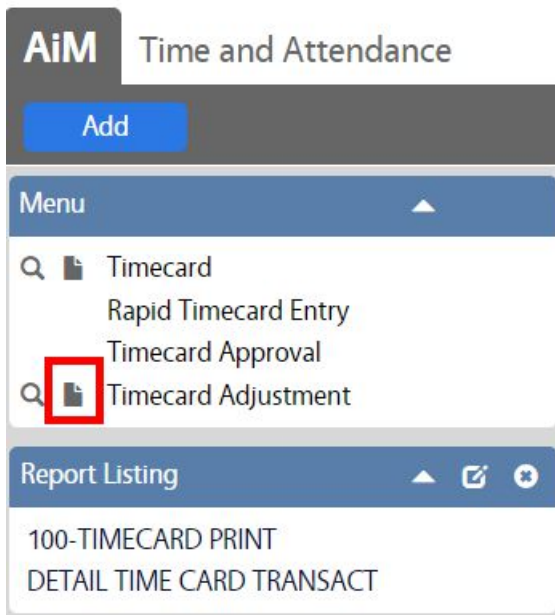
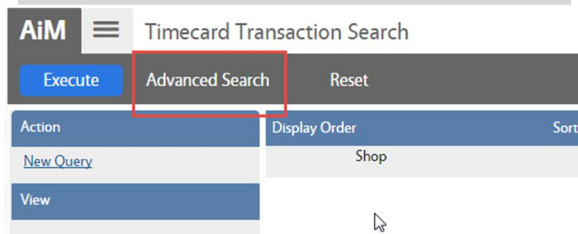


Timecard Adjustment

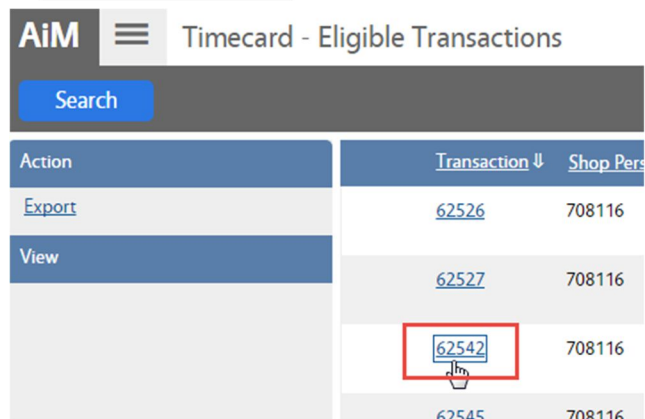
Once approved, changes to the Timecard must be done through the Timecard Adjustment screen. Changes on this screen are automatically approved and cause a financial change on the Work Order.



- In the Time and Attendance Module, look at the Menu
- Click the Paper Icon next to Timecard Adjustment
- *** The magnifying glass will only return adjustments previously created.



- Click Advanced Search
- Enter the criteria for the Timecard needing to be adjusted.
- Click **Execute**



- The list of Eligible Transactions will appear.
 - To be eligible, the transaction must be in a Posted status.
 - Non Posted transactions can be Edited through on the Timecard screen.

AiM Timecard Adjustment ROLETEST About Logout

Save Cancel

View Created By ROLETEST On 07/12/2016 02:10 PM Status Posted

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Related Documents

Shop Person	708116	Non-Leave Hours	2.00	Original Cost	\$78.44
	ANNA BARWICK	Leave Hours	0.00	Adjusted Cost	\$0.00
Work Date	Jul 12, 2016	Total Hours	2.00	Total Cost	\$78.44

Line Items Remove Add

Line	Time Type	Labor Class	Description	Work Order	Phase	Leave Code	Hours	Line Total	Adj Line
1	STRAIGHT TIME	DIRECT		160613-166130	001		2.00	\$78.44	

- To Remove hours from a line, click the Line Item number

AiM Timecard Adjustment Line Item ROLETEST About Logout

Done Add Cancel

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Extra Description 1

Timecard Adjustment History

Shop Person	708116	Time Type	STRAIGHT TIME	Hours	2.00
	ANNA BARWICK		STRAIGHT TIME	Adjust Hours	-1
Work Date	Jul 12, 2016	Labor Class	DIRECT	Line Total	\$78.44
			DIRECT		
Work Order	160613-166130	Labor Rate	\$39.22	Non-Leave Hours	2.00
	SR Jennifer Smith, 111-1111, js@mail.com RM	Leave Code		Leave Hours	0.00
Phase	001			Total Hours	2.00
	SR FAS SYSTEM 979-845-4311 RM 312 & RM				

- In the Adjust Hours box enter the number of hours to subtract. Enter a negative number (ex: -1)
- The new total will be Hours (+) Adjust Hours
Ex: (Hours) 2 + (Adjust Hours) -1 = (Total Hours) 1
- After hitting Enter on the keyboard, the screen will adjust the Total Hours.

Hours	2.00
Adjust Hours	(1.00)
Line Total	\$78.44
:9.22	
Non-Leave Hours	1.00
Leave Hours	0.00
Total Hours	1.00

- Click **Done** to return to the Timecard Adjustment screen

AiM Timecard Adjustment ROLETEST About Logout

Save **Cancel**

View
Notes Log
Related Documents

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Status Posted

Shop Person	708116	Non-Leave Hours	1.00	Original Cost	\$78.44
	ANNA BARWICK	Leave Hours	0.00	Adjusted Cost	\$(39.22)
Work Date	Jul 12, 2016	Total Hours	1.00	Total Cost	\$39.22

Line Items **Remove** **Add**

Line	Time Type	Labor Class	Description	Work Order	Phase	Leave Code	Hours	Line Total	Adj Line
1	STRAIGHT TIME	DIRECT		160613-166130	001		2.00	\$78.44	
2	STRAIGHT TIME	DIRECT		160613-166130	001		(1.00)	\$(39.22)	1

Adjustment line →

Remove Allows a line entered on the Timecard Adjustment screen to be removed. It does not delete an entire line from the original Timecard.

Add Allows entry of a new line with a new Work Order number. All positive timecard changes must be made as an additional line.

Click **Save** to post changes to the Work Orders.