

Adding or Deleting a Row

Timecard						
Last Saved: 11:19		Name & ID: TRAIN1, MANAGER				
		Time Period: Current Schedule Period				
Save	Actions	Punch	Amount	Comment	Approvals	
		Date	Pay Code	Amount	In	Transfer
		Fri 11/28			7:00	
		Fri 11/28	AL-1SHIFTNF			
		Sat 11/29	AL-1SHIFTCT		7:00	
		Sat 11/29	AL-2SHIFTCT			
		Sun 11/30	AL-3SHIFTCT			
		Mon 12/01	AL-1SHIFTNF			
		Tue 12/02	AL-2SHIFTNF		7:00	
		Wed 12/03	AL-3SHIFTNF			
		Thu 12/04	SL-1SHIFTCT			
			SL-2SHIFTCT			

A row is added when an employee has punches and a pay code needs to be added.

Adding a Row

- Display the employee's record and select the correct day from the drop down below the employee's name.
- Click on the green arrow at the beginning of the row for the day you wish to add.
- An additional row will appear under the original.

Deleting a Row

- To delete the information on a row, click on the eraser icon at the beginning of the row you wish to delete.
- A warning message will ask if you wish to erase data for the entire row. Click Yes.
- When finished select **Save** to save your changes.

NOTE:

If you add a row in error remove all hours for the row by clicking on the eraser icon , click on **Save, Actions>Refresh**.