



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 sections is a 'TIME TRANSACTIONS' section with a date selector set to '04/16/2026 Thursday'. A calendar pop-up is visible, 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. The date selector is still set to '04/16/2026 Thursday'. Below the date selector 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 field that needs to be changed and click “Save”

The screenshot shows the 'TIME TRANSACTIONS' section of the interface. The table now contains one record with the following data: Start Time: 08:00 AM, End Time: 11:00 AM, Status: I - In, Duration: 3:00, and Assignment Pay Type: Overtime Hours. The fields for Start Time, End Time, Status, and Assignment Pay Type are highlighted with red boxes. At the bottom right of the interface, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted with a red box.