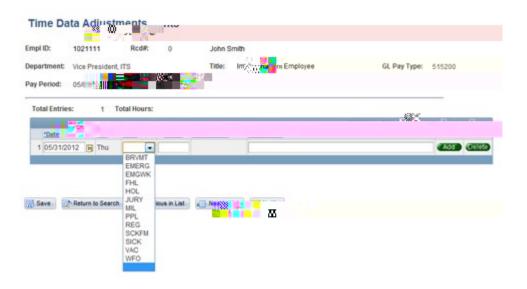# Time & Labor Adjustments

Procedure
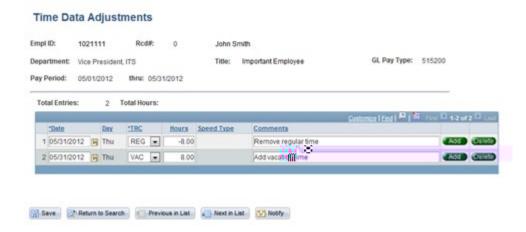
Managers can use the HCM system Time & Labor Adjustments function to re-allocate an employee's time to alternate Time Reporting Codes.

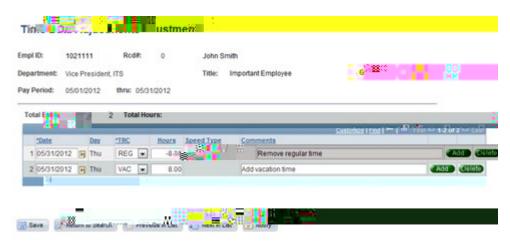| Step	Action
1.	

Time Data Adjustments

Empl ID:	1021111	Rcd#:	0	John Smith

Department: Vice President, ITS   Title: Im... ...rn Employee   GL Pay Type: 515200

Pay Period: 05/...

Total Entries: 1   Total Hours:

Date					
1 05/31/2012 Thu					Add Delete

BRVMT
EMERG
EMGWK
FHL
HOL
JURY
MIL
PPL
REG
SCKFM
SICK
VAC
WFO

Save   Return to Search   ...ous in List   Ne...

Step	Action
7.	

Time Data Adjustments

Empl ID: 1021111   Rcd#: 0   John Smith

Department: Vice President, ITS   Title: Important Employee   GL Pay Type: 515200

Pay Period: 05/01/2012   thru: 05/31/2012

Total Entries: 2   Total Hours:

	*Date		Day	*TRC		Hours	Speed Type	Comments		
1	05/31/2012		Thu	REG	▾	-8.00		Remove regular time	Add	Delete
2	05/31/2012		Thu	VAC	▾	8.00		Add vacation time	Add	Delete

Customize | Find | ⬛ | 🔳 First 1-2 of 2 Last

Save   Return to Search   Previous in List   Next in List   Notify

Step

Hours

-8.00

Add

S Mn08322aB78218 0 T /4(S Mn08322 Q 04 [5j Eq /GSq /GS<</f22 Q 04 [5j Eq /GSq /GS<</f22 Q9 04 [5j E 0.q /GS<</f2130Q9 04 [5j Eq /GSq /GS<</f2)-1241.4 [5j Es

Step	Action
11.	Select the new TRC from the drop down list.
12.	Enter the Hours you wish to assign to the new TRC as a positive number. Note: The hour entries from the 1st and 2nd lines should total zero.
13.	Enter Comments to explain the line entries.
14.	Click the Save button.

Step	Action
15.	