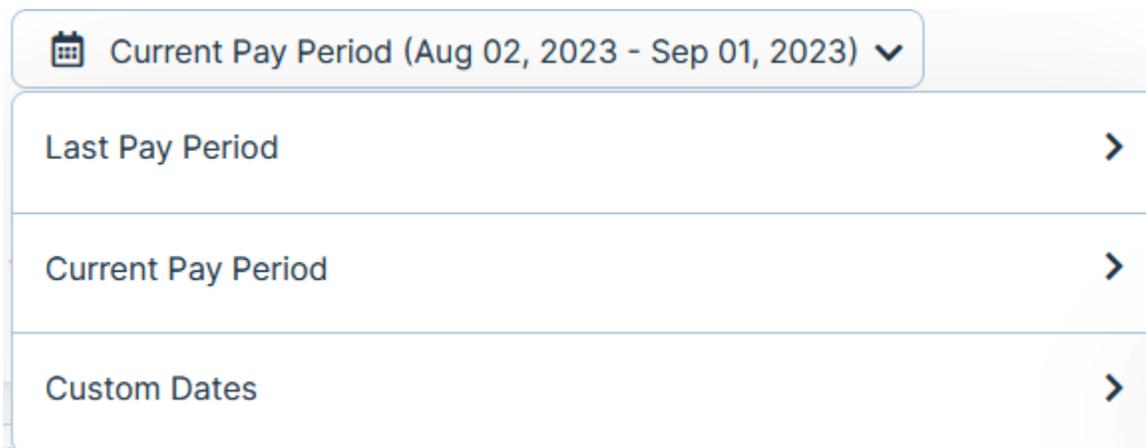


Editing and Approving Submitted Timesheets

Under **Team Timesheets**, you will see three tabs, **Waiting for Approval**, **All Timesheets**, and **Bulk Punch**.

If you choose **All Timesheets**, you can filter for the category of employees you wish to view. You may choose **All**, **Approved**, **Not Submitted**, **Rejected**, or **Waiting for Approval**.

You may also filter for a desired date range, by selecting the date field:



The image shows a dropdown menu for selecting a date range. The selected option is "Current Pay Period (Aug 02, 2023 - Sep 01, 2023)". Other options include "Last Pay Period", "Current Pay Period", and "Custom Dates".

| | |
|--|---|
| 📅 Current Pay Period (Aug 02, 2023 - Sep 01, 2023) ▾ | |
| Last Pay Period | > |
| Current Pay Period | > |
| Custom Dates | > |

You may choose the current pay period, the last pay period, the last time sheet period, the current timesheet period, or you may select custom dates>

| Aug 2023 | | | | | | | Sep 2023 | | | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |

08/14/2023 - 08/28/2023

Cancel

Apply

After you have filtered, select the name of the employee whose timesheet you wish to evaluate. You will see a list of hours that have been submitted, including any that are flagged as possibly being in error.

Punch Time

For punch-based time sheets, you will see a screen that looks something like this:

Timesheet



Detail History

< Previous Next >

< August 25, 2023 - August 31, 2023 >

Options ▾

Add Time Off

Submit

JS Joe Smith
Pending

Punch [Add Punch](#)

Missing Punches

Table View

Map View

Multiple Rows

7 Days ▾

Display Options ▾

| Fri, Aug 25 | Sat, Aug 26 | Sun, Aug 27 | Mon, Aug 28 | Tue, Aug 29 | Wed, Aug 30 | Thu, Aug 31 |
|--|--|--|--|--|--|--|
| Work: 0h: 09m 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 | Work: 0h: 00m Break: 0h: 00m Time Off: 0h: 00m | Work: 0h: 00m Break: 0h: 00m Time Off: 0h: 00m |
| <p>JS Clocked in ></p> <p> 04:27 PM</p> <p>Platform: Web</p> <p> Missing punch ></p> | No punches yet |

Editing

Prior to the sheet being approved, you may modify any of the dates or times if they need adjustment.

Sun, Apr 14

Work: 0h: 00m
Break: 0h: 00m
Time Off: 0h: 00m

'M' Clocked in [>](#)

09:30 AM

09:15 AM
09:30 AM
09:45 AM
10:00 AM
10:15 AM

You can add a punch time in for an employee by selecting the **Add Punch** link just above the calendar.

Punch  **Add Punch**

Fill the fields that appear (again, this will vary dependent on the time sheet settings):

Create Punch



In Transfer Break Resume Out

Date *

04/02/2024

Time *

01:11 PM

Timezone

(GMT-04:00) Eastern Time - New York

Jobs

Please select the job



Comment

Repeat

Close

Save

Similarly, you may see any missing punches (such as if an employee clocked in but forgot to clock out) .



You can select this to enter the necessary data about this person's shift. You will need to make sure there are no errors on the timesheet before you can submit it.

When you are done, select **Save**.

In/Out Time

For time sheets that are configured for In/Out Time, you may see a screen that looks something like this.

< March 31, 2024 - April 13, 2024 > Options Add Time Off Submit

MM Joe Smith
Pending

In/Out

| Date | Time | Jobs / Break Type | Work Total | Break Total | Time Off Total | Total | Action |
|-------------|-------------------------------------|--|------------|-------------|----------------|----------|--------|
| Sun, Mar 31 | + Add In / Out Time | | 0h: 00m | 0h: 00m | 0h: 00m | 0h: 00m | |
| Mon, Apr 01 | + Add In / Out Time | | 0h: 00m | 0h: 00m | 8h: 00m | 8h: 00m | |
| Tue, Apr 02 | 09:00 AM - 05:00 PM | 8h: 00m <input type="text" value="Equipment - America"/> | 8h: 00m | 0h: 00m | 8h: 00m | 16h: 00m | |
| | + Add In / Out Time | | | | | | |

You should be able to identify the hours that the person started work and when they ended it, and it will show information about what jobs (or breaks) are associated with the period indicated. A total number of hours work will also be reflected on the screen. The first two sets of fields (time and job/break type) are editable.

Time Off

If you need to add Time Off for a person, select the **Add Time Off** on the upper right.

Options ▼ Add Time Off Submit

Select the Time off type and enter the start and end time for their time taken off. You can see the automatically calculated time off balance on the right. You may also attach a file to the request, if necessary.

Add Time Off ×

Time Off Type
No policies available for this emp... ▼

All Day

Start time End time
08/28/2023 3:56 PM 08/28/2023 3:56 PM

Comment

Attachment [Reset](#)
Choose File No File Chosen

Repeat

Close Save As Draft Submit

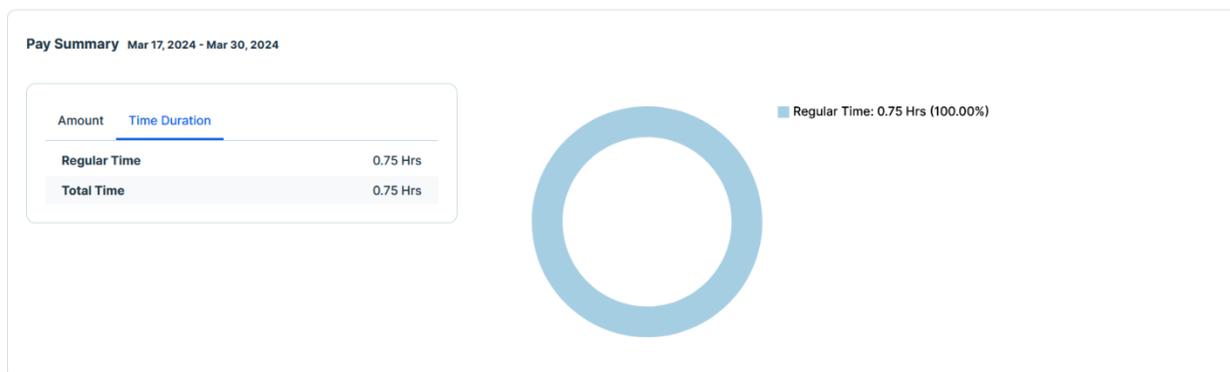
If you wish to override the timesheet with their shift schedule, select **Options** and then choose **Overwrite Timesheet with Shift Schedule**. From here, you may also download the timesheet.

Options ▾

Add Time Off **Submit**

- Clear All
- Overwrite Timesheet with Shift Schedule
- Download Timesheet
- Sync From POS

On the main page, you can also scroll down to view a Pay Summary for this person.



Once everything is correct, if you wish to approve the timesheet, select the **Submit** button on the upper right.