

Punches are going to the day after or the next line down

208 [Frank Mateo](#) Wed, Feb 16, 2011 [Time Guardian Pro 3.7 or lower](#), [Time Guardian Series \(TG 5.x, TG Plus 2.x, TG Pro 4.x\)](#) 0 6493

AMANO.

Introduction

Question:

When employees punch in and out, it shows the correct day under the Day (IN Punch) and Day (OUT Punch), but under Date and Day on the timecard, it is always one day ahead. *Example: If John Doe punches in on Monday, it will appear under Tues for the Day on the timecard.*

How can I change this so that the program registers the punch on the correct day?

Answer:

1. Verify what Pay Class the employee is assigned to.
2. Go to the top menu and select **Edit > Setup Wizard > Pay Class** tab > click on the **Pay Class** button.
3. Make sure you are editing the Pay Class used by your problem employee.
4. Check the **Do employees of this Pay Class work pass 2:00am?** box .
5. Make sure the radio button for **Before Midnight** is checked.
6. Next, **save** the settings.
7. Then, uncheck the **Do employees of this payclass work pass 2:00am?** box.
8. Now, save the settings again.
9. Finally, check if the problem is fixed.

Note: For 3rd shift or "grave shift employees", they will need a separate Pay Class and the **Do employees of this payclass work pass 2:00am?** box does need to be enabled with **day change time** of 11:00am (typically).

Conclusion

Thank you for your time, and have a great day. As always, feel free to submit ideas on topics you want addressed in the Amano Knowledge Base using the comments feature.

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