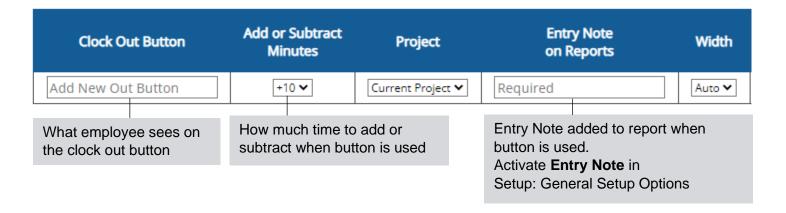
Alternate Out Buttons can add or subtract a set amount of time upon clock out.

Features menu: Alternate Out Buttons



Features menu: Assign Out Buttons

Make sure to assign button(s) to applicable employees.

Employee	Out Buttons		
David Miller	☐ Took boxes to post office		
Elizabeth Lee	☐ Took boxes to post office		
James Smith	☐ Took boxes to post office		
Jennifer Harris	☑ Took boxes to post office		

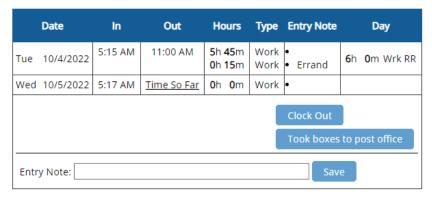
Errands (Adding Time)

Suggested for employees who run an errand at the end of the work day or need to track additional time spent on a project or meeting.

Setup:



Employee Sees:



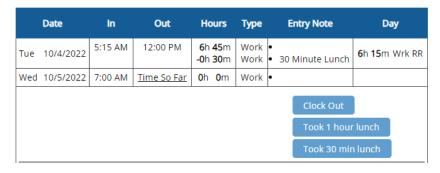
Lunches (Subtracting Time)

Suggested for employees who can't clock in and out for lunch, but need to claim a lunch at the end of the day.

Setup:

Clock Out Button	Add or Subtract Minutes	Project	Entry Note on Reports
Took 1 hour lunch	-60 🗸	Current Project ✔	1 Hour Lunch
Took 30 min lunch	-30 🕶	Current Project ✔	30 Minute Lunch

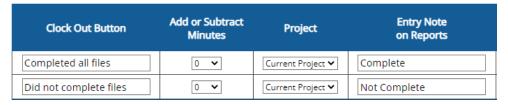
Employee Sees:



Notes (No Time Added or Subtracted)

Suggested for adding recurring notes at the end of the day.

Setup:



Employee Sees:

