

MMC HR | HR CASE FILES

The Manager Editing Everyone's Timecards

THE SITUATION

A supervisor had developed a habit of changing employee punches, so the timecards matched the posted schedule, believing they were simply cleaning up payroll.

THE RISK

Changing actual time to scheduled time can erase compensable work, create wage claims, distort overtime, and make the company's records unreliable.

WHAT HR DID

HR audited edited punches against original entries, schedules, and employee statements. Corrections were made where necessary and the manager's practices were addressed directly.

THE FIX

Manager editing rights were restricted, every adjustment required a reason code, and payroll began reviewing exception reports before each payroll close.

Real HR problems rarely arrive in neat packages.

This case file is a fictionalized composite created for educational purposes. Details are intentionally generalized and do not identify any MMC HR client.