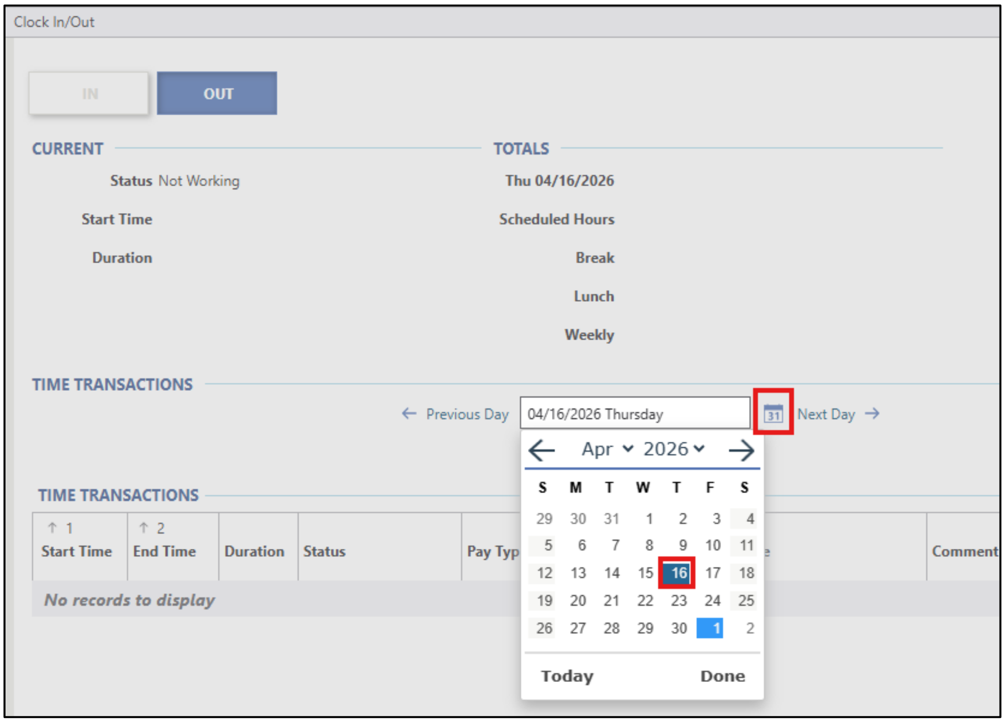
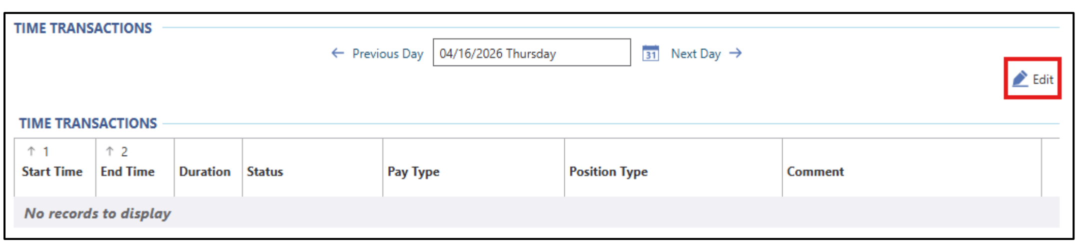
ADD OR EDIT TIME TRACKING FOR A PREVIOUSLY WORKED DAY

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

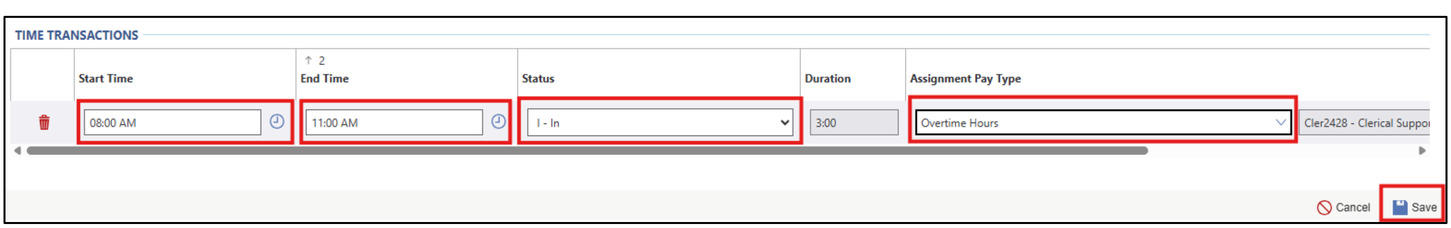
Click on the calendar icon to select the day you are adding Time Tracking for



After the day is selected click on “Edit”



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



Updated 5/7/26