

Quick Reference Guide: Non-Exempt Employees: Correcting Timecard Alignment Errors



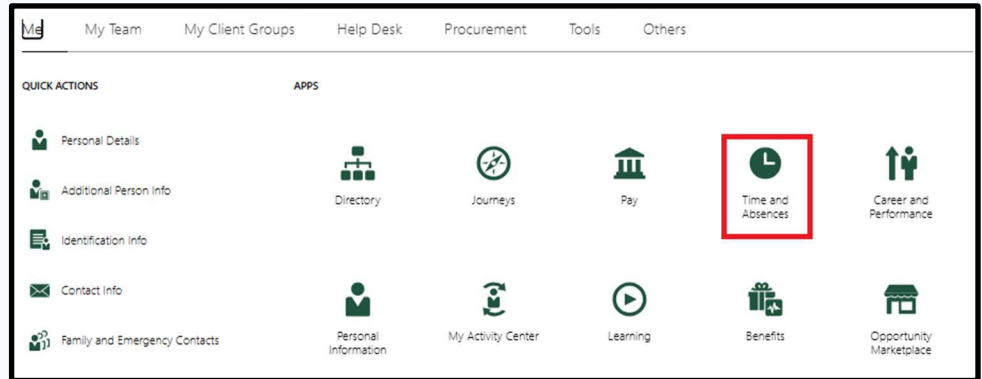
Purpose:

This Quick Reference Guide (QRG) shows non-exempt employees how to edit an alignment error on their timecard within WaveWorks.

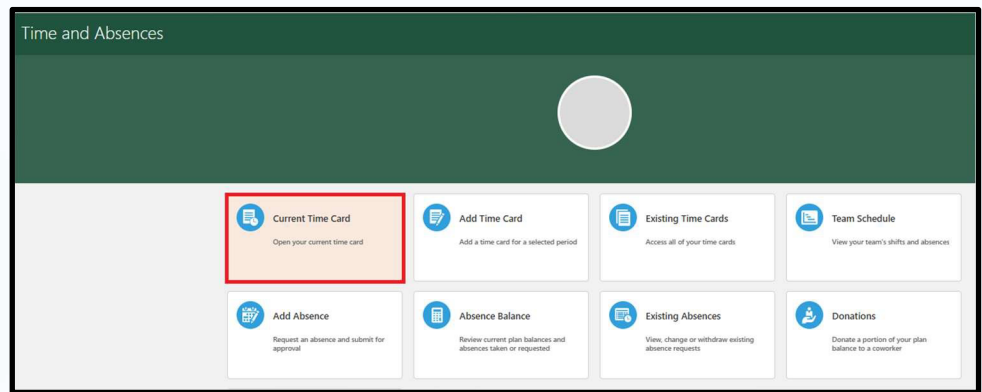
Step-by-Step:

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

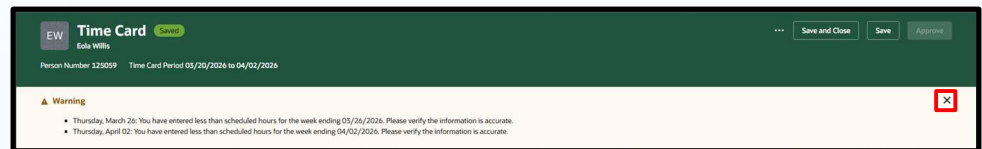
Navigate to the **Me Tab** and then select **Time and Absences** icon.



2. The **Time and Absences** page displays. Select the **Current Time Card**.



3. Close all messages on the timecard by clicking the "X" before making edits.



4. Review your timecard and identify the alignment error.

Double-click on a cell to edit its contents.

03/20/2026 - 04/02/2026			Friday, March 20			Saturday, March 21		
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity
1 Senior Credentialing	Regular		8:47 AM	11:46 AM				
2 Senior Credentialing	Regular							
3								
4								
5								
6								
Total Hours						0 hours		



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5. Alternatively, you can right-click on a cell and select **Cut**.

05/20/2026 - 04/02/2026			Friday, March 20			Saturday, March 21		
Scheduled Hours					7.5			0
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity
1 Senior Credentialling	Regular		8:47 AM	11:46 AM				
2 Senior Credentialling	Regular							
3								
4								
5								
6								
Total Hours								0 hours

6. Right-click on a cell and select **Paste**.

05/20/2026 - 04/02/2026			Friday, March 20			Saturday, March 21		
Scheduled Hours					7.5			0
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity
1 Senior Credentialling	Regular		8:47 AM	11:46 AM				
2 Senior Credentialling	Regular							
3								
4								
5								
6								
Total Hours								0 hours

7. Once corrected, the system will calculate the hours worked.

05/20/2026 - 04/02/2026			Friday, March 20			Saturday, March 21		
Scheduled Hours					7.5			0
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity
1 Senior Credentialling	Regular		8:47 AM	11:46 AM	2.98			
2 Senior Credentialling	Regular							
3								
4								
5								
6								
Total Hours					2.98 hours			0 hours

8. Comments are required on **ALL** edited cells for auditing purposes. Right-click on a cell and select **Add Comment** to provide details.

05/20/2026 - 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			2.98 hours	
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	
1 Senior Credentialling	Regular		8:47 AM	11:46 AM	2.98												0 hours	
2																	0 hours	
3																	0 hours	
4																	0 hours	
5																	0 hours	
Total Hours								0 hours			0 hours			0 hours				

9. Click **Save and Close** or **Save** after completing your edits.

