

How to Clock In/Out on Behalf of a Staff Member

Daily/Weekly Schedule

This enables you to view the schedule of all your casuals in a single view, when they are starting and finishing work, and when they clocked in and out.

Schedule Options:
Show Schedule: Daily Only show staff working
Department: Grocery

24 Sep 25 Sep 26 Sep 27 Sep 28 Sep 29 Sep 30 Sep 1 Oct 2 Oct 3 Oct 4 Oct 5 24/09/2020

	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM
Wayne Routledge								
Lukas Rupp								
Brigid Russell								
Kieran Tierney								
Granit Khaka								

Modify/Approve Timesheet

The following shows details of the clock in and clock out times as recorded by Lukas Rupp. These details can be approved as given or you can override these with what you wish to record.

	Scheduled	Actual Times	Modified by Lukas	Your Override Times
<input checked="" type="radio"/> Clock In	9:00 am			Override? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Unpaid Breaks	0 mins	0 minutes + 0 minutes paid break(s)	0	Override? <input type="checkbox"/> No
<input checked="" type="radio"/> Clock Out	2:00 pm			Override? <input type="checkbox"/> No
<input checked="" type="radio"/> Hours	5h 00m	5h 00m	5h 00m	<input checked="" type="checkbox"/> 5h 00m

Approval: Once these hours have been approved they can not be changed. Any changes required will need to be made via the payroll module.

Audit Trail
[Click here to toggle viewing the audit trail for this timesheet.](#)

- 1 Select the **Schedule** button
- 2 Click on the clock icon
- 3 Switch the **Override?** toggle to **Yes**
- 4 Enter the time
- 5 Select **Update Timesheet Details**