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:

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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				– 🗆 X
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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').

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

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

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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.