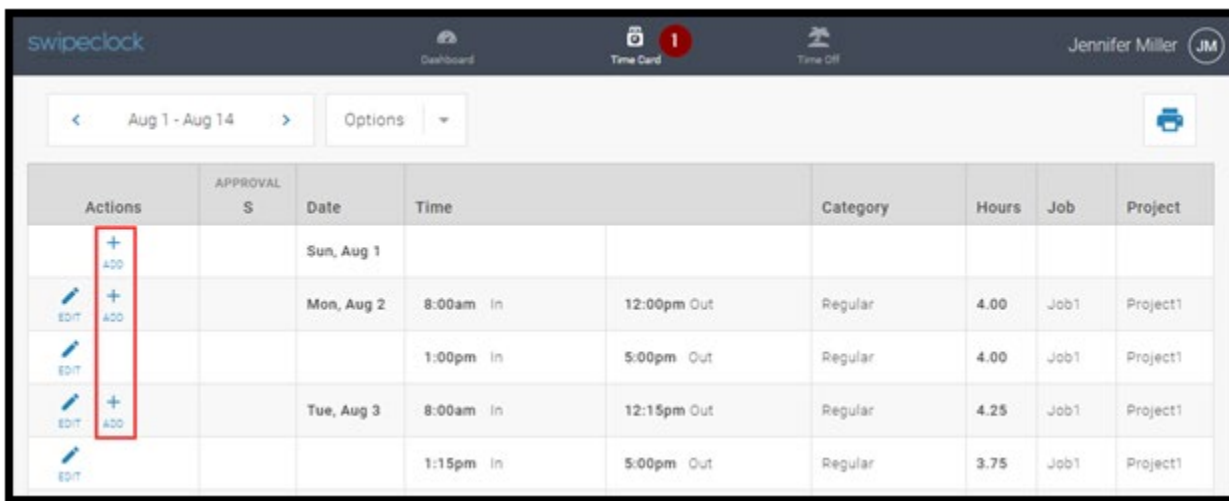


If your employer has granted you rights to edit your own time card, you can add, edit, and delete entries on any unfinalized pay periods.

Go to: [helpside.com](https://helpside.com) -> Employee -> Timeclock

### To Tell if You Can Edit Your Timecard

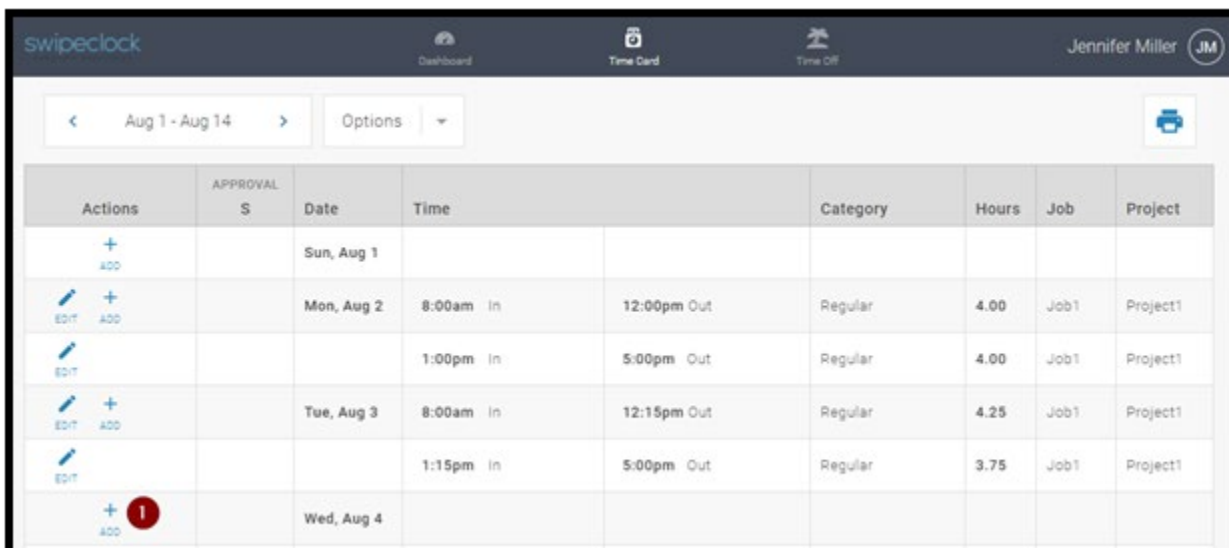
Step 1: Click on **Time Card**. The “Add” buttons on the left side indicate the ability to edit your own timecard.



Actions	APPROVAL S	Date	Time	Category	Hours	Job	Project
+ ADD		Sun, Aug 1					
EDIT + ADD		Mon, Aug 2	8:00am In 12:00pm Out	Regular	4.00	Job1	Project1
EDIT + ADD			1:00pm In 5:00pm Out	Regular	4.00	Job1	Project1
EDIT + ADD		Tue, Aug 3	8:00am In 12:15pm Out	Regular	4.25	Job1	Project1
EDIT + ADD			1:15pm In 5:00pm Out	Regular	3.75	Job1	Project1

### Add Punches

Step 1: Click **Add** on the day where you want to add a new entry.



Actions	APPROVAL S	Date	Time	Category	Hours	Job	Project
+ ADD		Sun, Aug 1					
EDIT + ADD		Mon, Aug 2	8:00am In 12:00pm Out	Regular	4.00	Job1	Project1
EDIT + ADD			1:00pm In 5:00pm Out	Regular	4.00	Job1	Project1
EDIT + ADD		Tue, Aug 3	8:00am In 12:15pm Out	Regular	4.25	Job1	Project1
EDIT + ADD			1:15pm In 5:00pm Out	Regular	3.75	Job1	Project1
+ ADD		Wed, Aug 4					

Step 2: Enter your start time in the first fields. This is the time where you start “on the clock”. Entering AM or PM is recommended.

Step 3: Enter your end time in the second field. This is the time where you were “off the clock”. Entering AM or PM is recommended.

Step 4: Select a punch type from the drop-down list.

Step 5: Enter a comment (optional).

Step 6: Click **Save**.

The screenshot shows the Swipeclock Time Card interface for Jennifer Miller. The interface includes a navigation bar with 'Dashboard', 'Time Card', and 'Time Off' options. Below the navigation bar, there is a date range selector for 'Aug 1 - Aug 14' and an 'Options' dropdown. The main area is a table with columns: Actions, APPROVAL S, Date, Time, Category, Hours, Job, and Project. The table contains several entries for August 1st through 4th. The entry for Wednesday, August 4th is highlighted with a red border and contains red callouts: '1' on the 'EDIT' icon, '2' on the 'In' dropdown, '3' on the 'Out' dropdown, '4' on the 'Regular' dropdown, and '5' on the 'Comment' field. At the bottom of the form, there are 'CANCEL' and 'SAVE' buttons, with 'SAVE' highlighted with a red callout '6'.

Actions	APPROVAL S	Date	Time	Category	Hours	Job	Project
+ ADD		Sun, Aug 1					
+ EDIT		Mon, Aug 2	8:00am In	Regular	4.00	Job1	Project1
+ EDIT			1:00pm In	Regular	4.00	Job1	Project1
+ EDIT		Tue, Aug 3	8:00am In	Regular	4.25	Job1	Project1
+ EDIT			1:15pm In	Regular	3.75	Job1	Project1
+ EDIT		Wed, Aug 4	8:00am In	Regular		Job1	Project1

### Edit an Entry

Step 1: Click on **Edit**.

This screenshot shows the same Swipeclock Time Card interface as the previous one, but with the 'EDIT' icon for the first entry on Monday, August 2nd, highlighted with a red callout '1'. The rest of the interface is identical to the previous screenshot.

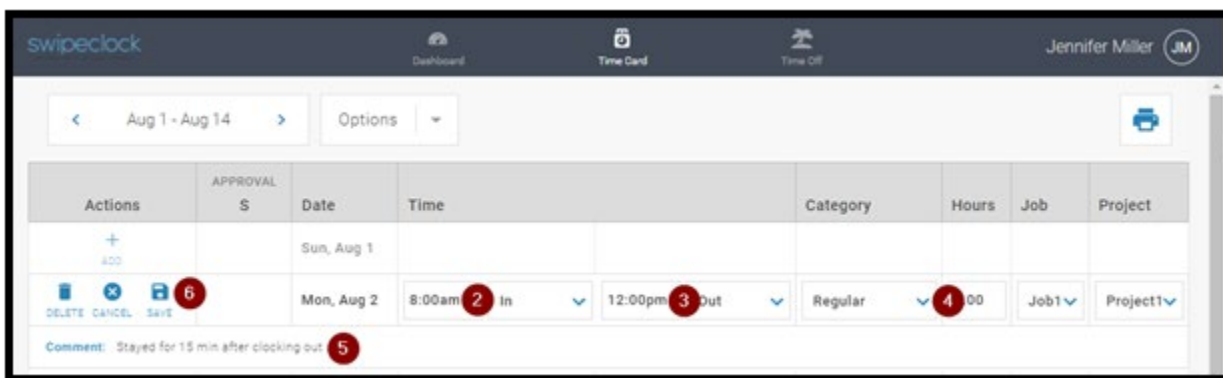
Step 2: Modify your start time in the first field, if needed.

Step 3: Modify your end time in the second field, if needed.

Step 4: Modify the punch type from the drop-down list, if needed.

Step 5: Enter a comment (optional).

Step 6: Click **Save**.



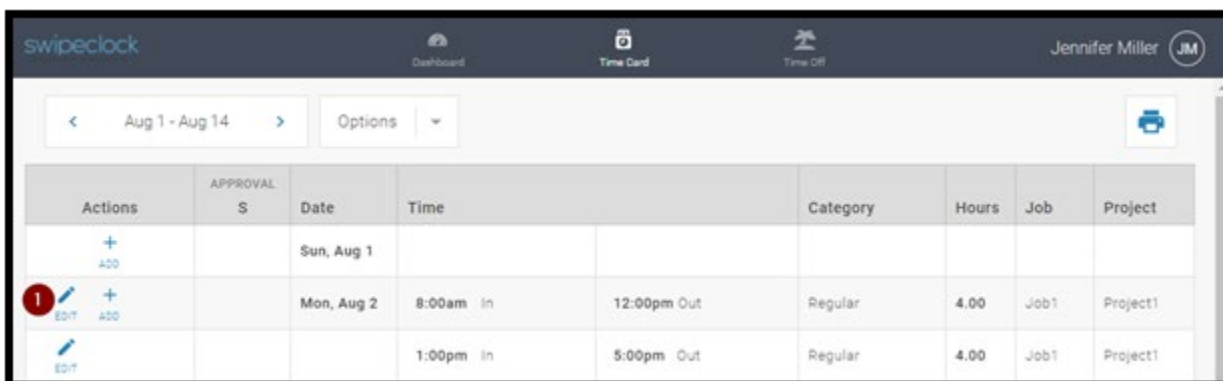
The screenshot shows the Swipeclock Time Card interface for Jennifer Miller. The top navigation bar includes 'Dashboard', 'Time Card', and 'Time Off'. The main area displays a table of time entries for the period 'Aug 1 - Aug 14'. The current entry is for 'Mon, Aug 2'. The table has columns for 'Actions', 'APPROVAL S', 'Date', 'Time', 'Category', 'Hours', 'Job', and 'Project'. The 'Time' column is split into 'In' and 'Out' fields. The 'Hours' field shows '4.00'. The 'Category' is 'Regular'. The 'Job' is 'Job1' and the 'Project' is 'Project1'. A comment field at the bottom contains the text 'Stayed for 15 min after clocking out'. Red circles highlight the 'Save' button (6), the start time field (2), the end time field (3), the punch type dropdown (4), and the comment field (5).

Actions	APPROVAL S	Date	Time	Category	Hours	Job	Project
+ ADD		Sun, Aug 1					
DELETED CANCEL SAVE		Mon, Aug 2	8:00am In 12:00pm Out	Regular	4.00	Job1	Project1

Comment: Stayed for 15 min after clocking out

## Delete an Entry

Step 1: Click the **Edit** button.



The screenshot shows the Swipeclock Time Card interface for Jennifer Miller. The top navigation bar includes 'Dashboard', 'Time Card', and 'Time Off'. The main area displays a table of time entries for the period 'Aug 1 - Aug 14'. The current entry is for 'Mon, Aug 2'. The table has columns for 'Actions', 'APPROVAL S', 'Date', 'Time', 'Category', 'Hours', 'Job', and 'Project'. The 'Time' column is split into 'In' and 'Out' fields. The 'Hours' field shows '4.00'. The 'Category' is 'Regular'. The 'Job' is 'Job1' and the 'Project' is 'Project1'. A red circle highlights the 'Edit' button (1) in the 'Actions' column.

Actions	APPROVAL S	Date	Time	Category	Hours	Job	Project
+ ADD		Sun, Aug 1					
EDIT + ADD		Mon, Aug 2	8:00am In 12:00pm Out	Regular	4.00	Job1	Project1
EDIT			1:00pm In 5:00pm Out	Regular	4.00	Job1	Project1

Step 2: Enter a comment (optional).

Step 3: Click the **Delete** trash can icon.

The screenshot shows the Swipeclock Time Card interface. At the top, there are navigation icons for Dashboard, Time Card, and Time Off, along with the user's name, Jennifer Miller. Below this is a date range selector for 'Aug 1 - Aug 14' and an 'Options' dropdown. The main content is a table with the following columns: Actions, APPROVAL S, Date, Time, Category, Hours, Job, and Project. The table contains one entry for 'Mon, Aug 2' with a time range from 8:00am to 12:00pm, categorized as 'Regular' for 4.00 hours. A red circle '3' highlights the 'DELETE' icon in the Actions column. Below the table, there is a comment field with the text 'Entered in/out on wrong day' and a red circle '2' next to it.

Actions	APPROVAL S	Date	Time	Category	Hours	Job	Project
+ ADD		Sun, Aug 1					
3 DELETE CANCEL SAVE		Mon, Aug 2	8:00am In 12:00pm Out	Regular	4.00	Job1	Project1

Comment: Entered in/out on wrong day 2