



# Editing Timecards for Supervisors

HELP MENU MANUAL

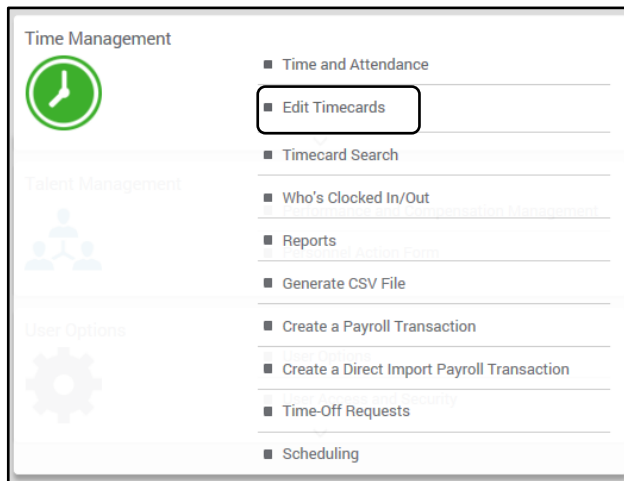
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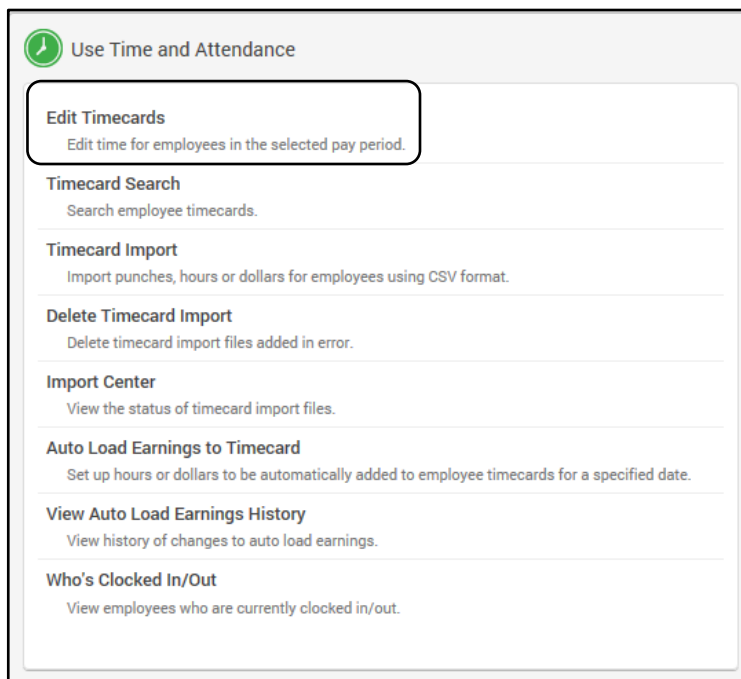
Making changes to an employee's timecards is a simple process. This guide will review how to approve, review and send email reminders regarding an employee's timecard. It will also review how to add or remove the ability to batch approve timecards. Let's get started!

## 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 web interface titled "Edit Timecards". Under the heading "Select a Pay Class", there are two dropdown menus: "Pay Class" with "Salary [PCT]" selected, and "Unit of time" with "Periods (default)" selected. A green "Select" button is positioned to the right of these dropdowns. Below this section, there is another heading "Enter Hours for All Employees in Access Group ALLDEPTS". This section contains three input fields: "Hours" (a text box), "Effective Date" (a date picker showing "02/08/2017"), and "Pay Code" (a dropdown menu). A second 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.*

Home > 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)

Search

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

Home > Edit Timecards > Timecard Editor

ADAMS, FRANK (L099)

1 of 2 >

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

**Name** ADAMS, FRANK (L099)  
**Status** ACTIVE  
**Dept** 900  
**Schedule Group** Full/Part Time Full Time

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

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

**Pay-Period Summary** Calc Detail Schedule Detail Audit Detail Accrual Information Exception Detail

**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			
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.

ADAMS, FRANK (L099)

Name ADAMS, FRANK (L099)  
Status ACTIVE  
Dept 900  
Schedule Group  
Full/Part Time Full Time

1 of 2

Pay Period 11/14/2016 - 11/27/2016 (Current Period)

Badge Number  
Position Marketing Coordinator  
Exception Code 100  
Labor Allocation Chicago-General-Marketing

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

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

Pay-Period Summary Calo Detail Schedule Detail Audit Detail Accrual Information Exception Detail

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	
MON (11/14)												
TUE (11/15)												

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.

Actions

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

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.





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

+ Add Punch

+ Add Punch Pair

+ Add Hours

+ Add Dollars

+ Add/Edit/Delete Comment

Day(s)

10/26/2016 To 11/04/2016 ☒ Exclude Weekends

Pay Code

Regular [R]

New Hours

8.00

Locations

Search or Make Selection

Jobs

Search or Make Selection

Department

Search or Make Selection

Comment

Tax Profile

Search or Make Selection

Cancel

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					

8 | April 28, 2017

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			
MON (02/16)	<a href="#">[R] Regular</a>		[300]-S...					9.00	9.00					
TUE (02/17)	<a href="#">[R] Regular</a>		[300]-S...					9.00	9.00					
WED (02/18)	<a href="#">[R] Regular</a>		[300]-S...					9.00	9.00					
THU (02/19)	<a href="#">[R] Regular</a>		[300]-S...					9.00	9.00					
FRI (02/20)	<a href="#">[R] Regular</a>		[300]-S...					9.00	9.00					
SAT (02/21)														
SUN (02/22)														
Weekly Totals								45.00		\$0.00				
MON (02/23)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
TUE (02/24)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
WED (02/25)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
THU (02/26)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
FRI (02/27)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
SAT (02/28)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
SUN (03/01)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
Weekly Totals								56.00		\$0.00				
Pay-Period Totals														
Pay Code		Allocation (tax)						Hours		Rate		Dollars		
R	Regular	[300]-South-Dallas-Texas-JKL Company						80.00		\$35.00		\$2800.00		
O	Overtime	[300]-South-Dallas-Texas-JKL Company						21.00		\$52.50		\$1102.50		
Totals								101.00				\$3902.50		

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			
MON (06/23)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
TUE (06/24)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
WED (06/25)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
THU (06/26)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
FRI (06/27)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
SAT (06/28)														
SUN (06/29)														
Weekly Totals								40.00		\$0.00				
MON (06/30)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
TUE (07/01)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
WED (07/02)	<a href="#">Pending Vacation Request</a>													
THU (07/03)	<a href="#">[R] Regular</a>		[300]-S...					8.00	8.00					
FRI (07/04)	<a href="#">[HOL] Holiday</a>		[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

Batch Deny

Batch Approve Time-Off Requests

Quick Search

Select All	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		Approve	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		Approve	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		Approve	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		Approve	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		Approve	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		Approve	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		Approve	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 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		Minimum Wage			Gross	Add
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	<span>Add to Totals</span>

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.”

Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Exceptions	Lunch Override				
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 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		Minimum Wage			Gross	Add
Tipped	Hours	Earnings	Min. Wage	State	State	Federal	Effective	Needed	
Yes	90.00	\$229.95	\$2.56	MO	\$7.65				

Pay Code: Charge Tips [CHT] Department: Default

Date: 04/17/2016 Location: None

Amount: 458.55

Comment: Add an optional comment

Add Add to Totals Add Amount

Batch Edit Menu

Batch edits will apply to all 90 employees current

Add Batch Punch Add Batch Hours Add Batch Dollars

Pay Class (PC1) List Timecard Search

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)	06:00 AM	[300]-B...	05:00 PM		9.00	9.00				
TUE (04/12)	06:00 AM	[300]-B...	05:00 PM		9.00	9.00				
WED (04/13)	06:00 AM	[300]-B...	05:00 PM		9.00	9.00				
THU (04/14)	06:00 AM	[300]-B...	05:00 PM		9.00	9.00				
FRI (04/15)	06:00 AM	[300]-B...	05:00 PM		9.00	9.00				
SAT (04/16)										
SUN (04/17)	CHTL Charge Tips	[300]-B... (2)			0.00	0.00	\$458.55			
Weekly Totals					45.00		\$458.55			

Approve Up to Date04/04/2016

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
CHT	Charge Tips	[300]-Brook Haven (2)	0.00		\$458.55
Totals			90.00		\$688.50

Hours for italicized entries are already included in totals once.

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

Active ▾

And

(no filter) ▾

Like ▾

Selected Period

04/18/2016 - 05/01/2016 (Current Period) ▾

Render Totals

☒

Select

Select Employee Timecard(s)

Showing (78 of 90)

Revoke

Approve

Edit Timecards

Search

Previous 1 Next

100 ▾

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

## Add Piece Rate Units

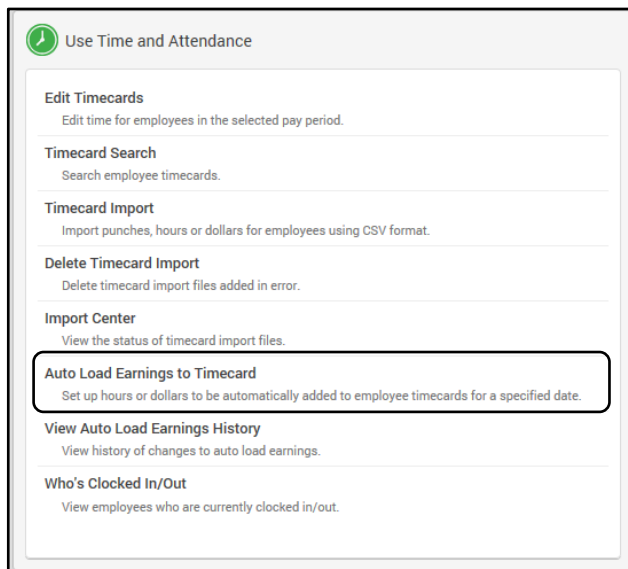
If your company uses Piece Rates as a measurement, you will be able to add units when you're in the editing timecards screen. From the "Pay-Period Summary" tab, you can add units just like adding a punch or hours. From the drop-down, simply select the appropriate Pay Code and then enter the Number of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

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

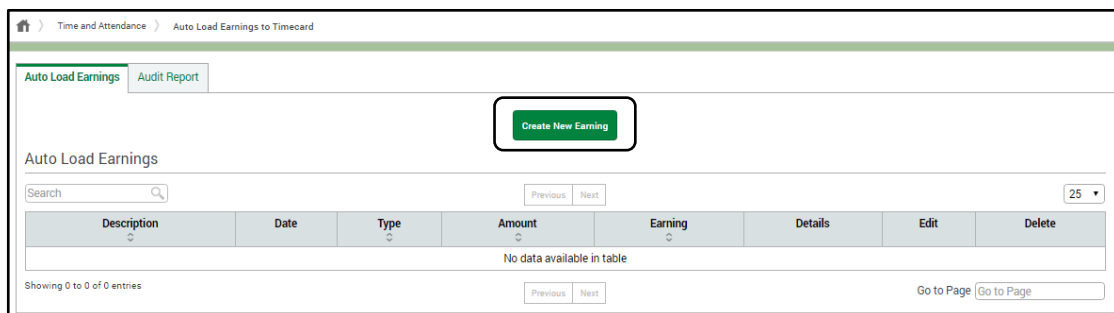
Date	Pay Code	IN	Allocation (tax)	OUT	IN	Allocation (tax)	OUT	Hours	Total Hours	Dollars	Units	Exceptions			
MON (06/20)															
TUE (06/21)															
WED (06/22)															
THU (06/23)															
FRI (06/24)	[PST] Piece Rate		[200]-C...					0.00	0.00		125.00				
SAT (06/25)															
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 <span>Approve Date</span>															
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".

The screenshot shows the 'Add New Auto Load Earning' page, Step 1: Add New Description (Memorial Day). The breadcrumb trail is 'Time and Attendance > Auto Load Earnings to Timecard > Add New Auto Load Earning'. The progress bar shows four steps: 1. Add New Description (active), 2. Earning Properties, 3. Employee Filters, and 4. Summary. The form has two fields: 'Status' with a dropdown menu set to 'Active' and 'Description' with a text input containing 'Memorial Day'. A green 'Next' button is in the bottom right corner.

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

The screenshot shows the 'Add New Auto Load Earning' page, Step 2: Earning Properties (Memorial Day). The breadcrumb trail is 'Time and Attendance > Auto Load Earnings to Timecard > Add New Auto Load Earning'. The progress bar shows four steps: 1. Add New Description, 2. Earning Properties (active), 3. Employee Filters, and 4. Summary. The form has several fields: 'Day Type' with radio buttons for 'Specific Date' (selected) and 'Dynamic Date'; 'Specific Date' with a dropdown for 'May' and a text input for '29'; 'Earning Type' with radio buttons for 'Hours' (selected) and 'Dollars'; 'Hours' with a text input containing '8'; and 'Select Earning' with a dropdown menu set to 'Holiday [HOL]'. There is a 'Previous' button on the bottom left and a green 'Next' button on the bottom right.

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.

The screenshot shows the 'Add New Auto Load Earning' page, Step 3: Employee Filters (Memorial Day). The breadcrumb trail is 'Time and Attendance > Auto Load Earnings to Timecard > Add New Auto Load Earning'. The progress bar shows four steps: 1. Add New Description, 2. Earning Properties, 3. Employee Filters (active), and 4. Summary. The form has a 'Data Filters (Memorial Day)' section with a 'Create New Condition' button. Below this is a table with columns: 'Condition Set', 'Fields', 'Comparison', 'Values', 'Edit', and 'Delete'. The table is currently empty, showing 'No data available in table'. There is a 'Search' bar, 'Previous' and 'Next' buttons, and a 'Go to Page' dropdown set to '25'. A 'Previous' button is on the bottom left and a green 'Next' button is on the bottom right.



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".

Time and Attendance > Auto Load Earnings to Timecard > Add New Auto Load Earning

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

### Summary (Memorial Day)

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

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.

Time and Attendance > Auto Load Earnings to Timecard

Auto Load Earnings Audit Report

Create New Earning

### Auto Load Earnings

Search [ ] Previous 1 Next 25

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

Showing 1 to 1 of 1 entries Previous 1 Next Go to Page Go to Page

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

Time and Attendance > Auto Load Earnings to Timecard

Auto Load Earnings Audit Report

Search [ ] Previous 1 2 3 4 5 6 Next 25

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).

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

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

Weekly Totals		40.00		\$0.00					
Employee Approval		Timecard Approved Supervisor Approval> (Revoke) 07/02 09:53 AM - pcm862679b29							

### 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.”

Pay-Period Total		Allocation (tax)	Hours	Rate	Dollars
R	Regular	[300]-South-Dallas-Texas-JKL Company	80.00	\$22.00	\$1760.00
		<b>Totals</b>	<b>80.00</b>		<b>\$1760.00</b>

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			
MON (06/09)	[R] Regular		[300]-S...					8.00	8.00					
TUE (06/10)	[R] Regular		[300]-S...					8.00	8.00					
WED (06/11)	[R] Regular		[300]-S...					8.00	8.00					
THU (06/12)	[R] Regular		[300]-S...					8.00	8.00					
FRI (06/13)	[R] Regular		[300]-S...					8.00	8.00					
SAT (06/14)														
SUN (06/15)														
Weekly Totals								40.00		\$0.00				
MON (06/16)	[R] Regular		[300]-S...					8.00	8.00					
TUE (06/17)	[R] Regular		[300]-S...					8.00	8.00					
WED (06/18)	[R] Regular		[300]-S...					8.00	8.00					
THU (06/19)	[R] Regular		[300]-S...					8.00	8.00					
FRI (06/20)	[R] Regular		[300]-S...					8.00	8.00					

## 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' 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.

### Employee Management

- ☒ Add New Employee
- ☒ Add W-2 Employees
- ☒ Add 1099 Employees
- ☒ New Hire Template
- ☒ Copy/Move W-2 Employees
- ☒ Employee Master Import
- ☒ Import Employee Changes
- ☒ Hire Employee
- New Hire Access Profile
- Restrict New Hire Template Access

### Time Management

- Time and Attendance
- Punch Freezing Threshold
- ☒ View Only Timecards
- ☒ Approve/Revoke Timecards
- ☒ Batch Approve Timecards**
- ☒ View Only TA Reports
- ☒ Web Terminal Restriction Access
- ☒ Add Punches to Timecard
- ☒ Add Punch Pair to Timecard
- ☒ Add Hours to Timecard
- ☒ Add Pairs to Timecard

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

Time Management User Options	Add Hours to Timecard ?	<input checked="" type="checkbox"/>
	Add Dollars to Timecard ?	<input checked="" type="checkbox"/>
	Add Units to Timecard ?	<input checked="" type="checkbox"/>
	Use Time and Attendance	
	Timecard Access ?	<input checked="" type="checkbox"/>
	View Only Timecards ?	<input type="checkbox"/>
	Approve/Revoke Timecards ?	<input checked="" type="checkbox"/>
	Batch Approve Timecards ?	<input checked="" type="checkbox"/>
	Timecard Import ?	<input checked="" type="checkbox"/>
	Delete Timecard Import ?	<input checked="" type="checkbox"/>
Period-End Operations		
Archive Previous Pay Periods ?		<input checked="" type="checkbox"/>
View Archive History ?		<input checked="" type="checkbox"/>
Create a Direct Import Payroll Transaction ?		<input checked="" type="checkbox"/>
Set Up Earning Profiles ?		<input checked="" type="checkbox"/>
Temporarily Lock Timecards ?		<input checked="" type="checkbox"/>

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

Select Employee Timecard(s)												
Showing (42 of 42)												
Search 3 records selected Previous 1 Next												
Select All	Employee	Badge Number	Status	Department	Pay Type	Schedule Group	Number of Entries	Total Hours	Total Units	OT Hours	EE App	Actions
<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
<input type="checkbox"/>	DODSON, FRANK (A040)		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: 02/08/2016 Approve Date

Pay-Period Total: 02/09/2016  
 02/10/2016  
 02/11/2016  
 02/12/2016  
 02/13/2016  
 02/14/2016

Only days previously approved by the employee show as available for supervisor approval.

		Allocation (tax)	Hours	Rate	Dollars
R	Regular	[300]-Brook Haven	80.00	\$16.00	\$1,280.00
O	Overtime	[300]-Brook Haven	10.00	\$24.00	\$240.00
Totals			90.00		\$1,520.00

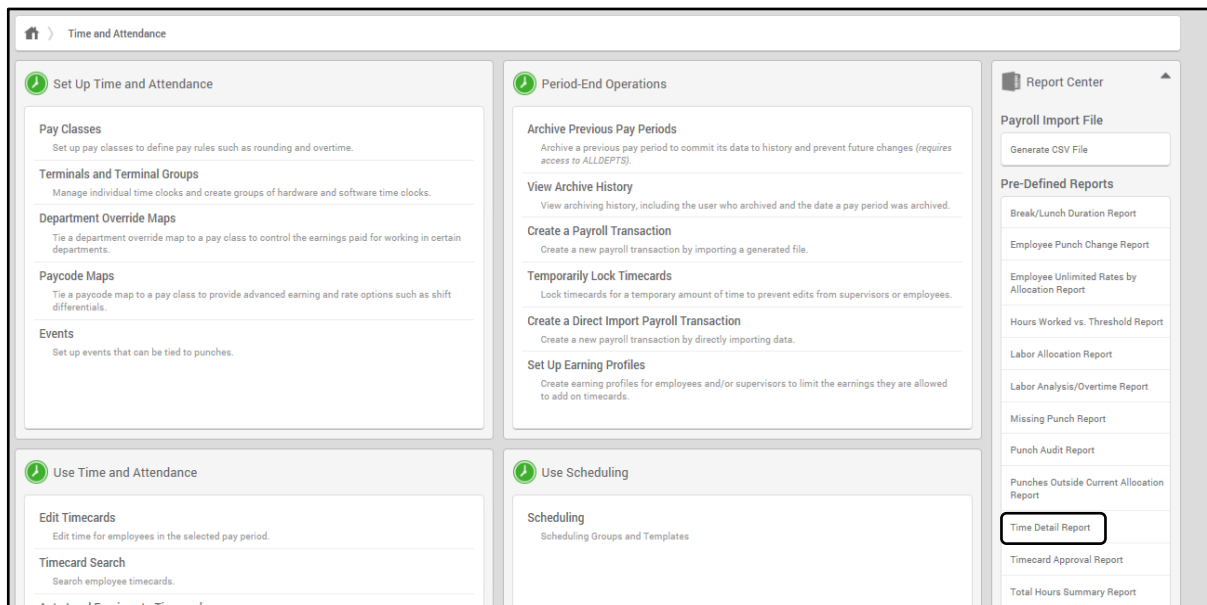
Hours for italicized entries are already included in totals once.

View Detailed Approvals

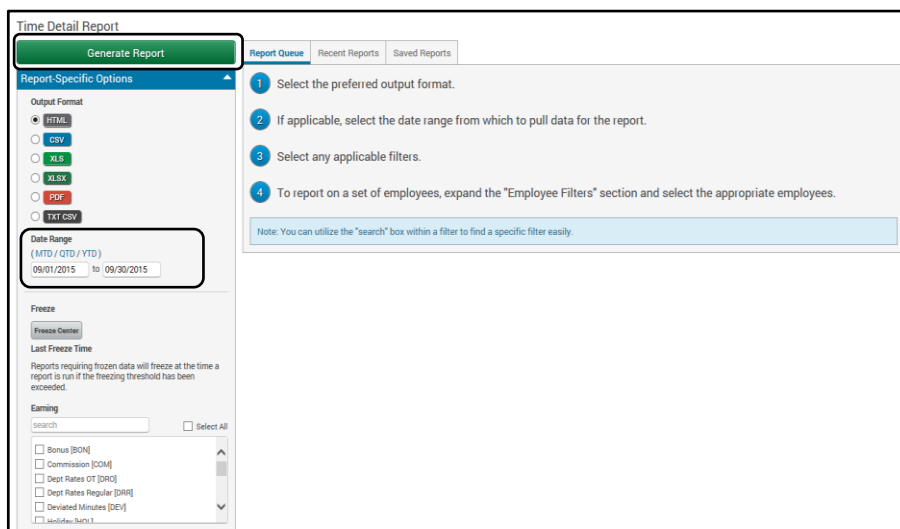
url=timedit.php?firstrefno=ABBA&refresh=1

## 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.



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



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](#)

[Back / Load Current](#)
[Back / Clear](#)

Export to ▼
 Sort by ▼

Date Range (09/01/2015 - 09/30/2015)

**Employee:** BRADLEY, JENNIFER (A065)  
**Department:** Training  
**Status:** Active  
**Home Allocation:** Chicago-Unassigned-Training

**Badge #:**  
**Pay Class:** Hourly  
**Hire Date:** 04/07/2015

**Tm Op:** Web TimeClock

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]		1		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)		--	--								
<b>Total Hours For Week:</b>									16.00		
Mon (09/07)		--	--								
Tue (09/08)		--	--								
Wed (09/09)		--	--								
Thu (09/10)		--	--								
Fri (09/11)		--	--								
Sat (09/12)		--	--								
Sun (09/13)		--	--								
<b>Total Hours For Week:</b>									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**
☐

Select

---

**Select Employee Timecard(s)**

Showing (2 of 3)

Actions ▼

Select All	Employee	Badge Number	Status	Department	Pay Type	Schedule Group	Number of Entries	Total Hours	OT Hours	Notification
<input type="checkbox"/>	ADAMS, FRANK (L099)		A	900	S					
<input type="checkbox"/>	EVANS, RANDY (A025)		A	100	H	Operations				
<b>Total</b>							0.00	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.



**Send Email Notification**

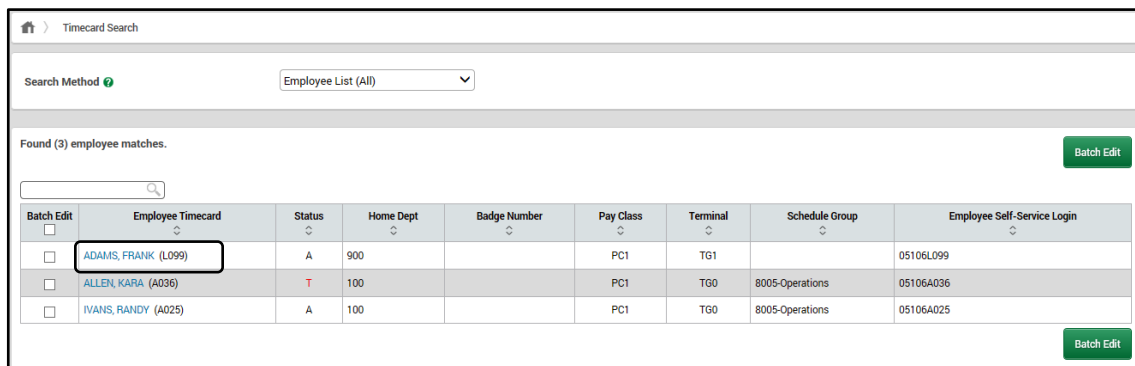
**Who to Notify**

Search

☐ Select All

- ☐ Employee
- ☐ Time-Off Supervisor
- ☐ Primary Supervisor
- ☐ Secondary Supervisor
- ☐ Tertiary Supervisor
- ☐ Quaternary Supervisor

*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.*



**Timecard Search**

Search Method  Employee List (All)

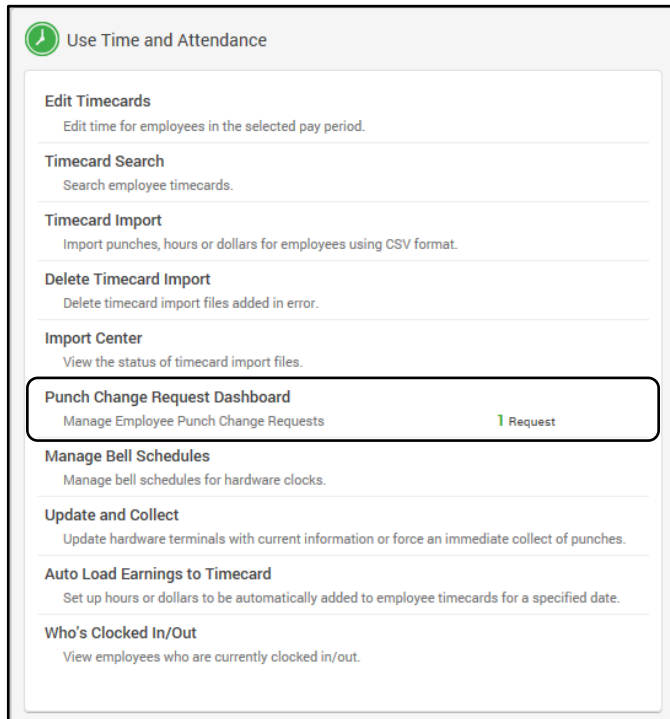
Found (3) employee matches.

Batch Edit	Employee Timecard	Status	Home Dept	Badge Number	Pay Class	Terminal	Schedule Group	Employee Self-Service Login
<input type="checkbox"/>	ADAMS, FRANK (L099)	A	900		PC1	TG1		05106L099
<input type="checkbox"/>	ALLEN, KARA (A036)	T	100		PC1	TG0	8005-Operations	05106A036
<input type="checkbox"/>	IVANS, RANDY (A025)	A	100		PC1	TG0	8005-Operations	05106A025

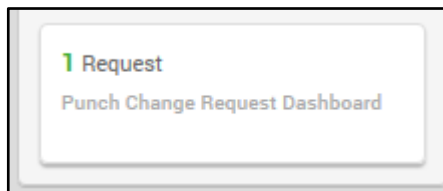
## Punch Change Request Dashboard

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.



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



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' interface. At the top, there's a search bar with 'Search or Make Selection' and a 'Search (0)' button. Below this is a 'Date Range' section with 'Clear' and 'View' buttons. The main section is titled 'Pending Punch Change Requests' and contains a table with the following data:

Select	Employee	Home Allocation	Request Date and Time	Request Type	Original Punch Date	Requested Punch Date	Edit	Deny	Approve
<input type="checkbox"/>	JENKINS, SHAVONNE (9300)	200300-Oklahoma-Oklahoma City-Oak Park-A Staffing-H-North	04/21/2017 08:25	New		04/24/2017 08:00		Deny	Approve

At the bottom, there's a pagination bar showing 'Showing 1 to 1 of 1 entries' and 'Go to Page' fields.

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

The screenshot shows a 'Confirm' dialog box with the text 'Are you sure you wish to approve the punch change request?'. It has two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red border.

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

Time and Attendance > Punch Change Request Dashboard

**Punch Change Request Dashboard**

Search or Make Selection [gear icon] Search or Make Selection [dropdown] is equal to [dropdown] Value [input] Search (0) [dropdown]

Date Range: [input] to [input] Clear View Action [dropdown]

**Pending Punch Change Requests**

Search [input] Previous 1 Next [gear icon] 25 [dropdown]

Select	Employee	Home Allocation	Request Date and Time	Request Type	Original Punch Date	Requested Punch Date	Edit	Deny	Approve
<input type="checkbox"/>	JENKINS, SHAVONNE (9300)	200300-Oklahoma-Oklahoma City-Oak Park-A Staffing-H-North	04/21/2017 08:25	New		04/24/2017 08:00	[pencil icon]	Deny	Approve

Showing 1 to 1 of 1 entries Previous 1 Next Go to Page Go to Page

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

**Change Request History**

Date Range: 04/01/2017 to 04/30/2017 Filter

**Change History**

Search [input] Previous 1 Next [gear icon] 25 [dropdown]

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	04/21/2017 08:25	090419300	192.168.14.130
JENKINS, SHAVONNE (9300)	Punch Date	Not Set	04/24/2017	Pending	04/24/2017	04/21/2017 08:25	090419300	192.168.14.130
JENKINS, SHAVONNE (9300)	Punch Time	Not Set	08:00	Pending	04/24/2017	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.

**Edit Change Request**

Date Not Set 04/24/2017

Punch Details Not Set IN DAY [dropdown] 08:00

Allocation Not Set 200300-Oklahoma-Oklahoma City-Oak Park-A Staffing-H-North


Tax Profile Not Set [dropdown]

Cancel Deny Update and Approve

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

Time and Attendance > Punch Change Request Dashboard


**Punch Change Request Dashboard**




Search or Make Selection  Search or Make Selection is equal to Value Search (0)

Date Range: to Clear View View Change History Action

**Pending Punch Change Requests**

Search Previous 1 Next 25

 Export filtered results as CSV  
Export filtered results as XLSX  
Export filtered results as PDF

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		Deny	Approve
<input type="checkbox"/>	ADAMS, FRANK (L099)	Chicago-General-900	03/03/2017 17:10	New	03/03/2017 08:00		Deny	Approve
<input type="checkbox"/>	ADAMS, FRANK (L099)	Chicago-General-900	03/03/2017 17:00	Existing			Deny	Approve

Showing 1 to 3 of 3 entries Previous 1 Next Go to Page Go to Page

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

Client Generated (4/26/2017 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!