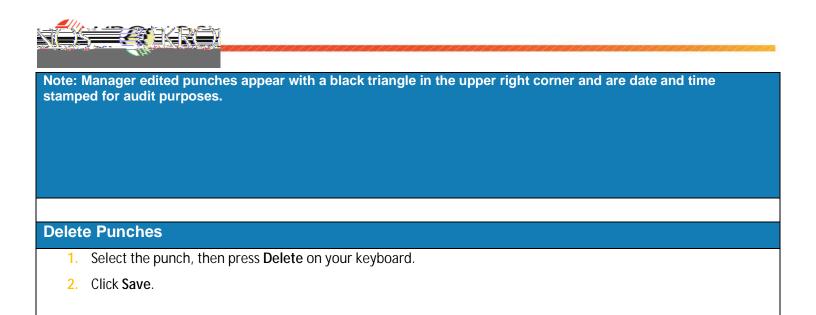


Add, Edit and Delete Timecard Punches

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 er	nter or change the time of a punch:
1	I. Out column. The Punch Actions glance opens.
	a punch, the glance displays the current information about the punch: date, time, ptions, last edit date and the last person who edited it.
ctions glanc	e, click Edit.
anel, 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
nd then clicl	
e changes to	
1	



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 oanta(4.9(1)-0.(a)-2)