Adjusting Timecards

From the Main WorkDesk:

- Click on the Time and Attendance Module link
- Click on the new icon next to the Timecard Adjustment link to create a new Timecard Adjustment.

- The search screen will appear. Select the Advanced Search Button in the upper left hand corner

- Enter the criteria that define the timecard you are looking for (Shop Person, Work Date, etc.)
• Click on the Execute Button to execute the search.

• This will bring up the timecard.

• Click on the Transaction # of the timecard you want to adjust.
Time and Attendance – Timecard Adjustments

- This will bring up the timecard adjustment screen.

**Adding a NEW Line Item**

- You can add a line item to the timecard by clicking on the **Add** button. Fill out the timecard details and click the **Done Button** to go back to the adjustment screen.

- Click the **Save** button to save the timecard.

**Note:** This includes the additional of a leave code or a time type charged to a work order.

You cannot add positive hours to an existing line item. A new line item must be created.
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If you try to add positive hours to an existing line items you will get the following error:

1. Error Code: 6388 Positive hours adjustments require a new line item record

Adjusting (Edit) an EXISTING Line Item

- Click on the Line Item # you want to adjust.
Enter the adjusted hours. -1

Click on the Done button to return to Timecard Adjustment screen. It will add a new line for the adjustment. It also shows what line the adjustment is for. (Line 1 was adjusted in this example)
Click the **Save** button to save the timecard. When the timecard is saved, it will show Adjusted Cost for employees that normally post time to a work order as well as move the adjustment line under the original line item.
**Time CARD Adjustment Post to Work Order**

The instructions are basically the same however you are adjusting or removing time post to a work order.

The time card adjustment screen with post to work order

Adjusting an EXISTING Line Item

- Click on the Line Item # you want to adjust.
We want to remove 1 hour from line item 4 (too much time charged to the work order phase)

In the adjust hours box we enter minus -1 hour then select the done
- It will add a new line for the adjustment. It also shows what line the adjustment is for. (Line 4 was adjusted in this example)

You may then add a new line to make the final correction see below
Added the 1 hour to another work order 2016-228531-001

Select Done
Then Save the Timecard Adjustments, the work orders will reflect the changes.