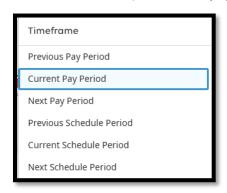
HOW TO EDIT TIMECARDS

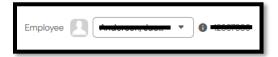
Managers can add punches to timecards, edit existing punches, and add comments to edits that are made. It is encouraged to add a comment when making edits to a timecard for payroll and documentation purposes.

My Team (left-hand side) > Team Time (drop-down) > Team Timecards

• Click on the **Timeframe** button and use the drop-down to select the correct timeframe (ex. current pay period)

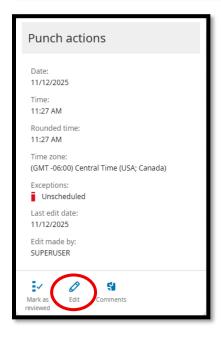


• In the top left, use the drop-down to select the appropriate employee's timecard

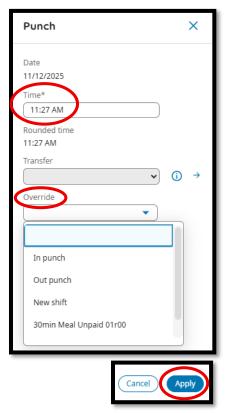


• Right click the cell with the missing punch (it should appear red in the cell) and click Edit

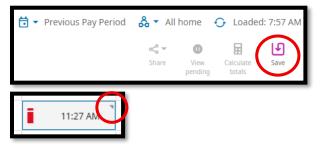




• Enter the correct **Time**, under **Override** select the correct drop-down option, press **Apply**

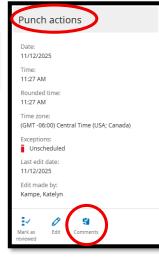


 Click Save in the top right corner and a black triangle will appear, indicating the cell has been edited



 Right-click the updated cell where the edit was made and the Punch Actions window opens. Select Comments





- Use the drop-down under **Comment On** and select an option (ex. Punch)
- Use the drop-down on **Select a Comment** and choose the one you want or select **Other**
- In the **Type a Note** field, enter the reason for the correction (ex. employee forgot to punch in). This step is <u>optional</u> but <u>encouraged</u> for documentation and payroll purposes. Then select **Add** and **Apply**.



• Select **Save** in the upper right-hand corner

