Finding and Editing Timecards Before Posting in FMS

To Perform a Timecard Search

1. **Click** `Time and Attendance`

2. **Click the quick search icon** located to the left of ⎯ OR ⎯

   **Click** `Timecard` and enter timecard transaction number in the quick search bar

3. **Pick a select criteria and click the**

   From the pull down menu pick the select logic:

   - * <> : Not Operator- Does NOT include select criteria
   - * Null: Blank – No Values
   - * In: multiple select criteria, format listed with commas
     i.e. shop in M2100, M6500

**Note:**

To Show/Expand Fields click `Show`
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4. Enter the specific select criteria name to the applicable fields

i.e.

5. Then click to execute the search

6. Select the time card you want to view by clicking the transaction number.

**NOTE**

If you want to refer back to the search results click . To perform a new search, click To cancel search, click Cancel
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Editing a Timecard:

1. After selecting a time card, click to edit it.

   **Note**
   Posted Timecards cannot be edited. Contact PPAP to adjust time. You can edit line items by clicking the line number to the lower left.
   You can add or delete line items by clicking the at the lower right.

2. Remember to click the green done flag when finished editing and to return to main time card screen.

3. Click to save or to cancel the revisions.