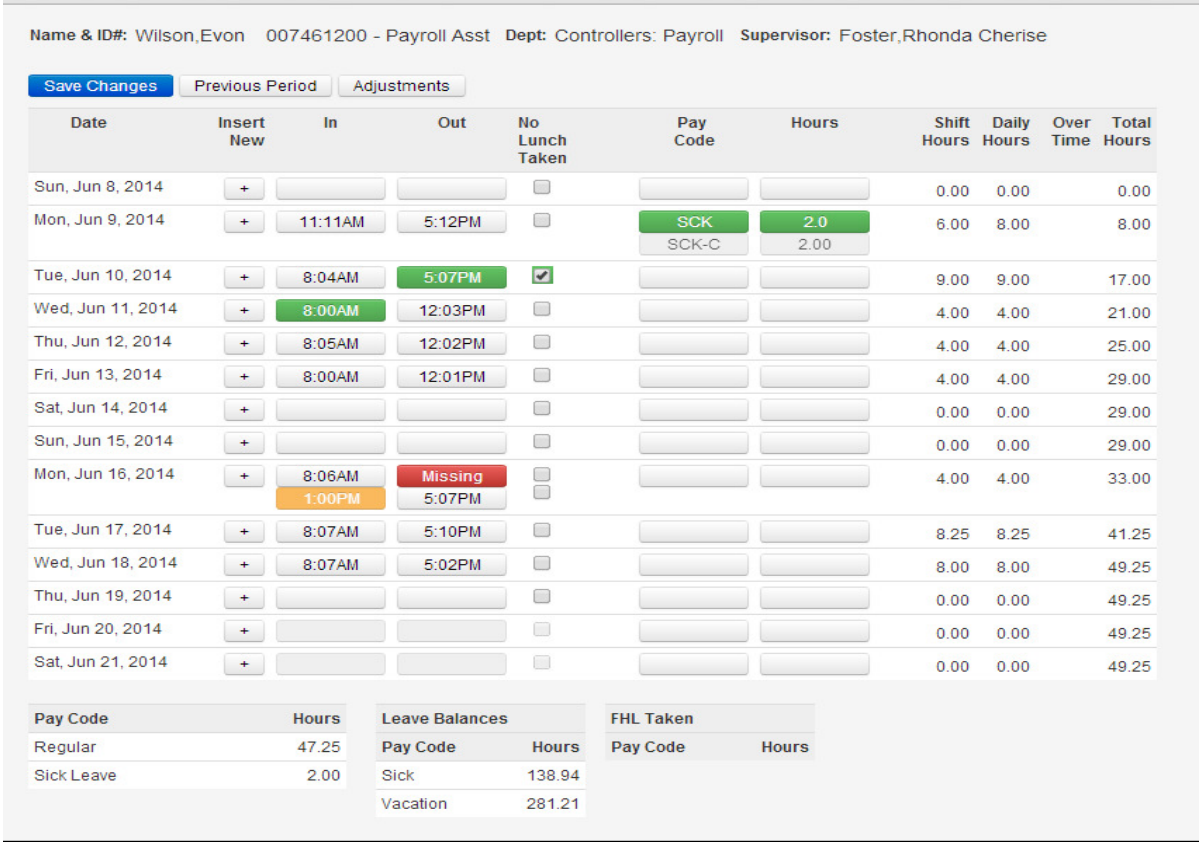
Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

Login

1. Go to https://apps.hr.emory.edu/timecard/.
2. Enter your NetID and Password.
3. Click Log in.

The timecard for the Current Pay Period will appear.



Name & ID#: Wilson,Evon 007461200 - Payroll Asst **Dept:** Controllers: Payroll **Supervisor:** Foster,Rhonda Cherise

Save Changes | Previous Period | Adjustments

Date	Insert New	In	Out	No Lunch Taken	Pay Code	Hours	Shift Hours	Daily Hours	Over Time	Total Hours
Sun, Jun 8, 2014	+						0.00	0.00		0.00
Mon, Jun 9, 2014	+	11:11AM	5:12PM		SCK SCK-C	2.0 2.00	6.00	8.00		8.00
Tue, Jun 10, 2014	+	8:04AM	5:07PM	☑			9.00	9.00		17.00
Wed, Jun 11, 2014	+	8:00AM	12:03PM				4.00	4.00		21.00
Thu, Jun 12, 2014	+	8:05AM	12:02PM				4.00	4.00		25.00
Fri, Jun 13, 2014	+	8:00AM	12:01PM				4.00	4.00		29.00
Sat, Jun 14, 2014	+						0.00	0.00		29.00
Sun, Jun 15, 2014	+						0.00	0.00		29.00
Mon, Jun 16, 2014	+	8:06AM 1:00PM	Missing 5:07PM				4.00	4.00		33.00
Tue, Jun 17, 2014	+	8:07AM	5:10PM				8.25	8.25		41.25
Wed, Jun 18, 2014	+	8:07AM	5:02PM				8.00	8.00		49.25
Thu, Jun 19, 2014	+						0.00	0.00		49.25
Fri, Jun 20, 2014	+						0.00	0.00		49.25
Sat, Jun 21, 2014	+						0.00	0.00		49.25

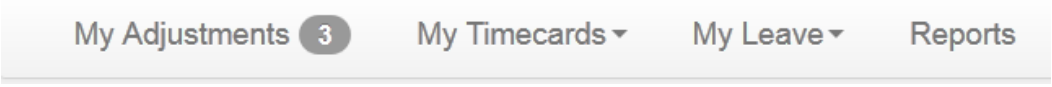
Pay Code	Hours
Regular	47.25
Sick Leave	2.00

Leave Balances	
Pay Code	Hours
Sick	138.94
Vacation	281.21

FHL Taken	
Pay Code	Hours

Available Menu Items

The following menu items are available for biweekly staff:



My Adjustments - use the **My Adjustments** link to view all timecard adjustments requested. You can also approve/deny timecard adjustments made by your supervisor/manager.

My Timecards – use the **My Timecards** link to view and edit your timecards.

My Leave – use the **My Leave** link to request time off.

Reports - use the **Reports** link to time and attendance reports. Available reports are:

Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

Clocking Transaction Report – a detailed listing of the employee's clocking history by date. It includes the clock in/out time, total hours per day, and the telephone number used to record the transaction.

Current Pay Summary – provides a pay summary of the total hours paid for the current or previous pay period.

Prior Pay Sumamry – provides a pay summary for total hours paid from previous pay cycles.

Leave Accrual Report – provides the available leave balance for employees sick and vacation leave by pay period; and the floating holidays usage by week begin date.

Timecard Header

The timecard header will show the information for the job record you selected (Name & ID, job title, dept, and supervisor name).

Save Changes – use to save timecard adjustments made to the timecard.

Previous Period – use to view the timecard for the previous pay period.

Adjustments – use to view timecard adjustment request for the applicable pay period.

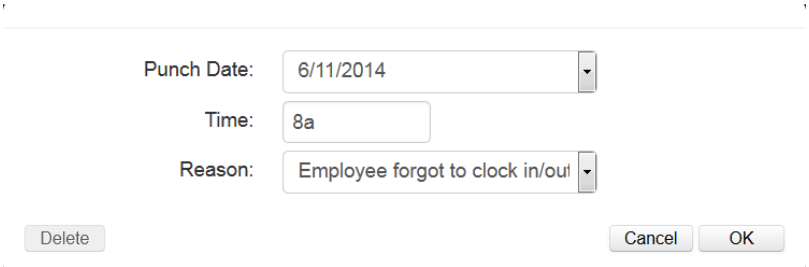
Timecard Indicators

Missing	Indicates a missing punch. Employee must submit a timecard adjustment request to ensure payment for the entire day/shift.
8:00AM	Indicates a timecard adjustment request that has been submitted but has not been approved.
8:00AM	Indicates a timecard adjustment that has been requested and approved by the employee and supervisor.

Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

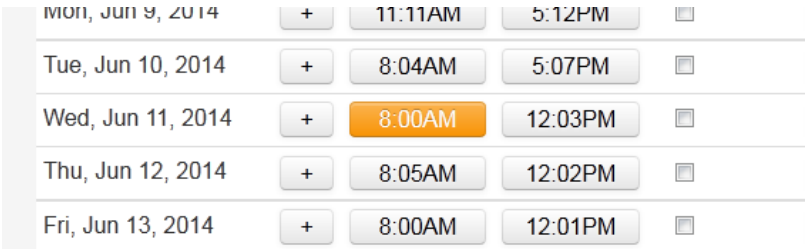
Add a Missing Punch

1. Click in the red cell that says Missing.



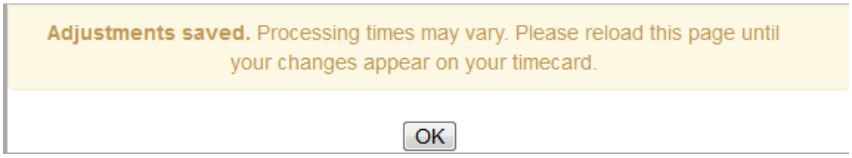
2. Enter the missing punch time.
3. Select the Reason for the missed punch.
4. Click OK.

   The punch time you entered will appear on the timecard in orange.



5. Click the **Save Changes** button to save your request.

   A confirmation message will appear.

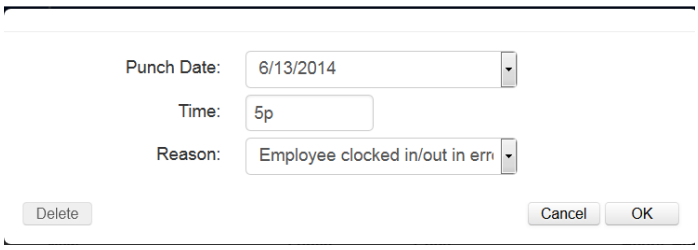


6. Click OK.
7. Your timecard will appear with the requested changes.
8. An email notification will be sent to your manger/supervisor so he/she can approve your change.

Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

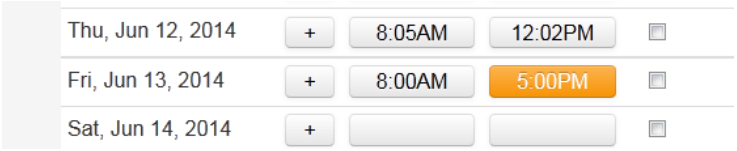
Change an Existing Punch

1. Click in the cell that shows the punch time you want to change.
2. Enter the new punch time.
3. Select the Reason for the change.



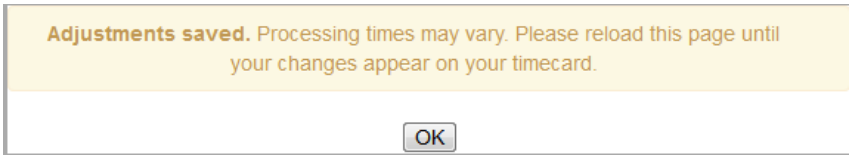
4. Click OK.

   The new punch time you entered will appear on the timecard in orange.



5. Click the **Save Changes** button to save your request.

   A confirmation message will appear.

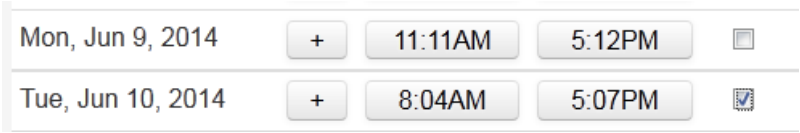


6. Click OK.
7. Your timecard will appear with the requested changes.
8. An email notification will be sent to your manger/supervisor so he/she can approve your change.

Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

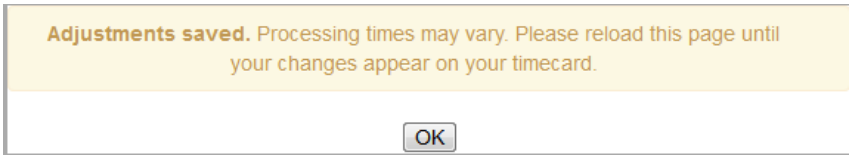
Cancel Lunch Break

1. Check the **No Lunch Taken** box on the appropriate date.



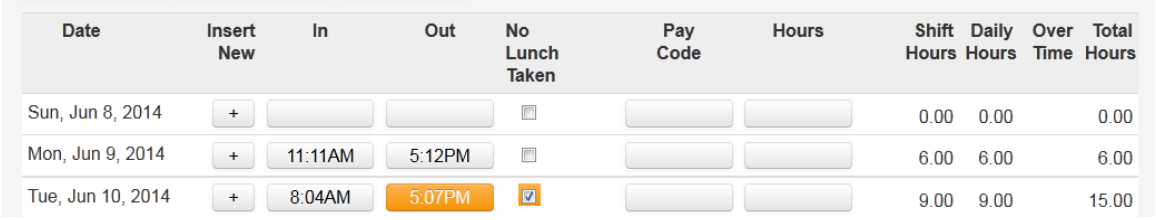
2. Click the **Save Changes** button to save your request.

   A confirmation message will appear.



3. Click OK.

4. Your timecard will appear with the requested changes. The out punch time and the No Lunch Taken check box will appear in orange on the timecard. The shift, daily, and total hours will update.



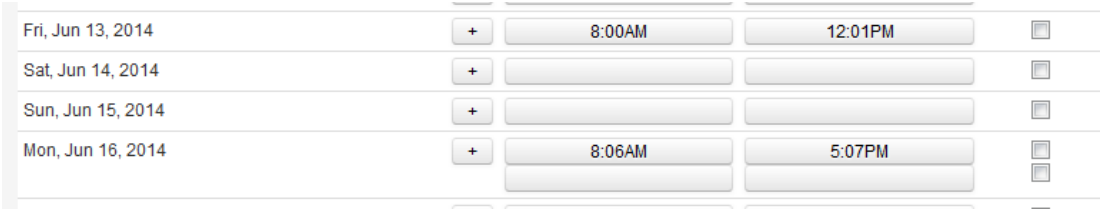
Date	Insert New	In	Out	No Lunch Taken	Pay Code	Hours	Shift Hours	Daily Hours	Over Time	Total Hours
Sun, Jun 8, 2014	+			☐			0.00	0.00		0.00
Mon, Jun 9, 2014	+	11:11AM	5:12PM	☐			6.00	6.00		6.00
Tue, Jun 10, 2014	+	8:04AM	5:07PM	☑			9.00	9.00		15.00

5. Your manger/supervisor will receive an email notification so he/she can approve your change.

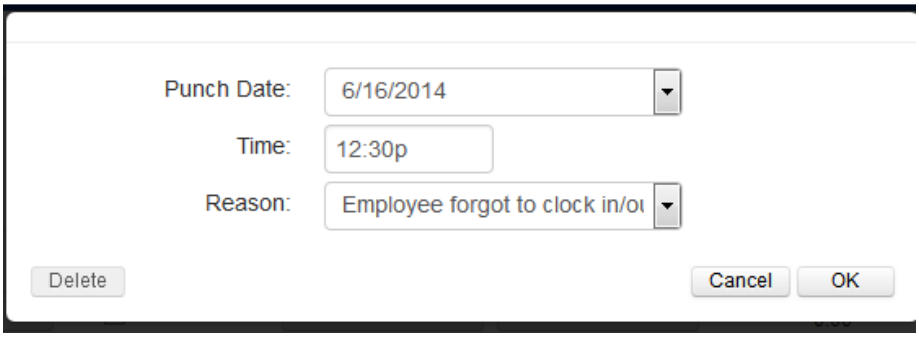
Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

Shorten or Lengthen Your Lunch Break

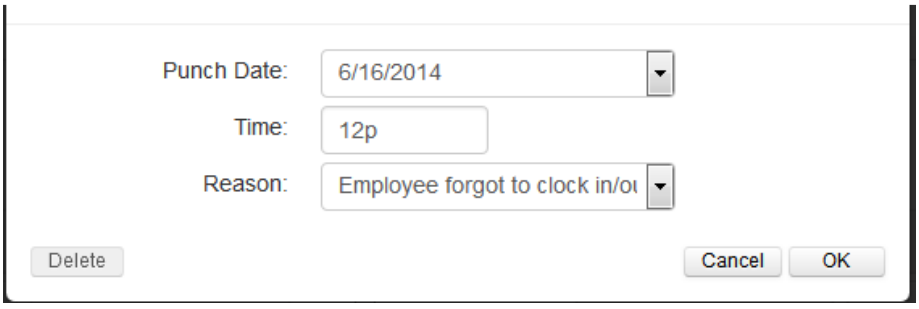
1. Click the + sign on the date you need to change your lunch. The system will add a new row to record your out an in punch for lunch.



2. Click in the blank OUT cell that was added.
3. Enter the time that you went to lunch.
4. Enter the reason for the edit.
5. Click OK.

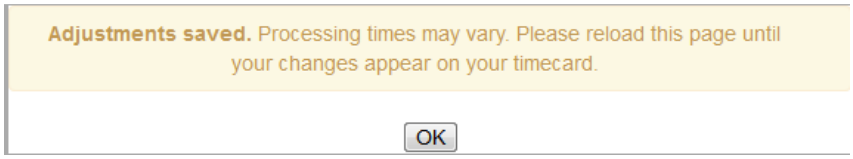


6. Click in the blank IN cell that was added.
7. Enter the time that you went to lunch.
8. Enter the reason for the edit.
9. Click OK



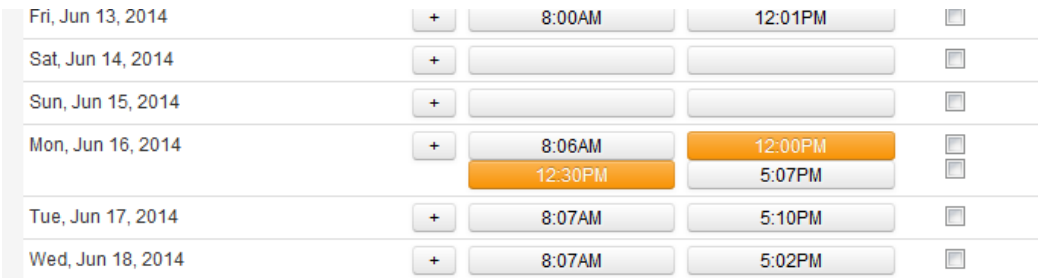
10. Click the Save Changes button.

A confirmation message will appear.



11. Click OK.

12. Your timecard will appear with the requested changes. The out punch time and the No Lunch Taken check box will appear in orange on the timecard. The shift, daily, and total hours will update.

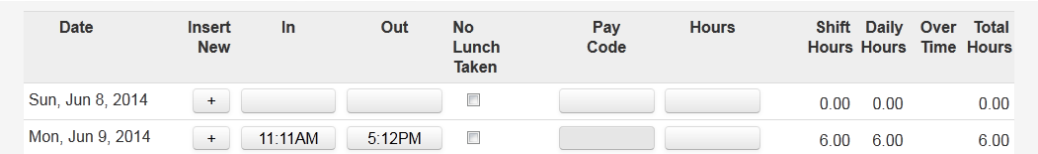


13. Your manger/supervisor will receive an email notification so he/she can approve your change.

Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

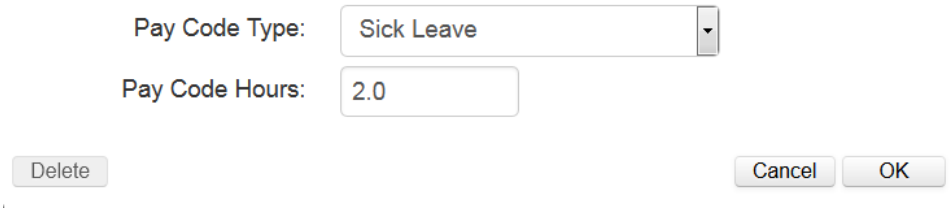
Add Leave in the Current Pay Period

1. Click in the blank Pay Code field on the date you need to



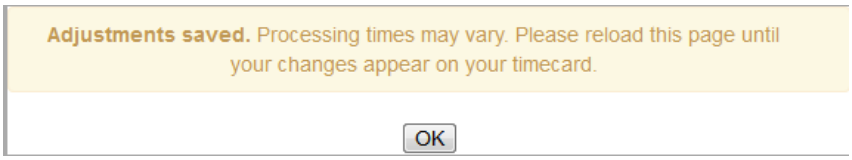
Date	Insert New	In	Out	No Lunch Taken	Pay Code	Hours	Shift Hours	Daily Hours	Over Time	Total Hours
Sun, Jun 8, 2014	+						0.00	0.00		0.00
Mon, Jun 9, 2014	+	11:11AM	5:12PM				6.00	6.00		6.00

2. Select the Pay Code Type from the list.
3. Enter the number of hours.
4. Click OK.

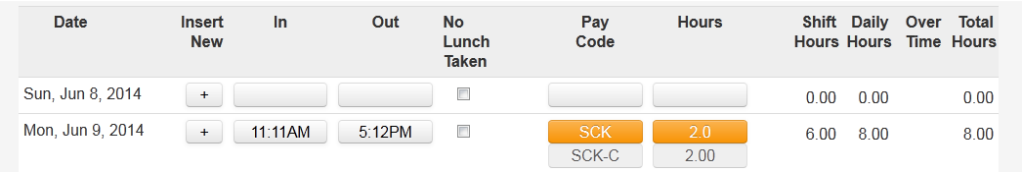


5. Click the **Save Changes** button to save your request.

   A confirmation message will appear.



6. Click OK.
7. Your timecard will appear with the requested changes.



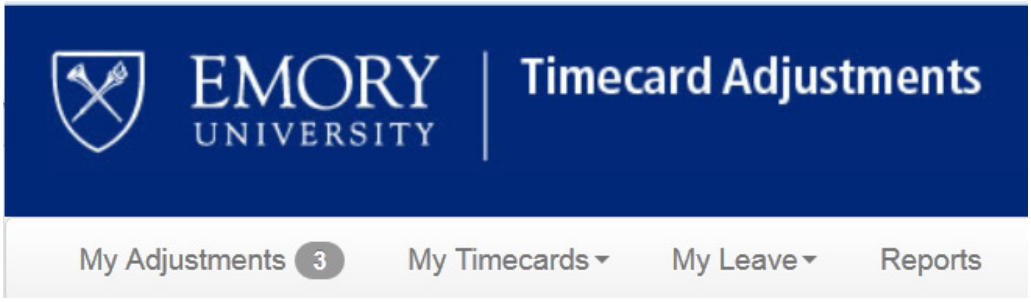
Date	Insert New	In	Out	No Lunch Taken	Pay Code	Hours	Shift Hours	Daily Hours	Over Time	Total Hours
Sun, Jun 8, 2014	+						0.00	0.00		0.00
Mon, Jun 9, 2014	+	11:11AM	5:12PM		SCK SCK-C	2.0 2.00	6.00	8.00		8.00

8. Your manger/supervisor will receive an email notification so he/she can approve your change.

Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

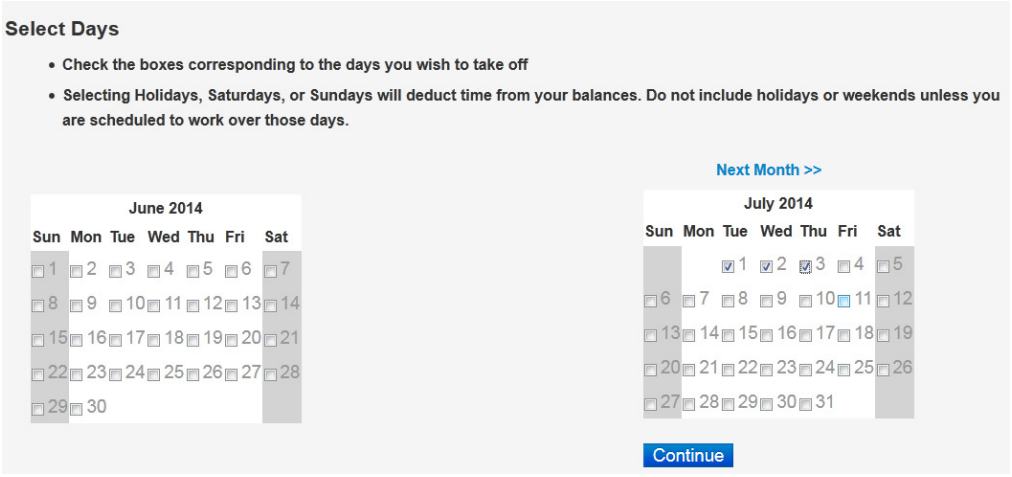
Request Time Off in a Future Pay Period

1. Click on the My Leave link located at the top of the page.



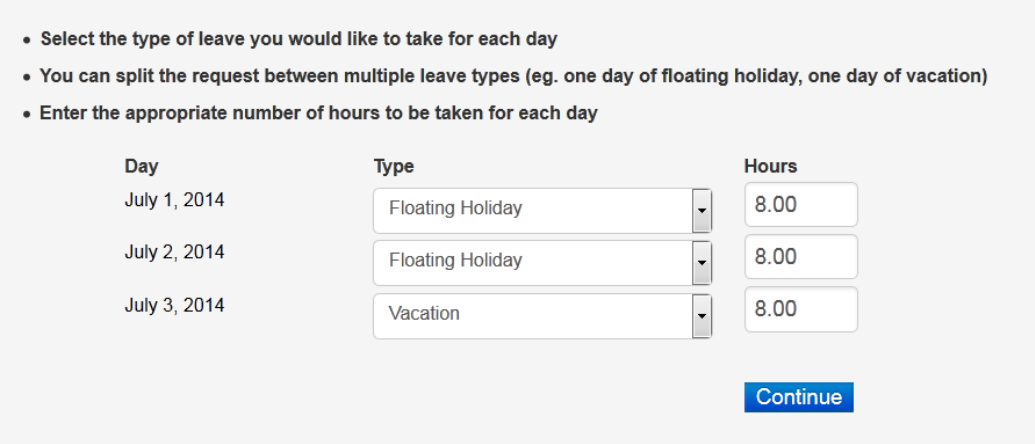
2. Select the appropriate job from the list.
3. Click the Request Leave button.

4. Check the boxes on the calendar that correspond to the day(s) you wish to take off.
5. Click Continue.



6. Select the type of leave you would like to take for each day.
7. Enter the appropriate number of hours to be taken for each day.
8. Click Continue.

Emory Timecard Adjustment System – Biweekly Staff & Student Instructions



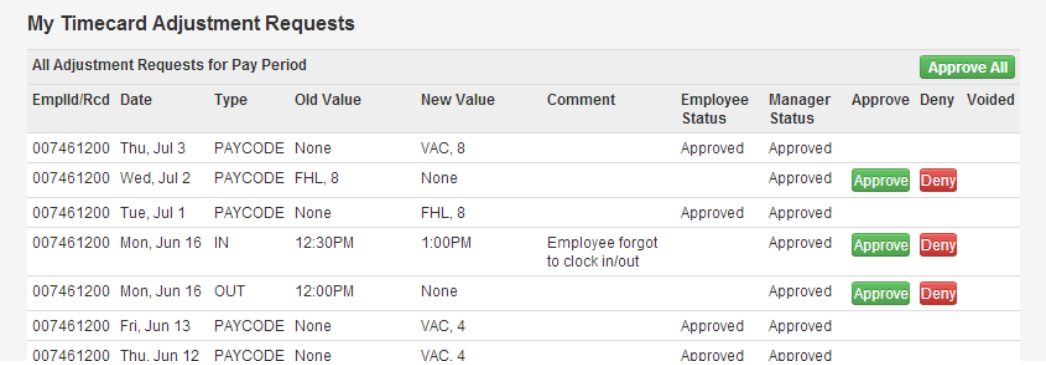
9. Your leave request will appear in the Upcoming Leave Requests portion of the page.
10. An email notification will be sent to your manager/supervisor so that he/she can approve the requested time off.
11. The leave request will show on the timecard for the appropriate pay period.

Approve/Deny Timecard Adjustment Requests

To approve or deny timecard adjustments initiated by the supervisor/manager.

1. Click the **My Adjustments** link located at the top of the page.

   A list of Timecard Adjustment Requests will appear.



EmplId/Rcd	Date	Type	Old Value	New Value	Comment	Employee Status	Manager Status	Approve	Deny	Voided
007461200	Thu, Jul 3	PAYCODE	None	VAC, 8		Approved	Approved			
007461200	Wed, Jul 2	PAYCODE	FHL, 8	None			Approved	Approve	Deny	
007461200	Tue, Jul 1	PAYCODE	None	FHL, 8		Approved	Approved			
007461200	Mon, Jun 16	IN	12:30PM	1:00PM	Employee forgot to clock in/out		Approved	Approve	Deny	
007461200	Mon, Jun 16	OUT	12:00PM	None			Approved	Approve	Deny	
007461200	Fri, Jun 13	PAYCODE	None	VAC, 4		Approved	Approved			
007461200	Thu, Jun 12	PAYCODE	None	VAC, 4		Approved	Approved			

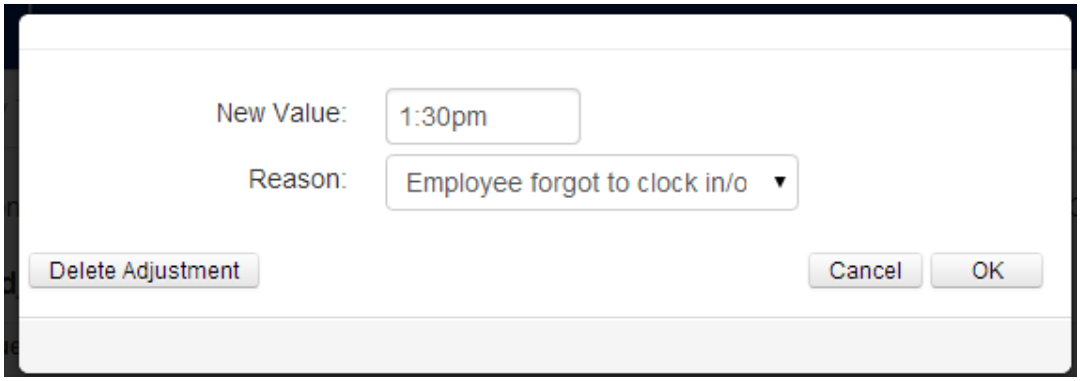
To approve all pending requests, click the green **Approval All** button.

To approve a single request, click the green **Approve** button on the line for the adjustment.

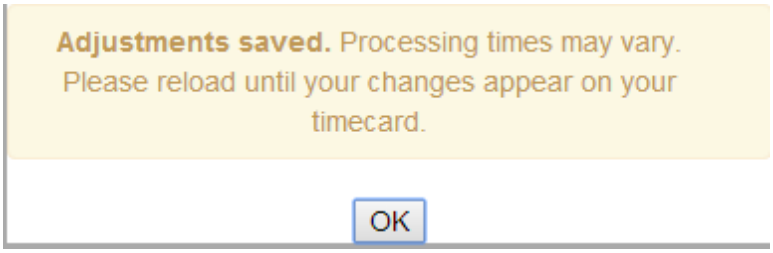
Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

Change an Adjustment Request

1. Click the red **Deny** button on the line for the adjustment.
2. Change the applicable values for the request (punch time, reason, pay code, pay code hours).
3. Click Ok.



The following confirmation will appear.



4. Click OK.
5. The request will be removed from the list and your supervisor/manager will receive an email notification to approve or deny the change.