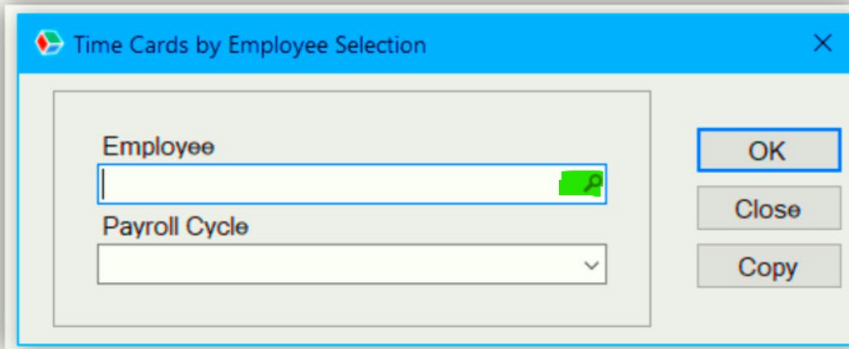


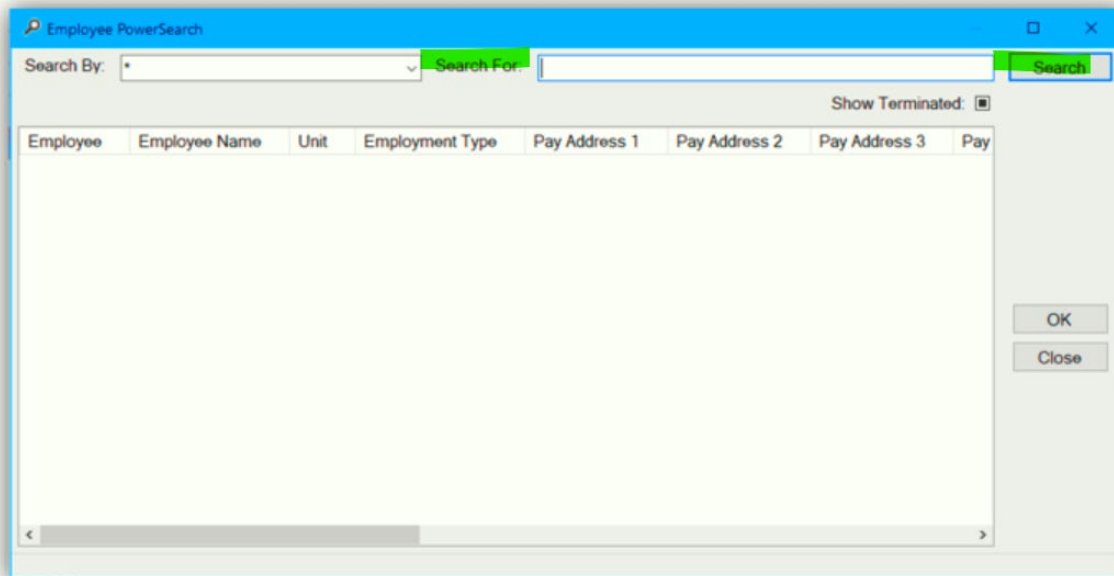
Time Cards by Employee Selection

The Time Cards by Employee Selection allows you as the Supervisor/manager to add, delete, or make edits to your direct reports time card entries.



The screenshot shows a dialog box titled "Time Cards by Employee Selection". It contains two input fields: "Employee" (a text box with a search icon) and "Payroll Cycle" (a dropdown menu). To the right of these fields are three buttons: "OK", "Close", and "Copy".

Search for employee by employee id number, last name or first name (employee id and last name are best).



The screenshot shows a dialog box titled "Employee PowerSearch". It features a "Search By:" dropdown menu, a "Search For:" text box, and a "Search" button. Below the search fields is a "Show Terminated:" checkbox. The main area of the dialog is a table with the following columns: "Employee", "Employee Name", "Unit", "Employment Type", "Pay Address 1", "Pay Address 2", "Pay Address 3", and "Pay". The table is currently empty. To the right of the table are "OK" and "Close" buttons.

Highlight the correct employee's name and click OK. While the list may display multiple employees, you will only be able to access employees for which you have been assigned.

Employee PowerSearch

Search By: * Search For: lowery Search

Show Terminated:

Employee	Employee Name	Unit	Employment Type	Pay Address 1	Pay Address 2	Pay Address 3
154002476	[REDACTED]	2	PT			
	[REDACTED]	2	[REDACTED]			
	[REDACTED]	2	[REDACTED]			
	[REDACTED]	1	[REDACTED]			

OK

Close

4 Search Results

Time Cards by Employee Selection

Employee

Employee ID Number Here [REDACTED]

Payroll Cycle

APR2020UNIT2 [REDACTED]

OK

Close

Copy

Click 'add' at the bottom and then enter the work date, start time, end time and comments. Comments should be enter for everyday work date entered for closure. (Option 1: Did not worked – college closure or Option 2: Hours worked)

Worked D...	Pay Type	Start Time	End Time	Hours	Comments
3/26/2020	STUDENT	8:00 AM	12:00 PM	4.0000	DID NOT WORK - COLLEGE CLOSURE

4.0000

< Add Insert Delete

click the 'save' button:

File Edit View Theme Windows Help

CLICK SAVE

Admin	Worked D...	Pay Type	Start Time	End Time	Hours	Comments
General Ledger	3/26/2020	STUDENT	8:00 AM	12:00 PM	4.0000	DID NOT WORK - COLLEGE CLOSURE
Payables						
Purchasing						
Receivables						
Sales Orders						
Inventory						
Fixed Assets						
Payroll						

When the pop-up below appears – click ‘NO’

