

Time Punches Common Questions

Last Modified on 10/21/2023 2:11 pm MDT

Three Common Q&A

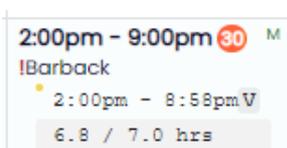
1. If you see multiple time punches below a shift, it indicates that employees are clocking IN and OUT instead of using GO ON BREAK

- Please ask employees to use the break feature to make things cleaner going forward
- To fix existing split time punches, please use the MERGE button shown below. Then, when you APPROVE the punches, the results will be cleaner and make more sense.

Sort by: A-Z Roles AM/PM Roles Groups EDT	Clyde's Felines and Fries				
	Main Filter on All				Published on Oct 19
Show Requirements / Head Count	Mon Oct 16 (24)	Tue Oct 17 (24)	Wed Oct 18 (24)	Thu Oct 19 (24)	Fri Oct 20 (24)
	Add 45°F - 54°F Day - Mostly Cloudy	Add 45°F - 53°F Day - Mostly Cloudy	Add 41°F - 62°F Day - Partly Cloudy	Add 48°F - 56°F Day - Rain 49% precip	Add 50°F - 58°F Day - Drizzle 59% precip
Unassigned Hrs Wrk:0.00 Hrs: 0.00 Shifts: 0					
Boy, Chonky Hrs Wrk:29.33 Hrs: 20.00 Shifts: 3	Unscheduled 30 Head Cat in Charge (MOD) 9:00am - 5:00pm V 8.0 hrs	Unscheduled 30 Head Cat in Charge (MOD) 9:06am - 6:55pm V 9.8 hrs	9:00am - 5:00pm Head Cat in Charge (MOD) 9:00am - 11:30am V 12:00pm - 5:00pm V 7.5 / 8.0 hrs	9:00am - 1:00pm Cook 9:00am - 1:00pm V 4.0 / 4.0 hrs	9:00am - 5:00pm Head Cat in Charge (MOD) NS -- 8.0 hrs
Derpson, Onix Hrs Wrk:27.33 Hrs: 32.00 Shifts: 4	Unscheduled 2 Barback 2:55pm - 5:41pm V 2.8 hrs	Unscheduled 2 Barback 2:00pm - 7:13pm V 5.2 hrs	9:00am - 5:00pm Bartender 9:00am - 1:00pm V 1:30pm - 5:00pm V 7.5 / 8.0 hrs	9:00am - 5:00pm Bartender 9:00am - 1:23pm V 1:53pm - 5:00pm V 7.5 / 8.0 hrs	
	Unscheduled 2 Barback 5:52pm - 8:38pm V 2.8 hrs	Unscheduled 2 Barback 7:23pm - 8:58pm V 1.6 hrs			

2. A red "!" indicates an employee is not qualified for a Role.

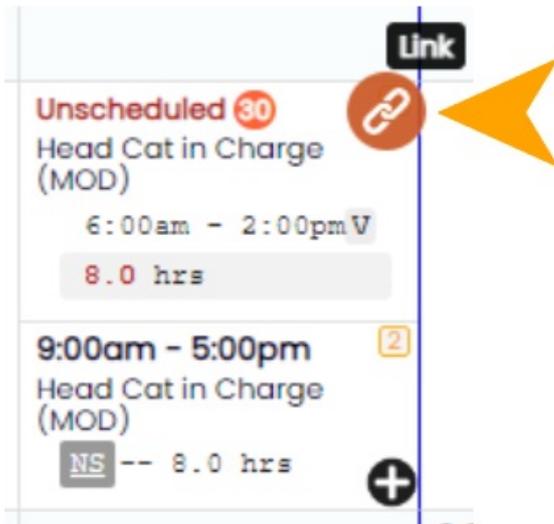
- Add the role from their Profile > Schedules & Roles tab



3. A Time-Punch can show up as "Unscheduled" even when a Shift exists (if the timing exceeds matching thresholds).

To LINK a Punch with its corresponding Shift:

- Hover over the Unscheduled Punch and press the LINK icon



- To Paste/Link to the shift, hover over the "+" shown below, and click to paste.

