


## Adding Punches


A punch indicates the times when an employee starts or stops working. Punches are recorded on an employee's time card or group editing sheet.  in the time card points out a missing punch.

There are 2 ways to add punches from the time card:

- Direct punch entry
- Shortcut menu

To enter a punch directly:

1. Click the area in the In or Out column. The area is selected.

Camm, Joseph (L1, TRANS, S1) <span style="float: right;">Prev 11/07/05 to 11/13/05</span>												
First Name	Last Name	ID Number	Pay Class	Department	Shift	Period Missing Punches	Period Absences					
Joseph	Camm	173	8hr Day/30m Lunch	Transportation	SHIFT 1	0	0					
Date	Schedule Start	Schedule End	Punches In	Punches Out	Hours	Department	Workgroups Cost Center	From	To	Hours	Exceptions	
1 Nov-7	8:15	16:45	8:15	16:48	8.00	TRANS	S1	8:15	16:48	8.00		
2 Nov-8	8:15	16:45	8:07	16:49	8.00	TRANS	S1	8:07	16:49	8.00		
3 Nov-9	8:15	16:45	8:11	16:54	8.00	TRANS	S1	8:11	16:54	8.00		
4 Nov-10	8:15	16:45		16:52	7.75	TRANS	S1	8:16	16:52	7.75	Tardy	
5 Nov-11	8:15	16:45	8:12	16:47	8.00	TRANS	S1	8:12	16:47	8.00		
6 Nov-12												
7 Nov-13												

Pay Desig.	Department, Cost Center	Hours	Rate	Dollars
Regular 1	TRANS, S1	31.75	4.2500	134.9375
Overtime 1	TRANS, S1	8.00	6.7500	54.0000
<b>Totals</b>		<b>39.75</b>		<b>188.9375</b>

2. Type the time of the employee's punch. Press ENTER on the keyboard.

To enter a punch from the shortcut menu:

1. Right-click in the Date column. Click Adjustments. Click Add a Punch.

Pages Time Card Pay Periods Current Period Employee Antonyk, Andrew Time Card Normal Department CASHIER Cost Center S1

**Antonyk, Andrew (L1, CASHIER, S1)** Curr 11/14/05 to 11/20/05

First Name	Last Name	ID Number	Pay Class	Department	Shift	Period Missing Punches	Period Absences
Andrew	Antonyk	000170	8hr Ngt/No Lunch	Cashier	SHIFT 1	0	0

Date	Schedule	Punches		Hours	Workgroups		
		In	Out		Department	Cost Center	From
1 Nov-14	Vacation		8.00				
		8:05	16:52	8.50	CASHIER	S1	8:05 16
		Insuf. Ben. [Vacation 8.00]					
2 Nov-	Scheduling	8:05	16:52	8.50	CASHIER	S1	8:05 16
3 Nov-	Adjustments			9.50	CASHIER	S1	8:05 16
				1.00			
4 Nov-	Workgroup Ops			3.75	CASHIER	S1	8:05 12
5 Nov-	Notes/Comments						
6 Nov-	Review						
7 Nov-	Administrative						

- The Add a New Punch for This Employee page is displayed.
- Complete the fields as shown in the following table and click Ok.

Field	Definition
Date	Defines the date upon which to add the punch. Type the date or use <input type="text"/> to select a date from the calendar.
Time	Defines the time of the punch. Type the time or use <input type="text"/> to select the time.
Transaction Type	Defines the type of punch. <ul style="list-style-type: none"> <li>Standard Transaction - Indicates the employee has started or stopped working</li> <li>Punch and Transfer - Indicates the employee has both started or stopped working and has transferred workgroups</li> <li>Auto Determine - Indicates that the system attempts to determine which type of punch is needed</li> <li>Call Back Style 1 - 5 - Indicates the employee has come back to work after leaving for the day, which can be associated with a bonus of some sort</li> </ul>
Station	Defines the station to which to assign the punch. This is important only if the employee has restrictions as to where he or she can punch.