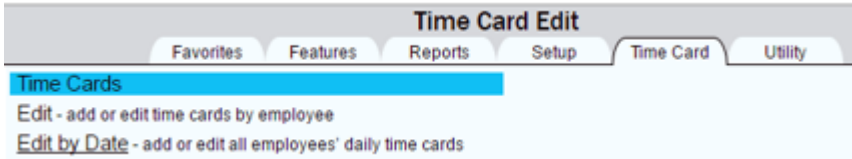
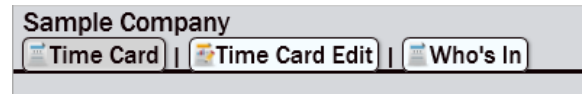


Time Cards can be edited by the Admin, a Supervisor, or any employee with Edit Access.

Admin. & Supervisors will see:



Employees will see:



**Step One:**

Overview

**Date Filter**  
You can view each pay period, or you can enter any date range.

**People Filter**  
View individual employees sorted by Locations, Departments, or Department Groups.

**Hours Filter**  
View PTO, Projects, and overtime/double time.

View the current level of approval; supervisors can approve employee timecards.

Date Filter		People Filter		Hours Filter		Help Links
Pay Period 4/16/2016 - 4/30/2016 15 Days, 10 Weekdays	Date Range 4/16/2016 - 4/30/2016 <input type="button" value="Change Date"/>	Department / All	Employee Bittaker, Larry	Project / All	PTO / All	Send Message Tutorial

The In/Out columns are set for 5 minute rounding  
The first workweek of this pay period started on 4/10/2016  
Employee has not approved for payroll

Date	In Actual	Rounded	Out Actual	Rounded	Hours	Entry Style	Project/PTO	Entry Note	Remove	Day	Week
Sat 4/16/2016	7:15 AM	7:15 AM	4:30 PM	4:30 PM	9h 15m	In/Out	Packing/Shipping (Project)		<input type="checkbox"/> Remove	9h 15m Pack/Ship	9h 15m Pack/Ship
Wed 4/20/2016	10:30 AM	10:30 AM	10:37 AM	10:35 AM	0h 5m	In/Out	Packing/Shipping (Project)		<input type="checkbox"/> Remove	0h 5m Pack/Ship	0h 5m Pack/Ship
	10:37 AM	10:35 AM	4:30 PM	4:30 PM	5h 55m	In/Out	2nd Break (1st Break)		<input type="checkbox"/> Remove	5h 55m 2nd Break	5h 55m 2nd Break
									<input type="checkbox"/> Remove	6h 0m Total	6h 0m Total

**Edit** existing time by clicking a value and typing a correction.

Change the **project** or add **PTO**, if applicable.

Add new time.

New Time Card Entries [Help]						
Date	In Time	Out Time	Hours	Entry Style	Project/PTO	Entry Note
Sat 4/16/2016	8:03am	4:30pm		In/Out	Packing/Shipping (Project)	
Sun 4/17/2016	8:17am	4:47pm		In/Out	Packing/Shipping (Project)	
Tue 4/26/2016				In/Out	Packing/Shipping (Project)	
Tue 4/26/2016				In/Out	Packing/Shipping (Project)	
Tue 4/26/2016				In/Out	Packing/Shipping (Project)	

←

**Step Two:**

Adding Time / Lunch

**Adding Time**

In/Out - Add clock in and out times.  
 Hours - Enter the number of hours.

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Sat 4/16/2016 ▾	8:31am	4:47pm		In/Out ▾	Night Stock (Project) ▾
Sun 4/17/2016 ▾			9h 36m	Hours ▾	Night Stock (Project) ▾

To choose lunch time options:  
**Setup** tab, **General Setup Options**  
**Time Card Edit** section, "Entry Style Lunch."

**Adding Lunch**

**Specific Time** – Quickly add a standard amount of time for lunch.  
**"Any Lunch"** – Add a specific amount of time for lunch.

New Time Card Entries [Help]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 4/26/2016 ▾			-0h 30m	30 Min Lunch ▾	Night Stock (Project) ▾
Wed 4/27/2016 ▾			1h 13m	Any Lunch ▾	Night Stock (Project) ▾

**Step Three:**

Change / Remove Time

\* An asterisk indicates time has been added or edited.

Date	In	Out	Hours	Entry Style
Mon 5/2/2016	* 9:05 AM	* 5:37 PM	8h 32m	In/Out ▾

Click in the field, and edit time as needed. Don't forget am/pm!

If time is accidentally removed, refer to the **Access Report** in the **Reports** tab.

**Step Four:**

Add Notes (optional)

New Time Card Entries [Help]						
Date	In Time	Out Time	Hours	Entry Style	Project/PTO	Entry Note
Sat 4/30/2016 ▾	8:07am	4:48pm		In/Out ▾	Night Stock (Project) ▾	First Day of Training

To activate notes, go to the **Setup** tab, **General Setup Options**.

- In the Time Card Edit section, click “Entry Note column” for a note column to appear ONLY for Admin and Supervisors.
- In the Employee Time Card section, click “Entry Note text box available” for a note column to appear on employee time cards.

**Step Five:**

Approve Time Cards (optional)

Employee / Supervisor Approve

Supervisor approve from **Time Card Edit**.

Employees approve from **Time Card**.

Activate approval buttons for Employees and/or Supervisors:

**Setup** tab, **General Setup Options**

**Employee Time Card** section, Display Approval for Payroll Buttons.

Admin Approve

Admins approve from **Time Card** tab, **Admin Approval**.

Approve For Payroll

Remove Approval For Payroll

When you click the **Approve for Payroll** button, it will lock the entire pay period. This will grey out the time card, indicating that no changes can be made. Time cards can be un-approved with the **Remove Approval for Payroll** button.

For further assistance with Time Card Edit, contact Customer Service.

(405) 314-2436 • [support@easytimeclock.com](mailto:support@easytimeclock.com)