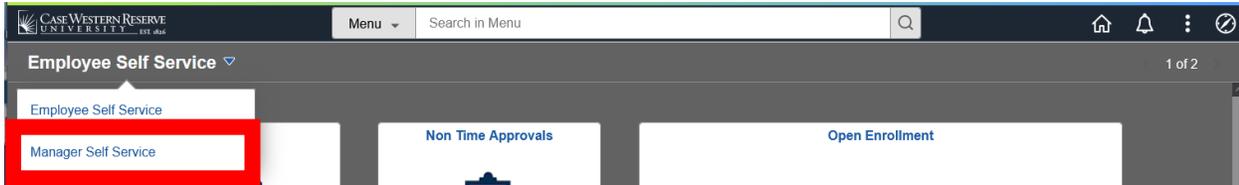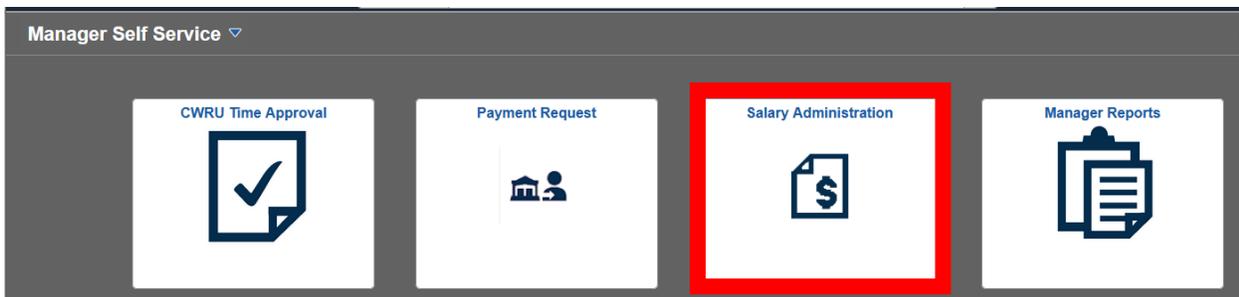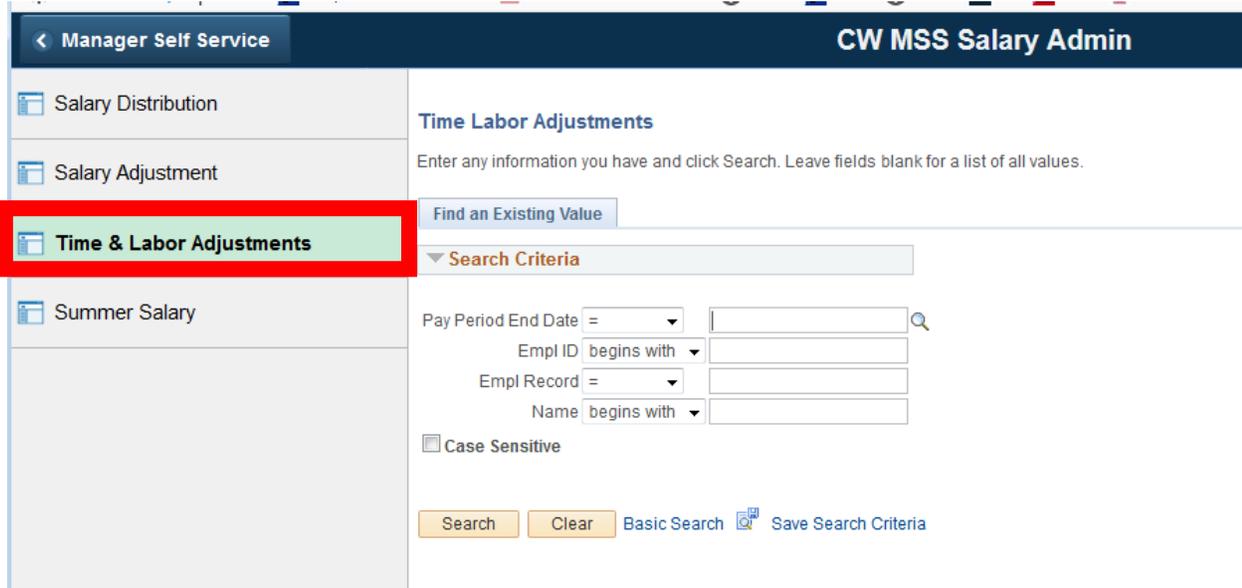## Time & Labor Adjustments

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**.

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.

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

Customize | Find | First 1-2 of 2 Last

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. Hours -8.00
10.	Click the **Add** button, to insert another row. The date will automatically populate. Add

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	Add	Delete
2	05/31/2012	Thu	VAC	8.00		Add vacation time	Add	Delete

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 1st and 2nd lines should total zero.
13.	Enter **Comments** to explain the line entries.
14.	Click the **Save** button.

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		Lookup Recipient
To:	abc123@case.edu	Delivery Options
		☐ RichText
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.

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.