Timecard Help

FOLLOW THE BELOW INSTRUCTIONS FOR VARIOUS SCENARIOS

If you have forgotten to clock in:
Wait until you are done with the shift and bring up the app and click "Clock Out" as you would normally, it will then tell you you forgot to clock in and walk you through entering your missed in punch. Once you are done with that process it will have clocked you IN AND OUT.

If you forgot to clock in AND out:
Open the app
Tap "Manage Time Sheet"
Tap the plus sign
Enter in the date and time
Tap Save

If you forget to clock out and think of it later at home:
Open the app
Tap "Manage Time Sheet"
Tap on the shift you forgot to clock out on and tap edit
Enter the info
tap save