

## An employee punched in at 7am on Monday, the punch is appearing in the timecard as a Sunday night punch. How do I fix this?

1. In the employees timecard go to the Options menu and click on **Start New Day Edits** then **OK**.
2. In the timecard, click on the in-punch that is in question, then go up to the Schedule bar and click on the time. It should place a box around the time,
3. Click on the double arrow icon (start new day) located to the right of the employee name drop down list, say **Yes** to making it a new day.
4. If you do not see the Schedule bar in the Timecard Editor, go to View >> Schedule Bar.

If you have any further questions, please contact Ban-Koe Global Support.