

Each week, you will see every employee's clock-ins and clock-outs for the week. If an employee has marked no lunch, you must review the adjustment and approve it. The same applies if an employee needed to adjust their time card because they did not clock in or out. The administrator can also edit a time card that needs to be modified by selecting Edit on the day of the adjustment.

To add vacation, PTO, holiday, or extra incentive hours, select Edit on the day needed and type in the number of hours being used or added. For example, enter 8 for a full day of PTO.

Edit Paycard

Brian D (BD) | 2026-08-10 Paycard

Total

36.98 Hrs

Regular: 36.98 Off Clock: 0.00 Overtime: 0.00

Paid Clock Hours

36.98 Hrs

Hours Tracked: 38.98

Incentive 0 Extra Incentive 0 Personal 0 Vacation 0 Holiday 0

Shift Information

Name	Number	Start Time	Incentive	Flex Start	Edit
Office 7:30 AM	36	07:30:00	0		

Add shift Override Pay In

Clock Events

Time	Description	Location	Requested	Approved	Hide
8:01 AM	I forgot to clock-IN - requested by BD	41.24, -73.15			
6:01 PM	I forgot to clock-Out - requested by BD	33.42, -79.25			

+ Add Event ↺ Recalculate

Important Events

Clock In	Pay In	Clock Out
8:01 AM	8:01 AM	6:01 PM

Close Unapprove

Once you have finished reviewing and approving the employee's time card for the week, click the check mark in the bottom left corner of the screen to finalize payroll.

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