This message will display when you're attempting to import times from before the JobClock has been assigned to a job site. Since the system doesn't know what job site to attribute them to, it will hold onto them so corrections can be made before bringing them in. This prevents you from having records in the system with incomplete data.

To fix this issue, simply assign your JobClock to the job site the records belong to effective BEFORE the first punch was made.

To adjust the "Effective date" after a JobClock has been assigned, follow the steps below:

1. Go to the "Locations" area of TimeSummit

2. Double-click on the name of the location the JobClock is assigned to.

3. Once the "Location" portal opens, click on the "JobClocks at this Location" tab as seen below.

4. Next you will left-click into the header where it shows "Effective Date".

5. Now right-click into the same field to open the option for "Edit Effective Date" as shown to the right.

6. Edit the effective date to the date the JobClock arrived at the Location, but prior to when the first punch would have been made, so that after the adjustment all the affected time records will be adjusted accordingly.

7. Lastly, Be sure to click Save and Close to lock in the change.
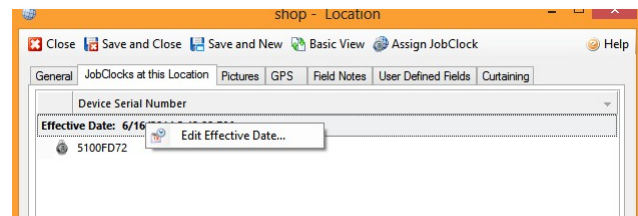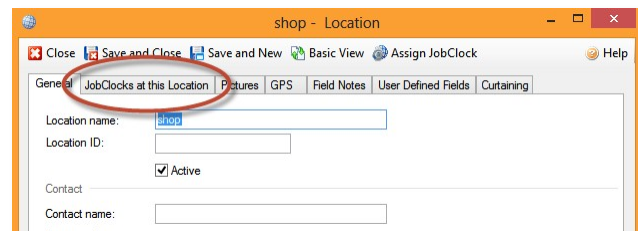
If any punches were made prior to the assigned effective date, they will not come through and the message will continue to display. If you have a JobClock in the system that is not assigned to a job site, it will display as "(unassigned)" under the JobClock section.

The JobClock section can be found by clicking "JobClocks" in the navigation pane down the left side of TimeSummit.