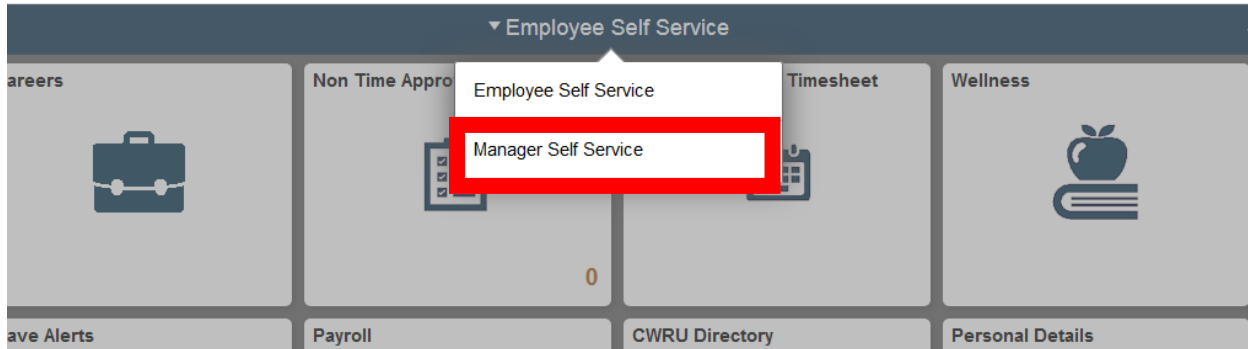


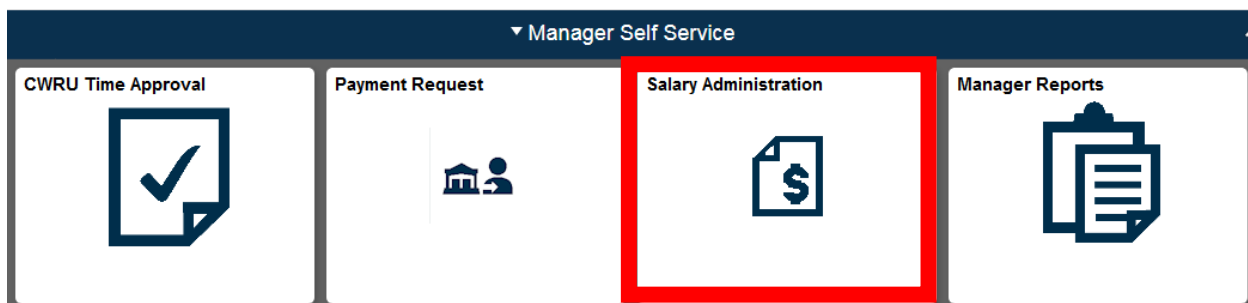
## Time & Labor Adjustments

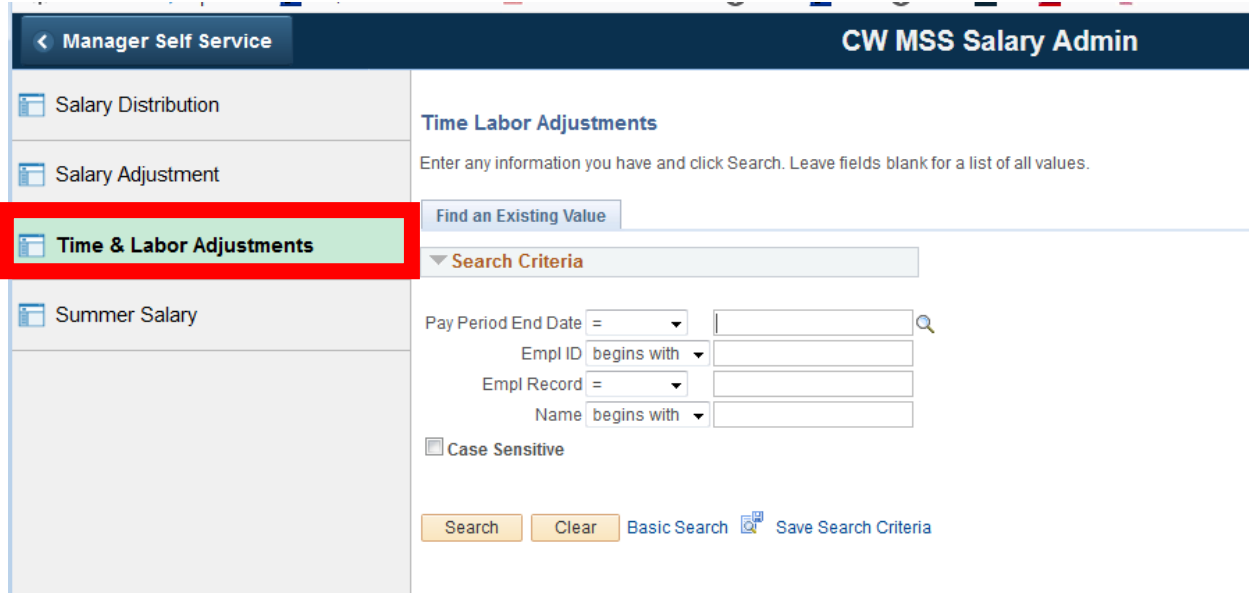
### Procedure

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.	Select the <b>Manager Self Service</b> Homepage
2.	Click the <b>Salary Administration</b> tile.





The screenshot shows the 'Manager Self Service' interface for 'CW MSS Salary Admin'. On the left sidebar, the 'Time & Labor Adjustments' menu item is highlighted with a red border. The main content area is titled 'Time Labor Adjustments' and includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section with the following fields:

- Pay Period End Date: = [dropdown] [input field]
- Empl ID: begins with [dropdown] [input field]
- Empl Record: = [dropdown] [input field]
- Name: begins with [dropdown] [input field]

There is also a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
3.	Select Time & Labor Adjustments from the menu.
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).
5.	Click the <b>Search</b> button.
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.

### Time Data Adjustments

Empl ID: 1021111    Rcd#: 0    John Smith  
 Department: Vice President, ITS    Title: Important Employee    GL Pay Type: 515200  
 Pay Period: 05/01/2012    thru: 05/31/2012

Total Entries: 1    Total Hours:

Date	Day	TRC	Hours	Speed Type	Comments
1 05/31/2012	Thu	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

[Save]    [Return to Search]    [Previous in List]    [Next in List]    [Notify]

- BRVMT
- EMERG
- EMGWK
- FHL
- HOL
- JURY
- MIL
- PPL
- REG
- SCKFM
- SICK
- VAC
- WFO

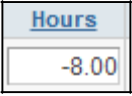

Step	Action
7.	The Time Data Adjustments page appears. The Pay Period Date that you selected will appear in the <b>Date</b> column.
8.	Select the <b>Time Reporting Code (TRC)</b> that was originally reported from the drop down list.

### Time Data Adjustments

Empl ID: 1021111 Rcd#: 0 John Smith  
 Department: Vice President, ITS Title: Important Employee GL Pay Type: 515200  
 Pay Period: 05/01/2012 thru: 05/31/2012

Total Entries: 2 Total Hours:

Date	Day	TBC	Hours	Speed Type	Comments	
1 05/31/2012	Thu	REG	-8.00		Remove regular time	<input type="button" value="Add"/> <input type="button" value="Delete"/>
2 05/31/2012	Thu	VAC	8.00		Add vacation time	<input type="button" value="Add"/> <input type="button" value="Delete"/>

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.  

### Time Data Adjustments

Empl ID: 1021111 Rcd#: 0 John Smith  
 Department: Vice President, ITS Title: Important Employee GL Pay Type: 515200  
 Pay Period: 05/01/2012 thru: 05/31/2012

Total Entries: 2 Total Hours:

Date	Day	TRC	Hours	Speed Type	Comments
1 05/31/2012	Thu	REG	-8.00		Remove regular time
2 05/31/2012	Thu	VAC	8.00		Add vacation time

Save Return to Search Previous in List Next in List Notify

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.

### Time Data Adjustments

Empl ID: 1021111    Rod#: 0    John Smith  
 Department: Vice President, ITS    Title: Important Employee    GL Pay Type: 515200  
 Pay Period: 05/01/2012    thru: 05/31/2012

Total Entries: 2    Total Hours:

Date	Day	TRC	Hours	Speed Type	Comments	Add	Delete
05/31/2012	Thu	REG	-8.00		Remove regular time	+	-
05/31/2012	Thu	VAC	8.00		Add vacation time	+	-

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

**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: 5/13/2020
Message:	I have adjusted your time as discussed.

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

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.