**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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select the <strong>Manager Self Service</strong> Homepage</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Salary Administration tile</strong>.</td>
</tr>
</tbody>
</table>
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  
**Rcn#:** 0  
**John Smith**  
**Department:** Vice President, ITS  
**Title:** Important Employee  
**GL Pay Type:** 515210  
**Pay Period:** 05/01/2012  
**Thru:** 05/31/2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>TRC</th>
<th>Hours</th>
<th>Speed Type</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 05/31/2012</td>
<td>Thu</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Entries:** 1  
**Total Hours:**

---

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<tr>
<td>7.</td>
<td>The Time Data Adjustments page appears. The Pay Period Date that you selected will appear in the <strong>Date</strong> column.</td>
</tr>
<tr>
<td>8.</td>
<td>Select the <strong>Time Reporting Code (TRC)</strong> that was originally reported from the drop down list.</td>
</tr>
</tbody>
</table>
9. Enter the **hours** that were originally reported as a negative number.

   ![Hours Field]

   -8.00

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

   ![Add Button]
### Time Data Adjustments

**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<sup>st</sup> and 2<sup>nd</sup> lines should total zero.
13. | Enter **Comments** to explain the line entries.
14. | Click the **Save** button.
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<tr>
<td>15.</td>
<td>You can click the <strong>Notify</strong> button to send the employee an email notification explaining the time adjustment.</td>
</tr>
</tbody>
</table>
### Step 16
Enter the employee's email address in the **To** field.

### Step 17
Enter the details of the transaction into the **Message** field.

### Step 18
Click the **OK** button to send the message.