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.

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Step 2:

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

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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=""></new>
Emp No: 11	3 Joel JOHNSTONE	Standard Time
Start Date: 30/11/2	2010 Start Time: 06:30:00	Usual Finish:
Finish Date:	Finish Time:	
Details Audit		Show Start and Finish Date
Jobs WC	WC Desc Client	Part Code St Time Fi Time Lun Qty Reject Leave U

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.

			Em	nployee T	ime	Clock							×
11		Joel JOHNSTON	E	Standard Time									
30/1	1/2010	Start T	ïme:	06:30:00)	Usual Finis	9.00	÷					
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Step 5:

The Process Control record also needs to be adjusted to match the Employee Time Clock record. **Dbl-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.

			Em	ployee Tir	ne Clock					23
Emp No:	11	Joel JO	HNSTONE		Standard T	ime	0 00.00.00	Namal	0.00	
Start Date:	30/11/2010	D	Start Time:	06:30:00	Usual Fini	sh: 16:30:0	Normai:	9.00	÷	
Finish Date:	30/11/2010	0	Finish Time:	15:36:47						
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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).

	Employee Time														
Clock Details Job Details WC Details															
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◆ November 2010 ►	November 2010 Drag a column header here to group by that column.														
Su Mo Tu We Th Fr Sa	Emp	Employee Name	Div	Grp	Start Date	Fin Date	Start Time	Fin Time	Work T	Job T %		Prod	Non Prod	Interna	Chk
7 8 9 10 11 12 13	7	Wilbur WESTWARD	0001	50	30/11/10	30/11/10	6:30:00	15:35:31	9.09	8.08	88.88	0.00	8.08	0.0	
14 15 16 17 18 19 20	11	Joel JOHNSTONE	0001	36	30/11/10	30/11/10	6:30:00	15:36:47	7.78	7.77	99.83	7.77	0.00	0.0	
21 22 23 24 25 26 27	13	Gregory GRANGE	0001	30	30/11/10	30/11/10	6:17:51	15:34:33	9.28	9.18	98.93	9.18	0.00	0.0	
28 29 30 1 2 3 4	14	Edward ENGLISH	0001	36	30/11/10	30/11/10	6:17:44	15:34:07	9.27	9.18	98.96	0.00	9.18	0.0	
5 6 7 8 9 10 11	16				30/11/10	30/11/10	6:17:36	15:32:18	9.25	9.18	99.30	9.18	0.00	0.0	
Today	17	Bruce BLACK	0001	30	30/11/10	30/11/10	6:17:25	17:37:14	10.00	9.95	99.51	9.95	0.00	0.0	
	18	Norman NORRIS	1	30	30/11/10	30/11/10	6:17:17	15:31:47	8.74	8.69	99.44	8.69	0.00	0.0	
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