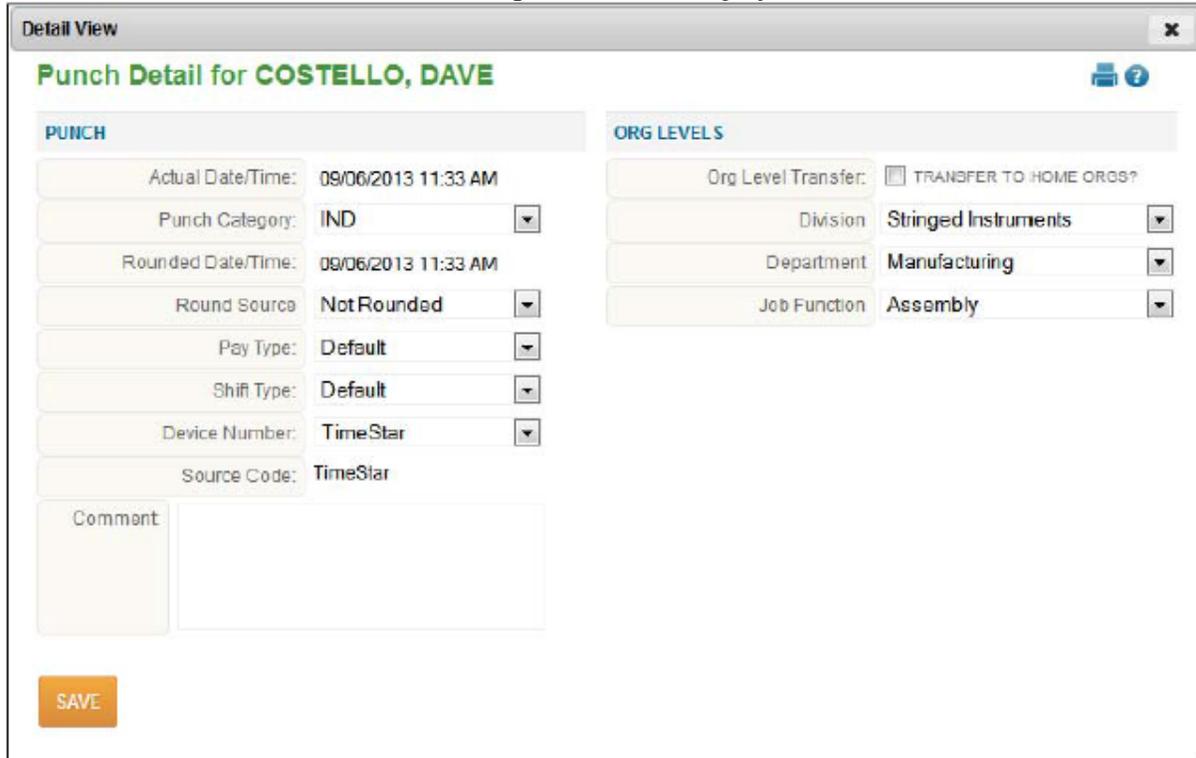


### TimeStar™ Add/Edit/Delete Punches

#### To add a punch

- Click the Add button and the following window will display:



- The minimum requirements to add a punch are below:
  - Edit the Actual Date/Time.
  - Use the 'Punch Category' drop-down to select punch type.
  - Make any additional changes to fields and click the 'Save' button.

Field Name	Description
Actual Date/Time	Actual date & time the employee punched IN or OUT
Punch Type	The type of punch
Round Date/Time	The rounded date and time of the punch based on your company's rules.
Rounding Source	Rounding that is in effect for the punch.
Pay Type	Use the drop-down to override the pay type that will be associated with the punched time
Shift	Use the drop-down to override the shift code that will be associated with the punched time
Device Number	The device from which the punch originated. When adding a punch in TimeStar™, the device ID will be TimeStar.
Source Code	The Source Type defaults to TimeStar.
Comment	Enter any comment you wish to have associated with the punch.

### TimeStar™ Add/Edit/Delete Punches

Org Level Transfer	Select the checkbox to force home organization levels for the punches even if the organization levels are changed on the punch
Organization Level Drop-downs	Use these drop-downs to override the organization levels assigned to the punched time

#### To edit a punch:

- Click the  icon to the right of the punch you wish to edit.
- Edit any of the fields you wish.
- Click Save.

#### Correcting a missing punch:

- Click the  icon to the right of the punch you wish to edit.
- Correct the actual date/time and punch type.
- Click Save.

Note – any information that displays on the punches page may also be edited on the main punches page without selecting the  icon. If correcting a missing punch, simply highlight the actual date/time and enter the correct actual/date time and use the drop-down for the punch type and click Save. You may also edit the rounded time/date or rounding on the Punches page and select Save.

#### To delete a punch:

- Click the  icon to the right of the punch you wish to delete.
- You will receive a warning message: ‘You are about to permanently delete this punch record. This action can NOT be undone! Continue?’ To delete, click ‘OK’. To cancel, click ‘Cancel’.