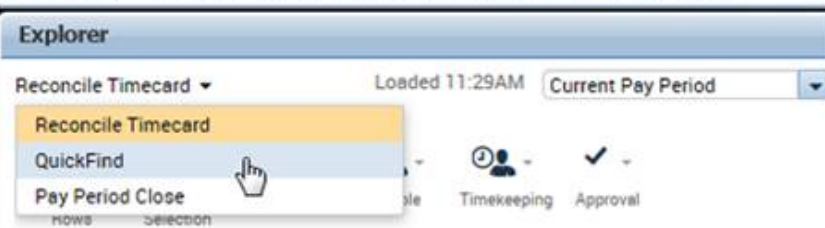Please refer to the screenshots below to enter time for an associate that is either on LOA or terminated. Make sure that you have the Explorer window open by clicking on "Pop-Out" in the upper right hand corner of the Explorer box.

1. Under the Explorer window select "QuickFind" in the dropdown.
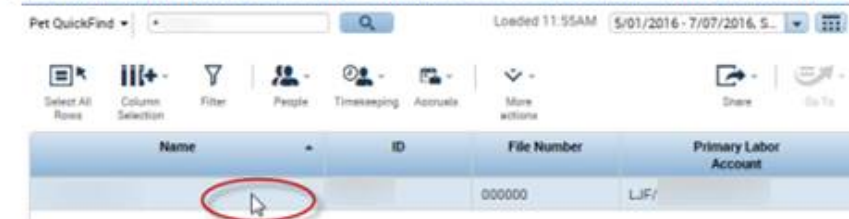

2. Enter the Associate ID# in the field next to Quickfind.

3. Click on the Calendar icon next to the Time Period drop down. Select a range of dates prior to the term or LOA date. Click "Apply".
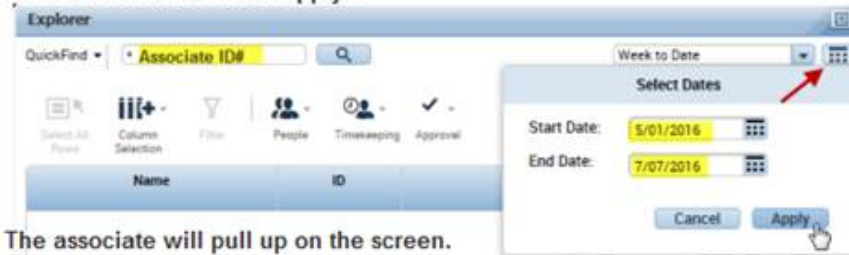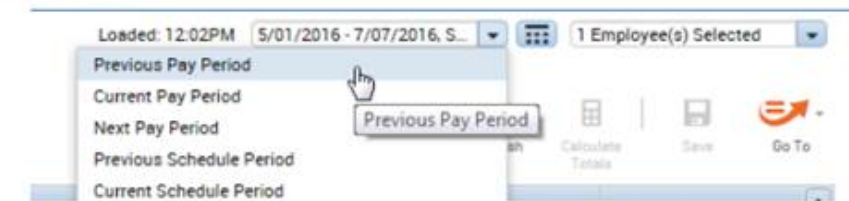

The associate will pull up on the screen.

4. Double click on the associate's name to access the time card for the date range.

5. Then click on the Time Period drop down to choose the correct pay period that you need to edit.

The associate's time card will populate with the correct week.