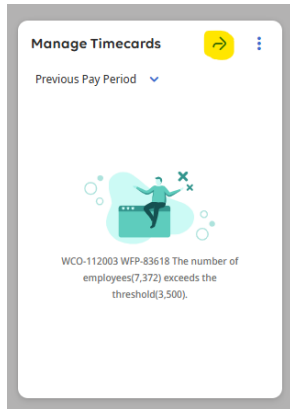
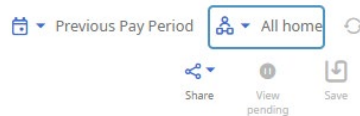


Managing timecards for employees who are separating

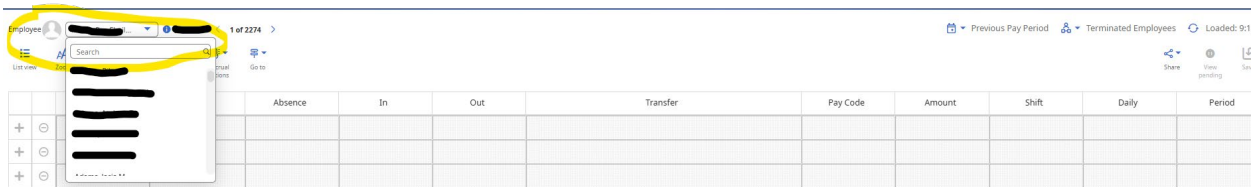
- Select the arrow on the Manage Timecards tile.



- Verify the pay period that you are trying to edit, then open the hyperfind dropdown menu (**All home**) in the upper right side of the screen.

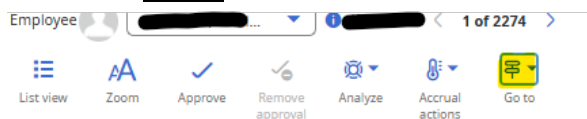


- Select the **Terminated Employees** hyperfind from the dropdown menu.
- Use the Employee Search menu in the upper left corner to type in the name of the employee whose timecard you are attempting to edit.



If you need to remove scheduled shifts or pay codes that were entered on the schedule.

- Select the **Go to** down menu and choose **Schedule**.



- Delete the necessary Pay Code or Schedule times by right clicking on the Shift/Pay Code and selecting Delete then Save.

Employee is unable to see timecard or unable to clock of their last day

Once the EPAF is fully processed, the employee is moved to the Terminated Employees hyperfind, and most lose access to punching and the UKG platform.

Leaders should check with employees before their last shift to verify punches and resolve any timekeeping issues. This helps prevent errors that could require timecard amendments later.