

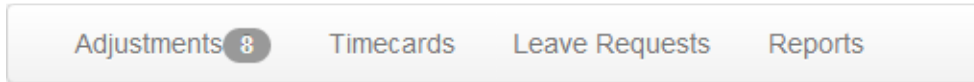
Emory Timecard Adjustment System – Supervisor & Manager Instructions

Login

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

Available Menu items

The following menu items are available for supervisors/managers:



Adjustments - use the **Adjustments** link to view/edit and approve/deny employee timecard adjustments.

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

Leave Requests – use the **Leave Requests** link to view, approve/deny employee leave requests.

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

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.

Outstanding timecard adjustment requests will be displayed for your employees.

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Outstanding Timecard Adjustment Requests										
All Employee Adjustments										Approve All
Empl/Rcd	Date	Type	Old Value	New Value	Comment	Entered By	Approve	Deny	View/Edit	Timecard
Wilson,Evon	Wed, Jul 2	PAYCODE	None	FHL, 8		Employee	Approve	Deny	View/Edit	
Wilson,Evon	Tue, Jul 1	PAYCODE	None	FHL, 8		Employee	Approve	Deny	View/Edit	
Wilson,Evon	Mon, Jun 16	IN	None	12:30PM	Employee forgot to clock in/out	Employee	Approve	Deny	View/Edit	
Wilson,Evon	Wed, Jun 11	IN	None	8:00AM	Employee forgot to clock in/out	Employee	Approve	Deny	View/Edit	
Wilson,Evon	Tue, Jun 10	Lunch	5:07PM,Lunch	5:07PM,NoLunch	Worked through Lunch - Authorized	Employee	Approve	Deny	View/Edit	
Wilson,Evon	Mon, Jun 9	PAYCODE	None	SCK, 2		Employee	Approve	Deny	View/Edit	

You can approve requests all at once, or you can approve or deny adjustment requests individually.

To View a Timecard

Click the **View/Edit** button for the employee you need to view.

Approve All Outstanding Requests

Click the green **Approval All** button.

Approve a Single Request

Click the green **Approve** button on the line for the adjustment.

Deny a Single Request

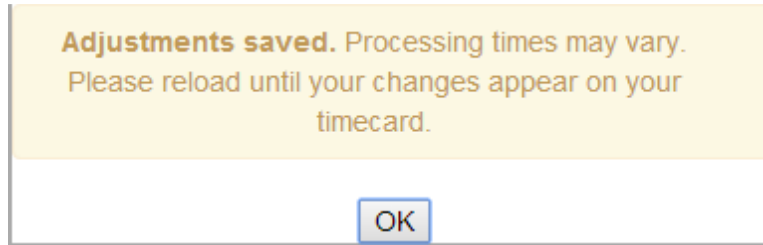
1. Click the red **Deny** button on the line for the adjustment.
2. Click the **Delete Adjustment** button to delete the entire request.

Pay Code Type:

Pay Code Hours:

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The following confirmation will appear.



3. Click OK.
4. The request will be removed from the list and the employee will receive an email notification of the request denial.

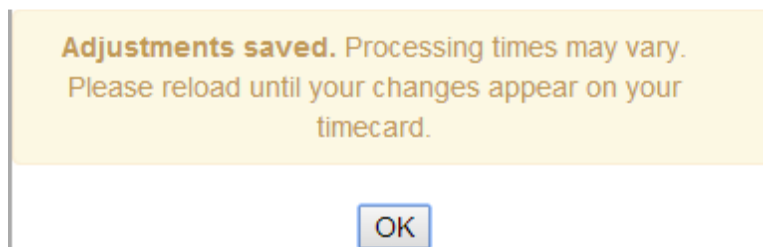
Change an Adjustment Request

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.

New Value:

Reason

The following confirmation will appear.



4. Click OK.
5. The request will be removed from the list and the employee will receive an email notification to approve or deny the changes.