



KNIGHTtime

Recording Punches as a Supervisor with KnightTime Web Application

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

Manager Workspace

Genies

WC Hours Summary ▾

Select All Rows | Column Selection | Filter | Timekeeping | Approval

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

2. 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.

Week to Date ▾

Manager Workspace | Timecards

Alfonzo Leon, Alfonzo J | 1 of 1 | 1215288

View | Approve Timecard

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.

		Date	Pa...	A...	In
+	×	Sat 7/01			735a
+	×	Sun 7/02			

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

		Date	Pa...	A...	In
+	×	Sat 7/01			7:35AM
+	×	Sun 7/02			

- 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.

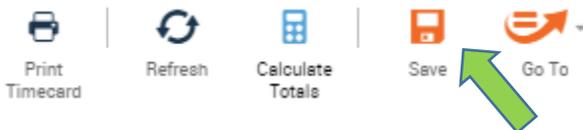
		Date	Pa...	A...	In	Transfer	Out
+	×	Sat 7/01			7:35AM		11:30AM
+	×	Sun 7/02					

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
+	×	Sat 7/01			7:35AM		11:30AM			
+	×	Sun 7/02								

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

- 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.

<AR 6-8-18>