

Manual TimeClock Punches

Summary:

Entering or editing punches manually

Problem / Goal:

Allowing the administrator to Punch IN or OUT on behalf of an employee.

Solution:

The purpose is to allow management to make manual entries the employee forgot to make or made incorrectly.

This must be done for individual employees. This cannot be done globally or for groups of employees simultaneously.

1. On the left, click on **TimeClock Entries**.
2. In the upper right, click **New**.
3. When the popup opens, click **Clock in / Clock Out**.
4. Select a reason for this manual entry.
5. Enter a **Date** and in the Punched field, enter **IN** or **OUT**.
6. Enter the time of the punch and whether **AM** or **PM**.

Note: If the shift worked crosses midnight, enter a date in the **Work Date** field that shows the date of the work date to which all of the punches apply.

7. Disregard Shift and Job Codes unless you need to specify this information.

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Product Version(s):	10, 11
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The screenshot shows a dialog box titled "TimeClock - Create Time Re...". At the top, there are three buttons: "Save" (with a green checkmark), "Cancel" (with a red X), and "Help" (with a question mark). Below the buttons, the "Employee" field is set to "Neil Adams". The "Reason for Change" dropdown menu is set to "Forgot a Punch". The "New Time Clock Values" section contains several fields: "Date" is set to "12/03/2007", "Punched" is set to "IN", "Time" is set to "09:00" with "AM" selected, and "Work Date" is set to "12/03/2007". There are also empty dropdown menus for "Shift" and "Job Code". At the bottom, there is a "Comments" section with a text area.

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