Timekeeping Basics

The Manage Timecards Tile

You can manage **exceptions** and **timecard data** from the Manage Timecards tile.

The Manage Timecards tile shows exception information by pre-defined categories making managing timecards easier with clear timecard status information and easy access to make edits.

Quickly identify pending changes, such as punch and paycode approval data. Group actions such as Mark as Reviewed and Approve All can be performed directly within the tile.

Use the Manage Timecard Tile

Managers get an updated dashboard view of employee exceptions and can act on them in a timely manner.

Navigation: Home Page > Manage Timecards tile

1. From the tile, select either Current Pay Period or Previous Pay Period.
2. Locate the exception category section to manage and then select the right-facing arrow to open and edit timecard data.
3. At the Must Fix section, select the right-facing arrow to make necessary edits.
4. If configured, use Mark as Reviewed to approve Pending Changes.
5. If configured, use Approve All to approve Clean Timecards.

> **Note** Administrators may label exception categories in the tile according to your company terminology.

Add, Edit, and Delete Punches

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: Home > Manage Timecards Tile > 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 (recommended) 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.

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 > Manage Timecards Tile > 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.

- o Exceptions — If there is an exception triggered by the solution, the exception name is displayed. You cannot edit this.
- o 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 Menu > Manage Timecards Tile > Timecards

1. Select the punch, then press **Delete**.
2. Select **Save**.

   The punch is removed from the timecard.

Add Comments and Notes to Timecards

Timecard Comments and Notes
Add comments in the timecard to provide helpful details and notes. For ease, select comments from a preconfigured list.

Optionally, you can enter free text as notes to one or more comments.

Add a Comment to the Timecard in Table View
Comments are short, predefined descriptions that you can add to punches, exceptions, or amounts within a timecard.

Navigation: Main Menu > Manage Timecards Tile > Timecards

1. Select a timecard.
2. Right-click on the **punch** you wish to comment.
3. From the Punch Actions panel, select **Comments**
4. From the Select a Comment drop-down list, select a **comment.**

   > **Note** If the punch has an exception, you will see the Comment On drop-down list and you can select a punch or an exception.

5. (Optional) Enter text to add more information in the Type a Note field.
6. Select **Add.**

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

7. Select **Apply.**

8. Select **Save.**

   Comments appear in the timecard with a blue bubble indicator after the punch.

Employee Timecard Approval

Employee timecards are approved at the end of the pay period for payroll processing.

Before payroll processing begins, a sign-off is applied to the timecard (typically by a Payroll Manager). You cannot remove the approval after the timecard is signed off unless the signoff is removed first.

Timecard Approval Status Visual Cues
The background color of the timecard changes depending on who has approved it.

Background Color	Description
	Approved by employee but not by manager.
	Approved by manager but not employee.
	Approved by both employee and manager.
	Timecard has been signed off.

Approve a Single Employee Timecard
You can use the system to approve a single timecard:

Navigation: Main Menu > Manage Timecards Tile > Timecards

1. Ensure timecard accuracy including information on the Totals add-on.

2. Select **Approve.**

3. Use the **arrows** to move through the timecards and approve them individually.

Approve Multiple Employee Timecards
You can approve multiple employee timecards at one time.

Navigation: Main Menu > Time > Timecards

1. Select the appropriate timeframe and search criteria that you wish to approve.

2. If you have more than 40 employees, scroll down to the bottom to ensure that you selected all employees before submitting approval.

3. Select **Approve.**

4. Select **Yes.**

Depending on your dataview, you may want to refresh your view to confirm your approval. Navigate to Main Menu and select Dataviews & Reports and then Group Edit Results. Expand, complete, and confirm your approval.

Timecard Indicators

A detailed list of the Timecard indicators is available online:

[Timecard Indicators](#)