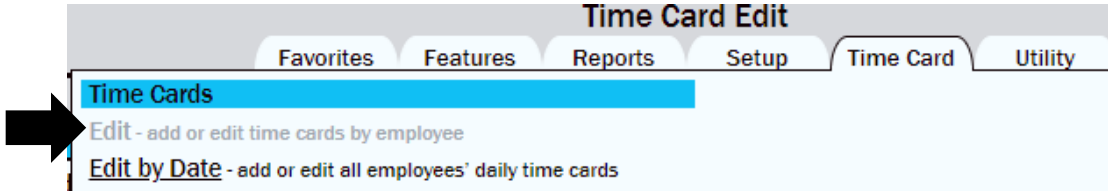


Time Cards can be edited by the Admin, a Supervisor, or any employee with Edit Access.

Admin. & Supervisors will see:



Time Card Edit

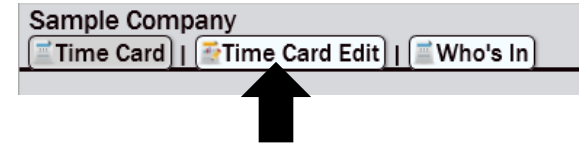
Favorites Features Reports Setup Time Card Utility

Time Cards

Edit - add or edit time cards by employee

Edit by Date - add or edit all employees' daily time cards

Employees will see:



Sample Company

Time Card Time Card Edit Who's In

Editing Time

Date Filter
View by Pay Period or a custom Date Range.

People Filter
View individual employees sorted by Locations or Departments.

Hours Filter
View PTO, Projects, certain pay types, or all time entered.

Date Filter		People Filter		Hours Filter	Help Links
Pay Period 7/29/2018 - 8/11/2018 14 Days, 10 Weekdays	Date Range 7/29/2018 - 8/11/2018 Change Date	Location Busico	Dept. Group All	Project All	Message an Employee
		Department All	Employee Manuel, Peter	PTO All	

Employee has not approved for payroll

Date	In	Out	Hours	Entry Style	Project/PTO	Remove	Day	Week	Pay Period
Mon 7/30/2018	9:03 AM	12:00 PM	2h 57m	In/Out	DataEntry (Project)	<input type="checkbox"/> Remove	7h 29m Data	7h 29m Data	7h 29m Data
	12:32 PM	5:04 PM	4h 32m	In/Out	DataEntry (Project)	<input type="checkbox"/> Remove			
Tue 7/31/2018	8:58 AM		0h 0m	In/Out	Client Management (Project)	<input type="checkbox"/> Remove		7h 29m Data	7h 29m Data

Edit, add, or delete time

Change the **Project**

Remove entire lines

View totals

Save Changes



Adding Time

New Time Card Entries [?]					
Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Wed 8/1/2018 ▾	9am	5pm		In/Out ▾	Filing (Project) ▾
Thu 8/2/2018 ▾	9	17		In/Out ▾	DataEntry (Project) ▾
Sun 7/29/2018 ▾				In/Out ▾	Client Management (Project) ▾
Sun 7/29/2018 ▾				In/Out ▾	Client Management (Project) ▾
Sun 7/29/2018 ▾				In/Out ▾	Client Management (Project) ▾

Choose the day and enter the clock in/out time. Make sure to put am/pm, or use military time.

Choose a Project, if applicable.

Adding Lunch (clocking in and out with no lunch button)

New Time Card Entries [?]					
Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Mon 8/13/2018 ▾	9:00 am	12:00 pm		In/Out ▾	Filing (Project) ▾
Mon 8/13/2018 ▾	12:30 pm	5:00 pm		In/Out ▾	Filing (Project) ▾

Clock out at the beginning of lunch, clock back in after lunch.

Adding Lunch (clocking in and out with lunch button)

New Time Card Entries [?]					
Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Mon 8/13/2018 ▾	9:00 am	12:00 pm		In/Out ▾	Filing (Project) ▾
Mon 8/13/2018 ▾	12:00 pm	12:30 pm		In/Out ▾	Lunch (Lunch) ▾
Mon 8/13/2018 ▾	12:30 pm	5:00 pm		In/Out ▾	Filing (Project) ▾

Clock out of work at 12:00

Clock into Lunch at 12:00
Clock out of Lunch at 12:30

Clock into work at 12:30

Subtracting Time

New Time Card Entries [?]					
Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Sun 7/29/2018 ▾	9:00 am	5:00 pm		In/Out ▾	Filing (Project) ▾
Sun 7/29/2018 ▾			-0h 30m	30 Min Lunch ▾	Filing (Project) ▾

Custom Lunch Entry options available in **General Setup Options** in the Setup tab



Adding PTO

New Time Card Entries [?]					
Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 7/31/2018			8h <input type="text"/> m	Hours	Vacation 2-4 (PTO 11 Hrs Avail.)

Change In/Out to Hours
Enter bulk hours
Choose PTO Category

New Time Card Entries [?]					
Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Sun 7/29/2018			4h <input type="text"/> m	Hours	Vacation 2-4 (PTO 3 Hrs Avail.)

Time Card Edit

Favorites Features Reports Setup Time Utility

⚠ You attempted to enter 4h 0m on 7/29/2018 for Vacation 2-4, but there are only 3 Hrs Avail. Click the override button to add this entry and create a negative balance.

PTO can have a negative balance if you click "Override."

Adding "Absent" Unpaid Time

New Time Card Entries [?]					
Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Sun 7/29/2018			4h <input type="text"/> m	Hours	Sick (Unpaid) (Project)

Create a "Non-Pay Time Off" style project in the **Projects** page in the Features tab.

Date	In	Out	Hours	Entry Style	Project/PTO	Remove	Day
Sun 7/29/2018	8:00 AM	1:00 PM	5h 0m	In/Out	Client Management (Project)	<input type="checkbox"/> Remove	5h 0m Client
			4h 0m	Hours	Sick (Unpaid) (Project)	<input type="checkbox"/> Remove	



Adding Entry Notes

Date	In	Out	Hours	Entry Style	Project/PTO	Entry Note	Remove
Mon 7/30/2018	9:03 AM	12:00 PM	2h 57m	In/Out	DataEntry (Project)		<input type="checkbox"/> Remove
	12:32 PM	5:04 PM	4h 32m	In/Out	DataEntry (Project)		<input type="checkbox"/> Remove
Tue 7/31/2018	8:58 AM		0h 0m	In/Out	Client Management (Project)		<input type="checkbox"/> Remove

Entry Note setting available in **General Setup Options** in the Setup tab.

Adding Notes (mileage, reimbursements, attachments)

New Note Entries	
Date	Note
Tue 7/31/2018	Note Miles Amount: 5.25 Description: Bank Run

"New Note Entries" section is on the bottom of the Edit page.

Tue 7/31/2018	8:58 AM	4:52 PM	7h 54m	In/Out	Client Management (Project)	
Note Miles Amount: 5.25 total 5.25 (\$2.86)						
Description: Bank Run						

Note Setup feature available in the Setup tab.

Approving Time Cards

Employee Approval in Time Card

Time Card - Manuel, Peter

Message Center | Calendar

7/29/2018 - 8/11/2018 [Print Report](#)

I agree that all time card entries for the pay period are correct.

[What's This?]

Start	Hours	Type	Day
8:58 AM	5h 0m	Client Management	Fri 0m Client

Approval settings can be adjusted in **General Setup Options** in the Setup tab.

Supervisor Approval in Edit

Change Date | Department: All | NOTE: All

Employee: Manuel, Peter


[What's This?] [What's This?]

Period is currently locked for payroll processing because the Employee is currently on PTO. If you need to make a correction before processing payroll, you can remove their approval.

Hours	Entry Style	Project/PTO	Remove
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Good to Know!

- Times with an ***asterisk*** indicate it has been edited in some way. This feature can be turned off in the Setup tab, General Setup Options.
- If you need to refresh the page, use the **blue refresh button** at the bottom left. Browser refreshes can cause issues in editing. 
- Did you **accidentally delete time** from the time card? Go to the Reports tab, **Access Report**. It logs all changes made!
- If looking at only one day at a time, the page turns to “Edit by Date” and entries can be made for **multiple employees at once**.
- If a time card is prematurely approved, a “**Remove Approval**” button replaces the Approve button.