Hourly Timesheet Edits (Supervisors)

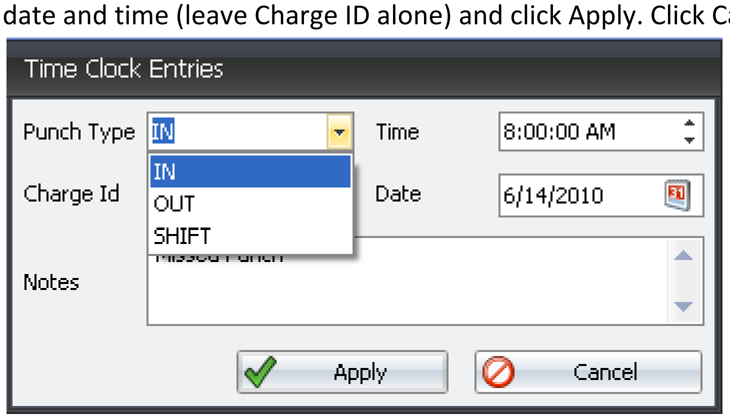
1. Double-Click on Workflow Modules Client

2. Begin typing your name in the User Name field. Your password initially is your last name. Once you type in your last name, click OK. You will then be prompted to change your password (note that your last name should be typed in all lowercase). Passwords must be at least 6 characters long and include letters and numbers. After you change your password, type in the new password and click OK.

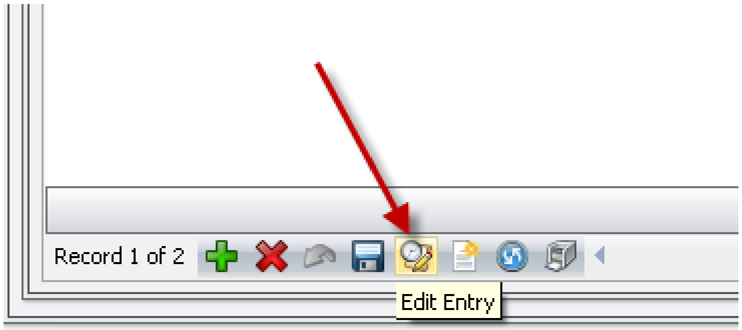
3. From the top ribbon select Process Multiple Timesheets

4. Select Workflow ID, Processing Group (generally Tribe), & Pay Date. Next select Time Clock Entries. Select the employee you wish to edit the time punch.

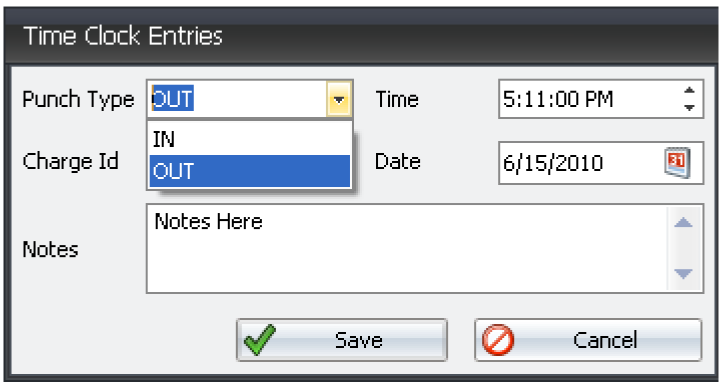
5. To Add a missed punch click on the Green Plus icon at the bottom of the screen. Select Shift for an entire missed day and select In if they forgot to clock in and will clock out later. Fill in the date and time (leave Charge ID alone) and click Apply. Click Cancel when finished.



6. To Edit a previous punch select the entry you wish to edit then click the Edit Entry icon at the bottom of the screen



7. You can edit the Punch Type (In or Out), Date, and/or Time. You can also add notes for future reference. Once completed click Save. Then click Cancel to close this screen.



8. When finished editing the time punches click on the Save icon at the bottom of the screen