CASE WESTERN RESERVE
UNIVERSITY EST. 1826

Time and Labor Adjustments

✸ **PLEASE NOTE: ADJUSTMENTS CAN NOT BE MADE IN THE HCM SYSTEM FOR TIME PRIOR TO JANUARY 2005. IF ADJUSTMENTS NEED TO BE MADE FOR TIME PRIOR TO JANUARY 2005, CONTACT THE PAYROLL DEPARTMENT.**

URL: www.case.edu/erp/hcm

1. From the left-hand navigation menu, select **Manager Self Service**.

2. Select **Case Time Reporting**.

3. Select **Time and Labor Adjustments**.

The Time and Labor search page appears.

Time Labor Adjustments
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Pay Period End Date: =
EmplID: begins with
Empl Rcd Nbr: =
Name: begins with
☐ Case Sensitive

Search   Clear   Basic Search   💾 Save Search Criteria

4. Enter the **EmplID** or **Name** of the employee.

5. Click Search .

A list of pay period dates will appear.

6. Select the pay period that needs to be adjusted.

The Time Data Adjustments screen will appear.

7. Enter the **date** of the entry that needs to be changed.

8. Enter the **TRC** that was originally reported.

9. Enter the **hours** that were originally entered as a negative number.

Hours
-8.00

10. Click Add to add another row.

✸ The date will automatically populate based on the date in the first row.

11. Enter the appropriate TRC.

12. Enter the appropriate number of hours.

13. Click 💾 Save .

✸ For non-exempt employees: Depending on the TRC, you may need to enter a SpeedType.

✸ For non-exempt employees: No salary adjustments need to be made after completing this screen. The Time Data Adjustments screen corrects the distribution.

? Need Additional Help?
Please contact the Help Desk at 368-HELP.