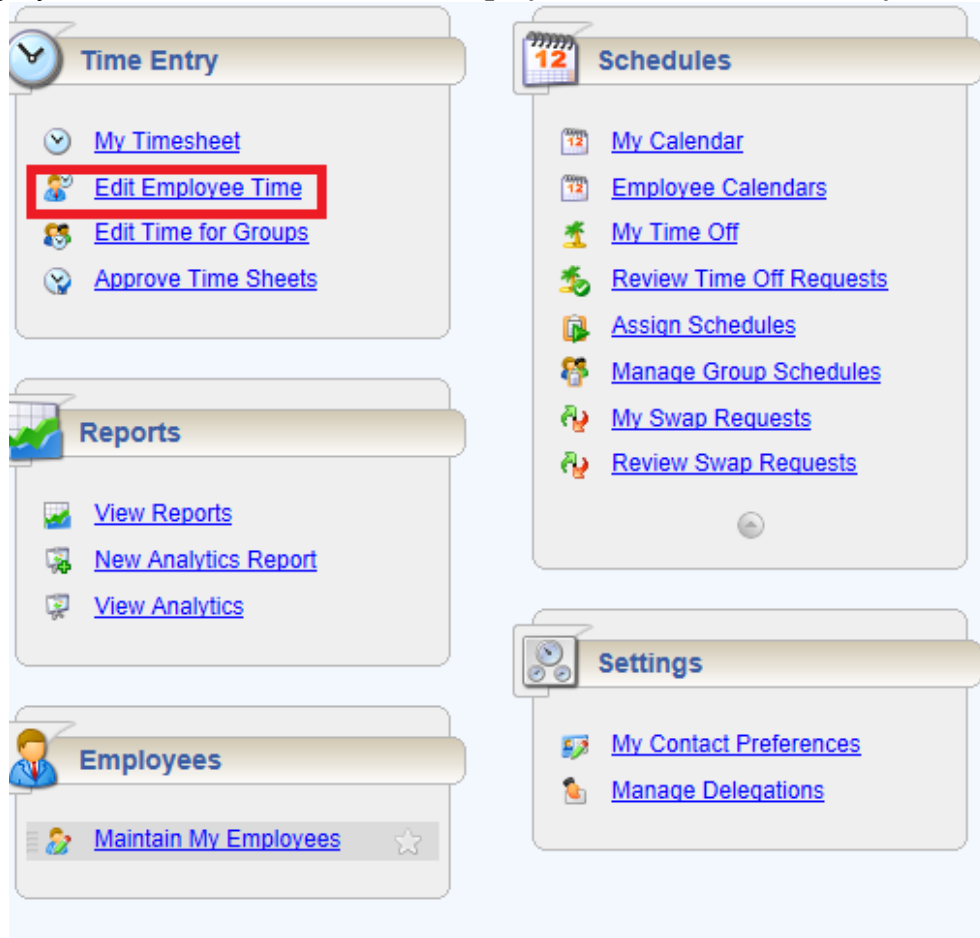


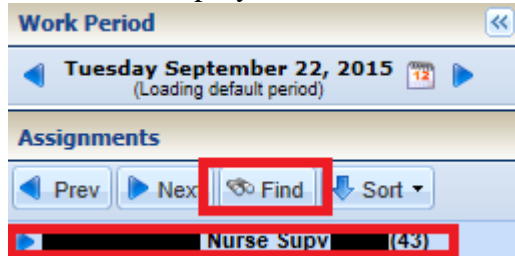
**DHSS Job Aid 16: Timesheet-Editing Employee Time and Using Pay Codes**

1. As a Manager or Auditor you can edit employee timesheets assigned to you. Timesheets are populated by the employee’s worked hours and approved Time Off Requests. If a Time Off Request is missing or a transaction needs to be added it can be entered on the employee’s timesheet with a comment. A **Pay Code** is an unique identifier required for every slice of time in the timesheet. Pay codes classify employee time units such as worked time, overtime, sick time, vacation, or reimbursements for the purpose of time sheet calculations. Managers may have access to certain pay codes which are unavailable to employees. Auditors have access to certain pay codes which are unavailable to Managers and can modify employee timesheets. Managers still have to approve the final timesheet. Use the *Pay Code Chart* to help identify the proper pay code and role to access it.

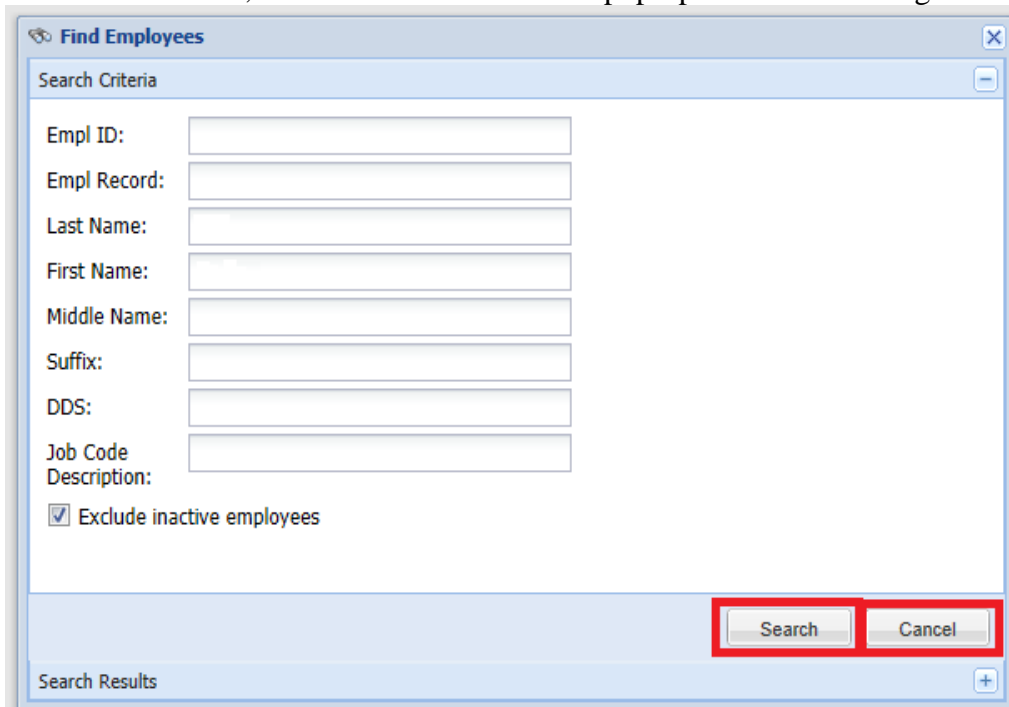
2. To edit an employee’s timesheet select the **Edit Employee Time** in the **Time Entry** window.



3. The **Manager Time Entry** window appears. You can select the employee from your group or use the **Find** button to quickly locate the timesheet for an employee.



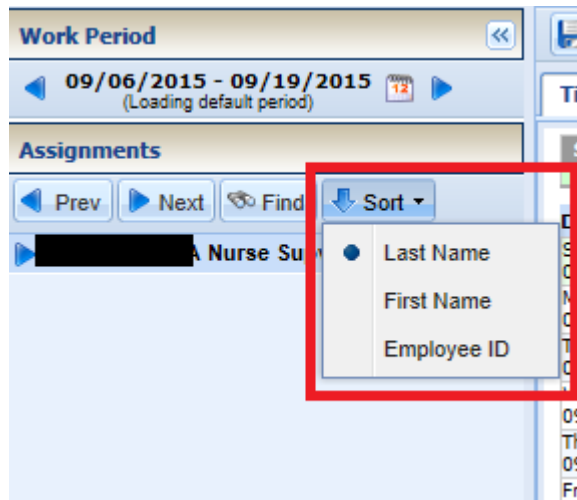
4. When you select **Find**, a search criteria window will appear. Enter your search criteria. You can use a wildcard character (\*) to retrieve a list of employees matching the characters you enter. For example: if you placed a D\* in the Last Name field it would bring up everyone whose last name begins with a D. Click **Search** to find the records, or click **Cancel** to exit the pop-up without searching.



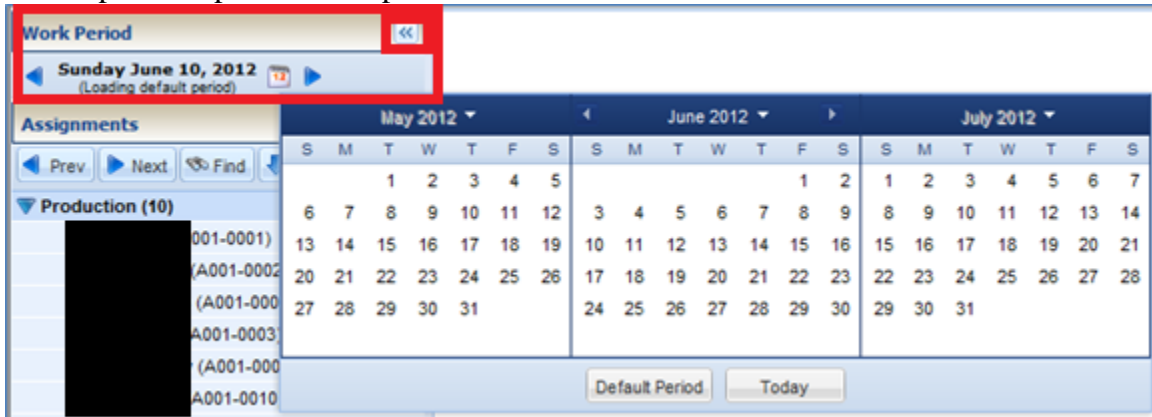
5. When the search completes, the results display within the **Find Employees** pop-up window and appear in a table. You are able to sort your search results by clicking the top of any column in the **Find Employees** pop-up window. Select the employee.


Your Role	Empl ID	First Name	Last Name	Empl Record	Middle Name
Manager, Group				0	
Manager, Group				0	
Manager, Group				0	
Manager, Group				0	
Manager, Group				0	
Manager, Group				0	
Manager, Group				0	
Manager, Group				0	
Manager, Group				0	
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Manager, Group				0	
Manager, Group				0	
Manager, Group				0	
Manager, Group				0	

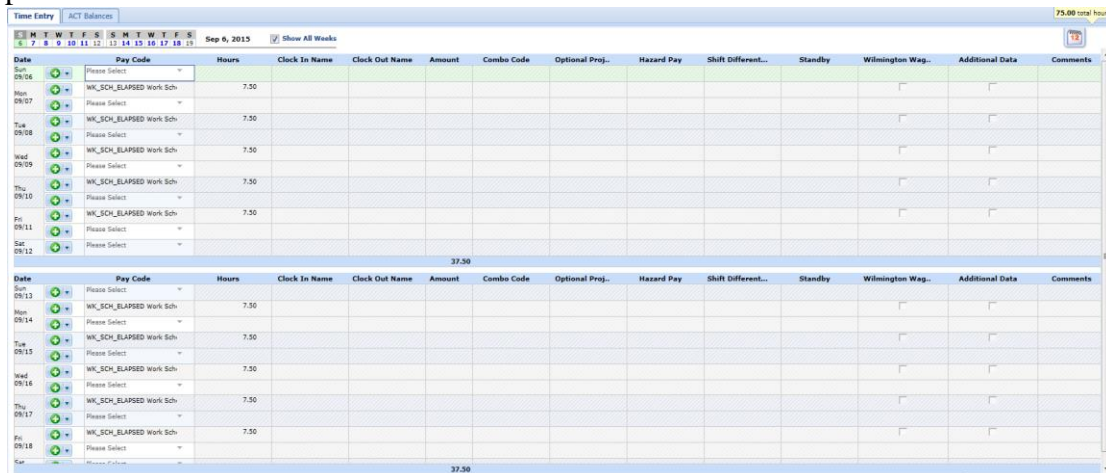
6. To sort records, click the **Sort** button to display the **Sort** drop-down list. Select the option by which you want the records sorted.



- Use the **Work Period** button to **Navigate** timesheets. To select a pay period for viewing or editing, under **Work Period** access the pop-up calendar and select a pay period. Use the **Minimize** and **Maximize** buttons to collapse or expand the left panel.



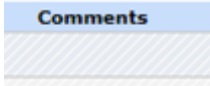
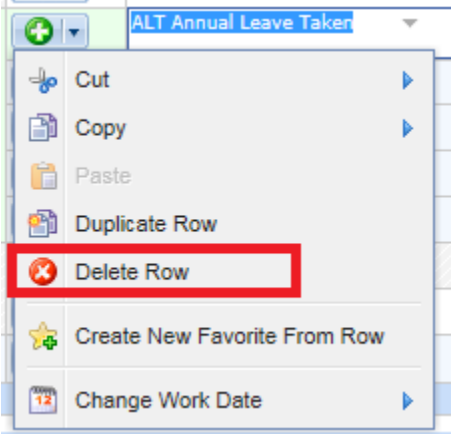
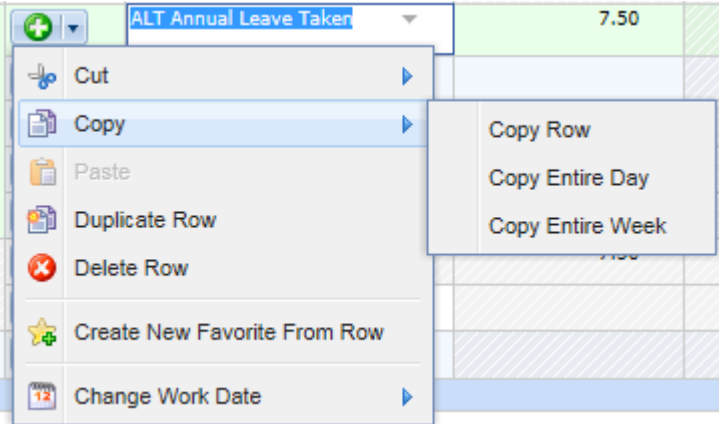
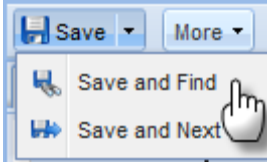
- Select an employee from that assignment group. The employee's timesheet appears. To add a pay code select the plus icon .



Date	Pay Code	Hours	Clock In Name	Clock Out Name	Amount	Combo Code	Optional Proj.	Hazard Pay	Shift Different...	Standby	Wilmington Wag...	Additional Data	Comments
Sun 09/06	Please Select												
Mon 09/07	WK_SCH_ELAPSED Work Sch.	7.50											
Tue 09/08	WK_SCH_ELAPSED Work Sch.	7.50											
Wed 09/09	WK_SCH_ELAPSED Work Sch.	7.50											
Thu 09/10	WK_SCH_ELAPSED Work Sch.	7.50											
Fri 09/11	WK_SCH_ELAPSED Work Sch.	7.50											
Sat 09/12	Please Select												
37.50													
Sun 09/13	Please Select												
Mon 09/14	WK_SCH_ELAPSED Work Sch.	7.50											
Tue 09/15	WK_SCH_ELAPSED Work Sch.	7.50											
Wed 09/16	WK_SCH_ELAPSED Work Sch.	7.50											
Thu 09/17	WK_SCH_ELAPSED Work Sch.	7.50											
Fri 09/18	WK_SCH_ELAPSED Work Sch.	7.50											
Sat 09/19	Please Select												
Sun 09/20	Please Select												
37.50													

- Select the proper pay code from the drop-down menu. Pay Code availability will depend on the policy profile of the employee. Refer to the **Pay Code Chart**.



10.	<p>When adding pay codes always include a comment in the comments column.</p> 
11.	<p>To remove a pay code select the drop-down arrow next to the plus icon and select <b>Delete Row</b>.</p> 
12.	<p>To copy an existing row select the drop-down arrow next to the plus icon and select the correct copy option.</p> 
13.	<p>Click the <b>Save</b> icon to save any changes you make.</p> <ul style="list-style-type: none"> <li>• Select and click the <b>Save and Find</b> option from the <b>Save</b> button to save the timesheet and automatically open the <b>Find Employees</b> window.</li> <li>• Select the <b>Save and Next</b> option to save the timesheet and automatically open the timesheet of the next employee in the group.</li> </ul> 
14.	<p>For navigation and basic functionality please refer to the <i>My Timesheet Job Aid</i>.</p>