

Change Punch Interpretation on a Timesheet

The Change Punch Interpretation button allows you to modify the position of a Punch In or Punch Out to account for missed punches on a timesheet.

Change Punch Interpretation

Use the Change Punch Interpretation button to quickly modify an In punch to an Out punch and vice versa directly from the timesheet.

Navigation: Menu > Team > Time > Timesheets > All Timesheets

1. From the **All Timesheets** page, at the **Current View** field, select the applicable view from the **View By** menu.
2. Select the **Edit Timesheet** icon (pencil icon) for the applicable timesheet.
The **Timesheet Edit** page for the selected timesheet appears.
3. From the **Timesheet Edit** page, locate the applicable time entry and select the associated **Change Punch In/Out Interpretation** (clock with left and right arrows).
The punch time is now interpreted as the opposite of its original interpretation. This may also result in a new row for the date depending on other existing punches.
4. Enter the applicable time entries for any remaining empty fields on that date.
5. Select **Save**.