



# TIME REPORTING HELPFUL TIPS

## How to Edit a Punch in a Time Card

If an employee forgets to **Time Stamp**, the next **Time Stamp** will be posted in the next available slot. For example, if an employee forgets to punch in, when they punch out that **Out Punch** will be posted as the **In Punch**. If not corrected, this will cause all the subsequent punches to be out of alignment (see example below). The timekeeper can resolve this by selecting the last punch that was posted incorrectly and execute an **“Edit Punch”** command that will move it to the correct in or out punch position. It will also cause all the previous punches to be shifted accordingly. Follow the instructions below to execute the **Edit Punch** feature.

- 1) Put your cursor in the last punch that was entered wrong
- 2) Right click on that punch and select Edit Punch

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period
Sun 2/24									
Mon 2/25				17:00		8:02	14.5	14.5	14.5
Tue 2/26				16:55		7:55	14.5	14.5	29.0
Wed 2/27				17:01		8:02	14.5	14.5	43.5
Thu 2/28									43.5
Fri 3/01									43.5
Sat 3/02									43.5
Sun 3/03									43.5
Mon 3/04		SIC	8.0						51.5
Tue 3/05				10:21		15:00			56.25
Wed 3/06									56.25
Thu 3/07		SIC	8.0						64.25
Fri 3/08		SIC	8.0						72.25
Sat 3/09									72.25

- 3) Select the arrow on the Override box to bring up the selections
- 4) Select **out-punch** or **in-punch** to move the punch to the appropriate column
- 5) Select Ok when you're done
- 6) Click **Save** or click in a **blank cell** to see the change

**Punch**

Date: 2/28/2019

Time (H:mm) \* 8:02

Rounded Time: 2/28/2019 8:00 GMT-05:00

Override: Out Punch

Time Zone: (GMT -05:00) Eastern Time (USA, Canada)

Cancel Deduction:

Exceptions:

Comments:

Cancel OK

