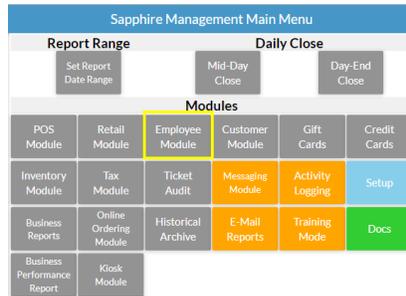


Adjusting and Employee's Time

1. Sign into **Manage System**
2. Select the **Employee Module**



3. Select **Timeclock Report**



4. Navigate to the date you would like to adjust

This report will use the payroll time boundary at the beginning and end of the selected period.

First Day In Time Period Last Day In Time Period

5. Select **Details** on the employee's time that you would like to adjust

Data from 12/06/2019 04:00 to 12/07/2019 04:00

Employee	SSN	Time Worked	Raw Hours	Wage	Tips	Rate	
Khamu		3 hrs, 36 min	3.60	\$36.00	\$0.00	Prep Cook	Details
<i>Subtotal</i>		<i>3 hrs, 36 min</i>	<i>3.60</i>	<i>\$36.00</i>	<i>\$0.00</i>		

6. Select **Update**

Work Times for Khamu						
Time In	Time Out	Unpaid Breaks	Time Worked	Rate	Wages	
12/06/19 8:01 am	12/06/19 11:37 am	0 hours, 00 minutes	3 hours, 36 minutes	Prep Cook	\$36.00	Update
Total					\$36.00	

7. Here you can change their time in / out; wage rate used, breaks taken, and tips declared.

Time In 1	Time Out 2	Wage 3
<input type="text" value="12/06/2019"/> 8 : 01 am	<input type="text" value="12/06/20"/> 11 : 37 am	Prep Cook (curr) (\$10.00)
Unpaid Breaks 4		Declared Tips 5
0 min		0.00
6 <input type="button" value="Update"/>		<input type="button" value="Delete"/>

Note: If you are unable to adjust the Time Out, it is because the employee is still clocked in