Modified Time Punch Reporting

Last Modified on 08/31/2023 5:34 pm MDT

To view detail on any time punch edits, including what was changed, by what manager, when when:

From the top Tool Bar click on Reports

Run the screen report of the Daily Summary, filtered on Modified Clock-Ins, as shown below



The notes under Clock-In Audit will detail punch edits

Aug 20, 2023 - Sunday					
GHEF DE PARTIE \$30.75 Edit Clock-In	Scheduled: 12:00pm Worked: 12:12:00p	9:00pm 9:15:00pm	9.00 8.30	Shift Audit: Aug 20, 1212pm EDT Imer Jimenez Added Clock-In 12:12pm to Aug 14, 136pm EDT Saori Calderon Copied from week of Aug	123
	Breaks Expected Break(s) 5:15pm Total Breaks Clock-in LATE	⑤ 6:00pm	0 mins 45 mins 45 mins 00:12 (HH:mm)	Clock-In Audit: Aug 22,1132pm EDT Saori Calderon Break 5:15pm - 6:00pm Crec Aug 22,1132pm EDT Saori Calderon Clock-Out chg Aug 20 5:14pr 9:15pm	ated m to Aug 20
				Aug açı sırapma Clock-Out from Tearnwor Aug 20, 1212pm El Clock-in from Tearnwor	Drimer Jimenez k (Beach club) DT Imer Jimenez k (Beach club) 50 chars max

Examples include additions of breaks, adjustment of start time, end time, and role

