



Adjusting Timesheets

- Select the Timesheets icon  beside the user's name.

	EMPLOYEE Apple, June (JAppl1118E) ○	80:00	81:41	00:00	81:41	01:41	Approved
	EMPLOYEE Inolo, Marie (W001583116) ○	40:00	36:10	04:00	40:10	00:10	Approved

- Select the day to be adjusted. This will expand the blue bar to increase the data displayed.


EMPLOYEE **PARA, POLLYANA** (999999)

Actions  All Job Types 12/13/2018 - 12/20/2018 TOTAL + 01:55 PAID + 01:55

THU December 13, 2018	Total + 01:55 Paid + 01:55
FRI December 14, 2018	Total 00:00 Paid 00:00
MON December 17, 2018	Total 00:00 Paid 00:00

- To adjust incorrect time clocked, click within the Time Events box to add or adjust the time. Include a comment and click Save Changes to update the timesheet.
- The Timesheet Review report will reflect this update once you refresh the page.

EMPLOYEE **PARA, POLLYANA** (999999)

Actions  All Job Types 12/13/2018 - 12/20/2018 TOTAL + 01:55 PAID + 01:55

TIME EVENTS	IN	OUT	T	PAID
<input type="button" value="x"/> TIME ENTRY	01:00 PM 01:41 PM (Actual) <input type="button" value="Time clock down"/>	-- (Actual) <input type="button" value="Insert Comment"/>	00:00	00:00 <input type="button" value="trash"/>