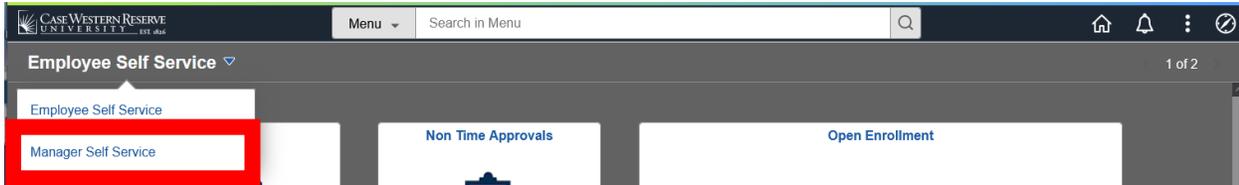


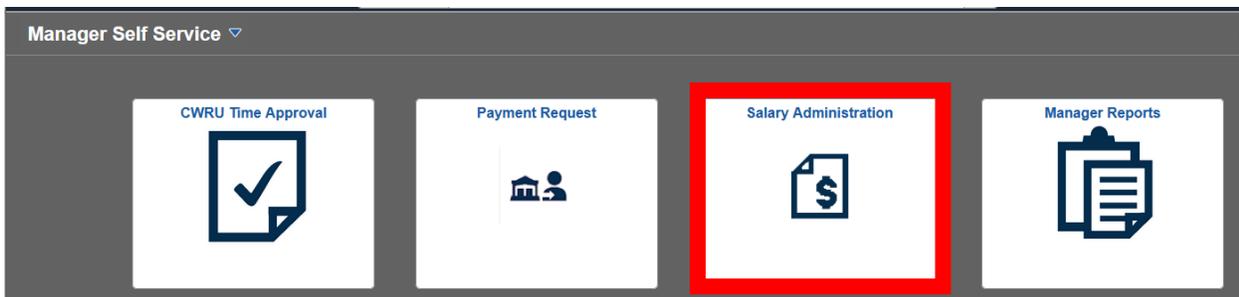
Time & Labor Adjustments

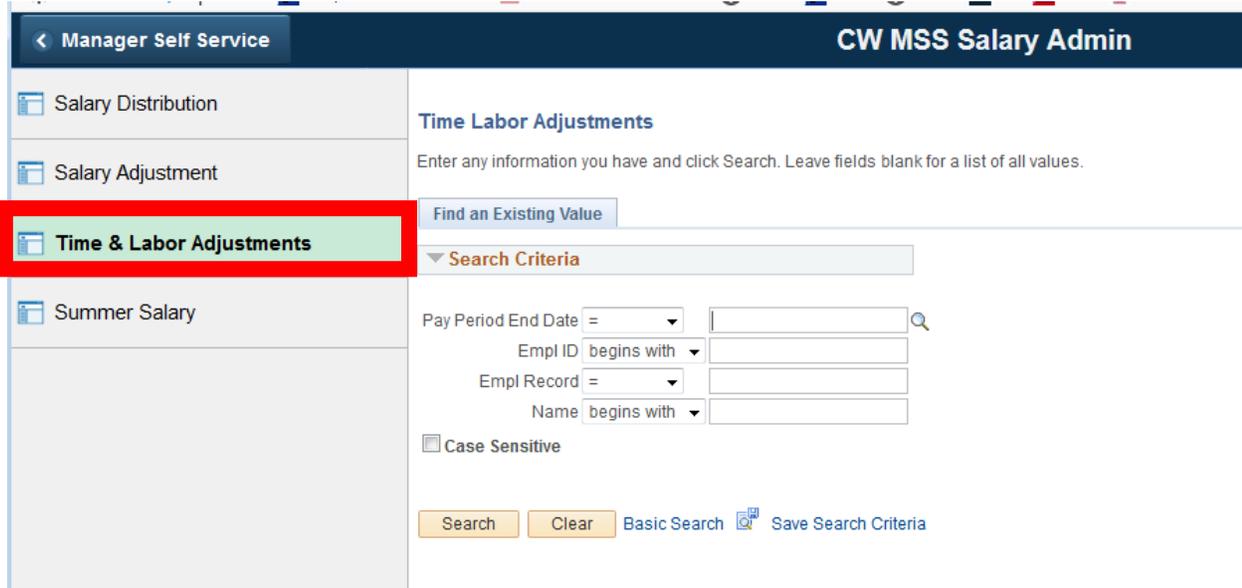
Procedure

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 Manager Self Service Homepage
2.	Click the Salary Administration 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 box. 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 Empl ID or the employee's Name (beginning with the first name).
5.	Click the Search button.
6.	A list of Pay Period Dates for the employee will appear under the Search Results 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"/>			

[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 Date column.
8.	Select the Time Reporting Code (TRC) 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
2 05/31/2012	Thu	VAC	8.00		Add vacation time

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Step	Action
9.	Enter the hours that were originally reported as a negative number. 
10.	Click the Add 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 TRC from the drop down list.
12.	Enter the Hours you wish to assign to the new TRC as a positive number. Note: The hour entries from the 1 st and 2 nd lines should total zero.
13.	Enter Comments to explain the line entries.
14.	Click the Save 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 Notify 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: 10/13/00:00:00
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

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