

Correcting mistakes on Time Entry

Navigate to the Daily Time Entry screen.

1. If you have previously entered and saved time, but need to make a change to your time, you will need to enter a Change Reason Code. Select the appropriate Change Reason Code on the Visual Assist in the Change Reason field, and select the code that best matches the reason why you are making the change. Click "OK."
2. Once the Change Reason Code has been Selected, in the Change Comments field, type in a brief explanation as to why the change was made.
3. Click "Save" and if appropriate, Submit your time.

Employee Daily Time Entry - Windows Internet Explorer
ORACLE JD Edwards EnterpriseOne

Home Navigator Open Applications Record Reports Favorites

Employee Daily Time Entry Query: All Records

Period Dates: Home Business Unit: 10010
Pay Period Start: 11/29/15 Pay Type (Totals Only): Hours Worked: 9.00
Pay Period End: 12/05/15 Hours Worked: Hours Worked: Hours Worked: 9.00

Totals: Sun: 11/29, Mon: 12/01, Tue: 12/02, Wed: 12/03, Thu: 12/04, Fri: 12/05
Regular Hours: 9.00
All Other Hours: 0.00
Total Hours: 9.00

Records 1 - 2

Select	Time Card Status	Pay Type	Pay Type Description	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Time In	Time Out	Change Reason	Change Comments	Change Reason
<input type="checkbox"/>	Saved	1	Regular	9.00							09	47			

Customize Grid GA/Overhead

Change Reason	Change Comments	Change Reason
<input type="text"/>	<input type="text"/>	

Close Save Delete Submit