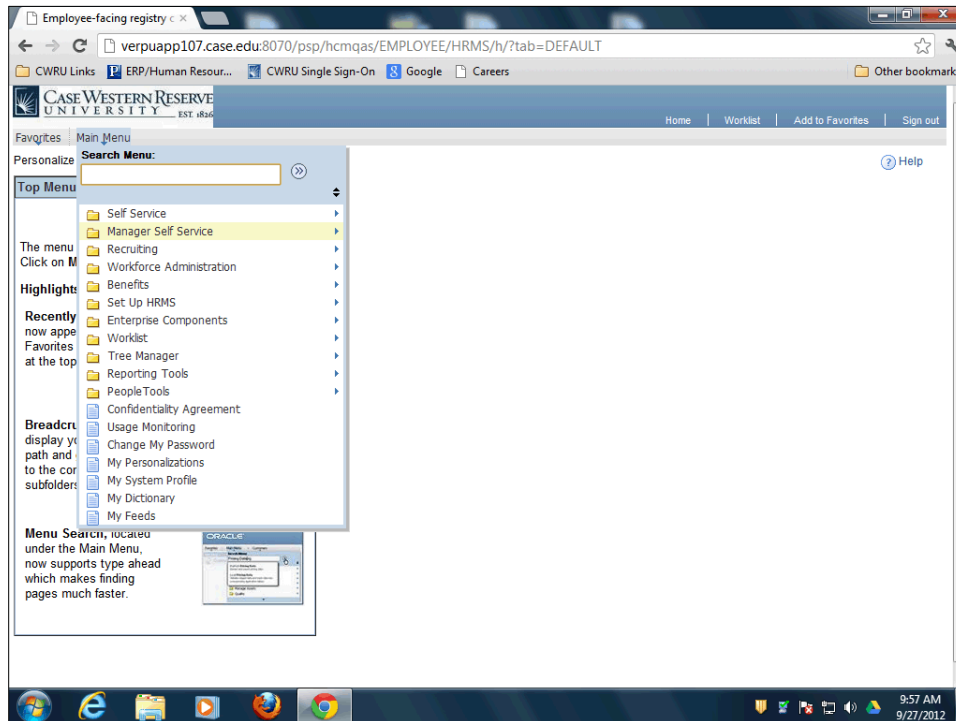


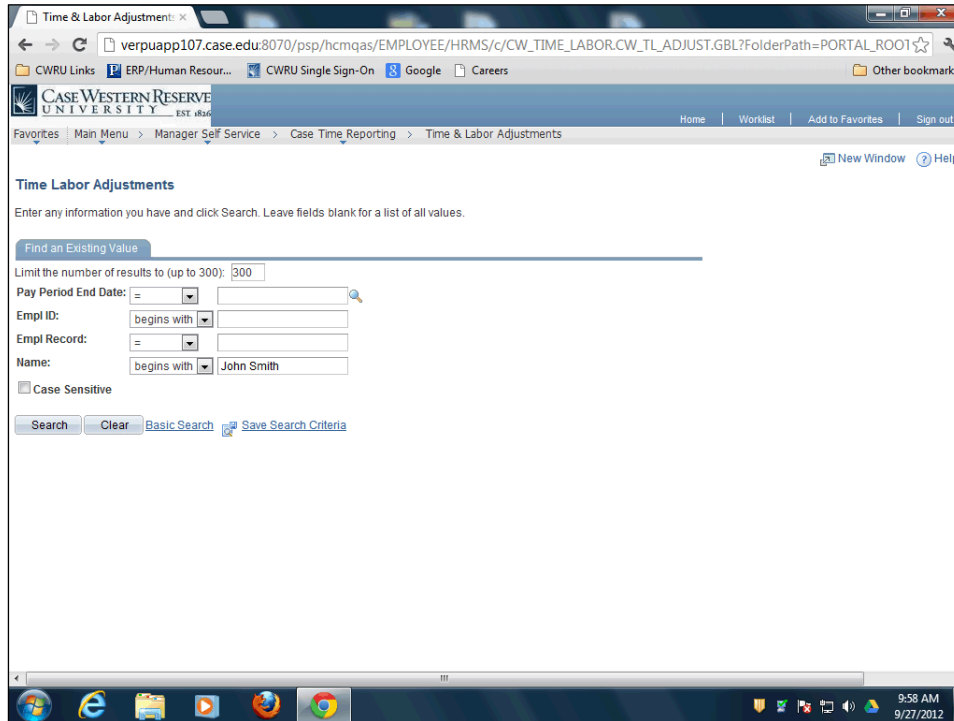
## Time & Labor Adjustments

### Procedure

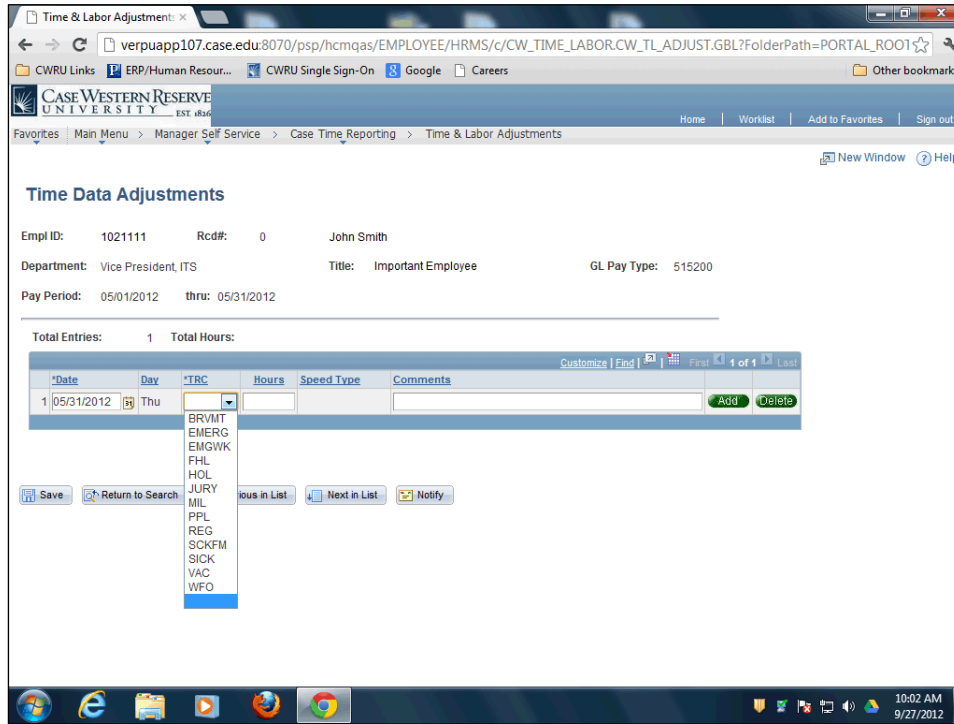
Managers can use the HCM system Time & Labor Adjustments function to re-allocate an employee's time to alternate Time Reporting Codes.





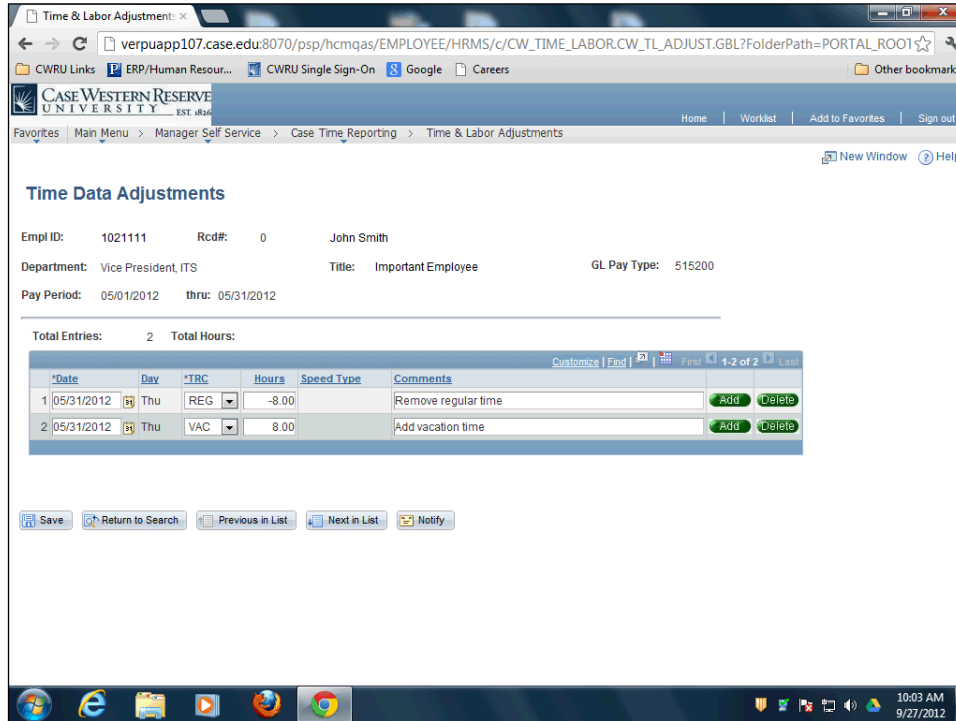
Step	Action
1.	From the HCM main menu, click the <b>Manager Self Service</b> link. 
2.	Click the <b>Case Time Reporting</b> link. 
3.	Click the <b>Time &amp; Labor Adjustments</b> link. 





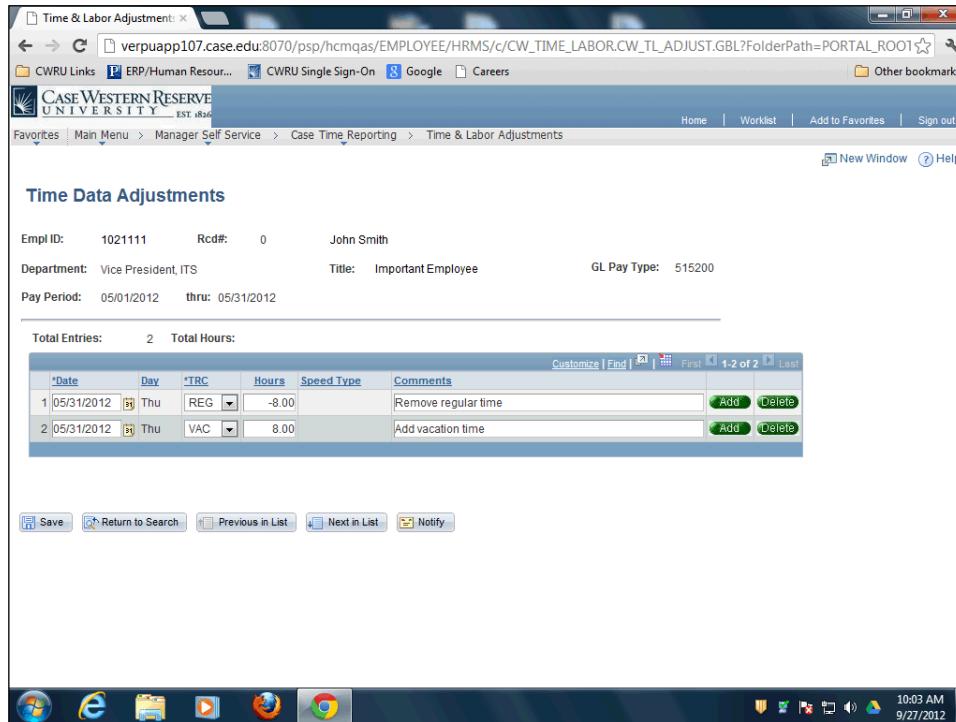
Step	Action
4.	The Time Labor Adjustments page appears. Enter either the <b>Empl ID</b> or the employee's <b>Name</b> (beginning with the first name).  <div style="border: 1px solid black; padding: 2px; display: inline-block;">Empl ID:</div>
5.	Click the <b>Search</b> button.  <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div>
6.	A list of <b>Pay Period Dates</b> for the employee will appear under the <b>Search Results</b> block. Select the pay period you need to adjust.  <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div>

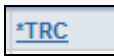
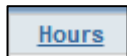
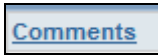
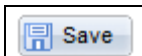


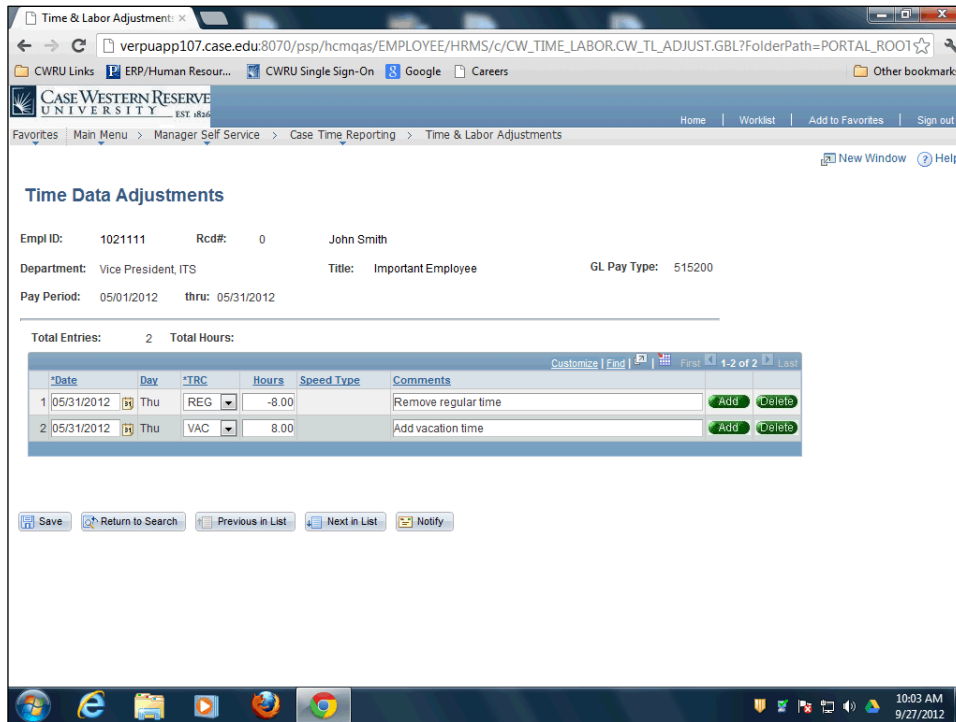
Step	Action
7.	The Time Data Adjustments page appears. The Pay Period Date that you selected will appear in the <b>Date</b> column. 
8.	Select the <b>Time Reporting Code (TRC)</b> that was originally reported from the drop down list. 




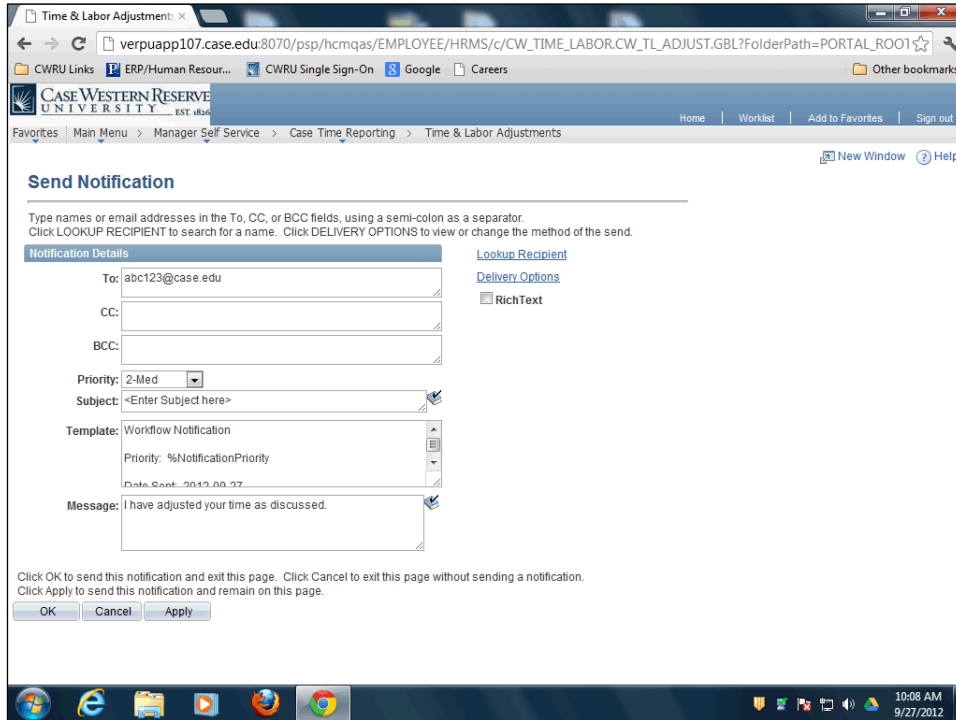
Step	Action
9.	Enter the <b>hours</b> that were originally reported as a negative number.  
10.	Click the <b>Add</b> button, to insert another row. The date will automatically populate.  



Step	Action
11.	Select the new <b>TRC</b> from the drop down list. 
12.	Enter the <b>Hours</b> you wish to assign to the new TRC as a positive number.  <b>Note:</b> The hour entries from the 1 <sup>st</sup> and 2 <sup>nd</sup> lines should total zero.
13.	Enter <b>Comments</b> to explain the line entries. 
14.	Click the <b>Save</b> button. 



Step	Action
15.	<p>You can click the <b>Notify</b> button to send the employee an email notification explaining the time adjustment.</p> 



Time & Labor Adjustment: x

verpuapp107.case.edu:8070/psp/hcmqas/EMPLOYEE/HRMS/c/CW\_TIME\_LABOR.CW\_TL\_ADJUST.GBL?FolderPath=PORTAL\_ROOT

CWRU Links ERP/Human Resour... CWRU Single Sign-On Google Careers Other bookmarks

CASE WESTERN RESERVE UNIVERSITY EST. 1826

Home Worklist Add to Favorites Sign out

Favorites Main Menu Manager Self Service Case Time Reporting Time & Labor Adjustments

New Window Help

### Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.  
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

**Notification Details**

To: abc123@case.edu

CC:

BCC:

Priority: 2-Med

Subject: <Enter Subject here>

Template: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2012.09.27

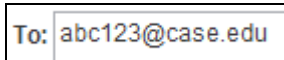

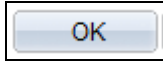
Message: I have adjusted your time as discussed.

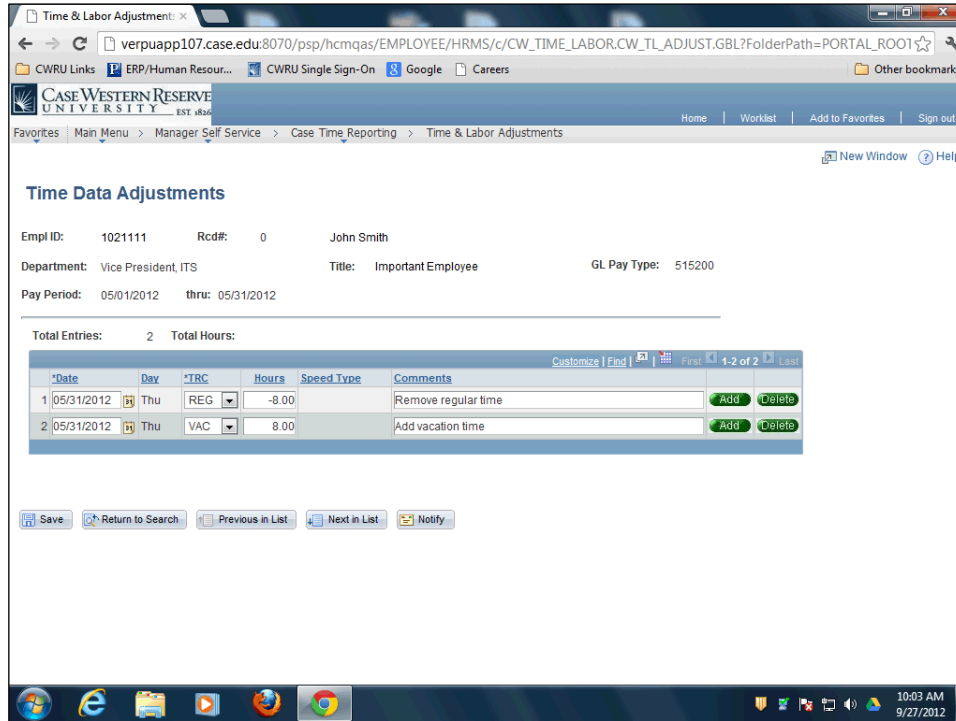
Lookup Recipient  
Delivery Options  
RichText

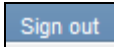
Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.  
Click Apply to send this notification and remain on this page.

OK Cancel Apply

10:08 AM 9/27/2012

Step	Action
16.	Enter the employee's email address in the <b>To</b> field. 
17.	Enter the details of the transaction into the <b>Message</b> field. 
18.	Click the <b>OK</b> button to send the message. 



Step	Action
19.	Please remember to click the <b>Sign out</b> link when your session is finished.  
20.	<b>End of Procedure.</b>