

## Restricting Full Edit Access to the Supervisor's Personal Time Card:

**Some companies do not want their Supervisors to have full edit access to their personal time card.** You can now assign supervisors time card edit options for their personal time card without giving them full edit access to their time card.

**Supervisor's Personal Time Card with Full Edit Access** – If you want your supervisors to have full edit control for their personal time card, assign the supervisor as a member of the same department they supervise with edit access. See office as an example.

Employee	Department Name M = Member S = Supervisor E = Supervisor Edit Access	
Bridge, Carol	HR Office	M S E <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	Warehouse	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

**To restrict Supervisors from having full edit access to their personal time card by giving them access to request time card change request page or add entry page, and still keep the full edit access for only their supervised department employees.** In other words, not giving supervisors full edit access to their personal time card. Assign the supervisor as a member of a department that they do not supervise with edit access then assign in the Employee Maintenance | Employee Access to make your Time Card Edit page selection. The administrator or assigned supervisor with edit access can approve the supervisor's time card request.

1. Go to **Department Maintenance | Assign Department** to assign the supervisor as a member of a different department than the one they supervise.

Employee	Department Name M = Member S = Supervisor E = Supervisor Edit Access	
Bridge, Carol	HR Office	M S E <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Warehouse	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

- Go to **Employee Maintenance | Employee Access** page to select either the **time card change request** or add entry page then save changes.

Employee	PTO Usage Report	Time Card Authorization	Time Card Edit
Bridge, Carol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> Notes <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit

Sample Company - Time Card Change Request

[Logout](#)

[Time Card](#) | [Paid Time Off](#) | [Notes](#) | [Out Button](#) | [Change Password](#) | [Who's In](#) | [Message Center](#)  
[Detailed Report](#) | [Summary Report](#) | [PTO Report](#) | [Time Card Edit](#) | [Time Card Change Request](#)

**OK** Update Processed

11/16/2011 - 11/30/2011 | Bridge, Carol | [\[What's This?\]](#)

The Payroll Hours column is set for 6 minute rounding  
 The first workweek of this pay period started on 11/14/2011

Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Style	Project/PTO	Out of Office Note	Status	Remove
Sun 11/20/2011	9:00 AM	12:00 PM	3h 0m	In/Out	Work		Change Pending	
	9:00 AM	3:00 PM	6h 0m	In/Out	Work		Change Request	<input type="checkbox"/> Remove
Mileage Amount: 56 Total 56								<input type="checkbox"/> Remove

Your feedback is very important to us. Let us know of your needs. Have a great day.

Easy Time Clock  
 Customer Service