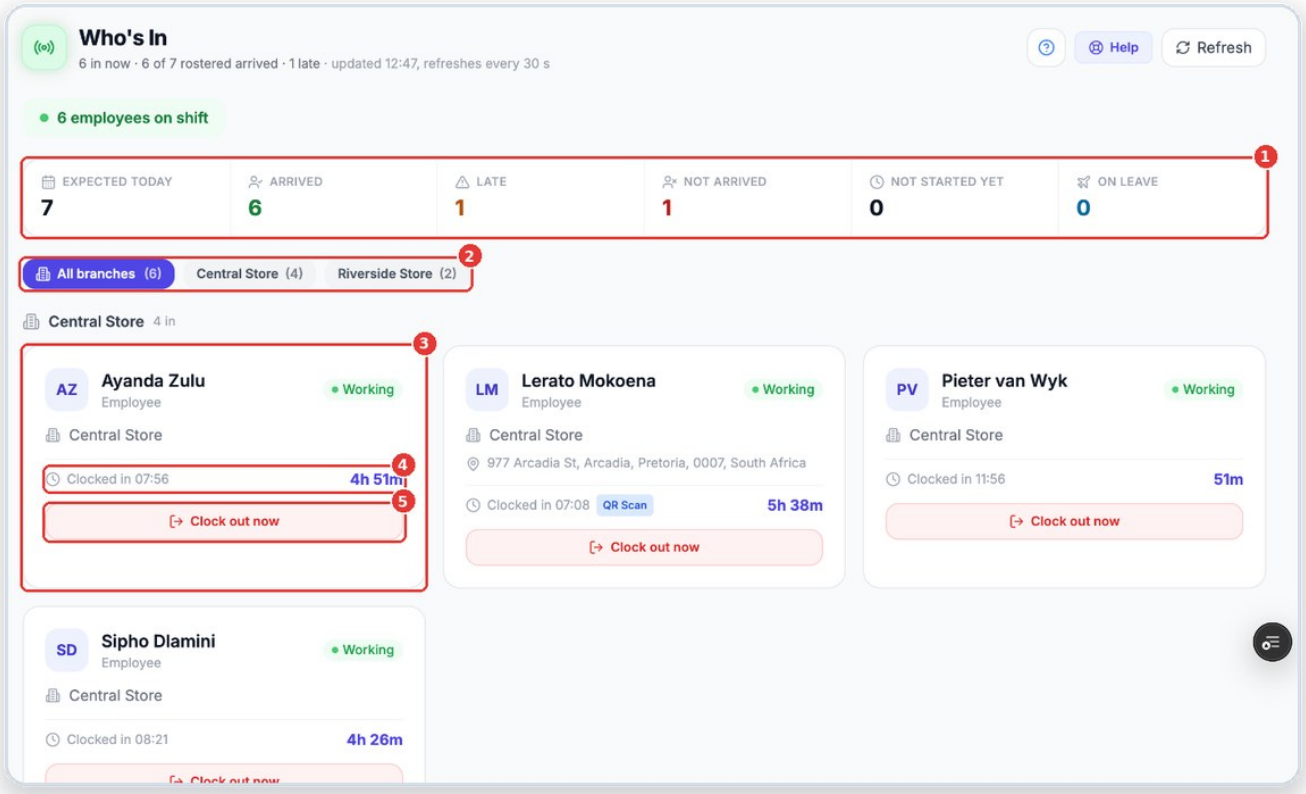
See who is at work right now, then check each day’s clockings and approve the hours for payroll.

1. Who’s in right now

1. Go to **Attendance → Who’s In**. It refreshes by itself.
2. The counts show who was expected, who arrived, who is late, not arrived, not started yet and on leave.
3. Each card shows when the person clocked in and how long they have worked.
4. Someone forgot to clock out? Click **Clock out now**.

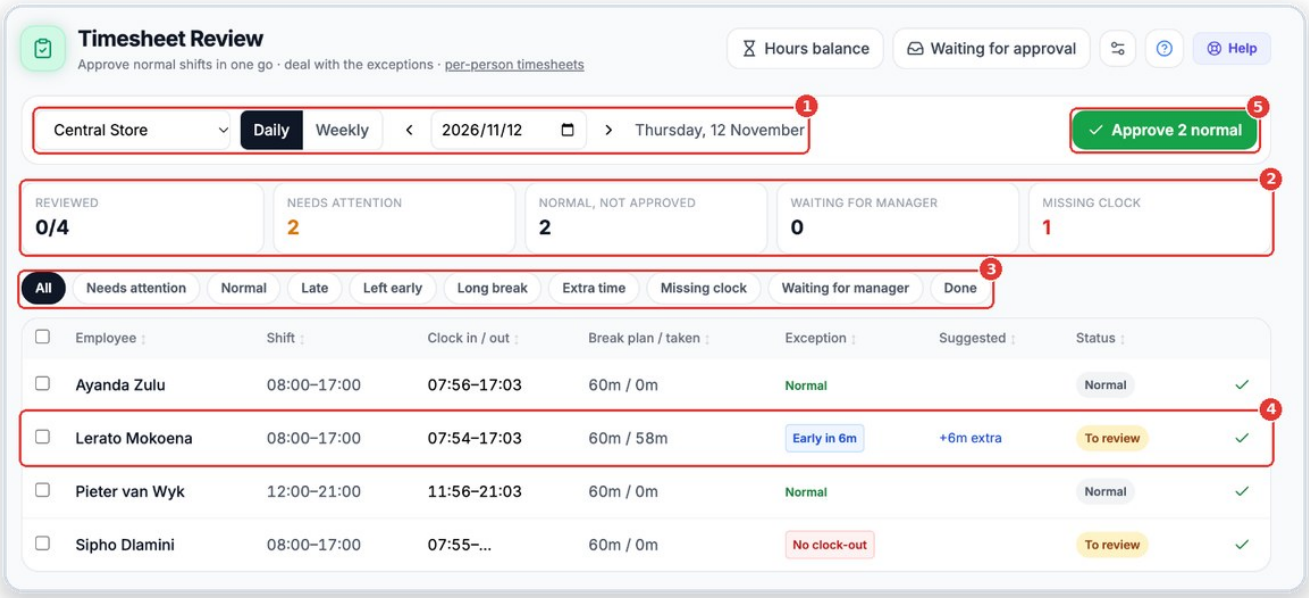


Attendance → Who’s In

1. Today at a glance.
2. One branch or all.
3. A person at work.
4. Clocked in at, and hours so far.
5. Clock them out.

2. Review a day

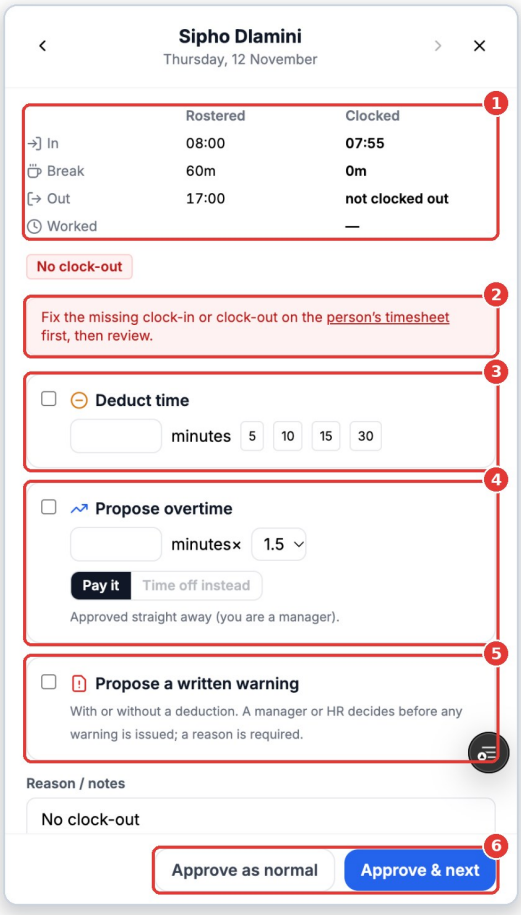
1. Go to **Attendance → Timesheet Review**. It opens on yesterday — the day you usually check.
2. Pick the branch and **Daily** or **Weekly**. Use the arrows to change the day.
3. Normal days need nothing — **Approve … normal** approves them all at once.
4. Click a person with an exception (late, early, no clock-out…) to deal with it.



1. Branch, day or week, and the date.
2. The day in numbers.
3. Show only what you need: late, left early, missing clock…
4. A day that needs a look — the tag says why.
5. Approve all the normal days in one go.

3. Sort out an exception

1. The panel shows the rostered shift next to what was clocked.
2. A missing clock-out must be fixed on the person’s timesheet first.
3. Otherwise choose: **Deduct time**, **Propose overtime** (pay it or give time off), or **Propose a written warning**. Add a reason.
4. Click **Approve & next** to move straight on to the next person.



One person’s day

1. Rostered vs clocked.
2. A missing clocking — fix it on the timesheet first.
3. Deduct time.
4. Overtime — paid, or time off instead.
5. A written warning (a manager or HR decides).
6. Approve and go to the next person.

Important: Payroll uses the reviewed hours. Check overtime and deductions against your company’s rules and your employment contract — and with a labour professional if in doubt.

Still stuck? Use the feedback button in the TimeTap side menu, or ask us — we’re happy to help.