

User Guide

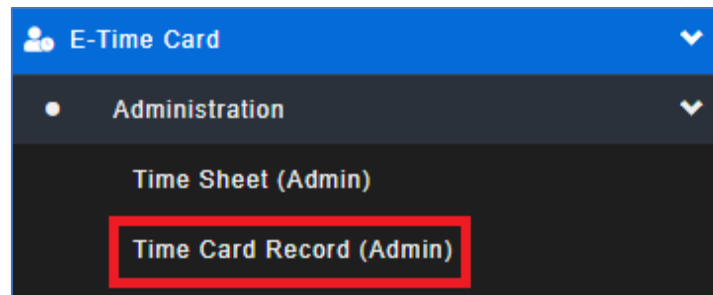
Timecard

How to update the day type



HOW TO UPDATE OFF/REST DAY TO WORKING DAY

1. Go to E-Time Card -> E-Time Card Administration -> **Time Card Record (Admin)**.



2. Go to 1st tab (A) [Time Card Record].
3. Select the (B) Date Range and (C) employee that you wish to update.
4. Click (D) **Retrieve**.

The screenshot shows the 'Time Card Record' interface. The 'Time Card Record' tab is selected and highlighted with a red box (A). The date range is set to '2020-03-01' to '2020-03-31' (B). The employee list shows '513 selected' (C). The 'Retrieve' button is highlighted with a red box (D).

5. Click on (A) Day type to choose [working day (WD)] and (B) shift hours.
6. Click (C) **Save**.

The screenshot shows the 'Time Card Record' table. The 'Day Type' dropdown is open, showing 'WD' selected (A). The 'Shift' column is highlighted with a red box (B). The 'Save' button is highlighted with a red box (C).

[V]	No	Employee	Date	Error	Day Type	Shift	Break Start Time	Break End Time	Clock In	Clock Out	Clock In	Clock Out	Clock In	Clock Out	Total Hour(s)
<input type="checkbox"/>	A11017	NICK	2019-06-23, Sun		RD	-									