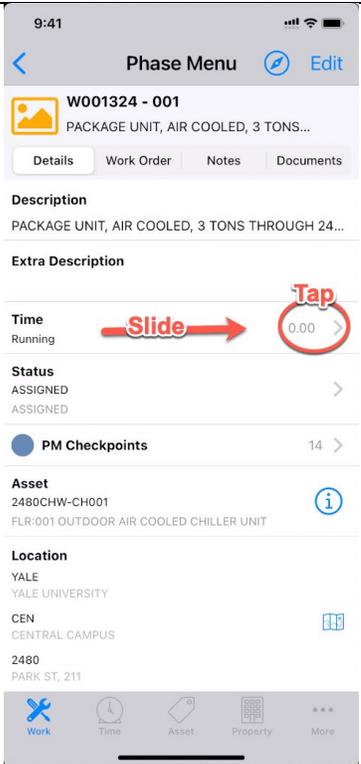
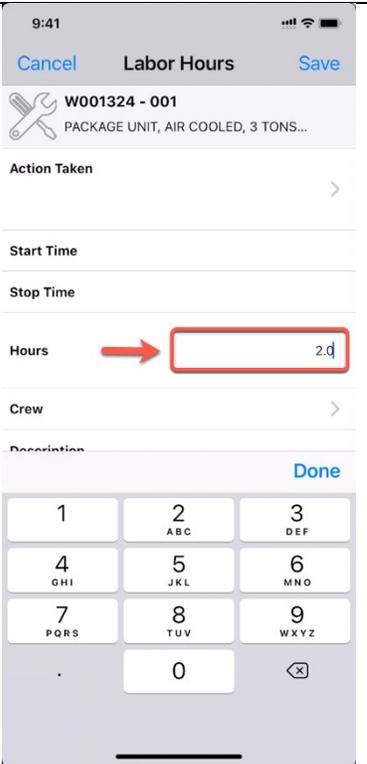
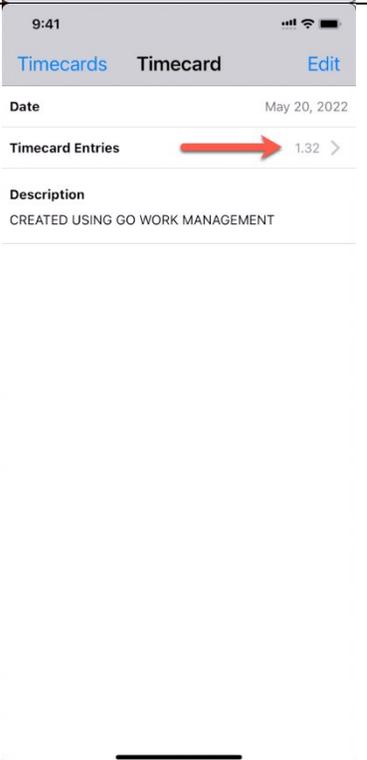
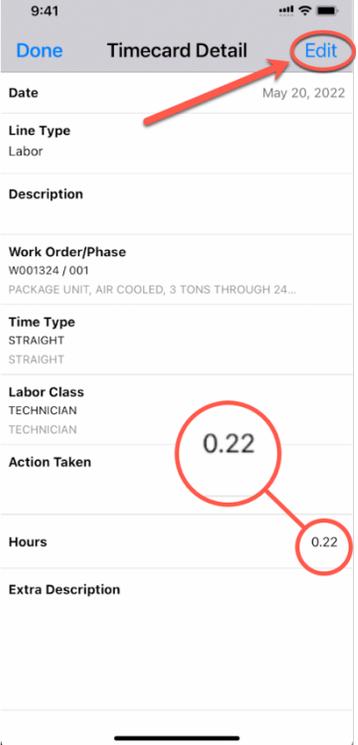
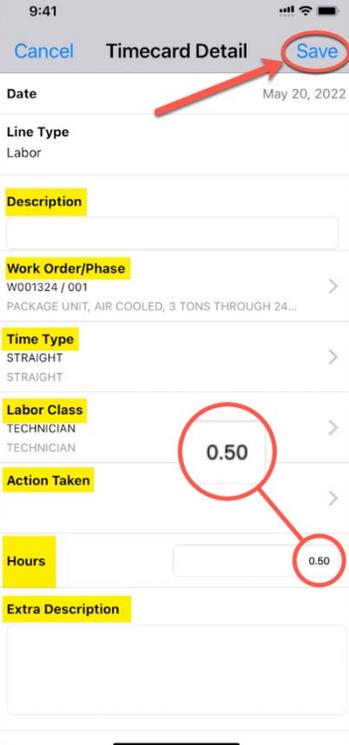


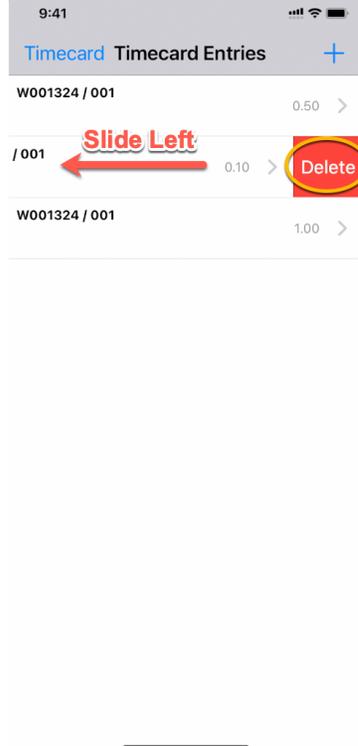
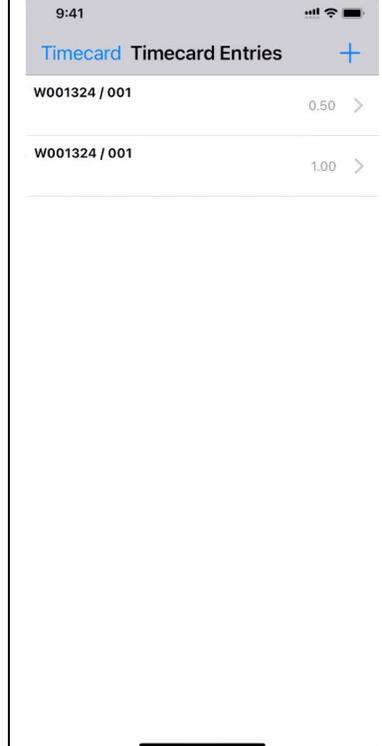
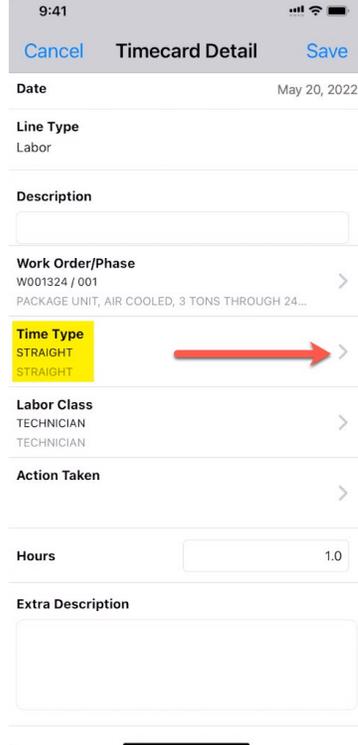
# Edit a Timecard in Go Work Management

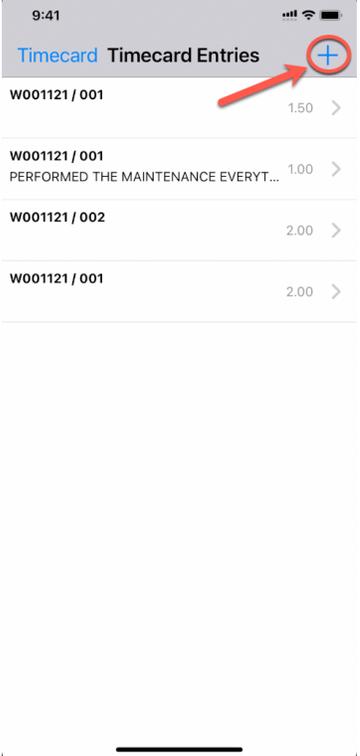
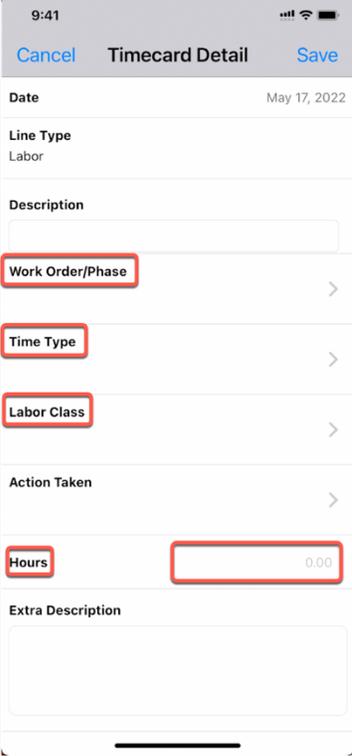
## Steps

### Enter Time on a Work Order Phase

<p>1</p> <p><b>Add Hours Directly</b></p> <p>a) Slide the Time to start the timer and Tap immediately.</p> <p>b) Tap on the <b>Hours</b> field once and type the number of hours worked.</p> <p><i>Note: This is an hourly entry. Enter fractions of an hours. Do not enter minutes.</i></p> <p>0.25 = 15 minutes          0.5 = 30 minutes          0.75 = 45 minutes          1.00 = 1 hour.          2.5 = 2 hours, 30 minutes</p>		
<p>2</p> <p><b>Review Unposted Timecards</b></p> <p>Unposted timecards are unapproved or rejected timecards.</p> <p>Tap the Time menu item (Blue Clock) to view them.</p> <p>a) Select and tap the work date where the unposted timecards are sitting.</p> <p>b) Tap the Timecard Entries value.</p>		

<p><b>3 Select Time Entries</b></p> <p>In this example, we want to consolidate the first two timecard entries and change the last to overtime.</p>		
<p><b>4 Add additional time in Timecard Detail.</b></p> <p>a) Tap <b>Edit</b> to open the Timecard Detail.</p> <p>b) Change <b>Hours</b> field to new value.</p> <p>c) Tap <b>Save</b> to continue.</p>		

<p>5 <b>Delete a Timecard Line</b></p> <p>a) Slide the timecard to delete to the Left. Tap the <b>Delete</b> button.</p> <p>b) Tap the <b>Timecard</b> button to exit.</p>	 <p>9:41 Timecard Timecard Entries +</p> <p>W001324 / 001 0.50 &gt;</p> <p>/ 001 <b>Slide Left</b> 0.10 &gt; <b>Delete</b></p> <p>W001324 / 001 1.00 &gt;</p>	 <p>9:41 Timecard Timecard Entries +</p> <p>W001324 / 001 0.50 &gt;</p> <p>W001324 / 001 1.00 &gt;</p>
<p>6 <b>Update the Time Type</b></p> <p>a) Select a timecard.</p> <p>b) Tap <b>Time Type</b> arrow.</p> <p>c) Select the new <b>Time Type</b>.</p> <p>d) Tap <b>Save</b>.</p> <p>Note: Time Types a</p>	 <p>9:41 Cancel Timecard Detail Save</p> <p>Date May 20, 2022</p> <p>Line Type Labor</p> <p>Description</p> <p>Work Order/Phase W001324 / 001 PACKAGE UNIT, AIR COOLED, 3 TONS THROUGH 24...</p> <p><b>Time Type</b> STRAIGHT <b>→</b></p> <p>Labor Class TECHNICIAN</p> <p>Action Taken</p> <p>Hours 1.0</p> <p>Extra Description</p>	 <p>9:41 Cancel Time Type Clear</p> <p>DOUBLETIME DOUBLETIME</p> <p><b>OVERTIME</b> ←</p> <p>STRAIGHT STRAIGHT</p>

7	<p><b>Add a new Timecard Line</b></p> <p>To add a new timecard entry (for yourself) on the selected work date, tap the blue cross (+).</p> <ol style="list-style-type: none"> <li>Enter the Work Order and Phase.</li> <li>Enter the Type Type (Straight or Overtime).</li> <li>Enter the Labor Class.</li> <li>Enter the Action Taken.</li> <li>Enter the Hours worked.</li> </ol> <p>Tap <b>Save</b> to continue.</p>	 <p>9:41 Timecard Timecard Entries</p> <ul style="list-style-type: none"> <li>W001121 / 001 1.50 &gt;</li> <li>W001121 / 001 PERFORMED THE MAINTENANCE EVERYT... 1.00 &gt;</li> <li>W001121 / 002 2.00 &gt;</li> <li>W001121 / 001 2.00 &gt;</li> </ul>	 <p>9:41 Cancel Timecard Detail Save</p> <p>Date May 17, 2022</p> <p>Line Type Labor</p> <p>Description</p> <p>Work Order/Phase &gt;</p> <p>Time Type &gt;</p> <p>Labor Class &gt;</p> <p>Action Taken &gt;</p> <p>Hours 0.00</p> <p>Extra Description</p>
8	Save and Exit		