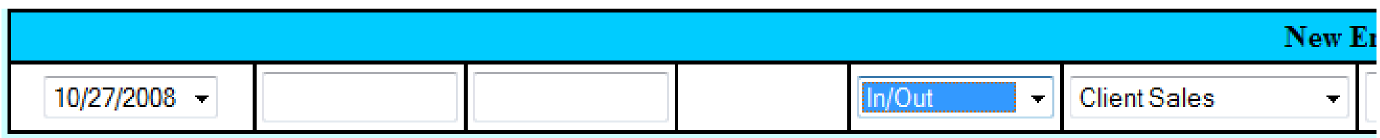
TIME CARD EDIT

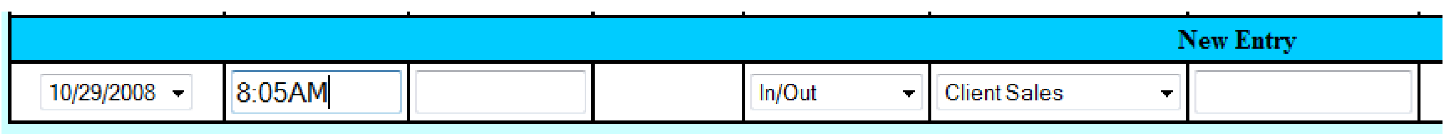
The new **Time Card Edit Page** has more options available when editing time cards using the number of **hours and minutes** or the **In**/**Out Time format** for in and out. Below are instructions with picture samples.

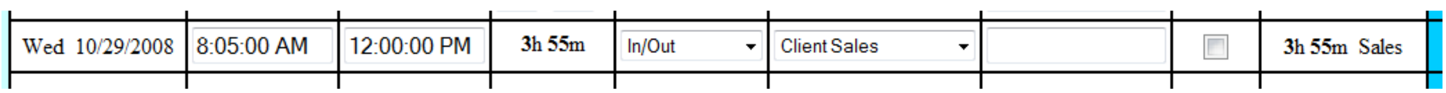
Easier Project Time Tracking: If you would like your employees to type in their own project time tracking instead of using the clock in and out button feature, create a department name as the employee's name and assign the department to the employee as a supervisor of their own department with edit access. The employee then will have edit access to their own time card. Instructions are in the **Project Time Tracking** document.

In / Out Time Format

Create a new entry. Select from the Entry Type column **In**/**Out** for the clock time format. (This format is the default.) Type in the clock time format as **Hour : Minutes AM or PM (example: 8:05AM or 12:00PM).** Check that the AM and PM is correct then select the Project /PTO Type and Save Changes.

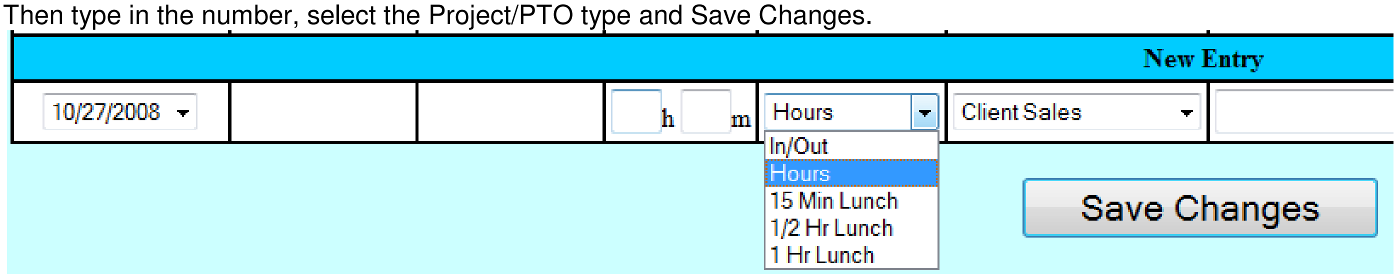


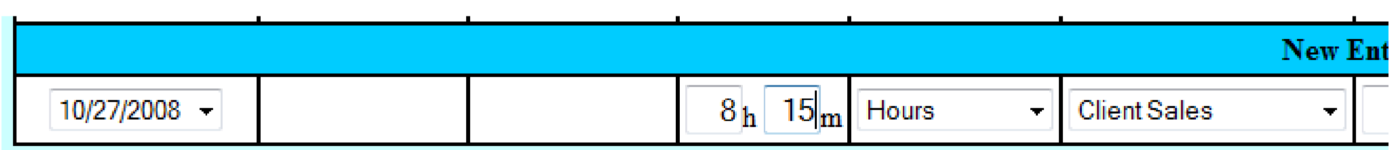




Hour and Minute Time Format

Create a new entry. Select from the Entry Type column drop down list **Hours** to view the fields for hours and minutes. Then type in the number, select the Project/PTO type and Save Changes.

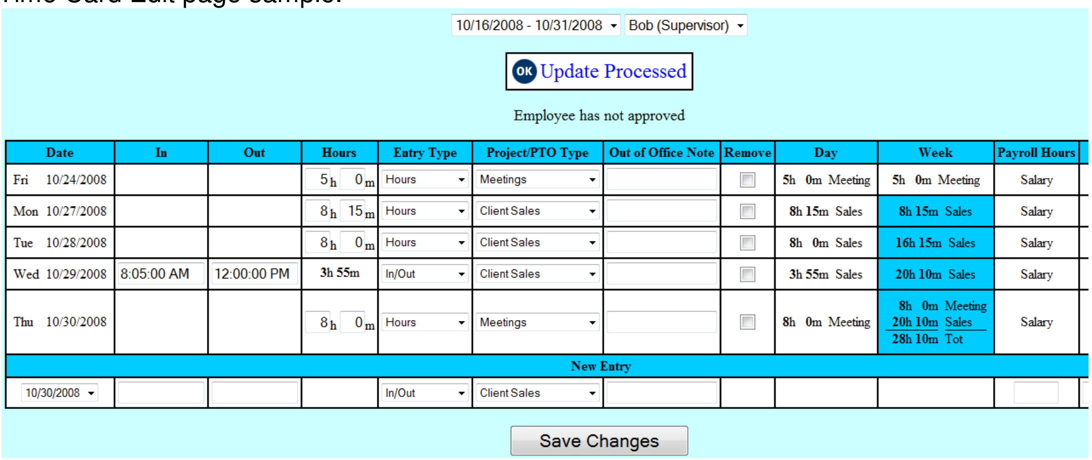




Total hours display after saving changes.

Continue on to next page.

Time Card Edit page sample.



10/16/2008 - 10/31/2008 | Bob (Supervisor)

OK Update Processed

Employee has not approved

Date	In	Out	Hours	Entry Type	Project/PTO Type	Out of Office Note	Remove	Day	Week	Payroll Hours
Fri 10/24/2008			5h 0m	Hours	Meetings			5h 0m Meeting	5h 0m Meeting	Salary
Mon 10/27/2008			8h 15m	Hours	Client Sales			8h 15m Sales	8h 15m Sales	Salary
Tue 10/28/2008			8h 0m	Hours	Client Sales			8h 0m Sales	16h 15m Sales	Salary
Wed 10/29/2008	8:05:00 AM	12:00:00 PM	3h 55m	In/Out	Client Sales			3h 55m Sales	20h 10m Sales	Salary
Thu 10/30/2008			8h 0m	Hours	Meetings			8h 0m Meeting	8h 0m Meeting 20h 10m Sales 28h 10m Tot	Salary
New Entry										
10/30/2008				In/Out	Client Sales					

Save Changes

Add a Time Entry

Create a new entry. Go to the New Entry Field and select the Entry Type then type in the hours and minutes then save changes.

Date	In	Out	Hours	Entry Type	Project/PTO Type	Out of Office Note	Remove	Day	Week	Payroll Hours
Thu 10/30/2008			2h 0m	Hours	Client Sales			2h 0m Sales	2h 0m Sales	2h 0m RR
New Entry										
10/30/2008				In/Out	Client Sales					

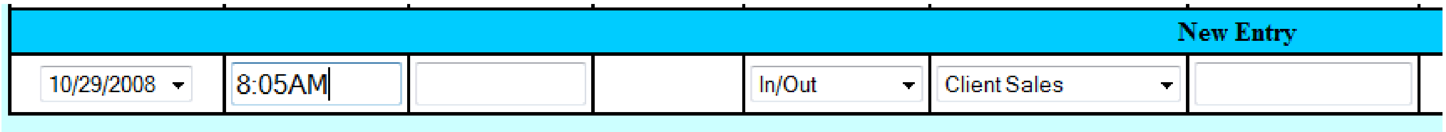
Wed 10/29/2008	8:05:00 AM	12:00:00 PM	3h 55m	In/Out	Client Sales			3h 55m Sales	20h 10m Sales

Edit a Time Entry

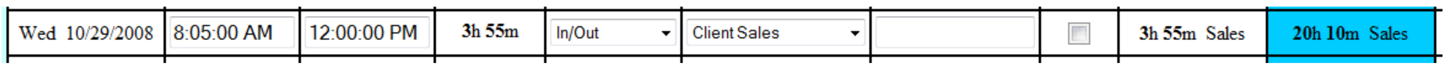
If an employee forgets to clock in or out and, for example, worked 3 hours and 55 minutes, you can change the entry type to Hours or type in the clock format.

Edit Time

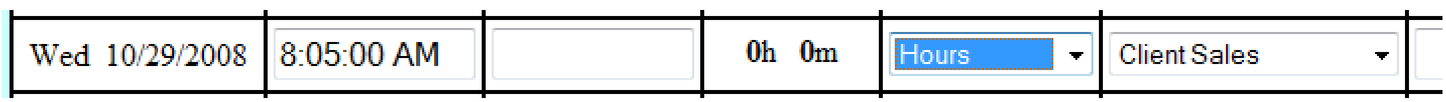
In the field next to the “Clock In” time, type in the “Clock Out” time using AM or PM. There needs to be a “Clock Out” time for every “Clock In” time for the time clock to calculate the time for that day. If there is a missing “Clock Out” time, no time will be added for that day.



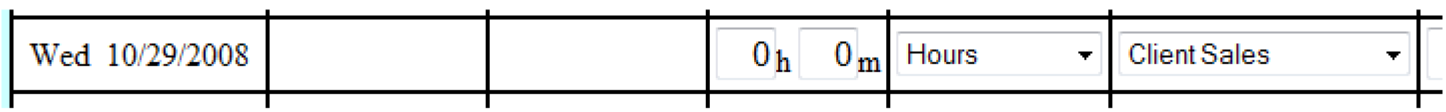
Save Changes



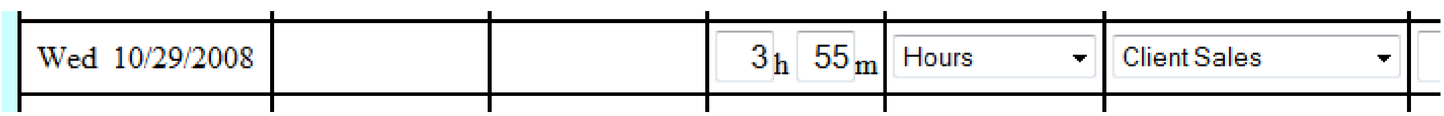
Change the Entry Type from In/Out Time Format to Hours Format. If an employee forgets to clock out, but tells you he/she worked 3 hours and 55 minutes, you can change the Entry Type from In/Out to Hours. From the Entry Type column drop down list select Hours.



Save Changes to change format and a new field will appear in the Hours column.

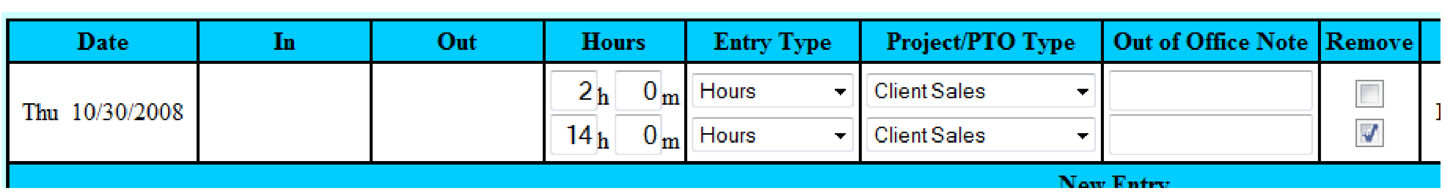


Type in the fields hours and minutes then save changes.

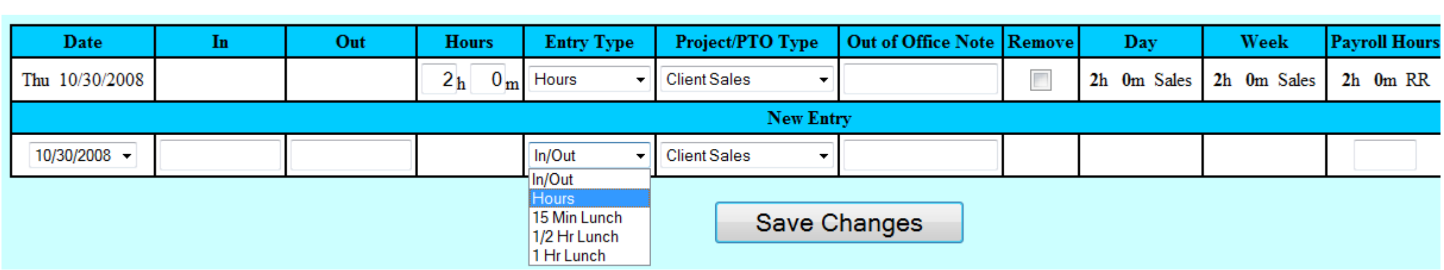


Delete a Time Entry

Put a check in the "Remove" column box next to the time entry that you want to have removed and click the save changes button. The time will be deleted from the time card.



Save changes to delete entry.



Type in the new entry and save changes.

Date	In	Out	Hours	Entry Type	Project/PTO Type	Out of Office Note	Remove	Day
Thu 10/30/2008			2 h 0 m 8 h 15 m	Hours Hours	Client Sales Client Sales			10h 15m Sales
New Entry								
10/30/2008				In/Out	Client Sales			

If you have any questions, feel free to contact us at 405-314-2436 or email services@easytimeclock.com