

TIME GUARDIAN: If your punches for your third shift emps are not calculating or not on the right day...

open the employee's information

- take note of the pay policy they are using
  - it's normal if it's grayed out, that means you only have 1

create a new pay policy for 3rd shift

1. setup - pay policy
2. highlight the pay policy you took a note on, from the pay policy list on the right
3. copy each setting on each tab on a piece of paper
4. press the white paper icon to create a new pay policy
5. give it a name and enter all the settings you copied on your paper
6. check the advanced setting on the 1<sup>st</sup> tab and set the company day change time to 1100a (it's ok if you cannot enter 'a') or you can enter a time that your 3<sup>rd</sup> shift emps would never be working in your facility
7. save it

apply the new pay policy to the emp having the issue

1. open the employee's info again
2. change their pay policy to the new 1 you've created
3. close their info
4. save

go to file, refresh all

you may need to close/reopen TG if it does not take effect