



Editing Timecards for Supervisors

HELP MENU MANUAL

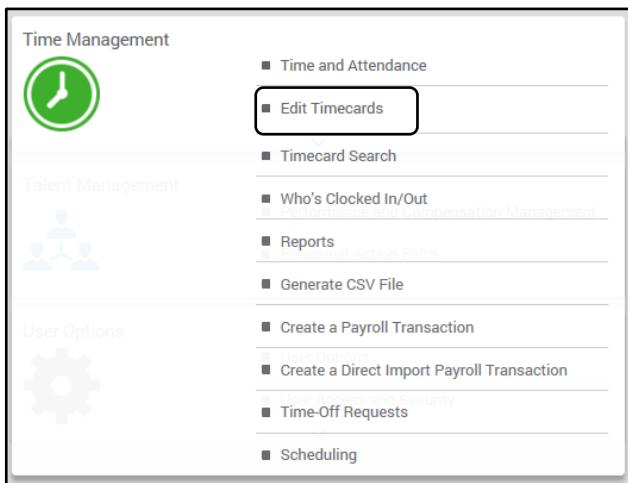
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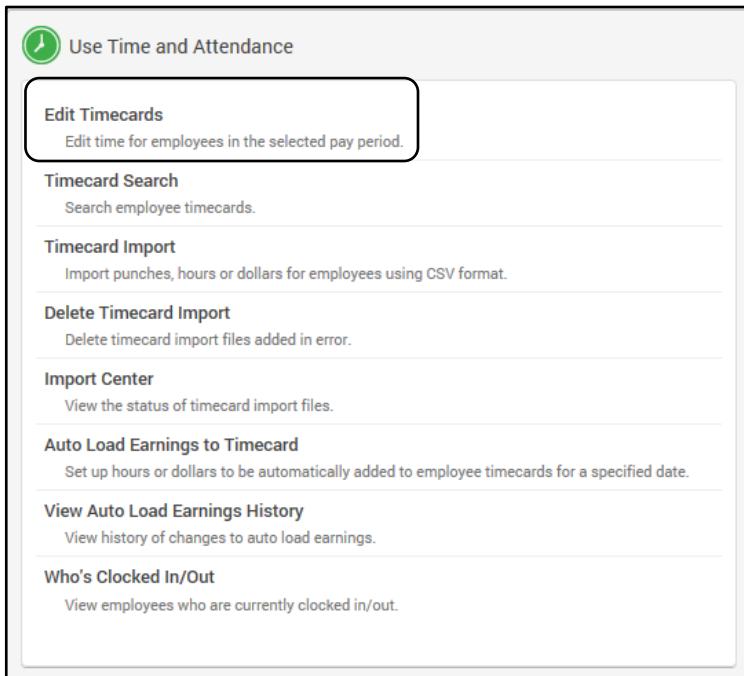
Making changes to an employee's timecards is a simple process. This guide will review how to approve, review and send email reminders regarding an employee's timecard. It will also review how to add or remove the ability to batch approve timecards. Let's get started!

Editing Timecards

To edit employee timecards, select "Edit Timecards" from the Time Management tile on the Main Menu.



From the Time and Attendance Menu, you have the option to select "Edit Timecards" under the "Use Time and Attendance" section.



First, you'll want to select the Pay Class to edit. Pay Classes establish a set of rules for how a group of employees will be paid, including important information like overtime calculations and whether time should be rounded up or down. Pay Classes are user specific and only display those to which you have access.

The system will default to “Periods” for “Unit of time.” Another option, “Weeks” is available and may be selected from the drop-down. Press “Select” to continue.

The screenshot shows a software interface for managing timecards. At the top, a navigation bar includes a home icon and the text 'Edit Timecards'. Below this, a section titled 'Select a Pay Class' contains two dropdown menus: 'Pay Class' (set to 'Salary [Pc1]') and 'Unit of time' (set to 'Periods (default)'). A green 'Select' button is positioned to the right of these dropdowns. The next section, titled 'Enter Hours for All Employees in Access Group ALLDEPTS', includes fields for 'Hours' (a text input box), 'Effective Date' (set to '02/08/2017'), and 'Pay Code' (a dropdown menu). Another green 'Select' button is located at the bottom right of this section.

From the next screen, you're able to filter your employee search by narrowing which employees appear. For example, search only Active or Non-Active employees or specify that the “Lastname equals Smith.”

Select the period to edit from the “Selected Period” drop-down. Then, you can check the box next to the employee for whom you wish to edit or view their timecard.

Selecting the “Render Totals” box will display the employees’ total hours and OT hours in the respective columns.

You can edit the timecard(s) of the selected employee(s), whether it's adding missing punches or approving the timecard for payroll processing, by selecting “Edit Timecards” from the Actions drop-down menu.

Note: Clicking directly on an employee's name will take you to that employee's timecard and load all employees' timecards from the pay class into the Timecard Editor.

Edit Timecards

Filters

Selected Pay Class: [PC1] Salary (Change)

Filter: And

Lastname:

Selected Period: 02/06/2017 - 02/19/2017 (Current Period)

Render Totals:

Select

Select Employee Timecard(s)

Showing (3 of 3)

Actions:

Select All	Employee	Badge Number	Status	Department	Pay Type	Schedule Group	Number of Entries	Total Hours	OT Hours	Send Email Notification
<input type="checkbox"/>	ADAMS, FRANK (L099)		A	900	S					
<input type="checkbox"/>	ALLEN, KARA (A036)		T	100	H	Operations				
<input type="checkbox"/>	IVANS, RANDY (A025)		A	100	H	Operations				

Total: 0.00 0.00

The Timecard Editor screen allows you to edit employee's timecards. To choose a different employee's timecard, select their name from the drop-down menu or simply select the ">" arrow button.

Edit Timecards > Timecard Editor

ADAMS, FRANK (L099)

Name: ADAMS, FRANK (L099)
Status: ACTIVE
Dept: 900
Schedule Group: Marketing Coordinator
Exception Code: 100
Labor Allocation: Chicago-General-Marketing

1 of 2

Pay Period: 11/14/2016 - 11/27/2016 (Current Period)
Badge Number: 100
Position: Marketing Coordinator
Exception Code: 100
Labor Allocation: Chicago-General-Marketing

Prev: 11/14/2016 - 11/27/2016 (Current Period)

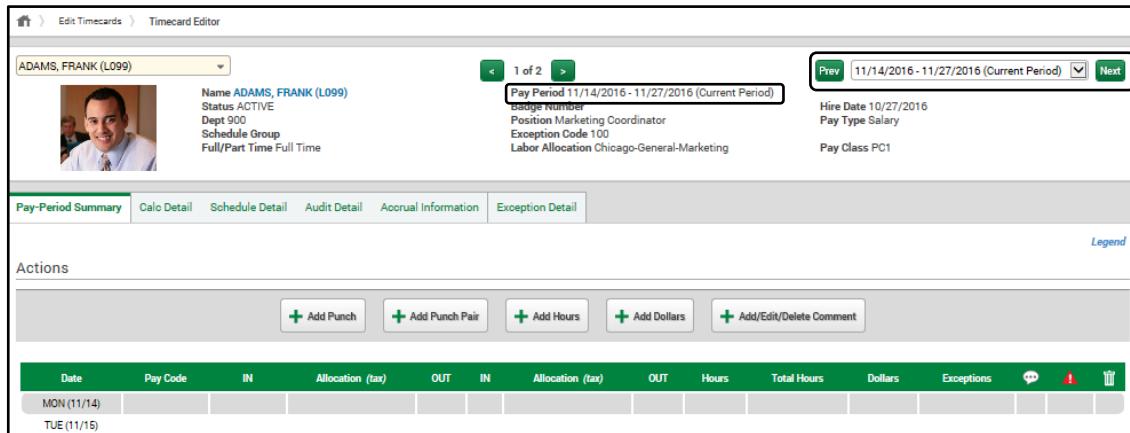
Hire Date: 10/27/2016
Pay Type: Salary
Pay Class: PC1

Actions:

Pay-Period Summary | Calc Detail | Schedule Detail | Audit Detail | Accrual Information | Exception Detail | Legend

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Exceptions	Comment	Delete
MON (11/14)													
TUE (11/15)													

To select a different time period, choose the correct period from the drop-down or use the “Prev” and “Next” buttons. The period will be displayed at the top of the timecard.



The screenshot shows the 'Timecard Editor' interface. At the top, there is a navigation bar with 'Edit Timecards' and 'Timecard Editor'. Below this is a header with a user photo and the name 'ADAMS, FRANK (L099)'. To the right of the photo, there is a 'Pay Period' dropdown showing '1 of 2' and 'Pay Period 11/14/2016 - 11/27/2016 (Current Period)'. Below the dropdown are several details: 'Badge Number', 'Position Marketing Coordinator', 'Exception Code 100', 'Labor Allocation Chicago-General-Marketing', 'Hire Date 10/27/2016', 'Pay Type Salary', and 'Pay Class PC1'. Below the header, there are tabs for 'Pay-Period Summary', 'Calc Detail', 'Schedule Detail', 'Audit Detail', 'Accrual Information', and 'Exception Detail'. A 'Legend' link is located on the right. The main area is titled 'Actions' and contains buttons for 'Add Punch', 'Add Punch Pair', 'Add Hours', 'Add Dollars', and 'Add/Edit/Delete Comment'. Below these buttons is a table with columns: Date, Pay Code, IN, Allocation (tax), OUT, IN, Allocation (tax), OUT, Hours, Total Hours, Dollars, and Exceptions. The table has two rows: 'MON (11/14)' and 'TUE (11/15)'. The 'Add Punch Pair' button is highlighted with a red border.

To add punches, select “Add Punch Pair.” This option allows you to add corresponding in and out punches simultaneously. *Note: You also have the option to add punches individually by using the “Add Punch” option.* After selecting “Add Punch Pair,” a new section will display at the top of the screen where you can enter the timecard information.



The screenshot shows the 'Timecard Editor' interface with the 'Actions' section. The 'Add Punch Pair' button is highlighted with a red border. The other buttons are 'Add Punch', 'Add Hours', 'Add Dollars', and 'Add/Edit/Delete Comment'. The 'Legend' link is located on the right.

First, select the day or date range for which you would like to add the punch pair. You can choose to have a new punch entered on a timecard default to the current date. If this is a new pay class, then the system will automatically default to the current date; however, if the pay class is not new, you will need to contact your dedicated specialist to enable this.

Eliminate adding punches on weekends by checking the “Exclude Weekends” box. Then, select the type of punch under the New Punch Pair drop-down menu, and enter the time you want the punch pair to record, using military or standard time. The Paycom system will convert the entry into the appropriate time punch automatically.

Next, you can choose to attach the punches to a specific earning. If this is left blank, then the earning “R” (Regular) will be used. The punch can be tied to a specific department or Tax Profile; however, if these fields are left blank, it will use the employee’s home department and default profile.

Note: Departments and Tax Profiles may only be applied to “IN” punches.

If you are a Multi-EIN customer and have employees who will clock in to different payroll profiles, select the appropriate profile from the “Payroll Profile” drop-down.

You also can add a comment that will be linked to that punch. You can batch-add comments across multiple days for multiple employees. This is beneficial if you want to record snow days or other types of business closings across multiple days and employees.

When you've finished, click "Add Punch Pair."

Actions

Add Punch **Add Punch Pair** **Add Hours** **Add Dollars** **Add/Edit/Delete Comment**

Day(s) To Exclude Weekends

New Punch Pair IN OUT

Pay Code

DST Flag

Locations

Jobs

Department

Comment

Tax Profile

The punches will be added and show the number of hours on the dates selected. If the system automatically calculates a lunch period, you will not need to adjust the timecard. If it doesn't, you will need to add a punch for lunch.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Exceptions	Comment	Warning	Print
MON (10/24)														
TUE (10/25)														
WED (10/26)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00					<input type="button" value="Delete"/>
THU (10/27)		08:00 AM	Oklahom...	05:00 PM				9.00	9.00					<input type="button" value="Delete"/>

To do so, follow the same method as previously outlined, except this time you will select "Lunch" from the New Punch Pair drop-down menu. Then, enter the lunch period and select "Add Punch Pair."

Actions

Add Punch **Add Punch Pair** **Add Hours** **Add Dollars** **Add/Edit/Delete Comment**

Day(s) To Exclude Weekends

New Punch Pair OUT IN

Pay Code

DST Flag

Locations

Jobs

Department

Comment

Tax Profile

The timecard will then accurately reflect the employee's workdays.

Actions

Add Punch **Add Punch Pair** **Add Hours** **Add Dollars** **Add/Edit/Delete Comment**

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Exceptions	Comment	Warning	Print
MON (10/24)														
TUE (10/25)														
WED (10/26)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					<input type="button" value="Delete"/>
THU (10/27)		08:00 AM	Oklahom...	11:00 AM	12:00 PM	Oklahom...	05:00 PM	8.00	8.00					<input type="button" value="Delete"/>

If a punch is missing, you'll notice a question mark symbol “??.” This occurs when you add punches to the timecard individually. Clicking on the “??,” will take you to a screen that allows you to add the missing punch for that employee.

MON (08/31)	08:00 AM	Chicago...	??	0.00	0.00				
TUE (09/01)	08:00 AM	Chicago...	??	0.00	0.00				

To add Regular, Vacation, Sick or PTO hours for an employee, rather than clicking “Add Punch Pair,” select “Add Hours.”

Select the day or range of days in which to add the hours. To make it easier, you can choose to have a new punch default to the current date. To enable this feature, contact your dedicated specialist. Within the “Pay Code” drop-down select the type of hours to add (Vacation, Sick, etc.). The default Pay Code is Regular.

Next, enter the number of hours and then tie them to a Department and a Payroll Profile (if applicable), add a Comment and specify a Tax Profile, if you wish. Then, click “Add Hours.”

Actions

Day(s)	10/26/2016	To	11/04/2016	<input checked="" type="checkbox"/> Exclude Weekends
Pay Code	Regular [R]	Locations	Search or Make Selection	
Jobs	Search or Make Selection	Department	Search or Make Selection	
Comment	<input type="text"/>			
New Hours	8.00	Tax Profile	Search or Make Selection	
		<input type="button" value="Cancel"/>	<input type="button" value="Add Hours"/>	

These hours will be added and display the Pay Code and number of hours on the date(s) selected.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Exceptions			
MON (10/24)	[R] Regular		Oklahom...					8.00	8.00					
TUE (10/25)	[R] Regular		Oklahom...					8.00	8.00					

When entering time by hours, you have the option to have overtime calculated automatically.

To enable this feature, contact your dedicated specialist.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Exceptions	C	A	
MON (02/16)	[R] Regular		[300]-S...					9.00	9.00					
TUE (02/17)	[R] Regular		[300]-S...					9.00	9.00					
WED (02/18)	[R] Regular		[300]-S...					9.00	9.00					
THU (02/19)	[R] Regular		[300]-S...					9.00	9.00					
FRI (02/20)	[R] Regular		[300]-S...					9.00	9.00					
SAT (02/21)														
SUN (02/22)														
								Weekly Totals	45.00		\$0.00			
MON (02/23)	[R] Regular		[300]-S...					8.00	8.00					
TUE (02/24)	[R] Regular		[300]-S...					8.00	8.00					
WED (02/25)	[R] Regular		[300]-S...					8.00	8.00					
THU (02/26)	[R] Regular		[300]-S...					8.00	8.00					
FRI (02/27)	[R] Regular		[300]-S...					8.00	8.00					
SAT (02/28)	[R] Regular		[300]-S...					8.00	8.00					
SUN (03/01)	[R] Regular		[300]-S...					8.00	8.00					
								Weekly Totals	56.00		\$0.00			

Another great feature is the ability to view pending time-off requests on timecards. This helps you ensure all time off has been approved/denied prior to timecards being approved; therefore, making sure the time off shows on the employee's timecard and is deducted from their accruals. *To enable this feature, contact your dedicated specialist.*

To approve/deny the request, select the “Pending Request” link.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Exceptions	Comment	Alert	Print
MON (06/23)	[R] Regular		[300]-S...					8.00	8.00					
TUE (06/24)	[R] Regular		[300]-S...					8.00	8.00					
WED (06/25)	[R] Regular		[300]-S...					8.00	8.00					
THU (06/26)	[R] Regular		[300]-S...					8.00	8.00					
FRI (06/27)	[R] Regular		[300]-S...					8.00	8.00					
SAT (06/28)														
SUN (06/29)														
Weekly Totals								40.00		\$0.00				
MON (06/30)	[R] Regular		[300]-S...					8.00	8.00					
TUE (07/01)	[R] Regular		[300]-S...					8.00	8.00					
WED (07/02)	Pending Vacation Request													
THU (07/03)	[R] Regular		[300]-S...					8.00	8.00					
FRI (07/04)	[HOL] Holiday		[300]-S...					8.00	8.00					
SAT (07/05)														
SUN (07/06)														
Weekly Totals								32.00		\$0.00				

When the link is selected, it will direct you to the Batch Approve Time-Off Requests screen where you can Approve or Deny the request.

Filters

Search Method
Employee List (All)

Batch Approve Time-Off Requests

Quick Search

Select All <input type="checkbox"/>	EE Code	Employee	Date and Time	Department	Time Added	Time-Off Type	Hours Requested	Hours Available	Future Hours Approved	Future Hours Pending	Net Available	Projected Net Available	Reason	Approve	Deny
<input type="checkbox"/>	ANDE	ANDERSEN, ERIKA	07/31/2014 08:00	Clerical	07/28/2014 14:45:27	Vacation	8.00	36.00	0.00	16.00	20.00	36.00		<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Approve"/>	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Deny"/>
<input type="checkbox"/>	ANDE	ANDERSEN, ERIKA	01/09/2015 08:00	Clerical	01/09/2015 13:43:22	Vacation	8.00	36.00	0.00	16.00	20.00	28.00		<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Approve"/>	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Deny"/>
<input type="checkbox"/>	ANDE	ANDERSEN, ERIKA	02/12/2015 08:00	Clerical	02/27/2015 13:21:52	Vacation	8.00	36.00	0.00	16.00	20.00	20.00		<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Approve"/>	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Deny"/>
<input type="checkbox"/>	FREM	FRESQUEZ, MATTHEW MARSHALL	09/15/2014 08:00	Marketing	09/09/2014 14:09:41	Vacation	8.00	80.00	0.00	0.00	80.00	80.00		<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Approve"/>	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Deny"/>
<input type="checkbox"/>	FREM	FRESQUEZ, MATTHEW MARSHALL	09/16/2014 08:00	Marketing	09/09/2014 14:09:41	Vacation	8.00	80.00	0.00	0.00	80.00	80.00		<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Approve"/>	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Deny"/>
<input type="checkbox"/>	FREM	FRESQUEZ, MATTHEW MARSHALL	09/17/2014 08:00	Marketing	09/09/2014 14:09:41	Vacation	8.00	80.00	0.00	0.00	80.00	80.00		<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Approve"/>	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Deny"/>
<input type="checkbox"/>	FREM	FRESQUEZ, MATTHEW MARSHALL	09/18/2014 08:00	Marketing	09/09/2014 14:09:41	Vacation	8.00	80.00	0.00	0.00	80.00	80.00		<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Approve"/>	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 2px 10px; border-radius: 5px; font-weight: bold;" type="button" value="Deny"/>

Keep in mind, if the timecard has been temporarily locked, you will not be able to click on this link in order to approve/deny the request, even if you have “Edits Enabled.” The approval process for this has not changed and the Pay Class will need to be unlocked prior to being able to approve or deny the request. Once approved or archived, the pending request will no longer show on the timecard.

Additionally, you have the option to receive minimum-wage warnings on employees’ timecards and proactively correct an underpayment for your tipped employees. These warnings will display on the timecard, allowing you to make necessary changes prior to approving.

If an employee’s rate of pay does not meet minimum-wage requirements for the state, you will see a warning at the bottom of the employee’s timecard. The “Add to Totals” option allows you to edit the amount currently on the timecard.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Exceptions	Lunch Override					
MON (04/04)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00								
TUE (04/05)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00								
WED (04/06)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00								
THU (04/07)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00								
FRI (04/08)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00								
SAT (04/09)																	
SUN (04/10)																	
								Weekly Totals	45.00		\$0.00						
MON (04/11)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00								
TUE (04/12)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00								
WED (04/13)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00								
THU (04/14)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00								
FRI (04/15)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00								
SAT (04/16)																	
SUN (04/17)								Weekly Totals	45.00		\$0.00						
Approve Up to Date 04/04/2016																	
Pay-Period Totals																	
	Pay Code		Allocation (tax)					Hours		Rate							
R	Regular		[300]-Brook Haven					80.00		\$2.13					\$176.40		
O	Overtime		[300]-Brook Haven					10.00		\$5.96					\$59.55		
								Totals	90.00						\$229.95		
Hours for italicized entries are already included in totals once.																	
This employee's rate of pay does not meet minimum wage standards.																	
Timecard Totals			Rate Below				Minimum Wage			Gross							
Tipped	Hours	Earnings	Min. Wage		State	State	Federal		Effective	Needed							
Yes	90.00	\$229.95	\$2.56		MO	\$7.65	\$7.25		\$7.65	\$458.55							

If your company is marked as a tipped establishment and has an earning marked as a "Tip Makeup Earning," you have the option to add the amount from the bottom of the timecard.

Select the “Add to Totals” option, then edit the amount on the timecard. The pop-up window defaults to display what earnings are marked as tipped earnings. Enter the amount necessary for the employee to meet the minimum wage requirement and select “Add Amount.”

TUE (04/12)	08:00 AM	[300] B...	05:00 PM	9.00	9.00	
WED (04/13)	08:00 AM	[300] B...	05:00 PM	9.00	9.00	
THU (04/14)	08:00 AM	[300] B...	05:00 PM	9.00	9.00	
FRI (04/15)	08:00 AM	[300] B...	05:00 PM	9.00	9.00	
SAT (04/16)						
SUN (04/17)						
				Weekly Totals	45.00	\$0.00

Approve Up to 04/04/2016 Approve Date

Pay-Period Totals

Pay Code		Allocation (tax)	Hours	Rate	Dollars
R	Regular	[300]-Brook Haven	80.00	\$2.13	\$170.40
O	Overtime	[300]-Brook Haven	10.00	\$5.96	\$59.55
		Totals	90.00		\$229.95

Hours for *italicized* entries are already included in totals once.

This employee's rate of pay does not meet minimum wage standards.

Timecard Totals			Rate Below			
Tipped	Hours	Earnings	Min. Wage	State	State	
Yes	90.00	\$229.95	\$2.56	MO	\$7.65	

Pay Code

Date

Amount

Comment

Department

Location

Batch Edit Menu

Batch edits will apply to **all 90** employees current

Once the employee has met the minimum-wage requirement, the warning will go away automatically!

Sun (04/10)				Weekly Totals	45.00	\$0.00	
MON (04/11)	08:00 AM	[300]-B...	05:00 PM		9.00	9.00	
TUE (04/12)	08:00 AM	[300]-B...	05:00 PM		9.00	9.00	
WED (04/13)	08:00 AM	[300]-B...	05:00 PM		9.00	9.00	
THU (04/14)	08:00 AM	[300]-B...	05:00 PM		9.00	9.00	
FRI (04/15)	08:00 AM	[300]-B...	05:00 PM		9.00	9.00	
SAT (04/16)							
SUN (04/17)	[CHT] Charge Tips		[300]-B... (2)		0.00	0.00	\$458.55
	Weekly Totals				45.00	\$458.55	

If you provide totals from the Edit Timecards screen, a new column appears that populates the Minimum Wage Make-Up Needed to meet the requirement, so you can go to the employee's timecard and make the adjustment.

To enable this feature, contact your dedicated specialist.

Filters

Selected Pay Class [PC1] Hourly
[\(Change\)](#)

Filter And
 Like

Selected Period

Render Totals

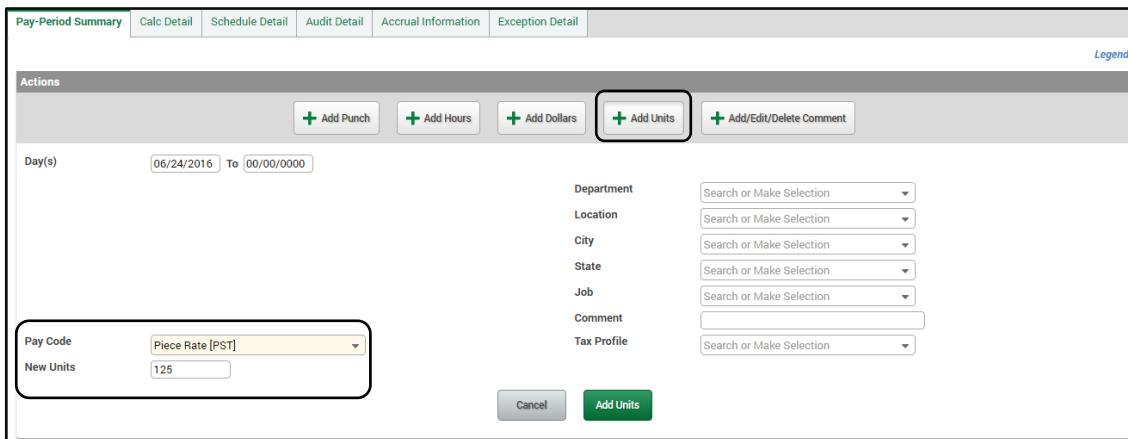
Select Employee Timecard(s)
Showing (78 of 90)

Search

<input type="checkbox"/> Select All	Employee <input type="button" value=""/>	Badge Number <input type="button" value=""/>	Status <input type="button" value=""/>	Department <input type="button" value=""/>	Pay Type <input type="button" value=""/>	Schedule Group <input type="button" value=""/>	Number of Entries <input type="button" value=""/>	Total Hours <input type="button" value=""/>	OT Hours <input type="button" value=""/>	! <input type="checkbox"/> Min Wage Makeup Needed <input type="button" value=""/>	EE App <input type="button" value=""/>	SU App <input type="button" value=""/>
<input type="checkbox"/>	ABBOTT, ALLISON JOLIE (ABBA)		A	300	H	Sales						\$19.68
<input type="checkbox"/>	AINLEY, MELISSA (AINM)		A	300	H	Sales	3	9.00				
<input type="checkbox"/>	BACON, KEVIN (EVRF)		A	600	S	Sales						
<input type="checkbox"/>	BELGERI, STEVEN (BELS)		A	700	H	Sales						

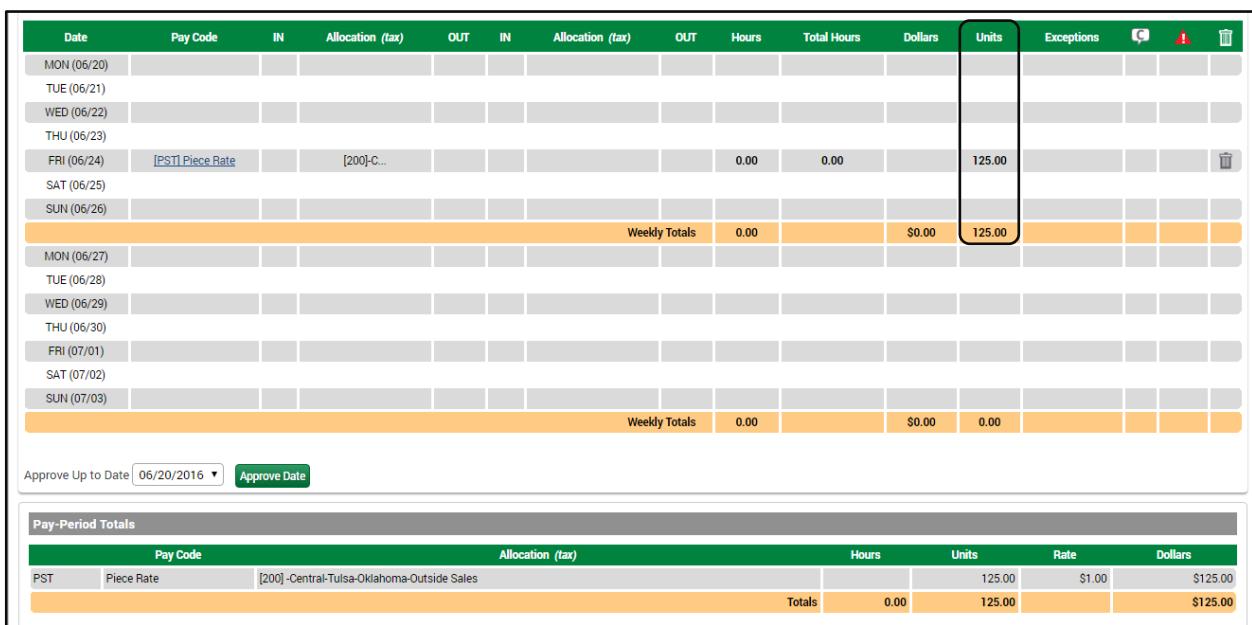
Add Piece Rate Units

If your company uses Piece Rates as a measurement, you will be able to add units when you're in the editing timecards screen. From the "Pay-Period Summary" tab, you can add units just like adding a punch or hours. From the drop-down, simply select the appropriate Pay Code and then enter the Number of Units.



The screenshot shows the 'Pay-Period Summary' tab selected in the top navigation bar. Below the navigation bar is a toolbar with several buttons: '+ Add Punch', '+ Add Hours', '+ Add Dollars', '+ Add Units' (which is highlighted with a red box), and '+ Add/Edit/Delete Comment'. The main area of the screen is a form for adding units. It includes fields for 'Day(s)' (06/24/2016 to 00/00/0000), 'Pay Code' (Piece Rate [PST]), 'New Units' (125), and dropdowns for 'Department', 'Location', 'City', 'State', 'Job', 'Comment', and 'Tax Profile'. At the bottom are 'Cancel' and 'Add Units' buttons.

Upon adding the unit entry, the timecard will display the units in a new column, "Units."



The screenshot shows a timecard grid with columns for Date, Pay Code, IN, Allocation (tax), OUT, IN, Allocation (tax), OUT, Hours, Total Hours, Dollars, and Units. The 'Units' column is highlighted with a red box. The grid shows data for various days from June 20 to July 3, with a 'Pay Code' of 'Piece Rate' and a 'Pay Period' of '[200]-Central-Tulsa-Oklahoma-Outside Sales'. The 'Units' column contains values like 125.00 and 0.00. At the bottom of the grid, there are 'Weekly Totals' for Hours (0.00), Dollars (\$0.00), and Units (125.00). Below the grid is a toolbar with 'Approve Up to Date' (06/20/2016) and 'Approve Date' buttons. At the bottom is a 'Pay-Period Totals' table.

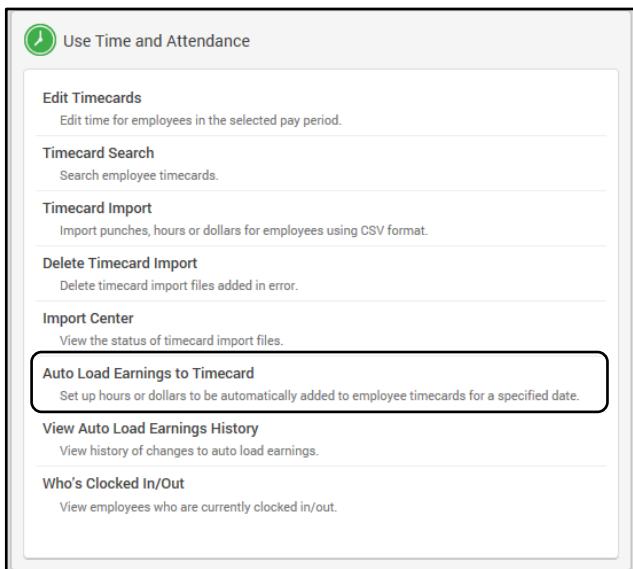
Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Units	Exceptions		
MON (06/20)														
TUE (06/21)														
WED (06/22)														
THU (06/23)														
FRI (06/24)	[PST] Piece Rate		[200]-C...					0.00	0.00		125.00			
SAT (06/25)														
SUN (06/26)														
								Weekly Totals	0.00		\$0.00	125.00		
MON (06/27)														
TUE (06/28)														
WED (06/29)														
THU (06/30)														
FRI (07/01)														
SAT (07/02)														
SUN (07/03)														
								Weekly Totals	0.00		\$0.00	0.00		

Approve Up to Date 06/20/2016 ▾ **Approve Date**

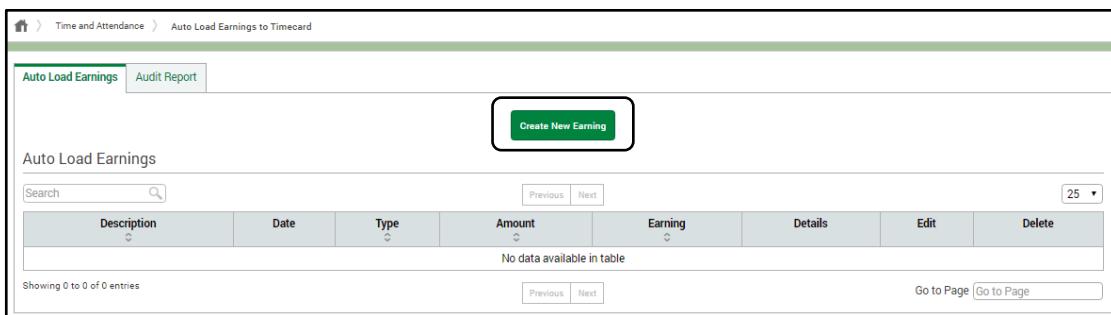
Pay-Period Totals									
Pay Code	Allocation (tax)			Hours		Units	Rate	Dollars	
PST	Piece Rate	[200]-Central-Tulsa-Oklahoma-Outside Sales				125.00	\$1.00	\$125.00	
						Totals	0.00	125.00	\$125.00

Auto-Load Earnings to Timecard

Automatically load earnings to your employee's timecards for a specified date by using this feature within Time and Attendance. This is especially useful for adding holiday earnings as you're able to use any Advanced Filters to apply to the earning(s). Select "Auto Load Earnings to Timecard."



This will take you to the add earnings page. From here, you will select "Create New Earning" to add your earning(s).



You will be taken to a four step guided setup. Within Step 1: Add New Description, you'll name the auto load and also have the ability to mark it as Active or Inactive. You can use this to turn off auto loads without having to delete them from the system. When completed, select "Next".

Within Step 2: Earning Properties, simply select the Day Type, Date, Earning and Earning Type with corresponding hours or dollars. When completed, select "Next".

Within Step 3: Employee Filters, you'll be able to add your advanced filters. If you leave this blank, it will apply the auto load to all employees in the system, or you can click "Create New Condition" and set conditions for which the auto load to apply.

When creating a new condition, select any of the advanced filter options. For example, we've set a condition here that the employee must have a status of Active for this auto load to apply. When completed, select "Create."

If you click on the "Employees" tab, you can review a current list of employees who meet the conditions entered on that auto load. All employees who show here will have the auto load on their timecard.

Employee	Status	Home Department	Pay Class	Terminal	Schedule Group	Badge Number	Employee Self-Service Login
BLACK, TIFFANY (A001)	A	100	PC1	TG0	0		05926A001
WHITE, SANDRA (A002)	A	100	PC0	TG0	7488		05926A002
SMITH, GREG (A003)	A	100	PC1	TG0	7488		05926A003
ROBERTSON, ROBERT (A004)	A	100	PC0	TG0	7488		05926A004
COOK, SANDY (A005)	A	100	PC1	TG0	7488		05926A005
COOPER, KAYLA (A006)	A	100	PCC	TG0	0		05926A006
SMITH, KATIE (A007)	A	100	PC1	TG0	7488		05926A007

Once all conditions have been setup, click "Next". This will bring you to a summary page. To finish the setup, click "Submit".

1. Add New Description > 2. Earning Properties > 3. Employee Filters > 4. Summary

Summary (Memorial Day)

Description	Memorial Day	Data Filters	Employee Status is equal to Active AND Department is equal to IT [400] or Accounting [500] or Human Resources [600] or Distribution [700] or Executive Management [800]
Day Type	Specific Date: May 29		OR
Earning	Holiday [HOL]		Employee Status is equal to Active or On Leave AND Department is equal to Production [100] or Warehouse [300]
Hours	8		

Previous **Submit**

Once submitted, you'll be taken back to the Auto Load main screen. From here, you can add a new Auto Load, or review or edit the details of any Auto Loads you have set up.

Auto Load Earnings

Description	Date	Type	Amount	Earning	Details	Edit	Delete
Memorial Day	May 29	Hours	8.00	HOL			

Showing 1 to 1 of 1 entries

Create New Earning **Search** **Previous** **1** **Next** **25** **Go to Page** **Go to Page**

The Audit Report tab will display a list of changes made to the Auto Load Earning.

Auto Load Earnings **Audit Report**

Description	Event Date	Added/Changed By	Time Changed	Change Description	Old Value	New Value
N/A	August 04	pcm26c06704c	03/15/2017 11:05 am	Deleted Auto Load Earning	1560	(none)
N/A	July 04	pcm26c06704c	03/15/2017 11:05 am	Deleted Auto Load Earning	1604	(none)
Memorial Day	1st Sunday of January	pcm26c06704c	03/15/2017 11:25 am	Created Auto Load Earning	(none)	1955
Memorial Day	1st Sunday of January	pcm26c06704c	03/15/2017 11:25 am	Changed Earning Type	(none)	Hours
Memorial Day	1st Sunday of January	pcm26c06704c	03/15/2017 11:25 am	Added Specific Day	(none)	29
Memorial Day	1st Sunday of January	pcm26c06704c	03/15/2017 11:25 am	Changed Specific Month	(none)	May
Memorial Day	1st Sunday of January	pcm26c06704c	03/15/2017 11:25 am	Added Dynamic Date	(none)	1
Memorial Day	1st Sunday of January	pcm26c06704c	03/15/2017 11:25 am	Added Dynamic Day	(none)	(none)
Memorial Day	1st Sunday of January	pcm26c06704c	03/15/2017 11:25 am	Changed Dynamic Month	(none)	January

Timecard Approval

Once all the punches are entered and the timecard is ready for payroll, the supervisor can approve the timecard in two ways:

- Pay-Period Approval
- Daily Approval

Note: Approving timecards is encouraged but not required to process a payroll. You also have the option to restrict users from approving timecards for future pay periods. This is beneficial if you want the day to complete before a supervisor can approve it. Contact your dedicated Specialist to enable this feature.

Pay-Period Approval

To approve by Pay Period, click “Approve” at the bottom of the timecard. With Pay-Period Approval, the approval button only shows on the most previous period (the period right after the most recent archived period).

Employee Approval	Weekly Totals	40.00	\$0.00				
Supervisor Approval (Approve)							

Once approved, there will be a time stamp indicating the time and date approval was granted.

Employee Approval	Weekly Totals	40.00	\$0.00				
Supervisor Approval (Approve) Timecard Approved 07/02 09:53 AM - pcmb62679h29							

Daily Approval

With Daily Approval, both the supervisor and employee are able to approve up to any day in the pay period. This offers more flexibility for approving timecards as it allows you to approve one day at a time or the entire pay period at once. Approved days will change color so you can easily see what time has been approved.

Note: If you would like this feature turned on for any pay class, please contact your dedicated specialist.

The “Approve Up to Date” drop-down box lists all of the dates within the pay period. This date defaults to the most recent day. Meaning, if you are approving the timecard daily, the system will default to today. If you wait to approve the timecard until the end of the pay period, this date will default to the last day of the pay period. Select which day to approve and select “Approve Date.”

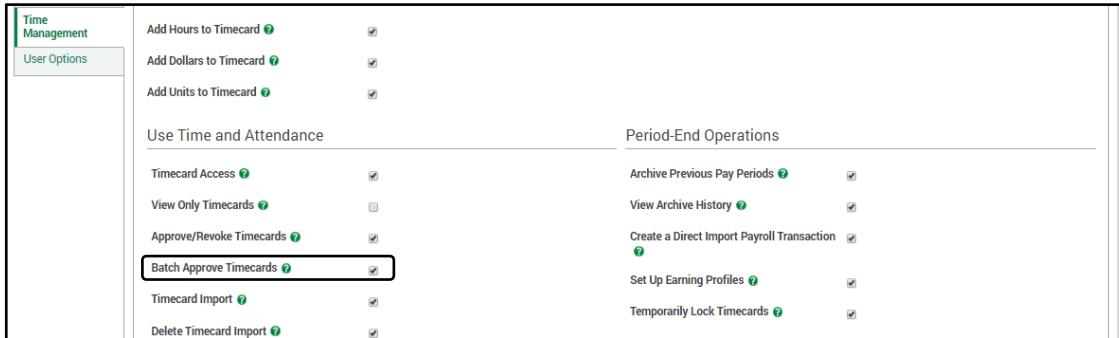
Once approved, the timecard will change color to reflect the approval.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Exceptions	C	A	trash
MON (06/09)	[R] Regular		[300]-S...					8.00	8.00					trash
TUE (06/10)	[R] Regular		[300]-S...					8.00	8.00					trash
WED (06/11)	[R] Regular		[300]-S...					8.00	8.00					trash
THU (06/12)	[R] Regular		[300]-S...					8.00	8.00					trash
FRI (06/13)	[R] Regular		[300]-S...					8.00	8.00					trash
SAT (06/14)														
SUN (06/15)														
Weekly Totals								40.00		\$0.00				
MON (06/16)	[R] Regular		[300]-S...					8.00	8.00					trash
TUE (06/17)	[R] Regular		[300]-S...					8.00	8.00					trash
WED (06/18)	[R] Regular		[300]-S...					8.00	8.00					trash
THU (06/19)	[R] Regular		[300]-S...					8.00	8.00					trash
FRI (06/20)	[R] Regular		[300]-S...					8.00	8.00					trash

Batch Approve Timecards

Within your user permissions is an option to Batch Approve Timecards. If you prefer your supervisors individually review each timecard, you simply can make sure this permission is not checked. It's important to ensure your supervisors validate their employee's timecards so that they are paid correctly. If you want to enable this permission and don't have Permission Profiles, select “Batch Approve Timecards” under the Time Management section of your user profile.

If you are utilizing Permission Profiles, select “Batch Approve Timecards” from the Time Management tile of the profile(s) that should have this access.



Once this option is enabled, the user can batch approve timecards from the Edit Timecards Menu.

Select Employee Timecard(s)														Actions	
Showing (42 of 42)														Edit Timecards	
Select All	Employee	Badge Number	Status	Department	Pay Type	Schedule Group	Number of Entries	Total Hours	Total Units	OT Hours	EE App	Approve	Revoke	Send Email Notification	
<input checked="" type="checkbox"/>	ADAMS, DYLAN (A016)		A	600	H										03/21/2017
<input checked="" type="checkbox"/>	COFTMAN, WILLIAM (A052)		A	100	H	Night Shift									03/21/2017
<input checked="" type="checkbox"/>	DAVIS, CASSIE (A008)		A	100	H	Night Shift									03/21/2017
<input type="checkbox"/>	DELANEY, BRAD (A024)		A	100	S	Night Shift									03/21/2017
	DETERSON, FRANK (A010)		A	100	S	Night Shift									03/21/2017

Employee Approval of Timecards

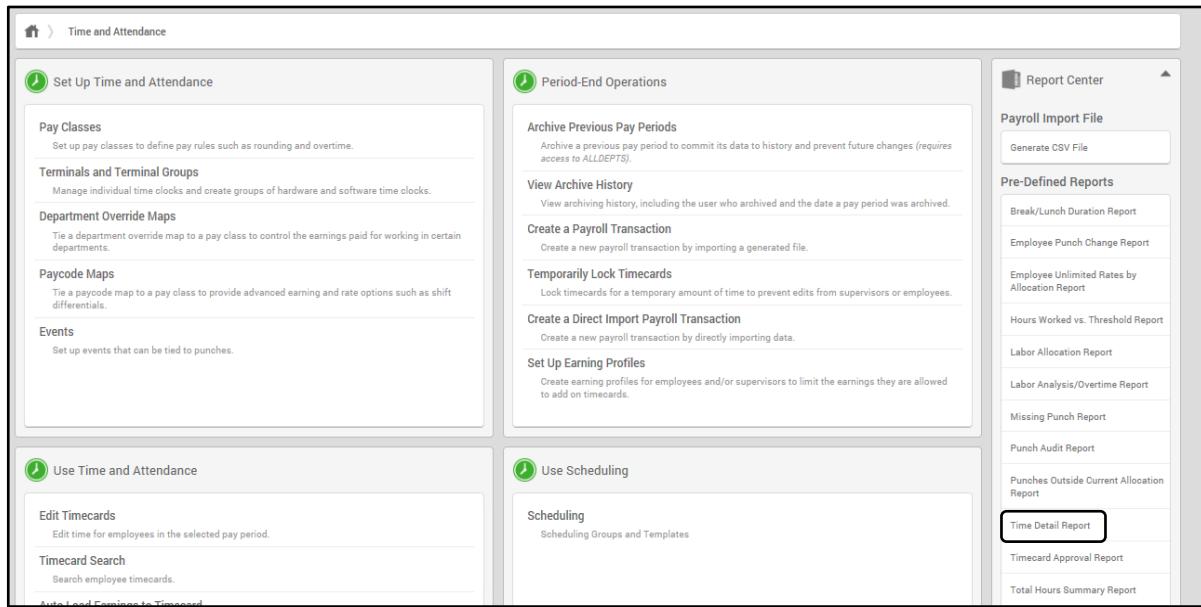
You have the option to allow supervisors to approve timecards only once the employee has approved them. If the employee has not approved his or her timecard, the supervisor will not be allowed to approve the timecard until the employee has approved it. This is beneficial for auditing purposes, so timecards won't be approved and paid out without the employee acknowledging their timecard is correct first.

Once this feature is enabled, the supervisor will see only days the employee has approved. In addition, a pop-up message alerts the supervisor that they can only approve days the employee has approved.

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Exceptions	Lunch Override						
MON (02/08)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00									
TUE (02/09)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00									
WED (02/10)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00									
THU (02/11)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00									
FRI (02/12)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00									
SAT (02/13)																		
SUN (02/14)																		
Weekly Totals												45.00		\$0.00				
MON (02/15)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00									
TUE (02/16)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00									
WED (02/17)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00									
THU (02/18)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00									
FRI (02/19)		08:00 AM	[300]-B...	05:00 PM				9.00	9.00									
SAT (02/20)																		
SUN (02/21)																		
Weekly Totals												45.00		\$0.00				
Approve Up to Date <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="02/08/2016"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Approve Date"/> !																		
Only days previously approved by the employee show as available for supervisor approval.																		
Pay-Period Totals																		
Allocation (tax)												Hours	Rate	Dollars				
R	Regular	02/09/2016	[300]-Brook Haven		80.00	\$16.00	\$1,280.00											
O	Overtime	02/10/2016			10.00	\$24.00	\$240.00											
02/11/2016												Totals	90.00		\$1,520.00			
Hours for italicized entries are already included in totals once.																		
Raw Period Approval																		
http://ta-timeedit.php?firstrefno=ABBA&refresh=1																		

Printing Timesheets

For companies that want to keep a signed paper copy of the employee's timesheet, they can do so with the Time Detail Report. To print time sheets, go to the Time and Attendance Menu and select "Time Detail Report" from the Report Center drop-down.



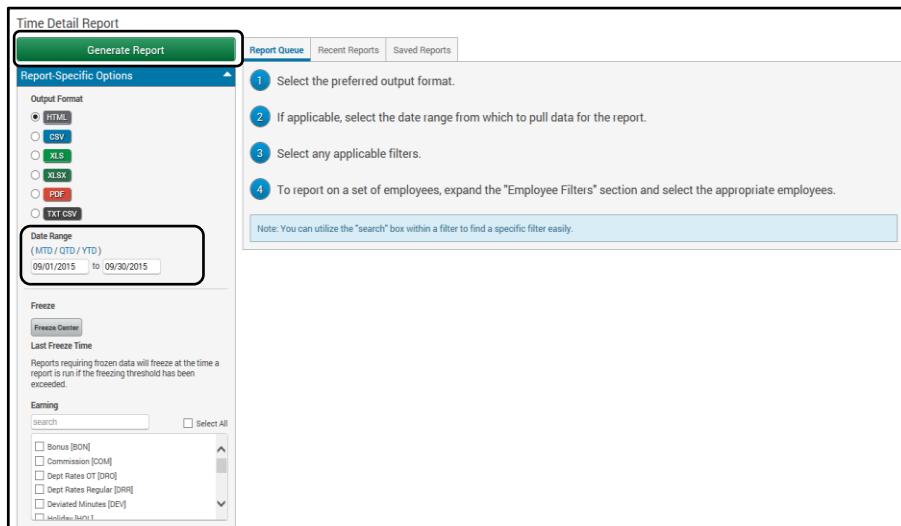
The screenshot shows the 'Time and Attendance' menu with several sections:

- Set Up Time and Attendance**
 - Pay Classes
 - Terminals and Terminal Groups
 - Department Override Maps
 - Paycode Maps
 - Events
- Period-End Operations**
 - Archive Previous Pay Periods
 - Create a Payroll Transaction
 - Temporarily Lock Timecards
 - Create a Direct Import Payroll Transaction
 - Set Up Earning Profiles
- Use Time and Attendance**
 - Edit Timecards
 - Timecard Search
- Use Scheduling**
 - Scheduling

Report Center sidebar (highlighted):

- Payroll Import File
 - Generate CSV File
- Pre-Defined Reports
 - Break/Lunch Duration Report
 - Employee Punch Change Report
 - Employee Unlimited Rates by Allocation Report
 - Hours Worked vs. Threshold Report
 - Labor Allocation Report
 - Labor Analysis/Overtime Report
 - Missing Punch Report
 - Punch Audit Report
 - Punches Outside Current Allocation Report
 - Time Detail Report
 - Timecard Approval Report
 - Total Hours Summary Report

Select the Pay Period for the Date Range that you would like the timecards pulled. When completed, select "Generate Report."



Time Detail Report

Generate Report

Report-Specific Options

Output Format: HTML, CSV, XLS, XLSX, PDF, TXT CSV

Date Range: (M/D/YY/D/YY)
09/01/2015 to 09/30/2015

Employee Filters:

- 1 Select the preferred output format.
- 2 If applicable, select the date range from which to pull data for the report.
- 3 Select any applicable filters.
- 4 To report on a set of employees, expand the "Employee Filters" section and select the appropriate employees.

Note: You can utilize the "search" box within a filter to find a specific filter easily.

Once the report loads, use your Internet browser's print button to print the timesheets for the employee(s). If the supervisor has given electronic approval to the timesheet, that will show under Supervisor Signature. If you want to change the format of the file, use the "Export to" drop-down to change the file to a PDF for example.

Time Detail Report											
Report Details											
Date Range (09/01/2015 - 09/30/2015)											
Employee: BRADLEY, JENNIFER (A065)	Badge #:										Trm Op: Web TimeClock
Department: Training	Pay Class: Hourly										Hire Date: 04/07/2015
Status: Active											
Home Allocation: Chicago-Unassigned-Training											
Date	Pay Code	IN	OUT	Allocation	Tax Profile	Missing	Dollars	Total Hrs.	Total Hrs./Day	Employee Approval	Supervisor Approval
Tue (09/01)	ID-08:00 AM	*missing*		Chicago-Unassigned-[950]		!	0.00				
Wed (09/02)	Fixed: (S)	n/a	n/a	Chicago-Unassigned-HomeDept				8.00	8.00		
Thu (09/03)											
Fri (09/04)	Fixed: (R)	n/a	n/a	Chicago-Unassigned-[950]				8.00	8.00		
Sat (09/05)											
Sun (09/06)											
								Total Hours For Week:	16.00		
Mon (09/07)											
Tue (09/08)											
Wed (09/09)											
Thu (09/10)											
Fri (09/11)											
Sat (09/12)											
Sun (09/13)								Total Hours For Week:	0.00		
Mon (09/14)											
Tue (09/15)											
Wed (09/16)											
Thu (09/17)											
Fri (09/18)											
Sat (09/19)											
Sun (09/20)											

Additional Options

Time Card Email Notifications

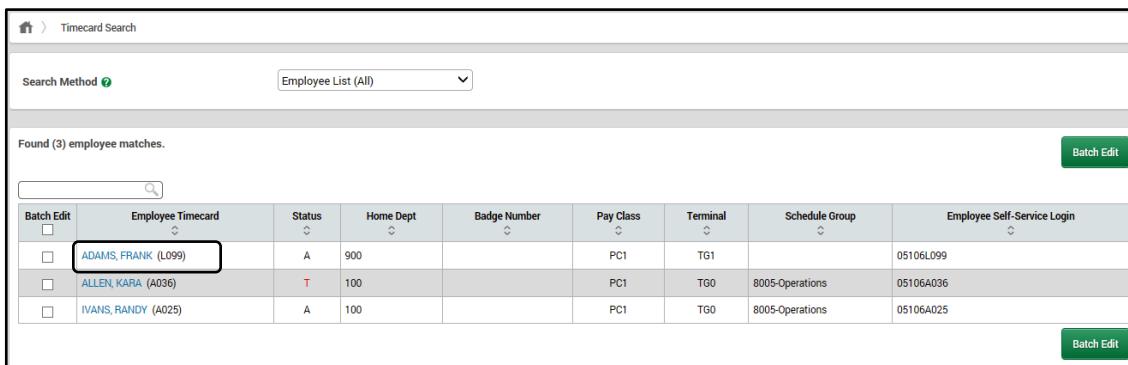
Sometimes employees might forget to submit their timecards. An easy way to remind them to submit their timecard is by using the notification feature. To do so, simply locate the employee who still needs to submit his or her timecard and click the bell icon under the Notification column.

Edit Timecards																																																																	
Filters																																																																	
Selected Pay Class [PC1] Salary (Change)																																																																	
Filter Active And (no filter) Like																																																																	
Selected Period 02/20/2017 - 03/05/2017 (Current Period)																																																																	
Render Totals <input type="checkbox"/>																																																																	
Select																																																																	
Select Employee Timecard(s)																																																																	
Showing (2 of 3)																																																																	
Actions																																																																	
<table border="1"> <thead> <tr> <th>Employee</th><th>Badge Number</th><th>Status</th><th>Department</th><th>Pay Type</th><th>Schedule Group</th><th>Number of Entries</th><th>Total Hours</th><th>OT Hours</th><th>Notification</th><th>Actions</th></tr> </thead> <tbody> <tr> <td>ADAMS, FRANK (L099)</td><td></td><td>A</td><td>900</td><td>S</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>IVANS, RANDY (A025)</td><td></td><td>A</td><td>100</td><td>H</td><td>Operations</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td colspan="10" style="text-align: right;">Total</td><td style="text-align: right;">0.00</td></tr> <tr> <td colspan="10" style="text-align: right;">OT Hours</td><td style="text-align: right;">0.00</td></tr> </tbody> </table>											Employee	Badge Number	Status	Department	Pay Type	Schedule Group	Number of Entries	Total Hours	OT Hours	Notification	Actions	ADAMS, FRANK (L099)		A	900	S							IVANS, RANDY (A025)		A	100	H	Operations						Total										0.00	OT Hours										0.00
Employee	Badge Number	Status	Department	Pay Type	Schedule Group	Number of Entries	Total Hours	OT Hours	Notification	Actions																																																							
ADAMS, FRANK (L099)		A	900	S																																																													
IVANS, RANDY (A025)		A	100	H	Operations																																																												
Total										0.00																																																							
OT Hours										0.00																																																							

After selecting the icon, a pop-up window will appear asking whom you would like the reminder to be sent. Here, you'll notice you can select the employee whose timecard is missing, or you can notify the appropriate supervisor. Make your selection(s), and then click "Send." When you return to the Edit Timecard screen and hover over the bell icon, the system will verify when the last notification was sent, allowing you to have an easy-to-access audit trail.



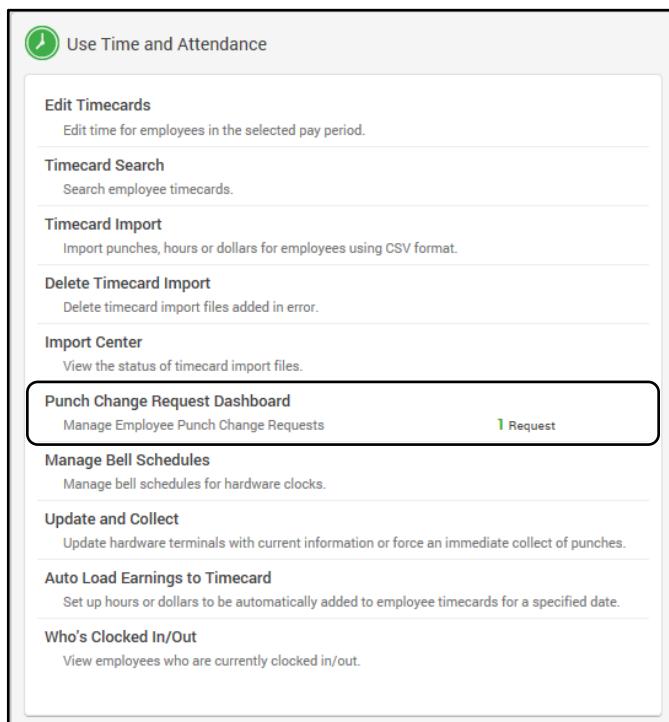
Note: You can select "Timecard Search" from the "Time Management" drop-down or from the Time and Attendance Menu to search for a specific employee's timecard. Simply select the employee's name to be directed to their timecard.



Punch Change Request Dashboard

Employees have the ability to request punch changes on their web time clock, kiosk or read-only version of the web time sheet. After they've requested a punch change, you will need to approve or deny it. This can be done in the Punch Change Request Dashboard.

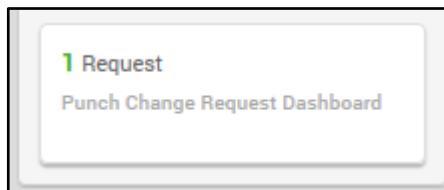
To access the dashboard, select "Punch Change Request Dashboard" from the Time and Attendance menu.



The screenshot shows a list of time management tasks. The 'Punch Change Request Dashboard' option is highlighted with a green border and a 'Request' button to its right. Other options include 'Edit Timecards', 'Timecard Search', 'Timecard Import', 'Delete Timecard Import', 'Import Center', 'Manage Bell Schedules', 'Update and Collect', 'Auto Load Earnings to Timecard', and 'Who's Clocked In/Out'.

- Use Time and Attendance
- Edit Timecards
Edit time for employees in the selected pay period.
- Timecard Search
Search employee timecards.
- Timecard Import
Import punches, hours or dollars for employees using CSV format.
- Delete Timecard Import
Delete timecard import files added in error.
- Import Center
View the status of timecard import files.
- Punch Change Request Dashboard**
Manage Employee Punch Change Requests 1 Request
- Manage Bell Schedules
Manage bell schedules for hardware clocks.
- Update and Collect
Update hardware terminals with current information or force an immediate collect of punches.
- Auto Load Earnings to Timecard
Set up hours or dollars to be automatically added to employee timecards for a specified date.
- Who's Clocked In/Out
View employees who are currently clocked in/out.

Any requests that are pending will display within the "Use Time and Attendance" section as well as in the Notification Center.



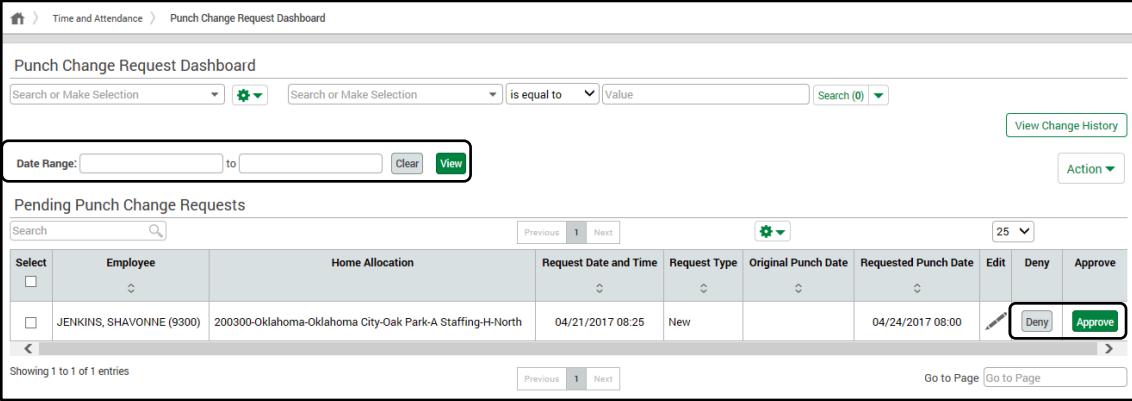
The notification center displays a single pending request for the 'Punch Change Request Dashboard'.

1 Request
Punch Change Request Dashboard

All pending punch changes will display in the table below for “Pending Punch Change Requests.” From the dashboard, you can use the search functionality at the top of the page to narrow your search results.

You may also use the “Date Range” section to further define which punches from which days you need to review.

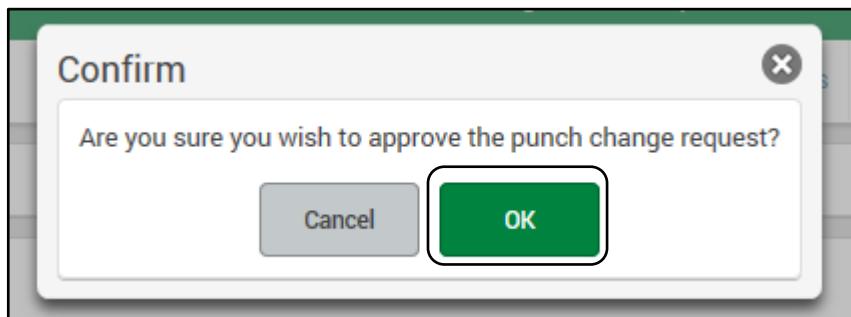
Once you have found the appropriate employees punch request, you can select the options to “Deny” or “Approve” the request.



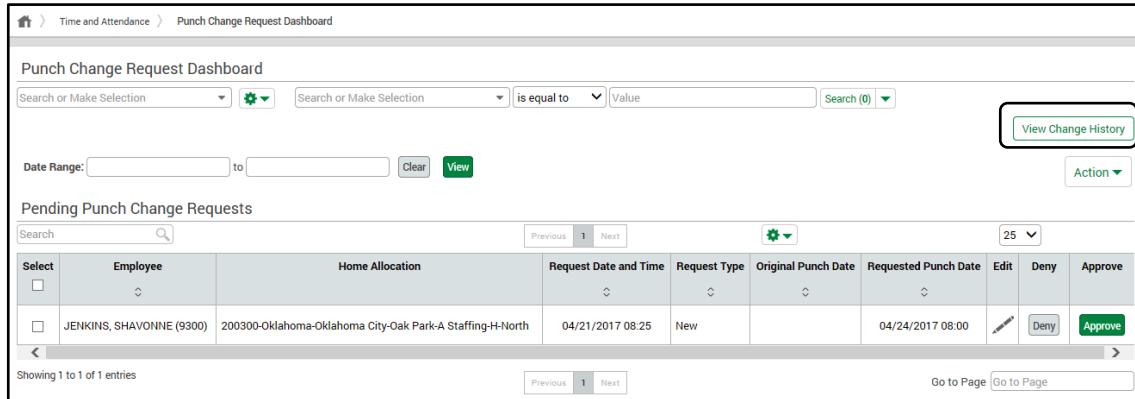
The screenshot shows the 'Punch Change Request Dashboard' with the following interface elements:

- Header: 'Time and Attendance' > 'Punch Change Request Dashboard'.
- Search and Filter: 'Search or Make Selection' dropdowns, 'is equal to' dropdown, 'Value' input, 'Search (0)' button, 'View Change History' button.
- Date Range: 'Date Range' input fields, 'Clear' and 'View' buttons.
- Action: 'Action' dropdown.
- Table: 'Pending Punch Change Requests' table with columns: Select, Employee, Home Allocation, Request Date and Time, Request Type, Original Punch Date, Requested Punch Date, Edit, Deny, Approve. A single row is selected for Jenkins, Shavonne.
- Table Footer: 'Showing 1 to 1 of 1 entries', 'Previous' and 'Next' buttons, '25' dropdown, 'Edit' and 'Approve' buttons.
- Page Footer: 'Go to Page' input, 'Go to Page' button.

After clicking “Deny” or “Approve,” a pop-up will display for you to confirm your action. Select “OK” to confirm.

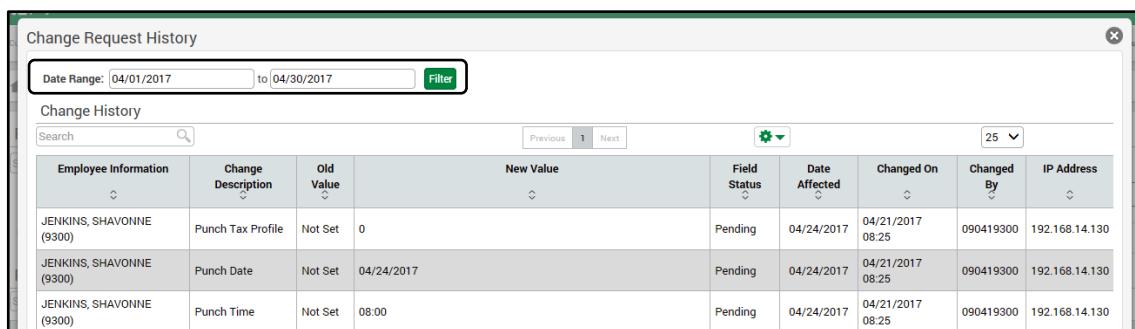


Clicking on the option to “View Change History” allows you to see all of the recent changes that have occurred.



The screenshot shows the 'Punch Change Request Dashboard' with a search bar and a 'View Change History' button highlighted. Below the search bar is a 'Pending Punch Change Requests' table with one entry for Jenkins, Shavonne (9300). The table includes columns for Select, Employee, Home Allocation, Request Date and Time, Request Type, Original Punch Date, Requested Punch Date, Edit, Deny, and Approve. The 'Edit' column contains a pencil icon.

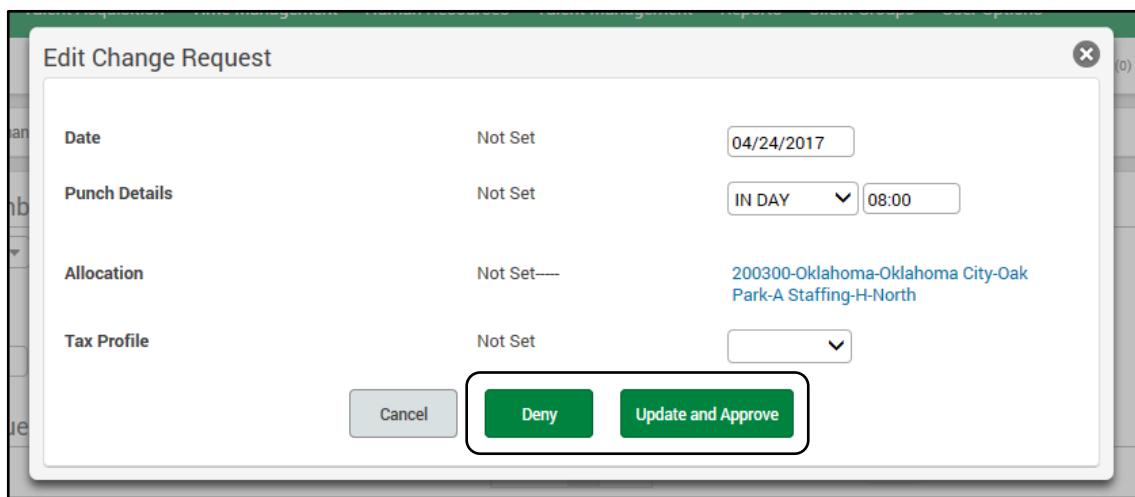
From the Change Request History pop-up, you can filter by specific date ranges.



The screenshot shows the 'Change Request History' pop-up with a date range filter set from 04/01/2017 to 04/30/2017. The table lists three changes made by Jenkins, Shavonne (9300) on 04/24/2017, detailing changes to Punch Tax Profile, Punch Date, and Punch Time.

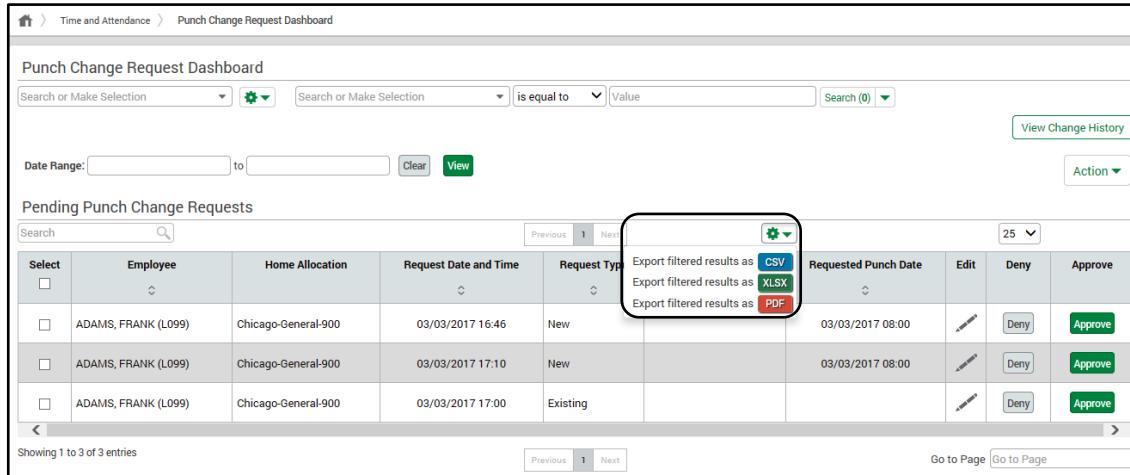
Employee Information	Change Description	Old Value	New Value	Field Status	Date Affected	Changed On	Changed By	IP Address
JENKINS, SHAVONNE (9300)	Punch Tax Profile	Not Set	0	Pending	04/24/2017 08:25	04/21/2017 08:25	090419300	192.168.14.130
JENKINS, SHAVONNE (9300)	Punch Date	Not Set	04/24/2017	Pending	04/24/2017 08:25	04/21/2017 08:25	090419300	192.168.14.130
JENKINS, SHAVONNE (9300)	Punch Time	Not Set	08:00	Pending	04/24/2017 08:25	04/21/2017 08:25	090419300	192.168.14.130

Clicking the pencil icon from the dashboard allows you to go in and edit the punch, if needed. From the edit punch screen, you can deny or update and approve the request after making any necessary changes.



The screenshot shows the 'Edit Change Request' dialog box. It contains fields for Date (04/24/2017), Punch Details (IN DAY 08:00), Allocation (200300-Oklahoma-Oklahoma City-Oak Park-A Staffing-H-North), and Tax Profile (Not Set). At the bottom are 'Cancel', 'Deny', and 'Update and Approve' buttons.

Clicking on the gear icon allows you to export the information to another format such as a PDF, Excel or CSV file type.



Punch Change Request Dashboard

Search or Make Selection View Change History

Date Range: to Clear View

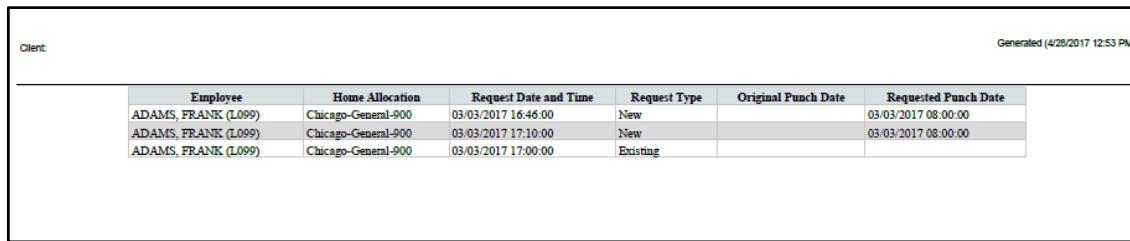
Action

Pending Punch Change Requests

Select	Employee	Home Allocation	Request Date and Time	Request Type	Requested Punch Date	Edit	Deny	Approve
<input type="checkbox"/>	ADAMS, FRANK (L099)	Chicago-General-900	03/03/2017 16:46	New	03/03/2017 08:00	<input type="button" value="Edit"/>	<input type="button" value="Deny"/>	<input type="button" value="Approve"/>
<input type="checkbox"/>	ADAMS, FRANK (L099)	Chicago-General-900	03/03/2017 17:10	New	03/03/2017 08:00	<input type="button" value="Edit"/>	<input type="button" value="Deny"/>	<input type="button" value="Approve"/>
<input type="checkbox"/>	ADAMS, FRANK (L099)	Chicago-General-900	03/03/2017 17:00	Existing		<input type="button" value="Edit"/>	<input type="button" value="Deny"/>	<input type="button" value="Approve"/>

Showing 1 to 3 of 3 entries

For example, this is how the file displays in PDF format.



Client

Generated (4/25/2017 12:53 PM)

Employee	Home Allocation	Request Date and Time	Request Type	Original Punch Date	Requested Punch Date
ADAMS, FRANK (L099)	Chicago-General-900	03/03/2017 16:46:00	New		03/03/2017 08:00:00
ADAMS, FRANK (L099)	Chicago-General-900	03/03/2017 17:10:00	New		03/03/2017 08:00:00
ADAMS, FRANK (L099)	Chicago-General-900	03/03/2017 17:00:00	Existing		

This concludes our guide on how to edit or review timecards. If you need additional assistance, please check out our Paycom University training guide or visit the other Time and Attendance manuals on the Help Menu!