

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

**Features menu: Alternate Out Buttons**

Clock Out Button	Add or Subtract Minutes	Project	Entry Note on Reports	Width
Add New Out Button	+10 ▼	Current Project ▼	Required	Auto ▼
What employee sees on the clock out button	How much time to add or subtract when button is used		Entry Note added to report when button is used. Activate <b>Entry Note</b> in Setup: General Setup Options	

**Features menu: Assign Out Buttons**

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

Employee	Out Buttons
David Miller	<input type="checkbox"/> Took boxes to post office
Elizabeth Lee	<input type="checkbox"/> Took boxes to post office
James Smith	<input type="checkbox"/> Took boxes to post office
Jennifer Harris	<input checked="" type="checkbox"/> 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:

Clock Out Button	Add or Subtract Minutes	Project	Entry Note on Reports
Took boxes to post office	+15 ▼	Current Project ▼	Errand

Employee Sees:

Date	In	Out	Hours	Type	Entry Note	Day
Tue 10/4/2022	5:15 AM	11:00 AM	5h 45m 0h 15m	Work Work	• • Errand	6h 0m Wrk RR
Wed 10/5/2022	5:17 AM	<u>Time So Far</u>	0h 0m	Work	•	

Clock Out

Took boxes to post office

Entry Note:  Save

**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:

Date	In	Out	Hours	Type	Entry Note	Day
Tue 10/4/2022	5:15 AM	12:00 PM	6h 45m -0h 30m	Work Work	• 30 Minute Lunch	6h 15m Wrk RR
Wed 10/5/2022	7:00 AM	Time So Far	0h 0m	Work	•	

Clock Out  
Took 1 hour lunch  
Took 30 min lunch

**Notes (No Time Added or Subtracted)**

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

Setup:

Clock Out Button	Add or Subtract Minutes	Project	Entry Note on Reports
Completed all files	0	Current Project	Complete
Did not complete files	0	Current Project	Not Complete

Employee Sees:

Date	In	Out	Hours	Type	Entry Note	Day
Tue 10/4/2022	5:15 AM	11:55 AM	6h 40m	Work	• Not Complete	6h 40m Wrk RR
Wed 10/5/2022	6:55 AM	Time So Far	0h 0m	Work	•	

Clock Out  
Completed all files  
Did not complete files