

Supervisor – Project Employee’s Final Punch

Overview: When payroll closes early (for example, 4:00 p.m. Friday instead of the usual Monday), employees who normally clock out after the cutoff (for example, 5:00 p.m.) will not be able to enter their final Out punch in real time.

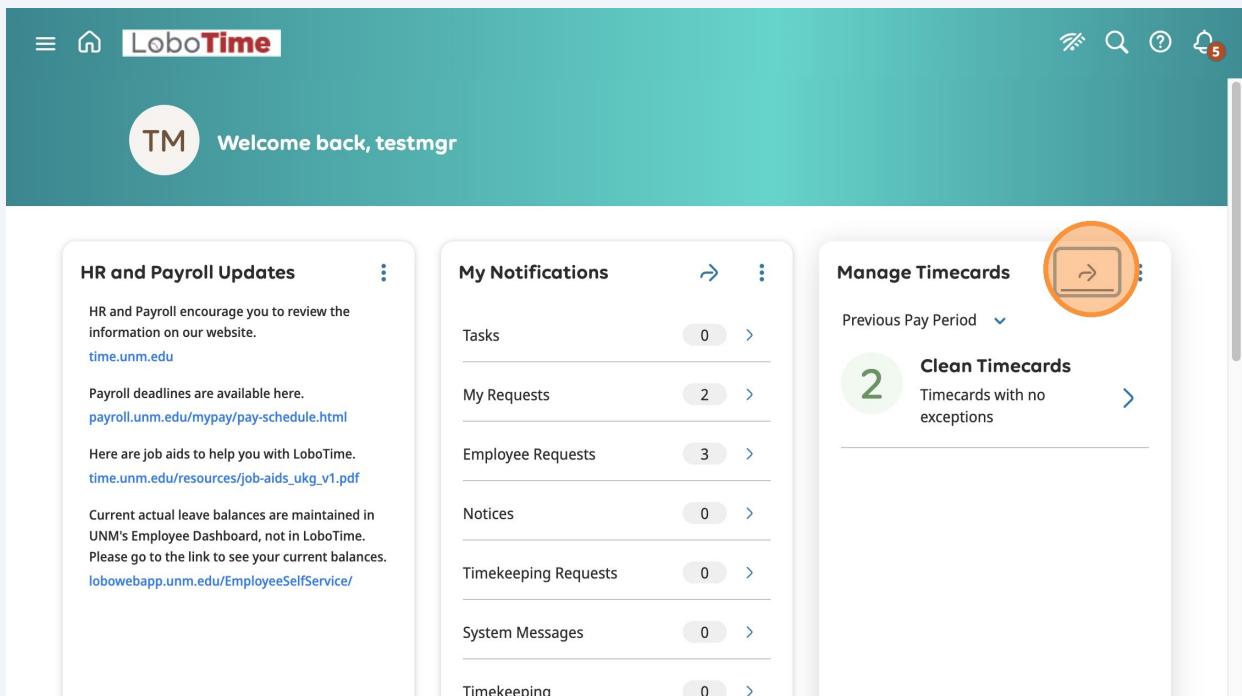
To ensure accurate pay, either the employee or the supervisor must project the final Out punch before the early-close deadline.



Tip! Although early-close events are almost always tied to a holiday (e.g., Juneteenth), this process applies to **any** pay period where payroll must close earlier than normal.

Example: Payroll closes at **4:00 p.m. on Friday the 12th**, but an employee is scheduled to work until **5:00 p.m.** The final Out punch for 5:00 p.m. must be entered in advance as a projected punch.

1 Click **Manage Timecards**



2

Select the **Employee**

The screenshot displays the LoboTime Employee timecards interface. At the top, the header includes the LoboTime logo and the text "Employee timecards". Below the header, the interface shows a search bar with "SEEOD, TestSE" entered. A dropdown menu is open, listing "SEEOD, TestSE" (checked) and "SNEOD, testSN". An orange circle highlights the search bar and the dropdown menu. The interface also shows a calendar view for the week of April 26 to May 1, 2024, with a "Daily total" row at the bottom. The status bar at the top right indicates "2 Employee(s) selected" and "Loaded: 3:00 PM".

	W/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Fri 5/01	Week	Timeframe
Home: Memorial Day								
Daily total								

3 Click "Current Pay Period"

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a teal header with the LoboTime logo and the text "Employee timecards". Below the header, there is a navigation bar with various icons and text: "Employee" (with a dropdown menu showing "SNEOD, testSN"), "100000005", "2 of 2", "Previous Pay Period", "2 Employee(s) selected", and "Loaded: 3:00 PM".

A "Timeframe" dropdown menu is open, showing the following options:

- Previous Pay Period
- Current Pay Period** (highlighted with an orange circle)
- Next Pay Period
- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
- Select range

The main content area is a table with columns: Date, Schedule, All, Transfer, In, Out, and Transfer. The table contains data for dates from Sat 5/16 to Wed 5/27. At the bottom of the table, there are three summary sections: Totals, Accruals, and Audits.

4 Go to the **early-close date**.

LoboTime Employee timecards

Employee: SNEOD, testSN | 100000005 < 2 of 2 > | Current Pay Period | 2 Employee(s) selected | Loaded: 3:01 PM

List view | Zoom | Approve | Remove approval | Sign-off | Analyze | Go to | Share | View pending | Calculate totals | Save

		Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	P.
+	⊖	Mon 6/01									
+	⊖	Tue 6/02									
+	⊖	Wed 6/03									
+	⊖	Thu 6/04									
+	⊖	Fri 6/05									
+	⊖	Sat 6/06									
+	⊖	Sun 6/07									
+	⊖	Mon 6/08			8:00 AM	12:00 PM		1:00 PM	5:00 PM		
+	⊖	Tue 6/09			8:00 AM	12:00 PM		1:00 PM	5:00 PM		
+	⊖	Wed 6/10									
+	⊖	Thu 6/11									
+	⊖	Fri 6/12			8:00 AM	12:00 PM		1:00 PM			

Totals | Accruals | Audits

5

Click in the **final Out cell** for that date and type the employee's projected end time (e.g., 5:00 PM)

LoboTime Employee timecards

Employee: SNEOD, testSN 100000005 2 of 2

Current Pay Period 2 Employee(s) selected Loaded: 3:37 PM

List view Zoom Approve Remove approval Sign off Analyze Go to Share View pending Calculate totals Save

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
+ ⊖	Sat 5/30													
+ ⊖	Sun 5/31													
+ ⊖	Mon 6/01													
+ ⊖	Tue 6/02													
+ ⊖	Wed 6/03													
+ ⊖	Thu 6/04													
+ ⊖	Fri 6/05													
+ ⊖	Sat 6/06													
+ ⊖	Sun 6/07													
+ ⊖	Mon 6/08			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	8.00
+ ⊖	Tue 6/09			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	16.00
+ ⊖	Wed 6/10													16.00
+ ⊖	Thu 6/11													16.00
+ ⊖	Fri 6/12			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	24.00

Totals Accruals Audits

6 Click **Save**

absence	In	Out	Transfer	In	Out	Transfer	Pay code	Amount	Shift	Daily	Period
	8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	8.00
	8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00	16.00
											16.00
											16.00



Complete all approvals and sign-off for this employee **before the published payroll cutoff** (e.g., 4:00 p.m.). If the employee entered their own projected punch, it will appear as a **pending timecard edit** for you to approve.