

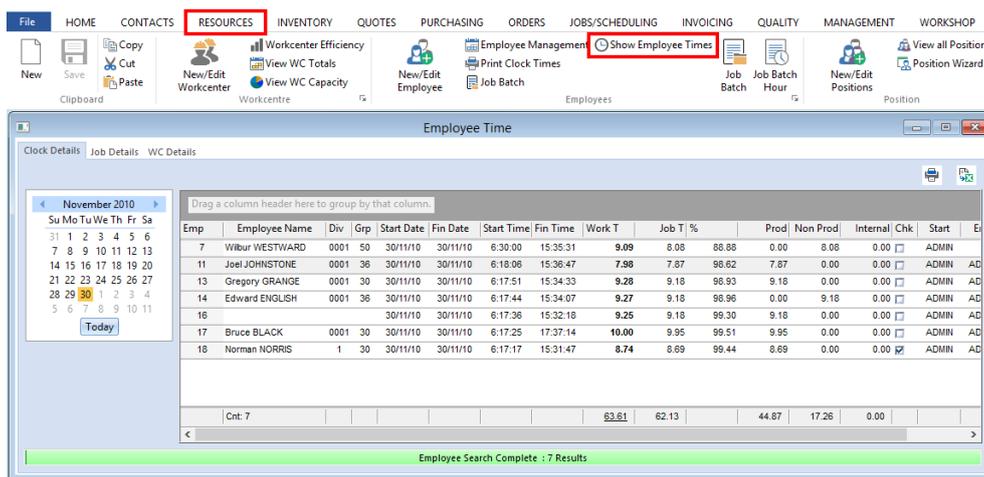
## 2003-111 – Edit Employee Clock Start Times/Dates

### Overview:

Employee Time Clock records can be adjusted when an employee forgets to clock on or clocks in late. It is important not to change times/dates on clock records until the following day. When adjusting Start Date or Start Time (Red Text fields), it is essential to follow the procedures below to ensure that data is modified correctly.

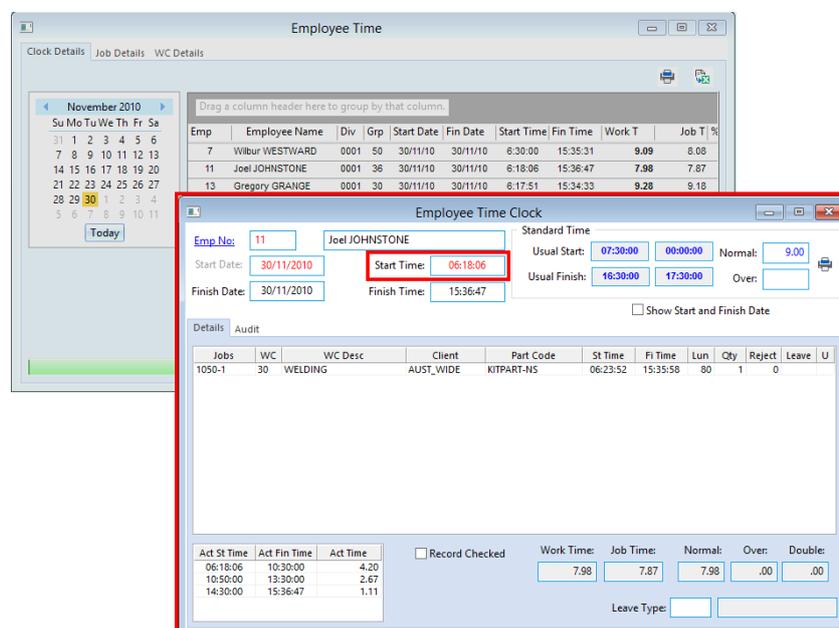
### Step 1:

Open the **Resources** tab in the Opto ribbon, and **click** on the 'Show Employee Times' icon. **Click** on the required date to generate the Employee Time window. The list of employees clocked on for that date is displayed, **dbl-click** on the required employee to display the 'Employee Time Clock' record for editing.



### Step 2:

Adjust the Time/Date as required, **click** in the field that needs adjusting and make the corrections accordingly, **press** <TAB> when complete.



### Step 3:

Immediately following on from above, **click** on the **copy** icon (see image below), this will copy over all the existing details without creating a new record. (NOTE: This icon will only appear when a Red Text field is adjusted and the <TAB> key has been pressed)

Employee Time Clock - <New Entry>

Emp No: 11 Joel JOHNSTONE

Start Date: 30/11/2010 Start Time: 06:30:00

Finish Date: Finish Time:

Standard Time

Usual Start: Normal: 9.00

Usual Finish: Over:

Show Start and Finish Date

Jobs	WC	WC Desc	Client	Part Code	St Time	Fi Time	Lun	Qty	Reject	Leave	U
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The record opens with the "Start Time" field adjusted, **press** <F9> to save the record before making further changes. Re-open the record.

### Step 4:

Change the "Start Time" field on the job ticket line as required and **press** <TAB>. The "Act St Time" field will also need to be changed to match the newly adjusted Start Time. Once the record has been saved the "Actual Time in Hours" field will automatically adjust.

Employee Time Clock

Emp No: 11 Joel JOHNSTONE

Start Date: 30/11/2010 Start Time: 06:30:00

Finish Date: 30/11/2010 Finish Time: 15:36:47

Standard Time

Usual Start: 07:30:00 Usual Finish: 16:30:00 Normal: 9.00 Over:

Show Start and Finish Date

Details Audit

Jobs	WC	WC Desc	Client	Part Code	St Time	Fi Time	Lun	Qty	Reject	Leave	U
1050-1	30	WELDING	AUST_WIDE	KITPART-NS	06:30:00	15:35:58	80	1	0		

Act St Time	Act Fin Time	Act Time
06:30:00	10:30:00	4.20
10:30:00	13:30:00	2.67
14:30:00	15:36:47	1.11

Record Checked

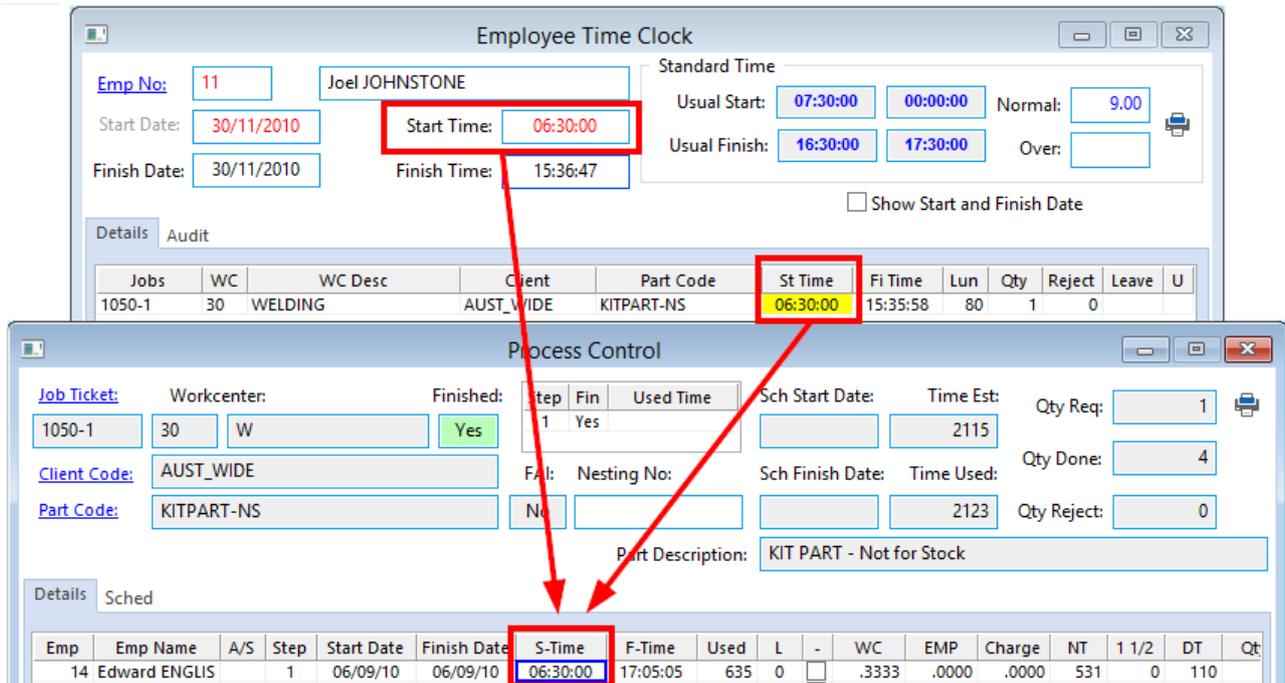
Work Time: 7.98 Job Time: 7.78 Normal: 7.78 Over: .00 Double: .00

Leave Type:

Automatically adjusts

**Step 5:**

The Process Control record also needs to be adjusted to match the Employee Time Clock record. **Dbi-click** on the Job Ticket number to open the Process Control window. **Click** in the "S-Time" field and enter the same time as the start times on the Employee Time Clock record.



When finished, **Press** <F9> to save the Process Control record and then **press** <F9> again to save the Employee Time Clock record.

The User who made the adjustments, as well as the date and time of the adjustments, are recorded under the "Audit" tab of the Employee Time Clock record. If a record has been adjusted and the "Record Checked" tick box has been ticked on the Employee Time Clock window, a tick will appear in the "Chk" column of the Show Daily Employee window (see image below).

