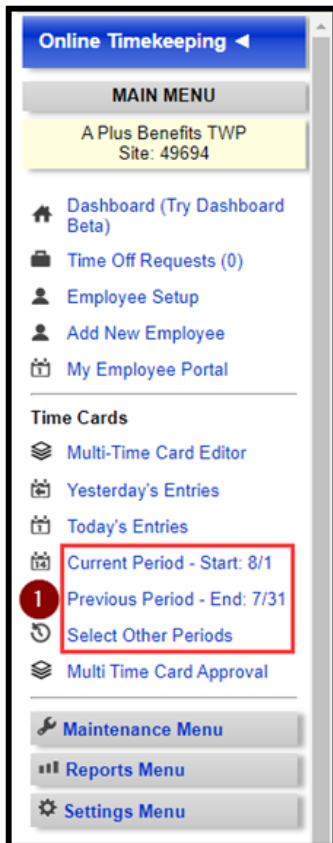


Go to: helpside.com -> Employer -> Timeclock and login with your username and password.

Step 1: From Main Menu select **Current Period**, **Previous Period**, or **Select Other Periods** to enter a range.



The color of an employee's name in the "Clock Activity" list means the following:

- **Black** – No activity during the selected date range/pay period.
- **Blue** – Activity on the time card during the selected date range/pay period. The number of edits to the time card is listed in the "E" column and highlighted in blue.
- **Red** – One or more missing punches during the selected date range/pay period. The number of missing punches is listed in the "M" column and highlighted in pink.

| Employee | M | E | A |
|------------------|---|---|---|
| Jones, Charlie | 0 | 0 | 👤 |
| Jones, Elizabeth | 1 | 0 | 👤 |
| Keenum, Case | 0 | 0 | 👤 |
| Krauss, Alison | 0 | 0 | 👤 |
| Lonnquist, Myles | 0 | 0 | 👤 |
| Maran, Josie | 0 | 0 | 👤 |
| McBride, James | 0 | 0 | 👤 |
| Miller, Jennifer | 1 | 1 | 👤 |
| Moore, David | 0 | 0 | 👤 |

Step 4: Select **Edit** to modify an existing punch record or select **Add** to create a new punch.

The screenshot shows the 'Time Card - Jennifer Miller' interface. At the top, it displays the user's name 'Miller, Jennifer' and code 'J28642'. To the right, it shows 'A Plus Benefits TWP' for the period '8/1/2021 thru 8/14/2021'. Below this is a 'Pay Period Finder' with buttons for '< Previous Pay Period' and 'Next Pay Period >' and an input field. A 'Time Card Options' dropdown and 'Show Mobile Punches' checkbox are also visible. The main table has columns for Date, Edit, In, Out, Deducted Time, Category, Hours, Hrs/day, Amount, Job, and Project. The row for 'Mon 8/2' is selected, and the 'Edit' button is highlighted with a red circle containing the number 4.

| Date | Edit | In | Out | Deducted Time | Category | Hours | Hrs/day | Amount | Job | Project |
|---------|----------|-------|--------|---------------|----------|-------|---------|--------|------|----------|
| Sun 8/1 | Add | - | - | - | - | - | - | - | - | - |
| Mon 8/2 | Edit Add | 8:00a | 12:00p | - | | 4.00 | ↓ | | Job1 | Project1 |

Step 5: Edit or correct the "In/Out" time, if needed.

Step 6: Edit the "Category", if needed.

Step 7: Enter a comment (optional).

Step 8: Click **Save**.

The screenshot shows the 'Time Card - Jennifer Miller' interface with the 'Edit' button highlighted with a red circle containing the number 8. The 'In' and 'Out' times are '8:00a' and '12:00p' respectively, with the 'Out' time highlighted by a red circle containing the number 5. The 'Category' is set to 'Regular', highlighted by a red circle containing the number 6. A 'Comments about this edit:' dialog box is open, with a text input field and a 'Save' button highlighted by a red circle containing the number 7. The dialog box also contains the text '(Comments appear only in edit history)'. The table below shows the punch records for the week of 8/1 to 8/4.

| Date | Edit | In | Out | Deducted Time | Category | Hours |
|---------|--------------------|-------|------------|---------------|----------|-------|
| Sun 8/1 | | - | - | - | - | - |
| Mon 8/2 | Cancel Save Delete | 8:00a | 12:00p | | Regular | 4.00 |
| Tue 8/3 | | | | | | 4.25 |
| Wed 8/4 | | 6:15a | Missing | | | 3.75 |
| | | 6:30a | Clocked in | | | |