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.

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

<table>
<thead>
<tr>
<th>Actual Punch</th>
<th>Rounded Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:07</td>
<td>8:00</td>
</tr>
<tr>
<td>8:08</td>
<td>8:15</td>
</tr>
<tr>
<td>8:34</td>
<td>8:30</td>
</tr>
<tr>
<td>8:38</td>
<td>8:45</td>
</tr>
</tbody>
</table>
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.

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.