















The Time Card screen displays various icons to indicate the status of In and Out punches.

	Indicates that the employee clocked in or out on a JobClock Hornet.
	Indicates that the employee clocked in or out on a JobClock.
	Indicates that the employee clocked in or out using Exaktime Mobile.
	The software created an automatic Out punch to close out a previous time record when the employee clocked into a new cost code.
	The time was changed by a policy—for example, time-rounding, midnight split, or auto-lunch. If this icon appears next to the employee’s name, that means that policies needs to be applied.
	An employee has incomplete time punches in the time cards section within the date range selected.
	A time record was created or changed by a TimeSummit user.
	The time record has already been exported by AccountLinX to your accounting software. Policies will not be able to make any further changes to these records.

ExakTime Mobile Icons Only

 	A GPS fix was recorded for this punch, but TimeSummit found no latitude and longitude for the address provided, so could not set a specific GeoFence.
 	The employee was within the set GeoFence when the time punch was recorded.
 	The employee was outside of the set GeoFence when the time punch was recorded. Hover the mouse over the icon to see how far outside the GeoFence they were.