1. **Purpose**
	1. The purpose of this procedure is to provide guidance to assure proper modification of ACS recorded time. After reviewing time clock the timeclock register, if any time needs to be modified, this procedure covers that. This procedure also covers entry of Vacation, PTO time etc.
2. **References**
	1. **NA**
3. **Precautions**
	1. **NA**
4. **Frequency**
	1. Time is to be submitted daily prior to 9 PM except on Tuesdays
	2. On Tuesday time cannot be submitted until the message is received that the previous weeks’ time has been purged.
5. **Responsibility**
	1. For most departments, the coordinators are responsible for daily time submission.
	2. Department Managers are to act as backup to the coordinators and ultimately responsible for accurate timely submission.
6. **Time Submission**
	1. Log-in to ACS
	2. Double Click on Time Card System

 

* 1. Double Click on Time Card Entry



* 1. Enter the date for which time is to be modified



* 1. Enter the Employee number and hit enter 

1.

* 1. Review the employees job #, time, and labor code. Make any modifications necessary, F3 or right click will allow you to search labor codes. This I also where you enter vacation, pto etc. For Vacation the job number is VAC, and labor code VAC, for PTO the job Number is VAC and the Labor Code is PTO. After entering/correcting time, click ok once, then verify the total hours for regular time, overtime, and double time. Once the time is correct click OK again to confirm the time for that employee. 

3.

2.

2.

3.

1.

* 1. After editing the time as needed, print the Time Card Edit list. Double Click the Time Card Edit List



* 1. Select PDF and Execute to generate a PDF copy of the Time Card Edit List.



2.

1.

* 1. Save the Time Card Edit List as a PDF to be submitted with the previously generated Timeclock Register



* 1. You can then exit the Time Card Edit Screen Menu
	2. Submit the saved PDF Time Card Edit List along with the Timeclock Register (Instructions in SOP1) via email to Time@gohispeed.com, include Comet time if applicable.



1. **Revision Changes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVISION #** | **DCO #** | **EFF. DATE** | **Location of Changes** | **SUMMARY OF CHANGES** |
| **0** |  | 4/14/21 |  | New Instruction |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |