

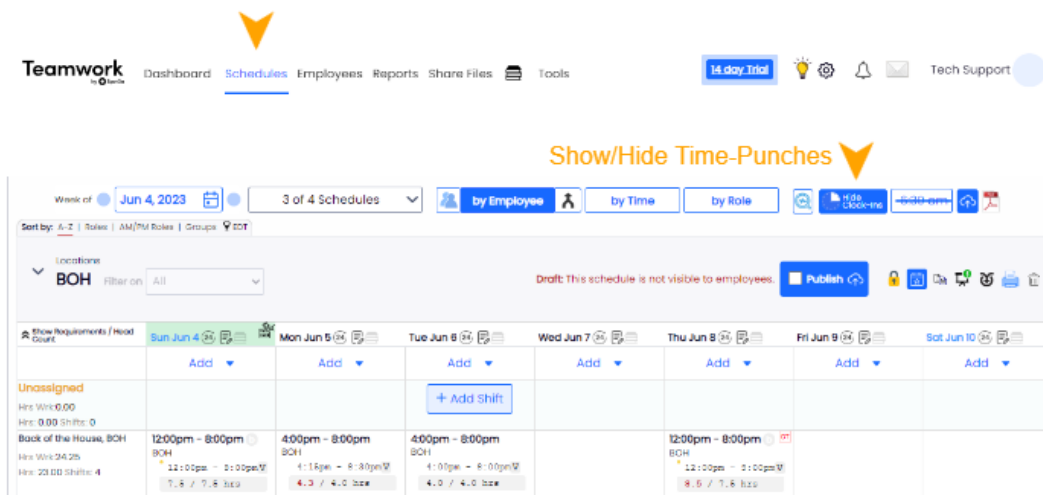
Add Time-Punches

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

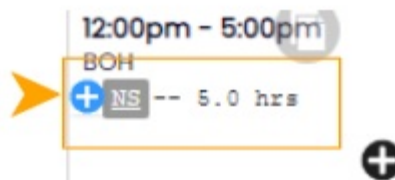
Adding Time-Punches to an Existing Shift

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



The screenshot shows the Teamwork Schedules interface. At the top, there's a navigation bar with 'Teamwork by Q' and various menu items like 'Dashboard', 'Schedules', 'Employees', 'Reports', 'Share Files', and 'Tools'. A '14 day Trial' badge is visible. Below the navigation, there's a 'Show/Hide Time-Punches' toggle set to 'Show'. The main area displays a schedule for 'BOH' for the week of 'Jun 4, 2023'. The schedule is organized by day (Sun Jun 4 to Sat Jun 10). A time punch is being added to the 'Sun Jun 4' shift, which is highlighted in orange. The time punch is labeled '12:00pm - 5:00pm BOH' and shows a duration of '5.0 hrs'. A blue '+ Add Shift' button is visible in the 'Tue Jun 6' column.

2. Drag cursor 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.

Add a Clock-In to Shift for BOH Back of the House ↻ ✕

Location: BOH ▼ Role: BOH (Q) ▼ Approve Clock-In: Shift Options ▼

Clock-In Times

Start Time	End Time	Length
Jun 9, 2023 📅 12:00pm	Jun 9, 2023 📅 5:00pm	

Break Times

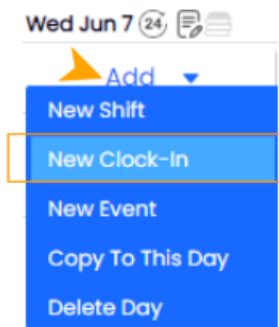
Start Time	End Time	Length
Jun 9, 2023 📅 12:00am [Ⓢ]	Jun 9, 2023 📅 12:00am	
Jun 9, 2023 📅 12:00am [Ⓢ]	Jun 9, 2023 📅 12:00am	

Notes & Dialogue to Employee

[Add Clock-In](#)

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: Employee Pool: Primary Location All Associated

Employee: Role:

Approve Clock-In: Shift Options:

Clock-In Times

Start Time: End Time:

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

Break Times

Start Time	End Time	Length
<input type="text" value="Jun 7, 2023"/> <input type="text" value="12:00am"/>	<input type="text" value="Jun 7, 2023"/> <input type="text" value="12:00am"/>	
<input type="text" value="Jun 7, 2023"/> <input type="text" value="12:00am"/>	<input type="text" value="Jun 7, 2023"/> <input type="text" value="12:00am"/>	

Notes & Dialogue to Employee

Add Clock-In