

Timeclock Edit Manual

Version 7.0 | MacBook Admin Edit Payroll Time

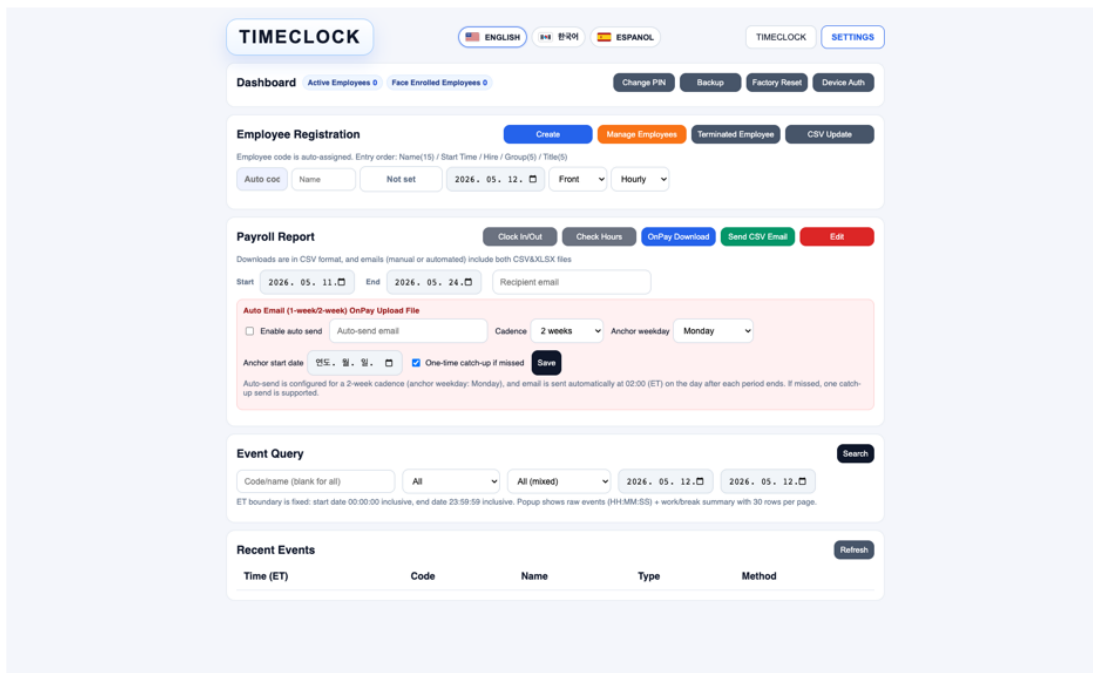
Scope: This guide is for the MacBook admin Edit Payroll Time and Clock In/Out detail screens only. It does not change the iPad employee timeclock flow.

1. What Changed in Version 7.0

- Clock In/Out Detail now supports Quick Edit by double-clicking date/time cells.
- Quick Edit asks the manager to re-enter the current admin PIN once before the first quick-edit save.
- An OPEN clock-out cell can be used to add a missing Clock Out when the employee is no longer currently working.
- Edit Payroll Time includes Correction Tools for Add Missing Shift, Add Missing Break, and Convert to Clock Out.
- Long-break warnings can help managers review or zero out suspicious break durations before payroll.

2. Open Edit Payroll Time

- Open SETTINGS on the Timeclock site and verify the admin PIN.
- In the Payroll Report area, click **Edit**.
- When Edit is opened directly, Work Date defaults to today.
- When Edit is opened from Clock In/Out detail, the selected employee and date are kept.



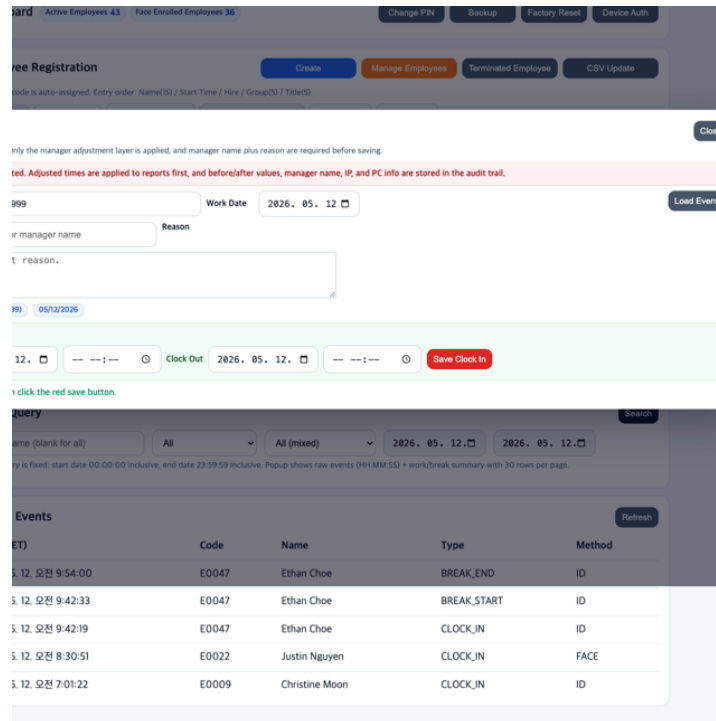
Admin dashboard. Use the red Edit button in the Payroll Report area.

3. Required Fields

Field	Use
Employee ID or Name	Enter an employee code or name, then click Load Events. If several employees match, choose the correct employee.
Work Date	Choose the date to correct. Future dates cannot be edited.
Manager Name	Required before saving, adding, converting, or deleting any correction from Edit Payroll Time.
Reason	Required before saving, adding, converting, or deleting any correction. Use a short, clear reason.

4. Edit Payroll Time Basics

The Edit Payroll Time modal shows raw events and the manager adjustment layer. Raw events stay unchanged. Adjusted times are applied to reports first, and before/after values, manager name, IP, and PC information are stored in the audit trail.



Edit Payroll Time after Load Events. Existing events and Correction Tools appear in one modal.

Column	Meaning
Original ET	The original event time in Eastern Time.
Current Effective ET	The time currently used for payroll after any previous adjustment.
Adjusted Date / Adjusted Time	Enter a new date/time here only when changing an existing event.
Last Edit	Shows the latest manager adjustment information.
Action	Shows Delete Shift or Delete Break when an admin-added pair can be removed.

5. Load an Employee Day

- Enter the employee code or employee name.
- Choose the Work Date.
- Click **Load Events**.
- If a match list appears, select the correct employee.
- Review the events before typing any adjusted date/time or using Correction Tools.

Important: Load Events first. Save buttons are hidden or blocked until the employee/day is confirmed.

6. Today: Missing Clock In or Clock Out

- Enter the employee and today's Work Date.
- Click Load Events.
- In Correction Tools, use the Missing Shift area.
- If no event exists today, enter Clock In and click the red save button for Clock In.
- If one Clock In exists and Clock Out is missing, enter Clock Out and click the red save button for Clock Out.

7. Today: Missing Full Shift

- Use this only when both Clock In and Clock Out happened earlier today.
- Enter Clock In date/time and Clock Out date/time.
- Click **Save Shift**.
- The single red button changes based on what is appropriate for the selected day and events.

Edit Payroll Time [Close]

Raw events stay unchanged. Only the manager adjustment layer is applied, and manager name plus reason are required before saving.

Raw events are never deleted. Adjusted times are applied to reports first, and before/after values, manager name, IP, and PC info are stored in the audit trail.

Employee ID or Name: Z9999 Work Date: 2026. 05. 12 [Load Events]

Manager Name: Enter manager name Reason

Enter the adjustment reason.

Selected Employee: Test (Z9999) 05/12/2026

Correction Tools

Clock In: 2026. 05. 12. 오전 10:00 Clock Out: 2026. 05. 12. 오후 01:30 [Save Shift]

Enter the needed time, then click the red save button.

Event Query [Search]

Code/name (blank for all) All All (mixed) 2026. 05. 12. 2026. 05. 12.

ET boundary is fixed: start date 00:00:00 inclusive, end date 23:59:59 inclusive. Popup shows raw events (HH:MM:SS) + work/break summary with 30 rows per page.

Recent Events [Refresh]

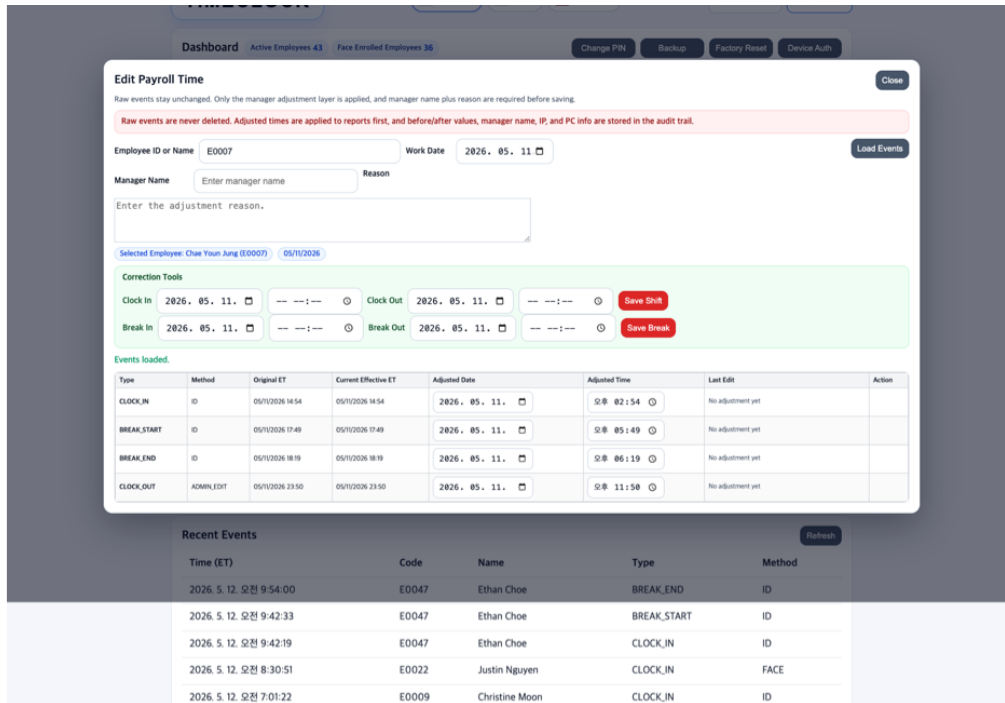
Time (ET)	Code	Name	Type	Method
2026. 5. 12. 오전 9:54:00	E0047	Ethan Choe	BREAK_END	ID
2026. 5. 12. 오전 9:42:33	E0047	Ethan Choe	BREAK_START	ID
2026. 5. 12. 오전 9:42:19	E0047	Ethan Choe	CLOCK_IN	ID

Today with shift times entered. The available red save button changes by situation.

Today rule: If the employee has an open Clock In, do not add a second Clock In. Close the open shift with Clock Out instead.

8. Past Dates: Add a Shift or Break

- Past dates do not show Save Clock In or Save Clock Out as a today-only quick action.
- Use **Add Missing Shift** when both Clock In and Clock Out were missed on a past date.
- Use **Add Missing Break** when a completed shift needs an unpaid break added.
- Break In and Break Out must be inside the Clock In/Clock Out range.
- Click **Save Shift** or **Save Break** after entering Manager Name and Reason.



Past date. Save Shift and Save Break are available only when appropriate.

9. Convert an Open Break Start to Clock Out

- Use this when the employee started a break and never returned, and that Break Start should close the shift.
- Load the employee/day in Edit Payroll Time.
- Open Correction Tools and choose **Convert to Clock Out** or **Clock Out Fix** when it is available.
- Confirm the conversion. The selected BREAK START is converted into the Clock Out used for payroll.

Important: Convert to Clock Out appears only when the loaded events trail contain an open Break Start that can be converted.

10. Long Break Review

- If a suspiciously long break is detected, Edit Payroll Time shows a warning.
- Review the related Break Start and Break End before payroll.
- When the break should count as zero minutes, use the long-break correction action if shown, then save after checking Manager Name and Reason.
- When the break was entered by mistake, delete the closed Break In/Out pair if the Delete Break action is available.

11. Edit Existing Times

- Load the employee and Work Date.
- Change Adjusted Date or Adjusted Time in the event table.
- Changed rows are highlighted.
- Click **Save Edited Times** after entering Manager Name and Reason.
- Save Edited Times appears only after a real change is made.

The screenshot displays the 'Edit Payroll Time' interface. At the top, it shows the employee ID 'E0007' and the work date '2026. 05. 11'. Below this, there are fields for 'Manager Name' and 'Reason', and a text area for 'Enter the adjustment reason.'. A 'Selected Employee' section shows 'Chae Youn Jung (E0007)' for '05/11/2026'. The 'Correction Tools' section includes 'Clock In' and 'Break In' buttons with 'Save Shift' and 'Save Break' options. Below this is an 'Events loaded.' table with columns for Type, Method, Original ET, Current Effective ET, Adjusted Date, Adjusted Time, Last Edit, and Action. The table contains four rows of event data. Below the main table is a 'Recent Events' section with a 'Refresh' button and a table listing recent events with columns for Time (ET), Code, Name, Type, and Method.

Type	Method	Original ET	Current Effective ET	Adjusted Date	Adjusted Time	Last Edit	Action
CLOCK_IN	ID	05/11/2026 14:54	05/11/2026 14:54	2026. 05. 11.	02:55	No adjustment yet	
BREAK_START	ID	05/11/2026 17:49	05/11/2026 17:49	2026. 05. 11.	05:49	No adjustment yet	
BREAK_END	ID	05/11/2026 18:19	05/11/2026 18:19	2026. 05. 11.	06:19	No adjustment yet	
CLOCK_OUT	ADMIN_EDIT	05/11/2026 23:50	05/11/2026 23:50	2026. 05. 11.	11:58	No adjustment yet	

Time (ET)	Code	Name	Type	Method
2026. 5. 12. 오전 9:54:00	E0047	Ethan Choe	BREAK_END	ID
2026. 5. 12. 오전 9:42:33	E0047	Ethan Choe	BREAK_START	ID
2026. 5. 12. 오전 9:42:19	E0047	Ethan Choe	CLOCK_IN	ID
2026. 5. 12. 오전 8:30:51	E0022	Justin Nguyen	CLOCK_IN	FACE

Existing time edits and Delete Break actions appear in the Edit table.

12. Delete an Admin-Added Shift or Break

- Load the employee and Work Date in Edit Payroll Time.
- Find the admin-added Shift or Break row pair.
- Click **Delete Shift** or **Delete Break** in the Action column.
- Confirm the warning. Removed admin-added records are excluded from payroll totals.

13. Open Clock In/Out Detail

- In the Payroll Report area, click **Clock In/Out**.
- Choose the date range and display employees.
- Click an employee row to open Clock In/Out Detail.
- The detail screen shows Clock In, Break Start, Break End, Clock Out, break minutes, flags, and totals.
- Click **Edit** in the detail modal to open Edit Payroll Time with the same employee/date already loaded.

14. Clock In/Out Detail Quick Edit

- Double-click a Clock In date/time, Break Start, Break End, or Clock Out date/time cell.
- A Quick Edit popup opens with New Date and New Time.
- Enter the corrected date/time and click **Save**.
- Before the first Quick Edit save, re-enter the current admin PIN once in Confirm Edit Access.
- Quick Edit saves with manager name **Quick Edit** and reason **Quick edit from Clock In/Out**.

Note: Quick Edit is for fast correction from the detail screen. For full notes, manager name, and reason control, use Edit Payroll Time.

15. Add Missing Clock Out from Clock In/Out Detail

- Use this only when a row is OPEN but the employee is no longer currently working.
- Open Clock In/Out Detail for the row.
- Double-click the OPEN Clock Out area or related OPEN cell.
- Enter the missing Clock Out date/time in Quick Edit.
- Confirm the warning and save.

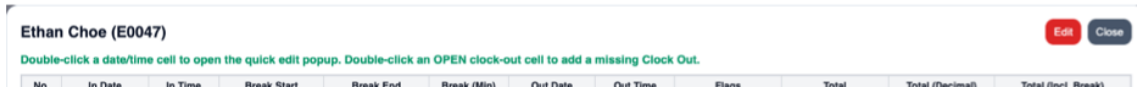
16. Add or Delete Break from Clock In/Out Detail

- If a completed shift has no break, the detail screen may show **Add Break**.
- Click Add Break to open Edit Payroll Time with that employee/date loaded.
- Enter Break In and Break Out, then click Save Break.
- If a closed Break In/Out pair can be removed, the detail screen may show **Delete Break** under the Break End time.
- Click Delete Break and confirm. The break minutes are removed from Clock In/Out and payroll totals.

Edit Payroll Time: Delete Break appears on the BREAK_END row of each closed break pair.

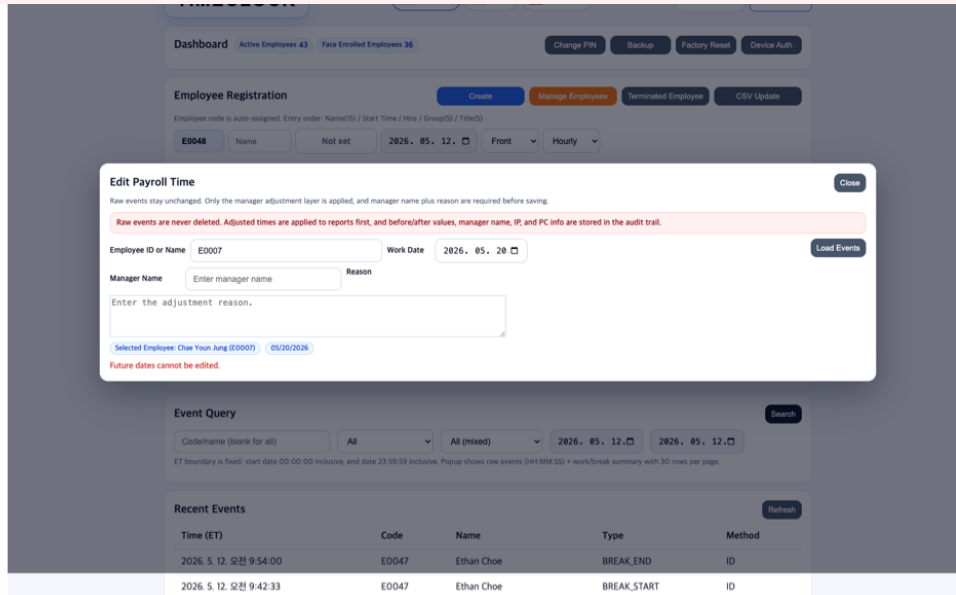
9. Delete Break from Clock In/Out Detail

23. Open Clock In/Out and search the employee/date.
24. Double-click the employee row to open the detail popup.
25. Each closed break pair shows Delete Break under the Break End time.
26. Click Delete Break only when the employee confirms the break was pressed by mistake.



17. Future Dates

Important: Future dates are blocked. No save buttons are shown and future work dates cannot be edited.



Future Work Date: editing is blocked and no save buttons are available.

18. Quick Rules

Situation	Button Shown	Meaning
Today, no record	Save Clock In	Add an open Clock In for today.
Today, one open Clock In	Save Clock Out	Close the open shift.
Today, both times entered	Save Shift	Add Clock In and Clock Out together.
Past date	Save Shift / Save Break	Past dates should be completed, not left open.
Existing time edited	Save Edited Times	Save table line edits only after changes.
Open Break Start	Convert to Clock Out	Turn an open break start into Clock Out when appropriate.
Closed incorrect break	Delete Break	Remove a closed Break In/Out pair from payroll totals.
Future date	None	Blocked.

19. Safety Rules

- Do not set an incorrect break to 0 minutes unless there is a special reason. Use Delete Break for a truly mistaken break pair.
- Delete Break is allowed only for a closed Break In/Out pair.
- A single BREAK_START or single BREAK_END cannot be deleted by itself.
- If deleting a break would make the employee's event sequence invalid, the server blocks the change.
- Deleting a break increases paid work time by the deleted break duration.
- Always enter a clear reason before saving or deleting in Edit Payroll Time.