function setValue(cellName, value) {

SpreadsheetApp.getActiveSpreadsheet().getRange(cellName).setValue(value);

}

function getValue(cellName) {

return SpreadsheetApp.getActiveSpreadsheet.getRange(cellName).getValue();

}

function getNextRow() {

return SpreadsheetApp.getActiveSpreadsheet().getLastRow() +1;

}

function getLastRow() {

var lastRow = lastEmptyCell();

}

function addRecord(d) {

var row = getNextRow();

setValue('D' + row, d);

}

function punchIn() {

addRecord(new Date());

}

function punchOut() {

addRecord(new Date());

}

function offWork() {

addRecord('OFF','OFF');

}