

## Do you know ...

The **Create or Delete a Time Entry Record** feature allows the employer to add a missing Time Entry record and delete Time Entry records that are not needed?

- To delete a Time Entry record, click the edit button to the left of the Time Entry record. At the bottom of the Time Entry window click the button that says “Delete”.
- The user must be clocked out before you can delete the record.
- To create a Time Entry record, click on the button labeled “New Entry” at the top right of the Window. This will open a new window where the employer can select the employee and a supervisor, enter a clock in or clock out, and enter breaks or lunches.

The Create or Delete a Time Entry Record feature is a simple and efficient way for employers to manage their employee’s timesheets.

The screenshot shows a 'New entry' form with the following fields and values:

- Select a user: Select a user (dropdown)
- Select a crew leader: Select a crew leader (dropdown)
- General section:
  - Clock in time: 1/5/2024 3:54 PM
  - Clock out time: Choose a date, Choose a time
  - Total hours: 0:00
  - Net hours: 0:00
  - Total breaks: 0:00
- Breaks & lunches section:

Type	Start	End	Duration
Combined total			0:00
- Buttons: Add new record