

The **Out Button** can be used to easily **add (+) or subtract (-)** a certain amount of time from the time card when the employee clocks out at the end of the day.

This can be helpful for:

- Running errands
- Entering lunch when clocking out
  - S Employees with no access to internet between clocking in and out
  - S Forgot to clock out for lunch
- Adding blocks of time for projects or meetings

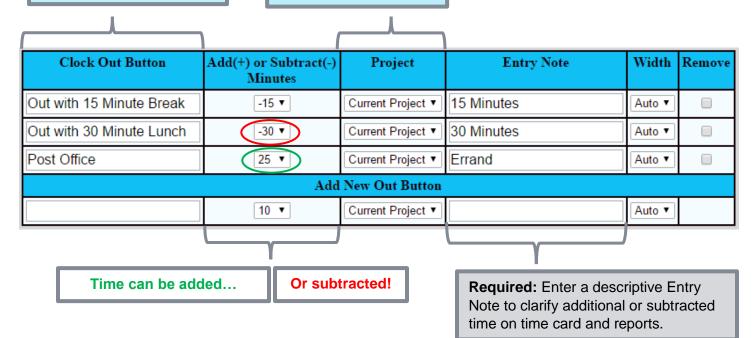
Features tab, Alternate Out Buttons

## Step One:

Set up the Out Button

Name the button that will display on time cards.

Choose which project the time will be assigned to.



## **Manage Entry Note Display**

Setup tab, General Setup Options

<u>To display only on Time Card Edit page</u>: Go to the **Time Card Edit** section, check the box **Entry Note column (not displayed on reports)** and **Save Changes**.

<u>To display on reports</u>: Go to the **Employee Time Card** section, check the box **Entry Note text box available (displayed on reports)** and **Save Changes**.



## Step Two:

Assign the Out Button

## Features tab, Assign Out Buttons

Employee	Out Buttons			
Bathory, Elizabeth	<ul><li>✓ Out with 15 Minute Break</li><li>✓ Out with 30 Minute Lunch</li><li>☐ Post Office</li></ul>			
Berkowitz, David	☐ Out with 15 Minute Break ☐ Out with 30 Minute Lunch ☑ Post Office			
Bianchi, Kenneth	Out with 15 Minute Break Out with 30 Minute Lunch Post Office			

What will it look like on employee time card?

Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period	Payroll Hours
Thu 4/21/2016	8:00 AM 2:04 PM	1:57 PM Time So Far	5h 57m -0h 30m 0b \mathre{m}		<ul> <li>30 Minutes</li> </ul>	5h 27m Client	5h 27m Client	5h 27m Client	5h 27m RR
Clock In Client Management Prospective Clients Trade Show		This is how "Out with 30 Minute Lunch" displays		The current  1st Break  2nd Break  Lunch	Out But appear w Clock Butto	vith the out	Clock Out Out with 15 Minute Breal Out with 30 Minute Lunch		

Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period
Thu 4/21/2016		5:00 PM	3h 56m	Client Management Client Management Client Management	•	7h <b>21</b> m Client	7h <b>21</b> m Client	7h 21m Client

This is how added time displays. Employee clocked out at 5:00 pm, and an additional 25 minutes was added at clock-out.