

## HCM: Time and Labor Adjustments

*case.edu/hcm*

- From the left-hand navigation menu, select **Manager Self Service**.
- In the middle of the screen, 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: = [dropdown] [text box] [magnifying glass icon]

EmplID: begins with [dropdown] [text box]

Empl Rcd Nbr: = [dropdown] [text box]

Name: begins with [dropdown] [text box]

Case Sensitive

Search Clear Basic Search Save Search Criteria

- Enter the **EmplID** or **Name** of the employee.
- Click the **Search** button.
- A list of pay period dates will appear. Select the pay period that needs to be adjusted.
- The *Time Data Adjustments* screen will appear. Enter the date of the entry that needs to be changed in the **Date** field.

- Select the **TRC** code that was originally reported.
- Enter the **hours** that were originally entered as a negative number.

Hours
-8.00

- Click the **Add** button to add another row. The date will automatically populate based on the date in the first row.



Please note: The date and hours must be entered into the new row EXACTLY as they were in the original row.

- Enter the correct **TRC**.
- Enter the appropriate number of hours.
- Click the **Save** button.



Non-exempt employees may also need to enter a speedtype, depending on the original entry.