

# User Guide

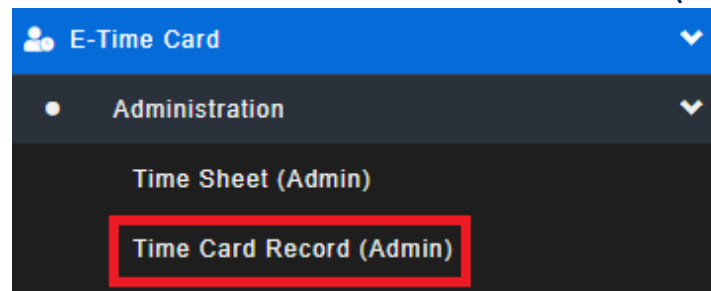
## Timecard

How to update the day type



## HOW TO UPDATE WORKING DAY TO OFF DAY/REST DAY/PUBLIC HOLIDAY

1. Go to E-Time Card -> E-Time Card Administration -> **Time Card Record (Admin)**.



2. Go to 1<sup>st</sup> tab (A) [Time Card Record].
3. Select the (B) Date Range and (C) employee that you wish to update.
4. Click (D) **Retrieve**.

The screenshot shows the 'Time Card Record' tab selected in the top navigation bar. Below the navigation bar, there are several input fields: 'Date Range' (2020-03-01 to 2020-03-31), 'Department', 'Supervisor', 'Job Level', 'Employee' (513 selected), and 'List of Error'. The 'Employee' field is highlighted with a red box. To the right of the form, there is a 'Retrieve' button highlighted with a red box. Below the 'Retrieve' button, there are buttons for 'Attendance Summary (Location)' and 'Export Attendance Summary (Location)'.

5. Click on (A) Day type to choose [Off Day (OD), Public Holiday (PH), Rest Day (RD)].
6. Click (C) **Save**.

The screenshot shows a table with columns: [V], No, Employee, Date, Error, Day Type, Shift, Clock In, Clock Out, Clock In, Clock Out, Clock In, Clock Out, Total Hour(s), Conditional Total Hour, and Work Hour. The 'Day Type' dropdown menu is open, showing options: WD, OD, PH, RD, WD. The 'Save' button is highlighted with a red box. The table shows a record for employee A11017, NICK, on 2019-06-24, Mon, with an 'Absent' error.

[V]	No	Employee	Date	Error	Day Type	Shift	Clock In	Clock Out	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)	Conditional Total Hour	Work Hour
	A11017	NICK	2019-06-24, Mon	Absent	WD	OFH-M									