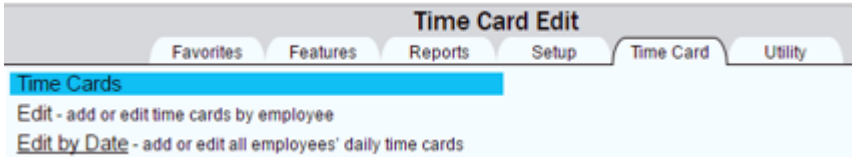
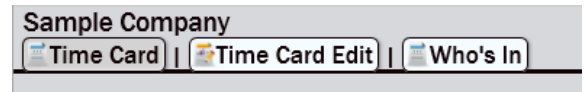


Time Cards can be edited by the Admin, a Supervisor, or any employee with Edit Access.

Admin. & Supervisors will see:



Employees will see:



Step One:

Overview

Date Filter
You can view each pay period, or you can enter any date range.

People Filter
View individual employees sorted by Locations, Departments, or Department Groups.

Hours Filter
View PTO, Projects, and overtime/double time.

View the current level of approval; supervisors can approve employee timecards.

Date Filter		People Filter		Hours Filter		Help Links
Pay Period 4/16/2016 - 4/30/2016 15 Days, 10 Weekdays	Date Range 4/16/2016 - 4/30/2016 <input type="button" value="Change Date"/>	Department / All	Employee Bittaker, Larry	Project / All	PTO / All	Send Message Tutorial

The In/Out columns are set for 5 minute rounding
The first workweek of this pay period started on 4/10/2016
Employee has not approved for payroll

Date	In Actual	Rounded	Out Actual	Rounded	Hours	Entry Style	Project/PTO	Entry Note	Remove	Day	Week
Sat 4/16/2016	7:15 AM	7:15 AM	4:30 PM	4:30 PM	9h 15m	In/Out	Packing/Shipping (Project)		<input type="checkbox"/> Remove	9h 15m Pack/Ship	9h 15m Pack/Ship
Wed 4/20/2016	10:30 AM	10:30 AM	10:37 AM	10:35 AM	0h 5m	In/Out	Packing/Shipping (Project)		<input type="checkbox"/> Remove	0h 5m Pack/Ship	0h 5m Pack/Ship
	10:37 AM	10:35 AM	4:30 PM	4:30 PM	5h 55m	In/Out	2nd Break (1st Break)		<input type="checkbox"/> Remove	5h 55m 2nd Break	5h 55m 2nd Break
									<input type="checkbox"/> Remove	6h 0m Total	6h 0m Total

Edit existing time by clicking a value and typing a correction.

Change the **project** or add **PTO**, if applicable.

Add new time.

New Time Card Entries [Help]						
Date	In Time	Out Time	Hours	Entry Style	Project/PTO	Entry Note
Sat 4/16/2016	8:03am	4:30pm		In/Out	Packing/Shipping (Project)	
Sun 4/17/2016	8:17am	4:47pm		In/Out	Packing/Shipping (Project)	
Tue 4/26/2016				In/Out	Packing/Shipping (Project)	
Tue 4/26/2016				In/Out	Packing/Shipping (Project)	
Tue 4/26/2016				In/Out	Packing/Shipping (Project)	

Save Changes



Step Two:

Adding Time / Lunch

Adding Time
In/Out - Add clock in and out times.
Hours - Enter the number of hours.

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Sat 4/16/2016	8:31am	4:47pm		In/Out	Night Stock (Project)
Sun 4/17/2016			9h 36m	Hours	Night Stock (Project)

To choose lunch time options:
Setup tab, **General Setup Options**
Time Card Edit section, "Entry Style Lunch."

Adding Lunch
Specific Time – Quickly add a standard amount of time for lunch.
"Any Lunch" – Add a specific amount of time for lunch.

New Time Card Entries [Help]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 4/26/2016			-0h 30m	30 Min Lunch	Night Stock (Project)
Wed 4/27/2016			1h 13m	Any Lunch	Night Stock (Project)

Step Three:

Change / Remove Time

* An asterisk indicates time has been added or edited.

Date	In	Out	Hours	Entry Style
Mon 5/2/2016	* 9:05 AM	* 5:37 PM	8h 32m	In/Out

Click in the field, and edit time as needed. Don't forget am/pm!

If time is accidentally removed, refer to the **Access Report** in the **Reports** tab.

Step Four:

Add Notes (optional)

New Time Card Entries [Help]						
Date	In Time	Out Time	Hours	Entry Style	Project/PTO	Entry Note
Sat 4/30/2016 ▾	8:07am	4:48pm		In/Out ▾	Night Stock (Project) ▾	First Day of Training

To activate notes, go to the **Setup** tab, **General Setup Options**.

- In the Time Card Edit section, click “Entry Note column” for a note column to appear ONLY for Admin and Supervisors.
- In the Employee Time Card section, click “Entry Note text box available” for a note column to appear on employee time cards.

Step Five:

Approve Time Cards (optional)

Employee / Supervisor Approve

Supervisor approve from **Time Card Edit**.

Employees approve from **Time Card**.

Activate approval buttons for Employees and/or Supervisors:

Setup tab, **General Setup Options**

Employee Time Card section, Display Approval for Payroll Buttons.

Admin Approve

Admins approve from **Time Card** tab, **Admin Approval**.

Approve For Payroll

Remove Approval For Payroll

When you click the **Approve for Payroll** button, it will lock the entire pay period. This will grey out the time card, indicating that no changes can be made. Time cards can be un-approved with the **Remove Approval for Payroll** button.

For further assistance with Time Card Edit, contact Customer Service.

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