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

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

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**.
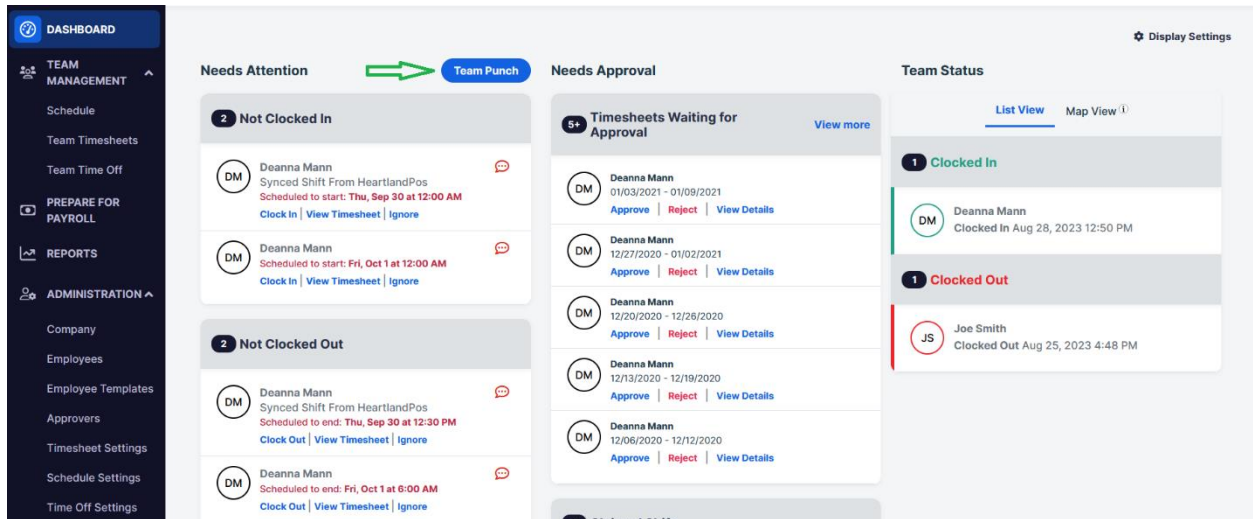
Clicking on the **Team Punch** button will bring up a modal window.   Select the timesheet template that you wish to use:
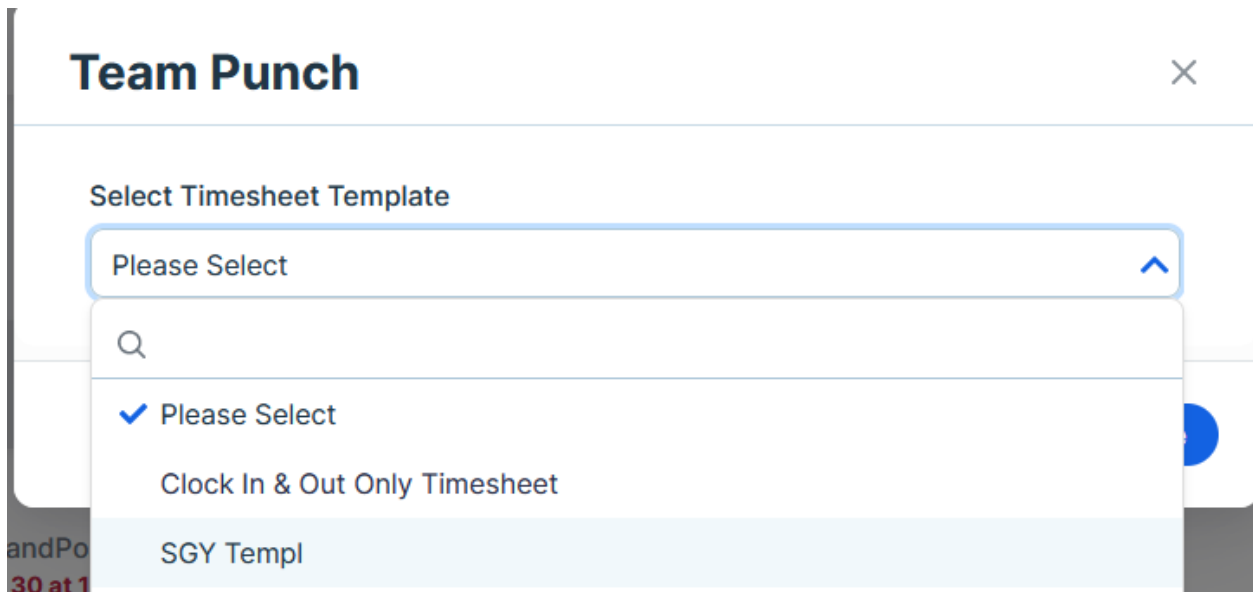
This will bring up a screen with settings for setting up the specific clock-in time for your team.

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

| |

☑	**Employee Name**	**Status**	**Job Select**	
	Search Employee			
☑	**Deanna Mann**	🟢 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 ✕

Select Timesheet Template

SGY Templ ⌄

🔘 In ⚪ Transfer ⚪ Break ⚪ Resume ⚪ Out

Start Time *   TimeZone *

[   ]   [Eastern Daylight Time (GMT... ⌄]

Jobs

[Select a job   ⌄]

Comment

[   ]

☑	Employee Name	Status	Job Select	
	Search Employee			
☑	**Deanna Mann**	🟢 Clocked In	Select a job	⌄

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.

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.