

# 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)

Timeframe

Previous Pay Period

Current Pay Period

Next Pay Period


Previous Schedule Period

Current Schedule Period


Next Schedule Period

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

Employee



Anderson, John

 123456789

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

		Wed 11/12		11:27 AM	5:00 PM
		Thu 11/13		9:43 AM	5:00 PM

Punch actions

Date:

11/12/2025

Time:

11:27 AM


Rounded time:

11:27 AM

Time zone:

(GMT -06:00) Central Time (USA; Canada)

Exceptions:


 **Unscheduled**


Last edit date:


11/12/2025

Edit made by:

SUPERUSER

 Mark as reviewed

 **Edit**

 Comments

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

**Punch**

Date  
11/12/2025

Time\*  
11:27 AM

Rounded time  
11:27 AM

Transfer  
[Dropdown]

Override  
[Dropdown menu open with options: In punch, Out punch, New shift, 30min Meal Unpaid 01r00]

Cancel Apply

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

Previous Pay Period All home Loaded: 7:57 AM

Share View pending Calculate totals Save

11:27 AM

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

+	-	Wed 11/12		11:27 AM	5:00 PM
+	-	Thu 11/13		9:43 AM	5:00 PM

**Punch actions**

Date:  
11/12/2025

Time:  
11:27 AM

Rounded time:  
11:27 AM

Time zone:  
(GMT -06:00) Central Time (USA; Canada)

Exceptions:  
 **Unscheduled**

Last edit date:  
11/12/2025

Edit made by:  
Kampe, Katelyn

Mark as reviewed Edit **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 optional but encouraged for documentation and payroll purposes. Then select **Add** and **Apply**.

Comments (0) ×

Unscheduled

Comment on

Unscheduled

Select a comment

Type a note (optional).

Add another note

Add

Cancel Apply

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

Previous Pay Period All home Loaded: 7:57 AM

Share View pending Calculate totals Save