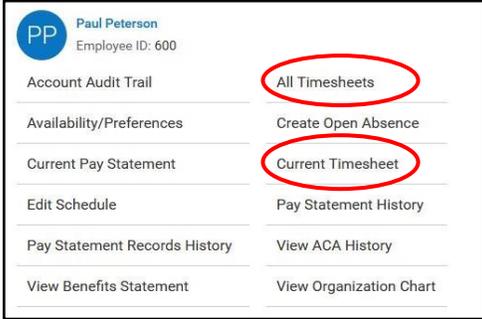
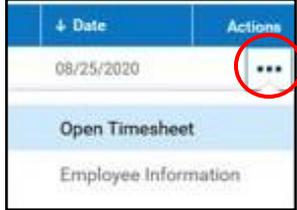


## PaycoHCM Tips and Tricks: Editing Timesheets

While PaycoHCM makes it easy for employees to maintain their own time entries, there will be times when a manager needs to make edits to a timesheet. Missed punches, manual time off entries, and the need to enter extra pay are all situations where a manager may need to access and edit a timesheet.

### Accessing the Employee's Timesheet:

<p>1. Navigate to the employee list and click on the <i>Quick Links</i> Icon next to the employee.</p>	
<p>2. This will provide links to the employee's timesheets.</p>	
<p>3. Alternately, if an employee is missing a punch, it will show up under the <b>Missing Punches</b> widget on your dashboard, and you can edit the timesheet from there.</p>	
<p>4. Under <i>Actions</i>, click on the ellipsis and select <b>Open Timesheet</b>.</p>	

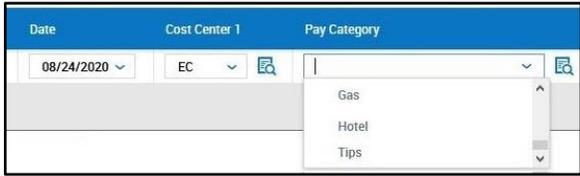
### Editing Missing Punches:

<p>1. Any day with only an <i>In</i> or <i>Out</i> punch will be considered incomplete, and no total will calculate for the day.</p>	
<p>2. Enter the time of the missing punch in the appropriate field and save the timesheet. The total will calculate. To add another line (if there are more punches for the same day) click the blue + button.</p>	
<p>3. If there is a need to change the cost center for any time entry, use the look up button to display the list. (Only previously selected cost centers will appear under the drop-down function.)</p>	
<p>4. Click on the cost center you wish to select.</p>	
<p>5. Enter the times in the appropriate fields. The totals will not calculate until the timesheet is saved.</p>	
<p>6. Once all time is entered, click <b>SAVE</b> at the top. All entries for the day will calculate.</p>	

## Adding Time Off:

<p>1. Use the look up button on the <i>Time Off</i> field to display the time off types. (Only previously selected time offs will appear under the drop-down function.)</p>	
<p>2. Click on the flag icon next to the time off type that you wish to add.</p>	
<p>3. Enter the total hours in the <i>Total</i> field (<i>Day Total</i> will calculate).</p>	
<p>4. Once the time off is entered, click <b>SAVE</b> at the top. All entries for the day will calculate.</p>	

## Adding Extra Pay:

<p>1. From the tabs along the top of the timesheet, select <b>Extra Pay</b>.</p>	
<p>2. Use the drop-down to select the correct <i>Date</i>. Select the <i>Cost Center</i> and <i>Pay Category</i> using the drop-down or look up.</p>	
<p>3. Enter the amount in the \$ <i>Amount</i> field and click <b>SAVE</b> at the top. Click <b>Add Rows</b> to add amounts for additional dates or pay categories. Save the timesheet when finished.</p>	