



Channel Islands  
Social Services

## How to Edit your Punches (In/Out Times)

*Overview: These directions cover how to edit your clock in/out punch that you entered using the internet app in live time. As an example, you started work on time but forgot to punch in when you started so you punch in at that moment and then later edit it to the actual time you began work.*

Once logged in, click myTimesheet

Then click on the TIME under the appropriate date to edit either the clock in or out (eg. 3h & 45m here)

myTimesheet

Select Date: 8/23/2020

Server Time: 4:40:40 PM

Sunday Aug 23rd	Mon 24th	Tue 25th	Wed 2
9h & 2m	3h & 45m	2h & 45m	3h & 2

Total Hours: 18h & 55m

Click the IN or OUT time you want to edit (eg. 2:28:34PM)

DO NOT click to add an attendance record if you are just needing to edit the accuracy of the time you clocked in/out.

Attendance Log - Monday, August 24

~~ADD ATTENDANCE RECORD~~ VIEW REQUEST HISTORY

After Requested Changes:

Job PIN	ACT	IN	OUT	Total
00001	001	2:28:34PM	6:13:31PM	3h & 45m
Total:				3h & 45m

Enter the correct time you actually started or ended work (eg. 1:15:00PM).

Enter the correct job pin for the associated individual and activity.

A brief note about why you are making a correction is required.

Click SUBMIT

Edit Record - Monday, August 31

Type:  In  Out

Time: 1:15:00PM  PM

Job PIN: 00001 - AAA,TestJob

Activity: 001 - 1:1 Respite

Note: Forgot: Clocked in later than arrival time - Correcting

SUBMIT

**TIP** - Do NOT forget to click the PM box for a PM time, or it will enter an incorrect AM record. To bypass this, just enter military time (eg. 13:00:00 for 1PM)

Any questions or need further help? Contact our office at (805) 384-0983 x866



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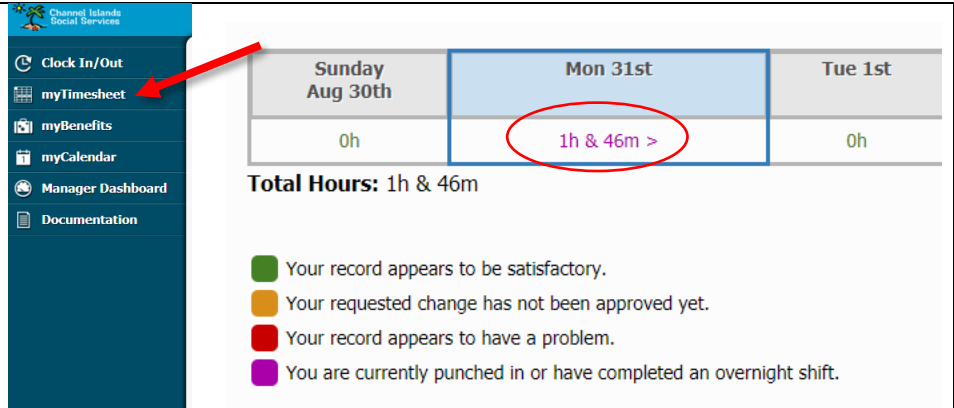
## How to Add a Missed IN/OUT Punch

Overview: These directions cover how to add the time you forgot to clock in or out.

*Note – if you forget to clock in and are still at the family’s home, use the software to clock in and out so the GPS logs your location correctly, then follow the directions on the prior page to edit the existing punch after work.*

Click on “myTimesheet” and click the time within the appropriate date that you need to add the missed punch.

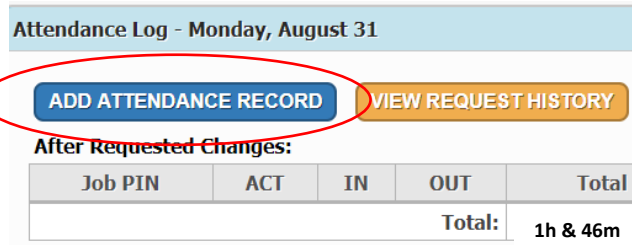
Note: Red and purple fonts require your attention as there is something wrong with the punch.



Legend:

- Your record appears to be satisfactory.
- Your requested change has not been approved yet.
- Your record appears to have a problem.
- You are currently punched in or have completed an overnight shift.

Click Add Attendance Record



Job PIN	ACT	IN	OUT	Total
Total:				1h & 46m

Choose IN or OUT type

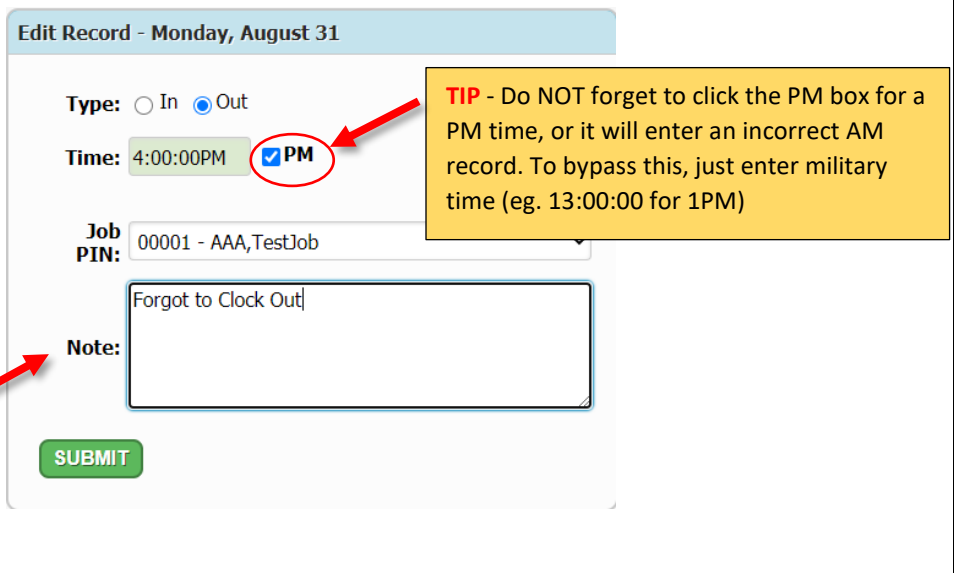
Enter the correct time you started or ended work.

Make sure you choose the correct Job Pin.

For an IN punch you must also select the activity.

A brief note about why you are adding a punch is required.

Click SUBMIT



TIP - Do NOT forget to click the PM box for a PM time, or it will enter an incorrect AM record. To bypass this, just enter military time (eg. 13:00:00 for 1PM)

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