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Time Clock Edits and Payroll Report🔒

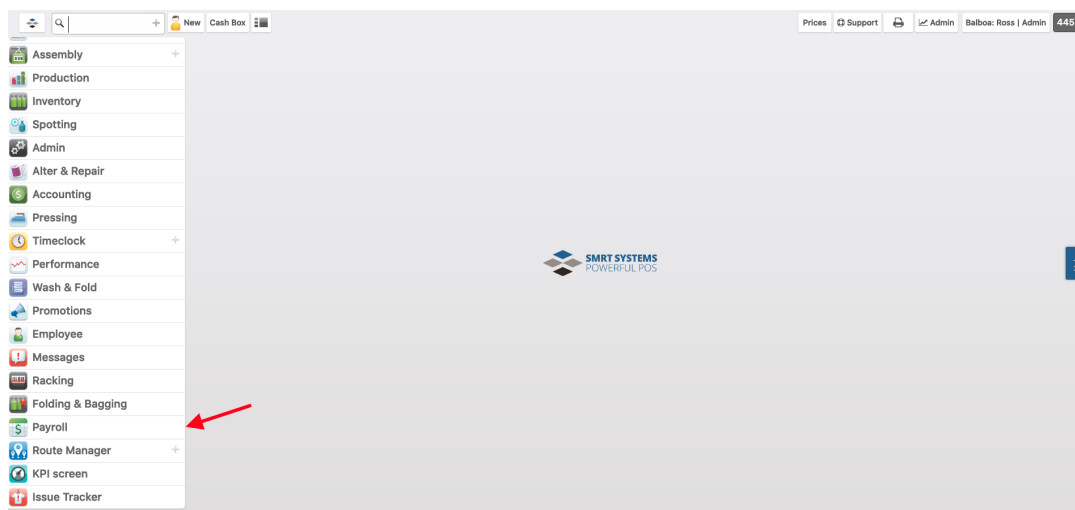


Ross Medina

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 scroll through periods using the arrows at the top of the report.

Help

Timeclock Report Include time sheets Print

Sat Dec 1st - Sat Dec 15th
Overtime is calculated based on California Law. New report with correct calculation coming soon.

Employee	Total Hrs	Overtime Hrs
Bedoya, Rodrigo	31.03	3.09
Caraballo, Giovanni	23.20	0.09
Lee, Byung Gak	12.86	0.00
Medina, Nery	15.61	0.00
Muoi, Phan	23.87	0.27
Parker, Kimberly	23.88	0.39
Perk, Michael	7.90	0.00
Shiva, Karina	12.97	0.00
Yang, Gong	22.62	0.50
Checksum	173.94	4.34

Bedoya, Rodrigo

DATE	IN	OUT	HRS	TOT HRS	LUNCH	OT
Sat, 12/1	8:58 am	4:00 pm	7.03	7.03	0	
Sun, 12/2						
Mon, 12/3	7:54 am	5:10 pm	9.27	8.00	0	1.27
Tue, 12/4	8:05 am	4:50 pm	8.76	8.00	0	0.76
Wed, 12/5	8:11 am	5:14 pm	9.08	8.00	0	1.08
Thu, 12/6	8:02 am					
Fri, 12/7						
Sat, 12/8						
Sun, 12/9						
Mon, 12/10						

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

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

Delete Timeclock Entry
Are you sure you want to delete this entry?

- 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.

Josh Nye +

No Hours Worked

Josh Nye

No Hours Worked

7 00 AM +

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