



## B. Editing Hours

- Navigate to the employees' daily punches. Click on the start or end time to be edited. Complete desired edits to Date, Time, or Tracking Level, then Save.
- To make additions, click Add at the top of the screen to add lump sum hours, units, or dollar amounts. Fill in the required fields and Save.
- To add time punches, click on the "+" button beside the specific date you would like to add time, and fill in all required fields, then Save. Note: you will need to create entries for each clock operation individually (such as Clock In, Meal Out, Meal In, Clock Out).

The screenshot shows the 'Add / Edit / Delete Time' modal form. The title is 'Add / Edit / Delete Time'. Below the title, it says 'The time being changed is 09/16/2024 07:30:00 AM.' The form has several fields: 'Type' is set to 'Clock In', 'Date' is '09/16/2024', and 'Time' is '07:30 AM'. There is a 'Notes' text area. Below that, 'Department' is '1 - Office' and 'Location' is '100 - Columbus'. At the bottom, there are fields for 'Punch From' (Web), 'Punch Type' (Manual Entry), 'By User' (Leah Vancura), 'IP Address' (173.89.89.75), 'Punch Location', and 'Last Updated' (09/20/2024 09:20 AM). At the bottom right, there are buttons for 'Delete', 'Cancel', 'Punch Log', and 'Save'.

The screenshot shows the 'Add / Edit / Delete Time' modal form. The title is 'Add / Edit / Delete Time'. Below the title, it says 'The time being changed is 09/18/2024 07:30:00 AM.' The form has several fields: 'Type' is set to 'Clock In', 'Date' is '09/18/2024', and 'Time' is '---:-- --'. There is a 'Notes' text area. Below that, 'Department' and 'Location' are empty. At the bottom, there are buttons for 'Cancel' and 'Save'.

### C. Approving Hours

- To approve hours individually, navigate to employees' daily punches, be sure the correct pay period is selected on the top right, then click the Approve & Lock button.

| Date             | Start    | End      | Reg    | OT1 | OT2 | Other Pay | Other Hours | Total Hours | Other Amount | Unpaid |
|------------------|----------|----------|--------|-----|-----|-----------|-------------|-------------|--------------|--------|
| 05/12/2024 - Sun |          |          |        |     |     |           |             |             |              |        |
| 05/13/2024 - Mon |          |          | 4.5000 |     |     |           |             | 4.5000      |              |        |
|                  | 08:00 AM | 10:00 AM | 2.0000 |     |     |           |             | 2.0000      |              |        |
|                  | 10:30 AM | 01:00 PM | 2.5000 |     |     |           |             | 2.5000      |              |        |
| 05/14/2024 - Tue |          |          | 5.5000 |     |     |           |             | 5.5000      |              |        |
|                  | 08:00 AM | 01:30 PM | 5.5000 |     |     |           |             | 5.5000      |              |        |
| 05/15/2024 - Wed |          |          |        |     |     |           |             |             |              |        |
| 05/16/2024 - Thu |          |          |        |     |     |           |             |             |              |        |
| 05/17/2024 - Fri |          |          |        |     |     |           |             |             |              |        |
| 05/18/2024 - Sat |          |          |        |     |     |           |             |             |              |        |

- To approve hours in bulk, navigate to the Employee – Time Cards screen, be sure the correct Pay Schedule is selected, check the boxes next to each employee whose time you would like to approve (check the top box to select all), then click the Options button, and choose the Bulk Approve Time Cards selection. Then choose the correct pay period to be approved, and click Approve & Lock.

Time Clock Setup  
-- ALL --

Pay Schedule: Weekly

Emp Active Status: Active

Time Card Status: -- ALL --

Today: 05/14/2024

On Clock / Exceptions: -- No Filter --

DIVISION: -- ALL --

DEPARTMENT: -- ALL --

LOCATION: -- ALL --

JOB TITLE: -- ALL --

PROJECT: -- ALL --

REGION: -- ALL --

BENEFIT GROUP: -- ALL --

**Options**

|                          | EmpNo | Employee         | Per Day - 05/14/2024 |           |                | Pay Period |        |
|--------------------------|-------|------------------|----------------------|-----------|----------------|------------|--------|
|                          |       |                  | Clock In             | Clock Out | Hours Till OT1 | Regular    | OT1    |
| <input type="checkbox"/> | 15    | Bottom, Red T    |                      |           |                |            |        |
| <input type="checkbox"/> | 24    | Craydle, Robin D |                      |           |                |            |        |
| <input type="checkbox"/> | 10    | Davis, Test      | 08:00 AM             | 01:30 PM  |                | 10.0000    | 0.0000 |
| <input type="checkbox"/> | 27    | Dion, Celine     |                      |           |                |            |        |
| <input type="checkbox"/> | 2     | Doe, Jon         |                      |           |                |            |        |

**Options**

- Print Time Cards
- Bulk Time Entry
- Bulk Update Tracking Levels
- Bulk Approve Time Cards**
- Settings