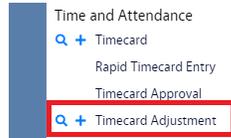


Timecard Adjustment

Once a timecard has been approved it can no longer be directly edited. Instead, a **Timecard Adjustment** must be used to change the timecard.

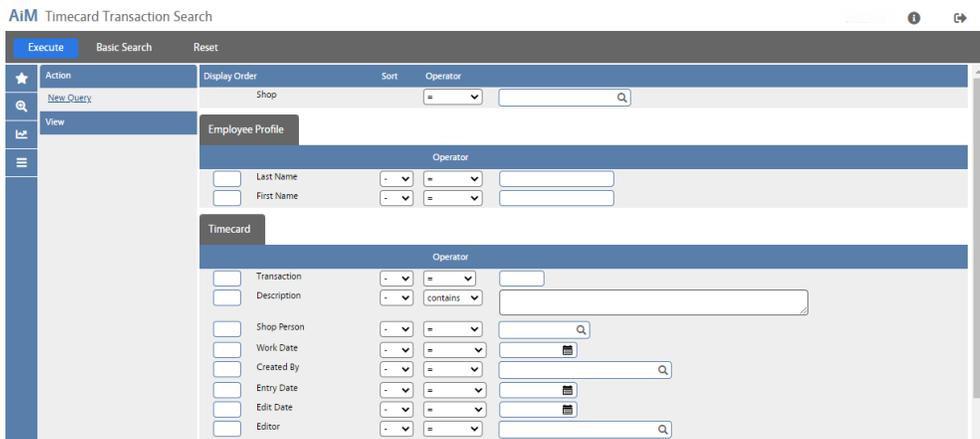
Commented [CP1]: Need screen shot for line hyperlink to adjust existing line

- From the menu, under **Time and Attendance**, select **Timecard Adjustment**.



Commented [CP2]: add comments to the new line AFTER it was created.

- Click **New** start an adjustment.
 - Alternatively, you can click **+** from the menu.



- Since a **Timecard Adjustment** is updating data on a different record, add a new adjustment will start you out by finding the existing timecard that needs to be adjusted. Thus, you start with a query screen.
- Enter the criteria you need to find the timecard you need to adjust and click **Execute**

AiM Timecard - Eligible Transactions

Action	Transaction #	Shop Person	Last Name	First Name	Work Date	Entry Date
Export	1003	AJWALTON	WALTON	AMANDA	Feb 28, 2022	Mar 1, 2022 4:01 PM
View	1004	AHANNAY2	HANNAY	ANNAMARIE	Feb 28, 2022	Mar 1, 2022 4:01 PM
	1005	AJACKS83	JACKSON	ALEXANDER	Feb 28, 2022	Mar 1, 2022 4:01 PM
	1008	ACLIN21	CLINE	ADAM	Feb 28, 2022	Mar 1, 2022 4:01 PM
	1009	ABRYANT	BRYANT	ARTHUR	Feb 28, 2022	Mar 1, 2022 4:01 PM
	1010	ABROW101	BROWN	ADAM	Feb 28, 2022	Mar 1, 2022 4:01 PM
	1011	ABROW109	BROWN	AARON	Feb 28, 2022	Mar 1, 2022 4:01 PM

5. Click on the **Transaction** hyperlink of the timecard you need to adjust.

AiM Timecard Adjustment

Created By DALLACE UNGER On 3/1/22 4:01 PM
Last Edited By DALLACE UNGER On 3/14/22 10:21 AM

Status: Posted

Shop Person	AJWALTON	Work Hours	8.00	Original Cost	\$226.00
	AMANDA WALTON	Leave Hours	0.00	Adjusted Cost	\$0.00
Work Date	Feb 28, 2022	Total Hours	8.00	Total Cost	\$226.00

Line Items

Line	Time Type	Labor Class	Description	Work Order	Phase	Leave Code	Hours	Line Total	Adj Line
1	REGULAR	EMPLOYEE		220301-001038	001		8.00	\$226.00	

6. The **Timecard Adjustment** will initially show all the lines on the timecard selected. You cannot remove the original line, the only line you can remove is one you add before you save the adjustment.

7. You can do any of the following:
- a. Click the **Line** hyperlink to adjust an existing line.

AiM Timecard Adjustment Line Item

Last Edited By DALLACE UNGER On 3/14/22 10:21 AM

Status: Posted

Shop Person	AJWALTON	Time Type	REGULAR	Hours	8.00
	AMANDA WALTON		REGULAR	Adjust Hours	<input type="text"/>
Work Date	Feb 28, 2022	Labor Class	EMPLOYEE	Line Total	\$226.00
			EMPLOYEE		
Work Order	220301-001038	Labor Rate	\$28.25	Work Hours	8.00
	DALLACE	Leave Code		Leave Hours	0.00
Phase	001			Total Hours	8.00
	DALLACE				

- b. You can enter a description explain why the adjustment was made.
- c. Enter the **Adjust Hours** using a negative number to reduce the time.
- d. Click:

8. To add a new line to the timecard, click

AiM Timecard Adjustment Line Item

Done Add Cancel

View 2 Last Edited by DALLACE UNGER On 6/14/22 5:22 PM Status Posted

Extra Description
Timecard Adjustment History

Shop Person [AMWALTON](#) Time Type Labor Class Hours

AMANDA WALTON

Work Date Feb 28, 2022 Labor Rate \$0.00 Line Total \$0.00

Work Order Leave Code Work Hours 8.00

Phase Leave Hours 0.00

Action Taken Total Hours 8.00

9. This allows you to enter a new line to the timecard.
 - a. Enter either the **Work Order** and **Phase** or the **Leave Code**. One of these is required. **Action Taken** is option.
 - b. Enter the **Hours**.
 - c. The **Time Type** and **Labor Class** can be changed if needed.
 - d. Click if you have no other new lines to add, or if you need to add another line to the timecard.

10. When you have made all the adjustment necessary, click

Note: Once an adjustment is saved it cannot be edited. To make any more changes to the timecard you must create a new timecard adjustment.