Electronic Timecard Adjustments

Access: Main Menu>>Employee Self Service>>Time Reporting>>My Timecards

Enter **Pay Period End Date** of the card you need to adjust (e.g. 06/20/2021)

BNL_RR_TIMEINQUIRY

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Begin Date	=	
End Date	=	06/20/2021
Adjustment Date	=	

[Search] [Clear] **Basic Search** 🔍 **Save Search Criteria**

Search Results

View All   First ◄ 1-2 of 2 ► Last

End Date	Adjustment Date	Type	Status
06/20/2021	(blank)	Original	Approved

Click Search.

The timecard from the prior period will show up.

TRC	Activity	Activity Description		5 SA	6 SU	7 mo	8 tu	9 we	10 th	11 fr	12 SA	13 SU	14 mo	15 tu	16 we	17 th	18 fr	19 SA	20 SU	Hrs 168	Hrs Payrl	Notes/ Attach	Notes/ Attach Req
REG	⭐ 02956	Applications	⭐			8.00	8.00	8.00	8.00	8.00			8.00	4.00	8.00	8.00	8.00			148.00	0.00	⊞	☐ 🗑
H	⭐		⭐																	8.00	0.00	⊞	☐ 🗑
S	⭐		⭐																	0.00	0.00	⊞	☐ 🗑
V	⭐		⭐											4.00						12.00	0.00	⊞	☐ 🗑

Life No: 21934 Renee Warno

Begin Date: 05/21/2021   Proj/Activity: 02956-02956   FTE: 1.000000

End Date: 06/20/2021   Department: AO   Pay Group: ME

Status: Approved

Supervisor: Giovine,Steven

Approved By: Giovine,Steven

Total: 0.00 0.00 8.00 8.00 8.00 8.00 8.00 0.00 0.00 8.00 8.00 8.00 8.00 8.00 0.00 0.00 168.00

Cut-off Date: 06/17/2021

Cut-off Time: 2:00PM

Close Page

Shift

Shift: ⇕ Hours

Full Month: ☐ 0.00

☐ Shift Eligible

Adjust

Click **Adjust** button.

System will ask if you would like to adjust the timecard. Click **Yes**.

You should now be in the adjusted timecard. Make sure the timecard has a highlighted area on top that says adjustment and that it is for the correct time period.

Click on **Insert Row**

In the new row, enter in HJA in the blank space under the TRC column and enter 8 hours in this new row for June 18th. Your card should now look like the one below. (The hours

and activities may be different, but you will have a new row with the HJA time reporting code.)

TRC	Activity	Activity Description		5 SA	6 SU	7 mo	8 tu	9 we	10 th	11 fr	12 SA	13 SU	14 mo	15 tu	16 we	17 th	18 fr	19 SA	20 SU	Hrs 168	Notes/Attach	Notes/Attach Req
REG	02956	Applications				8.00	8.00	8.00	8.00	8.00			8.00	4.00	8.00	8.00				148.00		
H																				8.00		
S																				0.00		
V															4.00					12.00		
HJA																		8		0.00		

Timecard

Life No: 21934 Renee Warno   Adjustment 06/22/2021   Status: In-Process
Begin Date: 05/21/2021   Proj/Activity: 02956-02956   FTE: 1.000000   Supervisor: Giovine,Steven
End Date: 06/20/2021   Department: AO   Pay Group: ME   Approved By:

Total   0.00 0.00 8.00 8.00 8.00 8.00 8.00 0.00 0.00 8.00 8.00 8.00 8.00 8.00 0.00 0.00 168.00

Save | Insert Row | Submit   Shift

You may now make changes to your timecard for both productive (changes in account) and non-productive time (vacation, sick, jury duty, etc.).

Next to the submit button is a little folder with a plus sign. Click this button and enter a note to payroll indicating what change you have made to your timecard.
--"Changed June 18th to a Holiday"

If you don't enter a note in the comments folder you will get an error message and the adjustment will not be processed. Click OK after entering note to payroll.

You must then click **SAVE** (you must click save or the adjusted timecard will be submitted with no changes).

Click **SUBMIT**
Your supervisor will then need to review the adjusted timecard and approve.

If the adjusted timecard is grayed out or you are bumped back to the search screen, keep the date area blank and click search again. This should bring up the adjusted timecard and should not be grayed out.

If you still cannot locate the adjusted timecard, do the following:

Go to: Employee Self Service>>Time Reporting>>Adjustments

| Favorites ▾ | Main Menu ▾ | > | Employee Self Service ▾ | > | Time Reporting ▾ | > | Adjustments |

ORACLE

Adjust Timecard

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Empl ID begins with 21934
Begin Date = [ ]
End Date = [ ]
Adjustment Date = [ ]

[Search]   [Clear]   Basic Search   Save Search Criteria

Choose the timecard that says adjustment (timecard status should be in process).

You should now be in the adjusted timecard. Make sure the timecard has a highlighted area on top that says adjustment and that it is for the correct time period.

You may now make changes to your timecard for both productive (changes in account) and non-productive time (vacation, sick, jury duty, etc.) as described previously.