

Quick Reference Guide: Line Manager – Correcting a Duplicate Punch



Purpose:

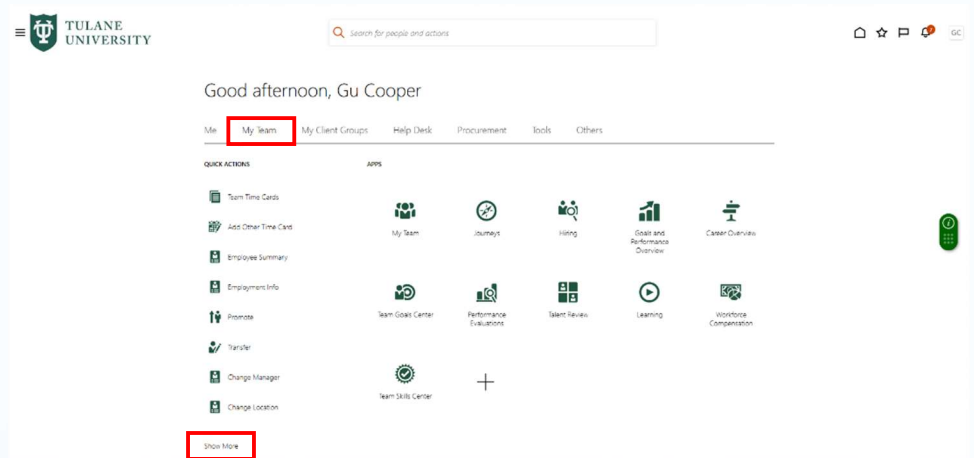
This Quick Reference Guide will walk line managers through the process of correcting their employees' timecards in WaveWorks. Your team's timecards are generated automatically when they use the Web Clock to clock in and employees can update their timecards directly in WaveWorks, eliminating the need for a Time Change Request form.

At the end of the pay period, your employee completes the attestation and submits their timecard. Once you approve the timecard, they will be notified via their email and WaveWorks.

Step-by-Step:

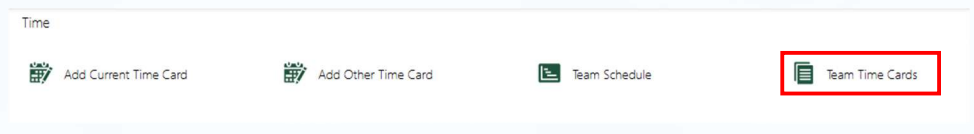
1. Sign into WaveWorks using Single Sign-On (SSO).

Navigate to the **My Teams Tab** and then click **"Show More"** under the Quick Actions Menu.



2. Scroll down the Quick Action Items to the Time apps.

Select the **Team Time Cards**.



3. Select the employee whose timecard you'd like to edit.

You can click on the period start date to begin editing the timecard.

Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
Fola Willis	05/06/2026	05/19/2026	Submitted	74.99	75	0	74.99	05/19/2026		...
Jane Tester	05/16/2026	05/22/2026	Saved	6	37.5	0	6			...
Eola Willis	05/20/2026	04/02/2026	Saved	16	75	0	16		Warning	...

4. Click on the "x" to dismiss messages at the top of the timecard to enable editing.



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- Review the timecard and identify the double punch.

Double click a cell to edit.

Scheduled Hours	Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity	Totals
1	Senior Credentialing	Regular			11:46 AM											0 hours
2	Senior Credentialing	Regular		8:47 AM	11:46 AM	2.98										2.98 hours
3	Senior Credentialing	Regular														0 hours
4																0 hours
5																0 hours
6																0 hours
Total Hours						2.98 hours			0 hours			0 hours				0 hours

- Right-click the cell you are NOT deleting and click **“Add Comment”** to provide details.

Comments are required on **ALL** edited cells.

- Provide details for your changes for auditing purposes then click **“Save”**.

- Select the comment icon to view all existing comments on the timecard.

- You can simply delete the duplicate punch of the cell with your **Backspace** key.

- Alternatively, delete a **line** entry by right clicking the row and select **“Delete Row”**.

- Click **“Save and Close”** or **“Save”** to save your changes.

