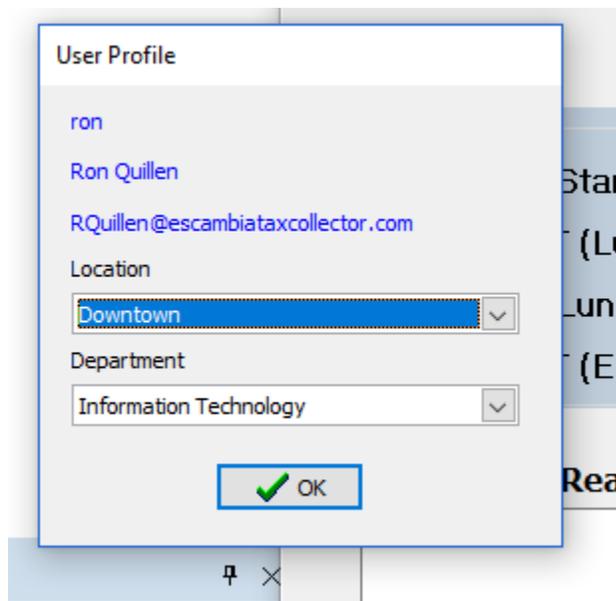


# ECTC Time Punch Adjustment App

Occasionally, our time punches in I-employee are incorrect, and we will have to request that our managers 'adjust' our time. This application submits the request to your manager via email. The manager will then make the appropriate time punch change in I-employee, then will mark the submission as 'complete' in the Time Punch Adjustment app. The user will also see previous submissions in the bottom grid of the app.

## Using the Application to submit time punch adjustments

The application may ask you to choose your location and department when you initially launch the app. If so, please choose the appropriate location and department. You may also choose 'User Profile' in the top menu of the home screen to change , if you even transfer to another location.



Now you are ready to submit your first time punch adjustment !!

First, select 'Punch Type'. If none of the punch types describe your situation, don't worry. Pick the closest Punch type to your situation, and simply explain it in the 'Adjustment reason field later:

**Punch Type**

- Time IN (Start of Day)
- Time OUT (Lunch)
- Time IN (Lunch)
- Time OUT (End of Day)

**Date of Correction**   
Ex: '05022019' for 05/02/2019

**Corrected Time**   
Ex: '0800PM' for 8:00PM

**Adjustment Reason**

**Use 'POST' in top menu to submit adjustment to your supervisor!**

Employee_ID	Create_Date	Location_ID	DepartmentID	Punch_Type	CorrectedDate	Corrected_Time	Adj_Reason	Adj_Type	Adj_
Ron Quillen	4/23/2019 10:46:34 AM DTO	IT	IT	TIS	4/22/2019	02:00PM	crap.	A	Y
Ron Quillen	4/23/2019 1:25:30 PM DTO	IT	IT	TIS	12/25/2019	10:00AM	holidaysfgfgfddfd	A	Y
Ron Quillen	4/24/2019 12:41:39 PM DTO	IT	MTOOPS	TOL	4/22/2019	01:00PM	TEST TEST TEST EMAIL change.dfd	A	Y
Ron Quillen	4/24/2019 1:54:55 PM DTO	IT	IT	TOL	1/2/2018	02:00PM	jfdjkskfdksjfdksj	A	Y
Ron Quillen	4/24/2019 4:53:00 PM DTO	IT	IT	TOL	2/14/2008	11:00AM	forgot.fgfgf	A	Y
Ron Quillen	4/25/2019 10:16:58 AM DTO	IT	IT	TOL	4/2/2019	01:00PM	ex	R	Y
Ron Quillen	4/25/2019 10:21:32 AM DTO	IT	IT	TOL	2/2/2018	05:00PM	xx	A	Y
Ron Quillen	4/29/2019 12:04:53 PM DTO	IT	IT	TIS	4/20/2019	01:00PM	xxxxxxx	A	Y

Next, select the Date of Correction. Please enter the date in this format: 'MMDDYYYY', with no 'slashes'. The app will place the 'slashes' for you. For example, if the date of correction was 06/01/2019, you would enter '06012019'. Then, hit 'TAB'. (see below):

Time Punch Adjustment - Ron Quillen, DTO

ECTC Time Punch Adjustment

Punch Type

- Time IN (Start of Day)
- Time OUT (Lunch)
- Time IN (Lunch)
- Time OUT (End of Day)

Date of Correction: 6/1/2019  
Ex: '05022019' for 05/02/2019

Corrected Time: [08:00AM]  
Ex: '0800PM' for 8:00PM

Adjustment Reason

Use 'POST' in top menu to submit adjustment to your supervisor!

Employee_ID	Create_Date	Location_ID	DepartmentID	Punch_Type	CorrectedDate	Corrected_Time	Adj_Reason	Adj_Type	Adj
Ron Quillen	4/23/2019 10:46:34 AM	DTO	IT	TIS	6/1/2019			A	N
Ron Quillen	4/23/2019 1:25:30 PM	DTO	IT	TIS	4/22/2019	02:00PM	crap.	A	Y
Ron Quillen	4/23/2019 12:41:39 PM	DTO	MTOOPS	TOL	12/25/2019	10:00AM	holidaysfgfgfgffdfdfdf	A	Y
Ron Quillen	4/24/2019 1:54:55 PM	DTO	IT	TOL	4/22/2019	01:00PM	TEST TEST TEST EMAIL change.dfd	A	Y
Ron Quillen	4/24/2019 4:53:00 PM	DTO	IT	TOL	1/2/2018	02:00PM	jfkldjskfdksjfkdsjf	A	Y
Ron Quillen	4/24/2019 10:16:58 AM	DTO	IT	TOL	2/14/2008	11:00AM	forgot.fgfgf	A	Y
Ron Quillen	4/25/2019 10:21:32 AM	DTO	IT	TOL	4/2/2019	01:00PM	ex	R	Y
Ron Quillen	4/25/2019 10:21:32 AM	DTO	IT	TOL	2/2/2018	05:00PM	xx	A	Y

Next, enter the 'Corrected Time'. Enter the time in this format: '0000AM'. For example, if your corrected time was 2:00pm, you would enter '0200PM'. This is *not military* time, but you do have to put the 'zero' in front of single digit times (like 01:00, 08:00, etc.). You would NOT put a zero in front of the time that is 'double digits' (for example 10:00AM. You would simply enter '1000AM').

Time Punch Adjustment - Ron Quillen, DTO

ECTC Time Punch Adjustment

Punch Type

- Time IN (Start of Day)
- Time OUT (Lunch)
- Time IN (Lunch)
- Time OUT (End of Day)

Date of Correction: 6/1/2019  
Ex: '05022019' for 05/02/2019

Corrected Time: 08:00AM  
Ex: '0800PM' for 8:00PM

Adjustment Reason

An marbian bought me coffee,was telling the story

Use 'POST' in top menu to submit adjustment to your supervisor!

Employee_ID	Create_Date	Location_ID	DepartmentID	Punch_Type	CorrectedDate	Corrected_Time	Adj_Reason	Adj_Type	Adj
Ron Quillen	4/23/2019 10:46:34 AM	DTO	IT	TIS	6/1/2019	08:00AM	An marbian bought me coffee,was telling the story	A	N
Ron Quillen	4/23/2019 1:25:30 PM	DTO	IT	TIS	4/22/2019	02:00PM	crap.	A	Y
Ron Quillen	4/23/2019 12:41:39 PM	DTO	MTOOPS	TOL	12/25/2019	10:00AM	holidaysfgfgfgffdfdfdf	A	Y
Ron Quillen	4/24/2019 1:54:55 PM	DTO	IT	TOL	4/22/2019	01:00PM	TEST TEST TEST EMAIL change.dfd	A	Y
Ron Quillen	4/24/2019 4:53:00 PM	DTO	IT	TOL	1/2/2018	02:00PM	jfkldjskfdksjfkdsjf	A	Y
Ron Quillen	4/24/2019 10:16:58 AM	DTO	IT	TOL	2/14/2008	11:00AM	forgot.fgfgf	A	Y
Ron Quillen	4/25/2019 10:21:32 AM	DTO	IT	TOL	4/2/2019	01:00PM	ex	R	Y
Ron Quillen	4/25/2019 10:21:32 AM	DTO	IT	TOL	2/2/2018	05:00PM	xx	A	Y

Next, enter your adjustment reason. Simply a brief explanation as to why your time punch needs to be adjusted:

**ECTC Time Punch Adjustment**

**Punch Type**

- Time IN (Start of Day)
- Time OUT (Lunch)
- Time IN (Lunch)
- Time OUT (End of Day)

**Date of Correction**   
Ex: '05022019' for 05/02/2019

**Corrected Time**   
Ex: '0800PM' for 8:00PM

**Adjustment Reason**

An marlian bought me coffee, was telling the story. Totally my fault.

**Use 'POST' in top menu to submit adjustment to your supervisor!**

Employee_ID	Create_Date	Location_ID	DepartmentID	Punch_Type	CorrectedDate	Corrected_Time	Adj_Reason	Adj_Type	Adj.
Ron Quillen	4/23/2019 10:46:34 AM	DTO	IT	TIS	6/1/2019	08:00AM	An marlian bought me coffee, was telling the story	A	N
Ron Quillen	4/23/2019 1:25:30 PM	DTO	IT	TIS	4/22/2019	02:00PM	crap.	A	Y
Ron Quillen	4/24/2019 12:41:39 PM	DTO	MTOOPS	TOL	12/25/2019	10:00AM	holidaysfgfgffdfdfdf	A	Y
Ron Quillen	4/24/2019 1:54:55 PM	DTO	IT	TOL	4/22/2019	01:00PM	TEST TEST TEST EMAIL change.dfd	A	Y
Ron Quillen	4/24/2019 4:53:00 PM	DTO	IT	TOL	1/2/2018	02:00PM	jfkldjskfdksjfkldjsf	A	Y
Ron Quillen	4/24/2019 10:16:58 AM	DTO	IT	TOL	2/14/2008	11:00AM	forgot.fgfgf	A	Y
Ron Quillen	4/25/2019 10:21:32 AM	DTO	IT	TOL	4/2/2019	01:00PM	ex	R	Y
Ron Quillen	4/25/2019 12:04:53 PM	DTO	IT	TOL	2/2/2018	05:00PM	xxx	A	Y
Ron Quillen	4/29/2019 12:25:51 PM	DTO	IT	TIS	4/20/2019	01:00PM	xxxxxxx	A	Y
Ron Quillen	4/29/2019 12:54:32 PM	DTO	IT	TOL	5/5/2018	08:00AM	xxxxx	A	Y
Ron Quillen	4/29/2019 12:54:32 PM	DTO	IT	TIS	1/1/2001	01:00PM	zkzxxzkz	M	Y

Next, simply click 'POST' in the upper left corner of the app:

Time Punch Adjustment - Ron Quillen, DTO

ECTC Time Punch Adjustment

**Punch Type**

- Time IN (Start of Day)
- Time OUT (Lunch)
- Time IN (Lunch)
- Time OUT (End of Day)

**Date of Correction**   
Ex: '05022019' for 05/02/2019

**Corrected Time**   
Ex: '0800PM' for 8:00PM

**Adjustment Reason**

An marbian bought me coffee,was telling the story. Totally my fault.

**Use 'POST' in top menu to submit adjustment to your supervisor!**

Employee_ID	Create_Date	Location_ID	DepartmentID	Punch_Type	CorrectedDate	Corrected_Time	Adj_Reason	Adj_Type	Adj
*				TIS	6/1/2019	08:00AM	An marbian bought me coffee,was telling the story		N
Ron Quillen	4/23/2019 10:46:34 AM	DTO	IT	TIS	4/22/2019	02:00PM	crap.	A	Y
Ron Quillen	4/23/2019 1:25:30 PM	DTO	IT	TIS	12/25/2019	10:00AM	holidaysfgfgfgffdfdfdf	A	Y
Ron Quillen	4/24/2019 12:41:39 PM	DTO	MTOOPS	TOL	4/22/2019	01:00PM	TEST TEST TEST EMAIL change.dfd	A	Y
Ron Quillen	4/24/2019 1:54:55 PM	DTO	IT	TOL	1/2/2018	02:00PM	jfkldjskfdksjfkldjsf	A	Y
Ron Quillen	4/24/2019 4:53:00 PM	DTO	IT	TOL	2/14/2008	11:00AM	forgot.fgfgf	A	Y
Ron Quillen	4/25/2019 10:16:58 AM	DTO	IT	TOL	4/2/2019	01:00PM	ex	R	Y
Ron Quillen	4/25/2019 10:21:32 AM	DTO	IT	TOL	2/2/2018	05:00PM	xxx	A	Y
Ron Quillen	4/29/2019 12:04:53 PM	DTO	IT	TIS	4/20/2019	01:00PM	xxxxxxxx	A	Y
Ron Quillen	4/29/2019 12:25:51 PM	DTO	IT	TOL	5/5/2018	08:00AM	xxxxxx	A	Y
Ron Quillen	4/29/2019 12:54:32 PM	DTO	IT	TIS	1/1/2001	01:00PM	zkzxxzkz	M	Y

And you are done! An email will be sent to your manager and assistant manager.

The ECTC Time Punch Adjustment application also displays the user's previous time punch adjustments in the bottom grid.