gradience®

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 <u>individual</u> employees. This <u>cannot</u> 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.

TimeClock - Create Time Re...

✓ Save   ✗ Cancel   ? Help

Employee   Neil Adams

Reason for Change
Forgot a Punch ▼

New Time Clock Values

Date:
12/03/2007 ▼

Punched:
IN ▼

Time:
09:00   AM ▼

Work Date:
12/03/2007 ▼

Shift:
▼

Job Code:
▼

Comments

Document URL:
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                     ☒ Public