| Time and Attendance  | AiM User Guide   |      | _  |
|--|--|------|--|
| Timecard Adjustment<br>Once a timecard has been approv   | ved it can no longer be directly edited. Instead, a <b>Timecard Adjustment</b> m   | ust  |  |
| be used to change the timecard.  |  |      | Commented [CP1]: Need screen shot for line hyperlink to adjust existing line |
| 1. From the menu, under <b>Tir</b>   | ne and Attendance, select Timecard Adjustment.<br>Time and Attendance<br>Q + Timecard<br>Rapid Timecard Entry<br>Timecard Approval<br>Q + Timecard Adjustment  |      | Commented [CP2]: add comments to the new line AFTER it was created.          |
| 2. Click New start an ad   | djustment.   |      |  |
| a. Alternatively, you  | can click $+$ from the menu.   |      |  |
| AiM Timecard Transaction Search  | • •  |      |  |
| Action     Prevente     Action     Prevente     Action     Prevente     Shop     Profile     Prevente     Prevente | Sof       Operator         •       • | rou  |  |
| out by finding the existing  | ; timecard that needs to be adjusted. Thus, you start with a query screen.<br>d to find the timecard you need to adjust and click secure   |      |  |
| Revised: June 1, 2023  | AssetWORKS Proprietary and Confidential   Pa   | ge 1 |  |

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| ecard - Eligible Tra   | ansactions  |  | _   |  | _   |  | _  |  | DALLACE  | 0  | 6   |
| Search   |   |  |   | l N  |   |  |  |  |  | 5 · · · · ·  |   |
| a.   |   | 1003   | AJWALTON  | WALTON                                       | RE <u>HISU</u><br>AMAI  | NDA  |  |  | Feb 28, 2022   | Mar 1, 202   | 2   |
|  |   | 1004   | AHANNAY2  | HANNAY                                       | ANNA  | AMARIE   |  |  | Feb 28, 2022   | 4:01 PM<br>Mar 1, 202  | 2   |
|  |   | 1005   | AJACKS83  | JACKSON                                      | I ALEX  | ANDER  |  |  | Feb 28, 2022   | 4:01 PM<br>Mar 1, 202  | 2   |
|  |   | 1008   | ACLINE21  | CLINE  | ADAN  | и  |  |  | Feb 28, 2022   | 4:01 PM<br>Mar 1, 202  | 2   |
|  |   | 1009   | ABRYANT   | BRYANT                                       | ARTH  | IUR  |  |  | Feb 28, 2022   | 4:01 PM<br>Mar 1, 202  | 2   |
|  |   | 1010   | ABROW 101   | BROWN  | ADAN  | и  |  |  | Feb 28, 2022   | 4:01 PM  | 2   |
|  |   | 1011   | APPOW109  | PROWN  | AAPC  | N  |  |  | Eeb 28, 2022   | 4:01 PM  | ,   |
|  |   |  |   |  |   |  |  |  |  | 4:01 PM  |   |
| Click on th  | e Trans   | action   | hyperlink   | of the t                                     | imecard you   | need to adjust.  |  |  |  |  |   |
| ecard Adjustment   | t   | _  |   | _  |   |  | _  | _  | DALLACE 0  | 0  | 0   |
| Cancel   | _   |  |   |  |   |  | _  | -  |  |  | -   |
|  | 1003  |  |   |  | Created By DAL<br>Last Edited by DALLA  | LACE UNGER On 3/1/22 4:01 PM<br>CE UNGER On 3/14/22 10:21 AM   | Status                                   |  | Posted   |  |   |
| ments  |   |  |   |  |   |  |  |  |  |  |   |
|  |   |  |   |  |   |  |  |  |  |  |   |
|  | Shop Person   | AJWALTON   |   |  | Work Hours  | 8.00   | Origina                                  | al Cost  |  |  | \$226.00  |
|  |   | AMANDA WA  | ALTON   |  | Leave Hours   | 0.00   | Adjuste                                  | ed Cost  |  |  | \$0.00  |
|  | Work Date   | Feb 28, 202  | 2   |  | Total Hours   | 8.00   | Total C                                  | ost  |  |  | \$226.00  |
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|  |   |  |   |  |   |  |  |  |  |  |   |
|  | Line Item   | S  | Labor Clore D   | reciption                                    |   | Work Corder D  | base                                     | Lexus Code   | Rem  | ove  | Add   |
|  | Line Item   | S<br>Ie Type L<br>GULAR E  | Labor Class D<br>EMPLOYEE   | escription                                   |   | Work Order P<br>220301-001038 0  | hase<br>1 <u>01</u>                      | Leave Code   | Rem<br>Hours<br>8.00   | ove<br>Line Total Ac<br>\$226.00   | Add<br>Ij Line  |
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| adjust a                                     | w all the line<br>ove is one yound | Work Order     P       220301-00133     C       ess on the timecation add before you       by DALLACE UNGER On 3/14/22 10:   | hase<br>101<br>ard so<br>bu sa<br>21 AM  | Leave Code<br>elected.<br>ve the a<br>Status<br>Hours<br>Adjust Hours<br>Line Total<br>Work Hours<br>Leave Hours | Rem<br>Hous<br>3:00<br>You can<br>DUU col<br>DUU col<br>Posted | ove  | Add<br>§ Line<br>nove<br>©•<br>\$225.00<br>8.00<br>0.00 |

|   | 2  |  |   |  |               | AiM User Guide                                 |
|---|--|--|---|--|---------------|--|
| b.<br>c.<br>d.  | You can<br>Enter the<br>Click:   | enter a description<br>e <b>Adjust Hours</b> usin<br>Done  | explain why the ad<br>g a negative numbe  | justment was m<br>er to reduce the   | ade.<br>time. |  |
| 8. To add   | a new line   | e to the timecard, c   | lick Add  |  |               |  |
| Timecard Adjustn  | nent Line Item<br>Cancel   |  | _   | _  | _             | • • • • • •                                    |
| a Description   | 2  |  | Last Edited by DAL  | LACE UNGER On 6/14/22 5:22 PM  | Status Poste  | d  |
| card Adjustment History   | 1  |  |   |  |               |  |
|   | Shop Person  | AWALTON  | Time Type   | Q  | Hours         |  |
|   |  | AMANDA WALTON  | Labor Class   | Q  |               |  |
|   | Work Date  | Feb 28, 2022   | Labor Rate  | 50.00  | Line Total    | S0.  |
|   | Work Order   | Q  | Leave Code  | Q  | Work Hours    | 8.   |
|   | Phase  | Q  |   |  | Leave Hours   | 0.1  |
|   | Action Taken   | ٩  |   |  | Total Hours   | 8.1  |
| 9. This all<br>a.   | ows you t<br>Enter eit<br><b>Taken</b> is  | o enter a new line t<br>her the <b>Work Orde</b><br>option.  | to the timecard.<br>Fer and <b>Phase</b> or the   | Leave Code.  | One of these  | is required.                                   |
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| <ul> <li>9. This all</li> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>10. When y</li> </ul>   | ows you t<br>Enter eit<br><b>Taken</b> is<br>Enter the<br>The Time<br>Click  | o enter a new line t<br>ther the <b>Work Orde</b><br>option.<br>e <b>Hours</b> .<br>e Type and Labor Cla<br><sup>Done</sup> if you have n<br>he timecard.<br>made all the adjustr  | o the timecard.<br>Fr and Phase or the<br>ass can be changed<br>o other new lines t<br>ment necessary, clic   | if needed.<br>o add, or Ad   | Dne of these  | is required.<br>need to add a                  |
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Revised: June 1, 2023

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