



Add, Edit and Delete Timecard Punches

This job aid explains how to add, edit and delete punches from an employee timecard whenever exceptions or time needs to be corrected.

Add and Edit punches

To enter or change the time of a punch:

1. Click in a cell under the **In** column to enter a start time, or **Out** column to enter an end time.
2. Type in the time using your keyboard. Enter times in the standard time format of AM/PM or 24-hour format.
3. Click **Save**.

If you need to add more detail to the punch:

1. Right-click a cell in the **In** or **Out** column. The **Punch Actions** glance opens.
2. If the cell already contains a punch, the glance displays the current information about the punch: date, time, override, time zone, exceptions, last edit date and the last person who edited it.
3. In the Punch Actions glance, click **Edit**.
4. In the Punch panel, enter the following information as needed:

Time (hh:mm) — This reflects your actual time and you cannot leave this field blank.

- Based on the time that you enter, since USNH uses quarter-hour rounding rules, the system records 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.

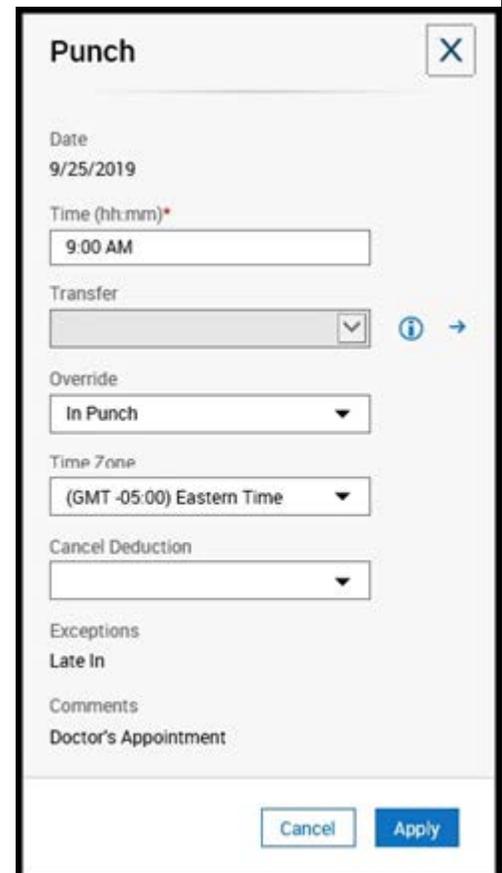
Transfer — Click the arrow  to open the Transfer glance where you can search for and select the business structure, work rule, cost center or labor category for the transfer.

Override — Select whether the time should be considered as an In-punch or an Out-punch by the system.

Time Zone — Select the applicable time zone. Use this if you work in different locations that have different time zones. For example, employee works in Keene, NH but sometimes travels to New Orleans, LA.

Exceptions — If there is an exception triggered by the system, the exception name is displayed. You cannot edit this.

Comments — If there is a comment added to the time, the comment is displayed. You can add comments if needed.



The screenshot shows a 'Punch' panel with the following fields and options:

- Date:** 9/25/2019
- Time (hh:mm)*:** 9:00 AM
- Transfer:** A dropdown menu with an information icon and a right-pointing arrow.
- Override:** In Punch
- Time Zone:** (GMT -05:00) Eastern Time
- Cancel Deduction:** A dropdown menu.
- Exceptions:** Late In
- Comments:** Doctor's Appointment
- Buttons:** Cancel and Apply

5. Click **Apply**. And then click **Save**.
6. You will not see changes to your schedule until your changes have been approved.

Note: Manager edited punches appear with a black triangle in the upper right corner and are date and time stamped for audit purposes.

Date	Schedule	Absence	In	Out
Mon 3/04	7:30 AM - 4:00 PM		8:00 AM	4:00 PM

Delete Punches

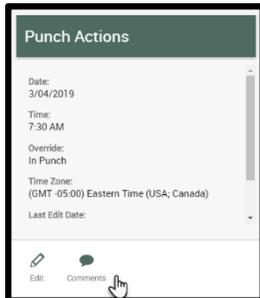
1. Select the punch, then press **Delete** on your keyboard.
2. Click **Save**.

Add Comments to Punches

Comments should always be used when making edits to the timecard as they provide important details when auditing timecard history. For example, if you fix an employee's missed start time, you can add a comment to indicate why the employee was not able to clock in that day and use this information when reviewing attendance trends.

To add a comment:

1. Right-click on the punch you wish to comment.
2. In the Punch Actions menu, select Comment.

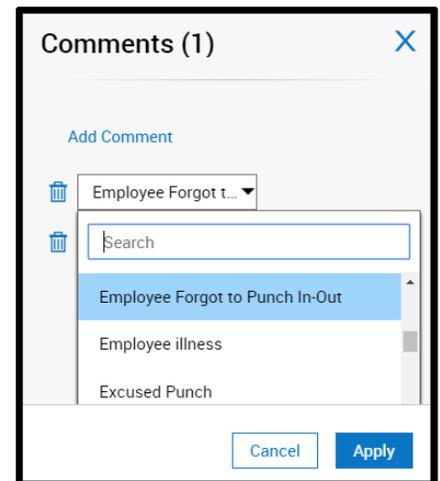


3. If the punch you are commenting on has an exception, you will see the option to attach the comment to the punch time or the exception.
4. Select the most appropriate comment from the list.
5. Optionally, type in a free text note to add more information in the Note field.
6. Click **Add** when finished.

Note: You can add more than one comment and note to the same punch.

7. Click **Apply**, and then click **Save** in the timecard.

Comments will appear in the timecard with a blue bubble indicator.



In	Out
7:30 AM	4:00 PM