Club Office TimeClock – TechDoc

How to Reactivate a Set of Punch Records after Importing

- Fixing the file requires Microsoft Access. When opening the file with Access, do NOT choose to convert the file. Keep it in its original format.
- Reactivating records causes them to assume a new date/time stamp.
- Open the PUNCHCLK.MDB database. The file is located in the CDCO folder along with all the other Club Office databases.
- Open the PUNCH table
- Locate the last two fields (tckstatus and tckmovedate), then locate the set of records that share the same tckmovedate setting. The tckmovedate is the "group" of records.
- Change the tckstatus from 5 to 4 for all the line items that are to be re-imported. There is no need to change the tckmovedate as the new import will replace the tckmovedate data with a new date/time stamp when the data is imported again. See example below.
- Close the punch table and close the punchclk.mdb database.
- Re-import the data; the chosen records will assume the new date/time stamp.

tckstatus	tckmovedate
2	
2	
2	
2	
2	
2	
2	
2	
2	
2	
2	
5	20050914@21:09:55
5	20050914@21:09:55
5	20050914@21:09:55
5	20050914@21:09:55
5	20050907@13:00:25
5	20050907@13:00:25
5	20050907@13:00:25
5	20050907@13:00:25
5	20050907@13:00:25
5	20050907@13:00:25
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5	20050907@13:00:25
0	

Cautions:

1. It is quite possible that the records that make up a tckmovedate group are not together as one contiguous set of punch records in the punch table. You may have to hunt through the file a bit to find all the records.
2. Be careful to edit *only* the records that are to be re-imported.
3. Re-importing records carelessly can easily result in doubling-up an employee's earnings.
4. Records with status 4 can also be edited with the TimeClock module.
5. Consider that entering manual records in the payroll module may actually be an easier and safer method if only a few records are important.