



## ADD OR EDIT TIME TRACKING FOR A PREVIOUSLY WORKED DAY

Click on “Clock In/Out” in Employee Access (Menu/Time Tracking/Clock In/Out)



Click on the calendar icon to select the day you are adding Time Tracking for

The screenshot shows the 'Clock In/Out' interface. At the top, there are 'IN' and 'OUT' buttons. Below that, there are sections for 'CURRENT' and 'TOTALS'. The 'CURRENT' section shows 'Status Not Working', 'Start Time', and 'Duration'. The 'TOTALS' section shows 'Thu 04/16/2026', 'Scheduled Hours', 'Break', 'Lunch', and 'Weekly'. Below these is the 'TIME TRANSACTIONS' section, which includes a date selector '04/16/2026 Thursday' and a calendar icon. A calendar pop-up is displayed, showing the date '16' selected. Below the calendar is a table with columns for 'Start Time', 'End Time', 'Duration', 'Status', 'Pay Type', and 'Comment'. The table is currently empty, with the text 'No records to display' below it.

After the day is selected click on “Edit”

The screenshot shows the 'TIME TRANSACTIONS' section of the interface. It includes a date selector '04/16/2026 Thursday' and a calendar icon. Below this is a table with columns for 'Start Time', 'End Time', 'Duration', 'Status', 'Pay Type', 'Position Type', and 'Comment'. The table is currently empty, with the text 'No records to display' below it. An 'Edit' button is highlighted with a red box.

Add your Start Time, End Time, Status and Assignment Pay Type and click “Save”  
\*If editing, edit the file that needs to be changed and click “Save”

The screenshot shows the 'TIME TRANSACTIONS' section of the interface. It includes a table with columns for 'Start Time', 'End Time', 'Status', 'Duration', and 'Assignment Pay Type'. The table is currently empty, with the text 'No records to display' below it. The fields for 'Start Time', 'End Time', 'Status', and 'Assignment Pay Type' are highlighted with red boxes. The 'Start Time' field contains '08:00 AM', the 'End Time' field contains '11:00 AM', the 'Status' field contains 'I - In', and the 'Assignment Pay Type' field contains 'Overtime Hours'. The 'Duration' field contains '3:00'. The 'Assignment Pay Type' field is a dropdown menu. Below the table are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted with a red box.