top of the screen that says;

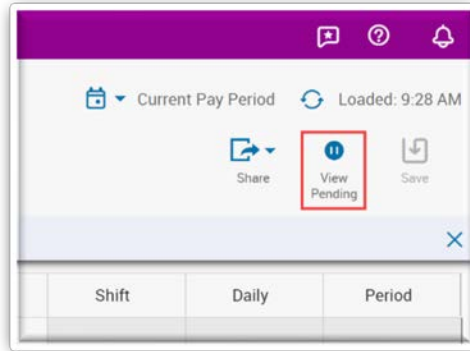
**“Your changes have been submitted but will not display until they are approved.”**

On the days that the requested changes took place, the associate will see a red Pause icon that signifies the day has pending changes that need to be reviewed by the manager. No other corrections can take place on this day until reviewed by the manager.



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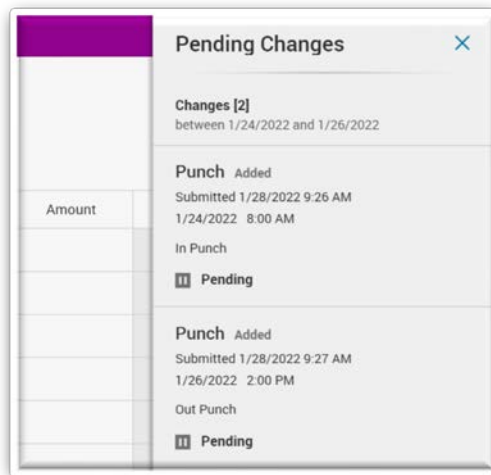
The associate can view their pending changes by clicking on the View Pending button in the upper right-hand corner of the timecard.



10

A screen will slide out from the right-side of the screen to display the Pending Changes.

The associates will not be able to cancel any pending changes. Their manager will need to deny the change if a change was submitted by mistake.



## 2. Submitting Transfer

Step	Description
<p>1</p> <p>In this scenario, the associate forgot to transfer into the Meeting Work Rule Transfer for their 1/29 shift.</p> <p>The associate will click on the Transfer cell and click the Search button at the bottom.</p>	
<p>1</p> <p>A screen will slide out from the right-side of the screen that will allow the associate to select whether to add a Work Rule, Cost Center, or Labor Category transfer.</p>	
<p>2</p> <p>In this scenario, the associate will click on Add Work Rule and click on the Meeting Work Rule Transfer.</p>	

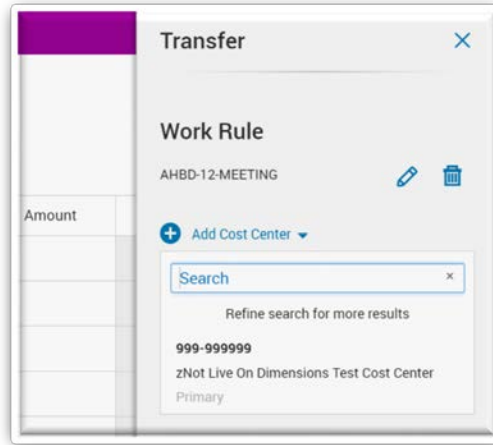
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The associate can also add a Cost Center (or Department) Transfer by clicking on Add Cost Center.

The Search box can be used to type in the department number the associate is looking for.

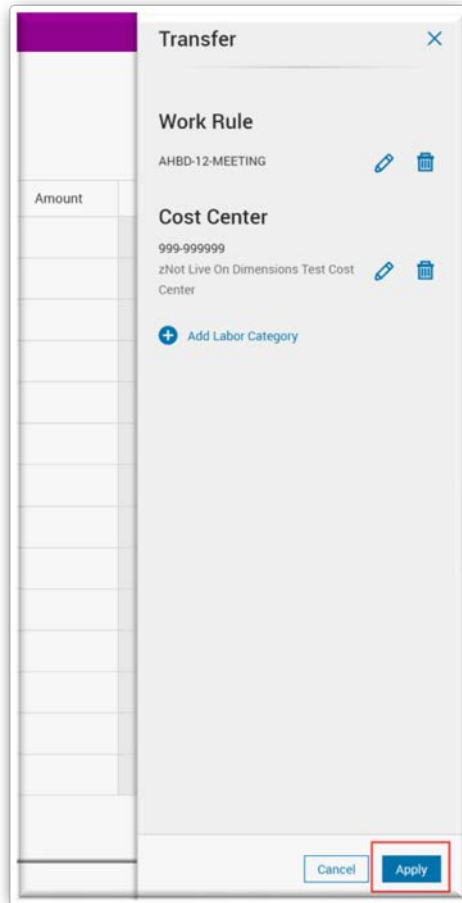
(Must be the full department number with leading site code)

Ex. 123-123456



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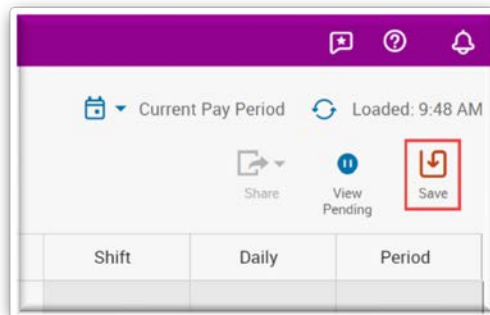
Once the Work Rule, Cost Center, and Labor Category Transfers are entered, the associate will click the Apply button at the bottom.



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**\*After you click save, you will not be able to add changes to the days you make corrections for until your manager reviews the requests.\***

The associate will click on the Orange Save icon in the upper right-hand corner of the timecard to save the transfer.

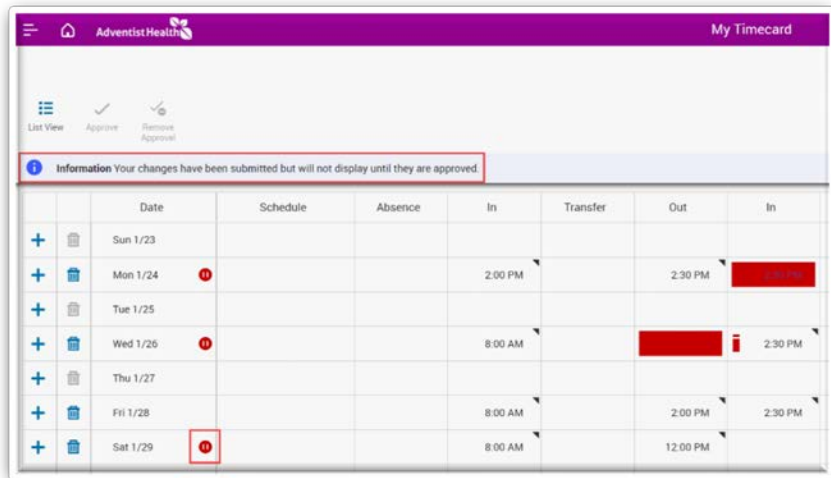


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The associate will receive an Information message at the top of the screen that says;

**“Your changes have been submitted but will not display until they are approved.”**

On the days that the requested changes took place, the associate will see a red Pause icon that signifies the day has pending changes that need to be reviewed by the manager. No other corrections can take place on this day until reviewed by the manager.

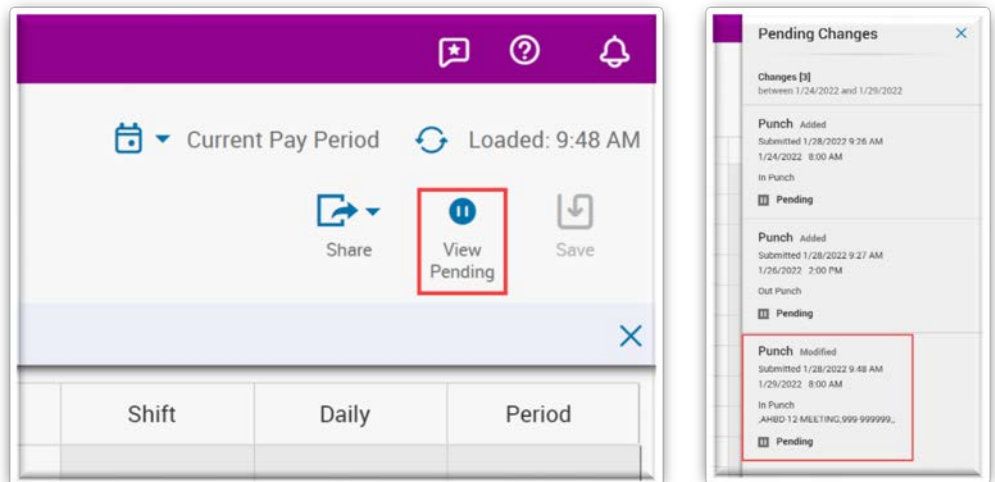


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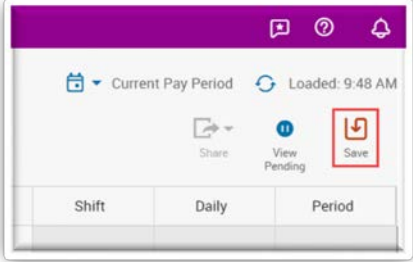
The associate can view their pending changes by clicking on the View Pending button in the upper right-hand corner of the timecard.

A screen will slide out from the right-side of the screen to display the Pending Changes.

The associates will not be able to cancel any pending changes. Their manager will need to deny the change if a change was submitted by mistake.



### 3. Submitting Pay Code

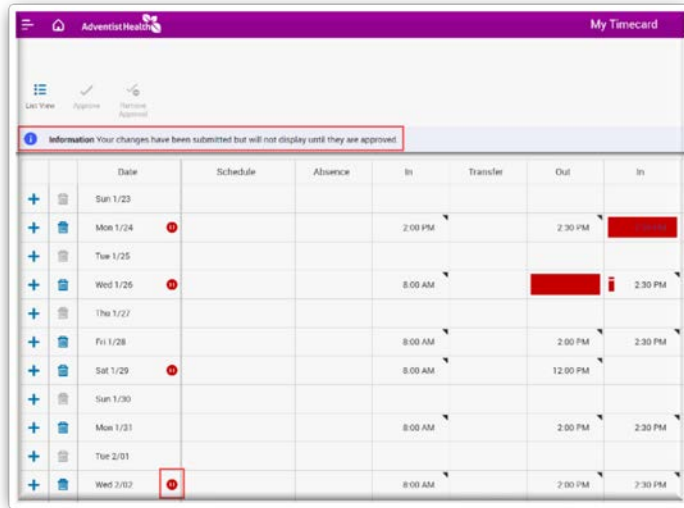
Step	Description
<p>1</p> <p>In this scenario, the associate was sent home on 2/02 due to Low Census and needs to add the Low Census Pay Code to their timecard.</p> <p>To add a Pay Code to 2/02, the associate will need to add a line since that day already has punches.</p>	
<p>2</p> <p>On the blank line for 2/02, the associate will click on the Pay Code cell and select the Low Census Pay Code. They will then click on the Amount cell next to the Pay Code and enter an amount.</p>	
<p>3</p> <p><i>*After you click save, you will not be able to add changes to the days you make corrections for until your manager reviews the requests.*</i></p> <p>The associate will click on the Orange Save icon in the upper right-hand corner of the timecard to save the Pay Code.</p>	

4

The associate will receive an Information message at the top of the screen that says;

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