

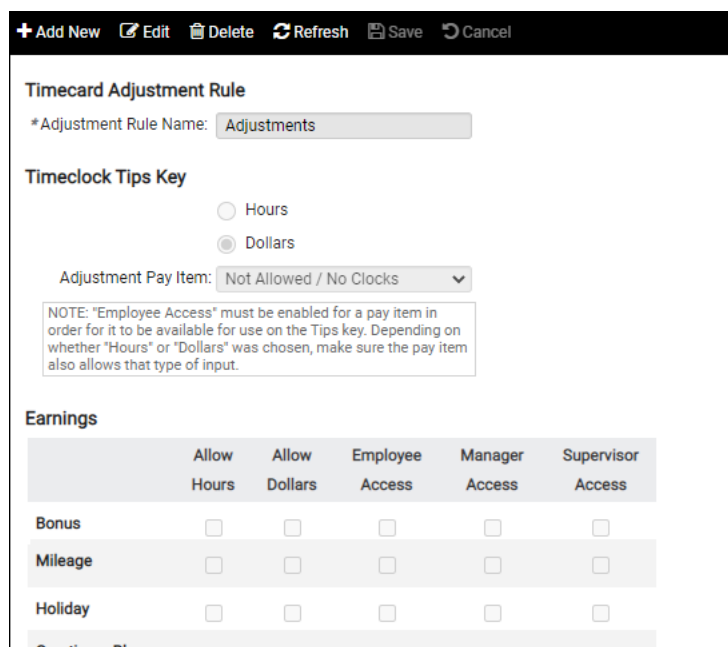
Overview

Time Card Adjustments Rules give users with the correct permissions the ability to enter hours or dollars amounts on the Time Card that exist outside of the Hours Allocation Rules. These additions transfer directly over to the Time Entry Grid once the Time Card data is committed, and have no effect on the time and hours calculations on the Time Card. An example of the proper use of the Time Card adjustments could be adding mileage.

Time Card Adjustment Rules are assigned to the employees via a policy group, and only a single rule can be assigned to a policy group at a time.

Time Card Adjustment Rules Setup

Navigate to Client Management > Time Management > Time Card Adjustment Rules. On the blue action bar click on Add New.



Timecard Adjustment Rule

* Adjustment Rule Name:

Timeclock Tips Key

☐ Hours
☒ Dollars

Adjustment Pay Item:

NOTE: "Employee Access" must be enabled for a pay item in order for it to be available for use on the Tips key. Depending on whether "Hours" or "Dollars" was chosen, make sure the pay item also allows that type of input.

Earnings

	Allow Hours	Allow Dollars	Employee Access	Manager Access	Supervisor Access
Bonus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mileage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtime - Blen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Adjustment Rule Name:** Input the name of rule.
- **Timeclock Tip Key:** For those customers using a physical time clock with a [Tips] key, there is an optional feature to tie a single earning code to the [Tips] key so that user can utilize the clock to enter adjustment transactions.
- **Allows Hours:** This permission allows the earning to be added as a number of hours to the Time Card. Once the hours are committed to the Time Entry Grid, the rate and amount are calculated based on the earning code calculation parameters.
- **Allow Dollars:** This permission allows the earning to be added as a number of dollars to the Time Card. This entry is taken as entered and transferred to the Time Entry Grid as shown.
- **Employee Access:** This permission allows employees to enter Time Card adjustments using that earning code.
- **Manager Access:** This permission allows managers to enter Time Card adjustments using that earning code.

- **Supervisor Access:** This permission allows supervisors to enter Time Card adjustments using that earning code.

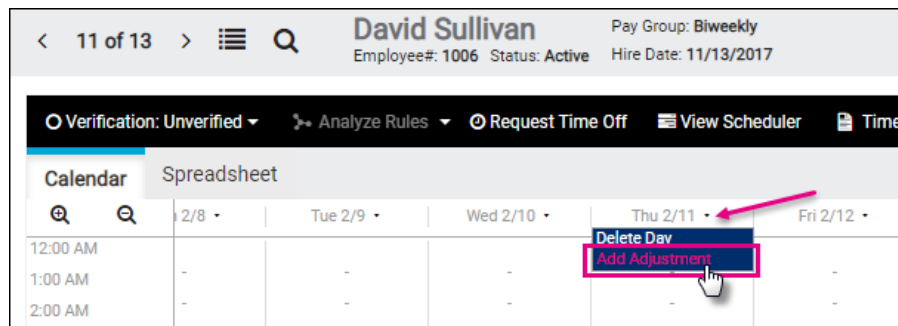
Entering Time Card Adjustments

Calendar View

Once the Time Card Adjustment Rule exists and is tied to a policy group, the option to add an adjustment will appear on the Time Card. Please follow the steps below to enter an adjustment.

Navigate to Employee Self Service > Time > Time Card. Select the employee that needs the adjustment added.

1. Click on the down-arrow next to the date on the Time Card where you want to enter the Time Card adjustment.
2. Select "Add Adjustment."



3. Enter the parameters for the adjustment in the **Adjustment** area.
4. When finished, click on the **Save** icon to save the adjustment to the Time Card.

Adjustment

Date:

Adjustment:

Amount:

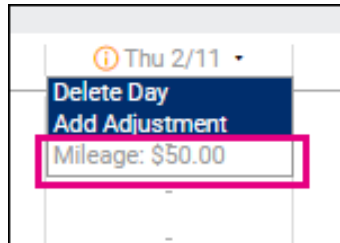
Labor Group
Loc/Dept: Not Assigned

Labor Default Override
Location:

Department:

Notes

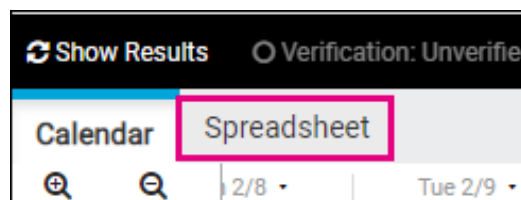
Any day where an adjustment exists on the Time Card, will show an "Information" icon ⓘ to the left of the date. A user can view the details on the adjustment by selecting the down arrow to the right of the date.



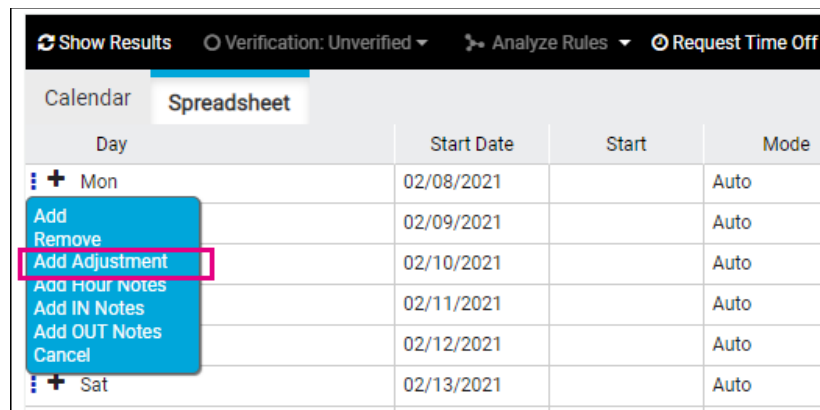
Spreadsheet View

Navigate to Employee Self Service > Time > Time Card. Select the employee that needs the adjustment added.


1. Once on the employee's Time Card, click on the **Spreadsheet** button to access spreadsheet view.



2. Click on the ⓘ icon next to the day of the week to which the adjustment needs to be added. From the drop-down select "Add Adjustment."



- Enter the parameters for the adjustment in the **Adjustment** area. When finished, click on the **Save** icon to save the adjustment to the Time Card.

Any day where an adjustment exists on the Time Card will show an  icon to the right of the day. A user can view the details on the adjustment by selecting the icon.

Show Results		Verification: Unverified	
Calendar		Spreadsheet	
Day			
+	Mon		
+	Tue		
+	Wed		
+	Thu		