How to add a segment

Go to Hours/Individual Hours

Type in your employees last name/click on the employees name
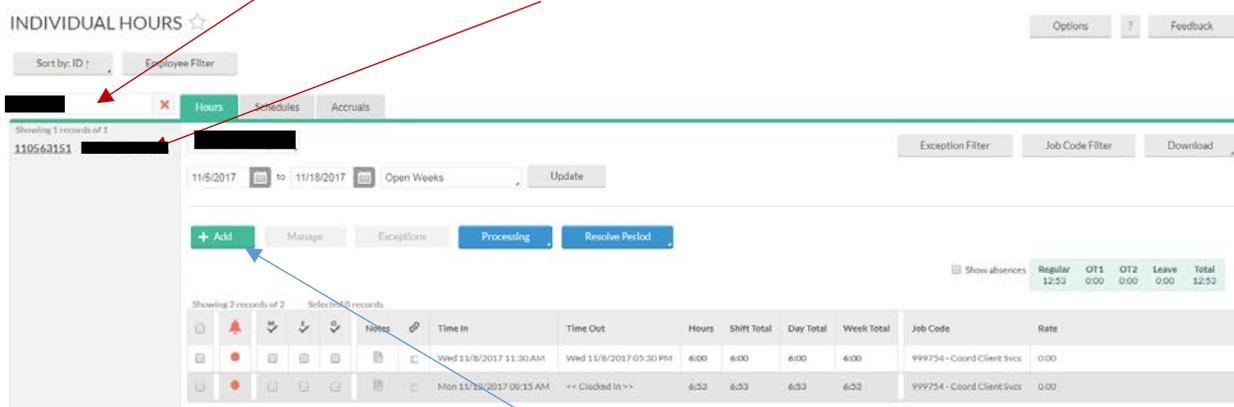
This will bring in that employees time sheet.
To add a day or segment missed, click on the +Add button

In this box enter the date and time the employee missed.
If the employee missed the whole day leave the 9am to 5pm, this is an 8 hour day without lunch.

Click on the dropdown for the job code to pick from if it was any kind of leave.

Time in	11/13/2017 📅	09:00 AM 🕐
Time out	11/13/2017 📅	05:00 PM 🕐
Break type	<< NONE >>	
Job Code	29 - REGISTRATION OVER	
Rate	169 - PERSONAL	
Note	170 - VACATION	
	172 - WELLNESS	
Days 1	173 - PAID CLASS TIME	
	180 - SICK PAY	

You will also see the employees full time position, if it is just missed time click on the position

Time in	11/13/2017 📅	09:00 AM 🕐
Time out	11/13/2017 📅	05:00 PM 🕐
Break type	<< NONE >>	
Job Code	29 - REGISTRATION OVER	
Rate	983 - FMLA-EXTENDED FAM SICK LEAVE	
Note	985 - FMLA-CRITICAL ILLNESS	
	990 - FMLA-COMP TIME	
Days 1	995 - FMLA-JURY DUTY	
	999754 - Coord Client Svcs	

Click the save button and this will put the time on the time sheet

Showing 3 records of 3   Selected 1 records

☐	🔔	M ✓	E ✓	O ✓	Notes	Edited	🔗	Time In	Time Out	Hours	Shift Total	Day Total	Week Total
☐	🔴	☐	☐	☐	📄		⊏	Wed 11/8/2017 11:30 AM	Wed 11/8/2017 05:30 PM	6:00	6:00	6:00	
☑	🔴	☐	☐	☐	📄	Y	⊏	Fri 11/10/2017 09:00 AM	Fri 11/10/2017 05:00 PM	8:00	8:00	8:00	14:00
☐	🔴	☐	☐	☐	📄		⊏	Mon 11/13/2017 08:15 AM	<< Clocked In >>	7:00	7:00	7:00	7:00

Now you can approve the time on this screen once they are at 40 for the week.