# MIDWESTERN STATE UNIVERSITY

# TimeClock Plus

## QUICK TIPS ON EDITING

### EMPLOYEE MENU EDIT HOURS

**ADD HOURS**
- Right click in time segment area and select Add segment
- Fill in Date in, Time, Hours, Position
- Click ok

**EDIT HOURS**
- Right click on the time segment to be edited and select Edit segment
- Make desired EDIT changes and click OK

**DELETE HOURS**
- Right click the time segment
- Click Delete segment
- Click YES to confirm or NO to cancel

**ADD TIME SHEET**
- Right click in time segment area and select Add segment
- Check the Time sheet entry box
- Fill in Date in, Time, Hours, Position
- Click OK

**APPROVE HOURS**
- Right click on the time segment and select Approve and approval type

**MISSED PUNCH**
- Time segment will display message <<Missed>> in the time in or time out column
- Right click and select Edit segment
- Correct record and click OK
- Right click and select Approve missed in/out punch

**SPLIT SEGMENT**
- Right click on the time segment to be split and select Split segment
- Click Split as many times as needed for # of segments splitting into
- Change information as needed and click Distribute
- Click SAVE