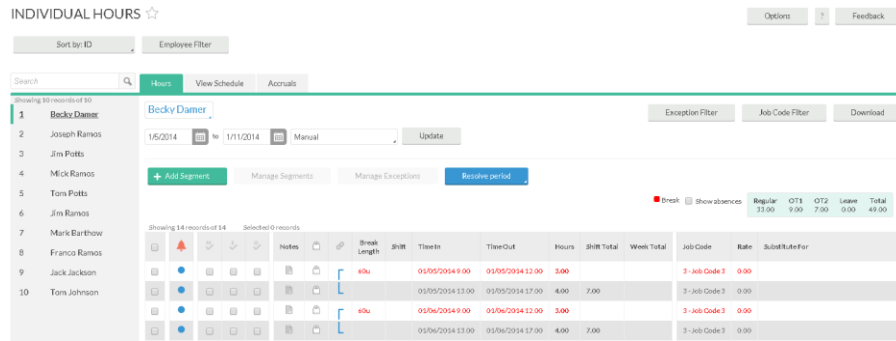# Individual Hours Essentials

The **Individual Hours** screen is where you can add, edit, and review employee hours.

On the left side of the screen, you will see a list where the first 100 employees will appear. If there are more than 100 employees then use the Page control at the top of the employee list. Specific employees can be displayed using the **Filter** button. Employees can also be filtered by typing in a name or number into the **Search** bar. Clicking the **X** button to the right of the search bar will revert the list to the previous settings.

Once you have selected an employee, their information should appear to the right. You will be able to see the employee's name, the number of Regular, Overtime 1, and Overtime 2 hours worked, shift approvals (M, E, and O columns) and shift information
- Time in and time out
- Hour totals for each segment, shift, and week

Adding a Segment

1. Click on the **Add** Segment button.
2. Enter in a date and time next to **Time in**. You can use the calendar to select a date or the clock icon to enter a time as well as manually entering in 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 next to **Time out**.
4. If there is a break or job code change after this segment, select the Break type.
5. 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.
6.
7. Select the job code this segment was worked in the **Job Code** drop down.
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**.

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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. You can also double click on the segment.
2. The **Time In** and **Time Out** fields can be edited.
3. If the employee is currently clocked in, enable **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. When entering leave, companies typically choose this option.
5. If rounding is enabled and you'd like to edit the actual times of the segment, check **Edit actual times**.
6. If you want to change the break type that follows the segment, select the appropriate option in the **Break Type** drop-down.
7. Select the job code this segment was worked in the **Job Code** drop-down.
8. If this segment is going to earn a different hourly rate than the one normally assigned to this employee, enter it into the **Rate** box.
9. Click Save.

Deleting a Segment

In order to delete a segment already in the system, click on the segment to highlight it, click **Manage Segments**, 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**.

In Individual Hours, you can delete multiple segments by holding down on the Ctrl key and highlighting each segment.

Approving Shifts

If approvals are set as required, you will be unable to close weeks if you have unapproved employee segments. To approve a segment, click on the checkbox under the appropriate header (**M** for **Manager** and **O** for **Other**). If the E column is missing a check then remind the employee to log in and approve his/her hours. To approve all segments currently displayed, simply click on the M or O header icon itself.

For assistance please call Customer Support at: (325) 223-9300
Or visit us at: Support.TimeClockPlus.com

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