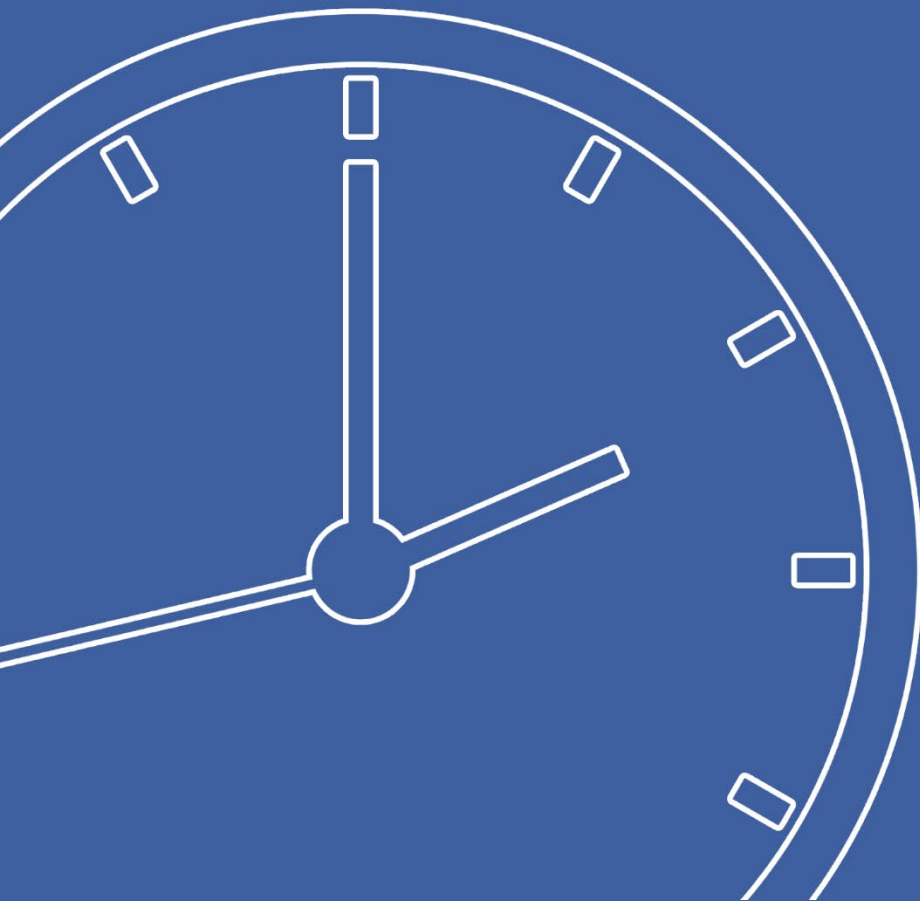




City of Fairfield



# Timekeeper Processing Training Manual





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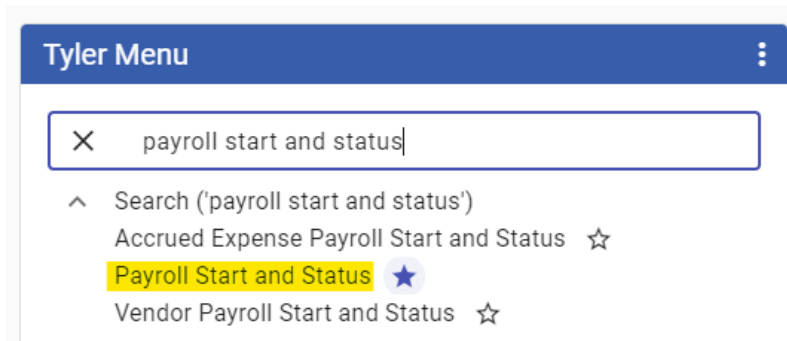
# Creating your Time Entry Batch

## Select Your Payroll Warrant

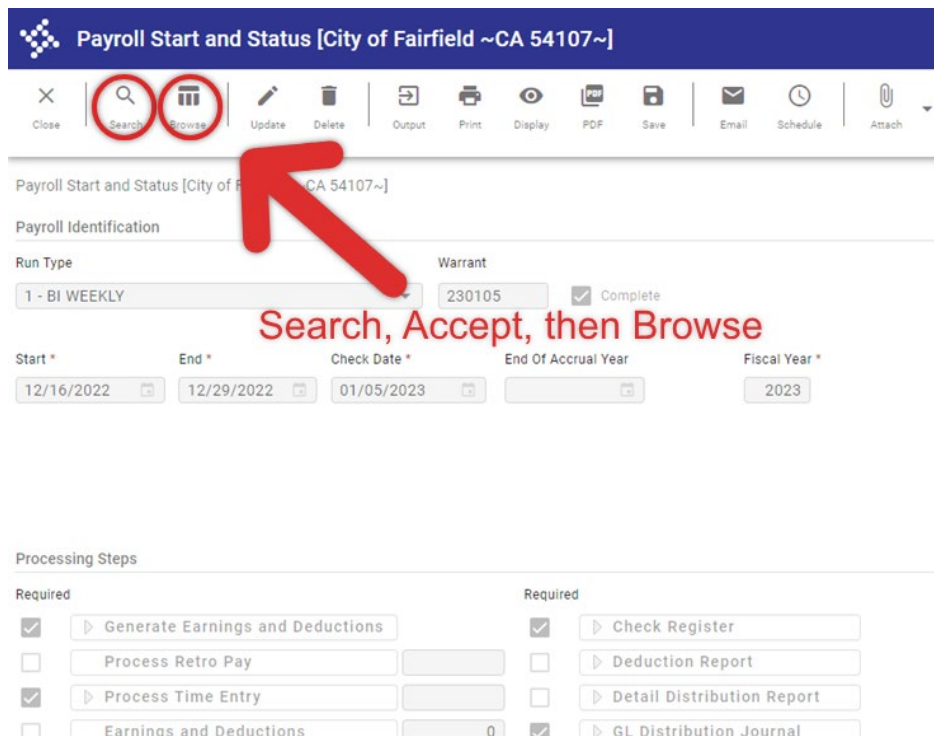
### Note:

1. Payroll should have created the warrant for the bi-weekly payroll prior to this step.
2. Supervisors should have *APPROVED* all employee time **BEFORE** this process begins.

From the Tyler Hub Home Page, open *Payroll Start and Status*.



Click *Search*, *Accept*, and *Browse* in the top menu ribbon to find the payroll with the correct pay period dates.







Double click on the line with the Payroll date you need.

If you do not find the warrant you want, please contact Payroll at [payroll@fairfield.ca.gov](mailto:payroll@fairfield.ca.gov).

Record Number	Run	Description	Warrant	Begin	End	Check	Acc EOY	Complete
20	1	BI WEEKLY	230928	09/08/2023	09/21/2023	09/28/2023		Y
21	1	BI WEEKLY	231012	09/22/2023	10/05/2023	10/12/2023		Y
22	1	BI WEEKLY	231026	10/06/2023	10/19/2023	10/26/2023		Y
23	1	BI WEEKLY	231109	10/20/2023	11/02/2023	11/09/2023		N

Click  **Change** to make the current Payroll active.  
You will then be able to work within the **Pay Period** you need.

Payroll Start and Status [City of Fairfield ~CA 54107~]

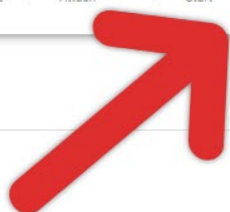
Close Search Browse Update Delete Output Print Display PDF Save Email Schedule Attach Start 


Payroll Start and Status [City of Fairfield ~CA 54107~]

Payroll Identification

Run Type: 1 - BI WEEKLY Warrant: 231109  Complete

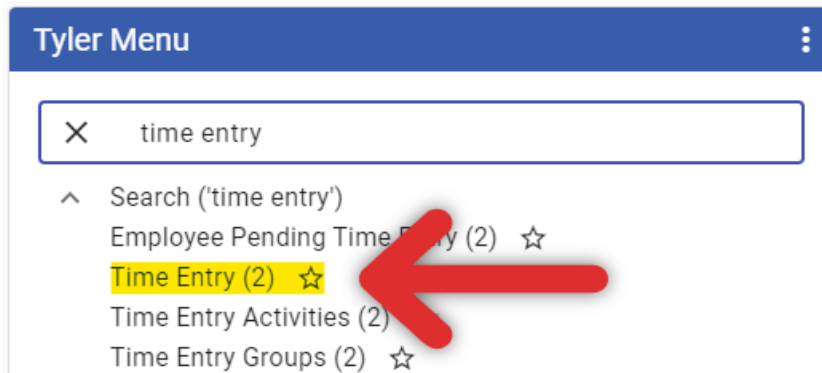
Start \*: 10/20/2023 End \*: 11/02/2023 Check Date \*: 11/09/2023 End Of Accrual Year: Fiscal Year \*: 2024



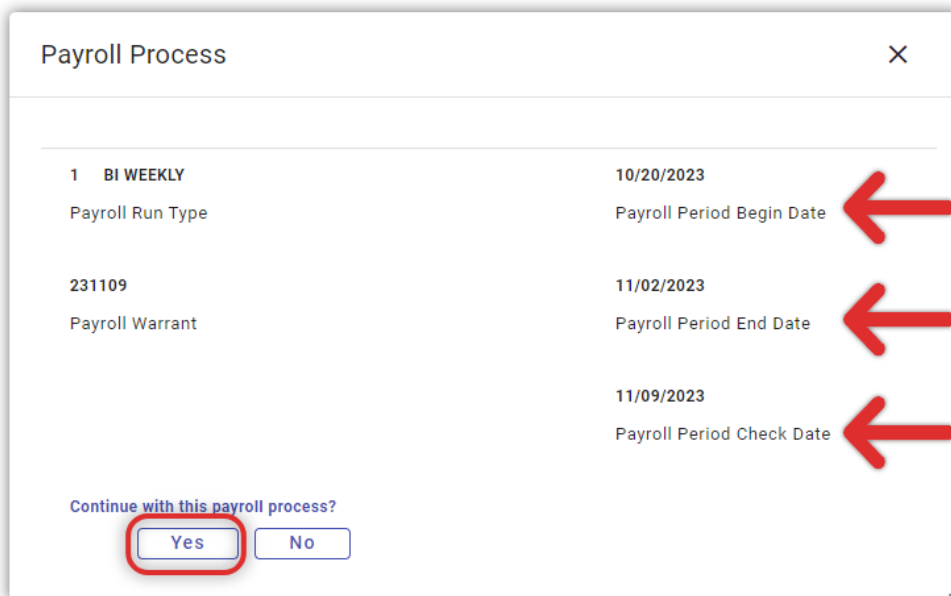
Close out of **Payroll Start and Status** module by clicking  **Close** in the top menu ribbon.  
This will return you to the Tyler Hub Home Page.

## Create Your Batch

From the Tyler Hub Home Page, open **Time Entry (2)**.



A pop-up box will appear. Verify the Payroll dates are correct, then click **Yes**.

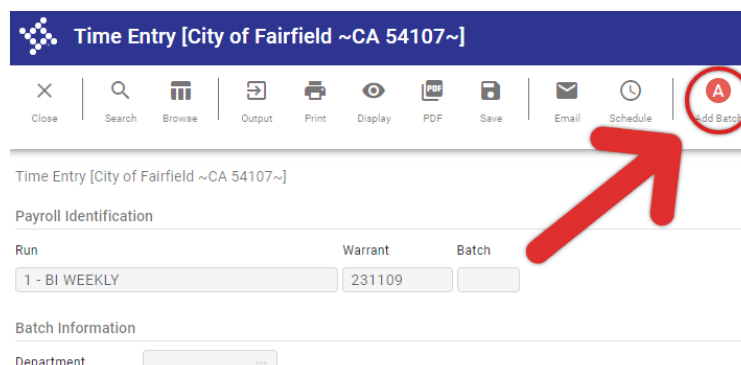


Verify the Payroll dates in the pop-up box are for the correct Pay Period.

*This pop-up will appear every time you go into Time Entry.*

Click **A** **Add Batch** in the top menu ribbon.

If you have already created your batch, you will click **R** **Resume** instead.





A pop-up will appear, asking you what view you want. There is no right or wrong selection, only your preference. If you do not know what view to pick, select **Detail** and click **OK**.

The **Department** and **Location** fields will auto-fill. **DO NOT** edit these fields.

The **Comment** box is used to give your batch a 'title'— this helps Payroll identify batches between departments.

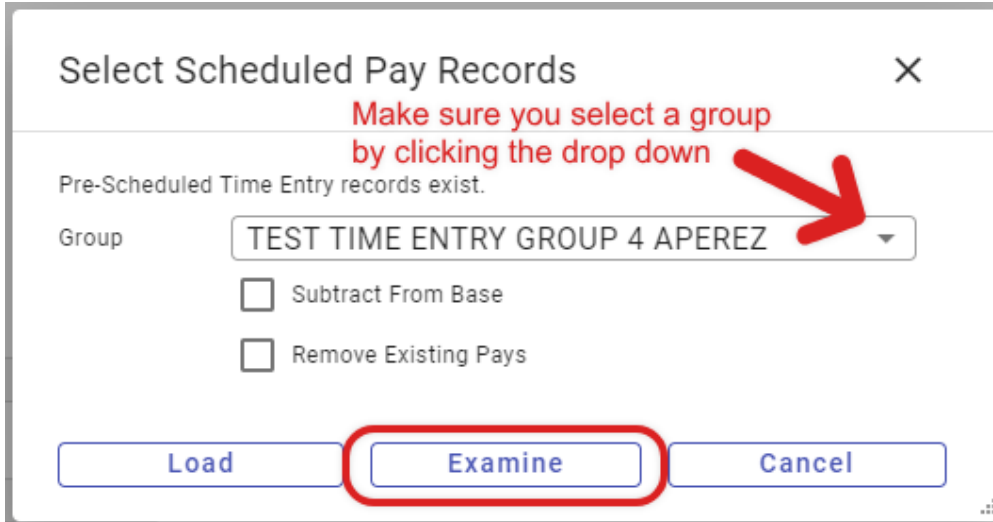
*Please include the name of your department and the pay period the batch is for. For example: Finance, PP23-23, or Finance PPE 11/03/2023.*

Click  **Accept**.

Time Entry [City of Fairfield ~CA 54107~]		
Close Search Browse Delete Output Print Display PDF Save Email Schedule		
Time Entry [City of Fairfield ~CA 54107~]		
Payroll Identification		
Run	Warrant	Batch
1 - BI WEEKLY	231109	1
Batch Information		
Department	15100	HUMAN RESOURCES
Location *	1501	HR ADMIN SUPPORT
Comment	HR PP 23	
Clerk *		
Date	10/31/2023	
Time	18:48	
Batch Type	STANDARD MUNIS TIME ENTRY	

Click **F Find Pending** in the top menu ribbon.

A pop-up will appear, click the drop-down arrow to select your time entry group. Click **Examine**.  
*This will find all **APPROVED** time from employees in your group. If an employee's time has not yet been **approved** by the supervisor, it will **not** appear in this **Find Pending** search.*



Select Scheduled Pay Records

Make sure you select a group by clicking the drop down

Pre-Scheduled Time Entry records exist.

Group TEST TIME ENTRY GROUP 4 APEREZ

Subtract From Base

Remove Existing Pays

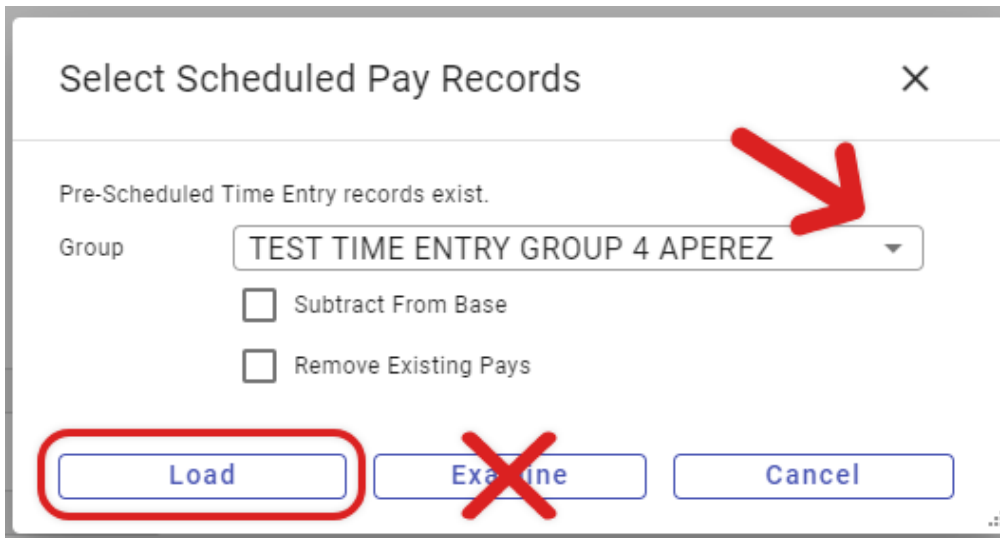
Load Examine Cancel

\*\*\*This is a good checkpoint to ensure all employees in your group are present.\*\*\*

After reviewing the pending time entries, click **Back**.

Click **F Find Pending** again. Click the drop-down arrow to select your time entry group again. Click **Load**.

*This will load all time entries from your group into your batch. All employee time **MUST** be **APPROVED** before it can be brought into a batch.*



Select Scheduled Pay Records

Pre-Scheduled Time Entry records exist.

Group TEST TIME ENTRY GROUP 4 APEREZ

Subtract From Base

Remove Existing Pays

Load Examine Cancel



### **Key Areas to Review for all Time Entry**

- Approved time has been submitted for **all** employees in your group.
- Regular Full-Time employees have reported **80 hours** in the pay period.
  - **Base Pay** + all **Leave** types contribute to the 80 hours
- Holiday pay code is used if the pay period has a holiday
- Check for the **correct** pay codes

*The next section goes over how to make corrections to your batch.*

*Skip to page 15 for instructions on releasing your batch.*

*For information on the various ways you can view time entry records, go to page 17.*



# Making Changes or Adding New Records to a Batch

## Make Changes to a Batch

If an employee contacts you to make a change **before** the batch has been released to Payroll, you can make the change in **Time Entry (2)**.

Select the batch in **Time Entry** and select **R Resume** to open the batch.

Choose whichever view you prefer. For this example, we will use the **Detail** view.

Click **Browse** to list of all records in your batch. Locate the record you wish to update.

Alternatively, you can click **Search** to find the specific record you wish to edit. Enter the **Employee's Name** and **Date** to narrow your results.

Click **Update** to adjust the quantity of hours or change the pay code, if applicable. Click **Accept** when you are done.

Time Entry [City of Fairfield ~CA 54107~] > Time Entry Detail

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BI WEEKLY	231109	1	10/20/2023	11/02/2023

Employee Substitue Audit

From \* 10/23/2023 To \* 10/23/2023 Absence \* N - NO

Employee \* SSN \* Last Name First Name MI

Department Activity Job Class \* 4920 HUMAN RESOURCES ANALYST II Position \* 000001251 HUMAN RESOURCES ANALYST II Pay \* 101 REGULAR EARNING EXEMPT Quantity 9.000 HOURLY Rate 40.2815 Amount 416.53 Allocation 1251

**You change the pay type here**

**You can change the amount of hours here**

*\*If you are changing the pay code to an absence code, this must be changed to "YES"*



### Add New Records to a Batch

This follows the same general instructions from the previous section, but instead of clicking update, you will click **+ Add**.

In the **From** and **To** fields, put the date you would like to add hours for. This should only be for a single day.

Type in the **Employee Number**. Tab through and the employee's information should auto-populate. Tab until you reach the **Pay Code** field and fill in the code you wish to add, along with the quantity hours.

Click **✓ Accept** when you are done.

Time Entry [City of Fairfield > 54107~] > Time Entry Detail > ✎

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BI WEEKLY	231109	17	10/20/2023	11

*\*If you are adding an absence pay code, remember that this must be changed to "YES"*

Employee      Substitute      Audit

From \*      To \*      Absence

10/20/2023      10/20/2023      N - NO

Employee \*      SSN \*      Last Name      First Name

Department      15200      HR BENEFITS

Activity

Job Class \*      4905      HUMAN RESO

Position \*      1643      HUMAN RESOURCES ANALYST I

Pay \*      101      REGULAR EARNING EXEMPT

Quantity      9.000      HOURLY



## Bring In More Time After Starting a Batch

You can use **F Find Pending** again to bring in additional pending time (late ESS entries).

Click **F Find Pending** again. Click the drop-down arrow to select your time entry group again. Click **Load**.

*This will load all time entries from your group into your batch. All employee time MUST be **APPROVED** before it can be brought into a batch.*

Select Scheduled Pay Records

Pre-Scheduled Time Entry records exist.

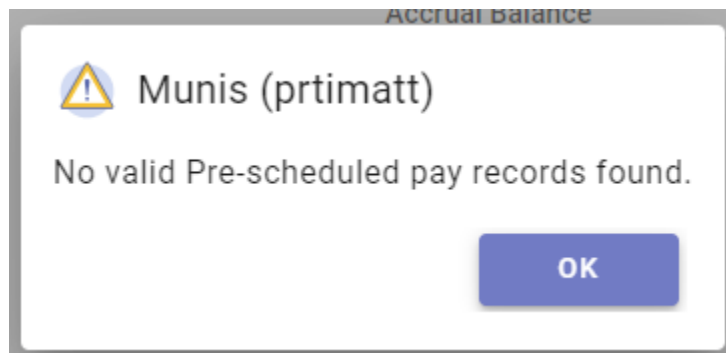
Group: TEST TIME ENTRY GROUP 4 APEREZ

Subtract From Base

Remove Existing Pays

Buttons: Load, Examine, Cancel

When there is no additional **Pending Time Entry** in the system for the selected group, the following message will appear:





## Add Time for Employees Out of Office

If the employee is unable to complete or submit their time entries through ESS, you will need to enter their time directly in **Time Entry**. The easiest way to do this is to use the **Daily Grid** view.

Select the batch in **Time Entry** and select **R Resume** to open the batch. Select the **Daily Grid** view.

Options

Choose an option

Detail

Daily Grid

Multiple Employees

Multiple Detail

Cancel OK

Click **+ Add**. Enter the **Employee Number**. Tab through the Job and Position fields to enter the pay code and hour quantity data.

Time Entry Daily Grid

Back Accept Search Browse **Add** Update Delete Email Schedule Edit Details Stored Entry Find Pending Remove Pending Activity Cost Mass Holiday Mass Exchange

Time Entry [City of Fairfield ~CA 54107~] > Time Entry Daily Grid

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BI WEEKLY	231109	17	10/20/2023	

Daily Detail

Employee *	Sup *	Last Name	First Name	MI	Supervisor
...	...				

Job | Job Description | Position | Position Description | Pay | Pay Description | Org | Object | Project | FRI 10/20

Week 1 of 2

- Click **Add**  
- Enter **Employee Number**  
- Tab through fields to enter data



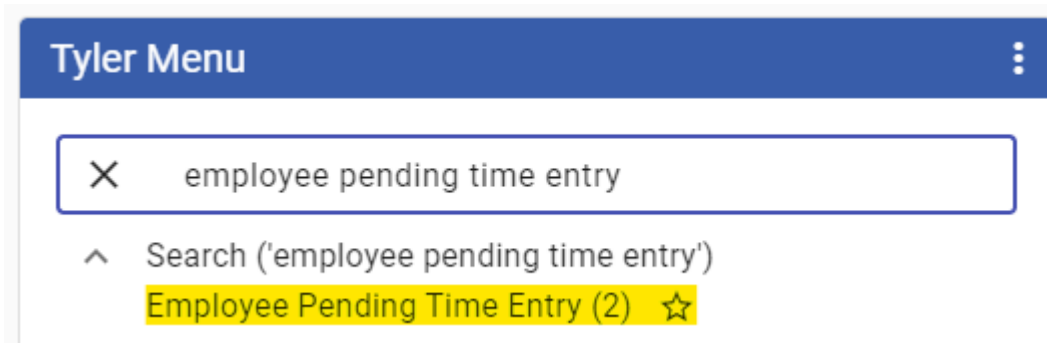
## Viewing Approval Status of Entered Time


In *Time Entry*, **F** *Find Pending* only allows you to see **approved** time to bring into your batch.

At any time during building your batch, you can see the status of entered time not yet in the batch by going to *Employee Pending Time Entry* and enter your search criteria.

This module shows you both **unapproved time and approved time** that has not yet been brought into a **batch**. When **approved time** is brought into a batch, it **disappears from** *Employee Pending Time Entry*.

From your Tyler Hub Home Page, search for *Employee Pending Time Entry (2)*.



Click  *Search* and enter your criteria.

Employee Pending Time Entry [City of Fairfield ~CA 54107~]

Close Search Browse Add Update Delete Excel Email Schedule Attach

Employee Pending Time Entry [City of Fairfield ~CA 54107~]

Employee Substitute Audit

From \* To \* Absence \*

Employee \* SSN \* Last Name First Name

Ext Emp Num

Department

Activity

Job Class \*

Position \*

Pay \*

Quantity

Rate

Allocation

Project Account

Org/Obj/Proj

Location \* 1500:152

Use this field to narrow your search to a specific department or division





## Releasing your Batch to Payroll

Back out of your batch until you are on the main **Time Entry** screen. Click **R** **Release** in the top menu ribbon.

**Time Entry [City of Fairfield ~CA 54107~]**

Close | Search | Browse | Delete | Output | Print | Display | PDF | Save | Email | Schedule | Add Batch | Scan Detail | Resume | Import | Move | **Release**

Time Entry [City of Fairfield ~CA 54107~]

Payroll Identification

Run	Warrant	Batch
1 - BI WEEKLY	231109	1

Batch Information

Department	15100	HUMAN RESOURCES
Location *	1501	HR ADMIN SUPPORT
Comment	HR PP 23	
Clerk *		
Date	10/31/2023	
Time	18:48	

The status of your batch at the bottom of the screen will change from *Not Released* to **X – IN PROGRESS**.

No Exceptions

Posted **N**

Status **X - IN PROGRESS**

Employee Count **11**

***Your batch is now with Payroll!*** 😊




## Appendix 1: Common Errors and FAQ's

### Missing Time from Employees

**When I go to examine the pending time entry imports, I am not seeing as many entries as I expect for my group. However when I speak to the employee, I confirmed they submitted their time. How can I locate where the issue is?**

Please see the section titled "Viewing Approval Status of Entered Time".

Search for the employee whose pending time you could not find in  **Find Pending**. Once you have located the record, click over to the **Audit** tab.

At the bottom of the screen titled **ESS Approval**, you can see the approval status of the employee's time record.

Here is a list of statuses and their meanings:

- **Y – APPROVED:** Time has completed workflow and is ready to be brought into a batch.
- **X – IN PROGRESS:** Someone in workflow still needs to approve this time record and cannot be brought into a batch.
- **N – NOT RELEASED:** The employee created the time in ESS but did not submit it.
- **R – REJECTED:** The approver has rejected the time and the employee must resubmit it.

You can click **Approvers** to see where the record is in workflow.

You can click "Approvers" to see exactly who needs to approve time in workflow.



## “Find Pending” Option is Missing/Doesn’t Work

In **Time Entry**, click on **P Preferences** and click **Update**. Click on “Pending Preferences” and ensure “Pending Prompt” is checked (unless you know what you are doing) and “Default Group” has the correct value for your timekeeping group. “Default Group” should not be left blank regardless.

User Preferences  
Preferences For: aperez

Report Preferences    Screen Preferences    **Pending Preferences**

Pending Prompt

Default Group: TEST TIME ENTRY GROUP 4 APE

Pending prompt should be checked.  
The default group should not be left blank.

## Time Entry Auto Load: How to Turn It Off

In **Time Entry**, click on **P Preferences** and click **Update**. Click on “Screen Preferences” and turn off “Enable Autoload”.

Report Preferences    **Screen Preferences**    Pending Preferences    Daily Grid Fields

Default Screen \*    ALWAYS CHOOSE

Find Sort order \*    EMPLOYEE NAME

Account Description \*    ACCOUNT DESCRIPTION

Absence Default \*    N - NO

Autoload Default    [Dropdown]

Daily Grid Days    0

Prompt To Verify

**Enable Autoload**

Hours Entry In Milita

Warn On Undefined P Type

Set 'To' Date From 'From' Date

Record Date Notes

Error Message: “Payroll update for this Run/Warrant has been completed.”

You did not go into **Payroll Start and Status** to activate the right warrant. Please see the section titled **“Select Your Payroll Warrant”**.

Error Message: “Pay Code is invalid for a non-absence record.”

You did not update the absence code field when adding the record. Please ensure that the field is “Y – YES”.



## Appendix 2: Comparing Time Entry Views

Tyler Munis gives you four options for viewing and manipulating time entry records. This section is meant to explain the differences between each of them and why they may be useful to you. **Please note that there is no “correct” way to view time and is largely up to the preference of the timekeeper.**

### Multiple Detail

This view allows you to manipulate several detail records at once for multiple employees.

Payroll Identification

Run	Warrant	Batch	Start	End
1 - BI WEEKLY	231109	1	10/20/2023	11/02/2023

Multi Detail Details

From	To	Employee	Employee Name	Job Class	Job Class Descriptio	Position	Position Description	Pay	Pay Description	Quantity	UOM
10/23/2023	10/23/2023			4920	HRANLYSTII		HUMAN RESOUR 101		REG EARN	9.000	H
10/24/2023	10/24/2023			4920	HRANLYSTII		HUMAN RESOUR 101		REG EARN	9.000	H
10/25/2023	10/25/2023			4920	HRANLYSTII		HUMAN RESOUR 101		REG EARN	9.000	H
10/26/2023	10/26/2023			4920	HRANLYSTII		HUMAN RESOUR 101		REG EARN	9.000	H
10/27/2023	10/27/2023			4920	HRANLYSTII		HUMAN RESOUR 101		REG EARN	8.000	H
10/30/2023	10/30/2023			4920	HRANLYSTII		HUMAN RESOUR 101		REG EARN	9.000	H
10/31/2023	10/31/2023			4920	HRANLYSTII		HUMAN RESOUR 101		REG EARN	9.000	H
11/01/2023	11/01/2023			4920	HRANLYSTII		HUMAN RESOUR 101		REG EARN	9.000	H
11/02/2023	11/02/2023			4920	HRANLYSTII		HUMAN RESOUR 101		REG EARN	9.000	H
10/30/2023	10/30/2023			4955	HR MGR		HUMAN RESOUR 101		REG EARN	9.000	H

### Multiple Employees

This view shows you a single day list of all employees in your batch.

Multi Detail

From \* 10/23/2023 To \* 10/23/2023

Employee *	100 REGEAR	101 REGSAL	300 SICKHR	301 SS	Total
...	0.000	9.000	0.000	0.000	9.000
...	0.000	9.000	0.000	0.000	9.000
...	9.000	0.000	0.000	0.000	9.000
...	0.000	9.000	0.000	0.000	9.000
...	6.500	0.000	2.500	0.000	9.000
...	0.000	9.000	0.000	0.000	9.000
...	9.000	0.000	0.000	0.000	9.000
...	0.000	0.000	0.000	9.000	9.000
...	0.000	9.000	0.000	0.000	9.000
...	0.000	9.000	0.000	0.000	9.000
Totals	33.500	54.000	2.500	9.000	99.000

This view can be useful when first importing time to get hour totals for the entire time entry group at once. Select **S Summary** and export to whatever format you like, and it will show you a report like the following:



**TIME ENTRY MULTIPLE EMPLOYEES SUMMARY**

RUN: 1 WARRANT: 230831 PAYROLL START: 08/11/2023 PAYROLL END: 08/24/2023

EMPLOYEE	100 REGEAR	101 REGSAL	310 PLHRLY			TOTAL
	0.000	68.000	0.000	0.000	0.000	80.000
	0.000	58.000	0.000	0.000	0.000	80.000
	65.000	0.000	1.000	0.000	0.000	80.500
	0.000	80.000	0.000	0.000	0.000	80.000
	80.000	0.000	0.000	0.000	0.000	80.000
	0.000	80.000	0.000	0.000	0.000	80.000
	80.000	0.000	0.000	0.000	0.000	80.000
	0.000	74.300	0.000	0.000	0.000	80.000
	0.000	75.000	0.000	0.000	0.000	80.000
	0.000	80.000	0.000	0.000	0.000	80.000
	71.500	0.000	3.000	0.000	0.000	80.000
<b>TOTALS</b>	<b>296.500</b>	<b>515.300</b>	<b>4.000</b>	<b>0.000</b>	<b>0.000</b>	<b>880.500</b>

\*\* END OF REPORT -

\*\*

**Daily Grid**

Useful if you want to see a summary of the hours per week for a single employee, instead of in a list like the detail view. The totals at the bottom of the view make it easy to see if someone is over/under 80 hours. You make edits to time in this view *without* having to go into each single record. If, however, you

would still like to see the individual records, you can select D **Edit Details** on any employee to switch to detail view.

Payroll Identification

Run: 1 - BI WEEKLY    Warrant: 230831    Batch: 4    Start: 08/11/2023    End: 08/24/2023

Daily Detail

Employee \*    SSN \*    Last Name    First Name    MI    Supervisor

← Week 1 of 2 →

Job	Job Description	Position	Position Description	Pay	Pay Description	Org	Object	Project	FRI 08/11	SAT 08/12	SUN 08/13	MON 08/14
4905	HUMAN RESOUR	000001251	HUMAN RESOUR 101	REGULAR EARNII	10115100	8101			8.000	0.000	0.000	9.000
4905	HUMAN RESOUR	000001251	HUMAN RESOUR 306	VACATION PAY	10115100	8105			0.000	0.000	0.000	0.000
4905	HUMAN RESOUR	000001251	HUMAN RESOUR 311	PERSONAL LEAV	10115100	8105			0.000	0.000	0.000	0.000

FRI 08/11    SAT 08/12    SUN 08/13    MON 08/14    TUE 08/15    WED 08/16    THU 08/17

8.000    .000    .000    9.000    9.000    9.000    9.000

Week 1 Sub-Total: 44.000  
 Pay Type Total: 68.000  
 Pay Period Total: 80.000

**Detail**

Useful if you are drilling down into a particular time entry record for an employee to troubleshoot issues, view notes, and other miscellaneous information.

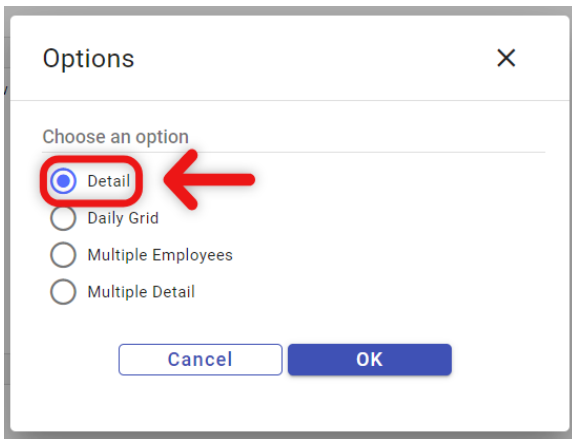
Record Number	From Date	To Date	Absence	Emp #	Employee	Super #	Supervisor	Activity	Job	Position	Pay	Quantity	UOM
1	08/11/2023	08/11/2023	N						4905	000001251	101	8.000	H
2	08/14/2023	08/14/2023	N						4905	000001251	101	9.000	H
3	08/15/2023	08/15/2023	N						4905	000001251	101	7.000	H
4	08/17/2023	08/17/2023	N						4905	000001251	101	8.000	H
5	08/21/2023	08/21/2023	N						4905	000001251	101	9.000	H
6	08/22/2023	08/22/2023	N						4905	000001251	101	9.000	H
7	08/23/2023	08/23/2023	N						4905	000001251	101	9.000	H
8	08/24/2023	08/24/2023	N						4905	000001251	101	9.000	H
9	08/15/2023	08/15/2023	Y						4905	000001251	306	2.000	H
10	08/17/2023	08/17/2023	Y						4905	000001251	306	1.000	H
11	08/16/2023	08/16/2023	Y						4905	000001251	311	9.000	H

## Appendix 2.1: Strategies for Processing Time

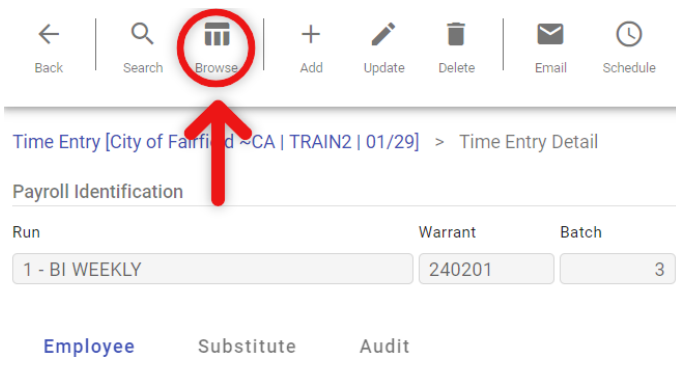
### Exporting to Excel

When processing time for larger employee groups, you may find that exporting to Excel gives you greater flexibility in how you process time, particularly in summarizing individual time records into a simple and comprehensible summary for the pay period.

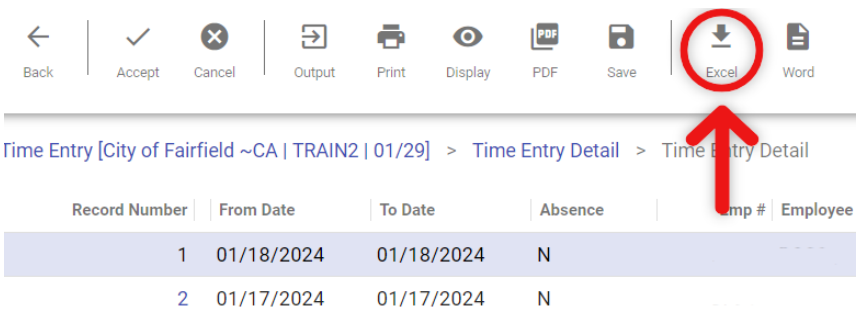
In *Time Entry*, 🔍 *Search* to locate your batch. Click **R** *Resume* and choose the “Detail” view when prompted and click OK.



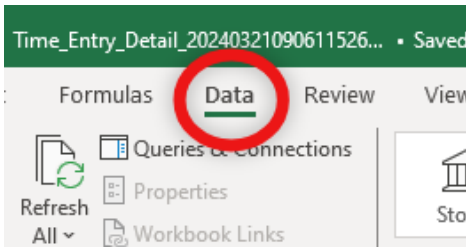
From *Time Entry Detail*, click  *Browse*.



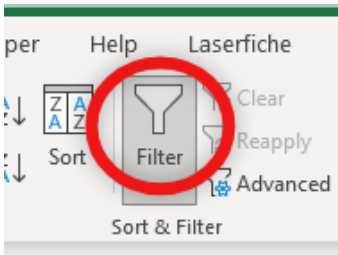
Then, click  *Excel*.



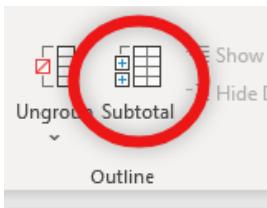
Open the downloaded file in *Microsoft Excel*. Click the *Data* tab in the top ribbon menu.



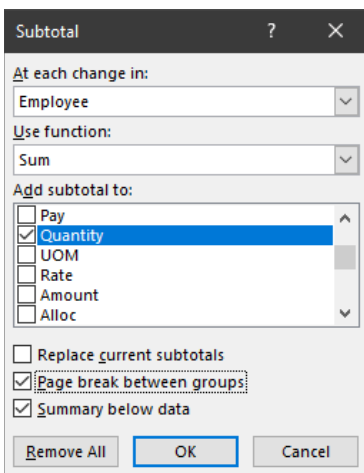
In the Sort & Filter section, click **Filter**.



In the Outline section, click **Subtotal**.



When the pop-up window appears use the settings pictured below:



Page numbers will appear in the top-left corner of the spreadsheet. Each page corresponds to a separate data summary:

1	Record Numb	From Dat	To Date	Absence	Em
2		01/18/2024	01/18/2024	N	
3		01/17/2024	01/17/2024	N	
4		01/16/2024	01/16/2024	N	
5		01/22/2024	01/22/2024	N	
6		01/22/2024	01/22/2024	N	
7		01/24/2024	01/24/2024	N	
8		01/24/2024	01/24/2024	N	

Viewing page 2 will give you a summary of the employee’s total time in a simple list:

Employee	Super #	Supervisor	Activity	Job	Position	Pay	Quantit	UC
Total							80.000	
Total							80.000	
Total							80.000	
Total							80.000	
Total							80.000	
Total							80.000	
Total							80.000	
Total							80.000	
Total							80.000	
Total							80.000	
Total							80.000	
Total							80.000	
Grand Total							960.000	

### Appendix 3: Example Time Adjustment Scenarios

#### Scenario 1: Prior Period Adjustments

In **Time Entry Detail**, **Search** for the specific date(s) the employee is requesting a change for. You should populate the “From” and “To” date fields along with the employee number to limit the records you want to see. You should then see the record(s) the employee would like to change.

For this example, we are processing an adjustment for an employee that had already entered and approved their regular worked hours but left an hour early on 08/09/2023 because they were sick.

To correct this, you would:

- Find the prior period adjustment record for 08/09/2023. As you can see below, this employee is requesting to use 1 hour of sick leave.



Employee      Substitute      Audit

From \*      To \*      Absence \*

08/09/2023      08/09/2023      Y - YES

Employee \*      SSN \*      Last Name      First Name      MI      Supervisor

Department      Activity      Job Class \*      Position \*      Pay \*      Quantity      Rate      Allocation      Project Account      Org/Obj/Proj

300      SICK HOURLY      1.000      HOURLY      37.1410      Amount      37.14      0

LEAVE TIME

Location \*      Reason      Notes      Work Order      Reference

SICK

- + **Add** a record for the same date to subtract the hour(s) that were not regular earnings. You can see that we now have a -1 hour regular earning record to offset the time.

If you search for that specific date now, you should now see two entries. The adjustment is now complete.

### Scenario 2: Adjustments for the Current Pay Period

In **Time Entry Detail**, **Search** for the specific date(s) the employee is requesting a change for. You should populate the "From" and "To" date fields along with the employee number to limit the records you want to see. You should then see the record(s) the employee would like to change.

For this example, we are processing an adjustment for time that was already entered and approved for the current pay period but **has not been processed yet**. This employee submitted their time earlier in the week and had it approved but unexpectedly had to use personal leave on 08/23.

To correct this, you would:

- Find the time entry record for 08/23/2023. As you can see below, this employee had originally entered 10 regular earning hours.



Employee      Substitute      Audit

From \*      To \*      Absence \*

08/23/2023      08/23/2023      N - NO

Employee \*      SSN \*      Last Name      First Name      MI      Supervisor

Department      Activity      Job Class \*      Position \*      Pay \*      Quantity      Rate      Allocation

101      REGULAR EARNING EXEMPT      10.000      HOURLY      54.8826      Amount      548.83      0

- Select **Update**.
  - Change the “Absence” field to “Y – YES” or you will receive an error stating “Pay code XXX is invalid for a non-absence record.”
  - Change the pay code to whichever bank the employee wants to use.
  - Add a note describing the reason for the change. A few examples:
    - “Per approval leave slip dated XX/XX/XXXX”
    - “Per employee e-mail dated XX/XX/XXXX”
      - It is recommended you leave a note as the timekeeper, as Munis keeps an audit trail that indicates the timekeeper made a change to the employee’s entered time.
  - Click **Accept**.

The adjustment is now complete.