

In order to be paid correctly, there are situations that will require an employee or manager/timekeeper to adjust a work schedule. This is done so on the timesheet **Schedule** tab. Such situations include skipping lunch to leave 30 minutes early, and/or coming in early and leaving early. *A conversation between an employee and manager must happen prior to adjusting work hours for a given day.*

In this example, the employee came in early 1 hour, skipped lunch and left 1 hour early on 4/17.

- The employee’s normal work hours are 7 am to 3:30 pm, Monday to Friday
- In and Out times should be entered as 6 am and 2 pm
- The time slice will show 7.5 hours, rather than 8.0 hours
- Noting the change, the employee should add Comments for that day
- Adjustment will be made on Schedule tab to reflect 8.0 hours worked

1. On the **Home Screen**, in the **Time Entry** box:
 - Employee - click **My Timesheet**
 - Manager or Timekeeper – click **Edit Employee Time** and navigate to the affected employee’s timesheet
2. On the **Regular Time** row, enter In time as 6 am and the Out time as 2 pm.
3. Enter a **Comment** to highlight the change to the work schedule (based on your prior conversation).
 - Click the **Save** button - Note the **Total** hours says **7.50**. (This indicates the need to adjust the schedule.)

Time Entry															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Apr 17, 2020	<input checked="" type="checkbox"/> Show All Weeks
5	6	7	8	9	10	11	12	13	14	15	16	17	18		
Date	Entry Code	Hours	Over...	A	Comments	soe	Total								
Tue 04/14	+ Regular Time	07:00 am 03:30 pm	0.00				8.00								
Wed 04/15	+ Regular Time	07:00 am 03:30 pm	0.00				8.00								
Thu 04/16	+ Regular Time	07:00 am 03:30 pm	0.00				8.00								
Fri 04/17	+ Regular Time	06:00 am 02:00 pm	0.00		came in and left 1hr early & no lunch		7.50								
Sat 04/18	+ Regular Time														

4. Click the **Results** tab and notice the entries on 4/17
 - **Lunch Deducted** with **.50** of **Unpaid Hours** is causing the underpayment.

Exceptions						
Schedule		Time Off		Results		
Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Hours	Est Gross P...	Rate
04/13/2020	Order of th...	State Of Emergency	5.92	0.00	325.42	55.00
04/14/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
04/14/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
04/15/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
04/15/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
04/16/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
04/16/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
04/17/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
04/17/2020	Order of th...	Regular Time	7.50	0.00	412.50	55.00

5. Click **Schedule** tab and scroll to the entries on 4/17, this is the schedule BEFORE the adjustments:

Exceptions		Schedule	Time Off	Results											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Apr 17, 2020	<input checked="" type="checkbox"/> Show All Weeks
5	6	7	8	9	10	11	12	13	14	15	16	17	18		
Date	Schedule Code	Hours	Total												
Fri 04/17	+ Scheduled Times	03:30 pm	5.00												
		07:00 am													
	+ Scheduled Lunch In/Out	12:00 pm													
		12:30 pm													
	+ Scheduled Times	12:30 pm	3.00												
		03:30 pm													

6. This is how to make the adjustments to the **Schedule** tab for 4/17:

- Change the first **Scheduled Times** In time from 7:00 am to **6:00 am**
- Change the second **Scheduled Times** In time from 12:30 pm to **12:00 pm**, and Out time from 3:30 pm to **2:00 pm**

Exceptions		Schedule	Time Off	Results											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Apr 17, 2020	<input checked="" type="checkbox"/> Show All Weeks
5	6	7	8	9	10	11	12	13	14	15	16	17	18		
Date	Schedule Code	Hours	Total												
Fri 04/17	+ Scheduled Times	03:30 pm	6.00												
		06:00 am													
	+ Scheduled Lunch In/Out	12:00 pm													
		12:30 pm													
	+ Scheduled Times	12:00 pm	1.50												
		02:00 pm													

- On the **Scheduled Lunch In/Out (12:00 – 12:30pm)** row, click the dropdown arrow
- Click **Delete Row**
- Click **Yes** to pop-up box

Exceptions		Schedule	Time Off	Results											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Apr 17, 2020	<input checked="" type="checkbox"/> Show All Weeks
5	6	7	8	9	10	11	12	13	14	15	16	17	18		
Date	Schedule Code	Hours	Total												
Fri 04/17	+ Scheduled Times	06:00 am	6.00												
		12:00 pm													
	+ Scheduled Lunch In/Out	12:00 pm													
		12:30 pm													
	+ Scheduled Times	12:00 pm	2.00												
		02:00 pm													

- Cut
- Copy
- Paste
- Duplicate Row
- Delete Row

7. This is the **Schedule** tab for 4/17 AFTER the **Scheduled Lunch** was deleted:

Exceptions		Schedule	Time Off	Results											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Apr 17, 2020	<input checked="" type="checkbox"/> Show All Weeks
5	6	7	8	9	10	11	12	13	14	15	16	17	18		
Date	+	Schedule Code	Hours	Total											
			03:30 pm												
	+	Scheduled Lunch In/Out													
Fri 04/17	+	Scheduled Times	06:00 am	6.00											
			12:00 pm												
	+	Scheduled Times	12:00 pm	2.00											
			02:00 pm												
Sat 04/18	+	Scheduled Lunch In/Out													

8. Click the **Save** button

9. After the adjustments, the timesheet now reflects **8.0 hours on 4/17**.

Time Entry															
S	M	T	W	T	F	S	S	M	T	W	T	F	S	Apr 17, 2020	<input checked="" type="checkbox"/> Show All Weeks
5	6	7	8	9	10	11	12	13	14	15	16	17	18		
Date	+	Entry Code	Hours	Over...	A	Comments	soe	Total							
Tue 04/14	+	Regular Time	07:00 am	0.00				8.00							
			03:30 pm												
Wed 04/15	+	Regular Time	07:00 am	0.00				8.00							
			03:30 pm												
Thu 04/16	+	Regular Time	07:00 am	0.00				8.00							
			03:30 pm												
Fri 04/17	+	Regular Time	06:00 am	0.00		came in and left 1hr early & no lunch		8.00							
			02:00 pm												
Sat 04/18	+	Regular Time													
								40.00							

10. The **Results** tab shows **8.0 hours of Regular Time**:

Exceptions		Schedule	Time Off	Results		
Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
04/13/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
04/13/2020	Order of th...	State Of Emergency	5.92	0.00	325.42	55.00
04/14/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
04/14/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
04/15/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
04/15/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
04/16/2020	Order of th...	Lunch Deducted	0.00	0.50	0.00	0.00
04/16/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00
04/17/2020	Order of th...	Regular Time	8.00	0.00	440.00	55.00