

## To record punches using the KnightTime Web Application:

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

The screenshot shows the 'Manager Workspace' interface. At the top, there's a 'Genies' header and a 'WC Hours Summary' dropdown. Below that are icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Approval'. A table lists employees with columns for Name, Employee ID, Total Hours, Regular, and Additional. A green arrow points to the name 'Alfonzo Leon, ...' in the first row.

Name	Employee ID	Total Hours	Regular	Additional
Alfonzo Leon, ...	58	24.0	24.0	
Barzut, Dragosl...	56	117.75	117.75	

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 1<sup>st</sup>; no punches are currently displayed.

Loaded: 11:25 AM Previous Pay Period ▾

The screenshot shows the 'Timecards' interface for 'Alfonzo Leon, Alfonzo J'. It includes a 'View' icon and an 'Approve Timecard' icon. Below is a table with columns for Date, Pa..., A..., In, Transfer, and Out. The row for 'Sat 7/01' is highlighted, and a blue bracket spans across the 'In' and 'Out' columns, indicating where punches should be entered.

Date	Pa...	A...	In	Transfer	Out
Sat 7/01					

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.

This is a close-up of the table from the previous screenshot. The cell at the intersection of the 'Sat 7/01' row and the 'In' column now contains the text '735a'.

Date	Pa...	A...	In
Sat 7/01			735a

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

		Date	Pa...	A...	In	
+	x	Sat 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.

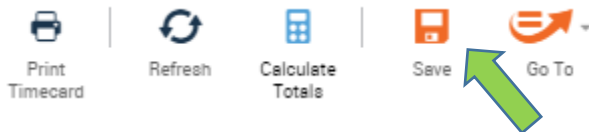
		Date	Pa...	A...	In	Transfer	Out
+	x	Sat 7/01			7:35AM		11:30AM

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.

		Date	Pa...	A...	In	Transfer	Out	In	Transfer	Out
+	x	Sat 7/01			7:35AM		11:30AM			

		Date	Pa...	A...	In	Transfer	Out
+	x	Sat 7/01			7:35AM		11:30AM
+	x						

When all hours have been entered, click the "Save" button on the right side of the screen.



**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.