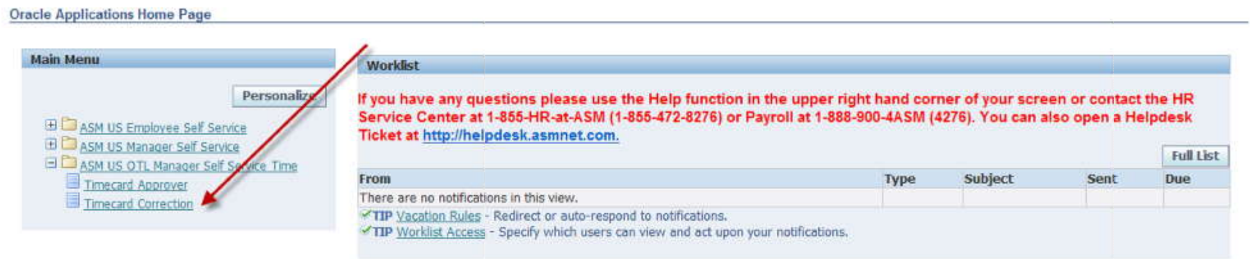
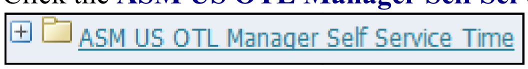
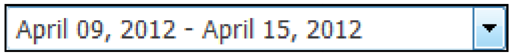
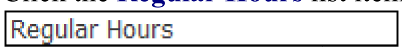
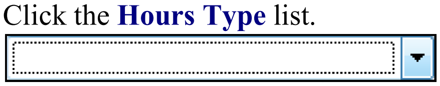
MSS - US: Timecard Correction



Step	Action
1.	IMPORTANT NOTICE: Our company is committed to safeguarding associate privacy interests. Please know that all information used in this tutorial/guide is fictitious. No actual associate names or data has been used.
2.	Click the **ASM US OTL Manager Self Service Time** link. 
3.	Click the **Timecard Correction** link. 
4.	The *Timecard Correction: People in Hierarchy* page is displayed. All associates in the manager's hierarchy will be listed.
5.	Select the appropriate employee from the list. Click the **Action** button. 
6.	The *Recent Timecards* page displays Timecard details for the selected associate. Managers can select to: 1. Search Timecards 2. Create Timecards 3. Correct Timecards In this example, all 3 options will be shown.
7.	**Decision:** Please make a selection from the options listed below. • Search Timecards Go to step 8 on page 2 • Create Timecards Go to step 17 on page 2 • Correct Timecards Go to step 105 on page 7

Step	Action
8.	To search for a Timecard, enter the specific date range in the From Date and To Date fields above.
9.	Click the **From Date** button.
10.	Click the **12** link. 12
11.	Click the **To Date** button.
12.	Click the **28** link. 28
13.	Click the **Go** button. Go
14.	The Timecards within the specific date range are displayed below.
15.	**Decision:** Please make a selection from the options listed below. • End Topic Go to step 16 on page 2 • See other Timecard options Go to step 7 on page 1
16.	**This topic covered:** - Searching for an associate's timecard - Creating an associate's timecard - Correcting an associate's timecard **End of Procedure.** Remaining steps apply to other paths.
17.	New timecards can be created for associates by using the **Create Timecard** function.
18.	Click the **Create Timecard** button. Create Timecard
19.	The *Time Entry* page is displayed and allows managers to enter time for a specified period. The following fields are required: - Hours Type - Start Time - Stop Time NOTE: All other fields displayed are not required. In this example, Hours Type, Start Time and Stop Time will be entered.

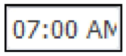
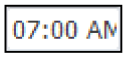
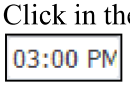
Step	Action
20.	Click the **Period** list. 
21.	Select the desired Period for creating the Timecard. Click the **April 09, 2012 - April 15, 2012** list item. NOTE: A manager can only create Timecards for past and future periods. 
22.	Click the **Hours Type** list. 
23.	Click the scrollbar.
24.	Click the **Regular Hours** list item. 
25.	Click the scrollbar.
26.	The Start and Stop times must be entered in a certain format as stated in the highlighted region.
27.	Click in the **Time Start** field. 
28.	Enter the desired information into the **Time Start** field. Enter a valid value e.g. "**08:00 AM**".
29.	Click in the **Time Stop** field. 
30.	Enter the desired information into the **Time Stop** field. Enter a valid value e.g. "**12:00 PM**".
31.	Click the scrollbar.
32.	Click the **Hours Type** list. 
33.	Click the **Meal Break** list item. 
34.	Click the scrollbar.
35.	Click in the **Time Start** field. 
36.	Enter the desired information into the **Time Start** field. Enter a valid value e.g. "**12:00 PM**".
37.	Click in the **Time Stop** field. 
38.	Enter the desired information into the **Time Stop** field. Enter a valid value e.g. "**12:30 PM**".

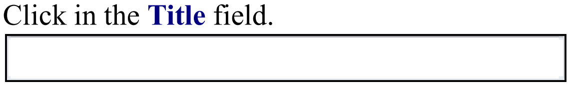
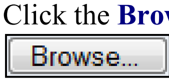
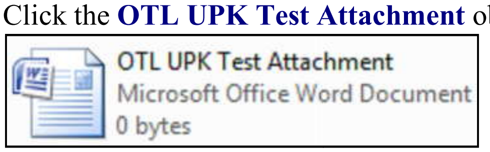
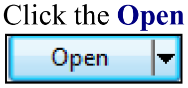
Step	Action
39.	Click the scrollbar.
40.	Click the **Hours Type** list.
41.	Click the scrollbar.
42.	Click the **Regular Hours** list item. Regular Hours
43.	Click the scrollbar.
44.	Click in the **Time Start** field.
45.	Enter the desired information into the **Time Start** field. Enter a valid value e.g. "**12:30 PM**".
46.	Click in the **Time Stop** field.
47.	Enter the desired information into the **Time Stop** field. Enter a valid value e.g. "**04:30 PM**".
48.	Click the scrollbar.
49.	To enter additional hours for a new Hours Type, click the **Add Another Row** button. Add Another Row
50.	Click the **Hours Type** list.
51.	Click the **Paid Admin Time** list item. Paid Admin Time
52.	Click the scrollbar.
53.	Click in the **Time Start** field.
54.	Enter the desired information into the **Time Start** field. Enter a valid value e.g. "**04:30 PM**".
55.	Click in the **Time Stop** field.
56.	Enter the desired information into the **Time Stop** field. Enter a valid value e.g. "**05:30 PM**".
57.	Click the scrollbar.
58.	The manager must enter comments for all the hours entered under the Additional Details column. NOTE: Ensure to enter comments for all days and all Hours Type selected.

Step	Action
59.	Click the **Additional Details** button. 
60.	Click in the **Comments** field.
61.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**Entering test hours.**".
62.	Click the **Apply** button. 
63.	Click the scrollbar.
64.	Click the **Additional Details** button. 
65.	Click in the **Comments** field.
66.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**Entering test hours.**".
67.	Click the **Apply** button. 
68.	Click the scrollbar.
69.	Click the **Additional Details** button. 
70.	Click in the **Comments** field.
71.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**Entering test hours.**".
72.	Click the **Apply** button. 
73.	Click the scrollbar.
74.	Click the **Additional Details** button. 
75.	Click in the **Comments** field.
76.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**Entering test hours.**".
77.	Click the **Apply** button. 
78.	This completes entering hours and additional details for 1 day. Enter desired hours and additional details for the remaining days on the time card.

Step	Action
79.	Click the **Continue** button. Continue
80.	The *Review* page is displayed. Please review the hours entered for the selected Timecard period.
81.	Click the scrollbar.
82.	Click the **Submit** button. Submit
83.	A confirmation message is displayed after the Timecard is successfully submitted.
84.	Click the scrollbar.
85.	Click the **Return to Recent Timecards** link. Return to Recent Timecards
86.	Relevant documentation must be attached for the newly created Timecard using the Attachments functionality.
87.	Click the **Add** button.
88.	Click in the **Title** field.
89.	Enter the desired information into the **Title** field. Enter a valid value e.g. "**OTL Timecard Approval**".
90.	Click the **Browse...** button. Browse...
91.	Click the **OTL UPK Test Attachment** object. OTL UPK Test Attachment Microsoft Office Word Document 0 bytes
92.	Click the **Open** button. Open
93.	Click the **Apply** button. Apply
94.	A confirmation message is displayed after the attachment is successfully added. The Attachments icon is now visible for the Timecard entry.
95.	Overtime Calculation details can be viewed by clicking the View Overtime Calculation button.

Step	Action
96.	Click the **View Overtime Calculation** link. 
97.	The *Overtime Calculations* page is displayed. All hours worked, overtime hours, and calculations are listed on this page.
98.	Click the **Close** button after overtime calculations are reviewed. 
99.	Timecard details can be accessed by clicking on the Details button.
100.	Click the **Details** button. 
101.	The *Review* page is displayed. NOTE: This is a read-only page to review Timecard details.
102.	Click the scrollbar.
103.	Click the **Return to Recent Timecards** link. 
104.	This concludes the topic. The following items were covered: - Creating Timecard - Attaching documents to Timecard - View Overtime Calculations - View Timecard Details Go to step 15 on page 2
105.	Existing Timecards can be corrected for an associate.
106.	Click the **Update Timecard** button to correct a Timecard. 
107.	The *Time Entry* page is displayed and allows the manager to correct time for a specified period. In this example, the following Hours Type will be updated - Regular Hours - Jury Duty NOTE: All fields may not need to be updated to correct the timecard.
108.	Click the scrollbar.
109.	The Start and Stop times must be entered in a certain format as stated in the highlighted region.

Step	Action
110.	Click in the **Time Start** field. 
111.	Press **[Backspace]** on the keyboard.
112.	Enter the desired information into the **Time Start** field. Enter a valid value e.g. "**06:00 AM**".
113.	Click in the **Time Start** field. 
114.	Press **[Backspace]** on the keyboard.
115.	Enter the desired information into the **Time Start** field. Enter a valid value e.g. "**06:00 AM**".
116.	Click the scrollbar.
117.	Click the **Additional Details** button to enter comments for the corrected hours. 
118.	The existing comments cannot be overwritten or deleted as stated in the highlighted region. New comments can only be added.
119.	Click the scrollbar.
120.	Click in the **Comments** field.
121.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**Started work at 6 AM.**".
122.	Click in the **Comments** field.
123.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**Started work at 6 AM.**".
124.	Click the scrollbar.
125.	Click the **Apply** button. 
126.	This completes correcting hours for "Regular Hours". Next, "Jury Duty" hours will be corrected.
127.	Click the scrollbar.
128.	Click in the **Time Stop** field. 
129.	Press **[Backspace]** on the keyboard.
130.	Enter the desired information into the **Time Stop** field. Enter a valid value e.g. "**04:00 PM**".
131.	Click the scrollbar.

Step	Action
132.	Click the **Additional Details** button to enter comments for the corrected hours. 
133.	Click in the **Comments** field.
134.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**Served Jury Duty until 4 PM.**".
135.	Click the **Apply** button. 
136.	Click the **Continue** button. 
137.	The *Review* page is displayed. Please review the corrected hours.
138.	Click the **Submit** button. 
139.	A confirmation message is displayed after the Timecard is successfully submitted.
140.	Click the scrollbar.
141.	Click the **Return to Recent Timecards** link. 
142.	Relevant documentation must be attached for the newly created Timecard using the Attachments functionality.
143.	Click the **Add** button. 
144.	Click in the **Title** field. 
145.	Enter the desired information into the **Title** field. Enter a valid value e.g. "**OTL Timecard Approval**".
146.	Click the **Browse...** button. 
147.	Click the **OTL UPK Test Attachment** object. 
148.	Click the **Open** button. 

Step	Action
149.	Click the **Apply** button. Apply
150.	A confirmation message is displayed after the attachment is successfully added. The Attachments icon is now visible for the Timecard entry.
151.	Overtime Calculation details can be viewed by clicking the View Overtime Calculation button.
152.	Click the **View Overtime Calculation** link. View Overtime Calculation
153.	The *Overtime Calculations* page is displayed. All hours worked, overtime hours, and calculations are listed on this page.
154.	Click the **Close** button after overtime calculations are reviewed.
155.	Timecard details can be accessed by clicking on the Details button.
156.	Click the **Details** button.
157.	The *Review* page is displayed. NOTE: This is a read-only page to review Timecard details.
158.	Click the scrollbar.
159.	Click the **Return to Recent Timecards** link. Return to Recent Timecards
160.	This concludes the topics. The following items were covered: - Correcting Timecard - Attaching documents to Timecard - View Overtime Calculations - View Timecard Details Go to step 15 on page 2