

Editing time in Time Tracking.



















1 Click here to begin a transaction.

Time Tracking : Clock In/Out

Clock In/Out > Employee Access

CINTRON, ANA B

 Employee Profile	 Assignments	 Contract Letters	 Payroll Check History	 Estimate Check	 Time Off Balances	 Request Time Off	 Calendar
 Clock In/Out	 Unsubmitted Timesheet Weeks	 Timesheet Week History	 Substitute Transactions	 Printed W2 W2/W2-C Forms	 Printed 1095 ACA 1095 Forms	 Accounts Payable Check History	 Expense Reimbursement

2 Click the calendar icon to begin editing.

The screenshot shows the 'Time Tracking : Clock In/Out' interface. At the top, there are 'IN' and 'OUT' buttons. Below them, the 'CURRENT' section displays 'Status Not Working' and 'Start Time'. The 'TOTALS' section shows 'Sun 03/09/2025' and 'Scheduled Hours'. The 'TIME TRANSACTIONS' section has a date selector set to '03/09/2025 Sunday' with a calendar icon highlighted by a red circle. Below this is a table with columns for Start Time, End Time, Duration, Status, Pay Type, Position Type, and Comment. The table is currently empty, displaying 'No records to display'.

3 Click on the date that you need.

This screenshot shows the same interface as above, but with a calendar pop-up open. The calendar is for March 2025, and the date 03/09/2025 is highlighted with a red circle. The background interface is dimmed, showing the same 'CURRENT', 'TOTALS', and 'TIME TRANSACTIONS' sections.

4 Click "Edit" to make your changes.

TOTALS

Thu 03/06/2025 8h 4m

Scheduled Hours

Break

Lunch 30m

Weekly 34h 37m

← Previous Day 03/06/2025 Thursday 31 Next Day →

EDIT

Duration	Status	Pay Type	Position Type	Comment
AM 3:34	I - In	PARAPROFESSIONAL-1	PARAPROFESSIONAL - CLER...	forgot to clock in
PM 0:30	L - Lunch	PARAPROFESSIONAL-1	PARAPROFESSIONAL - CLER...	
PM 4:30	I - In	PARAPROFESSIONAL-1	PARAPROFESSIONAL - CLER...	

5 Click this text field to enter start time and status.

TIME TRACKING : CLOCK IN/OUT

Time Transactions For 03/06/2025 Thursday

+ Add Time Transa

TIME TRANSACTIONS

Start Time	End Time	Status	Duration	Assignment
07:56 AM	11:30 AM	I - In	03:34:00	PARAPRO
11:30 AM	12:00 PM	L - Lunch	00:30:00	PARAPRO
12:00 PM	04:30 PM	I - In	04:30:00	PARAPRO

Close

Start Time	End Time	Duration	Status	Pay Type	Position Type	Comment
07:56 AM	11:30 AM	3:34	I - In	PARAPROFESSIONAL-1	PARAPROFESSIONAL - CLER...	forgot to clock in
11:30 AM	12:00 PM	0:30	L - Lunch	PARAPROFESSIONAL-1	PARAPROFESSIONAL - CLER...	
12:00 PM	04:30 PM	4:30	I - In	PARAPROFESSIONAL-1	PARAPROFESSIONAL - CLER...	

6

Click save when all changes have been made including your notes. You need to give reason regarding changes.

Time Transactions For 03/06/2025 Thursday

+ Add Time Transaction

RANS ACTIONS

Start Time	End Time	Status	Duration	Assignment Pay T
07:56 AM	11:30 AM	I - In	03:34:00	PARAPROFESSIO
11:30 AM	12:00 PM	L - Lunch	00:30:00	PARAPROFESSIO
12:00 PM	04:30 PM	I - In	04:30:00	PARAPROFESSIO

Close Save

Duration	Status	Pay Type	Position Type	Comment
AM 3:34	I - In	PARAPROFESSIONAL-1	PARAPROFESSIONAL - CLER...	forgot to clock in
PM 0:30	L - Lunch	PARAPROFESSIONAL-1	PARAPROFESSIONAL - CLER...	
PM 4:30	I - In	PARAPROFESSIONAL-1	PARAPROFESSIONAL - CLER...	