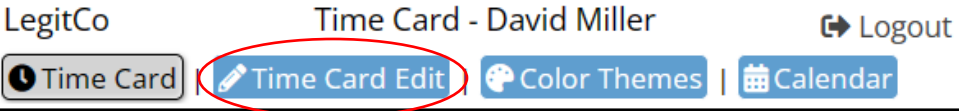


Log in using your username and click on the page called "Time Card Edit." This is where you can adjust punch times and apply other changes to the time card.



How the page works:

Filters to choose the pay period or date range

Your time card

Add new lines to your time card

Always click "Save Changes" at the bottom of the page!

Date Filter **Filter** **Help Links**

Pay Period: 1/1/2023 - 1/14/2023 (14 Days, 10 Weekdays) | Date Range: 01/01/2023 - 01/14/2023 | Employee: David Miller | [Help File](#)

Date	In	Out	Hours	Entry Style	Project/PTO	Remove	Day	Week
Mon 1/2/2023	9:10 AM	5:30 PM	8h 20m	In/Out	Work	<input type="checkbox"/> Remove	8h 20m	8h 20m
Tue 1/3/2023	9:15 AM	5:25 PM	8h 10m	In/Out	Work	<input type="checkbox"/> Remove	8h 10m	16h 30m
Wed 1/11/2023	9:10 AM	5:05 PM	7h 55m	In/Out	Work	<input type="checkbox"/> Remove	7h 55m	7h 55m

New Time Card Entries

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 1/10/2023				In/Out	Work
Tue 1/10/2023				In/Out	Work

Save Changes

Tip: Always use "am" or "pm" (or military time) to avoid mistakes!

Find the scenario below that applies to your needs and follow the directions to make an edit...

Entering time for a missed punch:

In the time card section, type the missing time into the blank box. Make sure to use am / pm.

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9:15 AM	
Wed 1/11/2023	9:10 AM	5:05 PM

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9:15 AM	5:25p
Wed 1/11/2023	9:10 AM	5:05 PM

Changing an incorrect time:

In the time card section, highlight and delete the incorrect time and enter the correct time.

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9:15 AM	5:25 PM
Wed 1/11/2023	9:10 AM	5:05 PM

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9am	5:25 PM
Wed 1/11/2023	9:10 AM	5:05 PM

Removing a punch:

In the time card section, highlight and delete the incorrect time.

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9:15 AM	5:25 PM
Wed 1/11/2023	9:10 AM	5:05 PM

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9:15 AM	5:25 PM
Wed 1/11/2023		

To delete an entire row, use the "Remove" checkbox.

Date	In	Out	Hours	Entry Style	Project/PTO	Remove
Wed 1/11/2023	9:10 AM	5:05 PM	7h 55m	In/Out	Work	<input type="checkbox"/> Remove
	5:05 PM	5:06 PM	0h 1m	In/Out	Work	<input checked="" type="checkbox"/> Remove

Adding a clock in:

In the New Time Card Entries section, choose the day and enter the time under "In Time."

New Time Card Entries [?](#)

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Thu 1/12/2023	910am			In/Out	Work

Changing a Project or PTO category:

In the time card section, use the dropdown menu under Project/PTO to choose the correct category.

Date	In	Out	Hours	Entry Style	Project/PTO
Mon 1/2/2023	9:10 AM	5:30 PM	8h 20m	In/Out	Project 1 (Project)
Tue 1/3/2023	9:15 AM	5:25 PM	8h 10m	In/Out	Project 1 (Project)

Project/PTO
Project 1 (Project)
Project 1 (Project)
Project 2 (Project)

Entering PTO:

Use the New Time Card Entries section...

1. Choose the day 2. Change the Entry Style column to "Hours" 5. Save Changes

3. Enter the number of PTO hours you want to use 4. Choose the PTO category

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Fri 1/13/2023			8 h	Hours	Vacation (PTO 19.95 Hrs Avail.)

Requesting PTO in the future:

Use the Date Range filter to access future dates

Date Filter **Filter** **Help Links**

Pay Period Date Range Employee: David Miller [Help File](#)

02/01/2023 - 02/28/2023

Display Pay Periods Change Date

The first workweek of this pay period started on 1/29/2023

New Time Card Entries

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 2/14/2023			8 h	Hours	Vacation (PTO 19.95 Hrs Avail.)

1. Choose the day

2. Change the Entry Style column to "Hours"

3. Enter the number of PTO hours you want to use

4. Choose the PTO category

5. Save Changes