

# Manager Steps to Edit Previously Approved Leave Requests for Exempt Employees

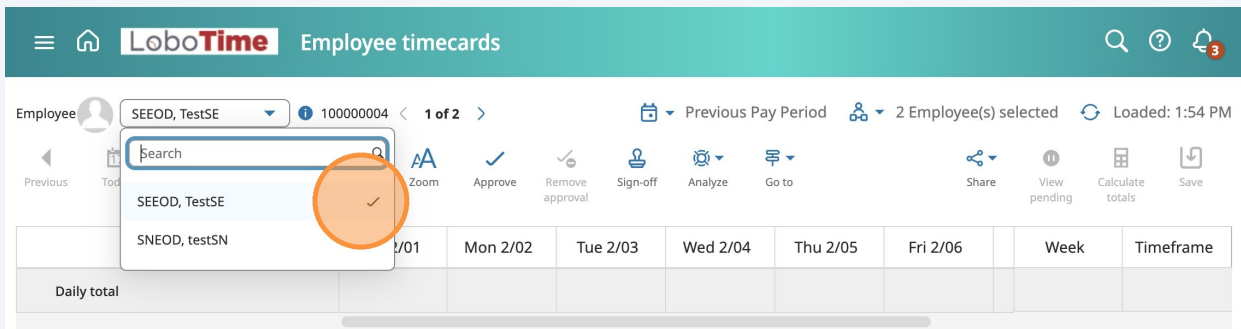
This guide shows you how to update or edit previously approved leave that has changed with the Lobotime scheduling tool. You'll learn how to adjust the hours and apply changes to ensure accurate records.

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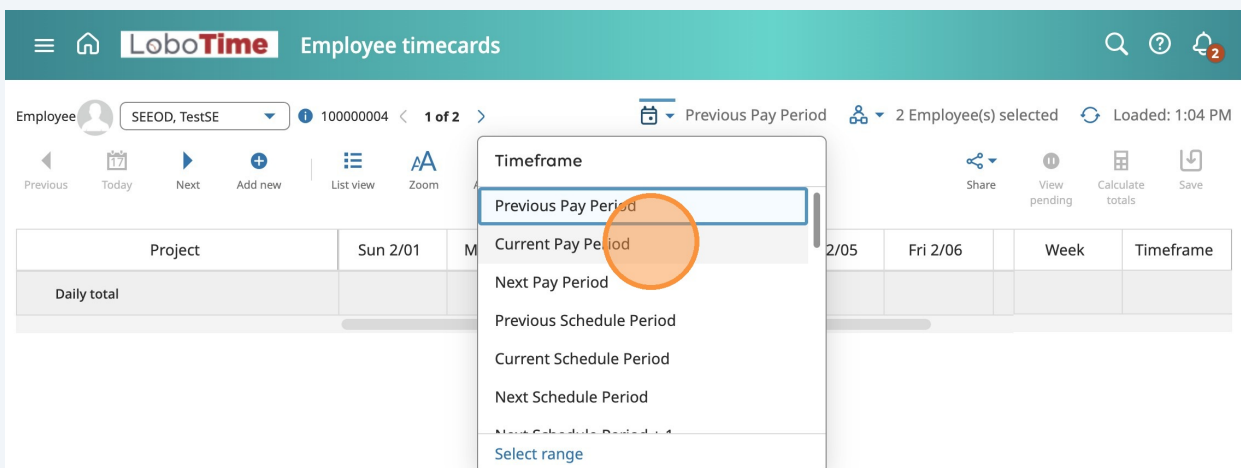
Login to LoboTime. Navigate to **"Manage Timecards"** and click on the arrow at the top of the tile to open.

The screenshot shows the LoboTime dashboard interface. At the top, there is a teal header with the LoboTime logo, a home icon, and user information: 'TM Welcome back, testmgr'. Below the header, the dashboard is divided into three main sections. The left section is titled 'HR and Payroll Updates' and contains several informational links. The middle section is titled 'My Notifications' and lists various categories with counts: Tasks (0), My Requests (0), Employee Requests (2), Notices (0), Timekeeping Requests (0), System Messages (0), and Timekeeping (0). The right section is titled 'Manage Timecards' and features a dropdown menu for 'Previous Pay Period' and a button for 'All Timecards'. Below this, a green circle with the number '2' highlights the 'Clean Timecards' section, which is described as 'Timecards with no exceptions'. An orange circle with a right-pointing arrow is positioned over the top right corner of the 'Manage Timecards' tile, indicating the next step in the process.

2 Select the **Employee** whose leave entry needs to be adjusted.



3 Click **Pay Period** for the leave entry that needs to be adjusted.



#### 4 Edits cannot be made directly from the timesheet.

The screenshot shows the LoboTime Employee timecards interface. The header includes the LoboTime logo and 'Employee timecards'. Below the header, there is a navigation bar with various icons and a 'Go to' menu. The 'Go to' menu is highlighted, and the 'Schedule' option is selected. The main area displays a timesheet for the employee SEEOD, TestSE, with columns for days of the week and a 'Daily total' row. The 'Mon 3/16' cell is highlighted with a blue border, and the 'Schedule' option is selected from the 'Go to' menu.

Project	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Week	Timeframe
Home: Sick Leave		6.00					6.00	6.00
Daily total		6.00					6.00	6.00

#### 5 From the **Go to** menu, navigate to the **Schedule** to proceed.

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Daily total		6.00					6.00	6.00

## 6 Select the **date range** you are looking for.

The screenshot shows a 'Date range' dialog box overlaid on a calendar interface. The dialog box has two input fields: 'Start date' with the value '03/01/2026' and 'End date' with the value '3/31/2026'. Below these fields is a calendar for 'Mar 2026'. The date '16' is highlighted with an orange circle. The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 31. The background calendar shows a grid with columns for 'Sun 3/01 - Sat 3/07', 'Sun 3/22 - Sat 3/28', and 'Sun 3/29 - Tue 3/31'. There are also some leave bars visible, including one for 'Annual Leave [8.00]' and another for 'Annual' with a checkmark and 'Approved' text.

## 7 Click **Apply**.

The screenshot shows the same 'Date range' dialog box as in the previous step. The 'Start date' is now '3/16/2026' and the 'End date' is '3/20/2026'. The calendar for 'Mar 2026' is still visible, with the date '16' highlighted. The 'Apply' button at the bottom right of the dialog box is now highlighted with an orange circle. The background calendar interface is the same as in the previous step, showing the date range selection process.

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To **edit the time card**, select the **leave pay code** that needs adjusting and right click. In this example we've selected Sick Leave.

The screenshot shows the LoboTime interface for the 'Schedule Planner with Absence Calendar'. The header includes the LoboTime logo and navigation icons. Below the header, there are filters for 'View by Employee' and a date range of '3/16/2026 - 3/20/2026'. A table lists employees: 'Name [2/2]', 'SEEOD, TestSE', and 'SNEOD, testSN'. The 'SEEOD, TestSE' row shows a 'Sick Leave [6.00]' entry for Monday 3/16/2026, which is circled in orange. Below the entry, it says 'Sick' and 'Approved'.

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Click **Edit**.

This screenshot is similar to the previous one, but with a context menu open over the 'Sick Leave [6.00]' entry. The menu contains options: 'Edit', 'Delete', 'Cut', 'Copy', and 'View Audit'. The 'Edit' option is highlighted with an orange circle.

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**Adjust** the time and/or pay leave code depending on if the employee needs to change the type of leave taken, or the amount of hours requested.

The screenshot shows an absence calendar for the period Mon 3/16 - Fri 3/20. The calendar grid has columns for Mon 3/16, Tue 3/17, and Wed 3/18. Two employees are listed: SEEOD, TestSE and SNEOD, testSN. SEEOD, TestSE has a 'Sick Leave [6.00]' entry on Mon 3/16, which is marked as 'Approved'. A settings panel is open on the right, showing the date 3/16/2026. The 'Paycode \*' is set to 'Sick Leave', 'Start Time \*' is 8:00 AM, and 'Duration \*' is 'Specify Amount'. The 'Amount Hours \*' field is highlighted with an orange circle and contains the value '6.00'. Other options include 'Override Accrual Days', 'Override Shift' (with 'Whole Shift' selected), and 'Create Open Shift'. The 'Transfer' dropdown is empty. 'Cancel' and 'Apply' buttons are at the bottom right.

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Click *Apply*.

This screenshot is identical to the previous one, but the 'Amount Hours \*' field now contains the value '4.00'. The 'Apply' button at the bottom right of the settings panel is highlighted with an orange circle, indicating the next step in the process.

# 12 Click Save

**LoboTime** Schedule Planner with Absence Calendar

View by Employee | 3/16/2026 - 3/20/2026 | 2 Employee(s) selected | Loaded | 1:04 PM

Quick Actions | Show / Hide | Gantt View | Zoom | Share | Refresh | Save

Name [2/2]	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20
<input checked="" type="checkbox"/> SEEOD, TestSE	Sick Leave (4.00) Sick Approved				
<input checked="" type="checkbox"/> SNEOD, testSN					