

Core Records

- [Time Clock Entries](#)

Time Clock Entries

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Purpose and when to use this record

Review and correct an employee clock interval, its work date, break, source, pay code, service job, and open/closed/voided state.

At a glance

- **Identify it by:** **Work Date**, **Status**, and **Pay Code**.
- **Check its business context:** **Employee**, **Service Order**, **Booking**, **Clock In User**, and **Clock Out User**.
- **Why care:** Clock times, breaks, work date, pay code, and status feed payroll and job costing; retain an explanation for every correction.
- **Why care:** Status communicates workflow progress to other staff. Change it only when the underlying work, approval, payment, or handoff has actually occurred.

Before you begin

You need the Brisk permission for the action you are taking on time clock entries. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Have valid **Employee** records ready first. Those selections determine where this time clock entry belongs and which later screens can find it.

Find and review time clock entries

Create New Time Clock Entry

Time Clock Entry List « First Previous Page 1 of 1 Next Last »

Search & Filter Options

Time Clock Entry	Employee	Service Order	Booking	Clock In	Clock Out	Work Date	Status
DOC-EMP-001 - Taylor Example (2025-01-15 15:00)	DOC-EMP-001 - Taylor Example	DOC-SO-1001	None	Jan. 15, 2025, 9 a.m.	Jan. 15, 2025, 11 a.m.	Jan. 15, 2025	Closed

The Time Clock Entries list screen in the Brisk documentation demo.

Use the Time Clock Entries list to find the correct record before opening or changing it. Compare **Work Date**, **Status**, and **Pay Code**. Records with similar names or numbers can still belong to different **Employee**, **Service Order**, **Booking**, **Clock In User**, **Clock Out User**, and **Approved By**.

- Keyword search checks **Notes**, and **Pay Code**.
- Narrow the list with **Employee** filters.
- The date filter uses **Clock In**; choose a range that matches the business event you are reconciling.
- The initial order emphasizes **Clock In**. Select a column heading when you need a different comparison.

Open the time clock entry whose **Work Date**, **Status**, and **Pay Code** match the task. If it is missing, clear the list filters and recheck **Employee**, **Clock In**, **Status**, **Clock In Source**, **Clock Out Source**, and **Approved By**, plus the remaining screen fields rather than creating a replacement immediately.

Create a time clock entry

The Time Clock Entries create screen in the Brisk documentation demo.

Create a time clock entry only after confirming that the source document or operational event has not already been entered.

1. Select the business context first: **Employee**, **Service Order**, **Booking**, **Clock In User**, **Clock Out User**, and **Approved By**.
2. Enter the required identifying and operational values: **Employee**, and **Clock In**.
3. Review **Status**, **Clock In Source**, **Clock Out Source**, and **Payroll Exported** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the time clock entry, then confirm **Work Date**, **Status**, and **Pay Code** on its detail page before continuing.

After saving: Include the corrected closed interval in payroll review and confirm breaks, pay code, and any linked service order before approving hours.

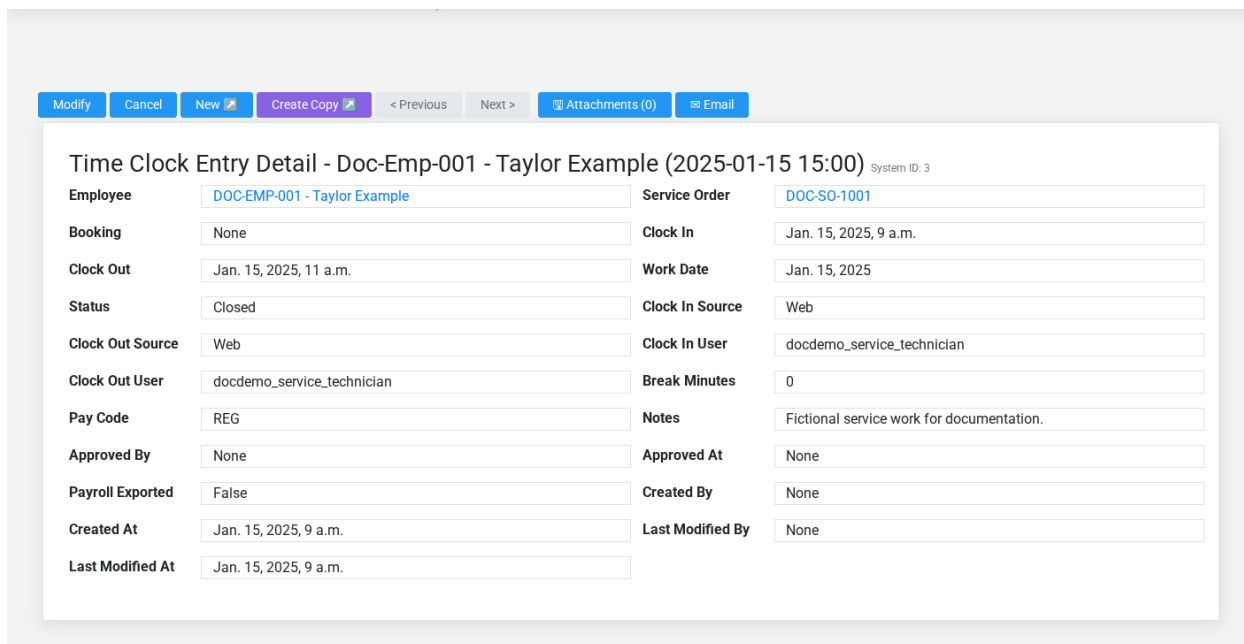
Delete a time clock entry

Delete this time clock entry only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

Before confirming, check for related **Payroll Run Employees**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Work Date**, **Status**, and **Pay Code**. After confirmation, return to the Time Clock Entries list and make sure only the intended time clock entry was removed.

Review time clock entry details



Time Clock Entry Detail - Doc-Emp-001 - Taylor Example (2025-01-15 15:00) System ID: 3

Employee	DOC-EMP-001 - Taylor Example	Service Order	DOC-SO-1001
Booking	None	Clock In	Jan. 15, 2025, 9 a.m.
Clock Out	Jan. 15, 2025, 11 a.m.	Work Date	Jan. 15, 2025
Status	Closed	Clock In Source	Web
Clock Out Source	Web	Clock In User	docdemo_service_technician
Clock Out User	docdemo_service_technician	Break Minutes	0
Pay Code	REG	Notes	Fictional service work for documentation.
Approved By	None	Approved At	None
Payroll Exported	False	Created By	None
Created At	Jan. 15, 2025, 9 a.m.	Last Modified By	None
Last Modified At	Jan. 15, 2025, 9 a.m.		

The Time Clock Entries detail screen in the Brisk documentation demo.

Use the detail page as the shared record of what this time clock entry currently means. Verify **Work Date**, **Status**, **Clock In Source**, and **Clock Out Source** before relying on it for a decision.

Follow **Employee**, **Service Order**, **Booking**, **Clock In User**, **Clock Out User**, and **Approved By** to determine whether the issue is on this time clock entry or on one of those linked records.

Next check: Include the corrected closed interval in payroll review and confirm breaks, pay code, and any linked service order before approving hours.

Edit an existing time clock entry

Edit this time clock entry to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

1. Open the detail page. Compare **Employee**, **Service Order**, **Booking**, **Clock In User**, **Clock Out User**, and **Approved By** with the supporting document or approved request.
2. Recheck **Work Date**, **Status**, **Clock In Source**, and **Clock Out Source**. These values are most likely to change payable hours, job costing, breaks, and payroll grouping.
3. Save the change, return to the list, and confirm that the time clock entry now appears under the expected **Status**, **Clock In Source**, **Clock Out Source**, **Approved By**, and **Approved At**.

After the change: Include the corrected closed interval in payroll review and confirm breaks, pay code, and any linked service order before approving hours.

Fields and business rules

Brisk stores 17 user-relevant fields for this time clock entry, including 6 linked-record selections and 3 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Employee	Yes	The employee associated with this time clock entry.
Service Order	No	The service order associated with this time clock entry.
Booking	No	The booking associated with this time clock entry.
Clock In	Yes	Date and time recorded for clock in on this time clock entry.
Clock Out	No	Date and time recorded for clock out on this time clock entry.
Work Date	No	Used for payroll grouping.
Status	No	Current status of this time clock entry. Available values: Open, Closed, Voided.
Clock In Source	No	The clock in source recorded for this time clock entry. Available values: Web, Kiosk, API, Admin.
Clock Out Source	No	The clock out source recorded for this time clock entry. Available values: Web, Kiosk, API, Admin.
Clock In User	No	The clock in user associated with this time clock entry.
Clock Out User	No	The clock out user associated with this time clock entry.
Break Minutes	No	Unpaid break minutes to subtract from total time.
Pay Code	No	Payroll earning or job code.
Notes	No	Additional internal notes about this time clock entry.

Field	Required	What it controls
Approved By	No	The approved by associated with this time clock entry.
Approved At	No	Date and time recorded for approved at on this time clock entry.
Payroll Exported	No	Marks entries included in a payroll export.

What happens next

Include the corrected closed interval in payroll review and confirm breaks, pay code, and any linked service order before approving hours.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Employee**, and **Clock In** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Status**, **Clock In Source**, **Clock Out Source**, **Approved By**, and **Approved At**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Open **Employee**, **Service Order**, **Booking**, **Clock In User**, **Clock Out User**, and **Approved By** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.