

Purpose:

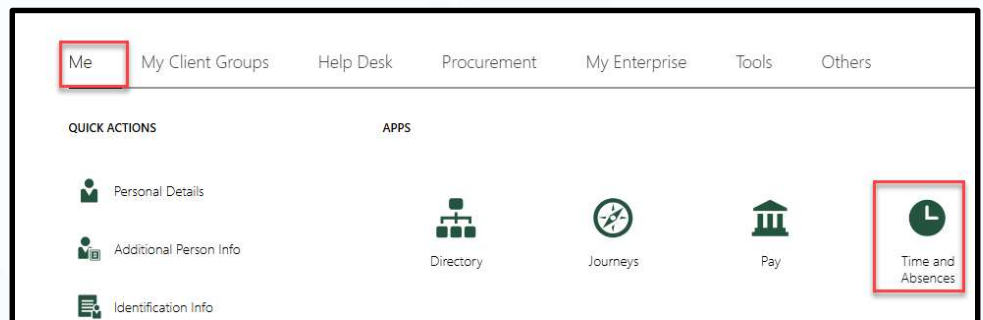
This Quick Reference Guide shows non-exempt employees how to edit a timecard in WaveWorks. Using the Web Clock creates your timecard. You can update your time directly on the timecard – no need to submit a Time Change Request. After making changes, select **Save and Close**. When all time for the pay period is entered, complete the attestation and submit your timecard. Once approved, you will receive an email and a notification in WaveWorks. Your line manager will receive report audits as well.

Note: Your timecard is automatically generated with your first Web Clock punch of the pay period. For information on how to use the Web Clock please see our WaveWorks QRG library.

Step-by-Step:

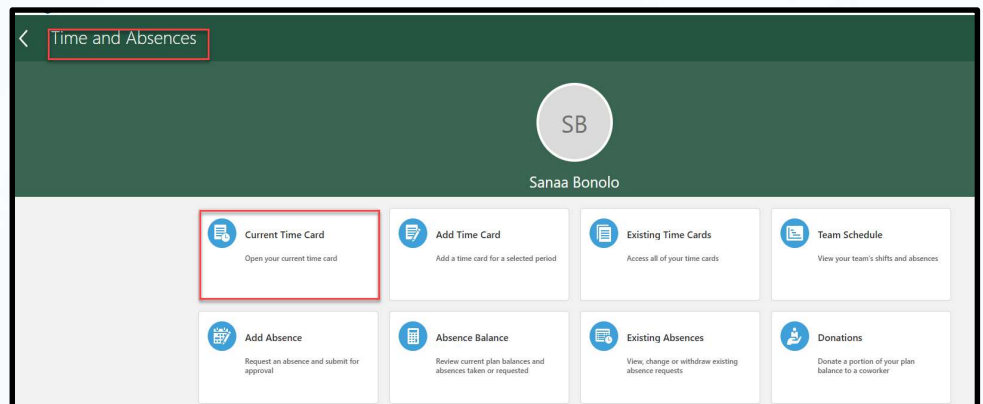
1. Sign into **WaveWorks** using Single Sign-On (SSO).

Navigate to the **Me Tab** and then select **Time and Absences icon**.

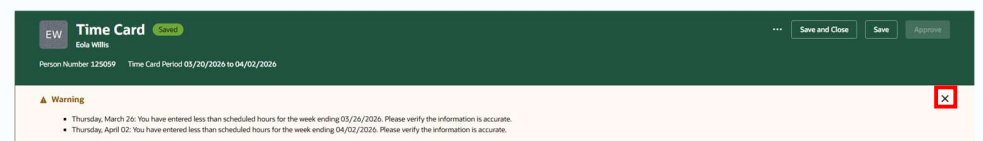


2. The **Time and Absences** page displays.

Select the **Current Time Card**.



3. Close all messages on the Time Card by clicking the **X** before making corrections.



Quick Reference Guide: Non-Exempt Employees – Edit a Timecard



- Review your timecard. Click a cell to enter the correct time.

If both In and Out are missing, enter both before saving. Select **Save** and **Close**.

03/20/2026 - 04/02/2026		Friday, March 20	Saturday, March 21	Sunday, March 22	Monday, March 23	Tuesday, March 24	Totals									
Scheduled Hours			7.5	0	0	7.5										
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Totals
1	Senior Credentialing	Regular	8:00 AM						9:20 AM	10:02 AM	0.7					0.7 hours
2																0 hours
3																0 hours
4																0 hours
5																0 hours
Total Hours					0 hours	0 hours	0 hours	0 hours			0.7 hours					

- To remove **lunch deduction**, click the drop down under **“Lunch Hours”** and select **No**.

Click **Save** and **Close**.

03/20/2026 - 04/02/2026		Friday, March 20	Saturday, March 21	Sunday, March 22	Monday, March 23	Tuesday, March 24	Totals									
Scheduled Hours			7.5	0	0	7.5										
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Totals
1	Senior Credentialing	Regular	8:00 AM	3:20 PM	7.33				9:20 AM	10:02 AM	0.7					8.03 hours
2																0 hours
3																0 hours
4																0 hours
5																0 hours
Total Hours					7.33 hours	0 hours	0 hours	0 hours			0.7 hours					

- Right-click a cell and click **Add Comment** to provide details.

Comments are required on **ALL** edited cells.

03/20/2026 - 04/02/2026		Friday, March 20	Saturday, March 21	Sunday, March 22	Monday, March 23	Tuesday, March 24	Totals									
Scheduled Hours			7.5	0	0	7.5										
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Totals
1	Senior Credentialing	Regular	8:00 AM	3:30 PM	7.5				10:00 AM	5:30 PM	7.5					15 hours
2																0 hours
3																0 hours
4																0 hours
5																0 hours
Total Hours					0 hours	0 hours	0 hours	7.5 hours								

- Select the comment icon to view all existing comments on the timecard.

03/20/2026 - 04/02/2026		Friday, March 20	Saturday, March 21	Sunday, March 22	Monday, March 23	Tuesday, March 24	Totals									
Scheduled Hours			7.5	0	0	7.5										
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Totals
1	Senior Credentialing	Regular	8:00 AM	3:30 PM	7.5											15 hours
2																0 hours
3																0 hours
4																0 hours
5																0 hours
Total Hours					7.5 hours	0 hours	0 hours	0 hours								

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- 8. To delete or update a **time entry**, double-click the cell, then press backspace and/or enter a new time.

MM Time Card Entered
Makeria Maughon
Person Number 116890 Time Card Period 03/20/2026 to 04/02/2026

View Time Totals View Calculated Time Templates ...

03/20/2026 - 04/02/2026			Friday, March 20	Saturday, March 21			
Scheduled Hours				7.5			
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stc
1 Clinical Research Coordinator	Sick Leave				7.5		
2 Clinical Research Coordinator	Regular	No	8:00 AM	4:0	8		
3							
4							
5							
Total Hours					15.5 hours		