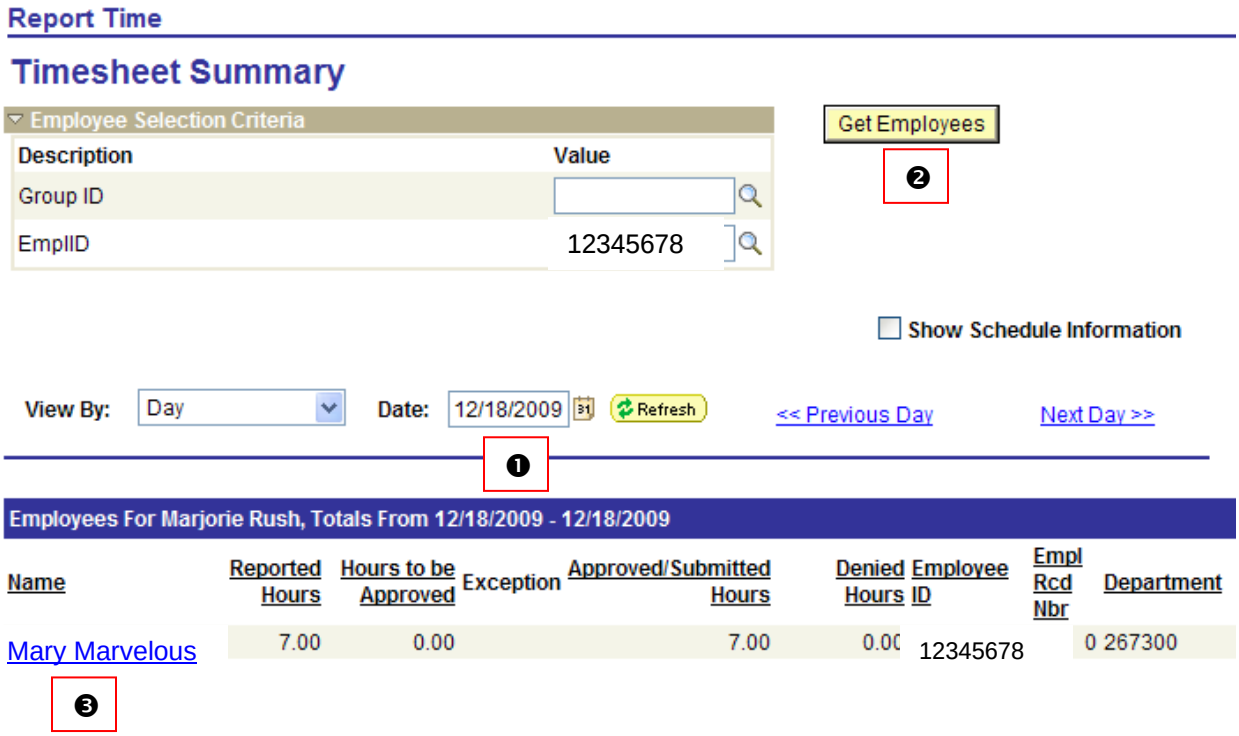
Making Adjustments to Estimated Hours in TIMEaccess

Below are instructions for making adjustments to estimated hours in TIMEaccess. The timesheet entries you make will be based on how your employees tracked their actual hours worked.

Steps:

Retrieve the employee's timesheet.

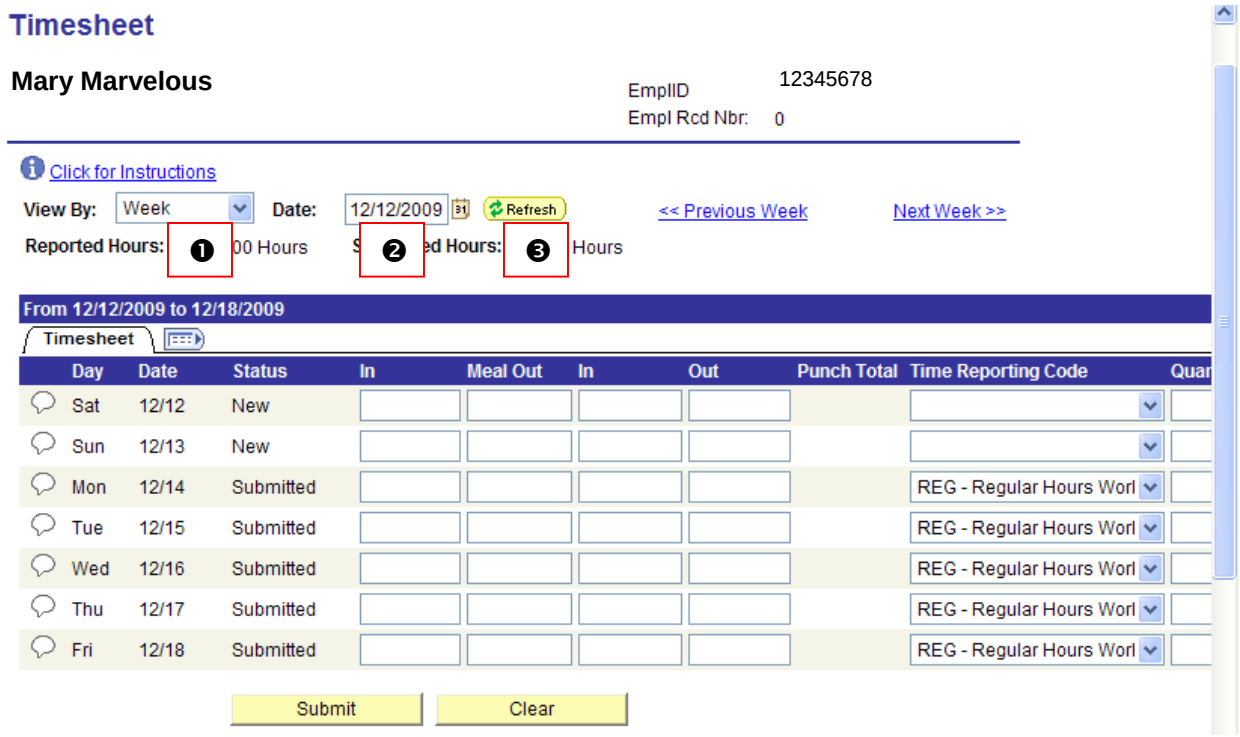
1. Change the date to the pay period end date that you need to edit
2. Click Get Employees
3. Click on the employee's name to open the timesheet



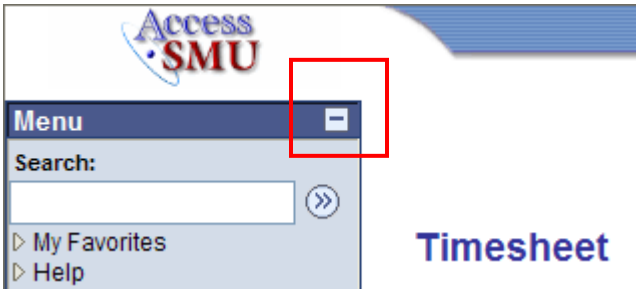
View the days you need to edit

1. Change the **View By:** option to Week
2. Change the **Date:** to Saturday's date for the week
3. Click Refresh to view the week

→ The rows for the week (Saturday through Friday) will display.



Minimize the Menu so that the entire timesheet displays.

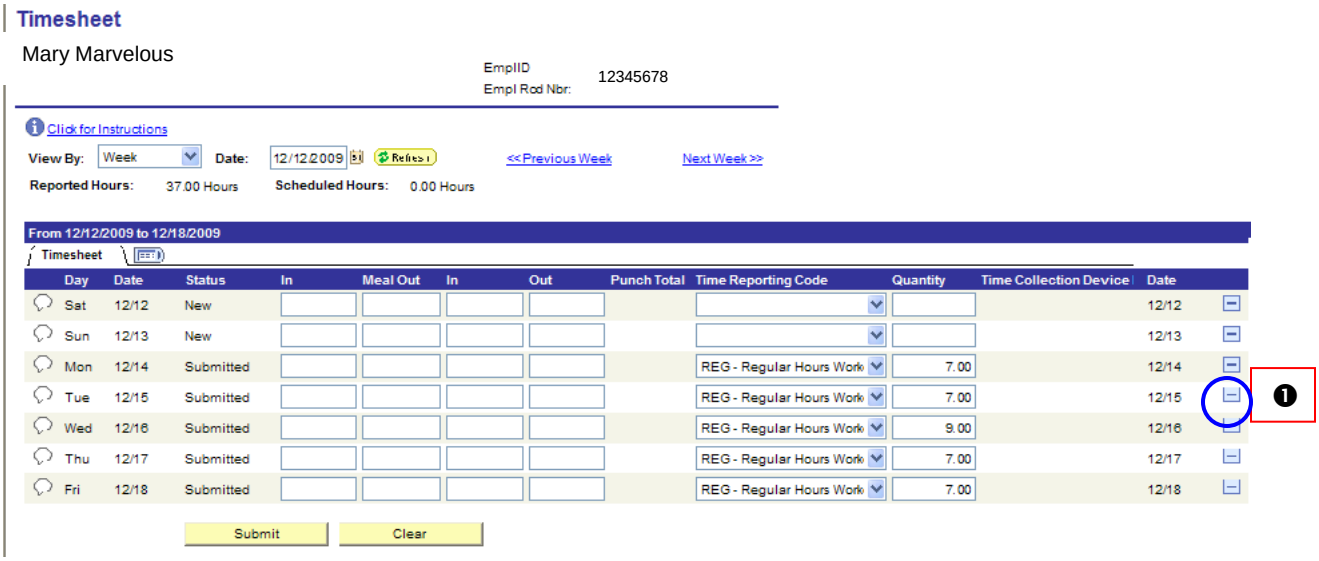


Scenario A If your employee **recorded the actual times** of IN, MEAL OUT, IN, and OUT for each day, you can enter that detailed information on the row for each day worked. You will first delete the row of estimated hours on that day <Submit>, then key the punch times in the appropriate cells on the timesheet. This essentially replaces the estimated hours with the hours calculated from the punch times.

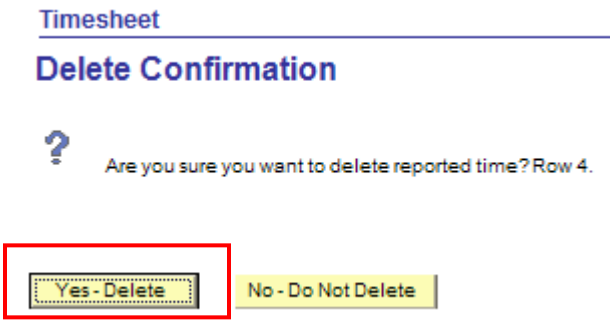
For example: If you reported REG 7.0 hours for 12/15/09, and your employee actually worked from 8:30 – 5:15 with a meal break from 12:00 to 1:00, you would delete the row of REG 7.0 <Submit>, then key 8:30AM (IN), 12:00PM (MEAL OUT), 1:00PM (IN), and 5:15PM (OUT). The Time Administration process will calculate the new payable hours for the day based on the punch times.

Replace the estimated hours with the actual punch times for each day

1. Delete the existing row by clicking the " – " next to the date (12/15 for this example)

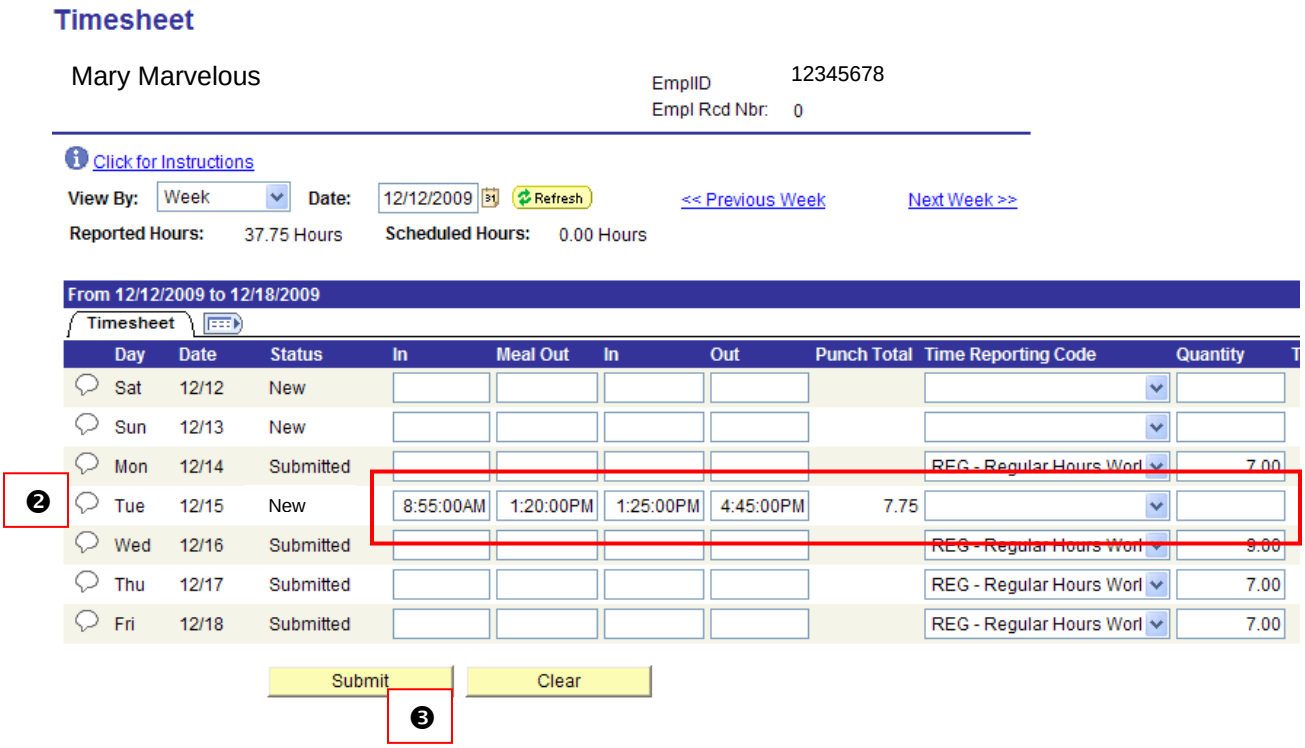


→ Confirm that you want to delete the row



On the timesheet, for that same day

2. Enter the punch times in the appropriate cells
3. Click Submit



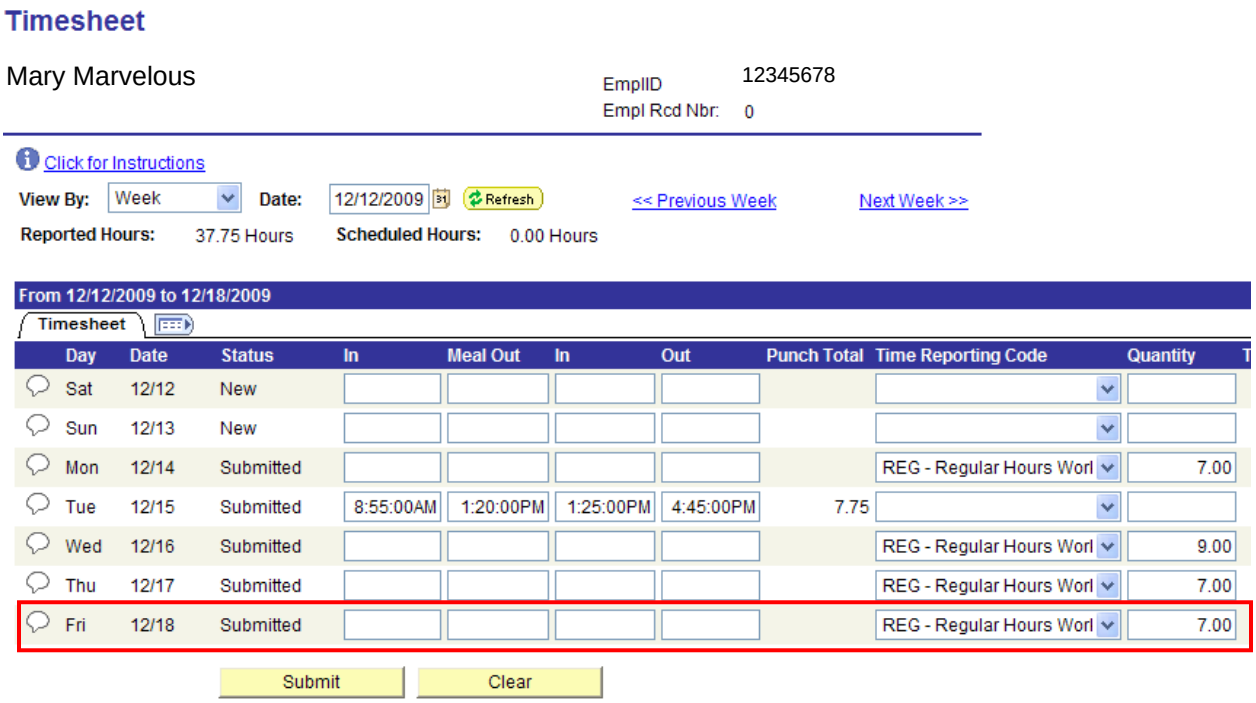
Don't stop here! You still need to approve the payable time resulting from the timesheet edits…

See **page 8** for additional steps to approve the changes.

Scenario B If your employee **recorded the daily hours worked** (no details of IN, OUT, etc.), you can replace the estimated hours for each day with the new daily total hours. If the TRC (type of hours) is the same (such as REG), you can simply type the updated number of hours worked on the existing row to reflect the correct quantity. This essentially replaces the estimated hours with the actual daily hours.

For example: If you reported REG 7.0 hours for 12/18/09 and your employee actually worked 5.5 hours, you would change the quantity on the existing REG row for that day to 5.5 and <Submit>. The Time Administration process will calculate the new payable hours for the day based on the changed quantity on the timesheet.

This is the original timesheet reflecting the estimated hours for Friday, 12/18/09.



Timesheet

Mary Marvelous

EmplID 12345678
Empl Rcd Nbr: 0

Click for Instructions

View By: Week Date: 12/12/2009 Refresh << Previous Week Next Week >>

Reported Hours: 37.75 Hours Scheduled Hours: 0.00 Hours

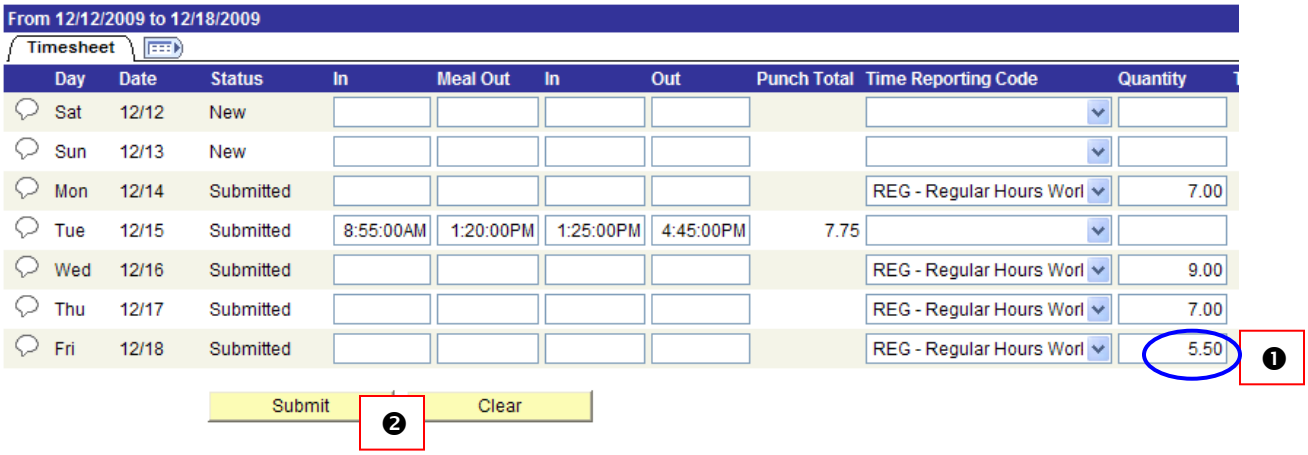
From 12/12/2009 to 12/18/2009

Timesheet

Day	Date	Status	In	Meal Out	In	Out	Punch Total	Time Reporting Code	Quantity
Sat	12/12	New							
Sun	12/13	New							
Mon	12/14	Submitted						REG - Regular Hours Worl	7.00
Tue	12/15	Submitted	8:55:00AM	1:20:00PM	1:25:00PM	4:45:00PM	7.75		
Wed	12/16	Submitted						REG - Regular Hours Worl	9.00
Thu	12/17	Submitted						REG - Regular Hours Worl	7.00
Fri	12/18	Submitted						REG - Regular Hours Worl	7.00

Submit Clear

1. To correct the hours worked on Fri., 12/18, change the Quantity to 5.5
2. Click Submit



From 12/12/2009 to 12/18/2009

Timesheet

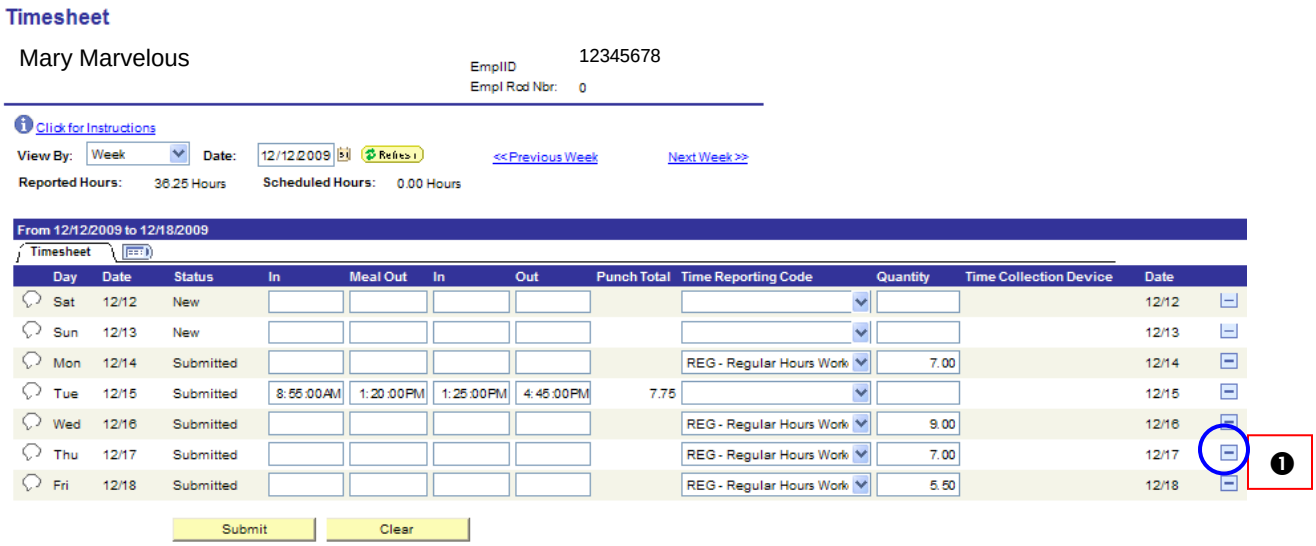
Day	Date	Status	In	Meal Out	In	Out	Punch Total	Time Reporting Code	Quantity
Sat	12/12	New							
Sun	12/13	New							
Mon	12/14	Submitted						REG - Regular Hours Worl	7.00
Tue	12/15	Submitted	8:55:00AM	1:20:00PM	1:25:00PM	4:45:00PM	7.75		
Wed	12/16	Submitted						REG - Regular Hours Worl	9.00
Thu	12/17	Submitted						REG - Regular Hours Worl	7.00
Fri	12/18	Submitted						REG - Regular Hours Worl	5.50 ❶

Submit ❷ Clear

If you need to change the TRC for the hours reported on a day, you will first delete the row of estimated hours on that day <Submit>, then key correct TRC and total hours for that day.

For example: If you reported REG 7.0 hours for 12/17/09 and your employee actually took a vacation day, you would delete the row of REG 7.0 <Submit>, then key VCB 7.0 <Submit>. The Time Administration process will calculate the new payable hours for the day based on the punch times.

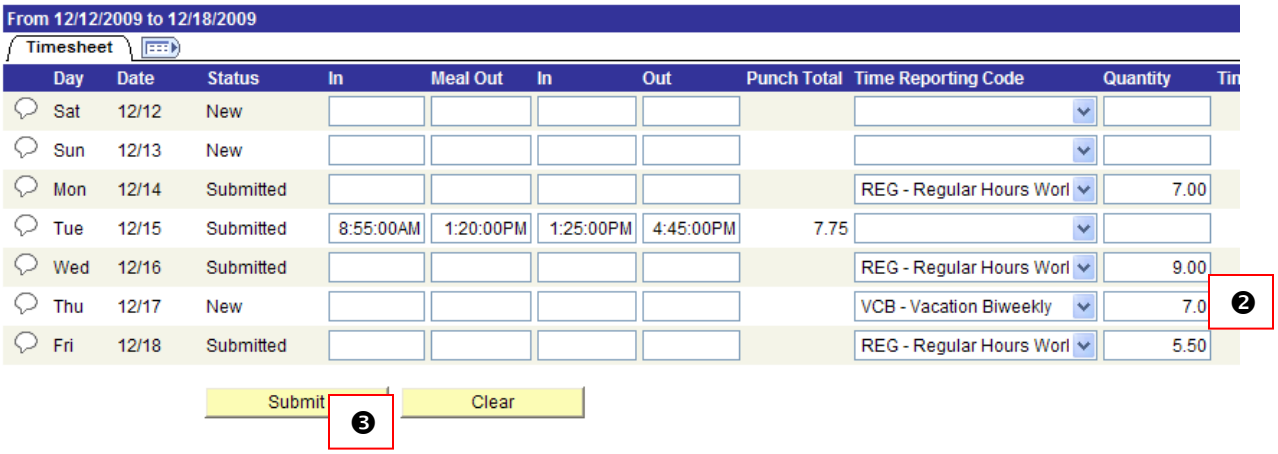
1. Delete the existing row by clicking the " – " next to the date (12/17 for this example)



→ Confirm that you want to delete the row

On the timesheet for that same day

2. Select the correct TRC (in this example, “VCB”) and enter the quantity of vacation hours
3. Click Submit



From 12/12/2009 to 12/18/2009

Timesheet

Day	Date	Status	In	Meal Out	In	Out	Punch Total	Time Reporting Code	Quantity	Tin
Sat	12/12	New								
Sun	12/13	New								
Mon	12/14	Submitted						REG - Regular Hours Worl	7.00	
Tue	12/15	Submitted	8:55:00AM	1:20:00PM	1:25:00PM	4:45:00PM	7.75			
Wed	12/16	Submitted						REG - Regular Hours Worl	9.00	
Thu	12/17	New						VCB - Vacation Biweekly	7.0	
Fri	12/18	Submitted						REG - Regular Hours Worl	5.50	

Submit ❸ Clear

❷

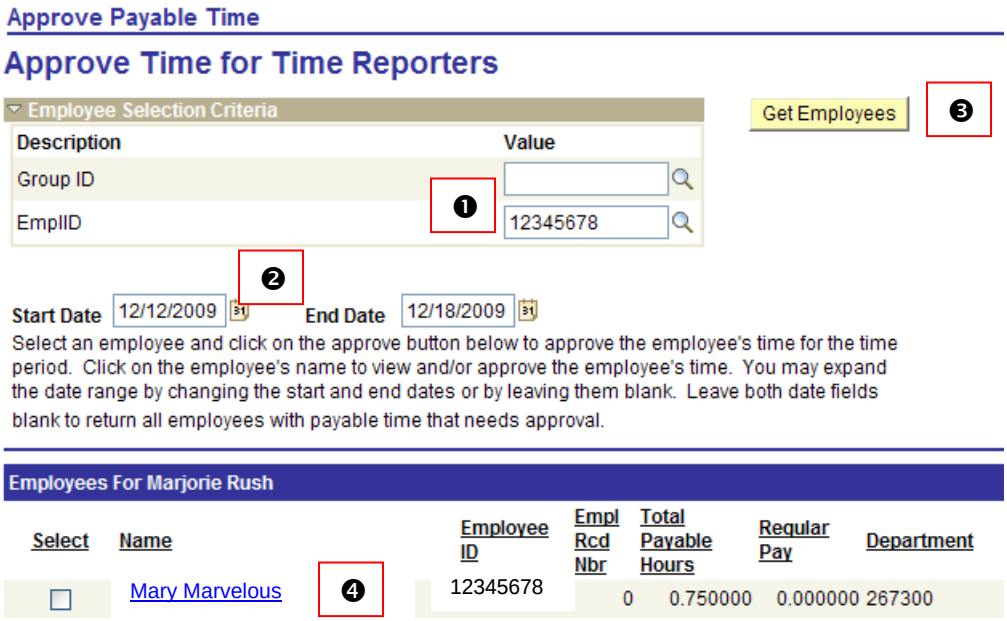
Don’t stop here! You still need to approve the payable time resulting from the timesheet edits…

See **page 8** for additional steps to approve the changes.

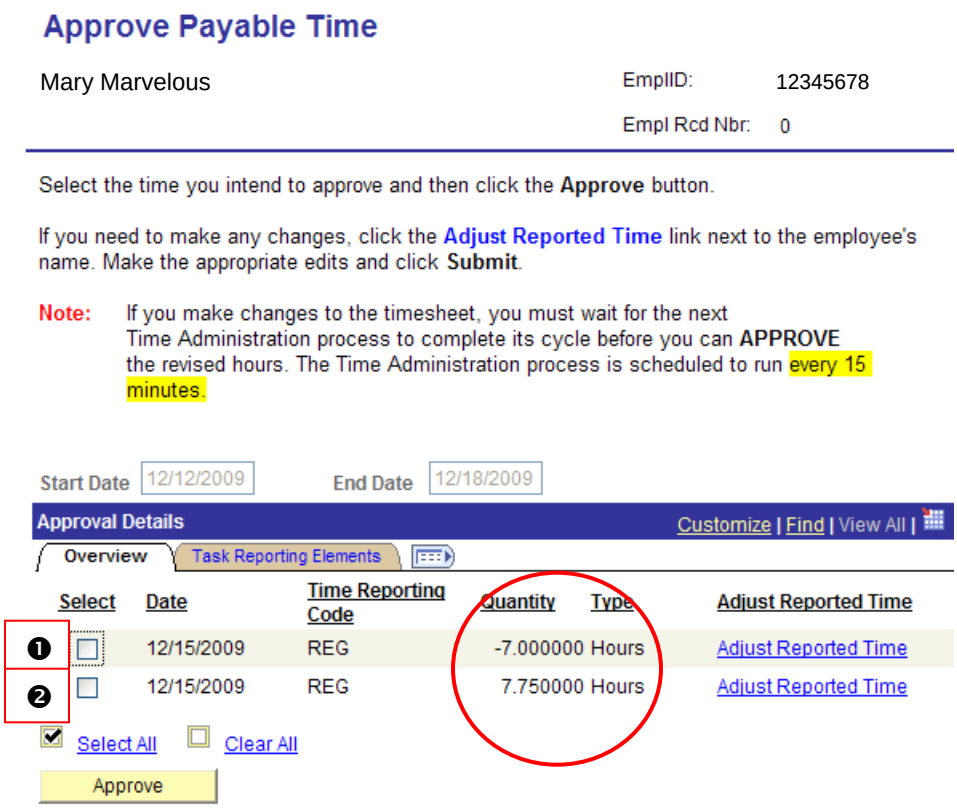
Approve the Changes!

Under **Approve Time and Exceptions > Payable Time**, you will need to review and approve both the newly generated payable hours as well as the negative (backed-out) estimated hours.

1. Enter your employee's ID (or Group ID)
2. Change the Start and End Dates to reflect the week you are adjusting
3. Click Get Employees
4. Click on the employee's name to review the payable time to be approved



Remember to approve the back out of the originally paid hours as well as the new hours. The result will be the payment of the difference of the estimated and actual hours.

1. Click the **Select** box next to the negative hours to back out the estimated hours
2. Click the **Select** box next to the positive hours to correctly pay the hours worked

Note! If you only approve the positive hours (and do not approve the negative hours), the employee will receive the newly approved hours ***in addition to*** the estimated hours already processed!