MSS3: Identifying Edits by Other Supervisors

Job Aid

Supervisors can make adjustments for employees on the employees' time cards, for example, add or delete punch, credit or debit Hours, add or remove worked time, pay to scheduled/actual start/end, add or subtract tip, workgroup transfer, pay designation transfer, rate transfer, period block transfer, daily block transfer, and so on. In addition to their own edits, a supervisor can review other supervisors' edits in the Adjustments section or the supervisor edit tab on the Details panel.

Adjustments Section

To view edits in the Adjustments section:

1. Navigate to the employee's **Time Card** page. Then click **Adjustments**.

Time Card ∨	Current Period ∨	Editing Sheet ∨	Adjustments	Approve	Print

Last Name	First Name	MI	ID	Badge	Location	Unit	Floor
Amherst	Luke	E	504	504	Glenwood Gardens	Skilled Nursing	2nd Floor

2. In the expanded **Adjustments** section, all supervisor edits within the selected period are displayed in the following columns.
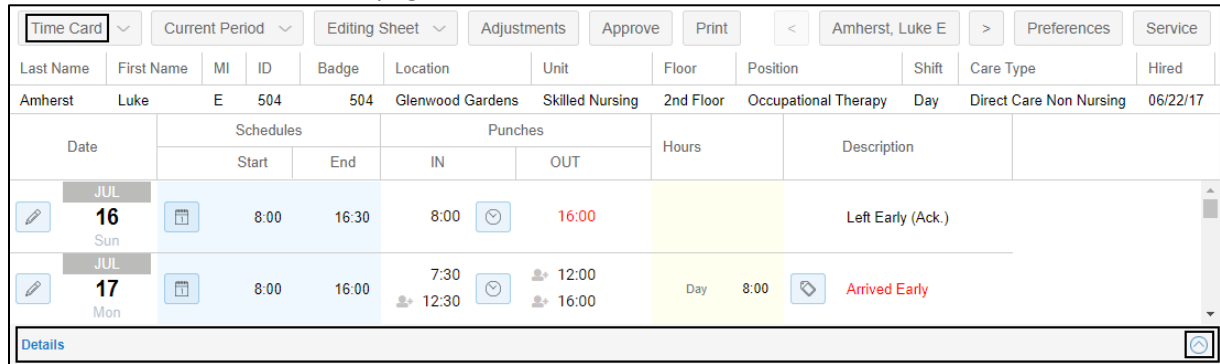
Time Card ∨	Current Period ∨	Editing Sheet ∨	Adjustments	Approve	Print

Last Name	First Name	MI	ID	Badge	Location	Unit	Floor
Amherst	Luke	E	504	504	Glenwood Gardens	Skilled Nursing	2nd Floor

Timestamp		Account	Effective	Description
7/20/17 06:57	📋	AODTECH	07/16/2017	Add Schedule 07/16/17 8:00 to:16:30
7/20/17 08:54	📋	RONG	07/16/2017	Reviewed LFE on 07/16/17
7/20/17 14:00		AODADMIN	07/17/2017	Add trans 07/17/17 8:00

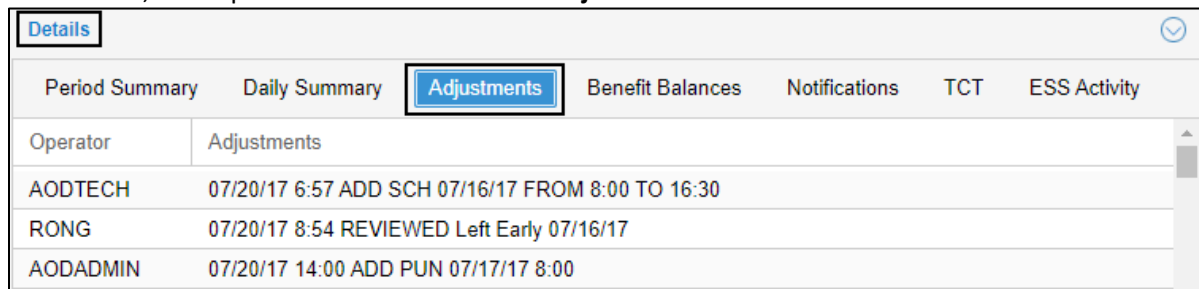| Column	Details
Timestamp	The date and time the edit takes place.
Account	The user who made the edits.
Effective	The effective date of the edits.
Description	The description of the edit. In the above screenshot: • Add a schedule on 07/16/2017 with start and end times of 8:00 and 16:30 • Review Left Early exception on 07/16/2017 • Add punch 8:00 on 07/16/2017

Supervisor Tab on Details Panel

To view edits on the supervisor edit tab of the **Details** panel:

1. Navigate to the employee's **Time Card** page. Then click the upper arrow ( ) to expand the **Details** panel at the bottom of the time card page.

2. On the supervisor edit tab, all edits within the selected period are displayed in the following columns. **Note**: Your supervisor edit tab may have a different name depending on your settings. In the following screen shot, the supervisor edit tab is named **Adjustments**.

Column	Details
Operator	The user who made the edits.
Adjustments	The date and time the edit takes place and the description of the edit.