

Editing a Segment that has not been Clocked out

If your employee has not clocked out, and as a Time Approver you decide to not wait for them to add the clock out time when then clock in next, you will need to *Edit* the segment. From the either the Individual or Group hours look for the segment where the employee is still *Clocked in*. *Double Click* on the segment (line). you notice A segment is the time an employee works or is on leave. It is best to add, edit and delete an individual segment from the *Hours/Individual* tab.

Showing 3 records of 3 Selected 1 records

					Notes	Time In	Time Out	Hours	Shift Total	Day Total	Week Total
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sun 4/2/2017 12:00 PM	Sun 4/2/2017 05:30 PM	5:30	5:30		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Sun 4/2/2017 10:00 PM	Mon 4/3/2017 12:00 AM	2:00	2:00	7:30	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Thu 4/6/2017 06:00 PM	<< Clocked In >>	257:06	257:06	257:06	264:36

Figure 1: Not Clocked out

Edit Segment ? Feedback

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in 4/6/2017 06:00 PM

Time out << Clocked In >>

Break type << NONE >>

Job Code 20758 - Art Dept Monitor & A

Rate 0.00

Note

Custom Extra Cancel Save

Figure 2: Edit Segment – Individual Clocked in

Once the *Edit Segment* box is open, you will see that the box for **Individual is clocked in** is checked and the *Time out* shows as <<Clocked In>>.

The screenshot shows the 'Edit Segment' form. On the left, there is a list of checkboxes: 'Individual is clocked in' (checked), 'Time sheet entry', 'Edit actual time', 'Missed in punch', and 'Missed out punch'. On the right, there are input fields for 'Time in' (4/6/2017, 06:00 PM), 'Time out' (M/d/yyyy), 'Break type' (NONE), 'Job Code' (20758 - Art Dept Monitor & A), 'Rate' (0.00), and 'Note'. A red box highlights the 'Time out' field. At the bottom, there are buttons for 'Custom', 'Extra', 'Cancel', and 'Save'.

Figure 3: Edit Segment - Time out appears

Once the *Individual is clocked in* box is unchecked, the *Time Out* box will appear. Next, you can complete the date and time that your employee shift ended. Then *Save*.