How to View Sign In/Sign Out Data and Adjust Pay Accordingly

Payroll · https://cclearninghub.co.uk/docs/how-to-view-sign-in-sign-out-data-and-adjust-pay-accordingly/

How to View Sign In/Sign Out Data and Adjust Pay Accordingly



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This guide explains how to review and adjust staff working time records in the **Payroll App**. In the **Work Records** section, users can:

- View staff **sign in and sign out data** for each shift
- Identify discrepancies such as **late arrivals** or incorrect times
- Submit **shift adjustments** with updated start times or details
- Provide a **reason for each adjustment**
- Automatically **recalculate pay** based on updated shift data
- View the **status of adjustments** (e.g. pending, processed)
- Review or **cancel adjustments** if required

Keeping work records accurate ensures:

- **Correct staff pay**
- **Accurate payroll reporting**
- **Reliable audit and compliance records**

Follow the steps below to view, adjust, and manage shift data within the Payroll App.

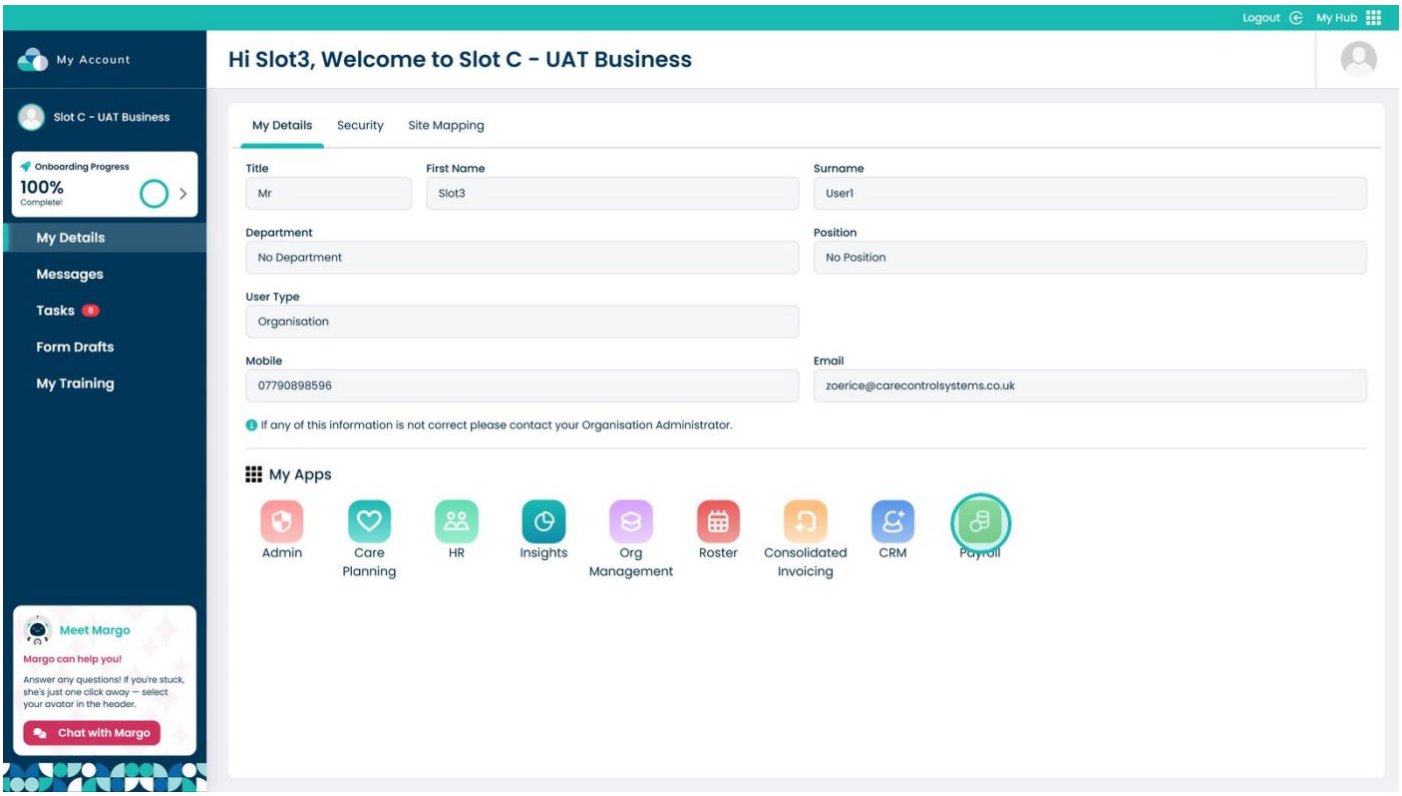
Interactive Guide

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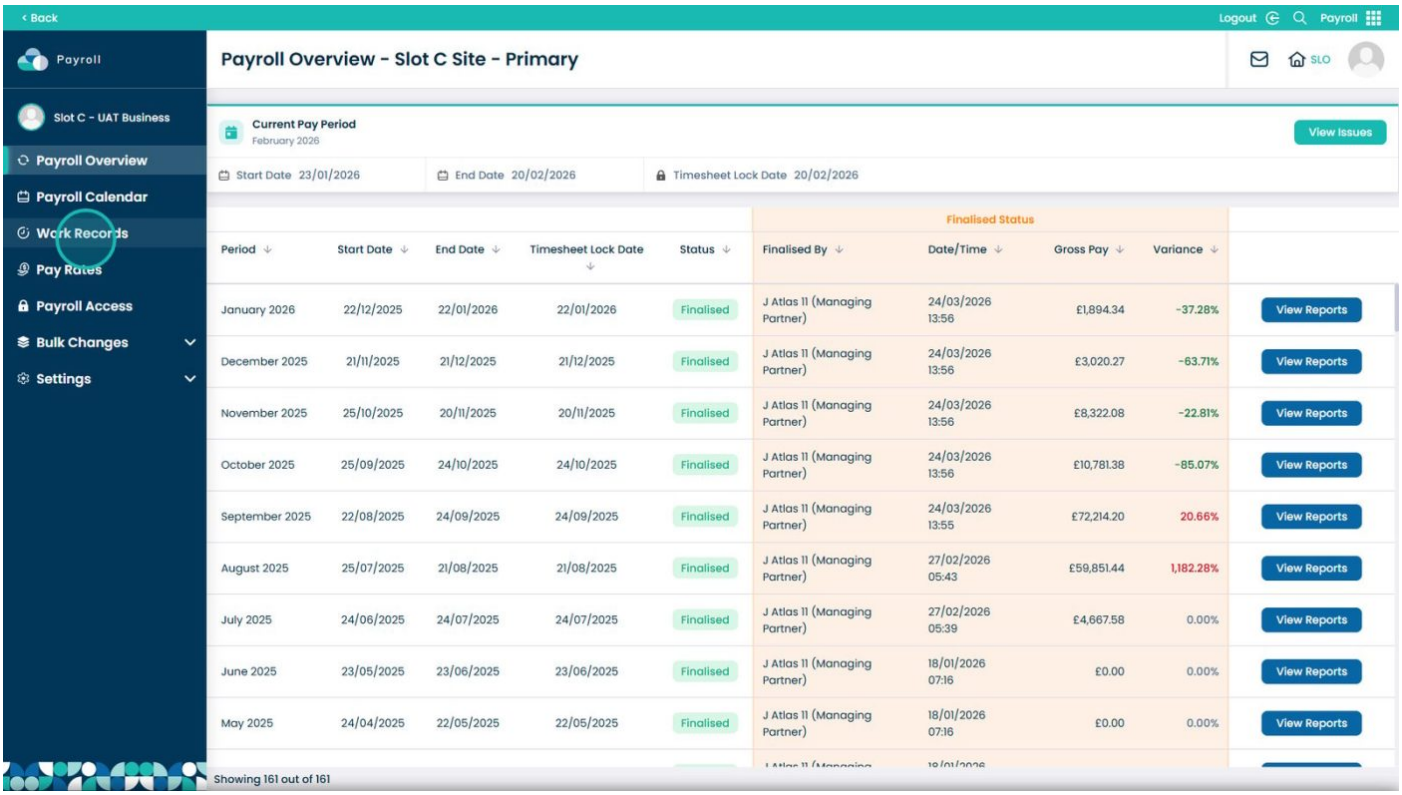
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Text based guide

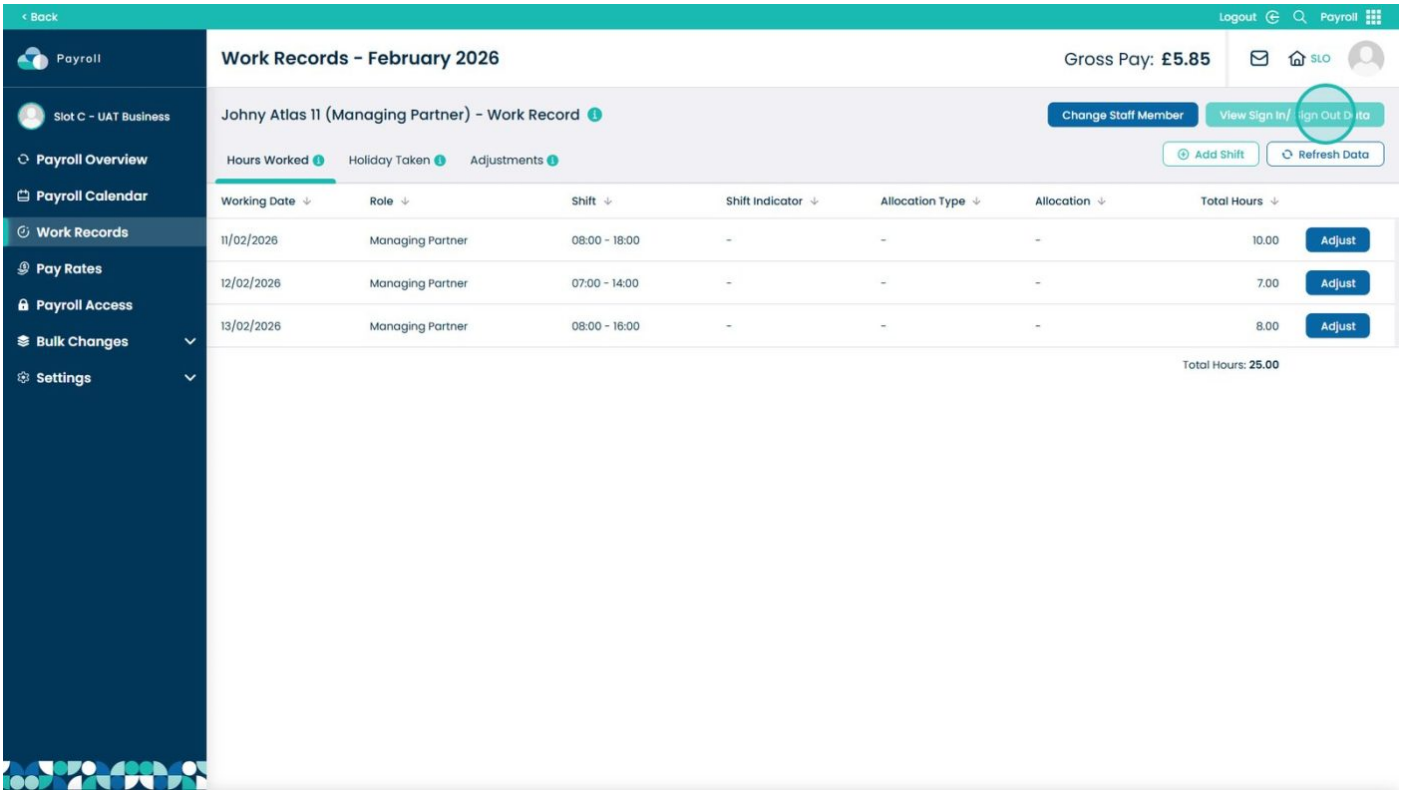
Enter the Payroll App



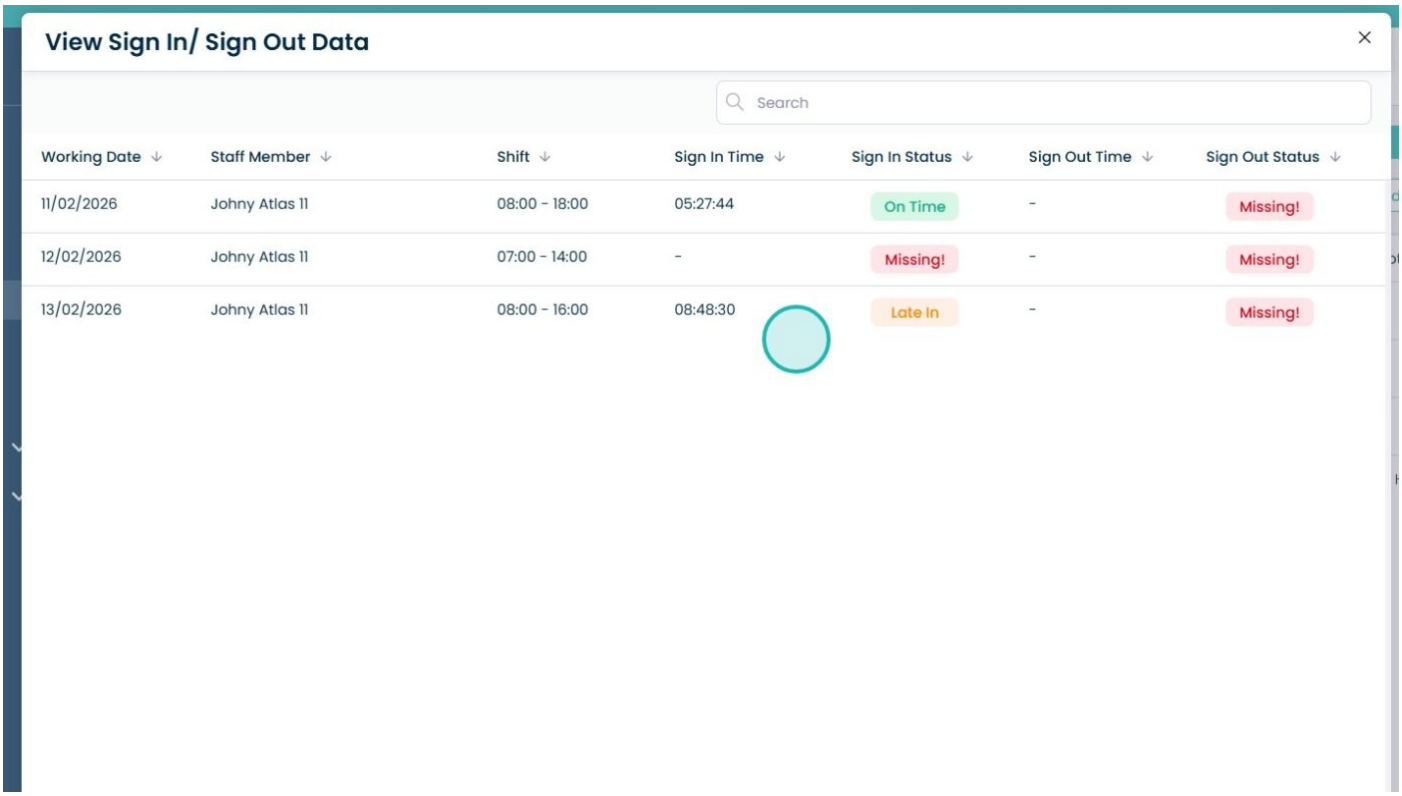
Select Work Records from the left-hand menu



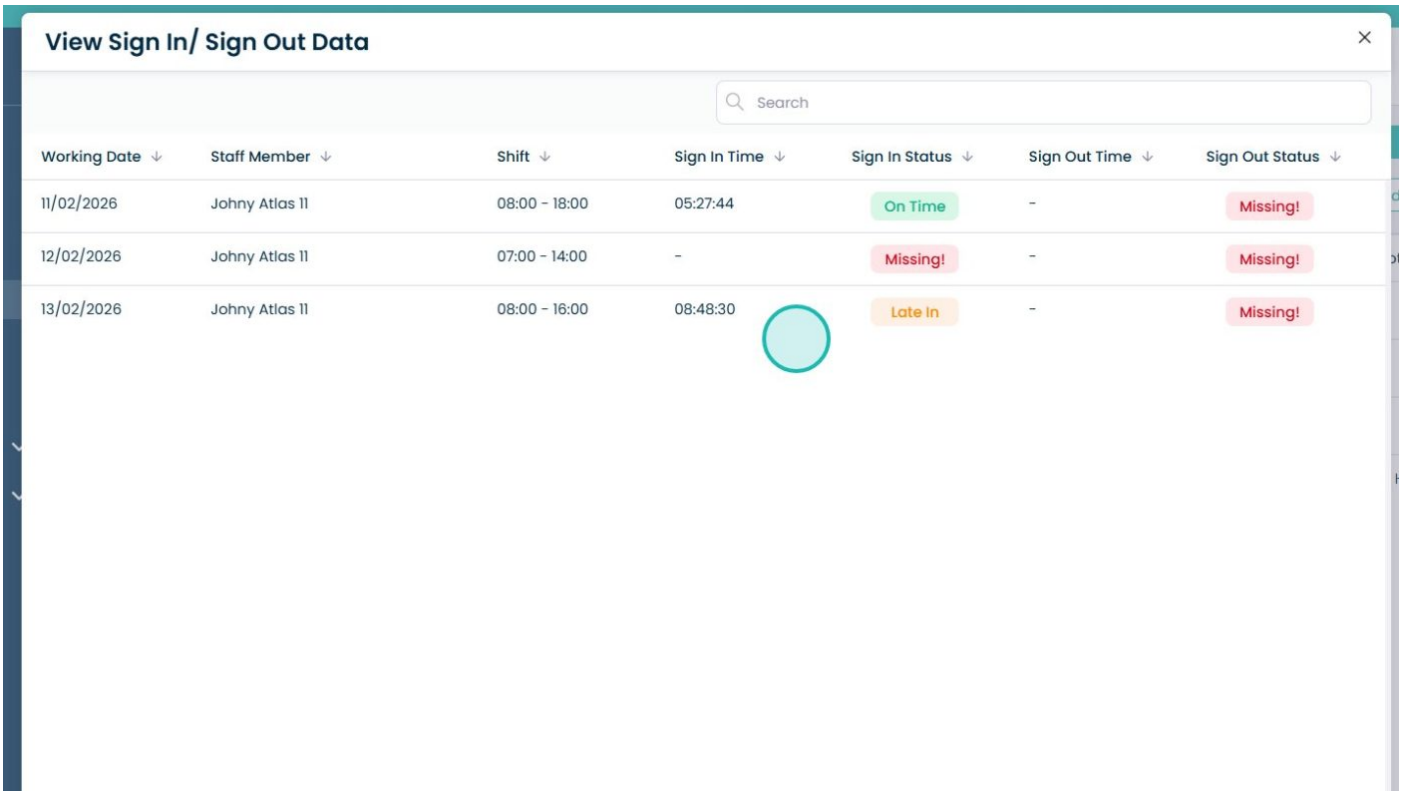
Click View Sign In/Sign Out Data



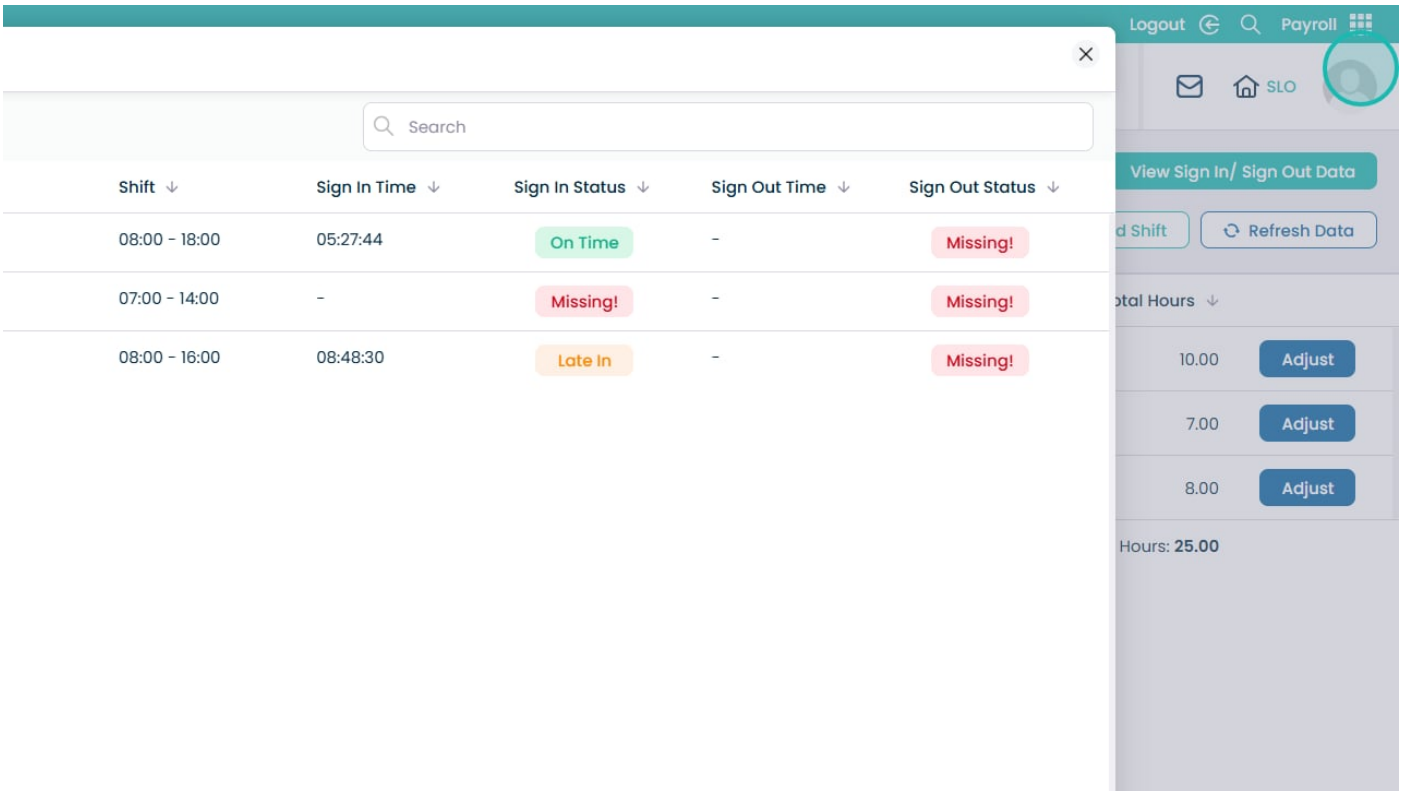
View the monthly sign in and sign out data



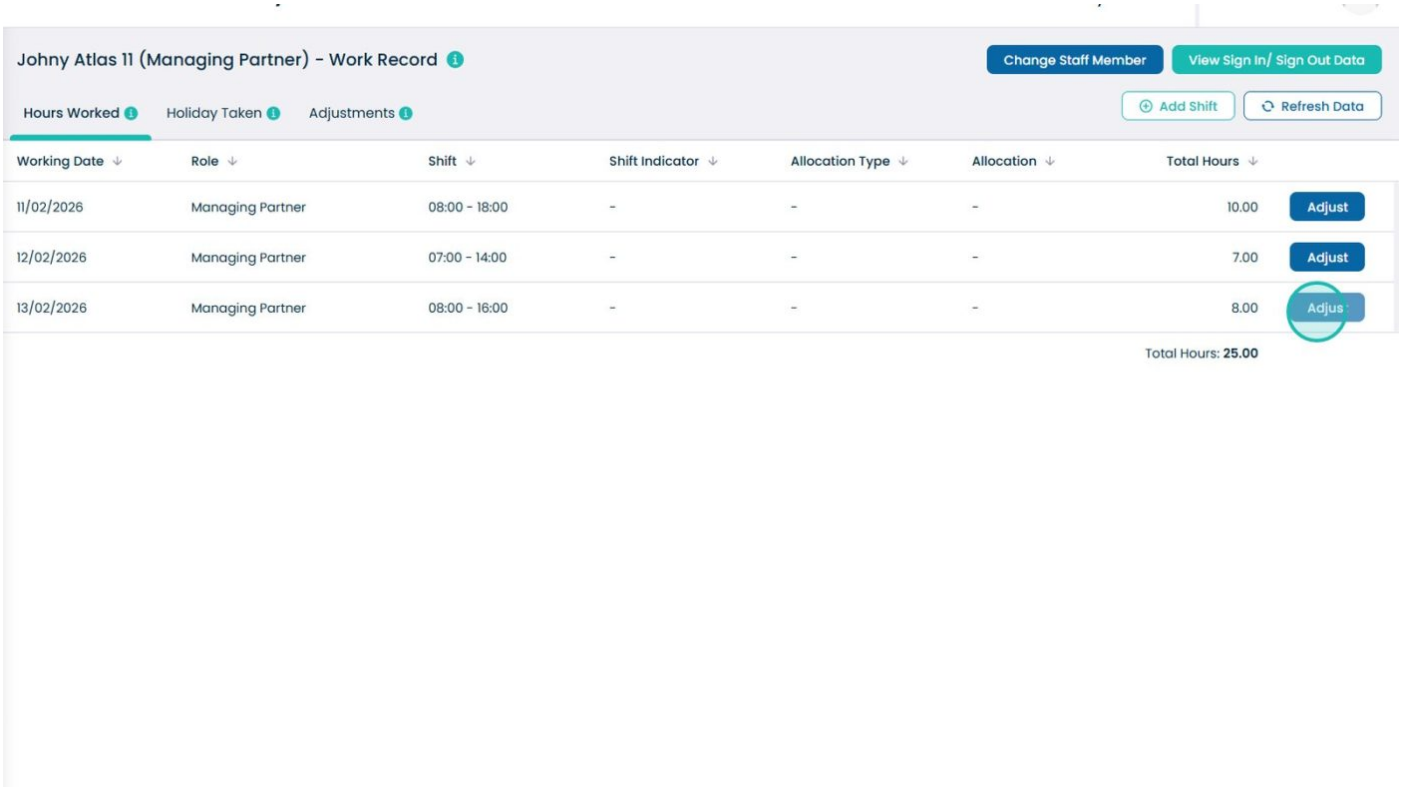
Identify any discrepancies such as late sign-ins



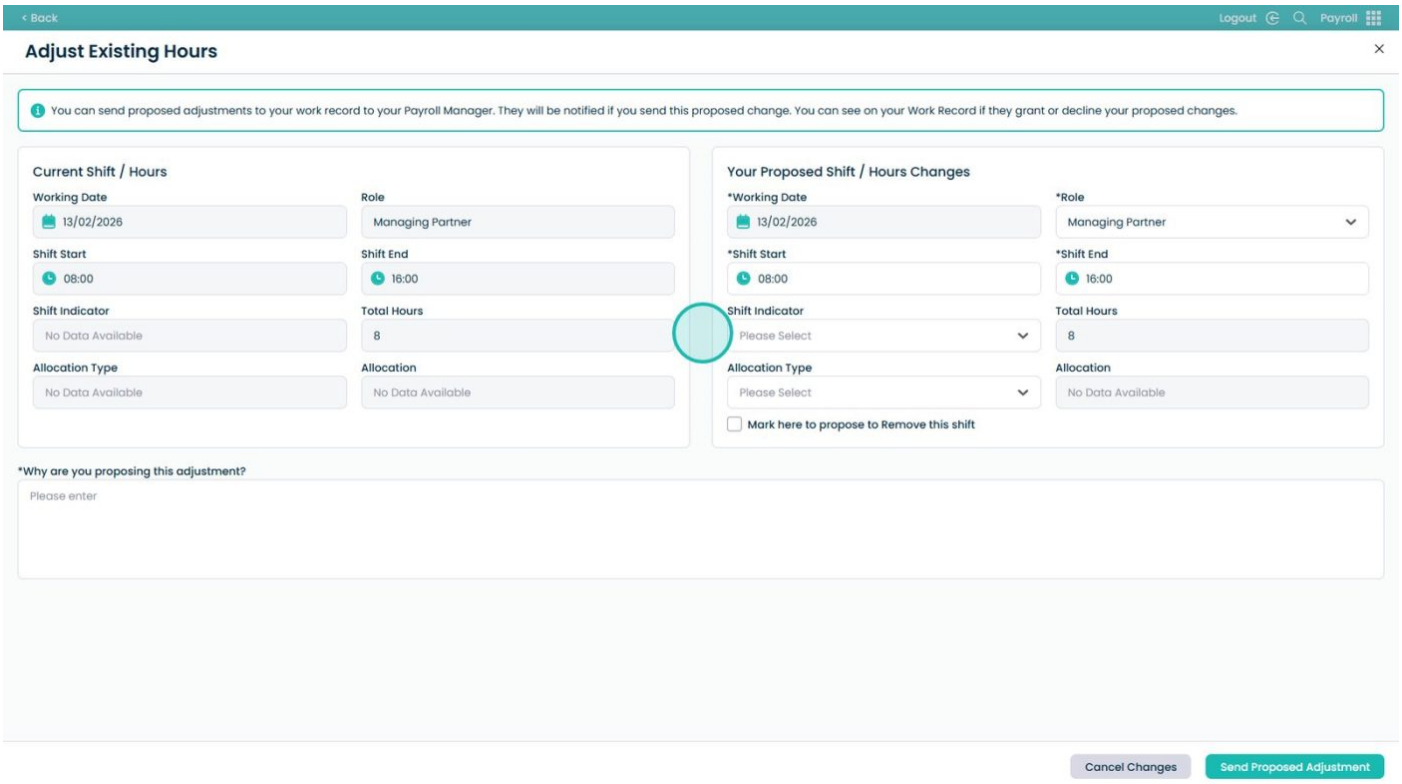
Close the window using the X button



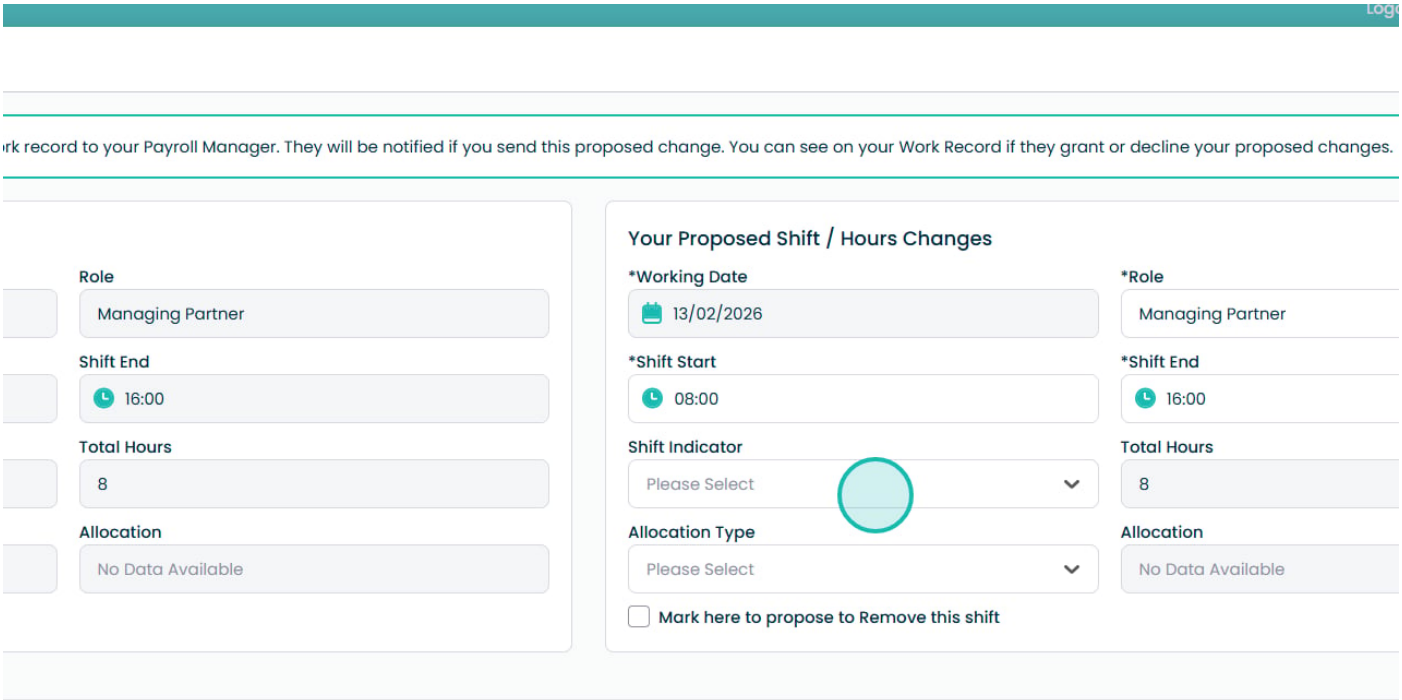
Select Adjust on the relevant record



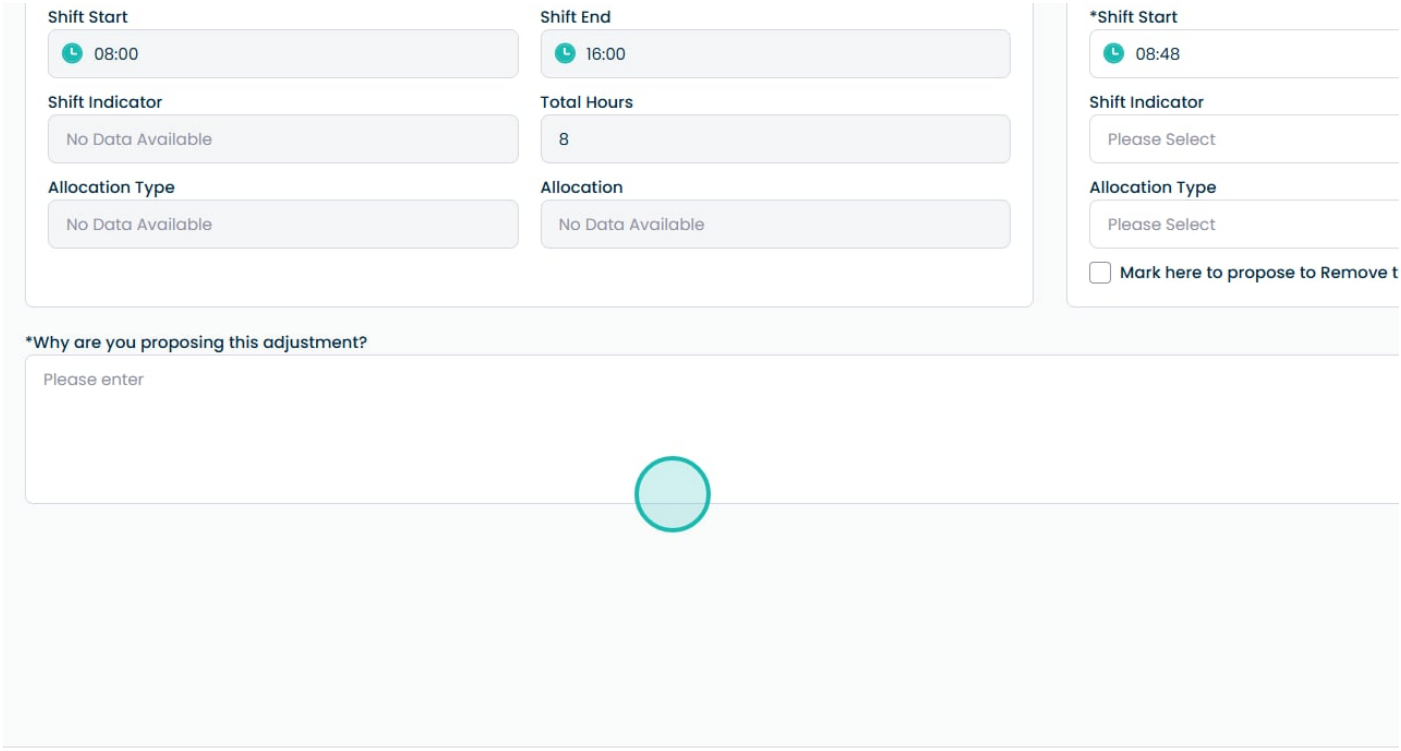
Review shift details and make changes as needed



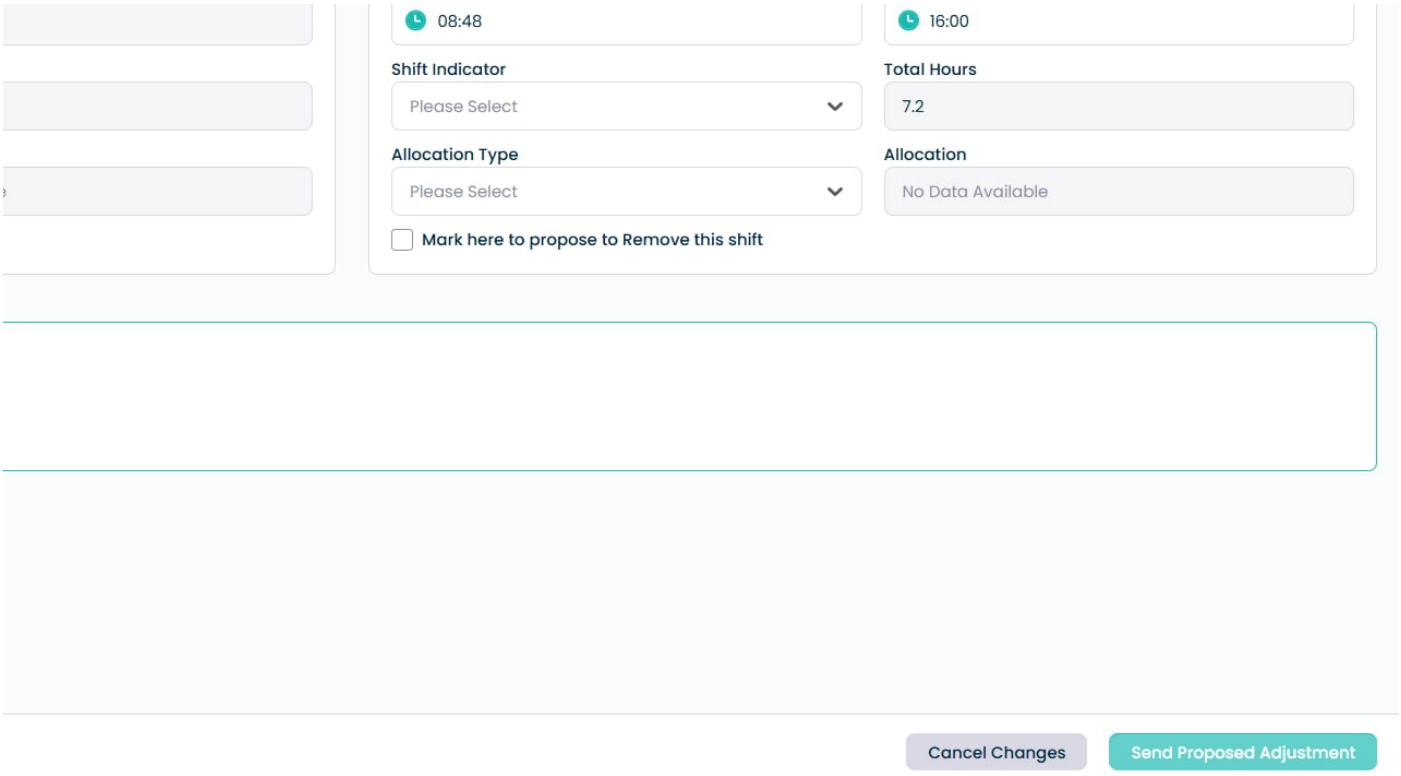
Update the shift start time if required



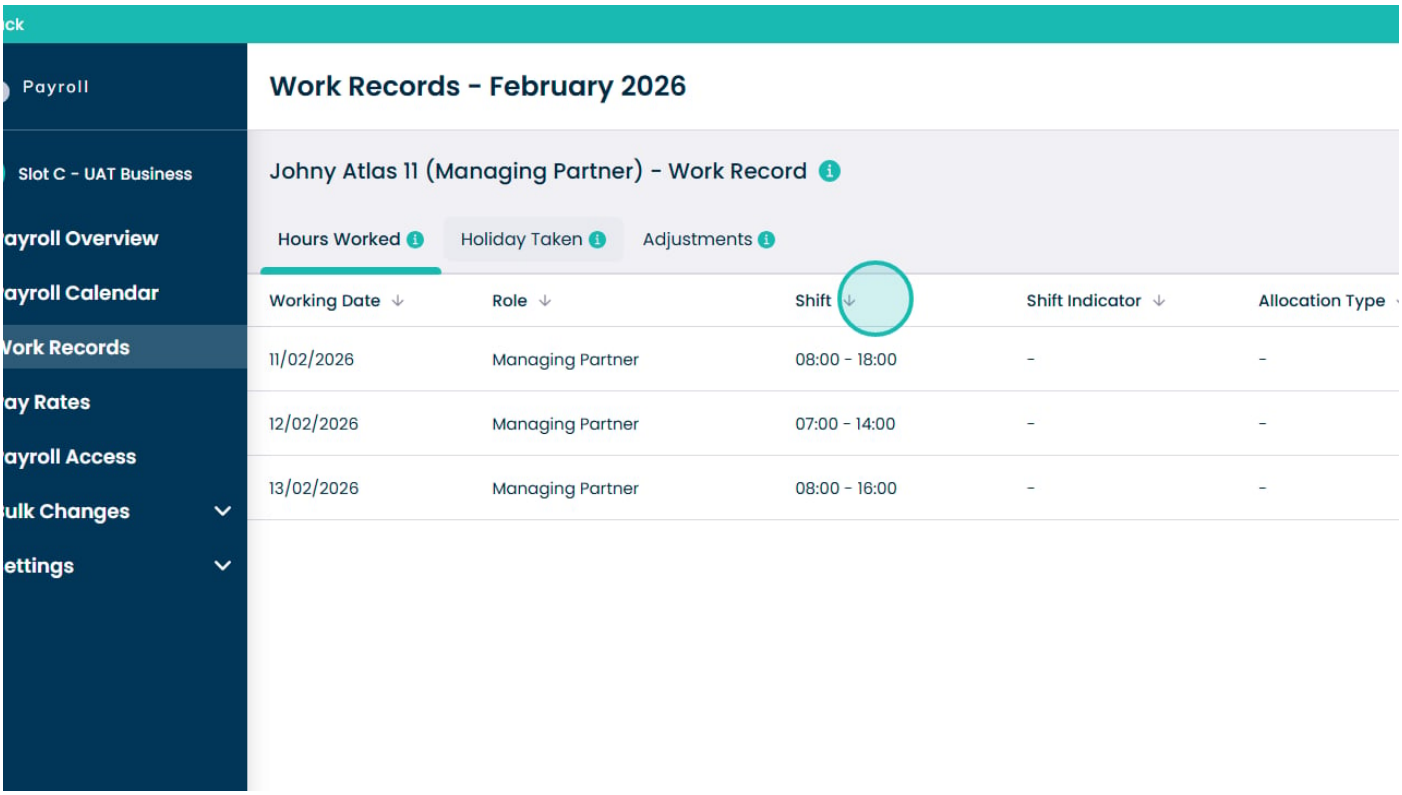
Enter a reason for the adjustment



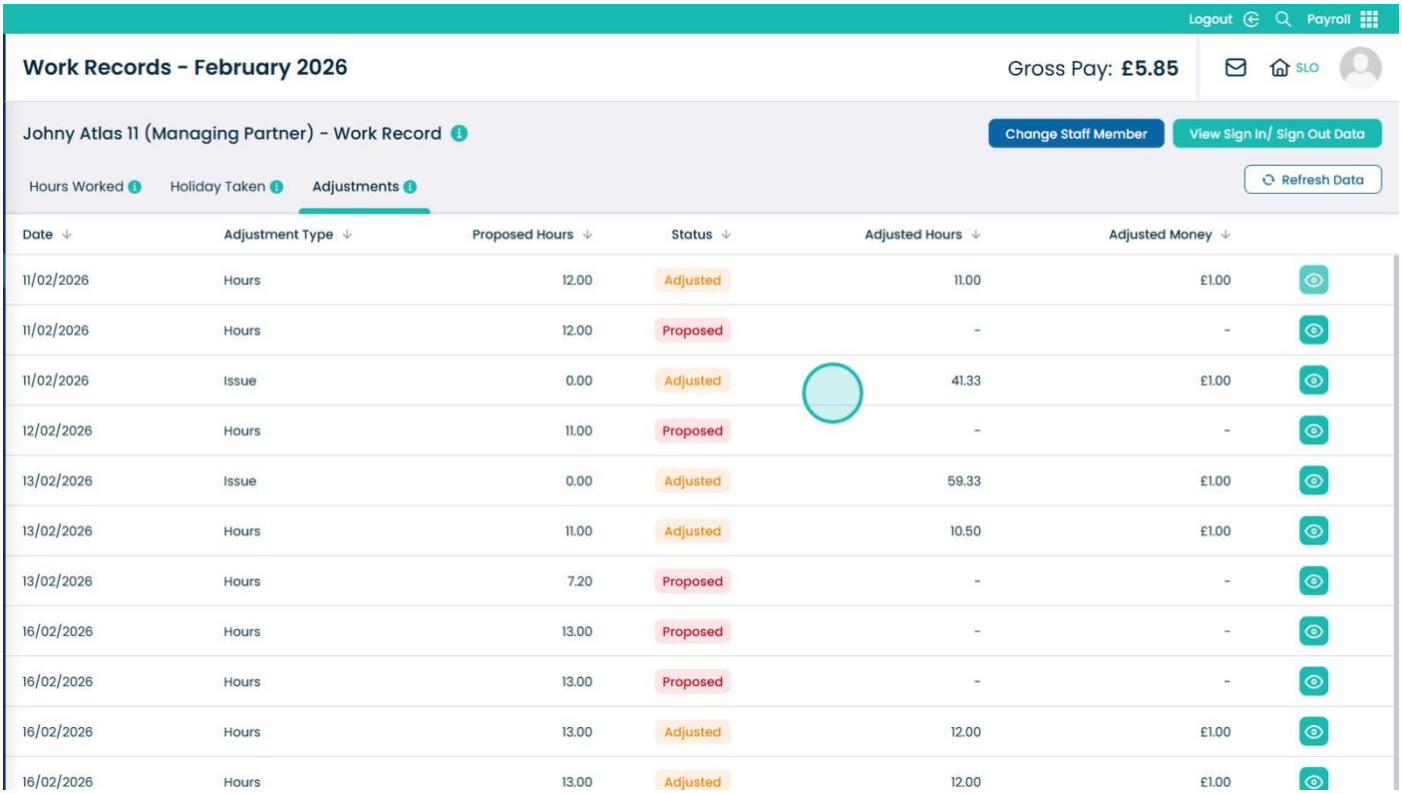
Submit the proposed adjustment



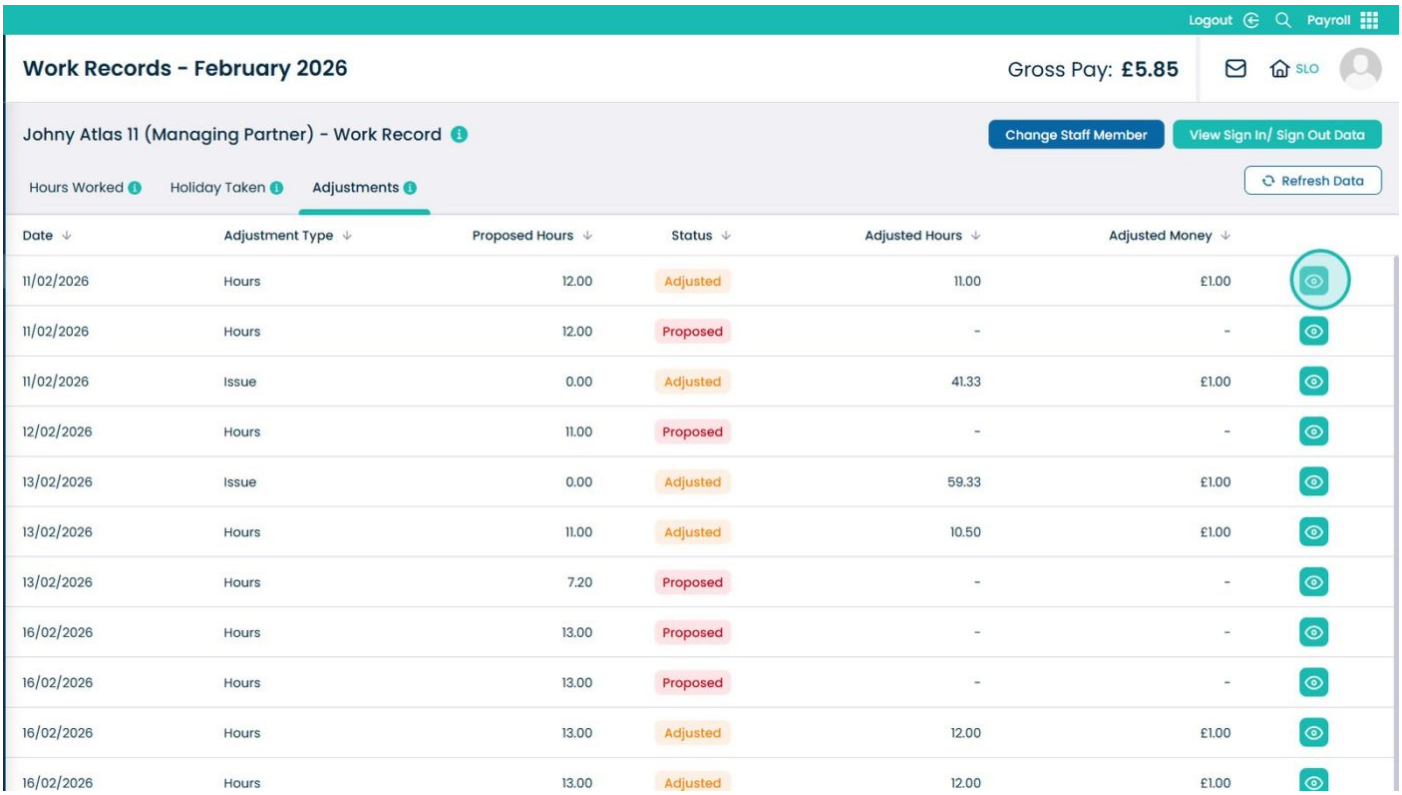
Open the Adjustments tab



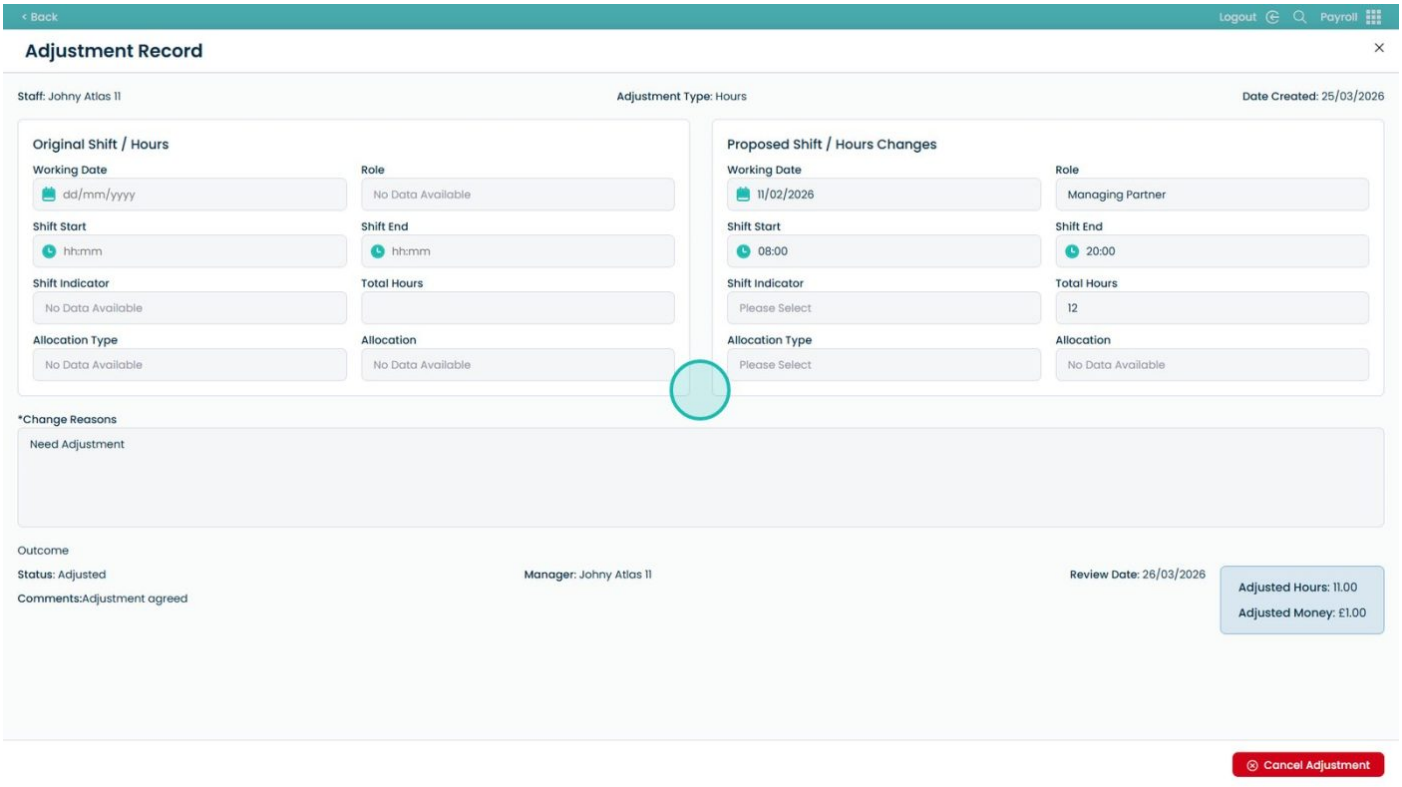
Review adjustment status and details



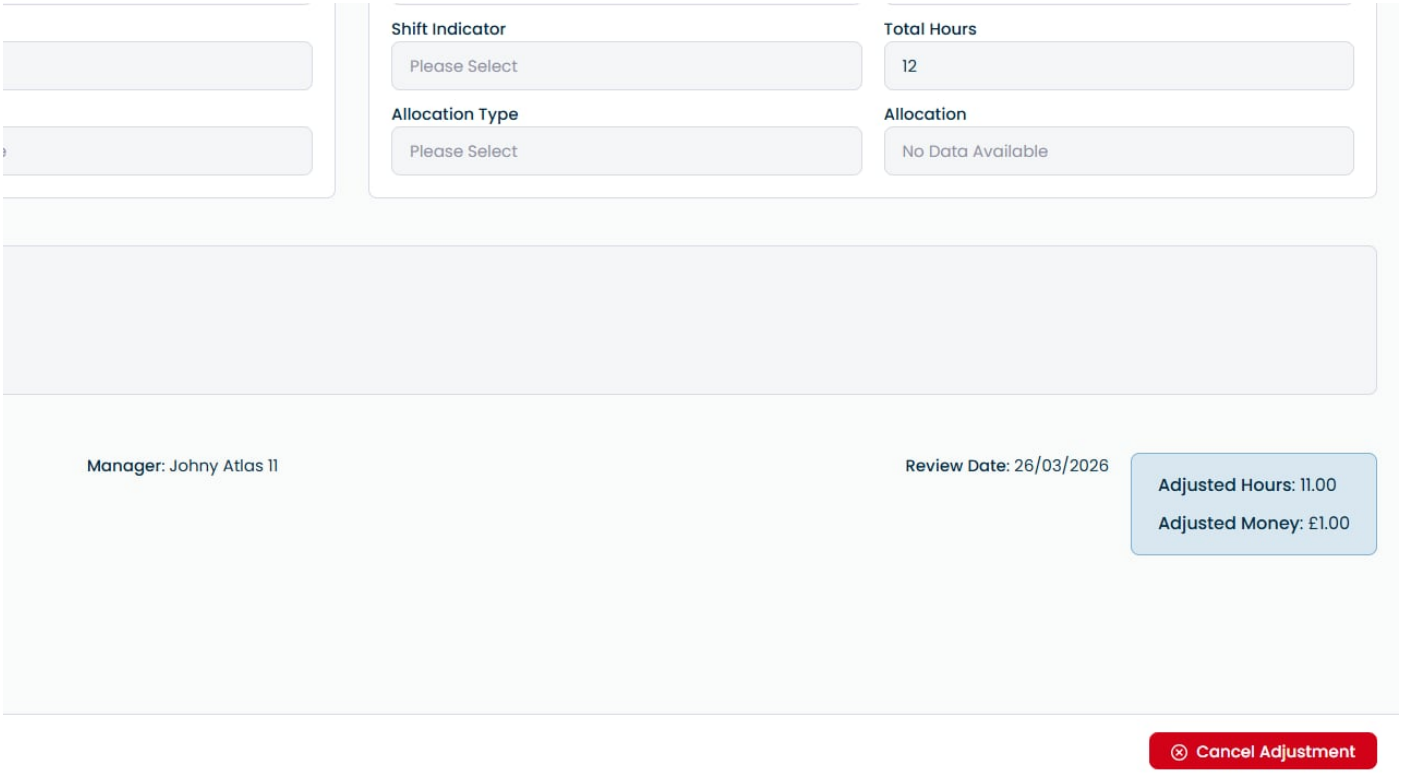
Click the eye icon to view adjustment details



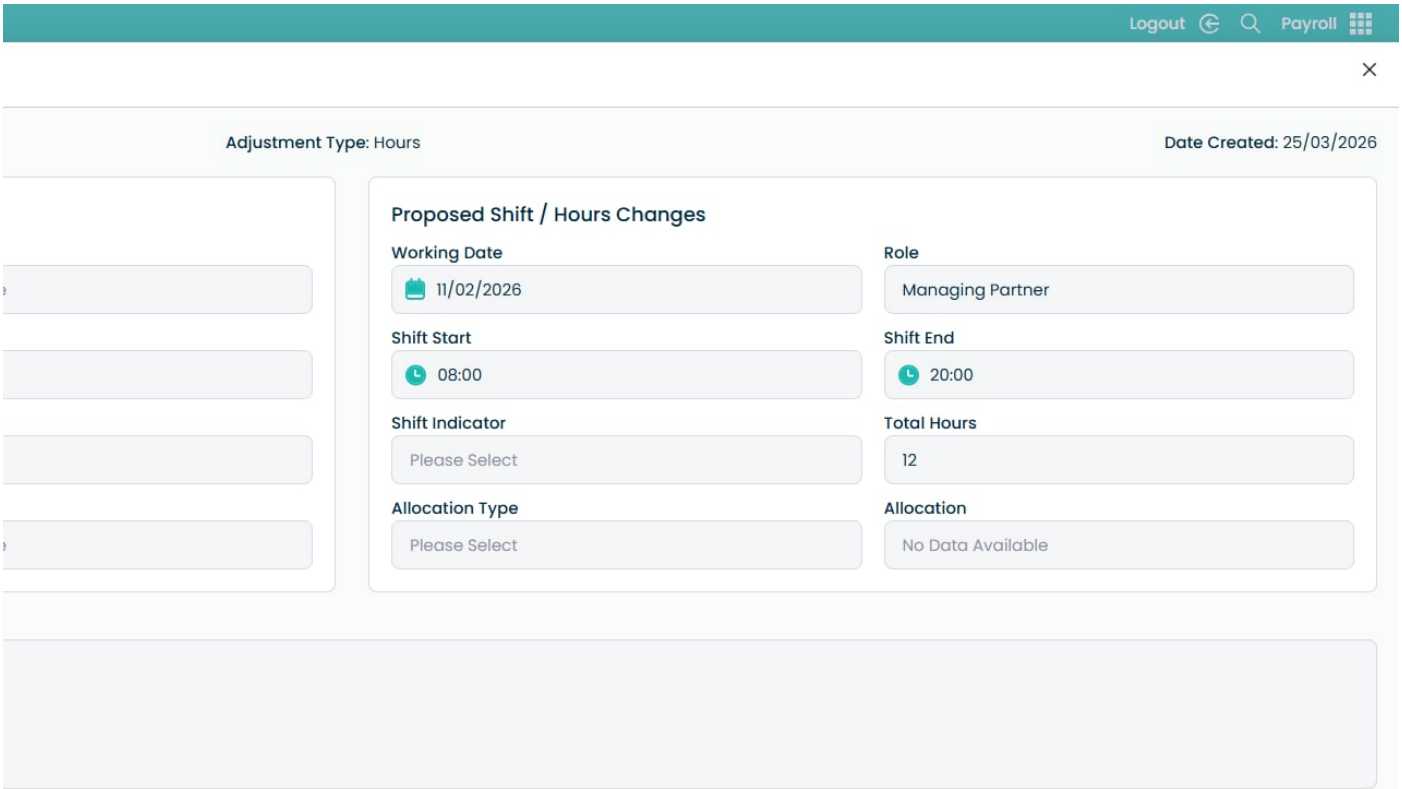
View full adjustment details



Cancel the adjustment if required



Close the window when finished



Was it helpful ?

- Happy
- Normal
- Sad

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