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.

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Night check on the date you want to add the nours. Select Adjustments on the pop-up ment	Right (click on the date	e you want to a	dd the hours.	Select "Adjust	ments" on the	pop-up menu.
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Next select "Credit/Debit Hours"

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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".



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.

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Interactive Summaries	Ţ	Mar-19	7:00a	3:00p		6:59a	11:30a		¥	7:30	HR	Account Manager	6:59a	3:29p	7
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Employee Hours	ŝ	Mar-20													
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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.

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