Change the hours a guard worked

See every guard's hours, day by day, in one table. Click a day to fix a clock-in or clock-out, on the computer or on your phone.

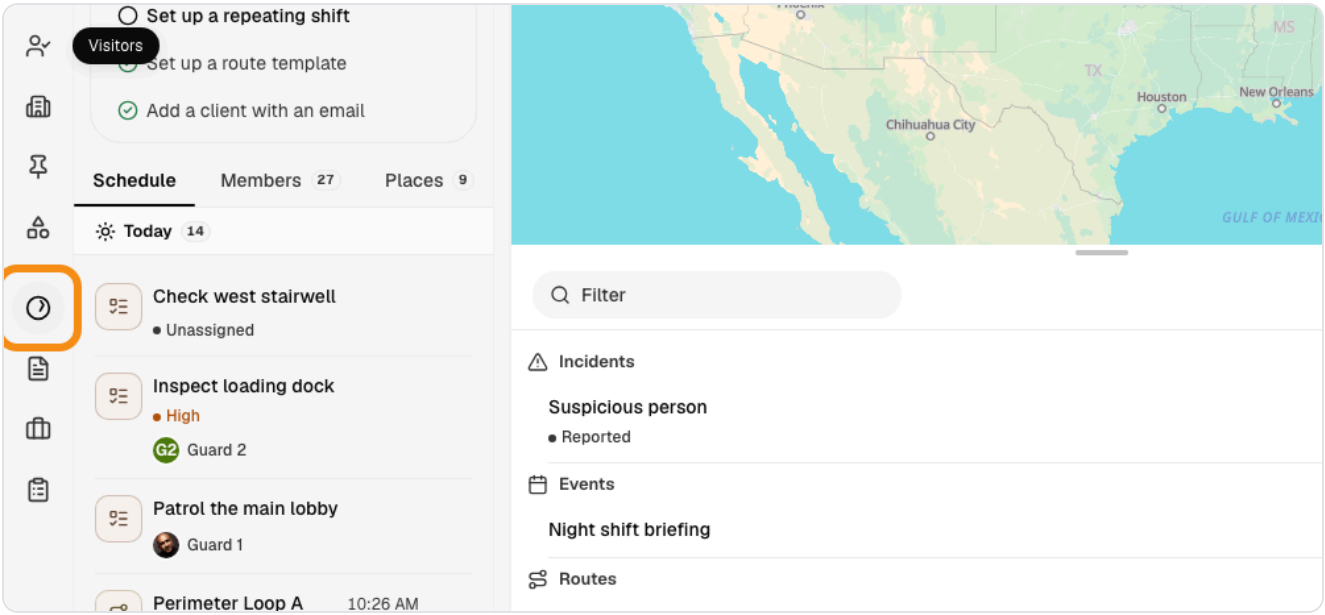
Before you start

- An owner, admin, manager or dispatcher login. On a computer, sign in at app.teammap.co. On your phone, use the TeamMap app.
- Shifts turned on for your team (Team settings > Shifts).
- A guard's hours show here once they clock in and clock out.

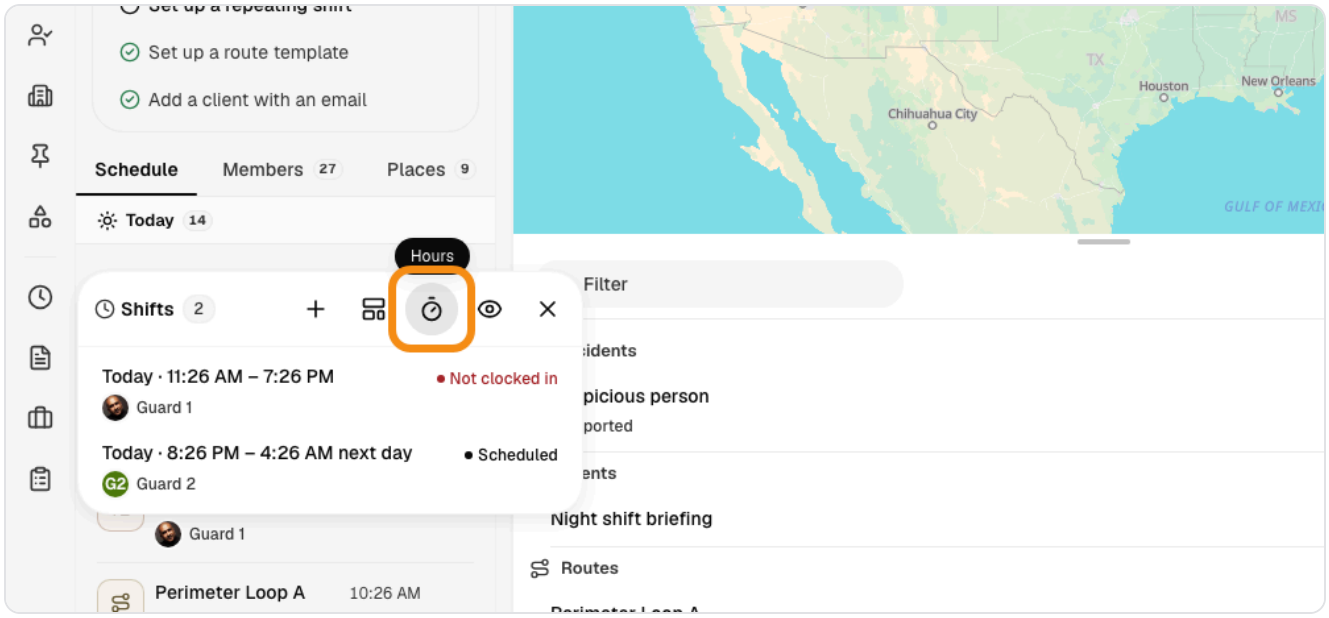
On the computer

1 Open Hours

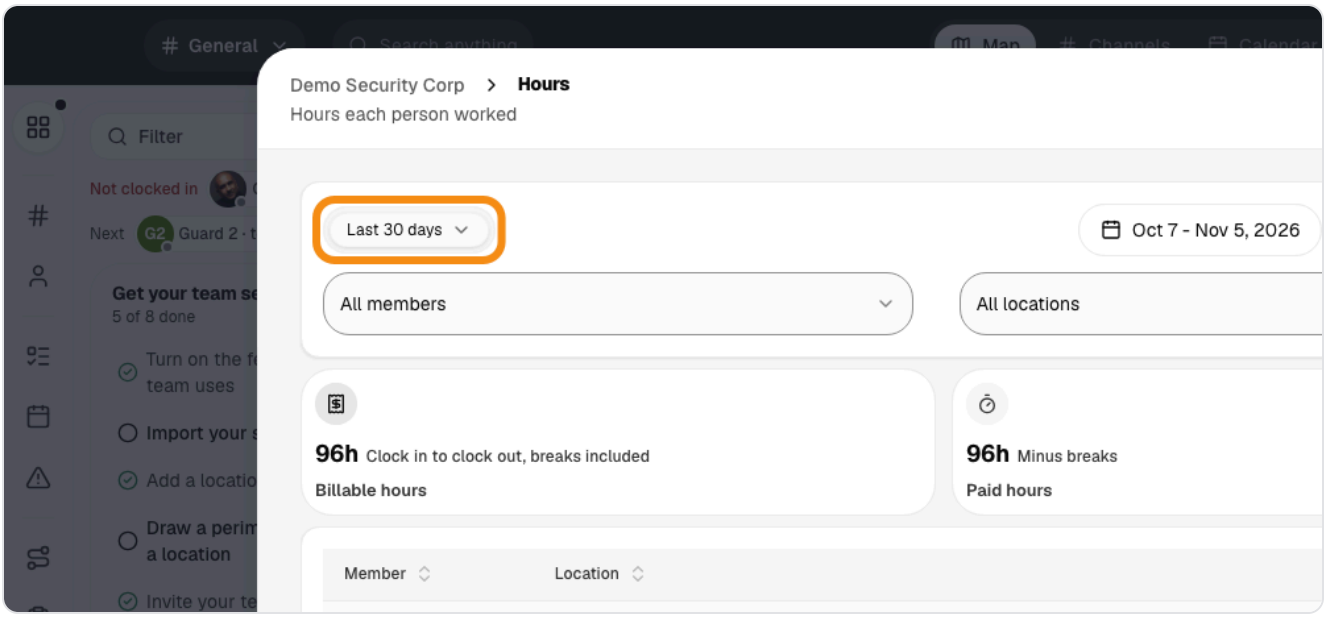
1. In the bar on the left, click Shifts, then Hours.
2. Pick the dates at the top: this week, last week, this pay period, or your own dates.



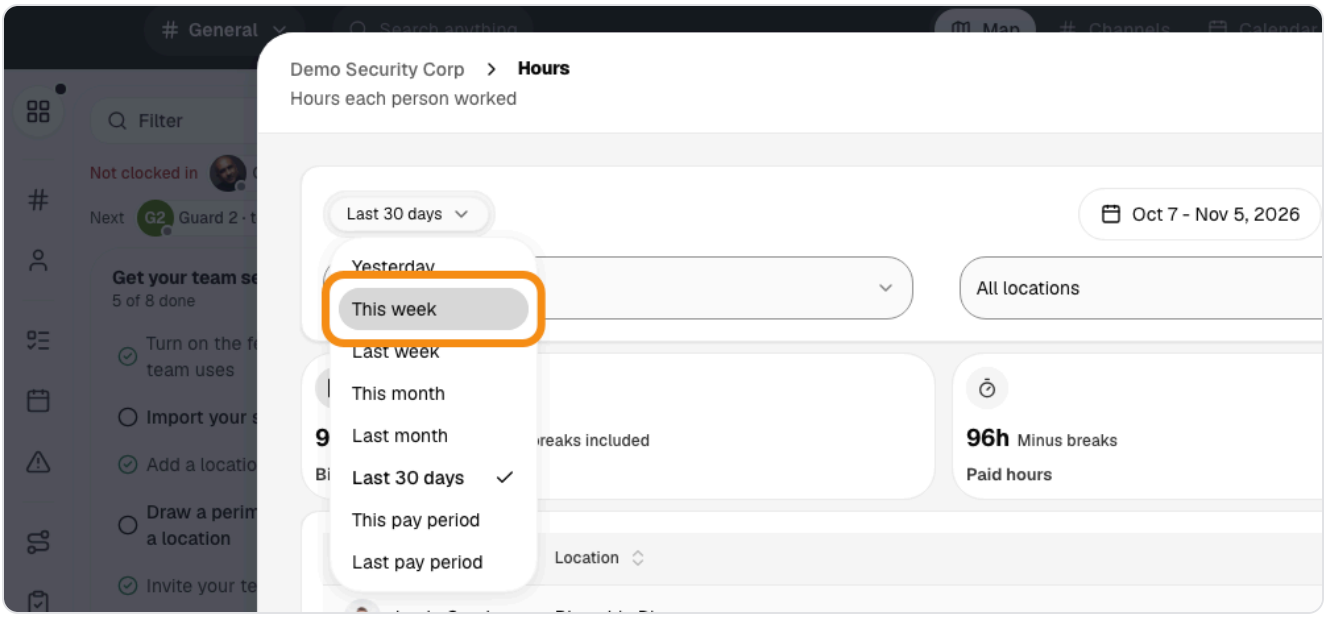
In the bar on the left, click Shifts.



Then click Hours.



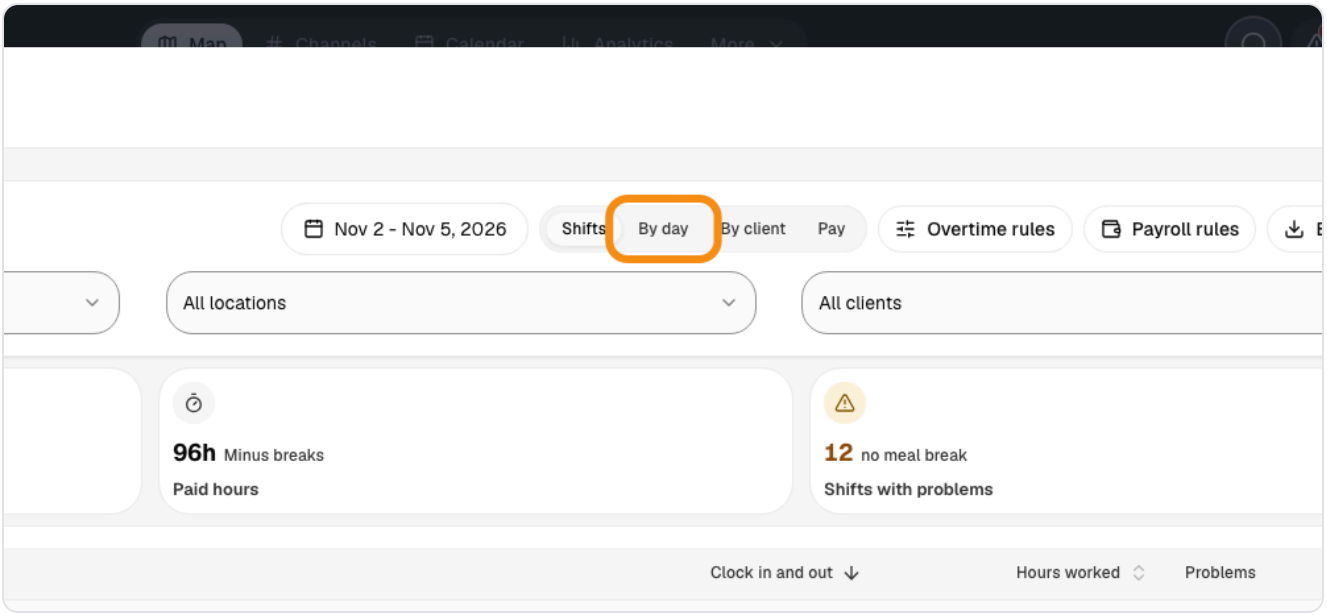
Click the dates to pick a week or a pay period.



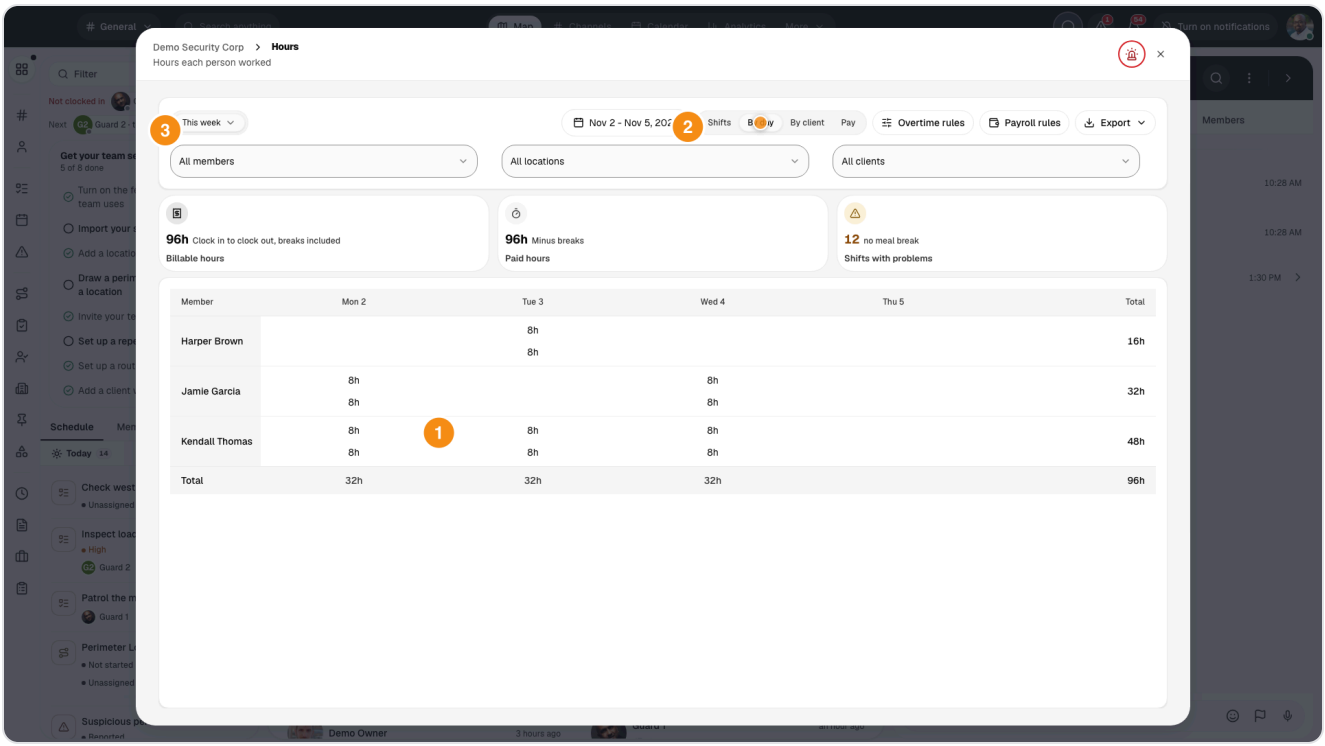
Pick This week.

2 See every guard by day

1. Click By day at the top.
2. Each row is a guard. Each box is the hours they worked that day. The last column is their total, and the bottom row is each day's total.
3. Two shifts on one day show as two lines in the same box.



Click By day.



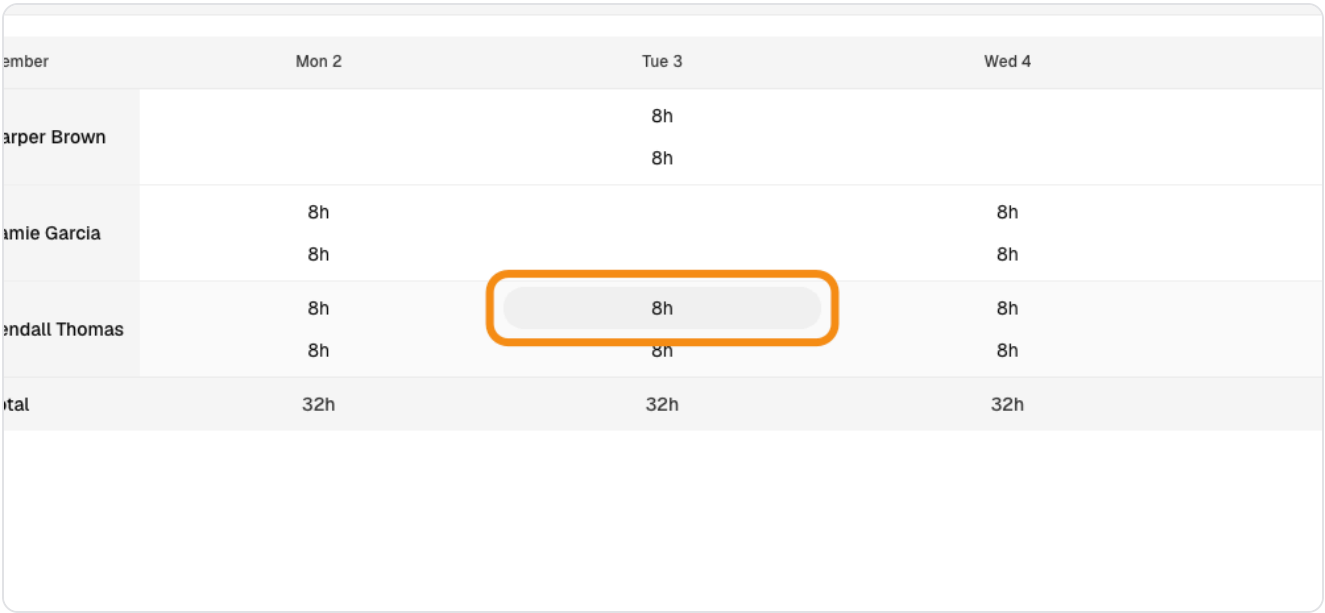
1 **A guard's day**: The hours the guard worked that day. Click it to change them.

2 **Shifts, By day**: By day is this table. Shifts lists every shift on its own row.

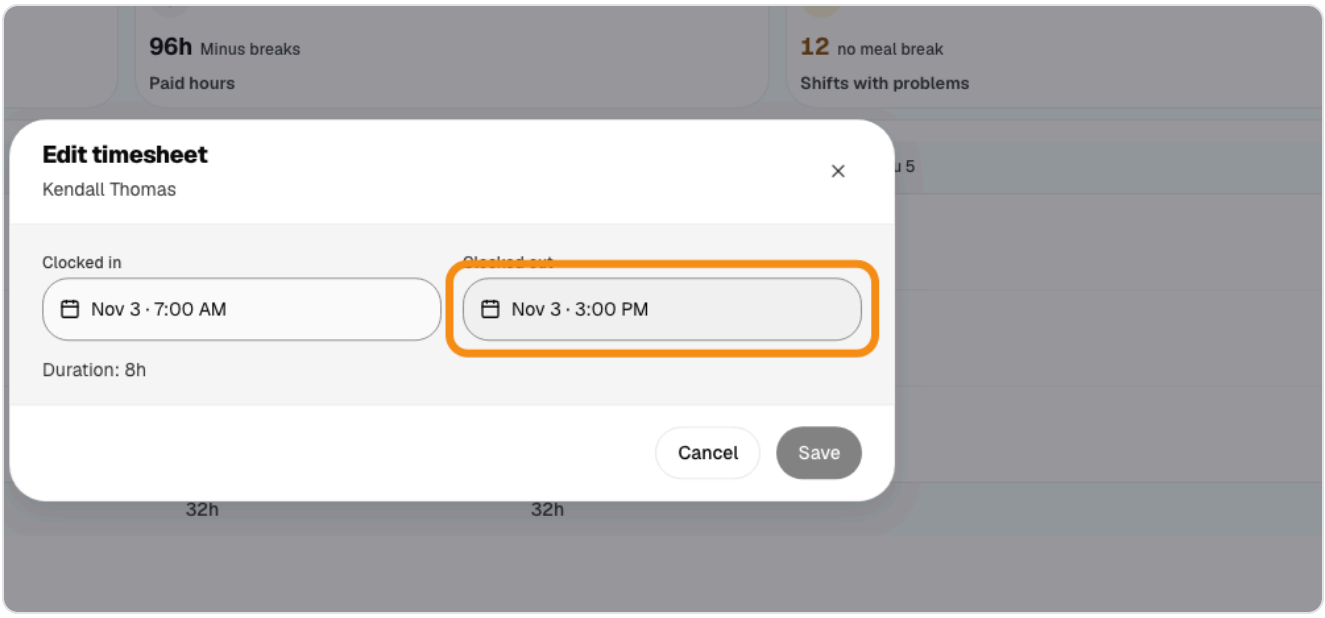
3 **The dates**: Which days the table shows.

3 Change a clock-in or clock-out

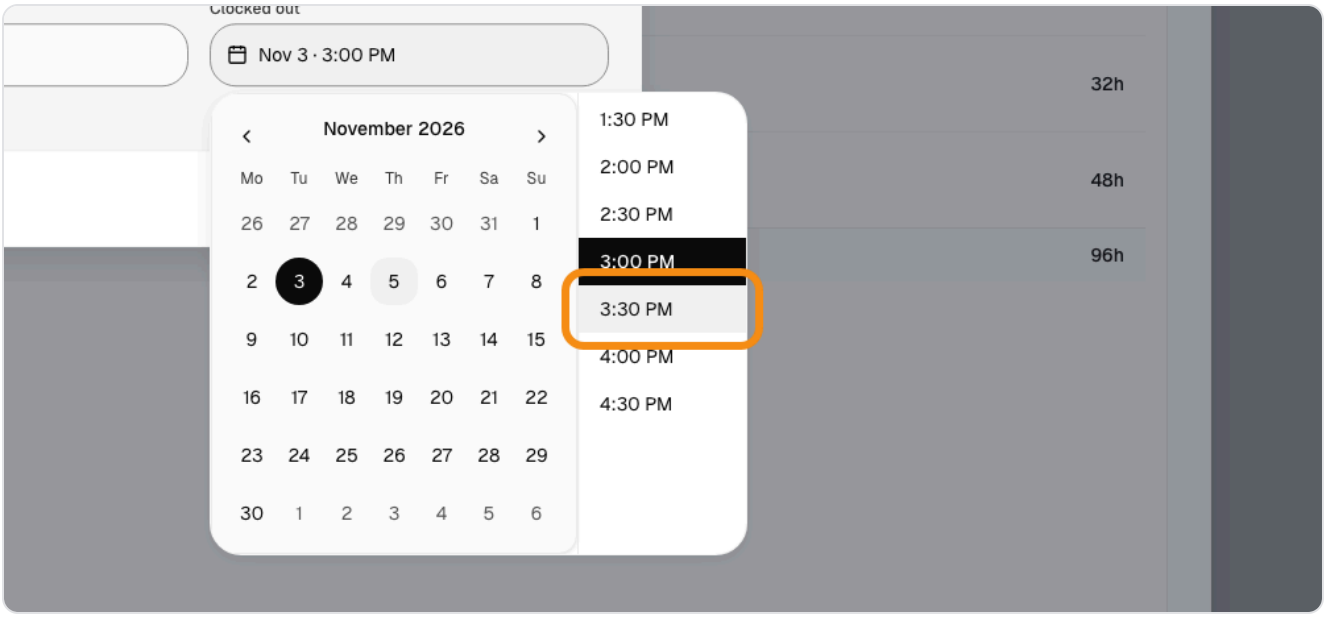
1. Click the hours in the guard's box for that day.
2. Change Clocked in or Clocked out. The new total shows under the times.
3. Click Save. The table, the timesheet and the pay report all change right away.



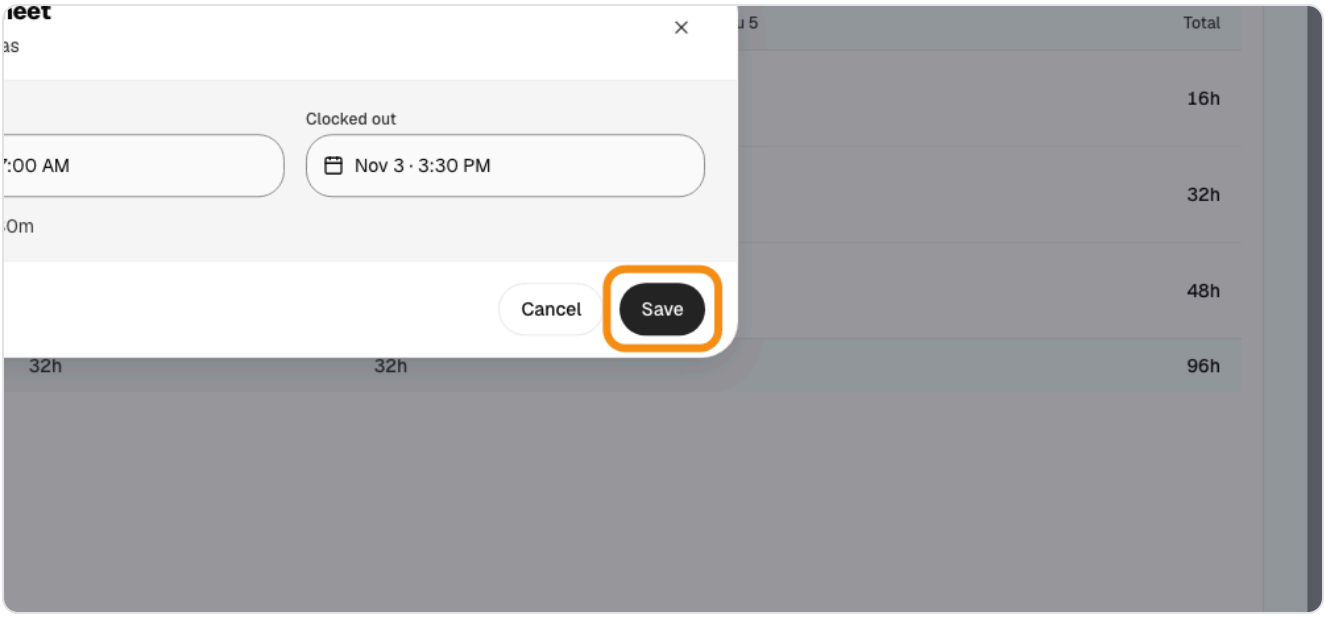
Click the guard's hours for the day.



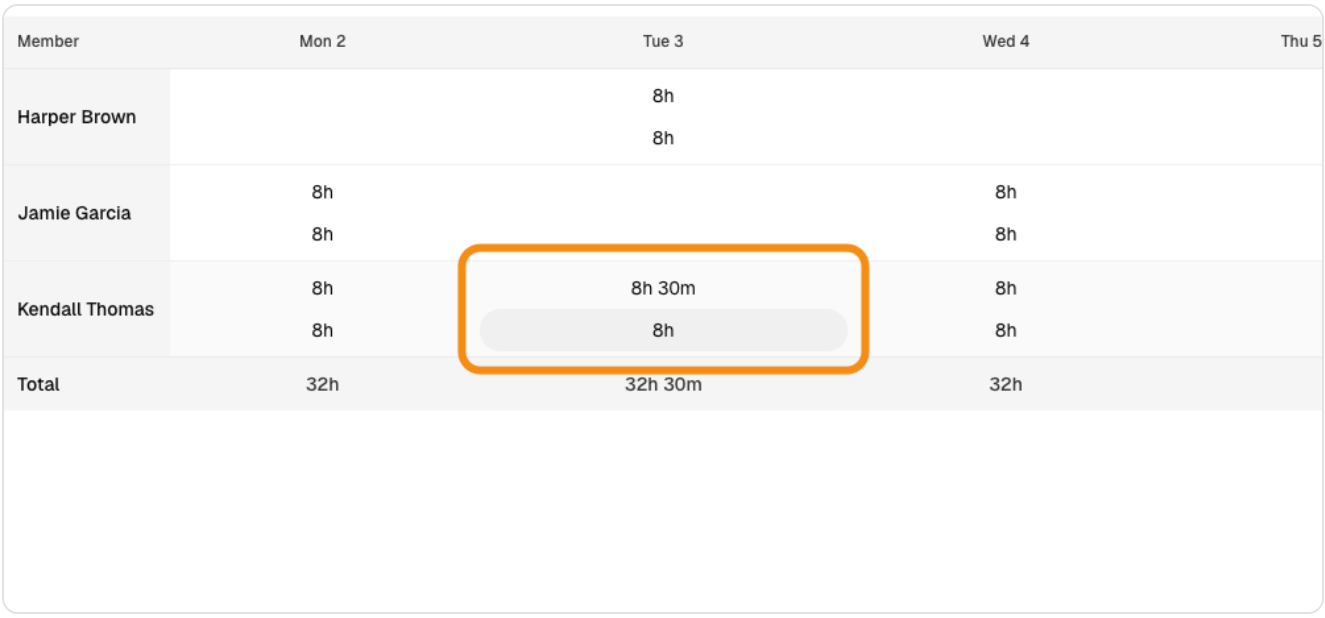
Click Clocked out.



Pick the right time.



Click Save.



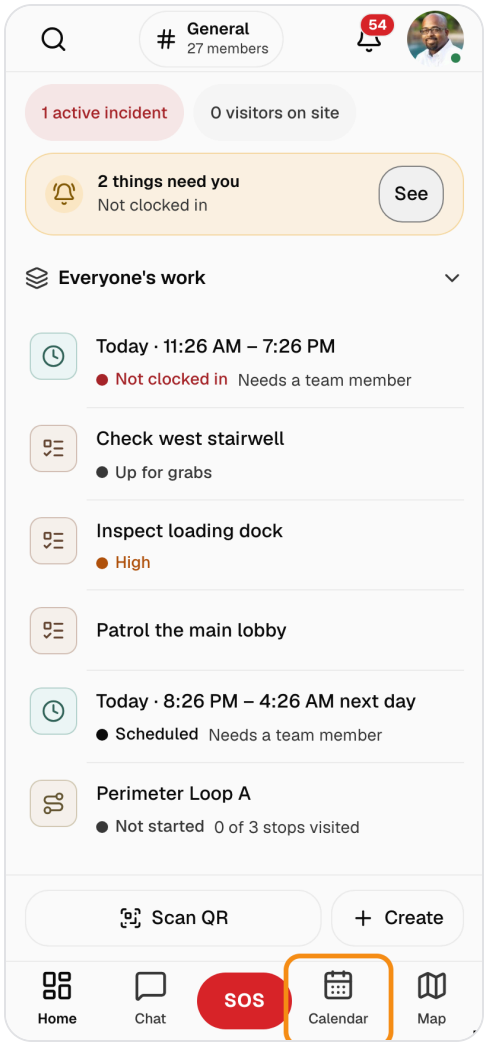
Member	Mon 2	Tue 3	Wed 4	Thu 5
Harper Brown		8h 8h		
Jamie Garcia	8h 8h		8h 8h	
Kendall Thomas	8h 8h	8h 30m 8h	8h 8h	
Total	32h	32h 30m	32h	

The day and the totals now show the new hours.

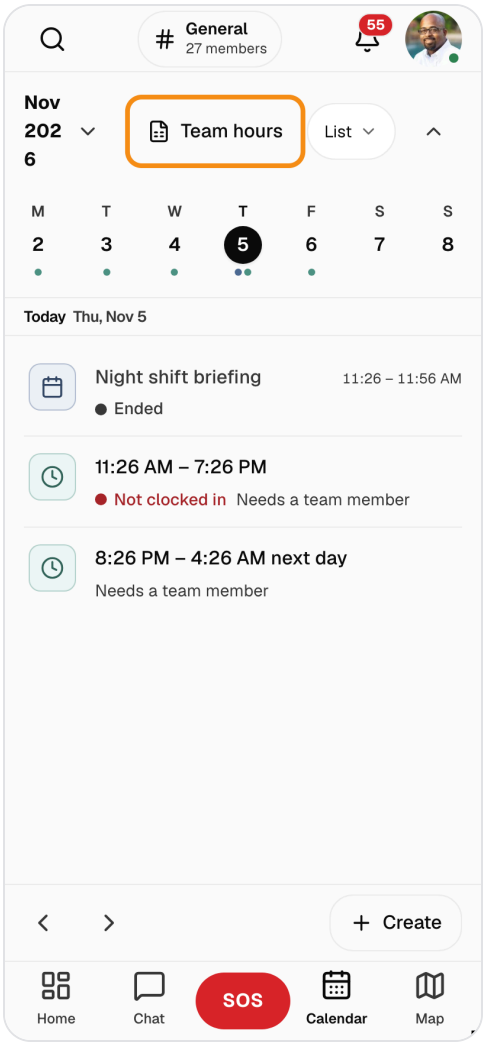
On your phone

4 Open Team hours

1. In the TeamMap app, tap Calendar at the bottom.
2. Tap Team hours at the top. It opens on this week. Use the arrows to go back a week.



Tap Calendar at the bottom.



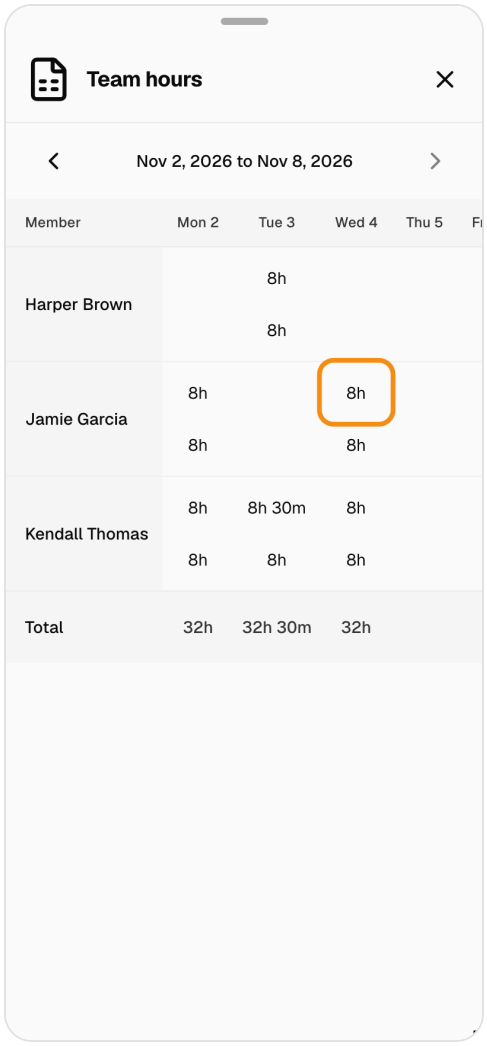
Tap Team hours at the top.



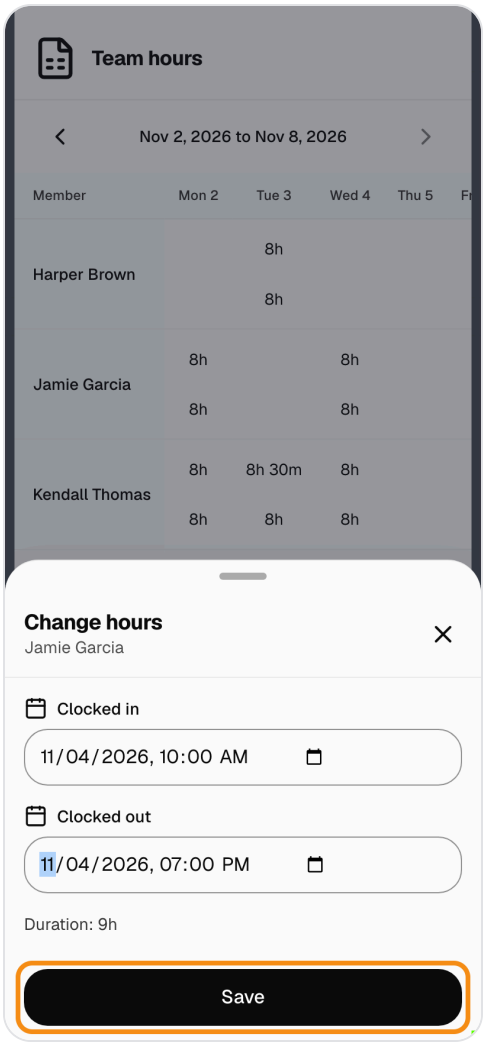
Every guard, day by day. Swipe sideways to see the whole week.

5 Change hours on the phone

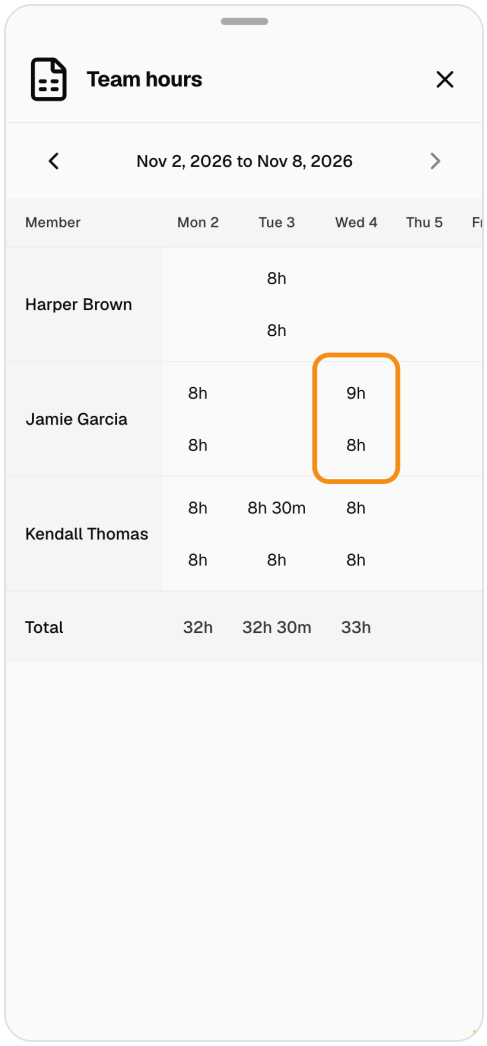
1. Tap the hours in the guard's box for that day.
2. Tap Clocked in or Clocked out and pick the right time.
3. Tap Save.



Tap the guard's hours for the day.



Change Clocked out, then tap Save.



The day and the totals show the new hours.

Good to know

Who can change hours	Owners, admins, managers and dispatchers. Guards see only their own hours.
What changes	The clock-in and clock-out time. Breaks stay as the guard took them.
Pay	A change goes on the timesheet, the pay report and every export right away.
A guard forgot to clock out	Their shift shows at the top of Hours as still on the clock. Open it and end it at the right time, then fix it here if needed.
Which day	A shift sits on the day the guard clocked in, so a night shift shows on the day it started.

If something looks wrong

A guard is missing	They have no finished shift in these dates. Pick other dates.
The hours are grey and will not open	They are approved and locked. On Hours, click Shifts, then the three dots on that row, then Unapprove. Then change them.
Save is grey	Nothing has changed yet, or Clocked out is before Clocked in.
No Team hours on your phone	Close the TeamMap app all the way and open it again so it picks up the latest version. Still missing? Update it from the App Store or Google Play. Guards see Timesheets there instead.

Questions, or want TeamMap set up your way? Book a demo or contact us, and we will customize your account.

Book a demo | Contact us