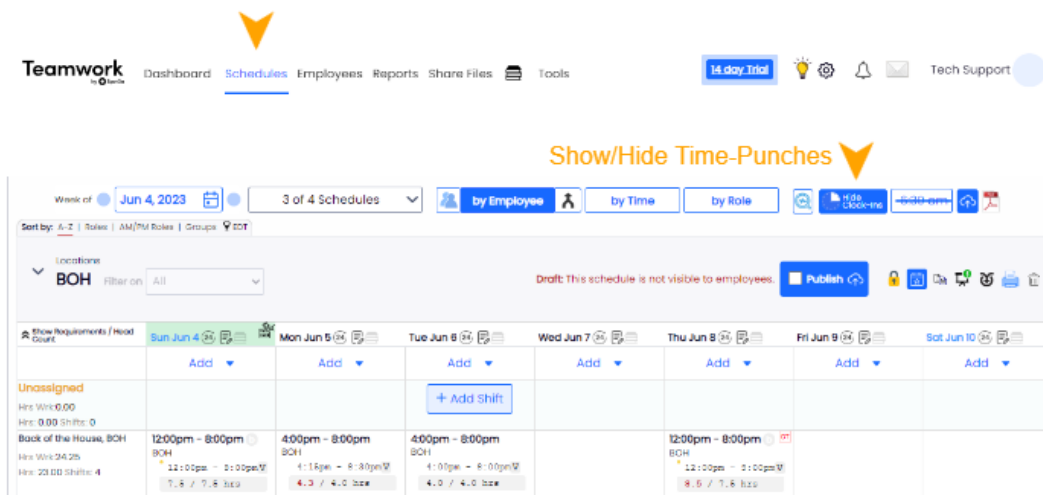# Add Time-Punches

Last Modified on 06/15/2023 4:24 pm MDT

Two methods are shown below to create a time-punch. First, to an Existing Shift. Second, an Unscheduled Time-Punch
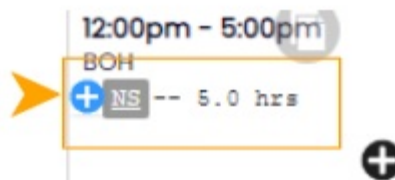
Adding Time-Punches to an Existing Shift

1. From any **SCHEDULE** view, reveal time-punches on the schedule by pressing the **Time-Punch icon**, it will turn blue.

2. Drag curser over the time punch area (shown in orange), and click the **+**" that appears to add a time punch to the shift

3. The **Clock-In Edit Window** will open. The time punch will match the shift as a default. You may edit start and stop times, add a break time, and message the employee. **Save Changes** when finished.

Adding and Unschedule Time-Punch

1. From any **SCHEDULE** view, press the "**Add**" above the day you wish to add a time-punch. From the Menu, choose **New Clock-In**
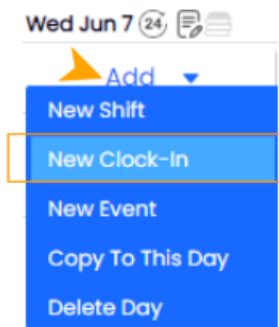
3. The **Clock-In Edit Window** will open. Select an Employee from the dropdown list. Enter shift and break times.

Add a New Clock-In ⇄   ✖

Location
BOH ▾

Employee Pool
○ Primary Location
● All Associated

Employee
[　　　　　　　▾]

Role
None ▾

Approve Clock-In ☐
Shift Options ▾

Unassigned – (0.0 hrs)
Back of the House, BOH – (28.0 hrs)
Support, Tech – (0.0 hrs)

Clock-In Times

Start Time
Jun 7, 2023 📅 12:00am

End Time
Jun 7, 2023 📅 12:00am

Break Times

Start Time
Jun 7, 2023 📅 12:00am
Jun 7, 2023 📅 12:00am

End Time
Jun 7, 2023 📅 12:00am
Jun 7, 2023 📅 12:00am

Length

Notes & Dialogue to Employee
[　　　　　　　　　　　　　]

Add Clock-In