# How to add a segment

#### Go to Hours/Individual Hours

TimeCle	ock Plus <sup>®</sup>	Sear	rch		Q,			Resume tutorial					
合	HOURS	JRS SCHEDULES		ILES EMPLOYEE		TOOLS	CONFIGURATION	COMPANY	🔶 My QuickLinks 🚽				
	Individual	lours	Group Hours	Period Export	Time Sheets								

## Type in your employees last name/click on the employees name

INDIVIDUAL HOUR	S 🖄														Optik	ons	2	Fe	edback
Sort by: ID † Europio	iyee Filter																		
×	Hou	5	Schedu	lles	Accr	uals													
Showing 1 records of 1 110563151	-													Exception Filter	Job Co	de Filte	r	Do	wriload
	11/5/2017 🔟 to 11/1/8/2017 🔟 Open Weeks 🖉 Update																		
	+ Add Manage Compilions Proceeding Resolve Period																		
									· · · ·					Show absences	Regular 12:53	071 0:00	012 0:00	Leave 0:00	Total 12:53
	Show	log 2 reco	eds of 2	50	lected	records													
	Θ	٠	\$	\$	\$	Notes	0	TimeIn	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code	Rate				
			.0	.0	0	B	E	Wed 11/8/2017 11:30 AM	Wed 11/8/2017 05:30 PM	6:00	6:00	6:00	6:00	999754 - Coord Client Svcs	0.00				
		٠				题		Mon 11/19/2017 00:15 AM	<< Clocked in >>	6:53	6:53	6:50	6:50	999754 - Coord Client Svcs	0.00				

## This will bring in that employees time sheet. To add a day or segment missed, click on the **+Add button**

Add	? Feedback									
Individual is clocked in	Segment Length: 8:00									
Time sheet entry	Time in 11/13/2017 🗰 09:00 AM 🕓									
Missed in numb	Time out 11/13/2017 🗰 05:00 PM 🕓									
Missed out punch	Break type << NONE >>									
	Job Code 29 - REGISTRATION OVER									
	Rate 0.00									
	Note									
	Days 1									
Custom Extra	Cancel Save									

In this box enter the <u>date and time the employee missed</u>.

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.



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



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

Sho	Showing 3 records of 3 Selected 1 records													
	۰	≥∕	€∕	\$	Notes	Edited	O	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	
	•				Ē			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.