



[Knowledgebase](#) > [Software](#) > [WaspTime: Explanation of Group scheduling options](#)

## WaspTime: Explanation of Group scheduling options

Max Holden - 2023-01-20 - [Software](#)

The document linked below uses a timeline to discuss frequently asked questions about In/Out Group options, and how to include and exclude punched time worked from paid hours:

- Early In/Late Out
- Grace period In/Out
- Unpaid Buffer In/Out
- Penalty In/Out
- Preliminary/Concluding Period

This information applies to WaspTime v7, v6, v5.

[https://dl.waspbarcode.com/wasp/supportfiles/wasptime\\_group\\_options.pdf](https://dl.waspbarcode.com/wasp/supportfiles/wasptime_group_options.pdf)