OperationsIP

OIP-GDE-013 · Version 1.0 · Effective 1 December 2026

Timesheets and Corrections Guide

Timesheets show every clock-in and clock-out. Times are recorded by OperationsIP's servers and can't be edited, so your records stay trustworthy.

DOCUMENT	VERSION	EFFECTIVE	OWNER	NEXT REVIEW
OIP-GDE-013	1.0	1 December 2026	Director	December 2027

Guide · Feature guides

1. Review hours

1. Open Timesheets
2. Choose the last 7, 14 or 21 days, and one person or everyone
3. Check flagged rows, which show the distance from the site
4. Check anyone still On shift

2. Add a correction

1. Tap Correct on the row
2. Choose clock in or clock out
3. Enter the right time
4. Enter a reason, such as Forgot to clock out
5. Tap Add correction

The timesheet shows the corrected time with the original underneath and a corrected tag. Every correction is in the history and the audit log.

3. Download for payroll

Tap Download CSV. The file has the original and paid times, hours, corrections and flags, ready for payroll or accounting.

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