



Ysleta Independent School District

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# **How to Correct Time Sheets**

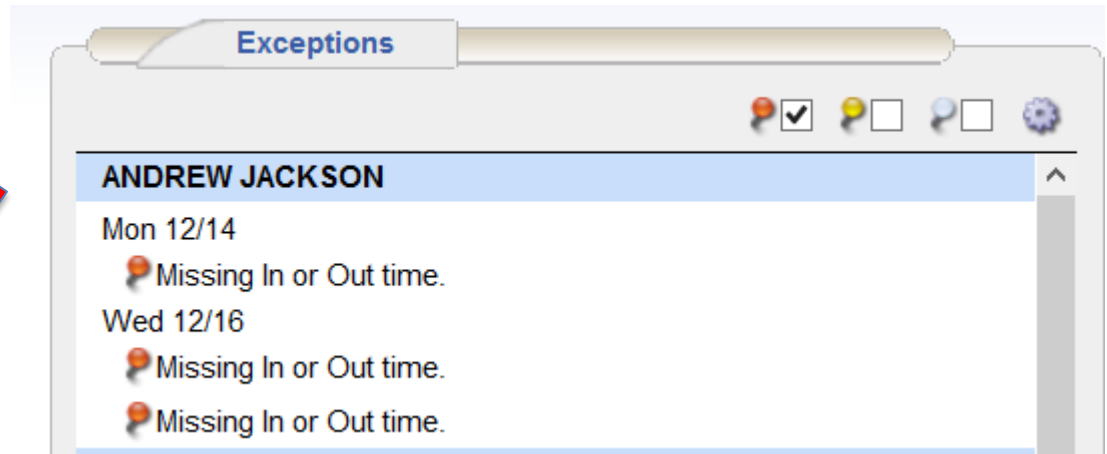
## **Missing Punches and Midnight Punches**

February 2016



# Access Time Sheet – Two Ways

From the Dashboard, click on the “Edit Employee Time” menu OR click on the Employee’s name in the Exceptions block





# Employee Timesheet – Missing Punch

The three “red balloons” here indicate a time swipe is missing from the sheet.

Timesheet																														
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Date	Pay Code	Location	Task	U	Extra D...	Time	Amount	C	Total																					
Sun 12/13	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS																											
Mon 12/14	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			07:30 am			4.00																					
						11:30 am																								
Mon 12/14	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			04:00 pm			0.00																					
Tue 12/15	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			07:30 am			4.00																					
						11:30 am																								
Tue 12/15	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			12:00 pm			4.00																					
						04:00 pm																								
Wed 12/16	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			07:30 am			4.00																					
						11:30 am																								
Wed 12/16	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			12:00 pm			0.00																					
Wed 12/16	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			04:00 pm			0.00																					
Wed 12/16	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			07:30 am			4.00																					



# Correct a Missing Punch

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Date	Pay Code	Location	Task	U	Extra D...	Time
Mon 12/14	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			07:30 am 11:30 am
	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			04:00 pm
	Regular Hours	116	SEC ES/MS			07:30 am

Before



Enter time and save.

Mon 12/14	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			07:30 am 11:30 am
	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			12:00 pm 04:00 pm
	Regular Hours	116	SEC ES/MS			07:30 am

After





# Correct a “Wrong Way” Punch

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Date	Pay Code	Location	Task	U	Extra D...	Time																								
Wed 12/16		Regular Hours	ELEMENTARY 116 SAGELAND ELEMENTARY	SEC ES/MS		07:30 am 11:30 am																								
		Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS		12:00 pm																								
		Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS		04:00 pm																								
		Regular Hours	116	SEC ES/MS		07:30 am																								

This is a picture of a “wrong way” punch. The employee punched OUT incorrectly at 12:00 pm when they returned from lunch, then out again correctly at the end of the day leaving two rows with missing time.



# Correct a “Wrong Way” Punch

T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Date	Pay Code	Location	Task	U	Extra D...	Time																								
Wed 12/16	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			07:30 am 11:30 am																								
	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			12:00 pm 12:00 pm																								
	Regular Hours	116 SAGELAND ELEMENTARY	SEC ES/MS			12:00 pm 04:00 pm																								

1. This row has the “wrong way” punch of OUT when it should have been IN. Simply fill in the same exact time on the blank space so that this slice of time is zero. IN=OUT. Always make the “wrong way” punch match itself for a zero time.
2. Place the correct time into the empty space on this row.



## Midnight Error - Why does it Happen?

Missing punches are quite common. A combination of missing punches creates a more complex issue for the supervisor to correct.

If the last punch on day 1 is an IN and the first punch on day 2 is an OUT, the time system believes the employee was working over night. Some employees actually do work an overnight shift so no error message displays for this situation. But for most employees, this is the result of forgetting to punch out on day 1 *and* forgetting to punch in on day 2.



# Midnight Error – What does it Look Like?

Timesheet																														
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	Dec 7, 2015 <input type="checkbox"/> Show All Week						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Date		Pay Code	Location	Task	U	Extra D...	Time	Amount	C	Total																				
Sat 12/05		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II																										
Sun 12/06		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II																										
Mon 12/07		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			07:25 am 11:35 am			4.17																				
		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			12:05 pm <b>12:00 am</b>			11.92																				
		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			12:00 am 11:25 am			11.42																				
Tue 12/08		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			12:05 pm 04:01 pm			3.93																				

No Red Exceptions

Unreasonable work hours







# Midnight Correction – Step 1

			ELEMENTARY					
Mon 12/07		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			07:25 am	
							11:35 am	
Tue 12/08		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			12:05 pm	
		<div style="border: 1px solid gray; padding: 2px;">Insert after this row</div>					12:00 am	
			116 SAGELAND ELEMENTARY	CLERK II			12:00 am	
Tue 12/08							11:25 am	
		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			12:05 pm	
							04:01 pm	
		Regular Hours	116	CLERK II			07:30 am	

Click on the green plus sign to add a row on the day with the midnight OUT record.



# Midnight Correction – Step 2

Mon 12/07		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II		07:25 am	
						11:35 am	
		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II		12:05 pm	
						12:00 am	
		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			
		Regular Hours	116	CLERK II		12:00 am	

Before



Fill in the correct times for the afternoon in the new row added

Mon 12/07		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II		07:25 am	
						11:35 am	
		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II		12:05 pm	
						12:00 am	
		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II		12:05 pm	
						04:00 pm	



After



# Midnight Correction – Step 3

Error if you try to  
SAVE at this point.



Time Entry: QUINCY, JOHN A(9935006)

Your data cannot be saved because one or more exceptions must be corrected first.

You can not SAVE until you complete Step 3: insert 11:59pm as the time above the Midnight punch OUT on day 1. This creates a row for one minute. The timesheet will not allow you to delete the midnight.

Mon 12/07		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II		07:25 am	11:35 am
		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II		11:59 pm	12:00 am
		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II		12:05 pm	04:00 pm





# Midnight Correction – Step 4

		Regular Hours	ELEMENTARY						
Tue 12/08		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			12:00 am		Before
							11:25 am		
Tue 12/08		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			12:05 pm		
							04:01 pm		
		Regular Hours	116	CLERK II			07:30 am		



		Regular Hours	ELEMENTARY						
Tue 12/08		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			07:30 am		After
							11:25 am		
Tue 12/08		Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			12:05 pm		
							04:01 pm		

Replace the 12:00 am IN punch on Day 2 with the correct arrival time. **SAVE**



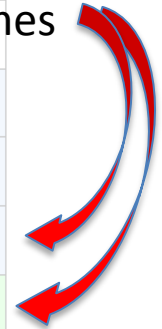
# Midnight Correction – Complete

Timesheet

T W T F S S M T W T F S S M T W T F S S M T W T F S S M T W T T Dec 8, 2015  Show All Weeks

Date	Pay Code	Location	Task	U	Extra D...	Time	Amount	C	Total
Sat 12/05	Regular Hours	116 SAGELAND ELEMENTARY	CLERK II						
Sun 12/06	Regular Hours	116 SAGELAND ELEMENTARY	CLERK II						
Mon 12/07	Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			07:25 am 11:35 am	4.17		
	Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			11:59 pm 12:00 am	0.02		
	Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			12:05 pm 04:00 pm	3.92		
Tue 12/08	Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			07:30 am 11:25 am	3.92		
	Regular Hours	116 SAGELAND ELEMENTARY	CLERK II			12:05 pm 04:01 pm	3.93		

Correct work times



After SAVE, there are no error “balloons” and work day total is as expected.



# Call the Payroll Department for Assistance.

	12:05 pm	
	<input type="checkbox"/> 12:00 am	
	12:00 am	
	11:25 am	

**434-0270**

