Managers **must** Punch Out from manager mode once they finish Transactions. Failure to log out of manager mode can result in the following audit trail results.

**In the Timecard:**
- Whenever an Employee punches, in the User Tab: SuperUser name is recorded
- Whenever a Manager punches, in the User Tab: Manager name is recorded

**Scenario 1**
1. In the Audit Tab: User (Manager): Plazinski, Lori is displayed because she used the Timeclock in Manager Mode and didn’t log out. **Note:** Automatic Timeout is 10 seconds. User (Employee): Addison, punched in while clock was still in Manager Mode, because Plazinski did not punch out.
2. The Employee punch was recorded but it displays the name of the Manager because the timeclock remained in Manager Mode.
3. **Result:** Employee punch goes into timecard, but the name of Manager displays in the audit trail.
Scenario 2

1. In the Audit Tab, User: Corbin, David and Rau, Christopher names display because when Manager: Corbin & Rau used the Manager Mode they didn’t log out. **Note:** Automatic Timeout is 10 seconds. Employee, Harris punched in while clock was still in Manager Mode, because Manager did not punch out.

2. The punch was recorded but it displays the name of the Manager(s) because the timeclock was logged in Manager Mode.

3. Result: The employee punch goes into timecard, but the name of Manager displays in the audit trail.

**NOTE:** Managers **must** Punch Out from manager mode once they finish Transactions. Failure to log out of manager mode can result in the following audit trail results.