

Quick Reference Guide: Line Managers – Correcting an Alignment Error

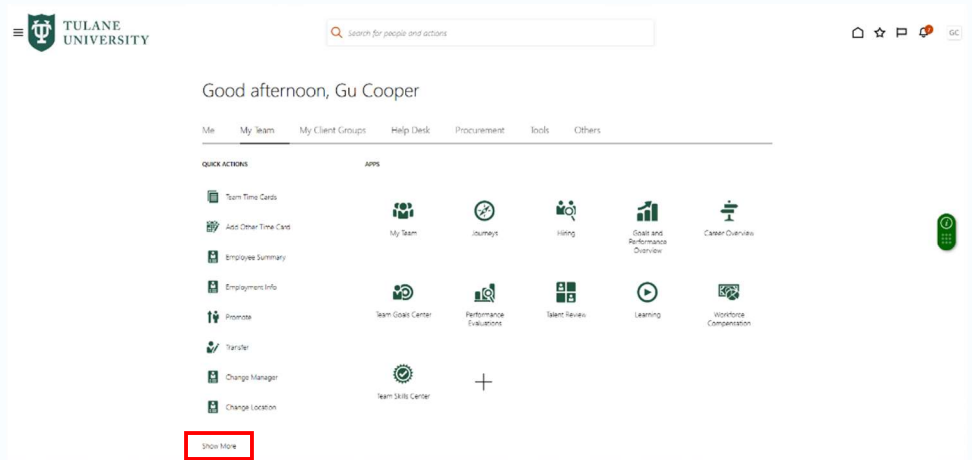
Purpose:

This Quick Reference Guide walks a line manager through the process of correcting an alignment error on their employee's timecard in WaveWorks.

Step-by-Step:

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

Navigate to the **My Teams Tab** and then click **“Show More”** under the Quick Actions Menu.

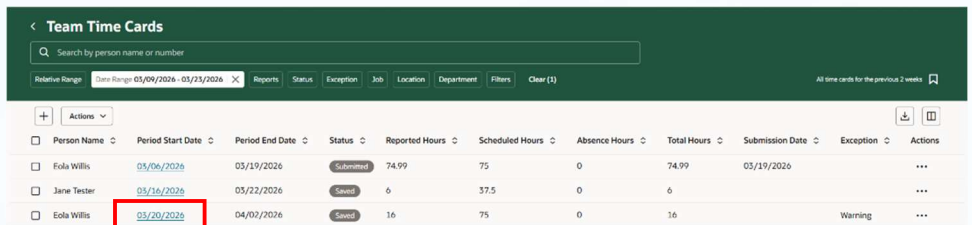
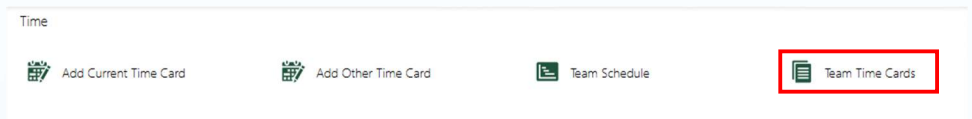


2. Scroll down the Quick Action Items to the Time apps.

Select the **“Team Time Cards”**.

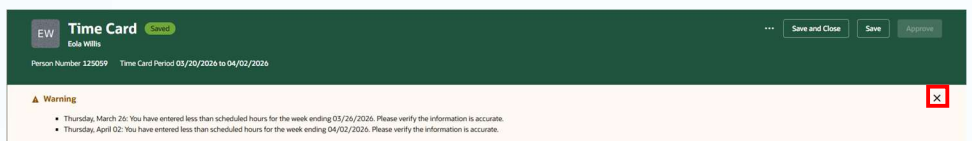
3. Select the employee whose timecard you'd like to edit.

You can click on the period start date to begin editing the timecard.



Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
Fola Willis	05/06/2026	05/19/2026	Submitted	74.99	75	0	74.99	05/19/2026		...
Jane Tester	05/16/2026	05/22/2026	Saved	6	37.5	0	6			...
Eola Willis	05/20/2026	04/02/2026	Saved	16	75	0	16		Warning	...

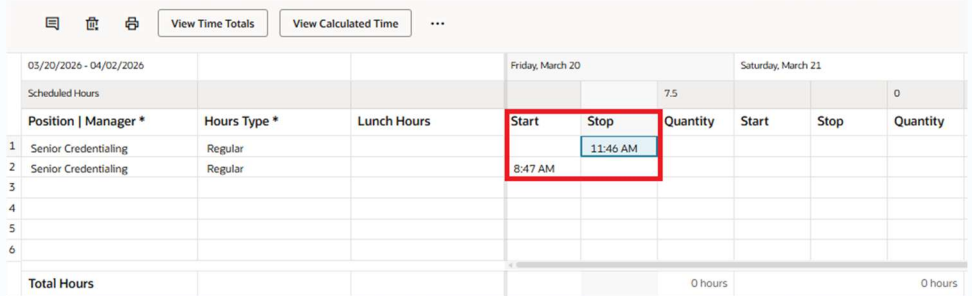
4. Close all messages on the Time Card by clicking the **“X”** before making corrections.



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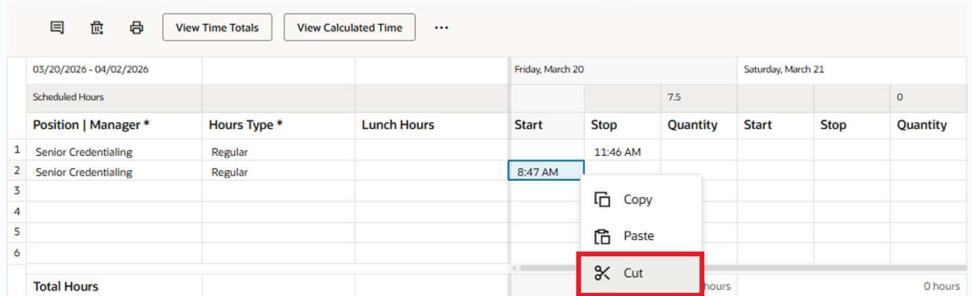
- Review the timecard and identify the alignment error.

You can double-click a cell to edit its contents.



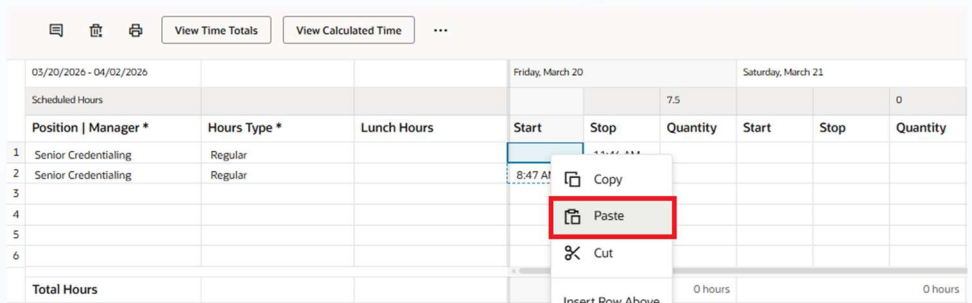
03/20/2026 - 04/02/2026			Friday, March 20			Saturday, March 21		
Scheduled Hours					7.5			0
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity
1 Senior Credentialing	Regular		8:47 AM	11:46 AM				
2 Senior Credentialing	Regular							
3								
4								
5								
6								
Total Hours			0 hours			0 hours		

- Alternatively, you can right-click a cell then select "Cut".



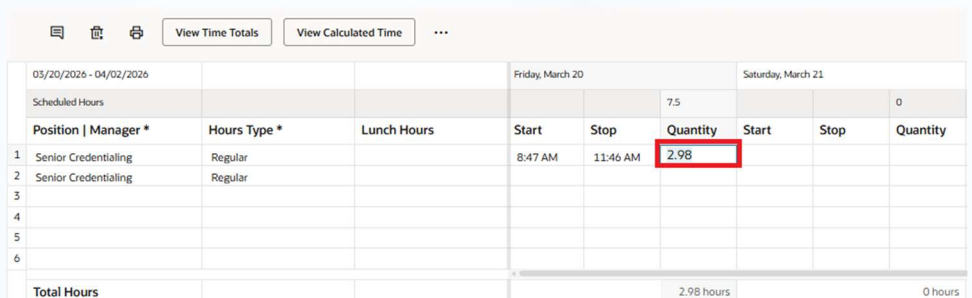
03/20/2026 - 04/02/2026			Friday, March 20			Saturday, March 21		
Scheduled Hours					7.5			0
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity
1 Senior Credentialing	Regular			11:46 AM				
2 Senior Credentialing	Regular		8:47 AM					
3								
4								
5								
6								
Total Hours			0 hours			0 hours		

- Right click a cell and select "Paste".



03/20/2026 - 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 Credentialing	Regular		8:47 AM					
2 Senior Credentialing	Regular							
3								
4								
5								
6								
Total Hours			0 hours			0 hours		

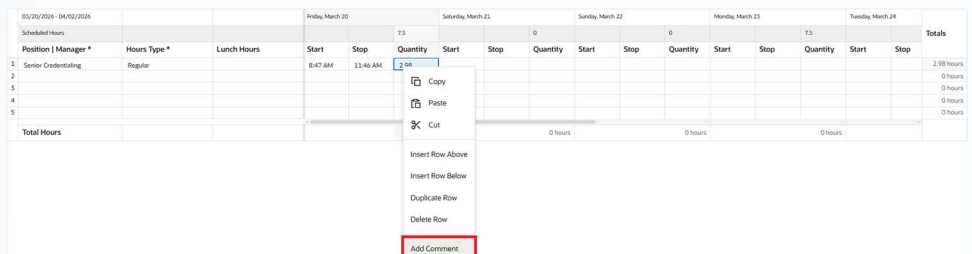
- Once corrected, the system will calculate the hours worked.



03/20/2026 - 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 Credentialing	Regular		8:47 AM	11:46 AM	2.98			
2 Senior Credentialing	Regular							
3								
4								
5								
6								
Total Hours			2.98 hours			0 hours		

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

Comments are required on **ALL** edited cells for auditing purposes.



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			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 Credentialing	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			0 hours			0 hours			

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10. Click **“Save and Close”** or **“Save”** after completing your changes.

Save and Close

Save

