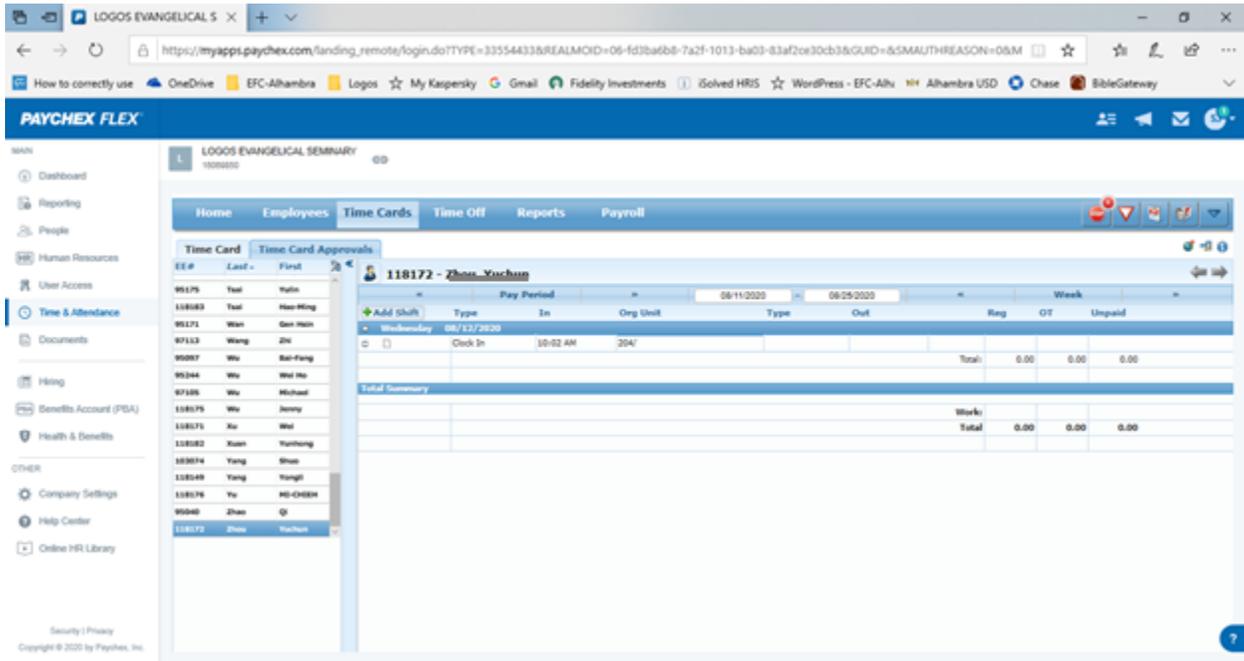SOP Edit Time Card – add an entry

8/14/2020 Revision

Receive correction request via email or PayChex messaging (pls. refer to training web page).

From **Manager Dashboard**, Click on **Time Cards** tab and select the Employee.

- Edit work entry (clock in late, etc.). When you move your cursor to the area next to Clock in, you will see a pencil and a red cross:

  To delete the entry – click

  To correct the entry – click

For example to correct Clock in time:

Be sure to click on **Save** button.

- Add a missing entry (Clock in and Clock out) or punch (clock in)

Click on **Add Shift** then **Add Punch** (if you only want to add a Clock in) or **Add Work Shift** (if you want to add Clock in and Clock out)

Enter Clock in, Clock out (if applicable) time and Save.

Now your punch/shift has been added.

[End of SOP]