



Manager Training Package

Welcome to **TimeClock Plus® v7!** We'll be taking a look at your newly-upgraded system piece by piece, to learn how to accurately and efficiently manage employees' time.

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Section I: Employee Use

Clock Operations

Basic clock operations have not changed much from TimeClock Plus 6.0 to v7. As before, employees will use the clock device to **Clock In**, **Leave on Break**, **Return from Break**, and **Clock Out**.

Clock In/Out

1. Employees will enter their Employee ID (specified in TimeClock Manager) in the **Employee ID** field.
2. At the beginning of a shift the employees will select **Clock In** and will be guided through several screens where the employees may see messages sent to them by their manager and a list of job codes they are assigned.
3. To go on break/lunch, the employees enters their Employee ID and selects **Leave On Break**.
4. To return from break/lunch, employees will enter their Employee ID and select **Return From Break**.
5. At the end of the shift, employees will enter their Employee ID and select **Clock Out**.

For every completed clock operation, the employee should receive a message saying **Clock operation successful**.

Diagrams of the ID entry and Select Operation screens can be seen on the following page.



Enter ID Number 09:08:35 am

 Company: Primary company 1
ID Number:

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a better sense of time.sm **Continue**

Tab	1	2	3	Bksp
-	4	5	6	Alpha
\	7	8	9	Hide
Clear	.	0	Enter	

Select Operation

Jack Kelly
Clocked in at 08:30 AM
Friday September 8, 2017 01:55:12 pm

Clock In	Clock Out
Leave On Break	Return From Break
Change Job Code	Change Cost Code
Self Service	

Log Off



Missed Punches

Sometimes employees will forget to clock in or out, which will generate a **missed punch** during their next clock operation. TimeClock Plus v7 not only tracks missed clock operations, but also allows employees to continue with subsequent clock operations while doing so.

If information is correct on each screen, the employee will click **Continue** to advance. If the employee clicks **Cancel** at any point, the entire clock operation will be canceled, a missed punch will not be created, and the employee will not be able to clock in or out.

1. If an employee has missed a punch in or out, upon performing the next clock operation, a screen will be displayed requesting confirmation that a missed punch has occurred.



2. The next screen will verify that the missed punch was a missed out or missed in then specify the date and time of the last clock operation.





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- The next screen will prompt the employee to enter the date and time in or date and time out for the clock operation that he/she missed.

Hello Sarah Ayers

Time Entry (Missed Clock Out)

Date in 11/7/2016 7:46 AM

Date out 11/7/2016 7:46 AM

- The next screen will provide a summary of the missed punch date in and time in or date out and time out.

Hello Sarah Ayers

Summary (Missed Clock Out)

Date in 11/07/2016 7:46 AM

Date out 11/07/2016 7:46 AM

Job Code Professional Services

Press continue to finish clocking out and save this information



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5. After this screen, the employee will select a job code for the current clock operation.

Select Job Code

Filter:

Job Code	Description
1	General
2	Main Office
3	Clerk
4	Offsite

6. If the clock operation was successful, the employee will receive a **Clock operation successful** message.



View/Approve Hours

As before, employees will have the opportunity to approve their own time. Approvals are handled by a simple check box option.

1. Enter the employee ID number in the **Enter ID Number** screen, then select **Continue**.
2. From the dashboard, select **Self Service**, then **Hours**.
3. On the View Hours screen, the employee can see all shifts they have worked for the current period, and use the navigation arrows at the bottom to view previous weeks.
4. Employees can check the boxes under the **Aprv** column to approve their hours, as seen below. This is their electronic signature verifying their hours are correct.

09/03 - 09/09									
Regular: 40:00		OT1: 0:29		OT2: 0:00		Leave: 0:00		Total: 40:29	
Aprv	Note	Brk	Time in	Time out	Job Code	Hours	Break	Week tot	
<input checked="" type="checkbox"/>			9/4/2017 08:00 AM	9/4/2017 12:00 PM	1 - General	4:00	45u		
<input checked="" type="checkbox"/>			9/4/2017 12:45 PM	9/4/2017 05:00 PM	1 - General	4:15			
<input checked="" type="checkbox"/>			9/5/2017 08:00 AM	9/5/2017 11:30 AM	1 - General	3:30	55u		
<input checked="" type="checkbox"/>			9/5/2017 12:25 PM	9/5/2017 05:00 PM	1 - General	4:35			
<input checked="" type="checkbox"/>			9/6/2017 07:59 AM	9/6/2017 01:00 PM	1 - General	5:01	58u		
<input checked="" type="checkbox"/>			9/6/2017 01:58 PM	9/6/2017 05:00 PM	1 - General	3:02			
<input checked="" type="checkbox"/>			9/7/2017 08:00 AM	9/7/2017 12:15 PM	1 - General	4:15	51u		
<input type="checkbox"/>			9/7/2017 01:06 PM	9/7/2017 05:00 PM	1 - General	3:54			

< Period Period > < Scroll Scroll > Close



Section II: Managing Time

Reviewing Time

In TimeClock Plus 6.0, employees' time could be reviewed via the **Edit Hours** utility. In TimeClock Plus v7, employees' time is handled via **Individual Hours**

Viewing Employee Time

1. Browse to **Hours > Group Hours**.
2. Set your date range to **This Period** and click **Update**.
3. You can set your default date selection to your pay period by clicking on the **Options** button.

1/27/2019 to 2/2/2019 This Period Update

Start date Stop date Period

Options ? Feedback

4. Review employee time for any errors or missed punches.

- 11 - Tommy Johnson		+ Add									
					Notes	Edited		Break Length	Time In	Time Out	
						Y		58u	1/28/2019 09:00 AM	1/28/2019 01:00 PM	
						Y			1/28/2019 01:58 PM	1/28/2019 05:00 PM	
						Y		59u	1/29/2019 09:00 AM	1/29/2019 11:00 AM	
						Y			1/29/2019 11:59 AM	1/29/2019 05:00 PM	
									<< Missed >>	1/30/2019 10:10 AM	

5. Make corrections to employee time segments (See 'Handling Time' on pg. 10).



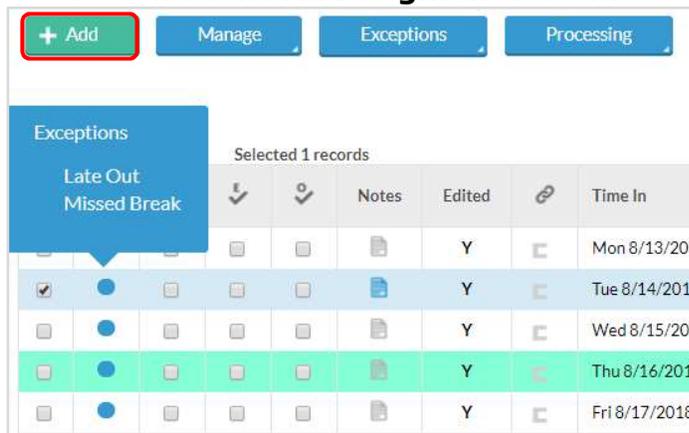
Handling Time

The purpose of managing time is to correct any errors in employees' worked hours during the period.

Adding Employee Time

Adding time in v7 is almost exactly the same as how it was in 6.0, though a few items have been moved around.

1. Browse to **Hours > Individual Hours**.
2. Select an employee to add time.
3. Click on the **Add Segment** button.



4. Enter the date and time next to **Time in** and **Time out**. You can use the calendar to select a date and the clock icon to enter a time, or manually enter the date and time.



Add ? Feedback

Segment Length: 7:30

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 8/23/2018 08:00 AM

Time out: 8/23/2018 03:30 PM

Break type: << NONE >>

Job Code: 3 - Food Service

Cost Code: << NONE >> Select

Rate: 9.25

Substitute for: << NONE >> Select

Note:

Days: 1

Custom Extra Cancel Save

5. If you are clocking an employee in, check **Individual is clocked in** and click **Save**. This will allow the employees to clock out at the end of their shifts.

Add ? Feedback

Segment Length: 7:30

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 8/23/2018 08:00 AM

Time out: 8/23/2018 03:30 PM

Break type: << NONE >>

Job Code: 3 - Food Service

Cost Code: << NONE >> Select

Rate: 9.25

Substitute for: << NONE >> Select

Note:

Days: 1

Custom Extra Cancel Save

6. If this is a time sheet entry, check **Time sheet entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time**



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in will remain as the anchor point for the shift. When entering leave, companies typically choose this option. This is for Leave entry only.

Add ? Feedback

Segment Length: 7:30

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 8/23/2018 08:00 AM

Time out: 8/23/2018 03:30 PM

Break type: << NONE >>

Job Code: 3 - Food Service

Cost Code: << NONE >> Select

Rate: 9.25

Substitute for: << NONE >> Select

Note:

Days: 1

Custom Extra Cancel Save

7. If there is a break after this segment, select **Break type**.

Add ? Feedback

Segment Length: 7:30

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 8/23/2018 08:00 AM

Time out: 8/23/2018 03:30 PM

Break type: << NONE >>

Job Code: 3 - Food Service

Cost Code: << NONE >> Select

Rate: 9.25

Substitute for: << NONE >> Select

Note:

Days: 1

Custom Extra Cancel Save

8. To specify the job code worked for this shift, click the **Job Code** drop-down.



Add ? Feedback

Segment Length: 7:30

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 8/23/2018 08:00 AM

Time out: 8/23/2018 03:30 PM

Break type: << NONE >>

Job Code: 3 - Food Service

Cost Code: << NONE >> Select

Rate: 9.25

Substitute for: << NONE >> Select

Note:

Days: 1

Custom Extra Cancel Save

9. If the segment was the result of a missed punch, you can indicate this by selecting **Missed in punch** and/or **Missed out punch**.

Add ? Feedback

Segment Length: 7:30

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in: 8/23/2018 08:00 AM

Time out: 8/23/2018 03:30 PM

Break type: << NONE >>

Job Code: 3 - Food Service

Cost Code: << NONE >> Select

Rate: 9.25

Substitute for: << NONE >> Select

Note:

Days: 1

Custom Extra Cancel Save

10. Review everything you have filled in, then click **Save**.



Editing Employee Time

Similarly, editing time in v7 is much the same as it was in 6.0.

1. Browse to **Hours > Individual Hours**.
2. Select the employee whose time will be edited.
3. Click on a segment to highlight it, then click **Manage**, then **Edit** to access the **Edit Segment** window. You can also double-click on the segment or even right-click then choose **Edit** shown in the screenshot below.

Showing 5 records of 5 Selected 1 records

					Notes	Edited		Time In	Time Out	Hours	Shift Total	Day Total	Week Total
						Y		Mon 8/13/2018 07:46 AM	Mon 8/13/2018 03:18 PM	7:32	7:32	7:32	
						Y		Tue 8/14/2018 07:45 AM	Tue 8/14/2018 03:18 PM	7:32	7:32	7:32	37
						Y		Wed 8/15/2018 07:40 AM	Wed 8/15/2018 03:18 PM	7:32	7:32	7:32	40
						Y		Thu 8/16/2018 07:42 AM	Thu 8/16/2018 03:18 PM	7:32	7:32	7:32	42
						Y		Fri 8/17/2018 07:44 AM	Fri 8/17/2018 03:18 PM	7:32	7:32	7:32	35 38:06

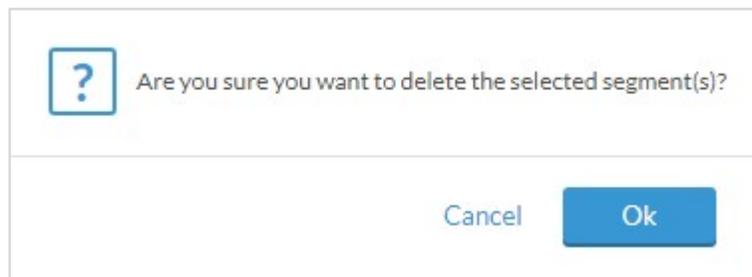
Edit
Delete
Split segment by length
Split segment by percentage
Add break
Toggle break
Audit Log
View segment photos

4. The **Time In** and **Time Out** fields can be edited.
5. If the employee is currently clocked in, enable **Individual is clocked in**, then only a **Time In** would need to be specified because the employee is currently working and clocked in so there is not a need to enter a clock out time.
6. If you want to make the segment a time sheet entry, check **Time sheet entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time in** will remain as the anchor point of the shift. This is for Leave entry only.
7. If you want to change the break type select the appropriate option under the **Break type** drop-down.
8. To change the job code worked for this shift, click the **Job Code** drop-down.
9. Click **Save**.



Deleting Employee Time

In order to delete a segment already in the system, click on the segment to highlight it, click **Manage Segments**, and **Delete**. This will bring up a prompt asking you to verify that you want to delete the segment. To delete the segment, click **Ok**.





Managing Exceptions

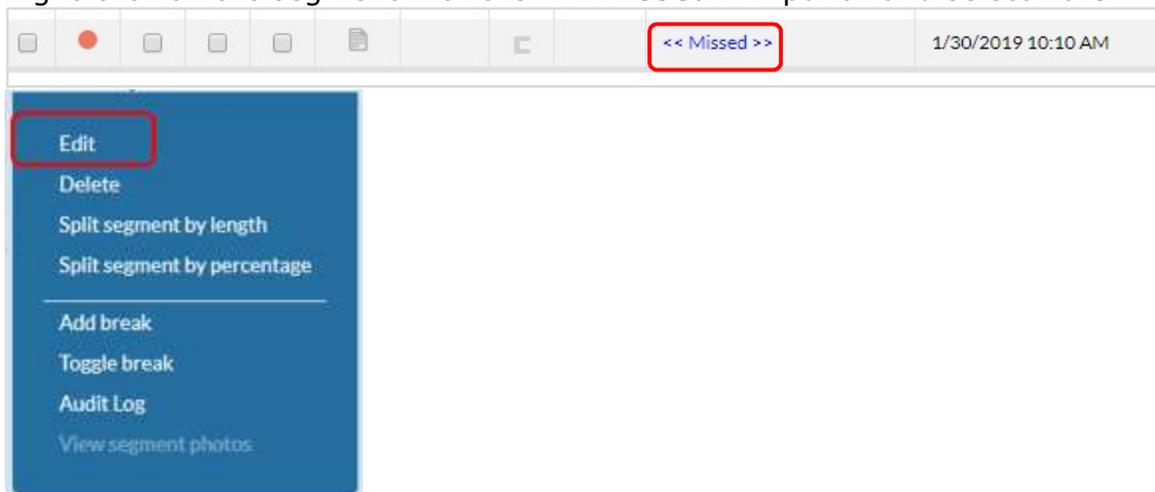
Exceptions are used to track any inconsistencies in worked segments, such as tardiness, missed punches, or segments awaiting approval.

Managing Missed Punches

Missed punches occur when an employee fails to perform a clock operation, such as when they forget to clock in or out for a shift or break. In v7, missed punches are a little bit easier to deal with, as they are approved as soon as you edit them.

When you browse to either Individual Hours or Group Hours, you may see missed punch segments like the ones below. These are easily corrected and approved.

1. Right-click on the segment with the **<< Missed >>** punch and select **Edit**.



2. Next to the segment that is missing, enter in the time that the missed punch occurred.
3. Click **Save**.

Upon saving the corrected time, the missed punch will also automatically be marked as **Approved**.

You can also view/approve multiple missed punches for multiple employees using the same methods described above for the **Group Hours** tool.



Managing Remaining Exceptions

The other exceptions that require attention and approval are **Conflicting shifts**, **Overtime**, and **Manager Approval**.

1. To approve your employees' exceptions on a global level go to **Hours > Group Hours**.
2. Click the **Exception Filter** button and check each exception you want to manage and click **Filter**.

The **Exception Filter** allows you to filter segments based on the exceptions flagged on the employees' shifts. For example, if you are required to approve all missed punches before payroll can be processed, you can filter all the segments worked that week to see just those segments that have unapproved missed punches so you can focus on editing/approving only missed punches.

Exception Filter ? Feedback

Required for close week

Required for payroll exports and reports

Search

<input type="checkbox"/>	Other Approval	Approvals
<input checked="" type="checkbox"/>	Conflicting Shifts	Shift
<input type="checkbox"/>	Short Break	Shift
<input type="checkbox"/>	Long Break	Shift
<input type="checkbox"/>	Long Shift	Shift
<input type="checkbox"/>	Long Week	Shift
<input type="checkbox"/>	Missed Break	Shift
<input checked="" type="checkbox"/>	Missed Punches	Shift

NOTE: Only segments with the selected exceptions will be shown

Restore default Save as default Cancel Filter

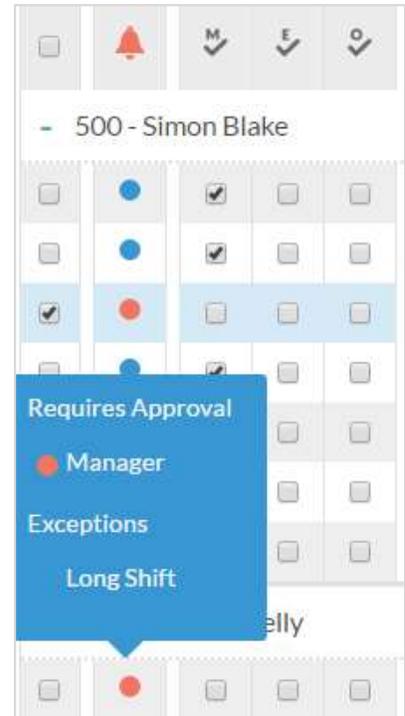
3. Next, set the date range to **Current Pay Period** and click **Update**. This will load all employees' segments that have unapproved exceptions specific to the exceptions checked in the **Exception Filter**.



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4. You can determine which segments still have exceptions that require approval by looking at the exceptions column, located with a bell icon.
- If a segment has a **red** dot, then there is an exception that still requires approval.
 - If a segment has a **blue** dot, or is blank, then all exceptions that require approval have been approved.
 - Exceptions can be displayed by hovering over a blue or red dot next to each segment. Those that require approval will be listed under the **Requires Approval** section.
 - Anything listed under **Exceptions** is informational only and does not require approval, but notifies you that a particular exception did occur during your employees' shifts.





Approving Exceptions/Approving Hours

All exceptions that require approval need to be approved for payroll to be processed. Manager approval is a separate process from approving missed punches and all other exceptions.

Approving Exceptions

1. Browse to **Hours > Group Hours**.
2. Set your Date Range to **Current Pay Period** and click **Update**.
3. Click the **Resolve Period** button and select the radial under the **Approve** column next to the exception you want to approve and click **Apply**.

	Unapprove	Approve
Employee Approval	<input type="radio"/>	<input type="radio"/>
Manager Approval	<input type="radio"/>	<input checked="" type="radio"/>
Other Approval	<input type="radio"/>	<input type="radio"/>
Missed Break	<input type="radio"/>	<input type="radio"/>
Overtime	<input type="radio"/>	<input type="radio"/>
Conflicting Shifts	<input type="radio"/>	<input type="radio"/>
Missed In	<input type="radio"/>	<input type="radio"/>

Apply

Please note that **Resolve Period** will approve or unapprove **ALL** exceptions, not just the ones visible on the current page you are viewing.



Pre-Payroll Processing Checklist

Managers and Timekeepers will need to review and approve employee hours and outstanding exceptions before payroll processing can begin.

- Reviewing pay period time segments for errors
 - Reviewing Time Segments
- Managing Time/Making Corrections to Employee Time Segments
 - Adding segments
 - Editing segments
 - Deleting segments
 - Leave Entry
- Managing Exceptions
 - Missed Punches
 - Conflicting Shifts
 - Overtime
- Managing Missed Punches
 - Edit and Verify Missed Punches
- Approving Exceptions/Approve Hours
 - Missed Punches
 - Conflicting Shifts
 - Overtime
 - Manager Approval



Section III: Management Tools

Employee Status

The **Employee Status** screen, which is an upgrade of the **Who's Here** feature from version 6.0, allows managers to monitor employees in real time. From this screen, you can see which employees are clocked in, what job code they are working in, and how long the employee has been clocked in.

Employee Status Tabs

ID↑	First Name	Last Name	Note	Status	Job Code	Cost Code	Time In	Cell	Phone
1	Tommy	Kyne		Out					
2	Connie	Uma		Out					
3	Joseph	Barthow		Out					
4	Mick	Carter		Out					
5	Tommy	Hernandez		Out					
6	Tom	Smith		Out					

Browse to **Tools > Employee Status**.

- The **All** tab allows the user to view every employee they have access to, their status, and (if clocked in) their job code, time in, and location.
- The **Clocked In** tab only shows the clocked-in employees, as well as the job code that employees clocked in to, the time they clocked in, and the location of the clock operation.
- The **On Break** tab only shows employees that are currently on break, as well as the job code that employees is clocked in to, the time they took a break, the duration of the break, and the location of the clock operation.
- The **Auto Out** tab only shows employees that are clocked into an auto-out job code, the job code that employees is clocked into, the time they clocked in, and the location of the clock operation.



- The **Not In** tab only shows employees that are not currently clocked in.
- The **On Leave** tab shows employees currently clocked into a leave code as well as any shift notes about that segment.
- The **Last Punch** tab shows employees, their status, their last clock in, and their last clock out.
- The **Hours** tab shows employees, their hire date, the amount of hours worked today, the amount of hours worked this week, the employees' status, and the last time that employee clocked out.

Clocking Employees Out from Employee Status

Clock Out

Time in 10/11/2016 09:00 AM

Time out 11/10/2016 04:56 PM

Break type << NONE >>

Cancel Clock out

1. Select the employee(s) you wish to clock out from the **Employee Status** list.
2. Right-click on the employee and choose **Clock Out**.
3. In the **Clock Out** window, enter the date and time you want the segment to end and click on **Clock out**.



Reports

Running reports in v7 looks different than its 6.0 counterpart, but the basics are still the same. Instead of placing check marks next to reports from a list, reports can be selected individually by browsing to each category and highlighting the desired report.

Running a Report

1. Select the report you'd like to run from the **Period Reports** screen (**Reports > Period Reports**).
2. By default, the report that you run will include all employees. To limit which individuals will appear on the report, set an **Employee** or **Job Code** filter.



3. Enter in the date range for the report, or select a pre-defined date range from the dropdown.

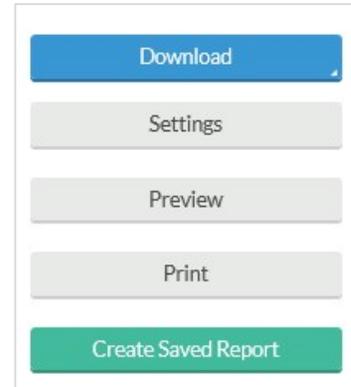


4. After selecting one of the report categories, highlight the report you would like to run.

Categories	Select a report
Payroll	Approaching Exception
Job Code	Approaching Overtime
Scheduler	Complete Payroll
Period	Day Breakdown
Cost Code	Employees Without Exceptions
Accruals	Estimated Wages
Miscellaneous	Exception Summary
Contract	Individual Exception
Benefit Status	Individual Job
SubSearch	Overtime
FMLA	Payroll Detail



5. Click on the **Download** button to choose which output format you would like to download:
 - **HTML:** The output is produced in an **.html** file that can be opened by a web browser.
 - **PDF:** The output is produced in a **.pdf** file that can be opened in Adobe Reader or another program designed to read .pdf files. As the .pdf report is more difficult to edit than the other formats, many companies use this for producing reports to send out.
 - **OpenXML:** The report is produced in an **.xml** file that can be opened in Microsoft Excel or OpenOffice.
6. Click on **Settings** to change individual items on the report as needed. These settings are unique to each report.
7. Click **Preview** to quickly see the report and make sure that it includes all of your criteria.
8. Click **Print** to send the report directly to your printer for physical copies.





Audit Log

The **Audit Log** in v7 is an expansion of the 6.0 **Hour Edit Log**. As before, it allows you to examine changes that have been made to employees' hours. It also can display times when employees have not completed a clock operation.

Hours Audit Log

Select feature: **Hours Audit Log**

1/20/2019 to 2/2/2019 Open Weeks

Start date Stop date Period

Search on dates edited Search on segment times

Group by: **Employee ID**

[Expand all](#) [Collapse all](#)

Showing 6 records of 6

	Time	Employee Name	Time In	Time Out	User Name	Feature	Reason
-	11 - Tommy Johnson						
	1/30/2019 10:09 AM	Tommy Johnson	1/28/2019 09:00 AM	1/28/2019 05:00 PM	ADMIN	Individual Hours	Added
	1/30/2019 10:09 AM	Tommy Johnson	1/29/2019 09:00 AM	1/29/2019 05:00 PM	ADMIN	Individual Hours	Added
	1/30/2019 10:09 AM	Tommy Johnson	1/28/2019 09:00 AM	1/28/2019 01:00 PM	ADMIN	Manager - Split Segment	Edited

1. Browse to **Tools > Other Tools > Audit Log**.
2. Next to **Select Feature**, select **Hours Audit Log**.
3. By default, this feature will load all of the changes that have been made to the present day. To only view certain changes, use one of the following filters:
 - **Employee Filter** to select which employees will appear.
 - **Job Code Filter** to select which job code hours will appear.
 - **User Filter** to see changes made by a particular user.
 - **Advanced Filter** to see particular types of clock operations or changes made using a specific software tool.



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4. To view changes made to hours during a particular timeframe, change the date range boxes.
5. Once necessary changes have been made, click **Update** to view audits based on the specified criteria.
6. Click the note icon next to the date to see the details of any changes made to the employees' hours including what changes were made, when they were made, and who made them.

Showing 3 records of 3

	Time	Employee Name	Time In	Time Out
- 1 - Scotty Hawkins				
	1/31/2019 10:52 AM	Scotty Hawkins	1/31/2019 09:00 AM	1/31/2019 05:00 PM
	1/31/2019 10:52 AM	Scotty Hawkins	1/31/2019 09:00 AM	1/31/2019 01:00 PM
	1/31/2019 10:52 AM	Scotty Hawkins	1/31/2019 01:30 PM	1/31/2019 05:00 PM

Audit Log Change ? Feedback

Time 01/31/2019 10:52 AM
User ID JSMITH
Entity 1 - Scotty Hawkins [Show more info](#)

Time	Description
01/31/2019 10:52 AM	Edited

Show changes only

Field	Old Value	New Value
Time In	01/31/2019 09:00 AM	01/31/2019 01:30 PM
Actual Time In	01/31/2019 09:00 AM	01/31/2019 01:30 PM
Time Out	01/31/2019 05:00 PM	
Actual Time Out	01/31/2019 05:00 PM	
Cost Code	N/A	
Substitute	N/A	
Job Code	10 - Substitute	
Rate of Pay	0.00	
Break Name	None	
Missed In Punch	No	
Missed Out Punch	No	
Force overtime	No	

[Close](#)



Incomplete Clock Operation Audit Log

AUDIT LOG ☆

Select feature: Incomplete Clock Operation Audit Log ▼

Employee Filter Advanced Filter

10/9/2016 to 11/12/2016 Group by: Employee ID ▼

Open Weeks Update

Search

[Expand all](#) [Collapse all](#)

Showing 2 records of 2

Time	Employee Name	Application	Reason	Last Workflow Step	Type	Physical Location
- 1 - Tommy Kyne						
10/11/2016 03:46 PM	Tommy Kyne	WebClock	Cancelled Clock Operation	Gather Job Code	Clock In	192.168.4.13
10/12/2016 10:26 AM	Tommy Kyne	WebClock	Abandoned Clock Operation	Gather Cost Code	Clock In	192.168.4.13

1. Browse to **Tools > Other Tools > Audit Log**.
2. Next to **Select Feature**, select **Incomplete Clock Operation Audit Log**.
3. By default, this feature will load all of the incomplete operations that have been made on the present day. To only view certain changes, use one of the following filters:
 - **Employee Filter** to select which employees will appear.
 - **Advanced Filter** to see incomplete operations from all features, or specific features.
4. To view incomplete operations during a particular timeframe, change the date range boxes.
5. When any changes needed have been made, click **Update** to view all incomplete operations accordingly.



Approval Manager (6.0) / Group Hours (v7)

Approval Manager _ □ ×

Dates To Examine
 Start:

O	M	I	Note	Edited	Brk	Time In	Time Out	Break	Job Code	Rate	Hours	Shift Total	Total
1 - Scotty Hawkins													
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		01/31/2019 09:00 AM	01/31/2019 01:00 PM	30u	10 - Substitute	0.00	4:00		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		01/31/2019 01:30 PM	01/31/2019 05:00 PM		10 - Substitute	0.00	3:30	7:30	7:30
11 - Tommy Johnson													
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		01/28/2019 09:00 AM	01/28/2019 01:00 PM	58u	1 - Front Office	0.00	4:00		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		01/28/2019 01:58 PM	01/28/2019 05:00 PM		1 - Front Office	0.00	3:02	7:02	7:02
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		01/29/2019 09:00 AM	01/29/2019 11:00 AM	59u	1 - Front Office	0.00	2:00		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		01/29/2019 11:59 AM	01/29/2019 05:00 PM		1 - Front Office	0.00	5:01	7:01	7:01
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		<< Missed Punch >>	01/30/2019 10:10 AM		1 - Front Office	0.00	0:00	0:00	14:03

Unapproved missed punch

GROUP HOURS ☆

Sort by: ID ↑ to

Employee Filter Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees use Mass Hours.

Manage

Showing 7 records of 7 Selected 0 records Unapproved Break

- 1 - Scotty Hawkins <input type="button" value="+ Add"/>															
				Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code	Rate	Substitute For
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	30u	1/31/2019 09:00 AM	1/31/2019 01:00 PM	4:00			10 - Substitute		0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		1/31/2019 01:30 PM	1/31/2019 05:00 PM	3:30	7:30	7:30	10 - Substitute		0.00	
- 11 - Tommy Johnson <input type="button" value="+ Add"/>															
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	58u	1/28/2019 09:00 AM	1/28/2019 01:00 PM	4:00			1 - Front Office		0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		1/28/2019 01:58 PM	1/28/2019 05:00 PM	3:02	7:02		1 - Front Office		0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	59u	1/29/2019 09:00 AM	1/29/2019 11:00 AM	2:00			1 - Front Office		0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		1/29/2019 11:59 AM	1/29/2019 05:00 PM	5:01	7:01		1 - Front Office		0.00	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<< Missed >>	1/30/2019 10:10 AM	0:00	0:00	14:03	1 - Front Office		0.00	



Who's Here (6.0) / Employee Status (v7)

Matching: 250
Filter: None

Find:

■ Minors ■ Over 8 hours
■ Over 12 hours

All Clocked In On Break Auto Out Not In Last Punch Hours Leave

Number	First Name	Last Name	Note	Status	Job Code	Date In	Time In	Location
1	Scotty	Hawkins		Out				
2	Ally	O'Connell		Out				
3	Natalia	Baum		Out				
4	Wilson	Sands		Out				
5	Donnie	Macias		Out				
6	Jerome	Kelsey		Clocked In	2 - Teacher	01/31/2019	05:00 AM	TimeClock Manager on QA04
7	Evi	Greenburg		Clocked In	10 - Substitute	01/31/2019	08:00 AM	TimeClock Manager on QA04
8	Lincoln	Kelly		Out				
9	Astrid	Kowalczyk		Out				
10	Johnny	Fornell		Out				
11	Tommy	Johnson		Out				

Print
Criteria
Options
Absent
Call List

EMPLOYEE STATUS ☆

Options Download ? Feedback

Search Employee Filter Job Code Filter Cost Code Filter

All Clocked In On Break Not In Absent On Leave Last Punch Hours

Segment Refresh

■ Over 8 hours ■ Out

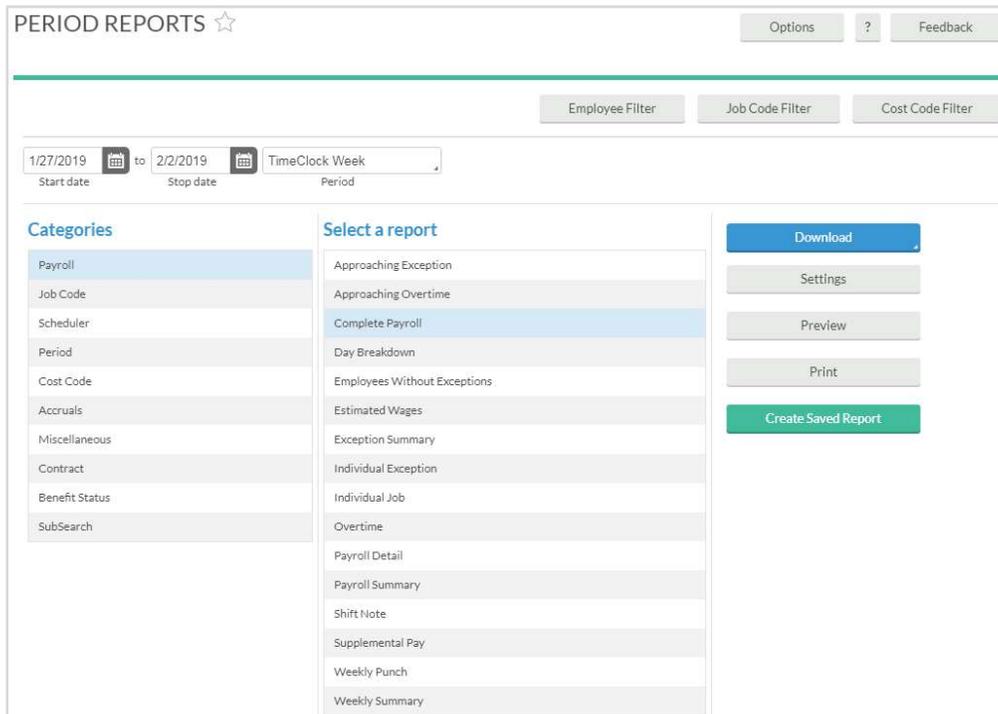
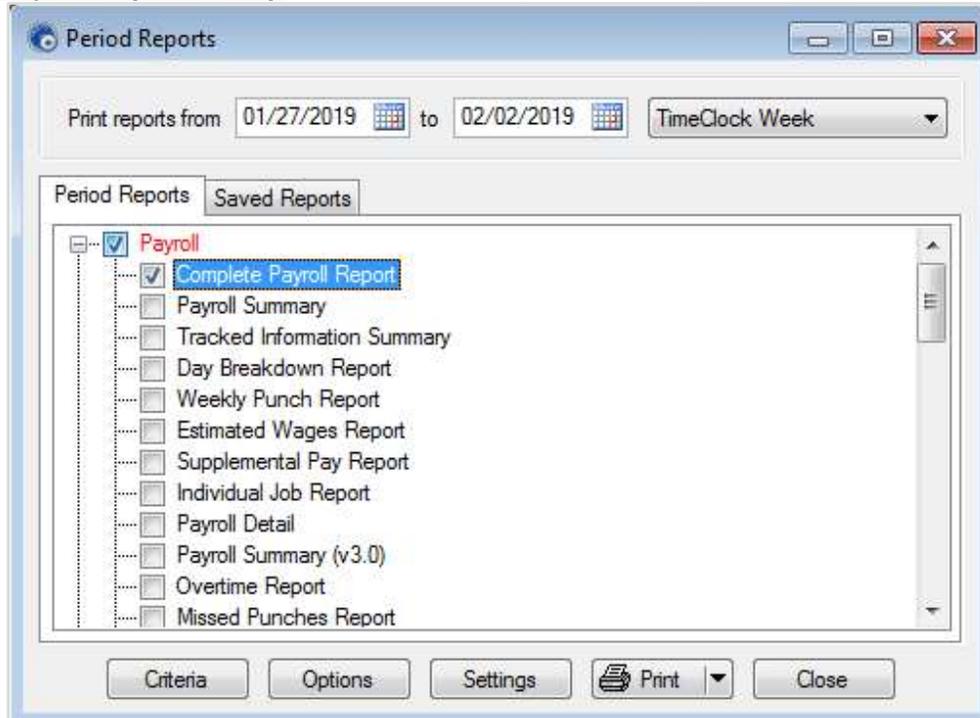
Page 1 of 3

Showing 1-100 records of 250 Selected 0 records

ID	First Name	Last Name	Note	Status	Job Code	Cost Code	Time In	Cell	Phone	Location	Substitute For	Call Note
1	Scotty	Hawkins		Out				555-7141	555-6422			Enter note
2	Ally	O'Connell		Out								Enter note
3	Natalia	Baum		Out								Enter note
4	Wilson	Sands		Out								Enter note
5	Donnie	Macias		Out								Enter note
6	Jerome	Kelsey		Clocked In	2 - Teacher		01/31/2019 05:00 AM			TimeClock Manager - Employee Status on 127.0.0.1		Enter note
7	Evi	Greenburg		Clocked In	10 - Substitute		01/31/2019 08:00 AM			TimeClock Manager - Employee Status on 127.0.0.1		Enter note
8	Lincoln	Kelly		Out								Enter note
9	Astrid	Kowalczyk		Out								Enter note



Period Reports (6.0 / v7)





Hour Edit Log (6.0) / Hours Audit Log (v7)

Hour Edit Log

View range from: 01/31/2019 End: 01/31/2019 Today

Changed by: Include changes by all users

Location: Include changes from all locations

Show only individuals with [] or more edits during period (Missed punch approvals are not counted)

Include adds Include edits Include deletes Include missed punch approvals

Refresh

Id	Name	Counted Changes	Segments Edited	Employee	Change Time/Location	User Id/Computer	Job Code	Cost Code	Time In	Time Out	Hours
6	Jerome Kelsey	2	1	6 - Jerome Kelsey							
				Jerome Kelsey	01/31/2019 02:36 PM	SUPERVISOR			<< Adding new Record >>>		
				#6	Edit Hours	QA04	2		01/31/2019 05:00 AM	<< Clocked In >>	
				Jerome Kelsey	01/31/2019 02:39 PM	SUPERVISOR	2		01/31/2019 05:00 AM	<< Clocked In >>	
				#6	Edit Hours	QA04			<< Record Deleted >>>		
				7 - Evi Greenburg							
				Evi Greenburg	01/31/2019 02:36 PM	SUPERVISOR			<< Adding new Record >>>		
				#7	Edit Hours	QA04	10		01/31/2019 08:00 AM	<< Clocked In >>	
				Evi Greenburg	01/31/2019 02:39 PM	SUPERVISOR	10		01/31/2019 08:00 AM	<< Clocked In >>	
				#7	Edit Hours	QA04			<< Record Deleted >>>		

Criteria History Detail Export Print Close

AUDIT LOG ☆

Options Download ? Feedback

Select feature: Hours Audit Log

1/31/2019 to 1/31/2019 Today Update

Start date Stop date Period

Employee Filter Job Code Filter User Filter Advanced Filter

Search on dates edited
 Search on segment times

Group by: Employee ID

Search

Expand all Collapse all

Showing 4 records of 4

	Time	Employee Name	Time In	Time Out	User Name	Feature	Reason
- 6 - Jerome Kelsey							
	1/31/2019 02:35 PM	Jerome Kelsey	1/31/2019 05:00 AM	<< Clocked In >>	ADMIN	Employee Status	Added
	1/31/2019 02:39 PM	Jerome Kelsey	1/31/2019 05:00 AM	<< Clocked In >>	ADMIN	Individual Hours	Deleted
- 7 - Evi Greenburg							
	1/31/2019 02:35 PM	Evi Greenburg	1/31/2019 08:00 AM	<< Clocked In >>	ADMIN	Employee Status	Added
	1/31/2019 02:39 PM	Evi Greenburg	1/31/2019 08:00 AM	<< Clocked In >>	ADMIN	Individual Hours	Deleted