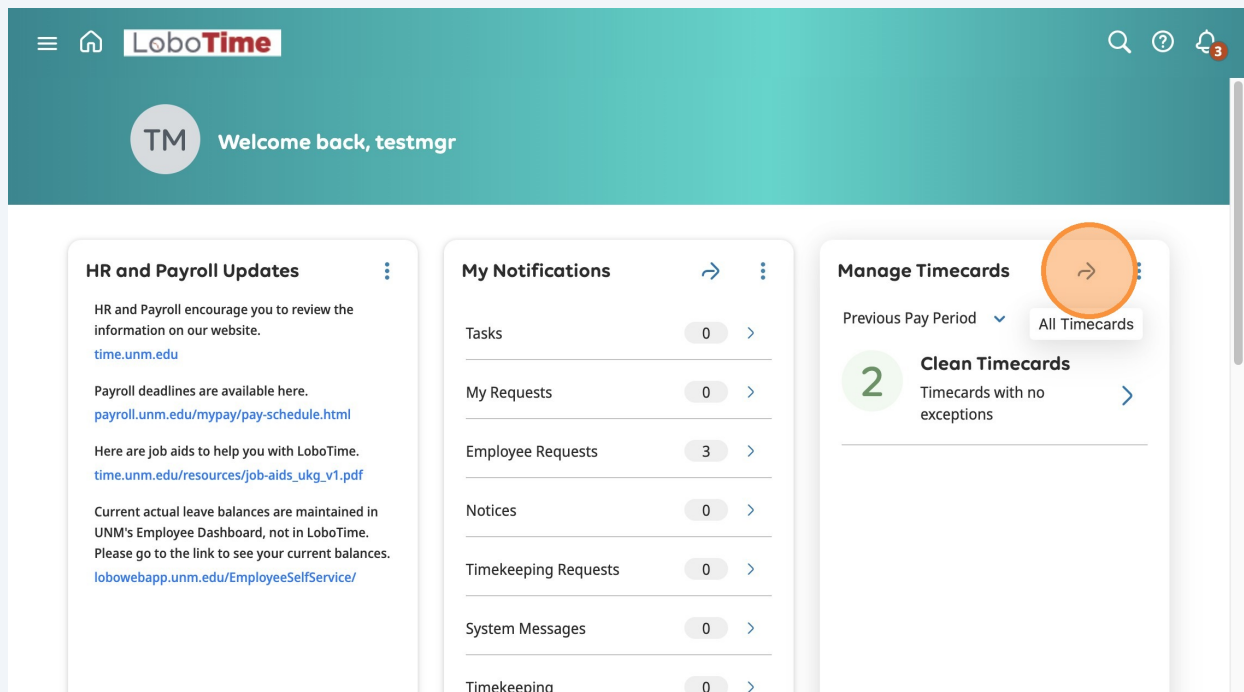


# Manager Steps to Edit Previously Approved Leave Requests for Non Exempt Employees

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.

1

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



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

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a header with the LoboTime logo and 'Employee timecards'. Below the header, there is a search bar with 'SNEOD, testSN' entered. A dropdown menu is open, showing a list of search results. The first result, 'SNEOD, testSN', is highlighted with an orange circle. The interface also shows a calendar grid with columns for 'Absence', 'In', 'Out', and 'Transfer'.

			Absence	In	Out	Transfer	In	Out	Transfer	P:
+	⊖	Sat 2/21								
+	⊖	Sun 2/22								
+	⊖	Mon 2/23								
+	⊖	Tue 2/24								
+	⊖	Wed 2/25								
+	⊖	Thu 2/26								
+	⊖	Fri 2/27								
+	⊖	Sat 2/28								
+	⊖	Sun 3/01								
+	⊖	Mon 3/02								

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

The screenshot shows the LoboTime Employee timecards interface. A 'Timeframe' dropdown menu is open, showing a list of options. The first option, 'Previous Pay Period', is highlighted with an orange circle. The interface also shows a calendar grid with columns for 'Date', 'Schedule', 'Ab', 'fer', 'In', 'Out', and 'Transfer'.

		Date	Schedule	Ab	fer	In	Out	Transfer	P:
+	⊖	Sat 2/21							
+	⊖	Sun 2/22							
+	⊖	Mon 2/23							
+	⊖	Tue 2/24							
+	⊖	Wed 2/25							
+	⊖	Thu 2/26							
+	⊖	Fri 2/27							
+	⊖	Sat 2/28							
+	⊖	Sun 3/01							
+	⊖	Mon 3/02							



6 Select the **date range** you are looking for and click **Apply**.

Project Sun 2/01 M 3/16/2026 3/20/2026 2/05 Fri 2/06 Week Timeframe

Daily total

Mar 2026

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

5 6 7 8 9 10 11

Cancel Apply

Totals Audits Accruals

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

View by Employee

3/16/2026 - 3/20/2026 2 Employee(s) selected Loaded 2:24 PM

Quick Actions Show / Hide Table View Zoom Share Refresh Save

Mon 3/16 - Fri 3/20

Name [2/2]	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P
SEEOD, TestSE			Sick Leave ...																					
SNEOD, testSN			Sick Leave ...																					

SNEOD, testSN Sick Leave [8.00]

## 8 Click **Edit**.

The screenshot shows the LoboTime Schedule Planner interface. The header includes the LoboTime logo and the title "Schedule Planner with Absence Calendar". Below the header, there are navigation options like "View by Employee", a date range "3/16/2026 - 3/20/2026", and "2 Employee(s) selected". A toolbar contains icons for "Quick Actions", "Show / Hide", "Gantt View", and "Zoom". On the right, there are "Share", "Refresh", and "Save" buttons. The main area is a calendar grid. A pop-up menu is open over a "Sick Leave [8.00]" entry for "SNEOD, testSN" on Monday, 3/16/2026. The pop-up menu has an "Edit" button circled in orange, along with "Delete", "Cut", "Copy", and "View Audit" options.

## 9 **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 the LoboTime Schedule Planner interface with a calendar view. A pop-up menu is open over a "Sick Leave [4.00]" entry for "SEEOD, TestSE" on Monday, 3/16/2026. The pop-up menu has an "Amount Hours" field circled in orange, which is currently set to "4.00". Other fields in the pop-up menu include "Paycode" (set to "Sick Leave"), "Start Time" (set to "8:00 AM"), "Duration" (set to "Specify Amount"), "Override Accrual Days", "Override Shift" (with "Whole Shift" selected), "Create Open Shift", and "Transfer". The "Apply" button is highlighted in blue.

## 10 Click **Apply**.

The screenshot shows the 'Absence Calendar' interface. On the left is a calendar grid for the period 'Mon 3/16 - Fri 3/20'. Two employees are listed: 'SEEOD, TestSE' and 'SNEOD, testSN'. Both have 'Sick Leave' entries for Monday, 3/16, with a status of 'Approved'. On the right is a configuration panel for the selected absence. The date is '3/16/2026'. The 'Paycode \*' is set to 'Sick Leave'. The 'Start Time \*' is '8:00 AM'. The 'Duration \*' is 'Specify Amount'. The 'Amount Hours \*' is '4.00'. There are checkboxes for 'Override Accrual Days', 'Override Shift', and 'Create Open Shift'. The 'Transfer' dropdown is empty. At the bottom right, the 'Apply' button is circled in orange.

## 11 Click **Save**.

The screenshot shows the 'LoboTime Schedule Planner with Absence Calendar' interface. The header includes the LoboTime logo and navigation icons. Below the header, there are filters for 'View by Employee', a date range of '3/16/2026 - 3/20/2026', and '2 Employee(s) selected'. There are also icons for 'Quick Actions', 'Show / Hide', 'Gantt View', 'Zoom', 'Share', 'Refresh', and 'Save'. The 'Save' button is circled in orange. Below the filters is a calendar grid for the period 'Mon 3/16 - Fri 3/20'. Two employees are listed: 'SEEOD, TestSE' and 'SNEOD, testSN'. Both have 'Sick Leave' entries for Monday, 3/16, with durations of '4.00' and '6.00' respectively, and a status of 'Approved'. The 'Save' button is circled in orange.