

Administrator and Supervisors click on the time card change request link to process all of the time card change requests that the employees have entered with just a click of a button. Supervisors and administrators can approve or disapprove employee's time card change requests without having to type in the changes manually. **Employees** can easily request a change for the supervisor to review for approval. When the change request has been approved the change will automatically populate into the employee's time card. No more editing time cards.

STEP A: Activate the Time Card Edit Change Request page to each employee:

- Log in as Admin
- Go to **Main Menu | Employee Maintenance | Employee Access**
- Select **Time Card Edit | Change Req.** for each employee that you want to have it available.
- Select **"Save Changes"** button

Settings For Each Employee Access

Employee	PTO Usage Report	Time Card Authorization	Time Card Edit
Bridge, Carol	<input type="checkbox"/>	<input type="checkbox"/>	Has Supervisor Access
John, Paul	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> None <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit
Jones, John	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> None <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit
Jump, Kim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> None <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit
Reese, Bob	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> None <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit
Roberts, Karen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/> None <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit

STEP B: Employee's Time Card Edit Link is available to request changes:

Sample Company - Time Card Edit - Roberts, Karen

[Time Card](#) | [Time Card Edit](#) | [Notes](#) | [Out Button](#) | [Change Password](#) | [Who's In](#) | [Message Center](#)

Now the employee's time card will have a Time Card Edit link available to make change requests only.

****The changes will not automatically be updated into the employee's time card until the change has been approved by the administrator or supervisor with edit access.**

How To Request A Change To Add A New Entry? Sometimes employees forget to clock out or clock in and need to add an entry to their time card.

EMPLOYEE REQUESTING TO ADD A NEW ENTRY:

Step 1: Click on the **Time Card Edit** link. The supervisor or administrator will then see the change request to approve or disapprove.

- Type in **Add New Entry** and type in a **NOTE** column **"Change Request"** and **Save Changes**

Add New Entries						
9/22/2011 ▾	8:00AM			In/Out ▾	work (Project) ▾	

9/22/2011 ▾	Notes: Change Request
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b. The new entry will be grayed out and cannot be changed

Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Type	Project/PTO Type	Out of Office Note	Approve	Remove	Day
Thu 9/22/2011	8:00 AM		0h 0m	In/Out	work (Project)		Pending Add	<input type="checkbox"/> Remove	
Notes: Change Request								<input type="checkbox"/> Remove	

SUPERVISOR or ADMIN REVIEWING CHANGE REQUESTS:

Step 1: Click on the Detailed and view the Notes column to indicate that there is a change request.

Hourly	Office	Jump, Kim	Thu 9/22/2011																	<input type="checkbox"/> Change Request
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Step 2: Select the Time Card Edit link and the employee’s name

Thu 9/22/2011	8:00 AM		0h 0m	In/Out	work (Project)		<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Disapprove	
Notes: Change Request-Approved by CJ								<input type="checkbox"/> Remove	

Step 3: In the Approve column select either “Add” or “Disapprove” entry.

Thu 9/22/2011	8:00 AM		0h 0m	In/Out	work (Project)		<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Disapprove	
Notes: Change Request-Approved by CJ								<input type="checkbox"/> Remove	

Step 4: Click “Save Changes” to update the time card.

Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Type	Project/PTO Type	Out of Office Note	Approve	Remove	Day	Week	Pay Period	Payroll Hours
Tue 9/20/2011	1:25 PM	5:48 PM	4h 23m	In/Out	work (Project)			<input type="checkbox"/> Remove	7h 23m wrk	7h 23m wrk	7h 23m wrk	7h 24m RR
	8:25 PM	11:25 PM	3h 0m	In/Out	work (Project)		<input type="checkbox"/> Remove					
Thu 9/22/2011	8:00 AM		0h 0m	In/Out	work (Project)			<input type="checkbox"/> Remove	7h 23m wrk	7h 23m wrk	7h 23m wrk	7h 24m RR
	Notes: Change Request-Approved by CJ							<input type="checkbox"/> Remove				

How To Request A Change To Edit or Change An Entry?

EMPLOYEE REQUESTING AN ENTRY CHANGE:

Step 1: Click on the Time Card Edit link and type the time change requested. (For example: 5:30pm to 6:00pm.)

Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Type	Project/PTO Type	Out of Office Note	Approve	Remove	Day
Wed 9/21/2011	7:56 AM	12:00 PM	4h 4m	In/Out	work (Project)			<input type="checkbox"/> Remove	8h 59m wrk
	12:35 PM	5:30 PM	4h 55m	In/Out	work (Project)		<input type="checkbox"/> Remove		

Date	In For Work Out For Break	Out For Work In For Break
Wed 9/21/2011	7:56 AM	12:00 PM
	12:35 PM	6:00 PM

Step 2: Type in a NOTE Change Request.

9/21/2011	Notes: Change Request - Please change my Out time to 6:00pm Meeting with Manager.
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Step 3: Click on the “Save Changes” button. The change request is “Pending Change” and is grayed out not entered into the time card until supervisor or admin approves it.

Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Type	Project/PTO Type	Out of Office Note	Approve	Remove	Day
Wed 9/21/2011	7:56 AM	12:00 PM	4h 4m	In/Out	work (Project)			<input type="checkbox"/> Remove	8h 59m wrk
	12:35 PM	5:30 PM	4h 55m	In/Out	work (Project)		<input type="checkbox"/> Remove		
	12:35 PM	6:00 PM	5h 25m	In/Out	work (Project)		Pending Change	<input type="checkbox"/> Remove	

SUPERVISOR REVIEWING CHANGE REQUESTS

Supervisors and Administrator will have access to the Time Card Change Request Processing page.

Sample Company - Time Card Change Request Processing

[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

Employee	Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Type	Project/PTO Type	Out of Office Note	Approve	Disapprove	Time Card Edit
Reese, Bob	Mon 10/3/2011	8:00 AM	5:00 PM	9h 0m	In/Out	Warehouse		<input type="button" value="Add"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>

Sample A: The supervisor or administrator can approve or disapprove a change request. The Time Card Change Request Processing page will show all employee/user's change requests. You can click on Add, Remove, Change or Disapprove buttons to automatically enter the change into the employee/user's time card.

Employee	Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Type	Project/PTO Type	Out of Office Note	Approve	Disapprove	Time Card Edit
Jones, John	Wed 10/5/2011	6:14 PM	10:16 PM	4h 2m	In/Out	Sales To Warehouse		<input type="button" value="Change"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>
Jones, John	Wed 10/5/2011	6:14 PM	10:16 PM	4h 2m	In/Out	Sales		<input type="button" value="Remove"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>
Jump, Kim	Thu 10/6/2011	7:00 AM		0h 0m	In/Out	work To Sales		<input type="button" value="Change"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>
Jump, Kim	Thu 10/6/2011	7:00 AM		0h 0m	In/Out	work	blank To Change to this entry	<input type="button" value="Change"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>
Jump, Kim	Thu 10/6/2011	7:00 AM	Blank To 12:00 PM	0h To 5h 0m	In/Out	work		<input type="button" value="Change"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>
Jump, Kim	Thu 10/6/2011	12:05 PM	12:05 PM	0h 0m	In/Out	Sales	blank To Remove this entry	<input type="button" value="Change"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>
Reese, Bob	Mon 10/3/2011	8:00 AM	5:00 PM	9h 0m	In/Out	Warehouse		<input type="button" value="Add"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>

SAMPLE B:

Go to directly to the employee/user's **Time Card Edit** page to view their detailed information.

Add the new entry to the employee/user's time card.

Change an entry from this to this.

Remove a line entry - Delete

Change not approved and is deleted.

Out of Office Note: Type in description or details of requested changes.

Jump, Kim	Thu 10/6/2011	7:00 AM		0h 0m	In/Out	work	blank To Change to this entry	<input type="button" value="Change"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>
Jump, Kim	Thu 10/6/2011	7:00 AM	Blank To 12:00 PM	0h To 5h 0m	In/Out	work		<input type="button" value="Change"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>
Jump, Kim	Thu 10/6/2011	12:05 PM	12:05 PM	0h 0m	In/Out	Sales	blank To Remove this entry	<input type="button" value="Change"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>

No Changes Requested: When there are no changes, the report is display this message.

Sample Company - Time Card Change Request Processing

[Detailed Report](#) | [Summary Report](#) | [Individual Report](#) | [Time Card Edit](#) | [Time Card Change Request](#)

There are no change requests needing to be processed

TIME CARD EDIT PAGE CHANGE APPROVAL:

Step 1: Click on the **Time Card Edit** link and select the employee.

Step 2: Select **"Add"**, **"Change"** or **"Disapprove"** and **"Save Changes"**.

**The pending change will appear with a selection to "Change" or "Disapprove". Disapprove will delete the entry. Change will delete the old entry and add the changed entry in its place. The day total will recalculate for the new time change.

Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Type	Project/PTO Type	Out of Office Note	Approve	Remove	Day
Wed 9/21/2011	7:56 AM	12:00 PM	4h 4m	In/Out	work (Project)		Pending Change	<input type="checkbox"/> Remove	8h 59m wrk
	12:35 PM	5:30 PM	4h 55m	In/Out	work (Project)			<input type="checkbox"/> Remove	
	12:35 PM	6:00 PM	5h 25m	In/Out	work (Project)			<input checked="" type="checkbox"/> Change	

Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Type	Project/PTO Type	Out of Office Note	Approve	Remove	Day
Wed 9/21/2011	7:56 AM	12:00 PM	4h 4m	In/Out	work (Project)			<input type="checkbox"/> Remove	9h 29m wrk
	12:35 PM	6:00 PM	5h 25m	In/Out	work (Project)			<input type="checkbox"/> Remove	

** If the pending change is "Disapproved", the line entry will be deleted.

Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Type	Project/PTO Type	Out of Office Note	Approve	Remove	Day
Wed 9/21/2011	7:56 AM	12:00 PM	4h 4m	In/Out	work (Project)		Pending Change	<input type="checkbox"/> Remove	8h 59m wrk
	12:35 PM	5:30 PM	4h 55m	In/Out	work (Project)			<input type="checkbox"/> Remove	
	12:35 PM	6:00 PM	5h 25m	In/Out	work (Project)			<input checked="" type="checkbox"/> Change	

Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Type	Project/PTO Type	Out of Office Note	Approve	Remove	Day
Wed 9/21/2011	7:56 AM	12:00 PM	4h 4m	In/Out	work (Project)			<input type="checkbox"/> Remove	8h 59m wrk
	12:35 PM	5:30 PM	4h 55m	In/Out	work (Project)			<input type="checkbox"/> Remove	