



## Supervisors: How To Correct A Pay Code

### Purpose

You can change a pay code on a timecard if it is incorrect. For example, if an employee originally planned a vacation day, but was sick instead, you can change the code if they are unable to.



#### Tip:

A timecard is a legal document. It is always advisable to have the employee make any needed changes. In the event you need to make a change, written permission from the employee should be obtained when possible.

### Steps To Correct A Pay Code

- 1 Select one or more employees whose timecards you want to edit and click the **Timecard** quick link.

Per...	Person Name	Primary Labor Ac...	Employee Approval
90...	Anderson, Nick	TEST01 / - / - / - / 90...	
90...	Brickle, Ginny	TEST01 / - / - / - / 90...	
90...	Briggs, Thomas	TEST01 / - / - / - / 90...	

- 2 Select the specific time period from the **Time Period** drop-down list.



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### Steps To Correct A Pay Code

- 3 Click the **Pay Code** cell on the appropriate date that has the incorrect code and select the correct code from the drop-down list.

		Date	Pay Code	Amount
X		Sun 7/22		
X		Mon 7/23	Vacation Leave Taken	8.0
X		Tue 7/24	Vacation Leave Taken	
X		Wed 7/25	Sick Leave Taken	
X		Thu 7/26	Leave without Pay	
X		Fri 7/27	Jury Duty	

- 4 Click the **Save** button.

\*TIMECARD

Last Calculated: 9:52AM

Name & ID

Time Period

Save

Actions

Amount

Accruals

Comment

Approvals

		Date	Pay Code	Amount
X		Sun 7/22		
X		Mon 7/23	Sick Leave Taken	8.0
X		Tue 7/24		