Economis **Implementers Handout:**

Running a "Timeclock Error Report" and Editing Timeclock Entries

Every week before payroll runs, it is important for the administrator to run a "timeclock error report" to fix any problems with timeclock entries, such as when someone forgets to clock out. To run a "timeclock error report" and edit the entries, follow the directions below:

Note: Timeclock errors can not be edited after payroll runs. If you forget to run a "timeclock error report" before payroll, you can run a manual credit/debit to give the Economis *user(s) the appropriate number of credits. However, you will save yourself a lot of trouble if you get in the habit of running an error report every week before payroll.*

1) Under *Administration*, choose *Program Management*.
2) Click the "Timeclock Error Report" button. On the following page you will see a list of the *Economis* users who forgot to clock out of timeclocks.
3) You have the ability to individually edit the timeclock entries for each user. You will see that for each name, there are two rows of drop-down lists with dates and times; the first row is when the user clocked in, and the second row is when the user clocked out. Determine when each *Economis* user SHOULD have clocked out and change the dates and times in the second row of drop-down lists for each user.
4) For each *Economis* user for whom you want the timeclock changed, click the checkboxes in the "Change" column. Click the "Update" button and the timeclocks will be edited.

The "timeclock error report" only informs the administrator of users who forget to clock out of a timeclock. However, sometimes you will want to edit a timeclock for other reasons, such as when a kid illicitly swipes in his or her friend. To edit the timeclock entries and credit the users their appropriate number of hours in attendance, follow the directions below.

1) Under *Administration*, choose *Program Management.*
2) Click the *Manage Programs* button.
3) Click the *Manage Timeclocks* button of the program for which you want to edit.
4) Click the *Edit Timeclock Entries* button.
5) Follow steps three and four above.