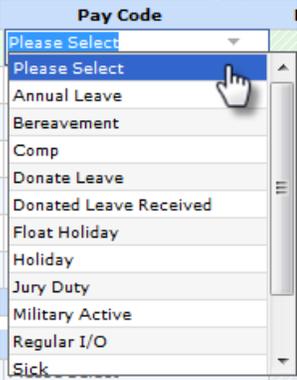


Manager/Timekeeper - Editing Employee Time and Using Pay Codes

1.	Select Time Entry → Edit Employee Time in the home screen. The Manager Time Entry window appears.
2.	Editing the timesheet for an assignment in the Manager Time Entry window is the same as working in the Personal Time Entry window.
3.	Select an assignment group if you have been delegated more than one group of employees.
4.	Select an employee from that assignment group. The employee's timesheet appears.
5.	A Pay Code is an entry required for every transaction recorded on a timesheet or schedule. Each pay code has an entry type such as amount, elapsed time, or in/out time. Managers may have access to certain pay codes which are unavailable to employees and can modify employee timesheets by selecting from a number of additional pay codes.
6.	Open an employee's timesheet. (you may need to Amend time sheet)
7.	Select the needed pay code. 
8.	Make necessary adjustments. (hours, combo code, etc.,)
9.	Click Save