

Editing Existing Punches

Timecard
Last Saved: 10:30

Name & ID: TRAIN1, MANAGER

Time Period: Current Schedule Period

Save | Actions | Punch | Amount | Comment | Approvals

		Date	Pay Code	Amount	In	Transfer	Out
		Fri 11/28			7:00		16:00
		Sat 11/29			7:00		16:30

- Display the employee's record and select the correct time period from the drop down below the employee's name. Do NOT select **Punch > Edit**. This will not allow you to change the time of the punch.
- Click in the box to be corrected.
- Type in the correct time of the punch.
- Select **Save**.