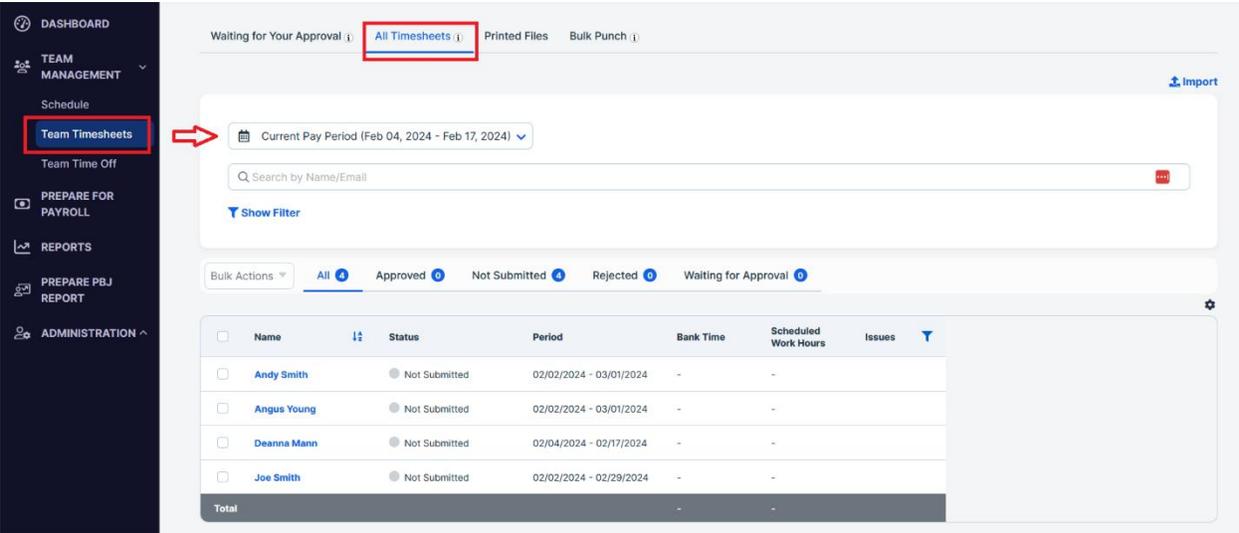


Managing Team Timesheets

At the end of a time period, after employees have submitted their timesheets, you will need to review them before they are submitted to payroll.

Navigate to **Team Management - Team Timesheets** using the left menu, and select the **All Timesheets** tab, and filter for the correct pay period.



Here you can see the people who have submitted hours, their status, the pay period, any scheduled work hours, or issues. You may also customize which columns you wish to include by clicking on the gear icon on the right. 

Change Display Settings ×

Please select all fields that you would like displayed in the table.

Select All

- Status ...
- Period ...
- Bank Time ...
- Scheduled Work Hours ...
- Scheduled Break Hours ...
- Actual Work Hours ...
- Actual Break Hours ...
- Auto Break Hours ...
- Time Off Hours ...
- [Pay Codes] Regular Hours ...
- [Pay Codes] Regular Amount ...
- [Pay Codes] Time & A Half Hours ...
- [Pay Codes] Time & A Half Amount ...
- [Pay Codes] Double Hours ...
- [Pay Codes] Double Amount ...
- [Pay Codes] Straight Overtime Hours ...
- [Pay Codes] Straight Overtime Amount ...
- [Pay Codes] Meal Break Penalty Hours ...
- [Pay Codes] Meal Break Penalty Amount ...

By clicking on the employee's name, you see their recorded time for the week. How the screen looks will vary depending on the type of time management template assigned to the employee.

Punch-based Time

Here you can see all of the hours that the employee has logged by clocking in and out.

< January 02, 2024 - January 21, 2024 > Options **Add Time Off** **Submit**

JS Joe Smith Pending

Punch **Add Punch**

Table View Map View Multiple Rows 7 Days Display Options

Tue, Jan 02	Wed, Jan 03	Thu, Jan 04	Fri, Jan 05	Sat, Jan 06	Sun, Jan 07	Mon, Jan 08
Work: 0h: 00m Break: 0h: 00m Time Off: 0h: 00m	Work: 0h: 00m Break: 0h: 00m Time Off: 0h: 00m	Work: 4h: 30m Break: 0h: 00m Time Off: 0h: 00m	Work: 0h: 00m Break: 0h: 00m Time Off: 0h: 00m	Work: 0h: 00m Break: 0h: 00m Time Off: 0h: 00m	Work: 0h: 00m Break: 0h: 00m Time Off: 0h: 00m	Work: 0h: 00m Break: 0h: 00m Time Off: 0h: 00m
No punches yet	No punches yet	JS Clocked in 12:30 PM Platform: Web 4h: 30m JS Clocked out 05:00 PM Platform: Web	No punches yet	No punches yet	No punches yet	No punches yet

If this employee has missed clocking in or out, you may add them by selecting **Add Punch**. You may also edit punches for each existing punch in and punch out.

When adding a punch, select whether it is a punch **In**, **Out**, **Break**, or **Resume** (after the break has finished), enter the date, time, and add any necessary comments. You can also choose to repeat the punch for multiple days.

Create Punch



In Break Resume Out

Date *

01/02/2024

Time *

04:30 PM

Timezone

(GMT-05:00) Eastern Time - New York

Comment

Repeat

Repeat on

Mon Tue Wed Thu Fri Sat Sun

Repeat Until

01/12/2024

Close

Save

If there are any missing punches, they will show on the calendar like so:

The screenshot shows a user interface for managing punches. At the top, it displays the date range '< January 02, 2024 - January 21, 2024 >' and the user's name 'Joe Smith' with initials 'JS' and a 'Pending' status. Below this, there is a 'Punch' section with an '+ Add Punch' button and a notification for '8 Missing Punches'. The view is set to 'Table View'. The main content is a calendar grid for three days: Tue, Jan 02; Wed, Jan 03; and Thu, Jan 04. Each day card shows work, break, and time off durations. For each day, there is a 'Clocked in' event at 04:30 PM (Web) and a 'Missing punch' event (indicated by a red circle with a white exclamation mark). Arrows next to the 'Missing punch' events indicate they can be clicked to edit.

To fix these, select the arrow next to the missing punch and enter the information like you did when entering the punches.

You can add time off by selecting the **Add Time Off** button. Choose the **Time Off Type**, indicate the hours or whether it is for the full day. You can choose to attach any necessary files to this request.

You will be able to see the person's time off balance on the right, according to the time off policy you have set under the employee's information. When you are ready, select the **Submit** button.

Add Time Off



Time Off Type

Sick Leave

All Day

Start Date

02/13/2024

End Date

02/13/2024

Comment

Attachment [Reset](#)

[Choose File](#)

No File Chosen

Repeat

AS OF FEB 13, 2024

HRS

Balance before this booking 41.19

Requested time of this booking 0.00

Balance after booking 41.19

No conflict with other employees' time off booking

[Close](#)

[Save As Draft](#)

[Submit](#)

You can **Force Approve** the timesheet if all is correct, or alternately reject it, which will send it back to the employee with a note.

Options

[Force Approve](#)

[Force Reject](#)

[Reopen](#)

After all timesheets have been approved, you may [Prepare for Payroll](#).

Duration-based Time

If the employee's template is set to be duration-based, you will see a list of the hours this person has logged. You may edit any of these entries by selecting the individual box for

each day and overwriting the information.

Timesheet ×

[Detail](#) [History](#) [< Previous](#) [Next >](#)

< January 22, 2024 - January 31, 2024 > [Options](#) [Add Time Off](#) [Submit](#)

JS Joe Smith
Pending

Duration
[Add Duration](#)

Jobs	Mon, Jan 22	Tue, Jan 23	Wed, Jan 24	Thu, Jan 25	Fri, Jan 26	Sat, Jan 27	Sun, Jan 28	Mon, Jan 29	Tue, Jan 30	Wed, Jan 31	Total
Please select the job	8.00	0	0	0	0	0	0	0	0	0	8.00
Total Hours	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00 Regular: 8.00

To add time off, follow the same procedures as mentioned above under punch- based time.

You can **Force Approve** the timesheet if all is correct, or alternately reject it, which will send it back to the employee with a note.

[Options](#) [Force Approve](#) [Force Reject](#) [Reopen](#)

After all timesheets have been approved, you may [Prepare for Payroll](#).

In/Out Time

If the timesheet template is set to In/Out, you will see the hours in a table as shown. To edit this timesheet, select the **Reopen** button, and add hours on the dates necessary.

Add Time



Work

Break

Date *

02/04/2024

Time *

Start Time:

End Time:



-



Timezone *

(GMT-05:00) Eastern Time - New York



Job

Please select the job



Comment

Repeat:

Yes

Cancel

Save

You can **Force Approve** the timesheet if all is correct, or alternately reject it, which will send it back to the employee with a note.

Options ▼

Force Approve

Force Reject

Reopen

After all timesheets have been approved, you may [Prepare for Payroll](#).