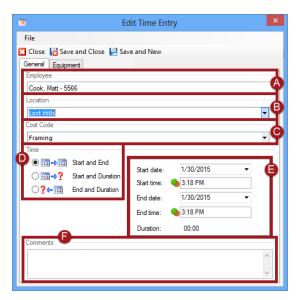


## **Editing Time**

Editing existing time entries is a simple process. Start by navigating to the **Time Card** screen from the left-side navigation bar bar and then click on the Employee you want to edit. Find the entry you want to modify and either single-click on it and then on Edit Time or right-click on the entry and then on Edit Time. The editing options that will appear on the screen are detailed below.



- A. **Employee** The Employee that you are editing time for.
- B. **Location** The Location where the time will be going towards.
- C. **Cost Code** The Cost Code for the work that was done.
- D. **Time Entry** How time can be entered:
  - Start & End If you know and want to enter the start and stop times.
  - Start & Duration If you know when they started and how long they worked.
  - End & Duration If you know when they stopped and how long they worked.
- E. **Time/Date** Specify the Start and/or End Time and the Date the time should go to.
- F. **Comments** Enter any comments that need to be associated with a Time Record.