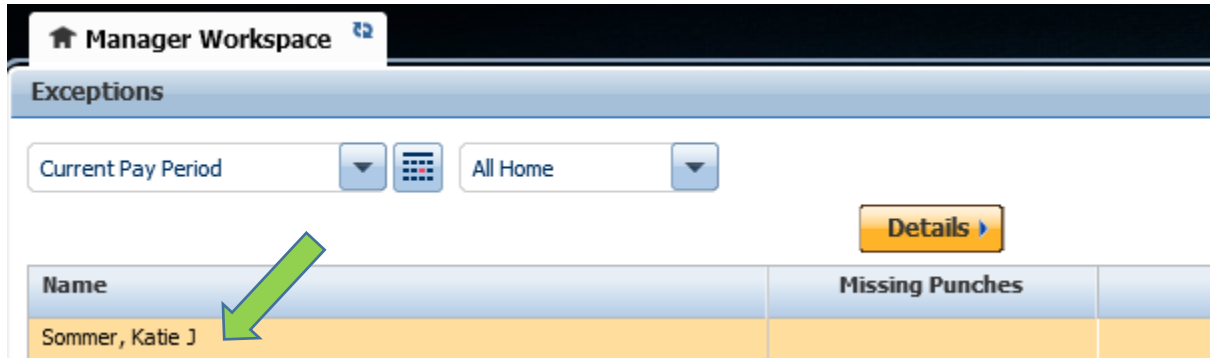


To record punches using the KnightTime Web Application:

Under your manager workspace, double click on an employee's name.



Manager Workspace

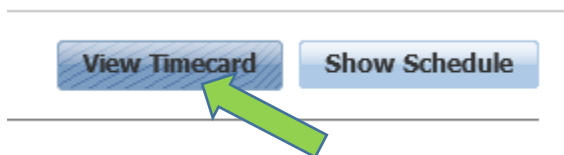
Exceptions

Current Pay Period [v] [Calendar Icon] All Home [v]

Details [v]

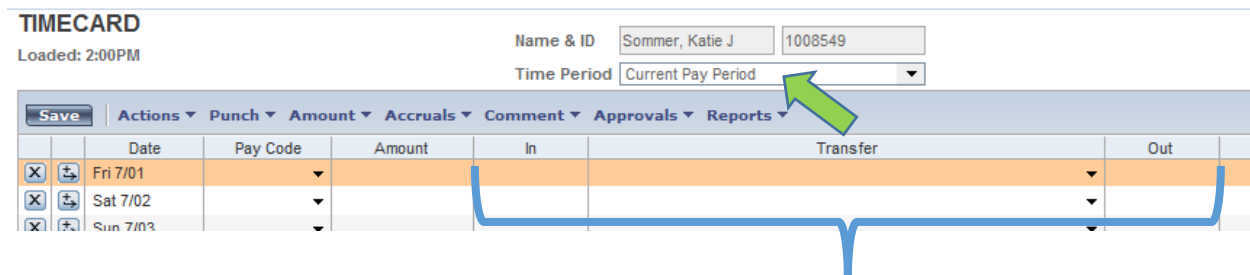
Name	Missing Punches
Sommer, Katie J	

Select "View Timecard" to get the employee's timecard to display.



View Timecard Show Schedule

Under the "Time Period" drop-down menu, you can select a time period or range of dates to bring the date in which you need to add punches to into view. Note that this student forgot to punch in and out on July 1st; no punches are currently displayed.



TIMECARD

Loaded: 2:00PM

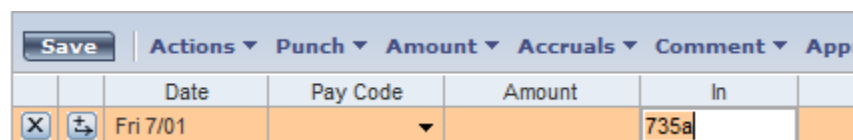
Name & ID Sommer, Katie J 1008549

Time Period Current Pay Period [v]

Save Actions Punch Amount Accruals Comment Approvals Reports [v]

	Date	Pay Code	Amount	In	Transfer	Out
X [Icon]	Fri 7/01	[v]				
X [Icon]	Sat 7/02	[v]				
X [Icon]	Sun 7/03	[v]				

To enter an "IN" punch, click on the respective space where the IN column and the row for that date meet. The employee started work at 7:35 am. You can enter this punch as 735a.



Save Actions Punch Amount Accruals Comment App

	Date	Pay Code	Amount	In
X [Icon]	Fri 7/01	[v]		735a

When you click out of the space, it will then display it as 7:35AM.

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ A					
		Date	Pay Code	Amount	In
X	+	Fri 7/01	▾		7:35AM

To enter an “OUT” punch, click on the respective space where the OUT column and the row for that date meet. Enter the time in which the employee stopped working.

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾							
		Date	Pay Code	Amount	In	Transfer	Out
X	+	Fri 7/01	▾		7:35AM		11:30AM

If the student returned to work after their initial out punch, you can enter additional in/out punches either on the same line in the “IN” and “OUT” columns further to the right or you can add a row for the same day by using the “+ ->” button on the left.

Save Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Reports ▾										
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
X	+	Fri 7/01	▾		7:35AM		11:30AM			

Save Actions ▾ Punch ▾ Amo			
		Date	Pay Code
X	+	Fri 7/01	▾

		Date	Pay Code	Amount	In	Transfer	Out
X	+	Fri 7/01	▾		7:35AM		11:30AM
X	+	Fri 7/01	▾				

When all hours have been entered, click the “Save” button.

Save Actions ▾ Punch ▾ Amount ▾ Ac			
		Date	Pay Code
X	+	Fri 7/01	▾

BUT you’re not done yet! Refer to the “Knightlink Instruction Guide: Entering Transfer Sets PDF” on the Student Employment webpage to finish by entering the transfer sets for the punches you just entered. The transfer sets are very important as they tie the punches to a specific position.