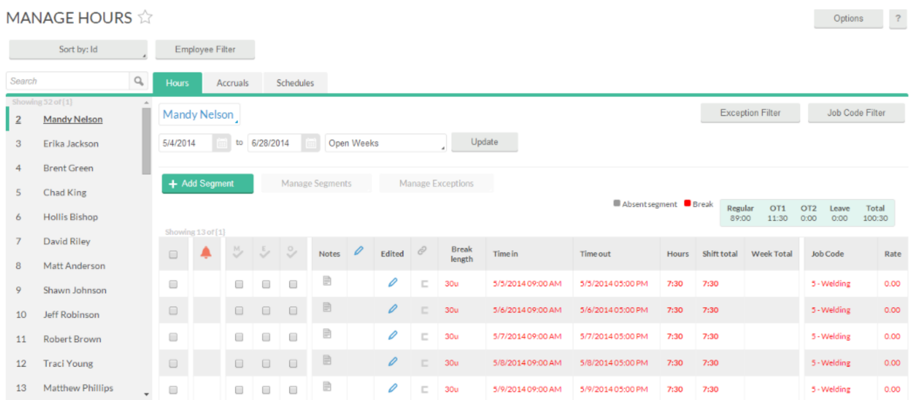
Time Segments in Individual Hours
By WebClock



The **Individual Hours** screen is where you can add, edit, and review employee hours. You can also tie together segments through breaks, approve segments, and manage missed punches from this screen.

On the left side of the screen, you will see a list where the first 100 employees will appear. Specific employees or a different range can be set using the **Filter** button. Employees can also be filtered by typing in a name or number into the **Search** bar. Clicking the red **X** button to the right of the search bar will revert the list to the previous settings.

The list can also be sorted in several ways in ascending or descending order by clicking the **Sort** button.

Sort Criteria:

Once you have an employee selected, their employee information should appear in the Hours tab. This tab shows the employee name, as well as the number of hours worked. **Individual Hours** also features the following controls:

Date Range Picker: The **Date Range Boxes** allow you to manually enter in a range of dates to view.

Date Range dropdown: This allows you to select from a number of commonly used date ranges (e.g., last month, week to date, yesterday).

Update: Once a date range has been selected, click on the **Update** button to see segments from within that time frame.

Add Segment: This button allows you to add a segment.

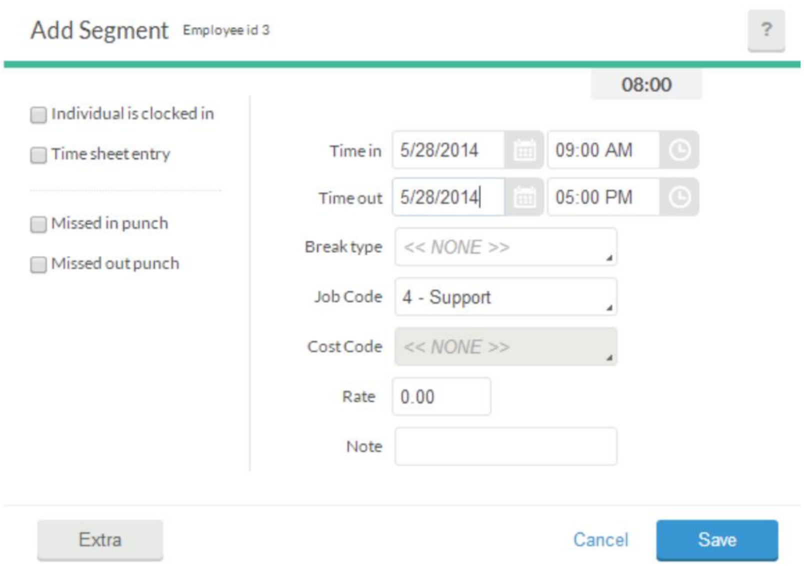
Manage Segments: This button provides a drop down of options that allow you to edit, delete, or add breaks to the selected segment(s).

Manage Exceptions: This button allows you to approve or deny any exceptions on the selected segment(s), as well as apply approvals to the segment(s).

Exception Filter: This button allows you to access the [Exception Filter] and limit the segments displayed to those that meet a set exception criteria.

Job Code Filter: This button allows you to access the [Filter Job Code] feature and limit segments displayed to only the selected job codes.

Adding a Segment



1. Click on the **Add Segment** button to access the **Edit Segment** window.

2. Enter in a **Date** and **Time in**. You can use the calendar to select a date or the clock icon to enter a time as well as manually entering those numbers.

3. If the employee is currently clocked in, check **Individual is clocked in**. If the segment has already been completed, enter a **Date** and **Time out**.

4. If this is a time sheet entry, click **Time Sheet Entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time in** will remain as the anchor point of the shift.

5. If the segment is going to be tied to another segment by a break, select the appropriate option in the **Break Type** dropdown.

6. Select the job code this segment was worked in the **Job Code** dropdown.

7. If this segment is going to earn a different rate than the one normally assigned to this employee, enter it in the **Rate** box.

8. If the segment was the result of a missed punch, you can signify this by selecting **Missed in punch** and/or **Missed out punch**.

9. If you would like to enter in a note about the segment, do so in the **Note** field.

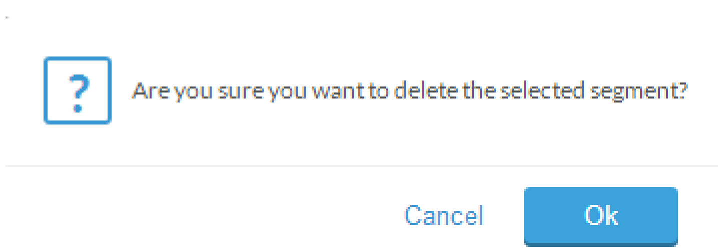
10. If your organization uses custom fields for segments worked, these can be edited by clicking on **Custom**

Editing a Segment

In order to edit a segment already in the system:

1. Click on the segment to highlight it. Then click **Manage** and **Edit** to access the **Edit Segment** window.
2. The **Dates** and **Times in** and **out** can be edited.
3. If the employee is currently clocked in, check **Individual is clocked in**.
4. If you want to make the segment a time sheet entry, check **Time Sheet Entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time in** will remain as the anchor point of the shift.
5. If rounding is enabled and you would like to edit the actual times of the segment, check **Edit actual times**.
6. If you want to change the break type that is at the end of the segment, select the appropriate option in the **Break Type** dropdown.
7. Select the job code this segment was worked in the **Job Code** dropdown.
8. If this segment is going to earn a different rate than the one normally assigned to this employee, enter it into the **Rate** box.
9. If you would like to enter a note in for the segment, do so in the **Note** field.
10. If the segment includes a missed punch, you can signify this by selecting **Missed in punch** and/or **Missed out punch**.
11. If your organization uses custom fields for your segments, these can be edited by clicking on **Custom**.

Deleting a Segment



In order to delete a segment already in the system, click on the segment to highlight it. Then click **Manage** and **Delete**. This will bring up a prompt asking you to verify that you want to delete the segment. To delete the segment, click **Ok**.

Add and View Segment Notes

Brief (100 character or less) notes can be entered when adding and editing segments. These notes can be used to explain exceptions or edits, or anything otherwise noteworthy about the segment. Notes can also be edited by clicking on the note icon in the **Notes** column. To view or add segment notes:

1. Click on the **Note** icon in the **Notes** column.

2. In the **Manage Work Segment Notes** window you will see a list of all notes entered, with the date entered, the **User** ID that entered the note, and the text of the note itself.

3. To edit a note, click on the icon. This will allow you to enter in new text for the note.

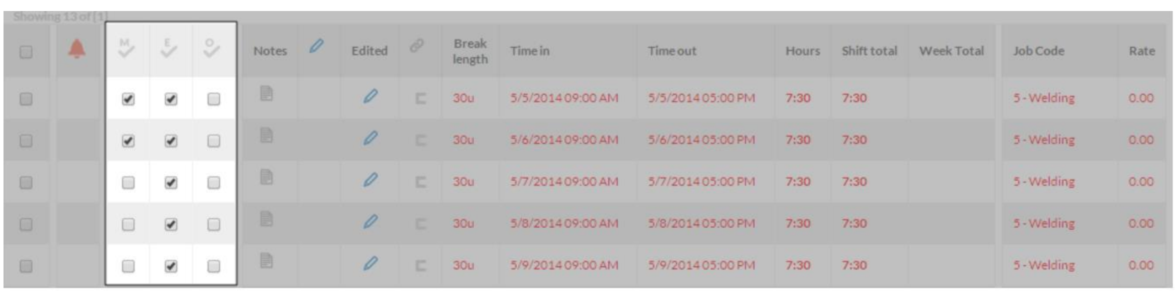
4. To delete a note, click on the icon. This will permanently delete the note.

5. To add a new note, click on the **Add** button. This will add a new note to the segment.

View Hour Edit History

When hours are edited, it creates an entry in the **Hours Audit Log**. This allows you to see who edited a segment, as well as the date the edit occurred and what information was changed. This information can also be viewed within **Individual Hours** by right-clicking on a segment and selecting **Audit Log**. Each edit made to the segment can be seen on this screen, as well as what information changed between each edit.

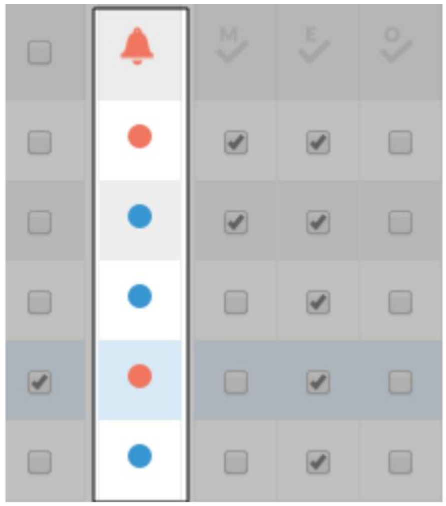
Approving Shifts



If any of the approval types are required for your employees, you will be unable to close weeks if you have unapproved segments. To approve a segment, click on the checkbox under the appropriate header (**M** for **Manager**, **E** for **Employee**, and **O** for **Other**). To approve all the segments currently displayed for the employee, click on the appropriate approval column headers.

Once the approval boxes have been checked, you can then click on the blue **Apply Approval** button to lock the approvals into the system, or the gray **Discard Approval** button to clear out the changes.

Approving Exceptions



1. If a segment has an exception, a dot will appear in the **Exception** column. If a **blue** dot appears, the segment has one or more exceptions that are tracked for that employee. If a **red** dot appears, the segment has one or more exceptions that will prevent the week from closing until those exceptions are rectified or approved, at which point the blue dot will appear.

2. Select one or more segments with an exception. Right click on the segment(s) or hover over the **Manage** button to view the exceptions.

3. To approve exceptions, select the **Approve** radio button. If the exception would prevent the week from closing or reports from running with this employee, the red dot in the exception column will become a blue dot.

Mass Approving Exceptions

All exception types for the displayed range can be approved or unapproved at once by selecting the **Resolve Period** button and choosing which exceptions you would like to approve.

Splitting Segments

Split Segment by Length

1. Right click on a segment, or select a segment and click on the **Manage Segments** button. Select **Split segment by length**.

2. You can then split a segment by clicking on the  icon in the wizard that appears.

3. Once the segment has been split, specify a segment length in the **Length** column, or by specifying a time for the segment change in each respective field in the **Time** column.

4. Click **Save** to commit the changes to the database.

Split Segment by Percentage

1. Right click on a segment, or select a segment and click on the **Manage Segments** button. Select **Split segment by percentage**.

2. You can then split a segment by clicking on the  icon in the wizard that appears.

3. Once the segment has been split, specify a segment percentage in the **Length** column, or by specifying a time for the segment change in each respective field in the **Time** column.

4. Click **Save** to commit the changes to the database.