



Add, Edit and Delete Timecard Punches

This job aid explains how to add, edit and delete punches from an employee timecard whenever exceptions or time needs to be corrected.

Add and Edit punches

To enter or change the time of a punch:

1. **Out** column. The **Punch Actions** glance opens.

When you click on a punch in the **Out** column, the glance displays the current information about the punch: date, time, zone, exceptions, last edit date and the last person who edited it.

In the **Punch Actions** glance, click **Edit**.

In the **Edit** panel, enter the following information as needed:

Time (hh:mm) — This reflects your actual time and you cannot leave this field blank.

- o Based on the time that you enter, since USNH uses quarter-hour rounding rules, the system records the rounded time. For example, if you enter

and then click
to save changes to



Note: Manager edited punches appear with a black triangle in the upper right corner and are date and time stamped for audit purposes.

Delete Punches

1. Select the punch, then press **Delete** on your keyboard.
2. Click **Save**.

Add Comments to Punches

Comments should always be used when making edits to the timecard as they provide important details when auditing timecard history. For example, if you fix an employee's missed start time, you can add a comment to indicate oanta (4.96(4-0.0)21