# **Emory Timecard Adjustment System - Supervisor & Manager Instructions**

#### Login

- 1. Go to <a href="https://apps.hr.emory.edu/timecard/">https://apps.hr.emory.edu/timecard/</a>.
- 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.

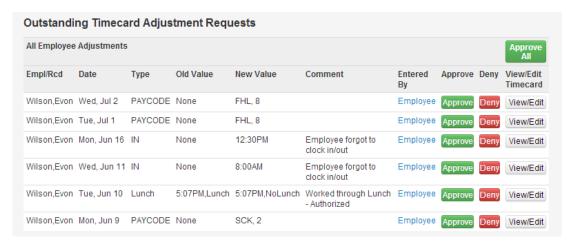
**Current Pay Summary** – provides a pay summary of the total hours paid for the current or previous pay period.

**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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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.

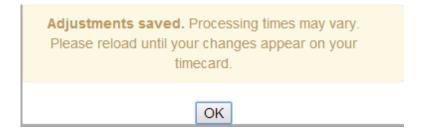
# **Deny a Single Request**

- 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:	Floating Holiday	•	
Pay Code Hours:	8		
Delete Adjustment			Cancel OK

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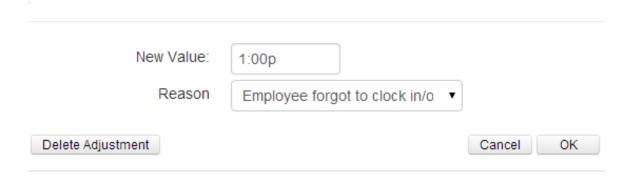
The following confirmation will appear.



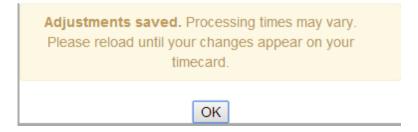
- 3. Click OK.
- 4. The request will be removed from the list and the employee will receive an email notification of the request denial.

## **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.