

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

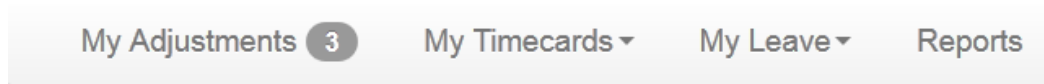
[Save Changes](#) [Previous Period](#) [Adjustments](#)

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

Pay Code	Hours	Leave Balances	FHL Taken
Regular	47.25	Pay Code	Hours
Sick Leave	2.00	Sick	138.94
		Vacation	281.21

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.

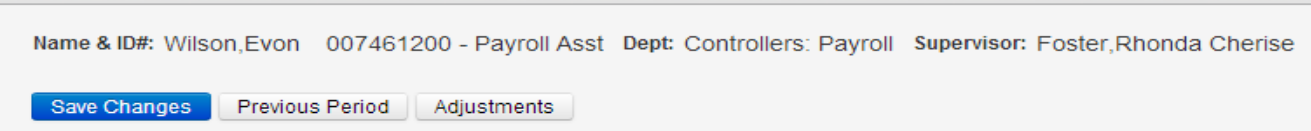
Current Pay Summary – provides a pay summary of the total hours paid for the current or previous pay period.

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



Indicates a missing punch. Employee must submit a timecard adjustment request to ensure payment for the entire day/shift.



Indicates a timecard adjustment request that has been submitted but has not been approved.



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.

Punch Date: 6/11/2014
Time: 8a
Reason: Employee forgot to clock in/out

Delete Cancel OK

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.

MON, JUN 9, 2014	+	11:11AM	5:12PM	<input type="checkbox"/>
Tue, Jun 10, 2014	+	8:04AM	5:07PM	<input type="checkbox"/>
Wed, Jun 11, 2014	+	8:00AM	12:03PM	<input type="checkbox"/>
Thu, Jun 12, 2014	+	8:05AM	12:02PM	<input type="checkbox"/>
Fri, Jun 13, 2014	+	8:00AM	12:01PM	<input type="checkbox"/>

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

A confirmation message will appear.

Adjustments saved. Processing times may vary. Please reload this page until your changes appear on your timecard.

OK

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.

Punch Date:	<input type="text" value="6/13/2014"/>
Time:	<input type="text" value="5p"/>
Reason:	<input type="text" value="Employee clocked in/out in ern"/>

4. Click OK.

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

Thu, Jun 12, 2014	<input type="button" value="+"/> 8:05AM	<input type="button" value="12:02PM"/>	<input type="checkbox"/>
Fri, Jun 13, 2014	<input type="button" value="+"/> 8:00AM	<input type="button" value="5:00PM"/>	<input type="checkbox"/>
Sat, Jun 14, 2014	<input type="button" value="+"/>	<input type="button" value=""/>	<input type="checkbox"/>

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

A confirmation message will appear.

Adjustments saved. Processing times may vary. Please reload this page until your changes appear on your timecard.

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.

Mon, Jun 9, 2014	+	11:11AM	5:12PM	<input type="checkbox"/>
Tue, Jun 10, 2014	+	8:04AM	5:07PM	<input checked="" type="checkbox"/>

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	+			<input type="checkbox"/>			0.00	0.00		0.00
Mon, Jun 9, 2014	+	11:11AM	5:12PM	<input type="checkbox"/>			6.00	6.00		6.00
Tue, Jun 10, 2014	+	8:04AM	5:07PM	<input checked="" type="checkbox"/>			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.

Fri, Jun 13, 2014	+	8:00AM	12:01PM	<input type="checkbox"/>
Sat, Jun 14, 2014	+			<input type="checkbox"/>
Sun, Jun 15, 2014	+			<input type="checkbox"/>
Mon, Jun 16, 2014	+	8:06AM	5:07PM	<input type="checkbox"/>

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.

Punch Date: 6/16/2014

Time: 12:30p

Reason: Employee forgot to clock in/ot

Delete Cancel 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

Punch Date: 6/16/2014

Time: 12p

Reason: Employee forgot to clock in/ot

Delete Cancel OK

10. Click the Save Changes button.

Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

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.

Fri, Jun 13, 2014	+	8:00AM	12:01PM	<input type="checkbox"/>
Sat, Jun 14, 2014	+			<input type="checkbox"/>
Sun, Jun 15, 2014	+			<input type="checkbox"/>
Mon, Jun 16, 2014	+	8:06AM	12:00PM	<input type="checkbox"/>
		12:30PM	5:07PM	<input type="checkbox"/>
Tue, Jun 17, 2014	+	8:07AM	5:10PM	<input type="checkbox"/>
Wed, Jun 18, 2014	+	8:07AM	5:02PM	<input type="checkbox"/>

- 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	+			<input type="checkbox"/>			0.00	0.00		0.00
Mon, Jun 9, 2014	+	11:11AM	5:12PM	<input type="checkbox"/>			6.00	6.00		6.00

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

Pay Code Type:

Pay Code Hours:

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.

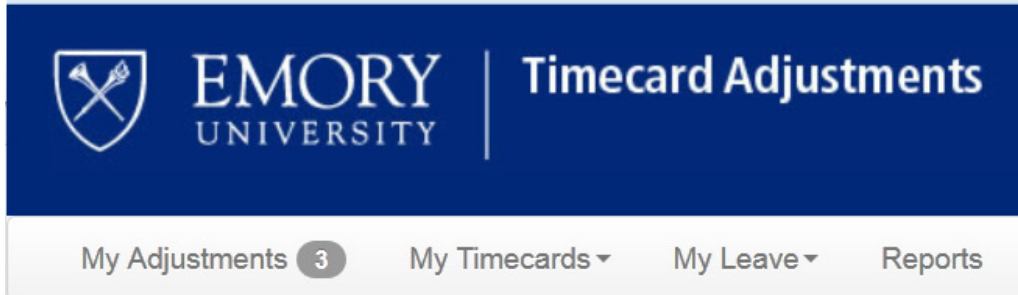
Date	Insert New	In	Out	No Lunch Taken	Pay Code	Hours	Shift Hours	Daily Hours	Over Time	Total Hours
Sun, Jun 8, 2014	+			<input type="checkbox"/>			0.00	0.00		0.00
Mon, Jun 9, 2014	+	11:11AM	5:12PM	<input type="checkbox"/>	SCK SCK-C	2.0 2.00	6.00	8.00		8.00

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

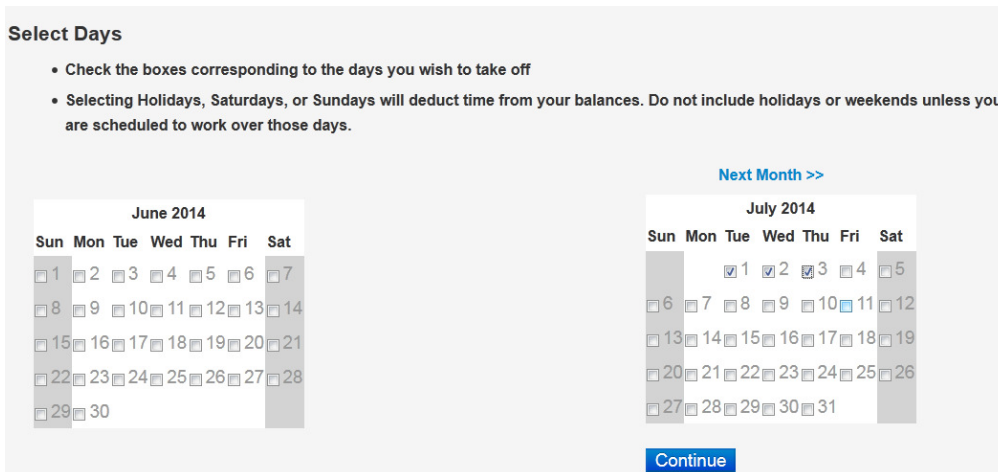
1. Click on the My Leave link located at the top of the page.



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

- Select the type of leave you would like to take for each day
- You can split the request between multiple leave types (eg. one day of floating holiday, one day of vacation)
- Enter the appropriate number of hours to be taken for each day

Day	Type	Hours
July 1, 2014	Floating Holiday	8.00
July 2, 2014	Floating Holiday	8.00
July 3, 2014	Vacation	8.00

[Continue](#)

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.

My Timecard Adjustment Requests										
All Adjustment Requests for Pay Period									Approve All	
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			

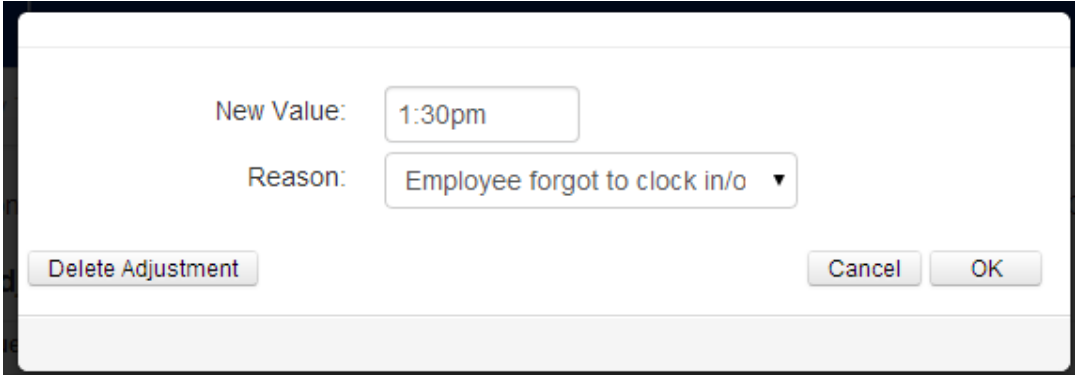
To approve all pending requests, click the green **Approval All** button.

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

Emory Timecard Adjustment System – Biweekly Staff & Student Instructions

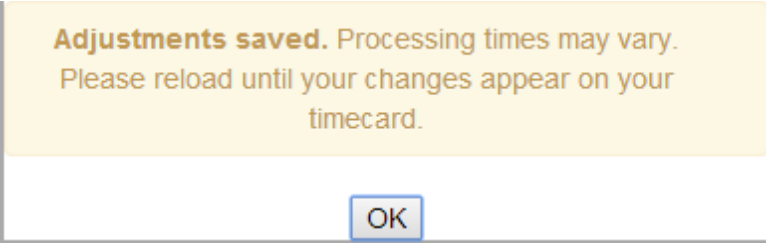
Change an Adjustment Request

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 screenshot shows a web form for editing an adjustment request. It contains two input fields: 'New Value' with the text '1:30pm' and 'Reason' with a dropdown menu showing 'Employee forgot to clock in/o'. Below the fields are three buttons: 'Delete Adjustment' on the left, and 'Cancel' and 'OK' on the right.

The following confirmation will appear.



The confirmation message is displayed in a yellow box with the text: **Adjustments saved.** Processing times may vary. Please reload until your changes appear on your timecard. Below the message is an 'OK' button.

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.