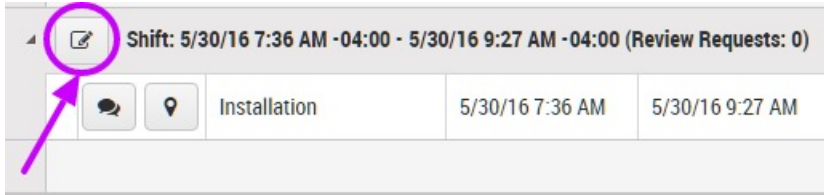


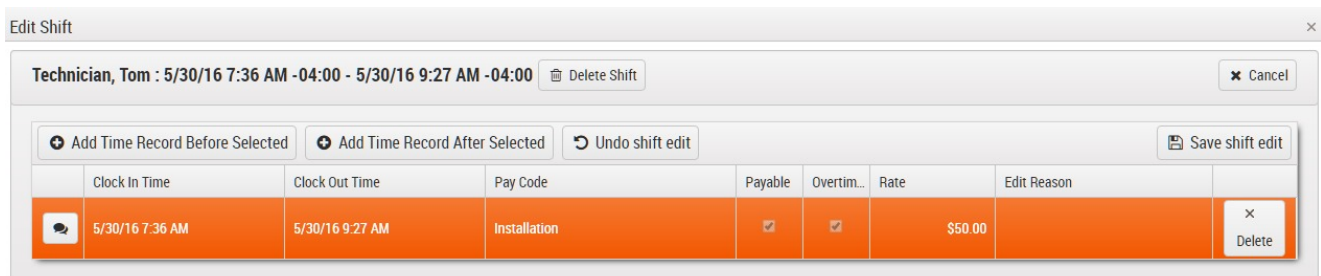
Edit Shift

Last Modified on 11/07/2016 1:05 pm EST

If a User has been given permission to edit their shift. An edit box will be to the left of the shift.



The following dialog box appears:

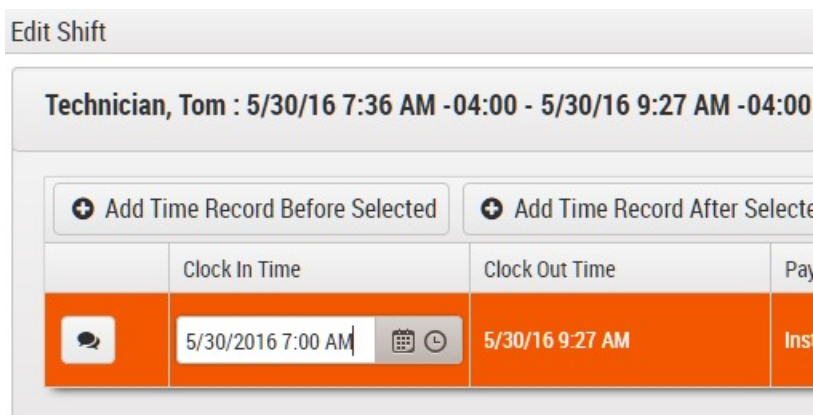


Actions that may be performed:

Note: All of the following actions, except Delete require that a Edit Reason be inputted.

Edit Existing Information

To change something in the Shift click on the individual item for an editable box and enter the correct information.



Delete Shift

Removes the shift completely.

Add Time Record Before Selected Shift

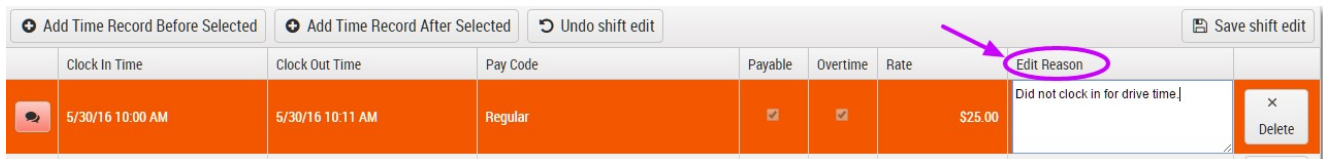
Provides the ability to add a Task before the highlighted Shift.

Add Time Record After Selected Shift

Provides the ability to add a Task after the highlighted Shift.

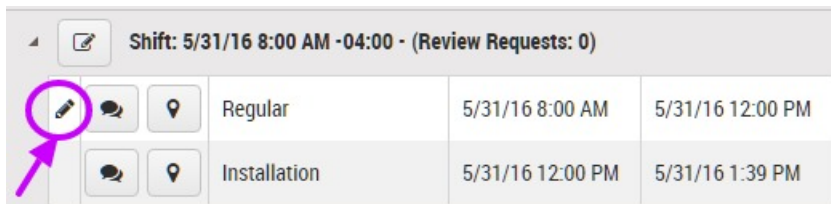
Edit Reason

All of the actions above need to have a Reason. Click on Edit Reason to enter the comment. When complete select Save shift edit.



	Clock In Time	Clock Out Time	Pay Code	Payable	Overtime	Rate	Edit Reason	
	5/30/16 10:00 AM	5/30/16 10:11 AM	Regular	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$25.00	Did not clock in for drive time	<input type="button" value="x Delete"/>

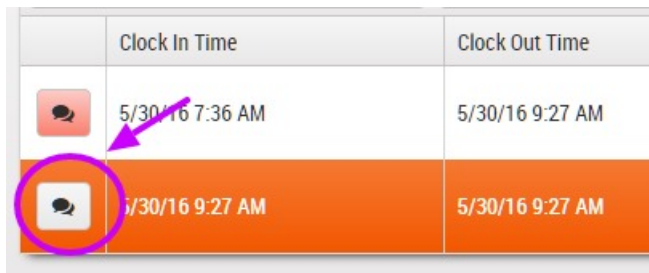
An Edit button will show to the left of the Shift to denote that it has been edited.



Shift: 5/31/16 8:00 AM -04:00 - (Review Requests: 0)					
			Regular	5/31/16 8:00 AM	5/31/16 12:00 PM
			Installation	5/31/16 12:00 PM	5/31/16 1:39 PM

Comments

If you would like to send your Manager a change vs. entering it yourself use the Comment button.



	Clock In Time	Clock Out Time
	5/30/16 7:36 AM	5/30/16 9:27 AM
	5/30/16 9:27 AM	5/30/16 9:27 AM

Select the Request Manager Review if you would like an email to go to your Manager.

Time Comments

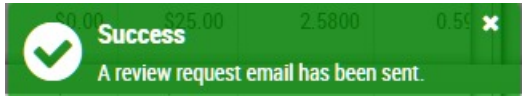
Add Time Clocking Comment Save

Comment

Forgot to clock in. Moved clock in time to 7:00 AM.

Request Manager Review

When the Comment is saved a notification will appear in the upper right hand corner if the Request Manager Review checkbox was selected saying that a review request email has been sent.



The following changes will be also made:

Coloring

The Comment button will have a red background for any Shift that has a comment. Keep drilling down on the red headings until you see the red comment button.

Pay Code Summary Employee Pay Slip Employee TimeSheet ₃

Review Request Has Clocking Comments Employee Approved No Employee Approval

Search Employees

	Pay Code	Clock In Time	Clock Out Time	Regular Pay
<input checked="" type="checkbox"/> Employee: Technician, Tom (Review Requests: 3)				
<input checked="" type="checkbox"/> Work Week: 5/29/2016 - 6/04/2016 (Review Requests: 3)				
<input type="checkbox"/> Shift: 5/31/16 8:00 AM -04:00 - (Review Requests: 0)				\$241.0
<input checked="" type="checkbox"/> Shift: 5/30/16 10:00 AM -04:00 - 5/30/16 11:20 AM -04:00 (Review Requests: 2)				
<input type="checkbox"/> Regular		5/30/16 10:00 AM	5/30/16 10:11 AM	\$4.5
<input checked="" type="checkbox"/> Installation		5/30/16 10:11 AM	5/30/16 10:53 AM	\$35.0

Numeric indicator

There will be a number in the bottom right of the Employee Timesheet tab indicating how many reviews are out to your Manager for the Pay Period.

Home Screen

An icon at the top of the Home screen will show how many review requests are awaiting approval.

