

Wasp

BARCODE TECHNOLOGIES

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Scott Leonard - 2017-04-10 - in Software

How to set up employees who have an overnight shift in WaspTime v5, v6, v7:

Create/Edit Group

Create a group that will only have your overnight shift employees in it. If you already have an existing group that has most of the settings the way you want, you can select that group in the list, then Copy to make a duplicate of that group with a different name, then modify the new group to have the overnight settings.

On the schedule tab, in the Schedule section, specify the expected schedule of these employees (For example: In at 11:00 pm, Out at 7:00 am). After you have entered the

schedule, you can click the Calculate button to see which day the punches will show up on. Click Save and Exit.

Assign Employees to the Overnight Group

Edit your employees who usually have that overnight shift, and assign them to your new overnight group.

From now on, those employees' In and Out punches should show up properly, on the same day. Note: This does not affect punches that have already been downloaded from timeclocks.

Manually editing timecards for overnight employees

When manually entering punches on a timecard (or editing previously downloaded punches), WaspTime assumes that punches entered are on the same day, so it thinks the punch Out (e.g. at 7:00 am) is earlier than the punch In (e.g at 11:00 pm). To move a punch to the next day, click it, then click the Next Day button below the timecard grid.