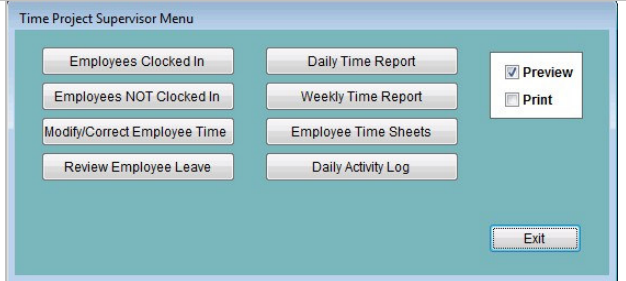


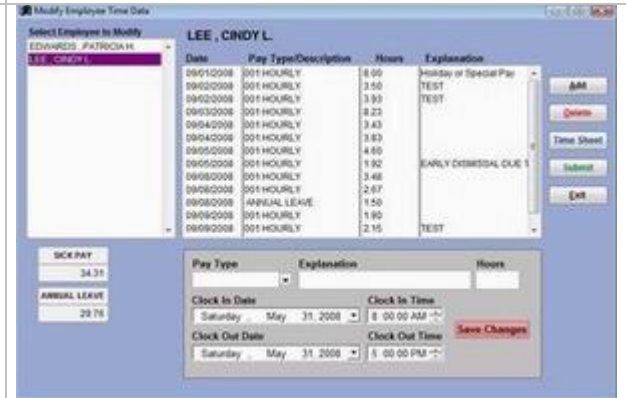
In case an employee forgets to clock in, use these steps to modify their time entries.

### Add A Time Event

Log In As A Supervisor. Click on Modify / Correct Employee Time. You will be taken to the Notice on the Modify Employee Time Data screen.



On this screen you can see: an employee list, the employee's accumulated sick pay and leave time, the "time events" (explained below), and the event details.

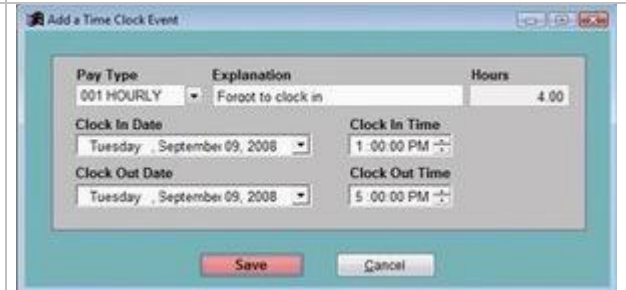


Click on an employee to modify.

In the large white area on the right there's a list where each line is known as a "time event". Each time event shows a period and the number of hours that were worked.

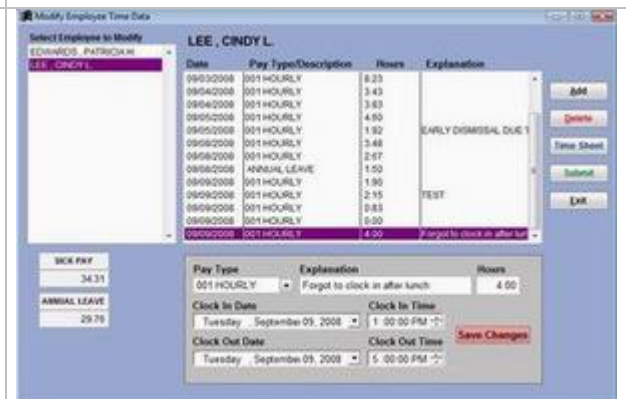
In this example Cindy forgot to clock in after returning from lunch. She clocked in the next day when she noticed the mistake. Her supervisor, Janice, is making the correction. A 4 hour addition needs to be made.

Click on Add to add a time event.



The Add Event screen will appear. For pay type we chose hourly. An explanation is also required to add an event. Select the Clock In and Clock Out dates and times. Cindy returned after lunch at 1:00 and left at her normal time at 5:00. The hours were automatically calculated. Click on Save.

Notice in the large white box on the right that another item has been added to the list, at the bottom. That's the event that we just entered. It shows 4 hours that needed to be added because Cindy forgot to clock in.

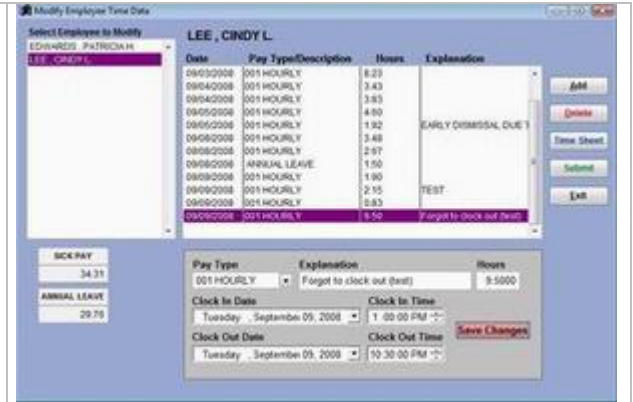


### Change A Time Event

An event can be changed. In this example, Cindy forgot to clock out when she left for the day. She remembered as she was getting ready for bed, drove back to the office and clocked out at 10:30 pm. Consequently, there is a time event showing 9 and a half hours worked after lunch. The supervisor would need to change that long time event to reflect the hours actually worked.

Go into the Modify Employee Time Data screen and select the employee by single clicking on the appropriate line with the left mouse button. Then select the time event. Notice that the details for the event are shown at the bottom of the screen.

The Clock In time is correct, showing 1:00 pm. The Clock Out time is wrong because it shows 10:30 pm. Change the Clock Out time hours by clicking on the 10 – it's in the hours position of the time box. Type in 5. Then click on the 30 or press the right arrow on the keyboard. In the minutes position, type 00. Don't forget to type in an explanation. Click Save Changes. The corrected event should show up on the list.



### Delete A Time Event

There is also a button to remove a time event. Suppose a person accidentally clocked in and out several times, creating several time events that were unnecessary and confusing. The supervisor could remove the extraneous items from the list. Simply click on the time event that needs to be erased. The whole line should become highlighted with a violet background. Then click on Delete.

When finished, click the Exit buttons to close the program.