

Add, Edit, and Delete Punches

Provides step-by-step instructions on how to add, edit, or delete punches in an employee's timecard.

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Punches

Punches are entries in an hourly timecard that mark the beginning (in-punch) or end (out-punch) of a work interval, such as the beginning of a shift or transfer.

Add a Punch

Managers can add a missing punch to worked time, if needed.

Navigation: Main Menu > Time > Timecards

1. Select a cell under the **In** column to enter a start time for the employee's shift.
 2. Select a cell under the **Out** column to enter an end time for the employee's shift.
Enter times in the standard time AM or PM format or the 24-hour format.
 3. Select **Save**.
Manager edited punches appear with a black triangle in the upper right corner and are date and time stamped for audit purposes.
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Edit a Punch with Punch Actions

When you need to apply a transfer, override a punch, cancel deductions, or add a comment use the Punch Actions.

Navigation: Main Menu > Time > Timecards

1. Right-click a cell with a punch in the **In** or **Out** column.
The **Punch Actions** glance opens and displays the current information about the punch, such as date, time, override, time zone, exceptions, last edit date, and the person who edited it.
2. From the **Punch Actions** glance, select **Edit**.
3. From the **Punch** slider, enter the following information.

- Time (hh:mm) * — You cannot leave this field blank.
 - Based on the time that you enter, if your company uses rounding rules, the system uses the rounded time. For example, if you enter 8:02, the rounded time might be 8:00. The rounded time is used for totals calculations, but the actual time will be displayed on the timecard.
- Transfer — Select the arrow to open the Transfer slider and select the applicable transfer.
- Override — Select whether the time should be considered as an In-punch or an Out-punch by the solution.
- Time Zone — Select the applicable time zone. Use this if you have employees who work in different locations that have different time zones.
- Cancel Deductions — Select one of the listed deduction rules. This is used when the employee has an automatically deducted meal break and does not punch in/out for breaks. If the employee skips a meal, managers can cancel the deduction to pay the employee for the meal time.
- Exceptions — If there is an exception triggered by the solution, the exception name is displayed. You cannot edit this.
- Comments — If there is a comment added to the time, the comment is displayed.

4. Select **Apply** and then select **Save**. The punch edit is recorded in the timecard with applicable indicators.

Delete a Punch

If a punch is added in error, managers can delete the punch.

Navigation: Main > Time > Timecards

1. Select the punch, then press **Delete**.
 2. Select **Save**.
The punch is removed from the timecard.
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