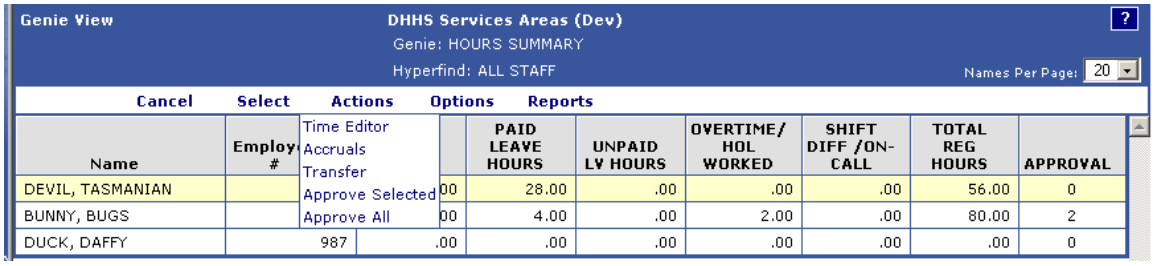
Adding an Employee Time Record – MANAGER INSTRUCTIONS

Occasionally it may become necessary to add a time record to an employee's time card. (Example: If an employee is on extended leave due to surgery, the supervisor can add the employee's sick leave since the employee is unavailable to enter their leave.) Supervisors should only add time records for an employee if they are unable to do it. Otherwise, it is the employee's responsibility to enter and approve their time.

Adding Leave Time

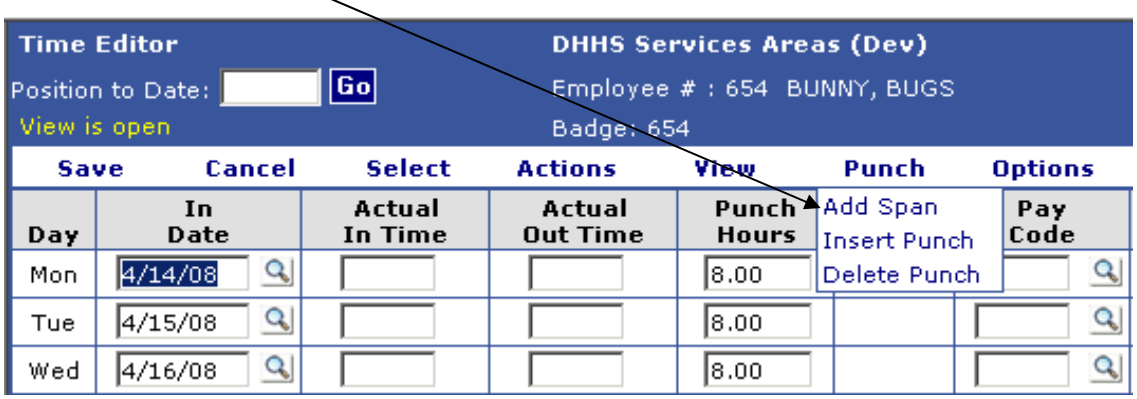
1. From the *Genie View* highlight the staff member to view time records for.
2. Select the **Actions Menu**, Select **Time Editor**.



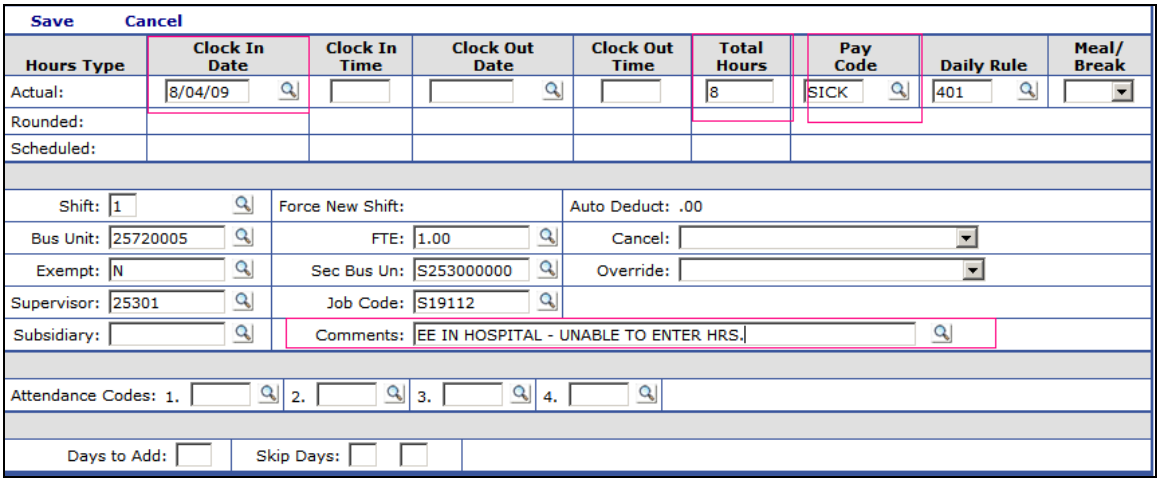
Result: The *Employee Time Card* screen will display

Note: Double-clicking on an employee will also display the *Employee Time Card* screen.

Select **Punch**, **Add Span**



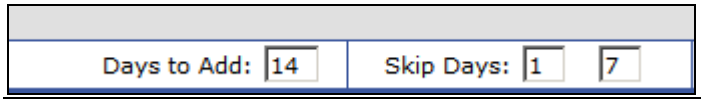
Result: The *Add/Change Punch* screen displays.



3. Enter the **Clock In Date (date leave was used)**, **Total Hours, Pay Code, and Comment (why you are entering time on the employee's behalf).** Leave the Clock In Time, Clock Out Date and Clock Out Time fields blank.

Note: To create multiple time records, go to the **Days to Add** field at the bottom of the screen and enter the number of days you wish to add. A 2-week pay period would be 14 days.

Note: To skip certain days (such as Saturday & Sunday), enter a 1 to designate Sunday and enter a 7 to designate Saturday.



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4. Select **Save**

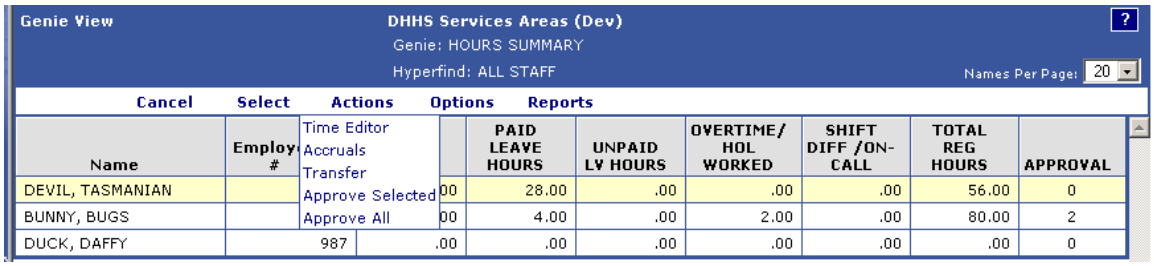
   Result: The *Employee Time Card* screen displays with the added time record.

5. Select **Cancel** to return to the *Genie View.*

Adding Work Time

1. From the *Genie View* highlight the staff member to view time records for.

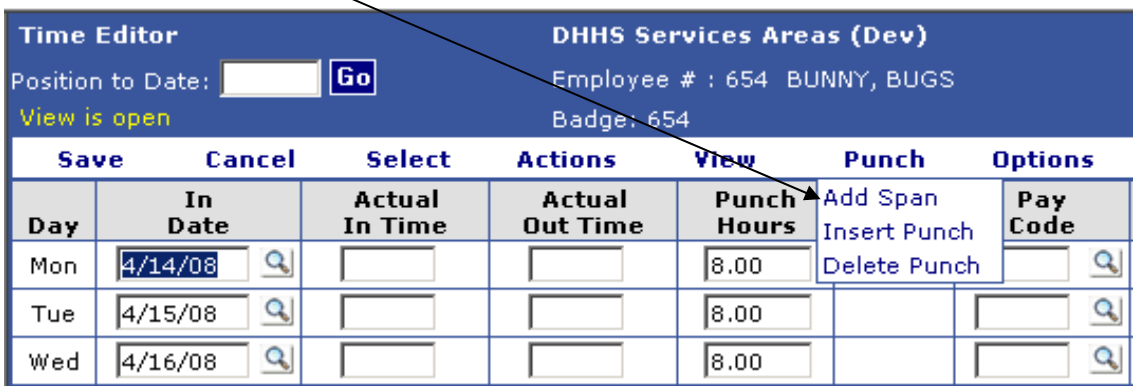
2. Select the **Actions Menu**, Select **Time Editor.**



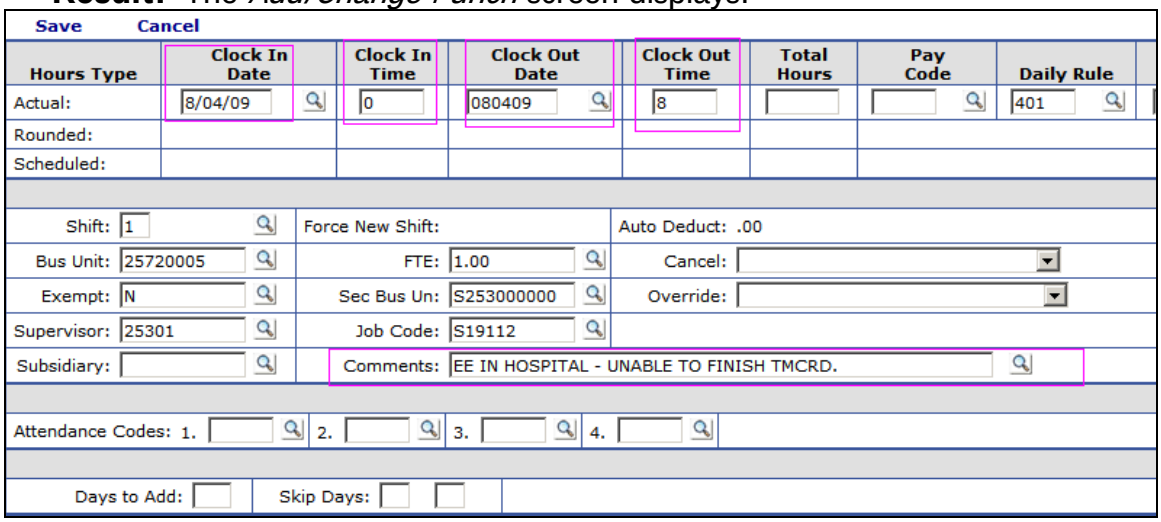
Result: The *Employee Time Card* screen will display

Note: Double-clicking on an employee will also display the *Employee Time Card* screen.

Select **Punch**, **Add Span**



Result: The *Add/Change Punch* screen displays.



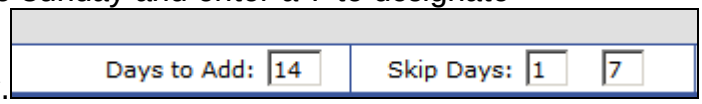
3. Enter the **Clock In Date (work date)**, **Clock In Time, Clock Out Date (must be the same as Clock In Date), Clock Out Time, and Comments.** Leave the total hours and pay code boxes BLANK.

Note: Times must be in military time and can correspond to actual work time or you can simply start with a time of 0 and enter an end time to give you the necessary number of hours. For example, an employee who worked 8 hours could be recorded with a start time of 0 and an end time of 8 to calculate 8 total hours of work. An employee who worked 2 ½ hours would need a start time of 0 and an end time of 2:30 to calculate 2 ½ hours of work.

Note: If the employee worked on multiple grants/projects, you will need to use the bus unit field to record the 5-digit time code corresponding to the grant/project they worked on.

Note: To create multiple time records, go to the **Days to Add** field at the bottom of the screen and enter the number of days you wish to add. A 2-week pay period would be 14 days.

Note: To skip certain days (such as Saturday & Sunday), enter a 1 to designate Sunday and enter a 7 to designate Saturday.



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4. Select **Save**

5. Select **Cancel** to return to the *Genie View.*

Result: The *Employee Time Card* screen displays with the added time record.