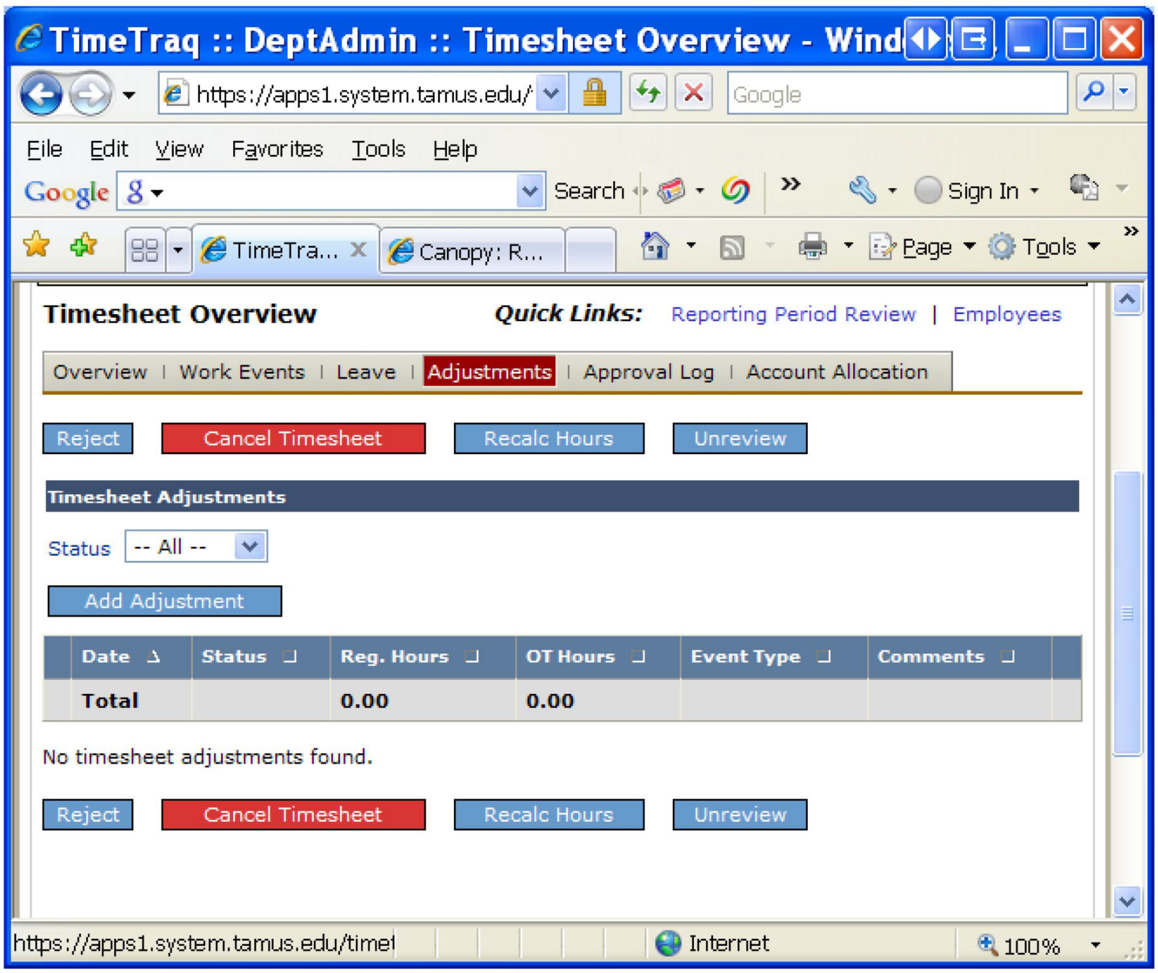
Making an Adjustment in TimeTraq

1. Choose the “DEPARTMENT ADMINISTRATOR” role
2. Click on “RP REVIEW”
3. Click on the actual employee’s time sheet number
4. Click on “ADJUSTMENTS” which will be in the gray bar
5. Click on the blue box that reads “ADD ADJUSTMENT”



Under “ADJUSTMENT DETAILS” you will need to enter in the actual information for the adjustment. An entry must be made for each day separately; they should not be combined. If the adjustment is to pay for overtime e, you must go back to the employee’s last time sheet and determine if the overtime should be paid at straight time or at time and a half.

6. In the “DATE” box enter the date of the first entry
7. For “EVENT TYPE” select “REGULAR WORK” from the drop-down box
8. Change the “STATUS” from “PENDING” to “DONE”
9. Do not enter anything for “OBJECT CLASS”

10. Do not enter anything for “ACCT. ANALYSIS”

Under “REGULAR TIME or OVERTIME” you will need to enter the following:

11. In the “HOURS” box, enter the number of hours worked for the first date of entry
12. In the “BASE PAY” box, the rate should be left as it is
13. The only time you would use the “BACK HOURS OUT OF PAY” box is if you are actually taking hours away from an employee. This is rare and should be used with extreme caution.
14. Enter in the “COMMENTS” box why you are making the adjustment
15. Click on the green “SAVE” button

To make another adjustment, repeat steps 5 through 15.