

Edit or Delete Employee Hours Job Aid

The purpose of this job aid is to explain how to edit or delete an existing time segments and hours.

Note: Do not add or edit Leave Requests (vacation, sick, compensatory time usage, etc.) from the Hours pages. All changes to Leave Requests should be made through the Request Manager page. See the [Managing Leave Requests](#) section for further information.

Time Entry Rounding

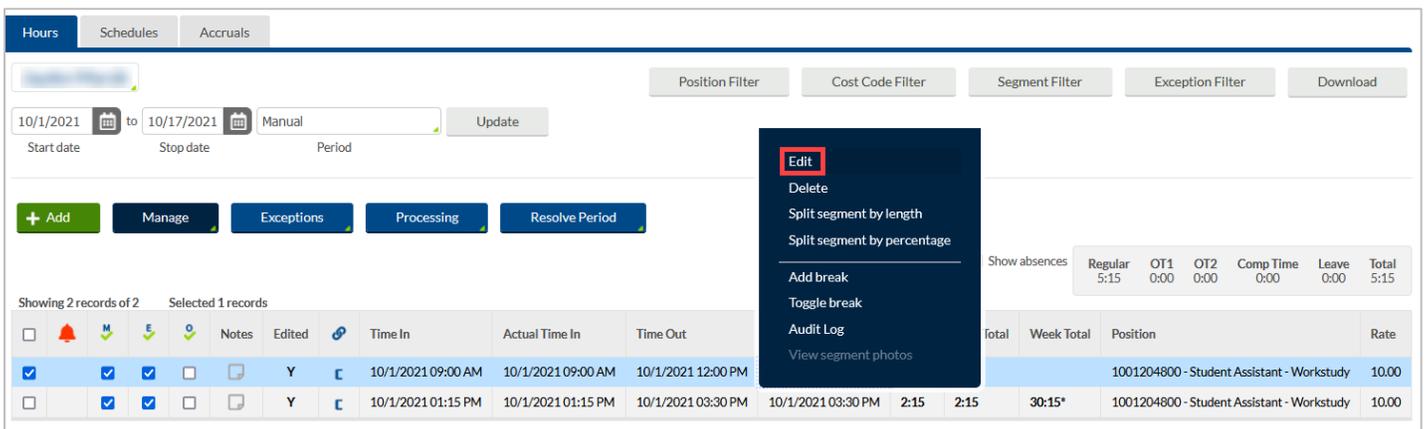
When editing time, it is necessary to input the employee's time according to the University's rounding standard. The standard involves rounding down if the actual time is within seven minutes of the nearest 15-minute increment, or quarter hour. Alternatively, round up if the employee's time is within 8 minutes of the nearest 15-minutes, or quarter hour.

Actual Punch	Rounded Time
8:07	8:00
8:08	8:15
8:34	8:30
8:38	8:45

This standard applies for all time entries; start in time, lunch out time, lunch in time, and out time for day.

Editing Hours for Employee

1. On either the Individual (Hours > Individual Hours) or Group (Hours > Group Hours) Hours screen, navigate to the employee for which the hours need to be edited.
2. Adjust the Start and Stop dates if necessary to find the date of the punch that needs to be edited.
3. Click on the segment to highlight it, click Manage, and then Edit to access the Edit Segment window. Or, double-click on the segment, or right click and select Edit.



The screenshot displays the 'Hours' management interface. At the top, there are tabs for 'Hours', 'Schedules', and 'Accruals'. Below these are filters for 'Position Filter', 'Cost Code Filter', 'Segment Filter', 'Exception Filter', and 'Download'. A date range selector shows '10/1/2021' to '10/17/2021' with a 'Manual' period and an 'Update' button. Action buttons include '+ Add', 'Manage', 'Exceptions', 'Processing', and 'Resolve Period'. A table shows two records of time segments. The first record is selected, and a context menu is open over it, with 'Edit' highlighted. The table columns include checkboxes, status icons, 'Notes', 'Edited', 'Time In', 'Actual Time In', 'Time Out', and a summary table with 'Regular', 'OT1', 'OT2', 'Comp Time', 'Leave', and 'Total' columns.

4. Make the necessary changes and click the Save button.

Edit Segment ? Feedback

Segment Length: 4:00

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in: 10/1/2021 08:00 AM

Time out: 10/1/2021 12:00 PM

Break type: << NONE >>

Position: 1001204800 - Student Assistz

Cost Code: << NONE >> Select

Rate: 10.00

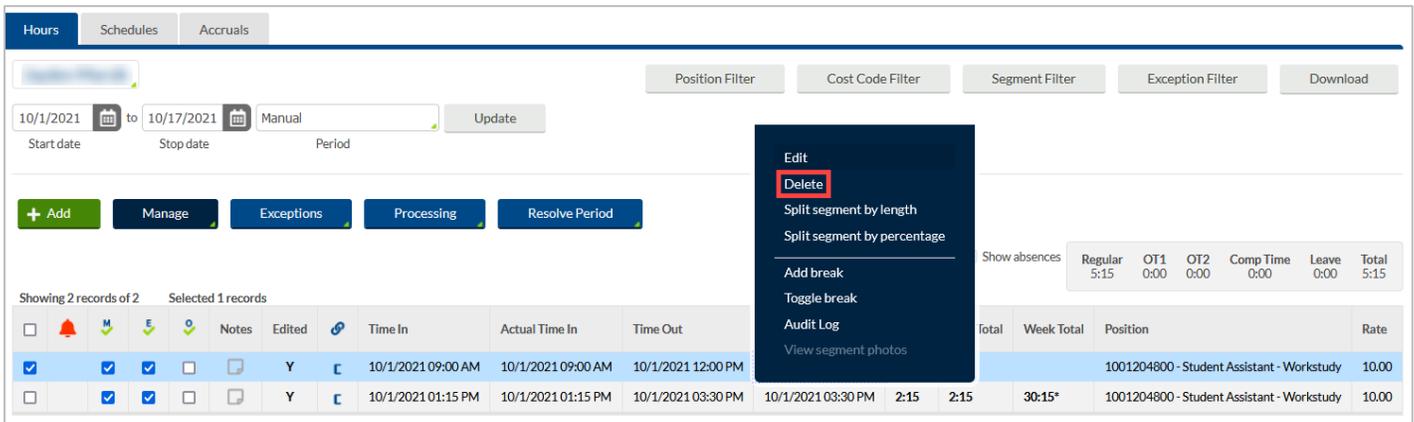
Note: forgot to clock in upon arrival

Custom Extra Cancel Save

5. The employee will need to approve the edited hours in TCP.

Deleting Hours for Employee

1. On either the Individual (Hours > Individual Hours) or Group (Hours > Group Hours) Hours screen, navigate to the employee for which the hours need to be deleted.
2. Adjust the Start and Stop dates if necessary to find the date of the punch that needs to be deleted.
3. Click on the segment to highlight it, then click Manage and Delete. Or, right click on the segment and select Delete.



The screenshot shows the 'Hours' tab in the HR system. At the top, there are tabs for 'Hours', 'Schedules', and 'Accruals'. Below these are filters for Position, Cost Code, Segment, and Exception, along with a 'Download' button. A date range is set from 10/1/2021 to 10/17/2021, with a 'Manual' period and an 'Update' button. Action buttons include '+ Add', 'Manage', 'Exceptions', 'Processing', and 'Resolve Period'. A table shows two records of hours for a student assistant. A context menu is open over the first record, with 'Delete' highlighted in red. To the right, there is a 'Show absences' table and a summary table for the selected record.

Regular	OT1	OT2	Comp Time	Leave	Total
5:15	0:00	0:00	0:00	0:00	5:15

total	Week Total	Position	Rate
		1001204800 - Student Assistant - Workstudy	10.00
30:15*		1001204800 - Student Assistant - Workstudy	10.00

4. This will bring up a prompt asking you to verify that you want to delete the segment. To delete the segment, click Ok.

Note: If a segment is deleted, it is captured in the Audit Log as a permanent record of its removal. This also applies to Add and Edit on segments.