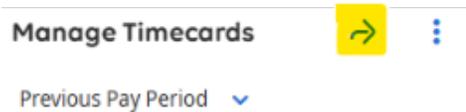


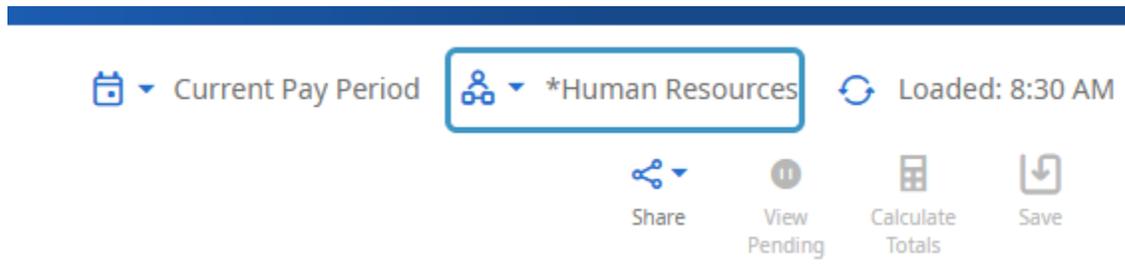


## How to Edit Timecards for Hourly & Salary Employees

- Select the arrow on the **Manage Timecards** tile



- Verify the Pay Period and Group (Hyperfind) that you will be reviewing.



### See Pay Code Instruction Document to Add a Pay Code

- Click here to view the document.

### Removing or Editing a Pay Code

- To remove or edit a pay code that was entered onto the timecard, select the highlighted icon below on the desired line to delete the pay code.



- Edit the type of pay code or hours by selecting the cell directly to make changes.

*\*\*\*Pay Codes that are shown in purple originate from the schedule and cannot be managed in the timecard. Edits to these pay codes must be managed in the schedule. \*\*\**



+ -	Wed 4/02			7:00 AM	7:00 AM	:PTO Duration;;;	PTO				49.50
-----	----------	--	--	---------	---------	------------------	-----	--	--	--	-------

**Transferring time / Editing transferred time on the timecard**

- Highlight the cell in the **Transfer** column next to the desired shift.
- Select **Search**.
- Select **Add Business Structure**.

List View
Zoom
Analyze
Accrual Actions
Go To

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
+ -		Sun 3/23								
+ -		Mon 3/24	7:00 AM - 7:30 PM		7:01 AM	7:23 PM	... 9th Floor Med Surg/RN;;;			12.00
+ -		Tue 3/25	7:00 AM - 7:30 PM		6:59 AM	7:13 PM	... 9th Floor Med Surg/RN;;;			11.75
+ -		Wed 3/26	7:00 AM - 7:30 PM		7:00 AM	7:34 PM	... 9th Floor Med Surg/RN;;;			12.00
+ -		Thu 3/27								
+ -		Fri 3/28								
+ -		Sat 3/29			7:00 AM	7:00 PM	Choose:			
+ -		Sun 3/30					USA/902/LAB/902703-CW Blood Bank/MED TECHN... Search...			
+ -		Mon 3/31								
+ -		Tue 4/01	7:00 AM - 7:30 PM		6:57 AM	7:13 PM	...rov Telemetry 10NE/RN;;;			11.75
+ -		Wed 4/02	7:00 AM - 7:30 PM		7:00 AM	7:10 PM	...rov Telemetry 10NE/RN;;;			11.75
+ -		Thu 4/03	7:00 AM - 7:30 PM		6:59 AM	7:12 PM	...rov Telemetry 10NE/RN;;;			11.75

Primary Location USA/907/NURSING/907  
 626-Prov RN Float Pool/  
 RN  
 Work Rule None  
 Cost Center 907626  
 Labor Categories H41719,00

- + Add Business Structure
- + Add Work Rule
- + Add Cost Center
- + Add Labor Category

- Search by **Location**.



Current Job

RN

USA 907 NURSING

907626-Prov R...



Location

All Locations



Job

RN



Jobs with location: "907626-..." [104]



CNA

USA 907 NURSING

907626-Pro...



INTERN

- Select the correct location and job.



**Transfer**  
Business Structure



Current Job

RN

USA 907 NURSING

907626-Prov RN ...



Location

907684



Job

RN



Jobs with location: "907684"

[2]

RN

USA 907 NURSING

907684-Prov ...



RN MGR

USA 907 NURSING

907684-Prov ...



Can't find your job?

[Change Location](#)

- Select **OK**.
- Select **Apply** twice.



### Adding/Editing a Work Rule on a Timecard

- Highlight the cell in the **Transfer** column next to the desired shift.
- Select **Search**.
- Select add **Work Rule**.

List View Zoom Analyze Accrual Actions Go To

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
+	⊖	Sun 3/23								
+	⊖	Mon 3/24	7:00 AM - 7:30 PM ⇄		7:01 AM	7:23 PM	... 9th Floor Med Surg/RN;;;			12.00
+	⊖	Tue 3/25	7:00 AM - 7:30 PM ⇄		6:59 AM	7:13 PM	... 9th Floor Med Surg/RN;;;			11.75
+	⊖	Wed 3/26	7:00 AM - 7:30 PM ⇄		7:00 AM	7:34 PM	... 9th Floor Med Surg/RN;;;			12.00
+	⊖	Thu 3/27								
+	⊖	Fri 3/28								
+	⊖	Sat 3/29			7:00 AM	7:00 PM	Choose: ▾			
+	⊖	Sun 3/30					USA/902/LAB/902703-CW Blood Bank/MED TECHN...			
+	⊖	Mon 3/31					Search...			

Primary Location USA/907/NURSING/907  
626-Prov RN Float Pool/  
RN

Work Rule None

Cost Center 907626

Labor Categories H41719,00

+ Add Business Structure

+ Add Work Rule ▾

+ Add Cost Center ▾

+ Add Labor Category

- Select the desired work rule from the drop-down list.



Primary Location USA/907/NURSING/907  
626-Prov RN Float Pool/  
RN

Work Rule None 

Cost Center 907626

Labor Categories H41719,00

 [Add Business Structure](#)

 [Add Work Rule](#) 



- CRT Duration**
- DIF Duration**
- EEl Duration**
- FMI Duration**
- FMO Duration**
- JUR Duration**

- Verify that is correct pay rule for that employees pay rule.
- Select **Apply**.



Primary Location USA/907/NURSING/907  
626-Prov RN Float Pool/  
RN

Work Rule None 

Cost Center 907626

Labor Categories H41719,00

 Add Business Structure

### Work Rule

YRJ ZRN Shift Diff CBP  

 Add Cost Center 

 Add Labor Category

Cancel

Apply