

Add Leave Time in the Timecard

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In organizations where department managers or supervisors have responsibility for entering their employees' leave time, the leave time can be entered directly into the timecard.

Navigation: Main Menu > Time > Employee Summary > Go To > Timecard

1. In the timecard, select the applicable date's **Pay Code** cell and select the leave case at the top of the list. **Note:** If punches display on the applicable date, select the "+" next to the date for an additional row to display.
2. In the **Amount** cell, enter the amount of leave time you want to add.
3. Select **Save**.

Edit Leave Time in the Timecard

If an employee has an open leave case, you can edit the leave time in the timecard to correct an error if necessary.

Navigation: Main Menu > Time > Employee Summary > Go To > Timecard

1. If an incorrect leave case is assigned, select the applicable date's **Pay Code** cell displaying the leave case.
2. If an incorrect amount of hours is assigned, select the applicable date's **Amount** cell for the leave cases and enter the correct amount of leave time.
3. Select **Save**.

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