

Time Editor Policy and Time Card Modification Form

• A new Time Editor policy is in place should you need to change or correct your time for missed punches, PTO, holiday, sick, or non-productive time.

• Managers cannot go into API to adjust your time should you miss a punch etc. Associates will need to complete and submit a form or go into API to make the correction.

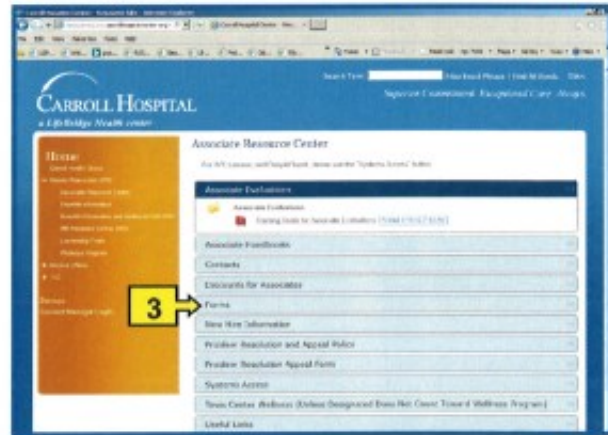
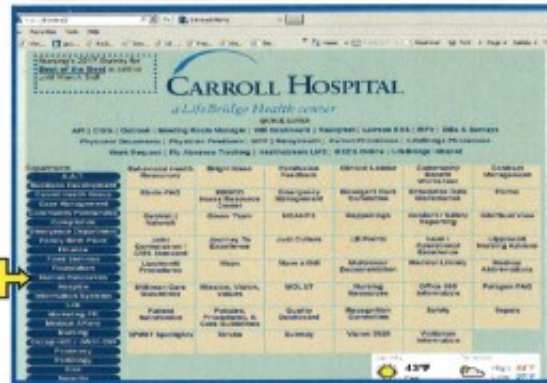
• To do this, select one of the following methods when the error is made or at least by the end of the pay period.

1. Print and complete a Request for Time Card Modification form (instructions below) or
2. Submit your change/correction electronically through API. When submitting this through API, enter your clocking requests/calendar requests for the current pay period only for manager or editor approval. You will need to include "Notes" when entering the requests.

Printing the Time Card Modification form

On the Intranet home page, click:

1. **Human Resources tab**
2. **Associate Resource Center**
3. **Forms**
4. **API Time Card Modification Form**
5. **Submit to Supervisor**



5 → Request for Time Card Modification

Associate Name: _____ Associate Number: _____

Cost Center Affected by Modification: _____ Date Affected: _____

Reason for Modification - _____

 Associate Signature _____ Date _____

Approved? Yes ___ No ___

Editor's Signature _____ Date Modified _____