

Imputing Accrued Time- Managers

10/29/2025

The process below details how a manager would add accrued time to an employee's timecard.

1. This can be done in either Individual or group hours. For this example I will use individual hours. Start by searching for the employee you need to add time for.
2. Click +Add
3. Check off Time Sheet Entry and then entry the correct date, total hours, job code, and cost code if needed.

Add

☐ Employee is clocked in

☒ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Time in

11/24/2025

09:00 AM

Hours

7:30

Job Code

331 - VACATION

Cost Code

DEFAULT

Select

Labor Codes

0

Manage

Rate

0.0000

Note

Days

1

Segment Length: 7:30

Custom

Extra

Cancel

Save

4. If the employee is taking multiple days off that are consistent you can change the days total on the bottom. This will then apply the time to the amount of days indicated. **If there is a holiday or weekend during the continuous days, the days functions cannot be used.**