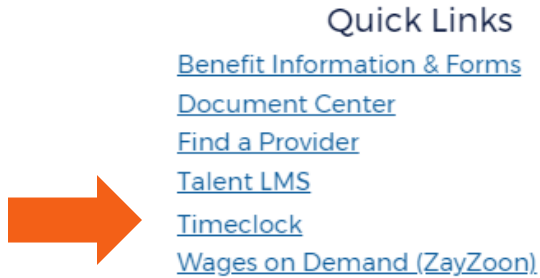
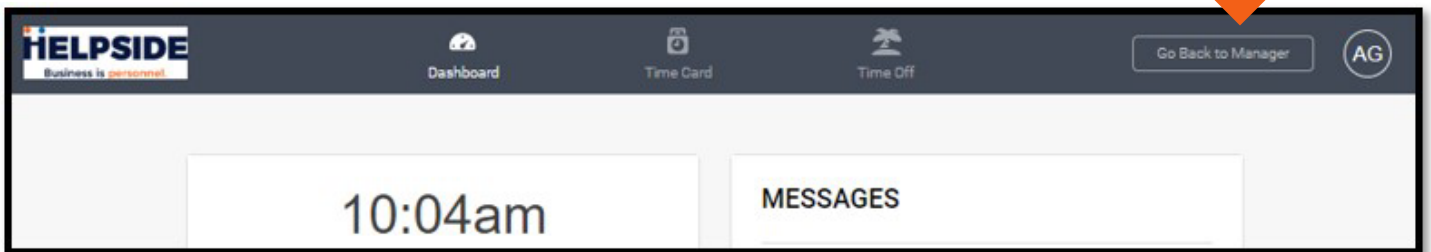


Login to Helpside Tools at tools.helpside.com

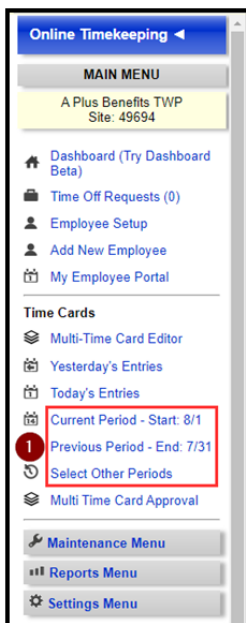
Under **Quick Links**, click on **Timeclock**



Click on **Go Back to Manager**



Step 1: From Main Menu select **Current Period**, **Previous Period**, or **Select Other Periods** to enter a range.



The color of an employee's name in the "Clock Activity" list means the following:

- **Black** – No activity during the selected date range/pay period.
- **Blue** – Activity on the time card during the selected date range/pay period. The number of edits to the time card is listed in the "E" column and highlighted in blue.
- **Red** – One or more missing punches during the selected date range/pay period. The number of missing punches is listed in the "M" column and highlighted in pink.

Employee	M	E	A
Jones, Charlie	0	0	
Jones, Elizabeth	1	0	
Keenum, Case	0	0	
Krauss, Alison	0	0	
Lonnquist, Myles	0	0	
Maran, Josie	0	0	
McBride, James	0	0	
Miller, Jennifer	1	1	
Moore, David	0	0	

Step 3: Click on the names of the employee whose time card you need to edit.

Employee	M	E	A
Jones, Charlie	0	0	
Jones, Elizabeth	1	0	
Keenum, Case	0	0	
Krauss, Alison	0	0	
Lonnquist, Myles	0	0	
Maran, Josie	0	0	
McBride, James	0	0	
Miller, Jennifer	1	1	
Moore, David	0	0	

Different colored fonts have different meanings for each punch:

- **Black** – Normal, “untouched” punch. The punch is unaltered and represents the actual time an employee made their punch at the clock.
- **Blue (in bold)** – Edited punch. Blue punches have been edited (added/changes) by someone that has rights to edit time cards.
- **Green** – Rounded punch. This punch has been rounded due to a rounding rule (script).
- **Green (in bold)** – This punch has been edited and rounded.

Date	Edit	In	Out	Deducted Time	Category	Hours	Hrs/day	Amount	Job	Project
Sun 8/1	Add	-	-	-	-	-	-	-	-	-
Mon 8/2	Edit Add	8:00a	12:00p	-	-	4.00	↓	-	Job1	Project1
	Edit Add	1:00p	5:00p	-	-	4.00	8.00	-	Job1	Project1
Tue 8/3	Edit Add	8:00a	12:15p	-	-	4.25	↓	-	Job1	Project1
	Edit Add	1:15p	5:00p	-	-	3.75	8.00	-	Job1	Project1
Wed 8/4	Edit Add	6:15a	Missing	-	-	-	-	-	Job1	Project2
	Edit Add	6:30a	Clocked in	-	-	-	-	-	Job1	Project2
Thu 8/5	Add	-	-	-	-	-	-	-	-	-
Fri 8/6	Add	-	-	-	-	-	-	-	-	-
Sat 8/7	Add	-	-	-	-	-	-	-	-	-

Total hours clocked for week of 8/1 to 8/7: 15.90

Step 4: Select **Edit** to modify an existing punch record or select **Add** to create a new punch.

Date	Edit	In	Out	Deducted Time	Category	Hours	Hrs/day	Amount	Job	Project
Sun 8/1	Add	-	-	-	-	-	-	-	-	-
Mon 8/2	4 Edit Add	8:00a	12:00p	-	-	4.00	↓	-	Job1	Project1

Step 5: Edit or correct the “In/Out” time, if needed.

Step 6: Edit the “Category”, if needed.

Step 7: Enter a comment (optional).

Step 8: Click **Save**.

Time Card - Jennifer Miller

Miller, Jennifer
Code: J28642

< Previous Pay Period | Next Pay Period > Pay Period Finder:

Time Card Options ▾ Show Mobile Punches

Date	Edit	In	Out	Deducted Time	Category	Hours
Sun 8/1		-	-	-	-	-
Mon 8/2	 Cancel Save Delete	8:00a	12:00p	<input type="text"/>	Regular ▾	4.00
Tue 8/3						4.25
Wed 8/4		6:15a 6:30a	Missing Clocked in	-		3.75

Comments about this edit:
(Comments appear only in edit history)