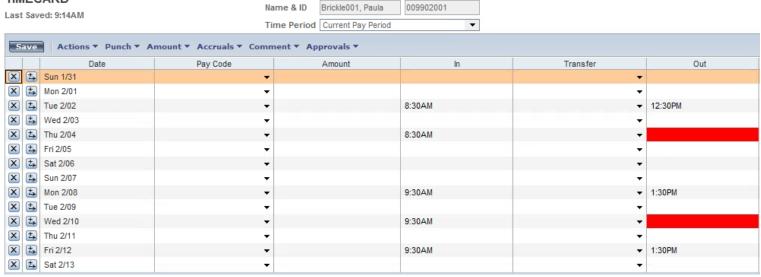
## **Caltine**: Editing Your Employee's Timecard Adjusting Punches on a Timesheet

As a supervisor of non-exempt employees you may on occasion need to assist your users by making adjustments on their timesheet. This is most common for supervisors with student employees as they are setup as real-time and cannot make edits to their punches directly. Below we have an example of a employees timesheet where they missed two out punches defined by the red box displayed where the missing punch is.

## TIMECARD



What the supervisor would need to do in this situation is input the missing out punches and hit save to complete the timesheet so that their user is paid properly. Please note that when inputting time for the in or out field you always need to write out the time in the proper format:

830a = 8:30AM 1230p = 12:30PM 1600 = 4:00PM

Once the corrections have been made you will need to hit the save button in the top left corner of the timesheet. After completing the edits in our example the timesheet should look as follows.

TIMECARD Last Saved: 9:21AM				Name & ID     Brickle001, Paula     009902001       Time Period     Current Pay Period <ul> <li> </li> </ul> <ul> <li> </li> </ul> <ul> <li> </li> <li> </li> <li> </li> </ul> <ul> <li> </li> <li> </li> <li> </li> <li> </li> <li> </li> </ul> <ul> <li> </li> <li> </li> <li> </li> <li> </li> <li> </li> </ul> <ul> <li> </li> <li> </li> </ul> <ul> <li> </li> <li></li></ul>				
S	ave		nount • Accruals • Comment		NI 252 I		F 202	
X	±	Date Sun 1/31	Pay Code	Amount	In	Transfer	Out	
	_					-		
		Tue 2/02	•		8:30AM		12:30PM	
		Wed 2/03	•			a. <b></b> .	and a second second	
		Thu 2/04	-		8:30AM	+	12:30PM	
		Fri 2/05	•			•		
x	±,	Sat 2/06	•			•		
x	±	Sun 2/07	<b>•</b>					
x	±,	Mon 2/08	•		9:30AM	-	1:30PM	
x	±,	Tue 2/09	·			· •		
x	±,	Wed 2/10	•		9:30AM	-	1:30PM	
		Thu 2/11	•			-		
x	±.	Fri 2/12	•		9:30AM	-	1:30PM	
x	±.	Sat 2/13	•			-		

## **Calting** Editing Your Employee's Timecard Adding a Pay Code Duration

Sometimes you may need add leave usage to an employee's timesheet which is accomplished by using the "Pay Code" column. To do so you would first click on the downward arrow in the "Pay Code" column for the day you want to add leave usage to.

TII	/IEC	Name & ID Brickle001, Paula 009902001							
Loa	ded:	10:43AM							
Time Period									
Save Actions   Punch  Accruals  Comment  Approvals									
		Date	Pay Code	Amount	In	Transfer	Out		
X		Sun 1/31	+			-			
X		Mon 2/01	-						
X		Tue 2/02	Vacation Leave Taken		8:30AM	-	12:30PM		
X		Wed 2/03	Sick Leave Taken Administrative Leave with P			-			
X	±.	Thu 2/04	Alternate Holiday Taken		8:30AM	-	12:30PM		
X	⇒	Fri 2/05	Bereavement-Sick Leave Ta Call In Charge Nurse Diff Clin Nurse II-III Diff			-			
X	÷.	Sat 2/06				-			
X		Sun 2/07				-			
X	÷.	Mon 2/08			9:30AM	-	1:30PM		
X	÷	Tue 2/09	•			-			
X	÷,	Wed 2/10	-		9:30AM	-	1:30PM		
x	+→	Thu 2/11	•						
X	±,	Fri 2/12	•		9:30AM	-	1:30PM		
X	±,	Sat 2/13	-			-			

Next what you would want to do is select the relevant pay code that needs to be used by the employee and then you would input in the amount column the number of hours being used for that pay code.

*TIMECARD Last Calculated: 10:50AM			ame & ID Brickle001, Par	ula 009902001				
			ime Period Current Pay Pe					
Save Actions * Punch * Amount * Accruals * Comment * Approvals *								
	Date	Pay Code	Amount	In	Transfer	Out		
X	🖌 Sun 1/31							
x	Mon 2/01	Vacation Leave Taken -	4					
xt	Tue 2/02	-		8:30AM	+	12:30PM		
xt	Wed 2/03	•						
xt	Thu 2/04	•		8:30AM	•	12:30PM		
xt	Fri 2/05	-			•	100000 0000		
x	Sat 2/06	-			•			
xt	Sun 2/07	+			+			
xt	Mon 2/08	-		9:30AM	•	1:30PM		
	Tue 2/09	-			•			
	Wed 2/10	-		9:30AM	+	1:30PM		
	Thu 2/11	-			•			
	Fri 2/12	+		9:30AM	•	1:30PM		
	Sat 2/13	-				150.063107		

At this time you would want to hit the save button in the top left corner of the timesheet which will complete the task of adding a pay code duration to your users timesheet.