

The Edit page has 3 sections...

Time Card menu: Edit

Filters

Choose who / what / when you're viewing

Time Card Edit

Favorites Features Reports Setup Time Card Utility

Date Filter		People Filter	Hours Filter	Help Links
Pay Period 9/1/2022 - 9/15/2022 15 Days, 11 Weekdays	Date Range 09/01/2022 - 09/15/2022 Change Date	Employee Mary Taylor	Project All PTO All	Message an Employee Help File

The first workweek of this pay period started on 8/28/2022

Time Card

Edit or delete time on the time card

Date	In	Out	Hours	Entry Style	Project/PTO	Remove	Day	Week
Mon 9/5/2022			8h 0	Hours	Holiday (PTO Not Assigned)	<input type="checkbox"/> Remove	8h 0m Holiday PTO	8h 0m Holiday PTO
Tue 9/6/2022	9:00 AM	5:00 PM	8h 0m	In/Out	Work	<input type="checkbox"/> Remove	8h 0m Wrk	8h 0m Wrk 8h 0m Holiday PTO 16h 0m Total
Wed 9/7/2022	9:30 AM		0h 0m	In/Out	Work	<input type="checkbox"/> Remove	2h 11m Wrk	10h 11m Wrk 8h 0m Holiday PTO 18h 11m Total

Add Entries

Add time to the time card

New Time Card Entries [?]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Wed 9/7/2022				In/Out	Work
Wed 9/7/2022				In/Out	Work
Wed 9/7/2022				In/Out	Work
Wed 9/7/2022				In/Out	Work
Wed 9/7/2022				In/Out	Work

Section 1: Filters

Date Filter	
Pay Period 9/1/2022 - 9/15/2022 15 Days, 11 Weekdays	Date Range 09/01/2022 - 09/15/2022 Change Date

View current or past pay periods, or choose a custom Date Range

The page will show one employee's time card at a time.

If you choose to view "All" employees, the page will change to **Time Card Edit by Date**, and you will only be able to view one day at a time.

People Filter
Employee Mary Taylor

Section 2: Time Card

Here, you will see what already exists on the time card. You can click into the text boxes to change entries, delete entries, or you can "Remove" an entire line.

Date	In	Out	Hours	Entry Style	Project/PTO	Remove	Day	Week
Mon 9/5/2022			8h 0	Hours	Holiday (PTO Not Assigned)	<input type="checkbox"/> Remove	8h 0m Holiday PTO	8h 0m Holiday PTO
Tue 9/6/2022	9:00 AM	5:15pm	8h 0m	In/Out	Work	<input type="checkbox"/> Remove	8h 0m Wrk	8h 0m Wrk 8h 0m Holiday PTO 16h 0m Total
Wed 9/7/2022	9:30 AM		0h 0m	In/Out	Work	<input type="checkbox"/> Remove	2h 11m Wrk	10h 11m Wrk 8h 0m Holiday PTO 18h 11m Total

Section 3: Add Entries

This section is where you add brand new entries to the employee's time card.

New Time Card Entries [?]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Thu 9/8/2022	930am	530pm		In/Out	Work

Add Unpaid Lunch Time:

(Lunch / Break buttons can be set up in the Features menu)

When employees use Lunch/Break buttons, the system stores this time on a separate line. An unpaid Lunch does not deduct time, it is listed as unpaid time. So entering Lunch must look like this:

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Wed 9/7/2022	9am	12pm		In/Out	Work
Wed 9/7/2022	12pm	1230pm		In/Out	Lunch (Lunch)
Wed 9/7/2022	1230pm	5pm		In/Out	Work

When applied to the time card, the time worked before the Lunch and after the Lunch are added together.

Date	In	Out	Hours	Entry Style	Project/PTO	Remove	Day
Wed 9/7/2022	9:00 AM	12:00 PM	3h 0m	In/Out	Work	<input type="checkbox"/> Remove	7h 30m Wrk
	12:00 PM	12:30 PM	0h 30m	In/Out	Lunch (Lunch)	<input type="checkbox"/> Remove	
	12:30 PM	5:00 PM	4h 30m	In/Out	Work	<input type="checkbox"/> Remove	

Add a Lunch Deduction:

Alternatively, you can utilize a manual Lunch Deduction using Entry Style. This lunch style can only be used within the Time Card Edit page.

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 9/6/2022			-0h 30m	30 Min Lunch	Work

When applied to the time card, the Lunch Deduction is subtracted from the daily total.

Date	In	Out	Hours	Entry Style	Project/PTO	Remove	Day
Tue 9/6/2022	9:00 AM	5:00 PM	8h 0m	In/Out	Work	<input type="checkbox"/> Remove	7h 30m Wrk
			-0h 30m	30 Min Lunch	Work	<input type="checkbox"/> Remove	

(Lunch Deduction customization available in Setup: General Setup Options: Time Card Edit section)

Enter Holiday or other paid time off hours:

(PTO categories can be set up in the Features menu)

1. Utilize the “Hours” Entry Style
2. Enter the total amount of hours for the day
3. Assign the time to the PTO category

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Mon 9/5/2022			8 h 0 m	Hours	Holiday (PTO Not Assigned)

FAQ

*What does an ***asterisk*** mean?*

This indicates the entry has been edited in some way. This feature can be turned off in Setup: General Setup Options.

In	Out
12:42 PM	* 6:35 PM

*Can employees (or Admin, Supervisors) write **notes on the time card**?*

Look for the “Entry Note” section in Setup: General Setup Options.

Entry Note
late due to emergency

*How do I **restore** what I accidentally deleted?*

There is no official “restore,” but the Access Report in the Reports menu logs all changes made!

Time card updated for Mary Taylor: Date 9/6/2022, In Time: 9:00 AM, Out Time from 5:30 PM to blank
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*Why is everything greyed out and I **can't edit**?*

If only part of the time card is greyed out: The employee has requested a change and the change will need to be approved or disapproved using the checkboxes on the line.

Tue 9/6/2022	* 9:00 AM	* 5:00 PM	8h 0m	In/Out	Work		Change Pending	
	9:00 AM	5:30 PM	8h 30m	In/Out	Work		<input checked="" type="checkbox"/> Change	<input type="checkbox"/> Disapprove

If the whole time card is greyed out: Someone has approved the time card. To make edits you will need to remove the approval. If there is a button at the top of the time card that says “Remove Approval,” click the button to remove the employee’s (or Supervisor’s) approval. If there is a link that says “Administrative Approval for payroll,” click the link and use the “Remove Approval for Payroll” button.

Remove Employee Approval For Payroll

processing because the administrator has the [Administrator Approval For Payroll](#) page