

# Add, Delete and Edit Time Punches

Date	Schedule	Pay Code	Amount	In	Out	Transfer
Mon 2/10	3:00PM-11:30PM			3:00PM	11:30PM	
Tue 2/11	3:00PM-11:30PM			9:00PM	11:30PM	
Wed 2/12	3:00PM-11:30PM					
Thu 2/13	3:00PM-11:30PM					
Fri 2/14	3:00PM-11:30PM					
Sat 2/15						
Sun 2/16						

To **Add Punches**, click in the In/Out cell, add the corrected time and **AM** or **PM** after each time punch.

To **Delete Punches**, click in cell and hit the **Delete** or **Backspace**.

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Sat 2/04						
Sun 2/05						
Mon 2/06				9:00AM		5:00PM
Tue 2/07				9:00AM		5:00PM
Wed 2/08				9:00AM		5:00PM
Thu 2/09				9:00AM		5:00PM
Fri 2/10				9:00AM		5:15PM

**EX:** Employee forgets to clock out at 5 pm. The employee then clocks out at 5:15 pm upon remembering to do so at the time.

To **Edit Punch**, click on the In or Out cell to put in correct punches and add **AM** or **PM** for correct time.

M		5:00PM
M		5:00PM

**Right click on the In and/or Out cell to add comment for all timecard edits.**

Wed 2/12	3:00PM-11:30PM			3:00PM	11:30p	
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**NOTE:** Cells will remain in **RED** until information is saved.

Loaded: 3:30PM Current Pay Period

Print Timecard | Refresh | Calculate Totals | Save

Click on the **Save** button to save your changes.