



Work Instructions:
Timesheet Approval



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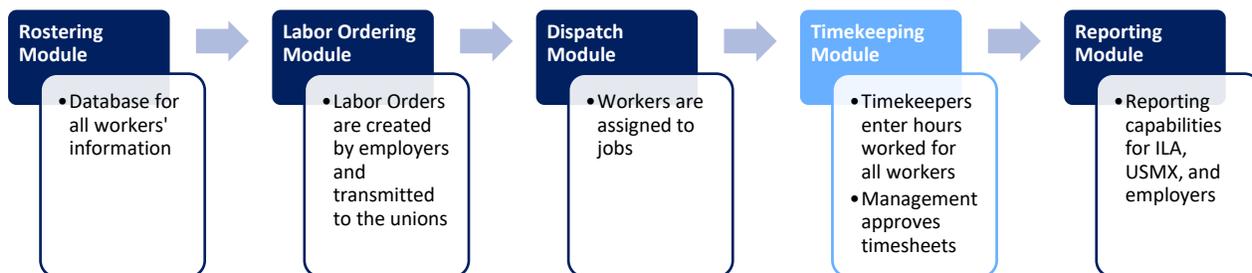
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Purpose

The Timekeeping Module of the Maritime Information System (MIS) is designed to streamline the timekeeping and timesheet approval processes. When dispatchers assign workers to a job, the workers will populate on a timesheet for the Timekeepers. Timekeepers will fill in time worked and hours and submit the timesheets to management for approval within the Timekeeping module.

This Work Instruction illustrates the approval of timesheets in the Timekeeping Module of MIS.



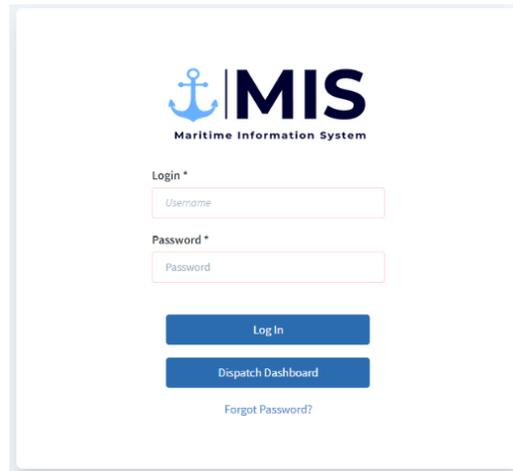
MIS is designed to have a two-part approval system. The first approval would likely be done by the shift/operations manager and the second approval would likely be completed by the payroll manager/department. Each company will differ slightly in how timesheets are handled/approved.



Getting Started

Log on to the MIS system by navigating to the following website:

<https://maritimeinformationsystem.com/users/login>. Enter Login and Password and click Log In.



MIS
Maritime Information System

Login *
Username

Password *
Password

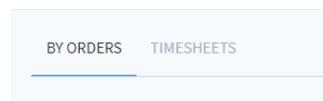
Log In

Dispatch Dashboard

[Forgot Password?](#)

Navigating Timesheets

After logging in, MIS will display a list of labor orders and/or timesheets, depending on the view chosen. Approvers can choose to view by labor order or by timesheet.



BY ORDERS TIMESHEETS

When a labor order is placed, each of the job details (gangs) generates a timesheet. “By Orders” view will group all timesheets together under the labor order.

For example, all gangs ordered for a vessel will show under that vessel's labor order. Once submitted, all timesheets for a labor order can be viewed by clicking on the drop-down arrow to the left of the labor order name.

BY ORDERS TIMESHEETS

Labor Order Name	Employer	Vessel / Voyage	Terminal	Date / Time	Status
^ CMA Jacksonville 2024	Charleston Stevedoring Company	CMA Jacksonville / 654W	North Charleston (NCT)	10-24-2020 04:00	Filled
↳ Timesheet #1: AutoGen_Dispatch:Gang 1 - Peter Parker's gang	Employer: Charleston Stevedoring Company	Union: 1422 - Longshoreman	Timekeeper:	Vessel / Voyage: CMA Jacksonville / 654W	Status: Pending Approval
↳ Timesheet #2: AutoGen_Dispatch:Jefferson Gang	Employer: Charleston Stevedoring Company	Union: 1402 - Longshoreman	Timekeeper:	Vessel / Voyage: CMA Jacksonville / 654W	Status: Pending Approval
↳ Timesheet #3: AutoGen_Dispatch:Clerks and Checkers	Employer: Charleston Stevedoring Company	Union: 1771 - Clerks and Checkers	Timekeeper:	Vessel / Voyage: CMA Jacksonville / 654W	Status: Pending Approval
▼ Work 42 Mechanics	Charleston Stevedoring Company	/	North Charleston (NCT)	10-19-2020 04:00	Filled
▼ C_OCT20	Charleston Stevedoring Company	/	North Charleston (NCT)	10-20-2020 04:00	Filled

“Timesheets” view will list all timesheets one by one – not grouped by labor order.

BY ORDERS TIMESHEETS

Timesheets Duplicate Existing Timesheet Export Timesheet

Name	Union	Employer	Vessel / Voyage	Date / Time	Timekeeper	Status
AutoGen_Dispatch:Jefferson Gang	Longshoreman	Charleston Stevedoring Company	CMA Jacksonville	2020-10-24		Pending Approval
AutoGen_Dispatch:Gang 1 - Peter Parker's gang	Longshoreman	Charleston Stevedoring Company	CMA Jacksonville	2020-10-24		Pending Approval
AutoGen_Dispatch:Clerks and Checkers	Clerks and Checkers	Charleston Stevedoring Company	CMA Jacksonville	2020-10-24		Pending Approval
AutoGen_Dispatch:Maintenance-Continuity_Friday	Clerks and Checkers	Charleston Stevedoring Company		2020-10-19		Pending Approval
AutoGen_Dispatch:Clerks_OCT20_A-Continuity_Tuesday	Clerks and Checkers	Charleston Stevedoring Company		2020-10-20		Pending Approval
AutoGen_Dispatch:Clerks_OCT20_A-Continuity_Wednesday	Clerks and Checkers	Charleston Stevedoring Company		2020-10-20		Approved
AutoGen_Dispatch:Clerks_OCT20_A-Continuity_Thursday	Clerks and Checkers	Charleston Stevedoring Company		2020-10-20		Pending Approval

Clicking on the labor order name in the Labor Order view will open labor order and display the associated Timesheet in tabs.

Screenshot of a labor order view in a software application. The top navigation bar shows "TIMESHEET #1", "TIMESHEET #2", and "TIMESHEET #3", with "TIMESHEET #1" circled in blue. Below the navigation bar, there are buttons for "Approve Timesheet", "Print", and "Adjustment". The main content area is titled "JOB INFORMATION" and contains a grid of fields for job details.

JOB INFORMATION				
Pay Period	Labor Union	Employer	Customer	Facility
10/24/2020	Linghoreman	Charleston Stevedoring Company	Top Customer	efusTow-8377-3249-4564-3951020233
Gang	Timesheet	Job Billing	Vessel Name	Voyage Number
1004	Open Timesheet	Open Job Billing	OMA Jacksonville	8540
Dispatch Orders	Start Work Date	End Work Date	Cargo Type *	Differentials
4b7a0541-6a12-4354-c28b-39f8e380c4e4	10/24/2020	Pick the date	Container/Vessel	55
% Adjustment				
No				

Each timesheet within the labor order will contain:

Glossary	
Field	Description
Job Information	Basic information about the job – employer, port, vessel name, start date/time, etc.
Worker List	This is the timesheet where workers will be entered, removed, and updated.
Activity	Record of changes made to the timesheet with a timestamp and user ID of who made the edit.

Job Information Tab:

MIS TIMEKEEPING Sam EmployeePayroll

Orders > ORD_TEXT_SLIP_3

TIMESHEET #1 TIMESHEET #2 TIMESHEET #3

AutoGen_Dispatch:FWD Gang Send for Review Print

JOB INFORMATION WORKERS LIST ACTIVITY

Reference TS811A	Labor Union Longshoremen	Employer Charleston Stevedoring Company	Timekeeper Tom Thompson	Facility North Charleston (NCT)
Gang Gang	Vessel Name Bridit	Voyage Number 123	Customer Type Customer	Start Work Date 1/10/2021
End Work Date Pick the date	Cargo Type* <input type="checkbox"/> Container/Vessel	Differentials Select Differentials	Dispatch Order FWD Gang	Is Adjustment No
Job Billing Type Job Billing	Pay Period Type Pay Period			

Update Job Information

Glossary of Job Information Terms	
Field	Description
Reference	Reference number assigned by MIS
Labor Union	Union the workers on the timesheet are associated with.
Employer	Company employing the union workers.
Timekeeper	Timekeeper's name
Facility	Physical location of where the work is taking place
Gang	Notes regarding gang information.
Vessel Name	Name of the vessel being worked, if applicable
Voyage Number	Voyage number for the vessel being worked
Customer	Option notes field for billing
Start Work Date	Date work begins
End Work Date	Date work ends
Cargo Type	Type of cargo being moved – this will be used to determine pay rates.
Differentials	Special pay rates due to hazardous/dangerous cargo
Dispatch Orders	The dispatch orders used to create auto-generated timesheets, if applicable
Is Adjustment	YES/NO drop-down to determine if the timesheet is an adjustment to a previous timesheet
Job Billing	A free text field for reference (optional)
Pay Period	Period (week number) in which the workers will be paid

Worker List:

Orders > ORD_TEST_BLIU_3

TIMESHEET #1 TIMESHEET #2 TIMESHEET #3

AutoGen_Dispatch:FWD Gang Send for Review Print

JOB INFORMATION WORKERS LIST ACTIVITY

Send for Reapproval Reject with comment Edit Timesheet Check errors

Job Code *	Time In - Out *	ST	OT	DS	DOT	MEAL	Flex	PI	NPI	Training	High Rate
WORKERS: 15											
Totals:		112	28	0	0	0	0	\$0.00	\$0.00		\$4083.76
234113 / AJ Jefferson	1210 - Gang Haul	0700 1800	8	2	0	0	0	0	0	None	\$331.00 \$37.00
321456 / Clem Clemmon	1220 - Tractor Dr...	0700 1800	8	2	0	0	0	0	0	None	\$322.75 \$36.25
001386 / Jon Card	1220 - Tractor Dr...	0700 1800	8	2	0	0	0	0	0	None	\$332.75 \$36.25
1240 / Bailey Cartledge	1220 - Tractor Dr...	0700 1200	4	1	0	0	0	0	0	None	\$111.38 \$36.25
12323213 / Jim Doe	1220 - Tractor Dr...	0700 1800	8	2	0	0	0	0	0	None	\$332.75 \$36.25
057567567 / Minnie Mouse	1220 - Tractor Dr...	0700 1800	8	2	0	0	0	0	0	None	\$222.75 \$36.25
69 / Chuck Finley	1220 - Tractor Dr...	0700 1800	8	2	0	0	0	0	0	None	\$332.75 \$36.25

Worker List Glossary	
Field	Description
Master Row	Where updates can be entered that will fill in the timesheet column below. Also, where new workers are added to the timesheet.
Job Code	Occupation code that pertains to the job being worked. This is used to calculate pay rate.
Time In-Out	The time the shift began and when it ended, using 24-hour clock.
ST	Straight time hours worked
OT	Overtime hours worked
DS	Double straight time hours worked
DOT	Double overtime hours worked
Meal	Mealtime hours worked
Flex	Flex time hours worked
PI	Payroll Item – a dollar amount to reimburse a worker for expenses that are subject to being taxed.
NPI	Non-payroll Item – a dollar amount to reimburse a worker for expenses that are not taxable
Training	Drop-down menu to designate a worker as a trainer or a trainee.
High Rate	Lists the highest rate of pay possible for the occupation code.
	Comment icon – turns blue if the timekeeper has entered comments for the worker.
	Deletes the worker from the timesheet

A first-line approver can perform the following actions in the timesheet:

Possible Actions in the Timesheet	
Field	Description
Send for Review	Sends timesheet to payroll coordinator/department for review. (First line approval)
Print	Brings up a printable (or savable) pdf of the timesheet
Send for Resubmittal	Sends the timesheet back to the timekeeper
Reject with Comment	Rejects the entire timesheet back to the timekeeper for edit
Edit Timesheet	Allows the timesheet to be changed
Check Errors	Checks timesheet for duplications and errors
Line Level Reject	Allows specific workers to be rejected.

Activity:

The Activity tab will show a record of all activity in the timesheet and which user made updates.

Orders > ORD_1651_0119_2

TIMESHEET #1 TIMESHEET #2

AutoGen_Dispatch:FWD Gang

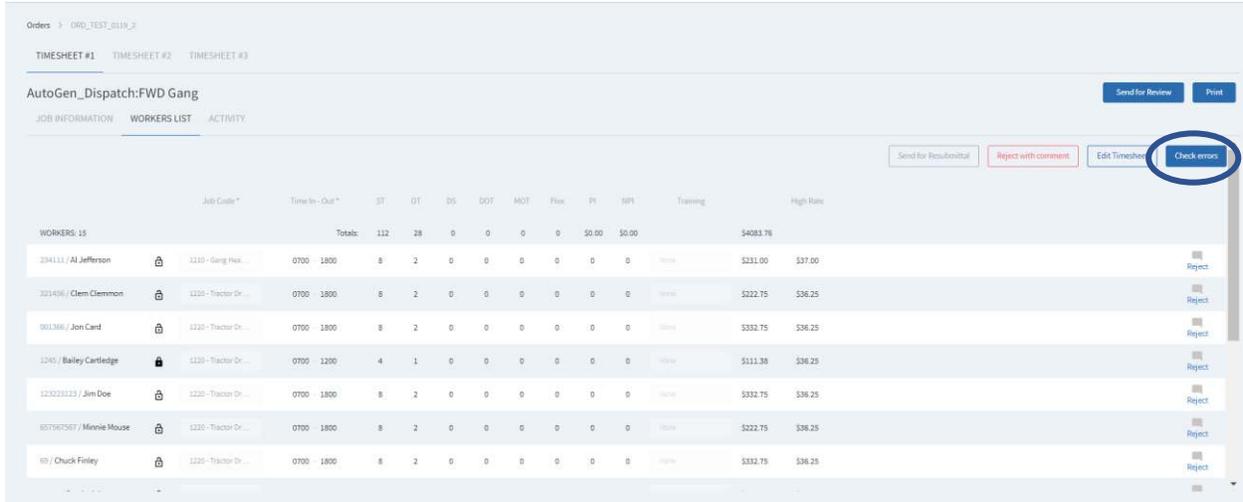
JOB INFORMATION WORKERS LIST ACTIVITY

- Timesheet status has changed from Approved to Exported by Test_EmployerSupervisor
2021-02-11 at 17:45:09
- Timesheet status has changed from Under Review to Approved by Test_EmployerSupervisor
2021-02-11 at 17:20:45
- Timesheet header updated by Test_EmployerSupervisor
2021-02-11 at 14:06:18
- Timesheet header updated by Test_EmployerSupervisor
2021-02-11 at 14:06:01
- Timesheet header updated by Test_EmployerSupervisor

Checking Errors on Timesheets

MIS timesheets have an error-checking function built in to check for duplications.

Click on  on the right of the screen.



The screenshot shows the MIS interface for a timesheet. At the top right, there are buttons for 'Send for Review' and 'Print'. Below these, there are buttons for 'Send for Reapproval', 'Reject with comment', 'Edit Timesheet', and 'Check errors'. The 'Check errors' button is circled in red. Below the buttons is a table with columns for Job Code, Time In - Out, ST, OT, DS, DDT, MDT, Flex, PR, HPI, Training, and High Rate. The table lists several workers and their respective timesheet entries.

MIS will display a pop-up showing any duplications or confirming there are no duplications.

Examples:

TimeSheet check error status:

The timesheet was correctly validated. No errors found.

CLOSE

TimeSheet check error status:

This worker has another row(s) with an overlapping timeframe.

WORKERS:	Job Code	Time In	-	Time Out
9993232 / Grant Grantberg	10202	08:00	-	17:00
9993232 / Grant Grantberg	10201	08:00	-	12:00

Comment

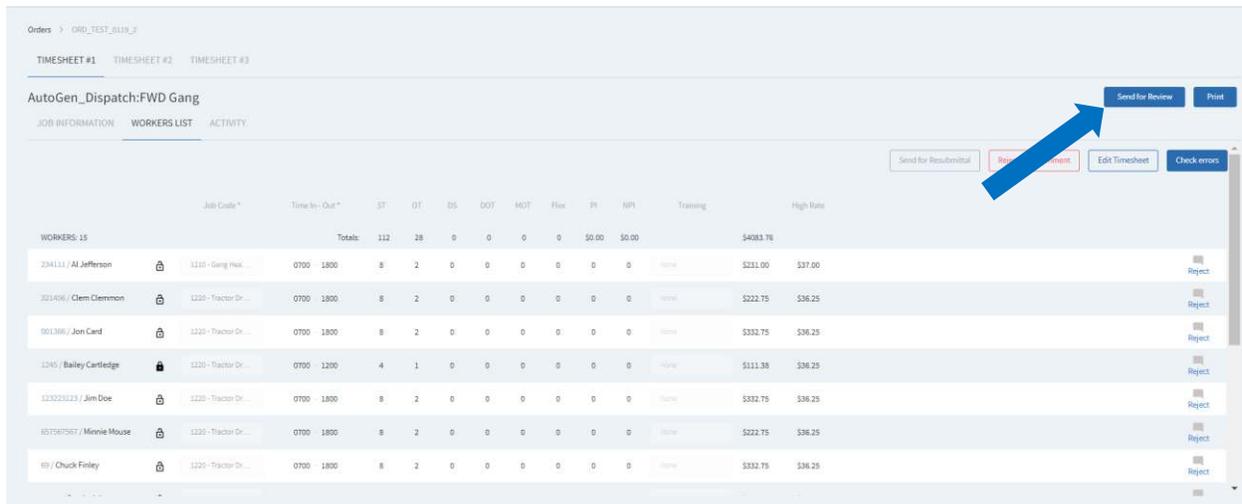
CANCEL CONFIRM

Approving a Timesheet

Click on the labor order name (or timesheet name in Timesheet view) and choose a timesheet from the tabs. To see the list of names on the timesheet, click on Worker List.

MIS shows a list of workers with their job codes and times entered by the timekeeper.

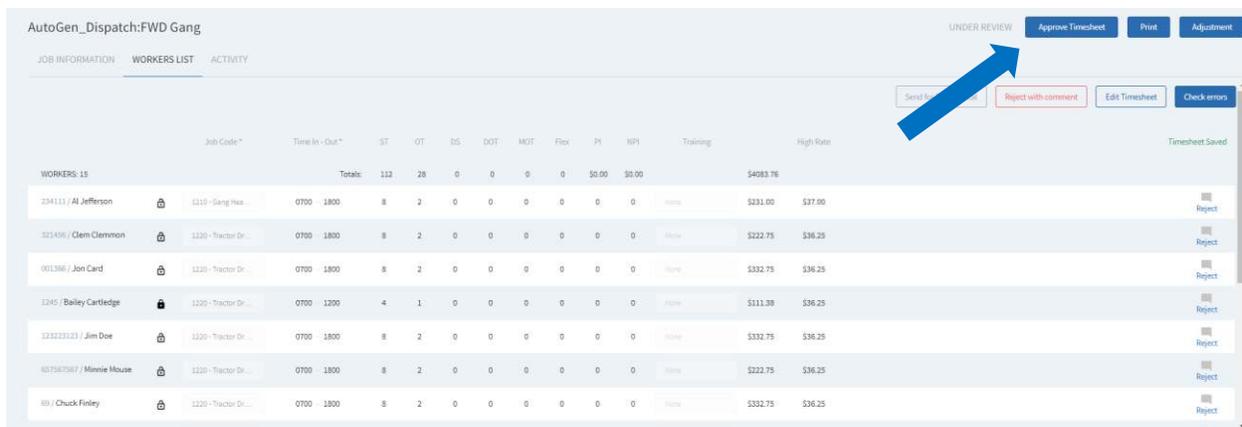
The first-line approver will see the option to Send for Review. Clicking on  will forward the timesheet to the second-line reviewer or payroll coordinator.



The screenshot shows the 'AutoGen_Dispatch:FWD Gang' timesheet interface. At the top right, there are buttons for 'Send for Review' and 'Print'. Below these, there are buttons for 'Send for Reinitial', 'Reject with comment', 'Edit Timesheet', and 'Check errors'. A blue arrow points to the 'Send for Review' button. The main area contains a table with columns for Job Code, Time In - Out, ST, OT, DS, DDT, MDT, Flex, PI, NPI, Training, and High Rate. The table lists several workers with their respective job codes and times.

Job Code*	Time In - Out*	ST	OT	DS	DDT	MDT	Flex	PI	NPI	Training	High Rate	
Totals:		112	28	0	0	0	0	\$0.00	\$0.00		\$4083.76	
234111 / Al Jefferson	1210 - Gang Hea...	0700	1800	8	2	0	0	0	0	0	\$231.00	\$37.00
321456 / Clem Clemmon	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	\$222.75	\$36.25
901386 / Jon Card	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	\$332.75	\$36.25
1240 / Bailey Cartledge	1220 - Tractor Dr...	0700	1200	4	1	0	0	0	0	0	\$111.38	\$36.25
123223123 / Jim Doe	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	\$332.75	\$36.25
657267567 / Minnie Mouse	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	\$222.75	\$36.25
69 / Chuck Finley	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	\$332.75	\$36.25

The second-line reviewer (or payroll personnel) will see the option to . Clicking Approve Timesheet will lock the timesheet for further edits and queue it for extract for the payroll company.



The screenshot shows the 'AutoGen_Dispatch:FWD Gang' timesheet interface in 'UNDER REVIEW' mode. At the top right, there are buttons for 'Approve Timesheet', 'Print', and 'Adjustment'. Below these, there are buttons for 'Send for Reinitial', 'Reject with comment', 'Edit Timesheet', and 'Check errors'. A blue arrow points to the 'Approve Timesheet' button. The main area contains the same table as the previous screenshot, showing worker details and times.

Job Code*	Time In - Out*	ST	OT	DS	DDT	MDT	Flex	PI	NPI	Training	High Rate	
Totals:		112	28	0	0	0	0	\$0.00	\$0.00		\$4083.76	
234111 / Al Jefferson	1210 - Gang Hea...	0700	1800	8	2	0	0	0	0	0	\$231.00	\$37.00
321456 / Clem Clemmon	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	\$222.75	\$36.25
901386 / Jon Card	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	\$332.75	\$36.25
1240 / Bailey Cartledge	1220 - Tractor Dr...	0700	1200	4	1	0	0	0	0	0	\$111.38	\$36.25
123223123 / Jim Doe	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	\$332.75	\$36.25
657267567 / Minnie Mouse	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	\$222.75	\$36.25
69 / Chuck Finley	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	\$332.75	\$36.25

Rejecting a Timesheet

First-line and second-line approvers have the ability to reject timesheets.

Timesheets rejected by first-line approvers return to the timekeeper.

Timesheets rejected by second-line approvers return to first-line approvers.



There are two ways to reject timesheets in MIS:

- Reject specific worker's lines
- Reject the entire timesheet

Reject Lines

In the Worker List, click on Reject on the worker's line, add comments and click REJECT.

Click on [Send for Resubmittal](#). This sends the timesheet back to whomever submitted it.

Orders > ORD_TEST_2019_2

TIMESHEET #1 TIMESHEET #2 TIMESHEET #3

AutoGen_Dispatch:FWD LASH GANG Send for Review Print

JOB INFORMATION WORKERS LIST ACTIVITY

Send for Resubmittal Reject with comment Edit Timesheet Check errors

Job Code *	Time In - Out *	OT	OT	OS	DOT	MOT	Flas	PR	NPI	Training	High Rate	Timesheet Saved	
Totals:		48	12	0	0	0	0	\$0.00	\$0.00		\$2235.76		
001306 / Jon Card	1210 - Gang Mea...	0700	1800	8	2	0	0	0	0	0	None	\$341.00 \$37.00	Reject
69 / Chuck Finley	1220 - Tractor Dr...	0700	1800	4	1	0	0	0	0	0	None	\$166.38 \$36.25	
58475 / Beetle Juice	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	None	\$398.75 \$36.25	
11223544 / John Green	1220 - Tractor Dr...	0700	1200	8	2	0	0	0	0	0	None	\$332.75 \$36.25	
9993230 / Grant Grantberg	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	None	\$398.75 \$36.25	
71761 / Theo Von	1220 - Tractor Dr...	0700	1800	8	2	0	0	0	0	0	None	\$398.75 \$36.25	Reject

Reason for rejection - Jon Card

Jon left at 1200.

CANCEL REJECT

Reject Timesheet

To reject the entire timesheet, click on **Reject with comment**, fill in a comment, and click REJECT.

The screenshot shows the 'AutoGen_Dispatch:FWD LASH GANG' interface. At the top right, there are buttons for 'Send for Review' and 'Print'. Below these, a 'Reject with comment' button is highlighted with a red box and a blue arrow. A modal window titled 'Reject comment' is open, containing a text area with the text 'SMH went to 1830.' and buttons for 'CLOSE' and 'SAVE'. Below the modal, there are several 'Reject' buttons for individual workers.

Job Code *	Time In - Out *	ST	OT	DS	DOT	MGT	Flex	PI	HR	Training	High Rate	
Totals:		48	12	0	0	0	0	\$0.00	\$0.00		\$2235.76	
101398 / Jon Card	1210 - Gang Hse	0700	1800	8	2	0	0	0	0	0	\$341.00	\$37.00
119 / Chuck Finley	1220 - Tractor Dr ...	0700	1800	4	1	0	0	0	0	0	\$166.38	\$36.25
58475 / Beetle Juice	1220 - Tractor Dr ...	0700	1800	8	2	0	0	0	0	0	\$396.75	\$36.25
1222344 / John Green	1220 - Tractor Dr ...	0700	1200	8	2	0	0	0	0	0	\$332.75	\$36.25

This sends the timesheet back to whomever submitted it.

Updating Payroll Information

There are two fields specific to payroll. Timesheet approvers can update these two fields.

Job Billing – a field where the employer can enter a reference number/information

Payroll Period – the pay period in which the workers will be paid

Once information is updated, click **Update Job Information**.

The screenshot shows the 'AutoGen_Dispatch:FWD LASH GANG' interface with the 'JOB INFORMATION' tab selected. A blue arrow points to the 'Job Billing' field, which contains the value '123456'. Another blue arrow points to the 'Update Job Information' button at the bottom right. The form includes fields for Reference, Labor Union, Employer, Timekeeper, Facility, Gang, Vessel Name, Voyage Number, Customer, Start Work Date, End Work Date, Cargo Type, Differentials, Dispatch Order, N Adjustment, and Pay Period.

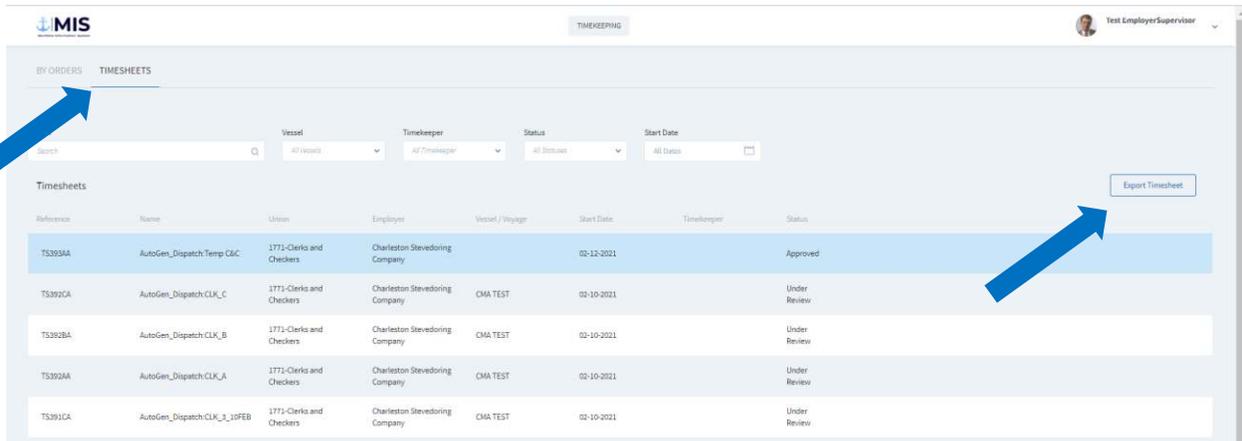
Reference	Labor Union	Employer	Timekeeper	Facility
TSR11EA	Lungshoreman	Charleston Stevedoring Company	Tom Timmecker	North Charleston (NCT)
Gang	Vessel Name	Voyage Number	Customer	Start Work Date
1000	Brexit	123	Exp Customer	1/16/2021
End Work Date	Cargo Type *	Differentials	Dispatch Order	N Adjustment
Pick this date	Container Vessel	Just Offshore	FWD LASH GANG	NA
Job Billing	Pay Period			
123456	3			

Export for Payroll System

MIS creates a .csv file extract that can be uploaded to the payroll processing company to pay workers.

Once timesheets have been approved by the first-line and second-line approver, they are ready to export.

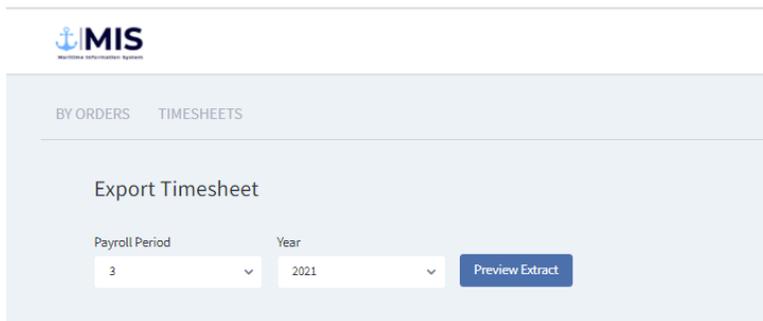
To export, click on  in the TIMESHEETS menu tab.



The screenshot shows the MIS interface with the 'TIMESHEETS' menu tab selected. A blue arrow points to the 'TIMESHEETS' tab. Below the search filters, there is a table of timesheets. A second blue arrow points to the 'Export Timesheet' button in the top right corner of the table area.

Reference	Name	Union	Employer	Vessel / Voyage	Start Date	Timekeeper	Status
TS303AA	AutoGen_Dispatch_Temp C&C	1771-Clerks and Checkers	Charleston Stevedoring Company		02-12-2021		Approved
TS302CA	AutoGen_Dispatch_CLK_C	1771-Clerks and Checkers	Charleston Stevedoring Company	CMA TEST	02-10-2021		Under Review
TS302BA	AutoGen_Dispatch_CLK_B	1771-Clerks and Checkers	Charleston Stevedoring Company	CMA TEST	02-10-2021		Under Review
TS302AA	AutoGen_Dispatch_CLK_A	1771-Clerks and Checkers	Charleston Stevedoring Company	CMA TEST	02-10-2021		Under Review
TS301CA	AutoGen_Dispatch_CLK_3_10FEB	1771-Clerks and Checkers	Charleston Stevedoring Company	CMA TEST	02-10-2021		Under Review

Enter the pay period and year and click Preview Extract.



The screenshot shows the 'Export Timesheet' dialog box in the MIS interface. It contains two dropdown menus for 'Payroll Period' and 'Year', and a 'Preview Extract' button.

Payroll Period: 3
Year: 2021
Preview Extract

MIS will show an overall tally of information contained in the extract:

Union	Number of Timesheets	ST	OT	DST	DOT	BSM	FT
1422 - Longshoreman	1	112	28	0	0	0	0
Totals:	1	112	28	0	0	0	0

If this appears to be the proper information, click [Generate CSV Export](#). The timesheet will now show in EXPORTED status.

Once timesheets are included in an export, no changes can be made. This is by design to ensure that MIS data is consistent with data sent to the payroll company.

The ability to recall a timesheet from Exported status does exist. This option would be used BEFORE uploading the timesheet to the payroll processing company. If an error is discovered AFTER the employee is paid, use the Adjustment functionality outlined in the next section.

To recall a timesheet, open the timesheet and click on [Recall](#) in the Job Information tab.

This will remove the timesheet from the extract. It must be approved before it can be exported again.

Adjustment Timesheets

If an error is discovered after a worker has been paid, an adjustment timesheet can be created. From the job information tab or worker list, click on: [Adjustment](#)

MIS will display a new timesheet. The timesheet name will begin with ADJ. The job information will be duplicated from the original timesheet. The worker list will be blank.

Click [Edit Timesheet](#) on the worker list.

To reduce time from a worker, enter the time, job code, and negative hours for the worker. To add time to a worker, enter the time, job code, and hours for the worker.

Timesheets > ADJ:AutoGen_Dispatch:FWD Gang

ADJ:AutoGen_Dispatch:FWD Gang UNDER REVIEW [Approve Timesheet](#) [Print](#) [Adjustment](#)

[JOB INFORMATION](#) [WORKERS LIST](#) [ACTIVITY](#)

[Send for Resubmittal](#) [Reject with comment](#) [Cancel](#) [Check error](#)

Master Row	Job Code *	Time In - Out *	ST	OT	HS	DOT	MOT	Flex	PI	MPH	Training	High Rate
	1244 - Lasher - C...	1300 1700	4								Select	
Total: 0 0 0 0 0 0 0 50.00 50.00												\$-40.00
WORKERS: 2												
002368 / Jan Card	1244 - Lasher - C...	1300 1700	-4								Select	\$-120.00 \$36.00
320412 / Kasey Brown	1244 - Lasher - C...	1300 1700	4								Select	\$80.00 \$36.00

If processing a live check immediately, enter the current payroll period and extract a .csv file for payroll upload.

If including the adjustment in the next payroll period, update the payroll period to the following period on the Job Information tab.