

Add, Edit, Delete Segments

It is best to add, edit and delete an individual segment from the *Hours/ Individual* tab.

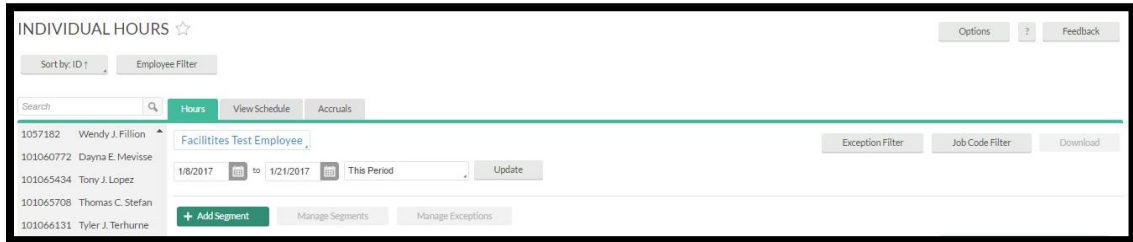


Figure 1- Individual Hours

Select the employee and then *+ Add Segment*, to add a new segment – either hours worked – time in and time out by typing in the time or Enter the date and the time using the clickable interface.

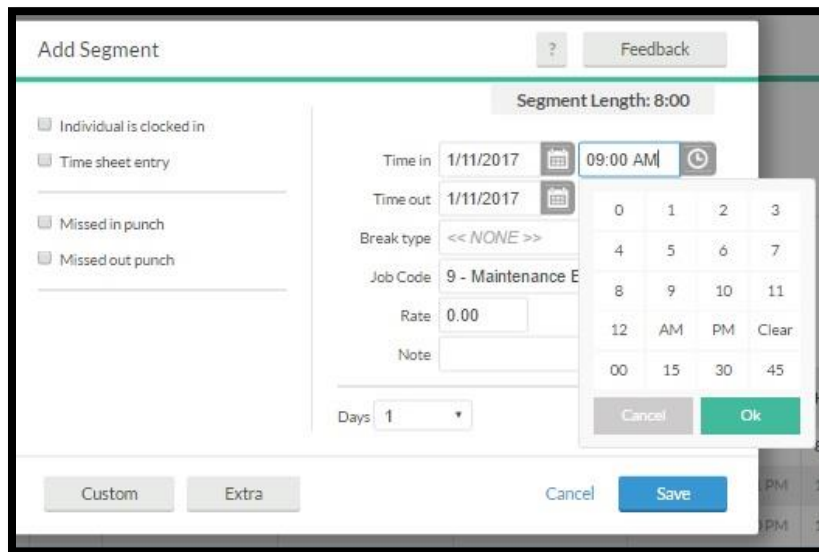


Figure 2 - Add Segment

Alternatively, you can check the *Time sheet entry* box to the left and only put in the *time in* and how many hours.

Figure 3: Add Segment by Time sheet entry

To edit a segment, simply click on the segment, and it will open the Edit Segment dialog, when you can make changes.

				Notes	Break Length	Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Rate
<input checked="" type="checkbox"/>					30u	Mon 4/17/2017 06:30 AM	Mon 4/17/2017 03:00 PM	8:00	8:00	8:00		526 - Mech. Maint. Grounds Person	0.00
<input type="checkbox"/>					30u	Tue 4/18/2017 06:30 AM	Tue 4/18/2017 03:00 PM	8:00	8:00	8:00		526 - Mech. Maint. Grounds Person	0.00
<input type="checkbox"/>					30u	Wed 4/19/2017 06:30 AM	Wed 4/19/2017 03:00 PM	8:00	8:00	8:00		526 - Mech. Maint. Grounds Person	0.00
<input type="checkbox"/>						Thu 4/20/2017 06:30 AM	<< Clocked In >>	4:51	4:51	4:51	28:51	526 - Mech. Maint. Grounds Person	0.00

Figure 4: Selecting the segment line to edit

Edit Segment ?

Segment Length: 8:30

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in:

Time out:

Break type:

Job Code:

Note:

Custom
Extra
Cancel
Save

Figure 5: Edit Segment

To delete a segment, check the segment to delete, choose *Manage Segment*, and choose *Delete*.

1/8/2017 to 1/21/2017 This Period Update

+ Add Segment Manage Segments Manage Exceptions Resolve period

Showing 2 records of 2

	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Job Code	Rate
<input type="checkbox"/>	1/10/2017 05:30 AM	1/10/2017 05:28 AM	1/10/2017 02:00 PM	1/10/2017 02:00 PM	8:00	8:00		23685 - Custodian - 1st Shift	0.00
<input checked="" type="checkbox"/>	1/11/2017 05:30 AM	1/11/2017 05:30 AM	1/11/2017 02:00 PM	1/11/2017 02:00 PM	8:00	8:00	16:00	23685 - Custodian - 1st Shift	0.00

Break Show absences Regular 16:00 OT1 0:00 OT2 0:00 Leave 0:00 Total 16:00

Figure 6- Delete a segment