

Editing Time Cards – Adding Non-Worked Time (Vacation, Sick, etc.)

Log into your account and click on “Time Cards”. Click on the employee name on the right side of the page that you wish to edit.

The screenshot shows the 'Attendance Enterprise' web application in a Microsoft Internet Explorer browser. The page title is 'Attendance Enterprise (KFOSSEN) - Microsoft Internet Explorer'. The address bar shows the URL 'http://205.202.189.63/attendance/maint.aew/LOGIN'. The page content includes a navigation menu on the left with sections like 'Daily Operations', 'Interactive Summaries', 'Reports', and 'Operations'. The main content area is titled 'Time Cards' and displays a summary table for the period '03/14/10 to 03/27/10'. The table has columns for 'Employee', 'Reg', 'Vac', 'Lev', and 'Totals'. The 'Totals' row shows 313:10 for Regular time, 1:20 for Vacation, 3:00 for Leave, and a total of 317:30. Below the totals, individual employee records are listed with their respective times.

Employee	Reg	Vac	Lev	Totals
Totals	313:10	1:20	3:00	317:30
BATES, PAULETTE A	43:35	1:20	3:00	47:55
HENRY, MARCIE	37:50			37:50
KASTENS, CECELIA A	48:00			48:00
MAHER, DEANNA S	48:35			48:35
MOHLMAN, LINDA K	46:10			46:10
SMITH, DONNA M	45:05			45:05
STEINMEYER, AMELIA L	43:55			43:55

Right click on the date you want to add the hours. Select "Adjustments" on the pop-up menu.

The screenshot shows the Attendance Enterprise web application interface. The main content area displays a time card for employee KASTENS, CECELIA A. (DSAC, BUS OFF, Account Manager) for the current period from 03/14/10 to 03/27/10. The interface includes a navigation sidebar on the left with sections like Daily Operations, Interactive Summaries, Reports, and Operations. The main table shows the employee's schedule and hours for each day from March 14th to 27th. A right-click context menu is open over the date Mar-23, with the 'Adjustments' option highlighted. The menu also includes options for Scheduling, Workgroup Ops, and Review. The browser's address bar shows the URL http://205.202.189.63/attendance/maint.aew/LOGIN.

Last Name	First Name	ID	Badge	Location	Department	Cost Center	Hired
KASTENS	CECELIA A	1568	10641	DSAC	BUS OFF	Account Manager	05/01/

Date	Schedule	Hours	Department	Cost Center	From	To	Ho
Mar-14							
Mar-15	7:00a 3:00a	8:00	BUS OFF	Account Manager	6:59a	2:59p	8
Mar-16	6:30a 3:00p	8:00	BUS OFF	Account Manager	6:59a	3:01p	8
Mar-17	6:30a 3:00p	8:00	BUS OFF	Account Manager	6:59a	3:00p	8
Mar-18	6:30a 3:00p	8:00	BUS OFF	Account Manager	7:01a	3:01p	8
Mar-19	6:30a 3:00p	8:00	BUS OFF	Account Manager	7:00a	3:00p	8
Mar-20							
Mar-21							
Mar-22	7:00a 3:00a	8:00	BUS OFF	Account Manager	7:00a	3:00p	8
Mar-23		0:00			6:59a	6:59a	0
Mar-24							
Mar-25							
Mar-26							
Mar-27							

Next select "Credit/Debit Hours"

Attendance Enterprise (KFOSSEN) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://205.202.189.63/attendance/maint.aew/LOGIN

Attendance Enterprise Employee Attendance System

March 23 2010 7 Active, 5 Inactive Employees
Pay Period is Sun Mar-14 10 to Sat Mar-27 10 Post Thu Apr-1 10.

INFOTRONICS Employee Attendance Systems

Welcome Ken Fossen (KenFossen991)

Supervisor

Pages Time Card Pay Periods Current Period Prev. Empl. KASTENS, CECELIA A Next Empl. Time Card Normal

Department BUS OFF Cost Center Account Manager

KASTENS, CECELIA A (DSAC, BUS OFF, Account Manager) Curr 03/14/10 to 03/27/10

Last Name	First Name	ID	Badge	Location	Department	Cost Center	Hired
KASTENS	CECELIA A	1568	10641	DSAC	BUS OFF	Account Manager	05/01/

Date	Schedule	Punches	Hours	Department	Workgroups			
Date	Start	End	In	Out	Cost Center	From	To	Ho
SU Mar-14								
Mo Mar-15	7:00a	3:00a	6:59a	2:59p	BUS OFF	Account Manager	6:59a	2:59p 8
TU Mar-16	6:30a	3:00p	6:59a	3:01p	BUS OFF	Account Manager	6:59a	3:01p 8
WE Mar-17	6:30a	3:00p	6:59a	3:00p	BUS OFF	Account Manager	6:59a	3:00p 8
TH Mar-18	6:30a	3:00p	7:01a	3:01p	BUS OFF	Account Manager	7:01a	3:01p 8
FR Mar-19	6:30a	3:00p	7:00a	3:00p	BUS OFF	Account Manager	7:00a	3:00p 8
SA Mar-20								
SU Mar-21								
Mo Mar-22	7:00a	3:00a			BUS OFF	Account Manager	7:00a	3:00p 8
TU Mar-23								
WE Mar-24							6:59a	6:59a 0
TH Mar-25								
FR Mar-26								
SA Mar-27								

Context Menu:

- Add a Punch
- Scheduling
- Adjustments
- Workgroup Ops
- Notes/Comments
- Review
- Credit/Debit Hours
- Credit/Debit Dollars
- Credit Worked Time
- Special Edits
- Add Incident

Learning Center

Ready.

Attendance Enterpris...

10:30 AM

Select the appropriate Pay Designation from the drop down menu. Enter the amount of hours and/or minutes in the Amount box. For Early Out, add 0:15 and choose "Early Out". For Holiday, add the appropriate number of hours (Ex. 6:45 for 6.75 hours) and choose "Holiday".

The screenshot displays the 'Attendance Enterprise' web application in a Microsoft Internet Explorer browser. The page title is 'Attendance Enterprise (KFOSSEN) - Microsoft Internet Explorer'. The address bar shows 'http://205.202.189.63/attendance/maint.aew/LOGIN'. The application header includes the date 'March 23 2010', employee status '7 Active, 5 Inactive Employees', and the pay period 'Sun Mar-14 10 to Sat Mar-27 10 Post Thu Apr-1 10'. The user is identified as 'Ken Fossen (KenFossen991)'. The main interface is for a supervisor managing an employee named 'KASTENS, CECELIA A (DSAC, BUS OFF, Account Manager)'. A modal window titled 'Credit Non Worked Hours for This Employee' is open, with the following fields:

- Date: 3/24/2010
- Amount: 0:30
- Pay Designation: Lunch
- Department: BUS OFF
- Cost Center: Account Manager
- Reason: [no reason given]

The background shows a calendar grid for the employee's schedule from March 14 to March 27. The grid includes columns for Date, Shift, Start, End, and Hours. The employee's schedule shows a regular 6:30a to 3:00p shift on most days, with a 6:59a to 6:59a shift on March 23.

Click OK.

Back on the Time Card screen, the double down arrows to the right of the time punch area indicates an adjustment has been entered.

Attendance Enterprise (USER) - Microsoft Internet Explorer

Address: <http://205.202.189.63/attendance/maint.aew/LOGIN>

Attendance Enterprise
Employee Attendance System

March 23 2010 56 Active, 14 Inactive Employees
Pay Period is Sun Mar-14 10 to Sat Mar-27 10 Post: Thu Apr-1 10.

INFOTRONICS
Employee Attendance Systems

Welcome Default Setup Account (No Domain)

Pages: Time Card | Pay Periods: Current Period | Prev. Empl. BALLARD, NANCY | Next Empl. Time Card Normal

Department: Personnel | Cost Center | Account Manager

BALLARD, NANCY (DSAC, Personnel, Account Manager) | Curr 03/14/10 to 03/27/10

Day	Date	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Tu	Mar-16	7:00a	3:00p	6:55a	1:01p	8:00	1:55	8:00	1:01p	6:55a	1:01p		
Wed	Mar-17	7:00a	3:00p	9:45a	3:29p	8:00		8:00	3:29p	9:45a	3:29p		
Th	Mar-18	7:00a	3:00p	7:02a	11:51a	7:30		7:30	3:34p	7:02a	3:34p		
Fr	Mar-19	7:00a	3:00p	6:59a	11:30a	7:30		7:30	3:29p	6:59a	3:29p		
Sa	Mar-20												
Su	Mar-21												
Mo	Mar-22	7:00a	3:30p	6:57a	12:08p	7:30		7:30	3:24p	6:57a	3:24p		
Tu	Mar-23	7:00a	3:00p	6:56a		0:00				6:56a	6:56a		
Wed	Mar-24	7:00a	3:00p										
Th	Mar-25	7:00a	3:00p										
Fr	Mar-26	7:00a	3:00p										
Sa	Mar-27												

Time Card Not Yet Approved | Time Card Not Yet Locked

Period Summary | Daily Summary | Adjustments | Benefit Balances

Pay Desig. Department, Cost Center Hours

If you click on the arrows, you will see the adjustments and a red "X" next to them. Clicking on the red "X" will delete the adjustment.

Attendance Enterprise (USER) - Microsoft Internet Explorer

Address: http://205.202.189.63/attendance/maint.aew/LOGIN

Attendance Enterprise
Employee Attendance System

March 23 2010 56 Active, 14 Inactive Employees
Pay Period is Sun Mar-14 10 to Sat Mar-27 10 Post Thu Apr-1 10.

INFOTRONICS
Employee Attendance Systems

Welcome Default Setup Account (No Domain)

Payroll Manager: Ballard, Nancy

Department: Personnel, Cost Center: Account Manager

BALLARD, NANCY (DSAC, Personnel, Account Manager) Curr 03/14/10 to 03/27/10

Day	Start	End	Break	End	Rate	Job	Manager	Start	End
Tu Mar-16	7:00a	3:00p	8:00a	1:01p	1:55	HR	Account Manager	6:55a	1:01p
Wed Mar-17	7:00a	3:00p	9:45a	3:29p	2:15	HR	Account Manager	9:45a	3:29p
PABATES ADD PUN 03/17/10 3:30p PABATES DEL PUN 03/17/10 3:30p PABATES CREDIT 2:15 Vacation DSA-HR -Acc 03/17/10 PABATES ADD PUN 03/17/10 3:30p PABATES DEL PUN 03/17/10 3:30p									
Th Mar-18	7:00a	3:00p	7:02a	11:51a	7:30	HR	Account Manager	7:02a	3:34p
Fr Mar-19	7:00a	3:00p	6:59a	11:30a	7:30	HR	Account Manager	6:59a	3:29p
PABATES ADD PUN 03/19/10 11:30a PABATES ADD PUN 03/19/10 12:30p									
Sa Mar-20									
Su Mar-21									
Mo Mar-22	7:00a	3:30p	6:57a	12:08p	7:30	Personnel	Account Manager	6:57a	3:24p
Tu Mar-23	7:00a	3:00p	1:08p	3:24p	0:00			6:56a	6:56a
Wed Mar-24	7:00a	3:00p							
Th Mar-25	7:00a	3:00p							