

Editing or Deleting a Punch

If employee punches are inaccurate you can correct them in the time card or group editing sheet. You can also delete punches easily.

To directly edit or delete a punch:

1. Select a punch in the Punches column.

Adams, Kathy (L1, CASHIER, S2) Curr 11/14/05 to 11/20/05										
First Name	Last Name	ID Number	Pay Class	Department	Shift	Period Missing Punches	Period Absences			
Kathy	Adams	010015	8hr Day/30m Lunch	Cashier	SHIFT 2	0	0			
Date	Date	Schedule Start	Schedule End	Punches		Hours	Workgroups			
				In	Out		Department	Cost Center	From	
1	Nov-14	8:15	16:45	8:14	16:57	8.00	CASHIER	S2	8:14	
2	Nov-15	8:15	16:45	8:14	16:57	8.00	CASHIER	S2	8:14	
3	Nov-16			8:14	16:57	8.00	CASHIER	S2	8:14	
4	Nov-17	Vacation	8.00	Vacation		8.00				
5	Nov-18									
6	Nov-19									
7	Nov-20									

2. Type a new time to edit the punch, or press Delete to remove the punch.
3. Press Enter to save your changes.