

**11/24/2025**

1. This can be done in either Individual or group hours. For this example I will use individual hours. Start by searching for the employee you need to add time for.
2. Click +Add
3. If this is for a **non-exempt hourly employee**, you will need to check off missed in punch and/or missed out punch. Below is how a missed punch looks on the timecard.

4. To Edit the In Punch you would select the row then double click. You would then select Missed in punch and input the correct time. **A note is required for ALL missed punches.**

5. The same steps would be followed for a missed out punch.
6. If you are **editing the actual time** that an employee punched in or out, you need to check off Edit actual time. This will also require a note as to why you are editing the time.
7. For an **exempt salaried employee**- you would check off Time Sheet Entry and fill in the total hours.