

Editing Time

Editing existing time entries is a simple process. Start by navigating to the **Time Card** screen from the left-side navigation 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.

The screenshot shows the 'Edit Time Entry' window with the following fields and options:

- A:** Employee field containing 'Cook, Matt - 5566'.
- B:** Location dropdown menu showing 'Lost Hills'.
- C:** Cost Code dropdown menu showing 'Framing'.
- D:** Time entry options:
 - Start and End
 - Start and Duration
 - End and Duration
- E:** Time/Date fields:
 - Start date: 1/30/2015
 - Start time: 3:18 PM
 - End date: 1/30/2015
 - End time: 3:18 PM
 - Duration: 00:00
- F:** Comments text area.

- 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.