

CSUF Foundation

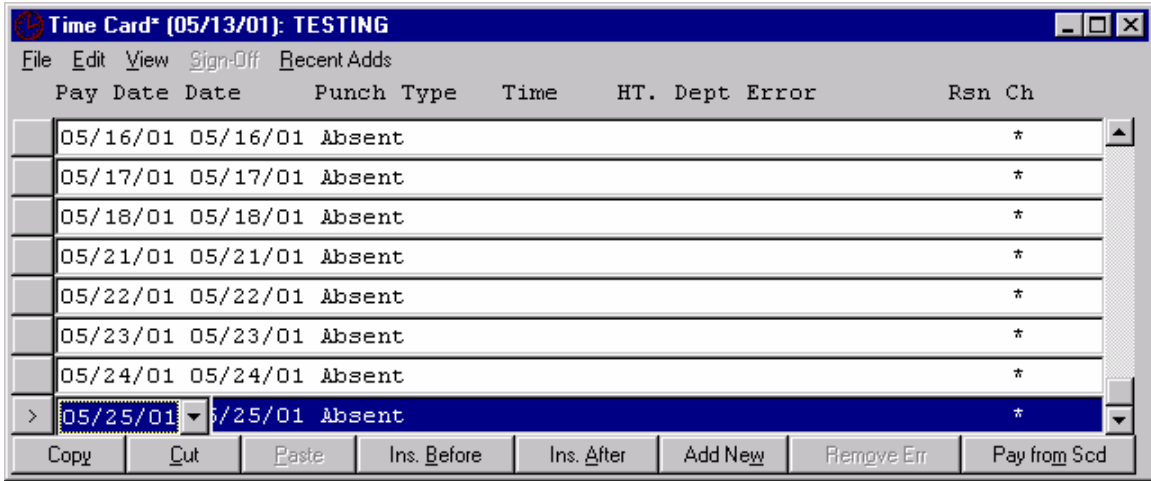
Employee Timecards -- Editing

1. Log onto **TIMETRAK**.
2. Set your keyboard **CAPS LOCK** to **ON**.
3. Select **VIEW**
4. Select **MAINTENANCE**
5. The following window will appear.

The screenshot shows a window titled "Select Employee (Active Status Only)". It features a menu bar with "File", "Records", "View", "Options", and "Help". Below the menu bar, there are three input fields: the first contains "TESTING", the second contains "000000123", and the third contains "123456789". Below these fields are navigation arrows and a "1%" indicator. At the bottom left, there are buttons for "K", "<", "Save", ">", and ">|". At the bottom right, there is a "Dept" field containing "0001". On the right side, there is a "Sequence" section with "Major" and "Minor" dropdown menus, both currently set to "Employee #".

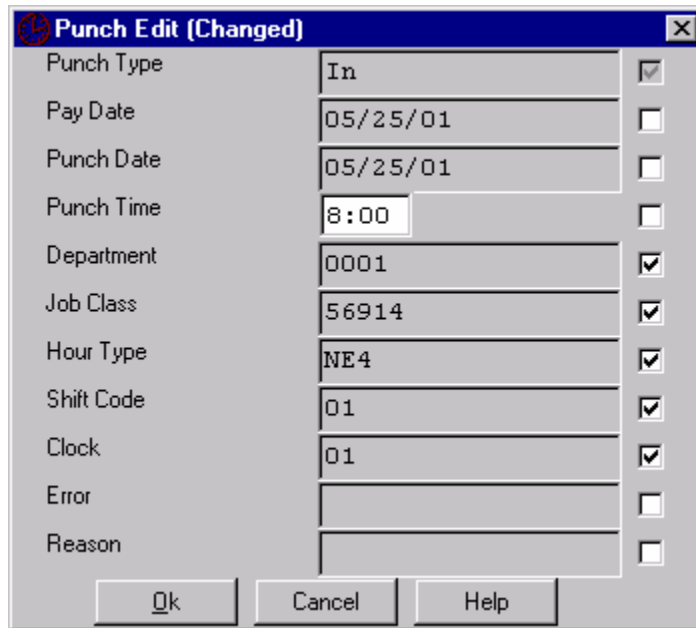
6. Select the appropriate employee by doing either of the following:
 - a. Type in the LAST NAME and FIRST INITIAL of the employee.Or
 - b. Type in the employee ID NUMBER.Or
 - c. Use the arrows to scroll through the list to find the name of the appropriate employee.
7. Select **VIEW**
8. Select **TIMETRAK**
9. Select **TIMECARD**

10. The following window will appear.



11. Select the transaction that has a missing or incorrect punch by clicking on the left gray box next to that transaction.

12. The following edit window will appear.

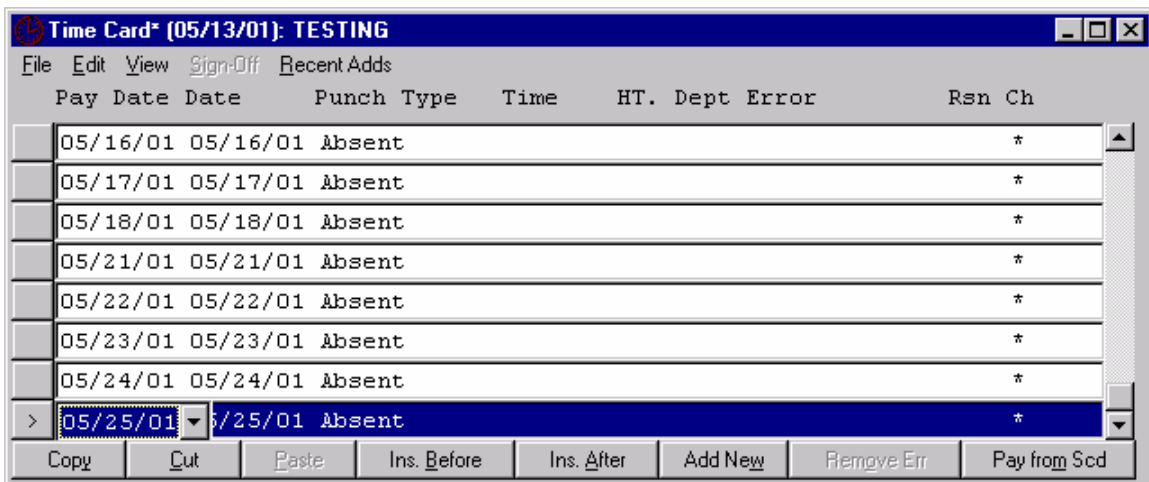


13. Highlight the entry you wish to change. Be sure to use military time for any time entries.

Military Time is as follows:

| | |
|--------------------------|--------------------------|
| 1:00 = 1:00a.m. | 13:00 = 1:00p.m. |
| 2:00 = 2:00a.m. | 14:00 = 2:00p.m. |
| 3:00 = 3:00a.m. | 15:00 = 3:00p.m. |
| 4:00 = 4:00a.m. | 16:00 = 4:00p.m. |
| 5:00 = 5:00a.m. | 17:00 = 5:00p.m. |
| 6:00 = 6:00a.m. | 18:00 = 6:00p.m. |
| 7:00 = 7:00a.m. | 19:00 = 7:00p.m. |
| 8:00 = 8:00a.m. | 20:00 = 8:00p.m. |
| 9:00 = 9:00a.m. | 21:00 = 9:00p.m. |
| 10:00 = 10:00a.m. | 22:00 = 10:00p.m. |
| 11:00 = 11:00a.m. | 23:00 = 11:00p.m. |
| 12:00 = 12:00p.m. | 24:00 = 12:00a.m. |

14. To remove an incorrect time entry:



a. Select **EDIT**

b. Click **CUT**

Select Employee (Active Status Only)

File Records View Options Help

TESTING 000000123 123456789

< > <| >|

Save

Dept 0001 1%

Sequence

Major Employee #

Minor Employee #

c. Select **SAVE**

End