

# Team Punch/Bulk Punch

If you have a need to be able to manage timesheets for an entire team, these can be managed in bulk by using Team Punch/Bulk Punch.

## Permissions

For a supervisor to manage Team Punch / Bulk Punch, permission must first be set up.

To set up Team Punch/Bulk Punch permissions, an administrator must go to the individual profile page for the supervisor, click on Time and Attendance, and set up access to various time sheet operations.

## Supervisor Role

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This is a Time and Attendance Supervisor

As a supervisor this user will have access to:

- Select All**
  - Manage team's shift assignments
  - Edit team's Time Off Bookings
  - View team's Time Off Bookings
  - Edit team's timesheets
    - Reopen Timesheets
  - View team's timesheets
  - View / run reports for team
  - View team's pay data
  - Manage crisis events
  - Crew Timesheets / Bulk Punches
  - View/Edit added revenue data
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## Managing Team Punch/Bulk Punch

If a supervisor has access, they will see a blue button on the dashboard under the “Needs Attention” section, labeled **Team Punch**.

The screenshot shows a dashboard with a sidebar on the left containing navigation options: DASHBOARD, TEAM MANAGEMENT (Schedule, Team Timesheets, Team Time Off), PREPARE FOR PAYROLL, REPORTS, and ADMINISTRATION (Company, Employees, Employee Templates, Approvers, Timesheet Settings, Schedule Settings, Time Off Settings). The main content area is divided into four sections: 'Needs Attention' (with a green arrow pointing to a blue 'Team Punch' button), 'Needs Approval' (Timesheets Waiting for Approval), 'Team Status' (List View, Map View), and 'Not Clocked In/Out' (listing employees like Deanna Mann with their scheduled shifts and actions like 'Clock In', 'View Timesheet', and 'Ignore').

Clicking on the **Team Punch** button will bring up a modal window. Select the [timesheet template](#) that you wish to use:

The screenshot shows a modal window titled 'Team Punch' with a close button (X) in the top right corner. Below the title is a section labeled 'Select Timesheet Template' with a search icon. A dropdown menu is open, showing a search bar with the text 'Please Select' and a list of options: 'Please Select' (with a checkmark), 'Clock In & Out Only Timesheet', and 'SGY Templ'. The background of the modal is light gray.

This will bring up a screen with settings for setting up the specific clock-in time for your team.

Please note that employees can be included on a team timesheet if any of the following criteria are met:

- They currently have a “Punch Time Entry – UI Block”
- They are the supervisor entering the information

# Team Punch



Select Timesheet Template

SGY Templ

In  Transfer  Break  Resume  Out

Start Time \*

TimeZone \*

Eastern Daylight Time (GMT...)

Jobs

Select a job

Comment

<input checked="" type="checkbox"/>	Employee Name	Status	Job Select
<input type="text" value="Search Employee"/>			
<input checked="" type="checkbox"/>	Deanna Mann	<span style="color: green;">●</span> Clocked In	Select a job

Close

Clock In

Choose whether you are clocking your team in, transferring them, setting a break, resuming after a break, or clocking them out.

Then, choose the date, time, and time zone, select a job, and leave any comments about the shift you desire.

## Team Punch ×

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Select Timesheet Template

SGY Templ ▼

In  Transfer  Break  Resume  Out

Start Time \* TimeZone \*

Eastern Daylight Time (GMT... ▼

Jobs

Select a job ▼

Comment

<input checked="" type="checkbox"/>	Employee Name	Status	Job Select
<input type="text" value="Search Employee"/>			
<input checked="" type="checkbox"/>	Deanna Mann	<span style="color: green;">●</span> Clocked In	Select a job <span style="float: right;">▼</span>

Close Clock In

By default, all employees on a team are selected and assigned the job you set. You may deselect any employee using the checkboxes on the left, and change the specific job for each individual employee.

## Editing Bulk Punches

To edit bulk punches, under **Team Management** on the left menu, choose **Team Timesheets**.

Next choose the **Bulk Punch** tab from the menu on the top.

The screenshot shows the 'Bulk Punch' interface. On the left is a dark sidebar menu with the following items: DASHBOARD, TEAM MANAGEMENT (expanded), Schedule, Team Timesheets (highlighted), Team Time Off, PREPARE FOR PAYROLL, REPORTS, and ADMINISTRATION (expanded) with sub-items: Company, Employees, and Employee Templates. The top navigation bar shows: Waiting for Your Approval (1), All Timesheets (1), Printed Files, and Bulk Punch (1) (selected). The main content area features a form with four fields: 'Punch Added By' (dropdown with 'Select'), 'Punch Type' (dropdown with 'Select'), 'Date Added' (calendar icon, MM/DD/YYYY), and 'Punch Start Date' (calendar icon, MM/DD/YYYY). A blue 'Add Bulk Punch' button is on the right. Below the form is a table with the following data:

Date	Added By	Punch Date	Punch Type	Employees	Action
08/28/2023 8:02 PM	Vinesha Perera	08/28/2023 4:02 PM	Clock In	1	<a href="#">Edit</a> <a href="#">Delete</a>
08/28/2023 7:51 PM	Vinesha Perera	08/25/2023 3:51 PM	Clock In	1	<a href="#">Edit</a> <a href="#">Delete</a>
08/28/2023 7:51 PM	Vinesha Perera	08/28/2023 3:50 PM	Clock In	1	<a href="#">Edit</a> <a href="#">Delete</a>

Choose the date for the timesheet and select the **Edit** icon on the right. Here you may make any necessary changes to existing timesheets for one or many employees.