HOW TO ENTER AND EDIT TIME:

To Get Started Click on Review > Time Cards from menus

You can filter any row by clicking in the upper right on any of the column header names

To Edit Time Click on any where on the grid and use the drop downs or type your information in.

Enter employee Name or ID

Enter Date In, Time In, Date Out and Time Out. (Time is entered in Military time and is displayed regularly)

Enter Job, Cost Code and any other line entries

After you are done Click anywhere below this line and the time will be entered into the Grid below.