

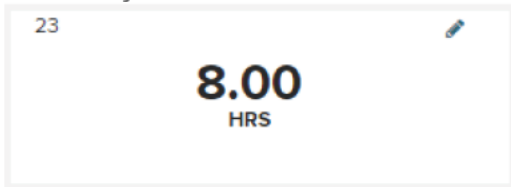
EXEMPT EMPLOYEE

Editing Hours Worked

1

OPEN YOUR TIMECARD

Click the timecard tile on your dashboard, then click the pencil icon on the date you want to edit.



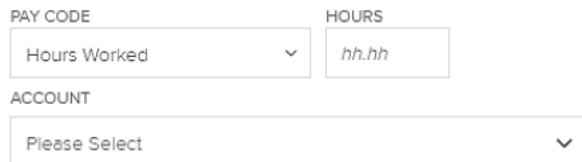
23

8.00
HRS

2

ADD AN ENTRY

Click **+** [ADD ENTRY](#). The system defaults to the *Hours Worked* pay code. Add the correct number of hours worked, select the account, then click **SAVE AND CLOSE**.



PAY CODE: Hours Worked

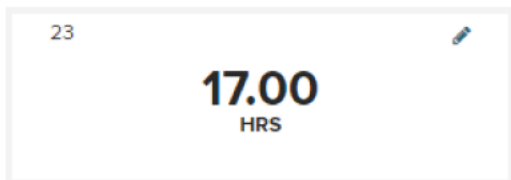
HOURS: hh.hh

ACCOUNT: Please Select

3

EDIT THE ENTRY

Click the pencil icon on the same date.



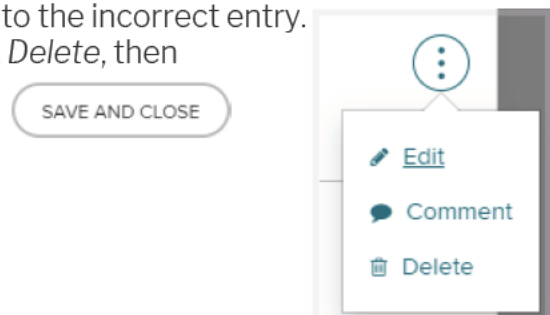
23

17.00
HRS

4

DELETE THE INCORRECT ENTRY

Click the 3 dots icon next to the incorrect entry. Click *Delete*, then click **SAVE AND CLOSE**.



3 dots icon

Edit

Comment

Delete

5

REPEAT AS NEEDED

Repeat steps 1-4 on additional days as needed.

