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:

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustments</td>
<td>use the Adjustments link to view/edit and approve/deny employee timecard adjustments.</td>
</tr>
<tr>
<td>Timecards</td>
<td>use the Timecards link to view and edit employee timecards.</td>
</tr>
<tr>
<td>Leave Requests</td>
<td>use the Leave Requests link to view, approve/deny employee leave requests.</td>
</tr>
<tr>
<td>Reports</td>
<td>use the Reports link to run employee time and attendance reports. Available reports are:</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
<td></td>
<td>Current Pay Summary – provides a pay summary of the total hours paid for the current or previous pay period.</td>
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<tr>
<td></td>
<td>Prior Pay Sumamry – provides a pay summary for total hours paid from previous pay cycles.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

Outstanding timecard adjustment requests will be displayed for your employees.
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.
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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.

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.