To adjust an employee’s time, navigate to the **TRAM WorkCenter** and search for the employee’s timesheet.

- Click on Employee Selection to expand the search section.
- Enter the **Employee ID** or other search criteria and click **Get Employee(s)**.

To add time or leave directly to the timesheet, select the date and:

- **Quantity**: Enter the amount of hours the student was scheduled to work.
- **Time Reporting Code**: Select the correct code.
  - Federal Work-Study and Texas Work-Study - use code **020 Regular Earnings**
  - Non-College Work-study - use code **B23 Emergency Leave**
- **Add Comment**: “President Munoz authorized student employees (FWS/TWS/NCWS) to be compensated March 16-22, 2020 due to COVID-19.”
- **Select Submit**

The adjusted time will be available for approval the next business day.