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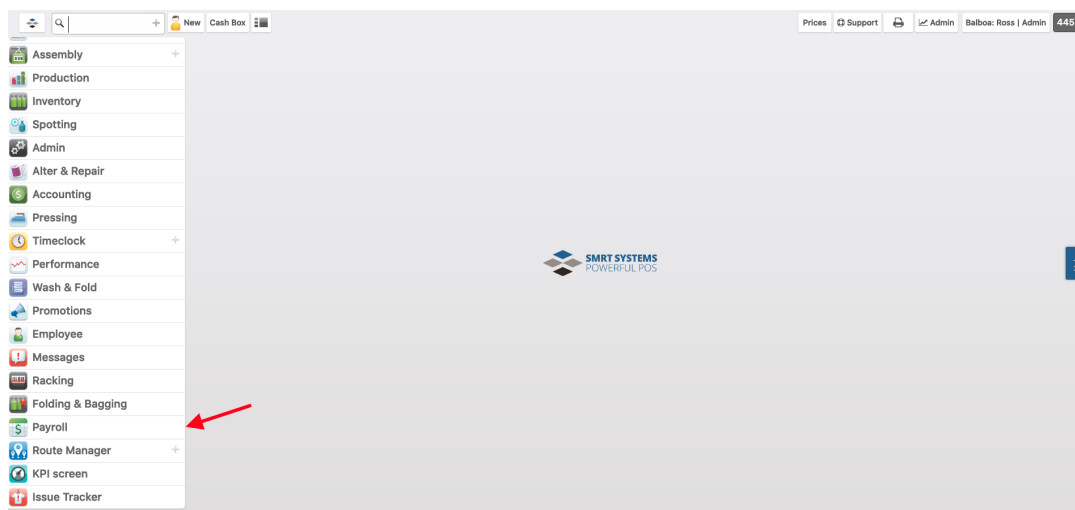
Time Clock Edits and Payroll Report 🔒

Ross Medina

2 years ago · Updated

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At least Store Manager credentials required to access the Payroll module.

To see the summary and timesheets for a full period, click on Period Report. You can ' through periods using the arrows at the top of the report.

Help

To modify a timestamp, you must create a new entry.

- Click on the time that you want to change to first delete it.

- To add a new time entry, click on the plus sign to the right of the employee's name and make your time selection from the hour, minutes and time of day drop-down menus. To save, click the green plus sign to the right of the time.

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