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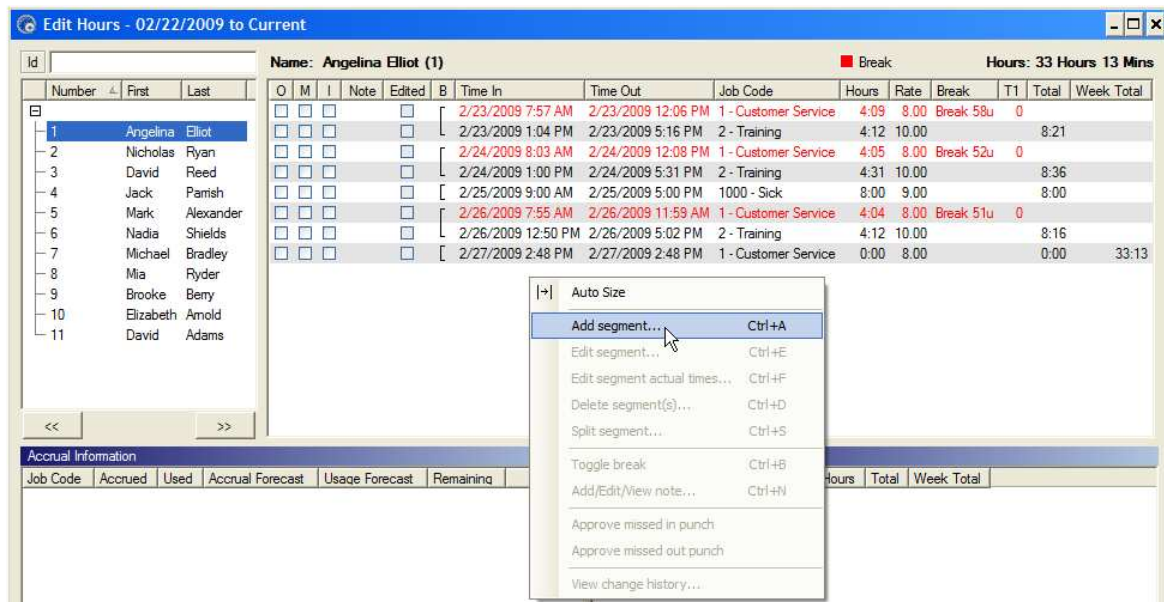
### Opening Edit Hours

1. Launch **TimeClock Manager** (Start > Programs/All Programs > TimeClock Plus 6.0 > TimeClock Manager).
2. Select the company, if more than one company exists, and log in.
3. From the **Employee** menu, choose **Edit hours**.

### Adding Hours

#### Adding a Shift

1. On the left side of the window, double click on the employee’s name in the list.
2. On the right side of the window, right click and select **Add segment**.



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3. Next to **Date In** and **Time In**, enter the date and time that this shift began.
4. Next to **Date Out** and **Time Out**, enter the date and time that this shift ended.
5. Select the **Job Code**.
6. If the employee went on a break after this shift then select the **Break Type**.
7. Click **OK**.



*If you want the shift to be clocked in then place a check next to **Individual is clocked in**.*

### Adding a Time Sheet

Adding a time sheet is useful when adding sick time, vacation, or holidays. Enabling the time sheet option allows you to define the length of the shift instead of a date out and time out.

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, right click and select **Add segment**.
3. Place a check next to **Time sheet entry**.
4. Next to **Date** and **Time**, enter the date and time that this shift began.
5. Next to **Hours**, enter the length of the shift.
6. Select the **Job Code**.
7. Click **OK**.

### **Viewing Previous Weeks**

1. On the left side of the window, double click on the employee's name in the list.
2. Click the **History** button.
3. Click on a day in the week you wish to view.

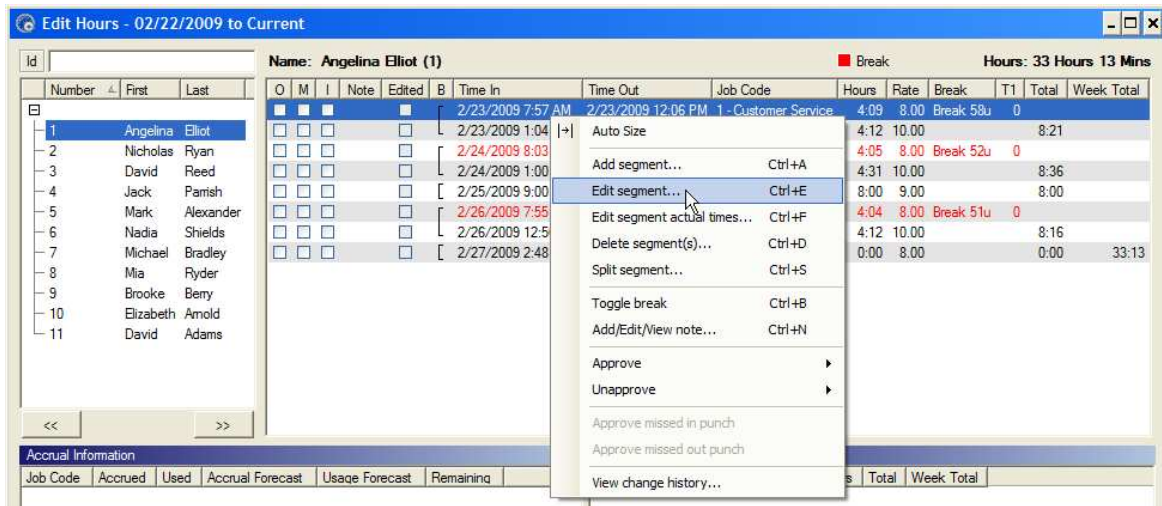
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**Editing Hours**

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, right click on a shift and select **Edit segment**.



3. Make any desired changes to the segment and click **OK**.



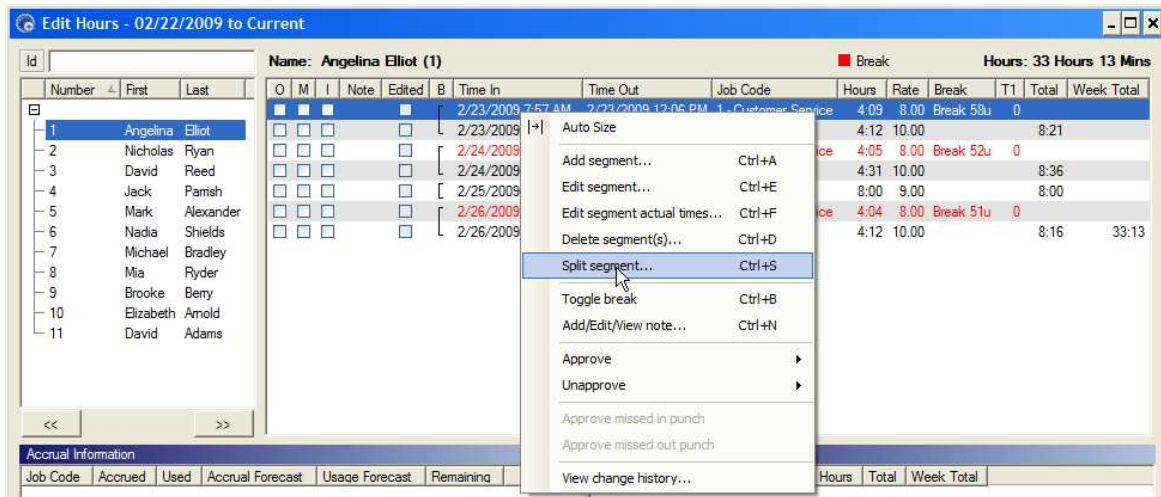
*If you want the shift to be clocked out then remove the check next to **Individual is clocked in**, enter the **Date Out** and **Time Out** and click **OK**.*

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## Splitting Hours

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, right click on the shift and select **Split segment**.
3. Click **Split**.



4. Enter the percentage of time that you desire for each segment. You may also click on the **Percentage** header (changing it to Length) and enter the length of time that you desire for each segment.
5. Click **Distribute** and the times will be adjusted.
6. If there is a break after a record then select the **Break Type** for that record.
7. If you scroll to the right, you may also change the job code or rate for the segments you are about to create when you split the shift.
8. Click **Save**.

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## Deleting Hours

1. Launch **TimeClock Manager** (Start > Programs/All Programs > TimeClock Plus 6.0 > TimeClock Manager).
2. Select the company, if more than one company exists, and log in.
3. From the **Employee** menu, choose **Edit hours**.
4. On the left side of the window, double click on the employee's name in the list.
5. On the right side of the window, select the shift you wish to delete and press the **Delete** key. To remove more than one shift, press and hold the **Ctrl** key while selecting each shift, then release the **Ctrl** key, and press the **Delete** key.
6. Click **Yes** to confirm. This only applies if the option: **Ask for confirmation when deleting a shift from an individual** is enabled (Edit Hours > **Options** button).

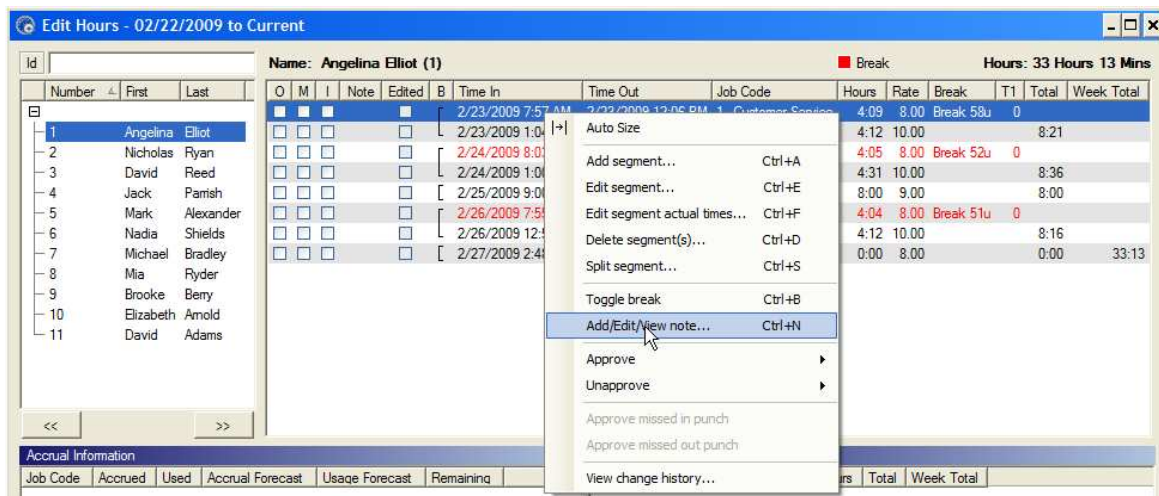


**Take special care when deleting a shift because it cannot be undone!**

## Shift Notes

Adding a shift note is useful when a comment involving a particular shift is necessary (e.g., why an employee was absent or late).

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, right click on the shift and select **Add/Edit/View note**.



3. Click **Add**.
4. Enter the shift note and click **OK**.
5. Click **Close**.

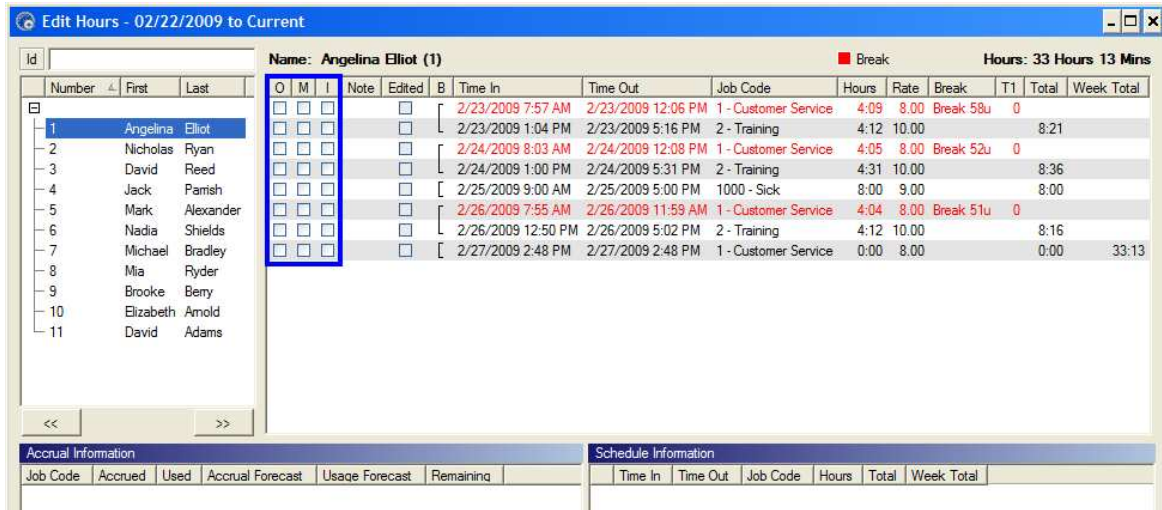
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Approving Hours

1. On the left side of the window, double click on the employee’s name in the list.
2. On the right side of the window, place a check in the appropriate column next to the shift(s) you wish to approve.
  - **O** column – Other Approval (a user other than the manager and employee).
  - **M** column – Manager Approval.
  - **I** column – Individual (Employee) Approval.



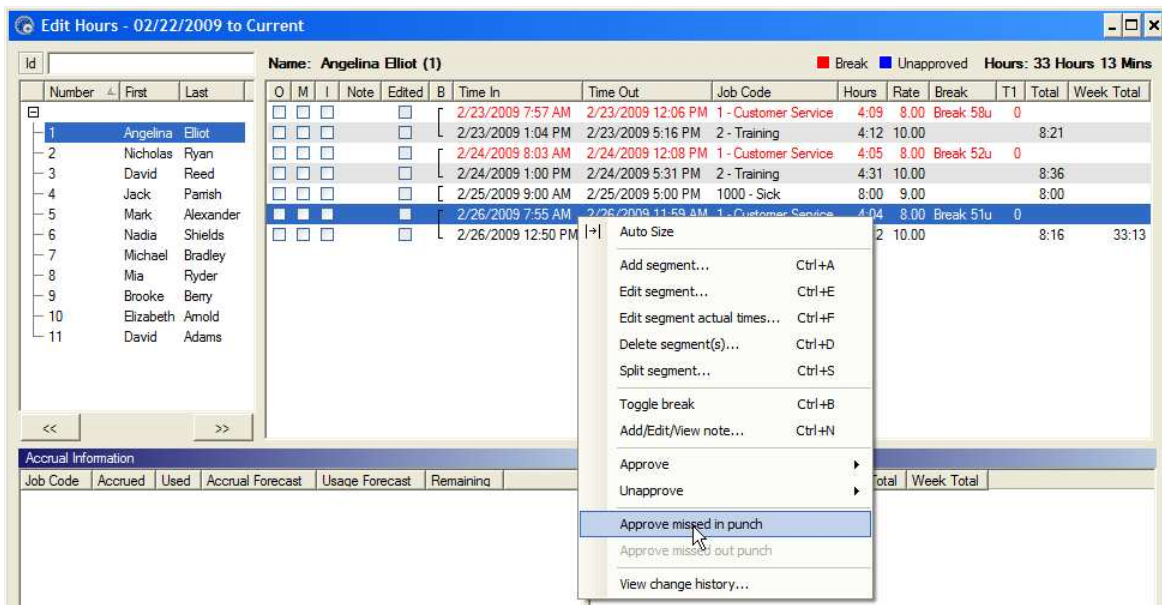
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### Approving Missed Punches

In previous versions of TimeClock Plus, if an employee forgot to clock in and tried to clock out, or if an employee forgot to clock out of the last shift and tried to clock in, the operation would not be allowed. **Missed Punches**, if enabled, create a missing clock in or out time, flag it as a missed punch for manager review, and allow an employee to proceed with the clock operation.

1. On the left side of the window, double click on the employee's name in the list.
2. On the right side of the window, look for shifts with a blue **Time In** or **Time Out**.
3. If the **Time In** or **Time Out** reads << Missed >> then right click on the shift, click **Edit segment**, enter the correct **Time In** or **Time Out**, and click **OK**.
4. If the missed **Time In** meets with your approval, select **Approve missed in punch** or if the missed **Time Out** meets with your approval, select **Approve missed out punch**.



For assistance please call Customer Support at: (325) 223-9300  
M-F, 9AM to 5PM CST, Excluding Holidays

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