

Supervisor Edit Report

- ☒ You receive an accurate audit trail of all time card changes.
- ✓ You know who has made changes to a time card.

Supervisor Edit Report

Includes all workgroups for all employees.

From 7/28/96 to 8/03/96

Location: Main Street Facility

Baker, Andrea ID: 1001 Badge: 1

SUPER 7/30/96 2:05p TRANSFER TO OAK-R&D-ENG ON 7/24/96 AT 15:15

SUPER 7/30/96 2:06p CHANGE IN RATE OF PAY TO 5.50 ON 7/26/96 AT 10:15

SUPER 7/30/96 2:07p CHANGE IN RATE OF PAY TO 6.00 ON 7/26/96 AT 15:30

SUPER 7/30/96 6:09p ADD PUN 7/30/96 15:30

SUPER 7/30/96 8:02p CHANGE IN PAY DES. TO VACATION ON 8/01/96 AT 7:00

Grant, Omar ID: 1002 Badge: 2

SUPER 7/30/96 6:11p ADD PUN 7/30/96 15:30

Location: Oak Blvd Facility

Hastings, Marvin ID: 1008 Badge: 8

SUPER 7/30/96 9:15p CHANGE IN PAY DES. TO VACATION ON 7/26/96 AT 9:00

Jardin, Janice ID: 1005 Badge: 5

SUPER 7/30/96 6:11p ADD PUN 7/30/96 12:00

SUPER 7/30/96 10:54p ADD PUN 7/30/96 9:00

SUPER 7/30/96 10:55p ADD PUN 7/30/96 13:00

SUPER 7/30/96 10:55p ADD PUN 7/30/96 17:30

SUPER 7/30/96 10:55p CHANGE IN PAY DES. TO SICK ON 7/30/96 AT 13:00

Lists the work group for transfers and credits

Includes the user name of the person making the edit and the time that the edit was made

Shows the type of edit that was made

Shows the pay designation for credits and pay designation changes

Supervisor edits can also be reviewed on the Time Card window using the Review Edits button.

