Open Time Clock

1 — Last update: Jul 23, 2021

OpenTimeClock.com

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1. Settings Tab

1.1. Users

The Users tab provides an overview of all personnel in the system.

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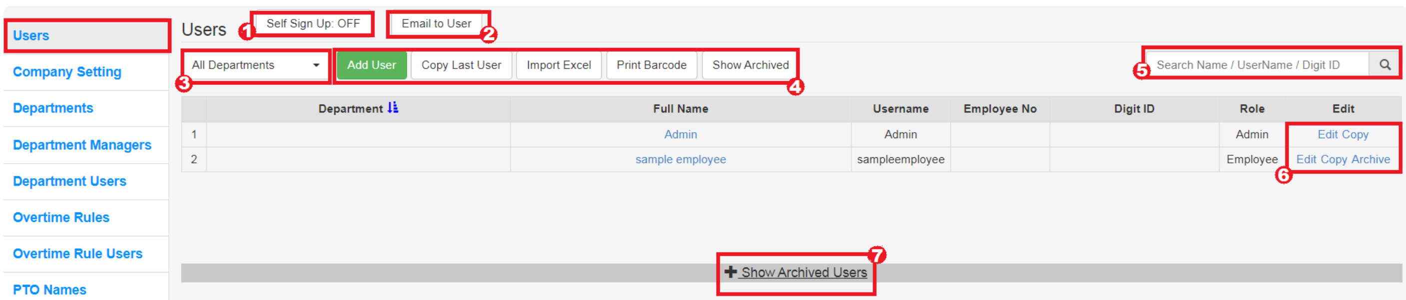
3. Department Filter
4. Add users link and Mass Import Option
5. User Search Box
6. Edit/Copy/Archive User's Profile
7. Recover Archived Users



1.1.1. How to add Employees

Follow the steps below on how to ADD USERS/EMPLOYEES

Step 1: Login to your admin access account
Step 2: Go to the SETTING tab and click the USERS/EMPLOYEES tab
Step 3: Click the ADD USER/EMPLOYEE button
Step 4: Fill out the given information for employees (note: make sure you add value to the RATE field at least “0.00” otherwise user’s profile won’t be saved)
Step 5: Click ADD

1.1.2. How to Add and Print Employee’s Barcode

Please follow the steps below on how to ADD/EDIT EMPLOYEE’S BARCODE

Step 1: Login to your admin/manager access account
Step 2: Go to the SETTING tab and find USERS/EMPLOYEES tab
Step 3: click the EDIT button along side your employee’s name (the one you want to edit). look for the “DIGIT ID” field and type-in the barcode combination in numeric figure
Step 4: click SAVE (you are now ready to print the barcode)

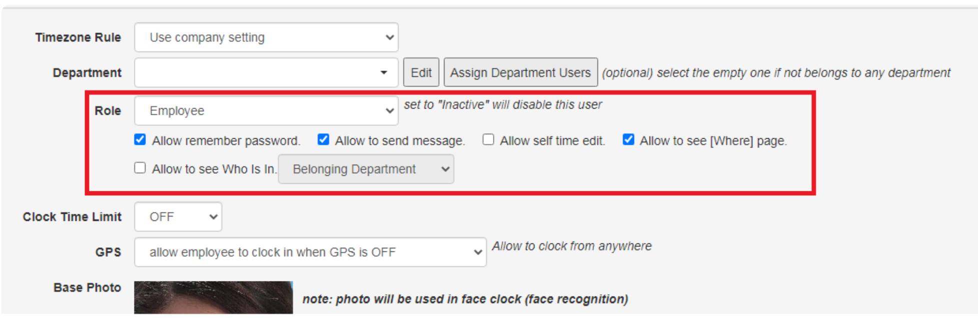
Please follow the steps below on how to PRINT EMPLOYEE’S BARCODE

Step 1: Login to your admin/manager access account
Step 2: Go to the SETTING>USERS tab then click “Print barcode” button
Step 3: Select the name of the employee and your preferred barcode type then hit the “OK” button

1.1.3. How to Edit Employee Role

Please follow the steps below on how to ADD/EDIT YOUR EMPLOYEE ROLE

Step 1: Login to your admin/manager access account
Step 2: Go to the SETTING tab and find USERS/EMPLOYEES tab then click EDIT link alongside each employee name
Step 3: Go to the “ROLE” field and change the user’s access to the ADMIN/MANAGER/EMPLOYEE/ INACTIVE.
Step 4: Under the ROLE field you can set the user’s access restrictions
(You can also select what access restrictions you may want that user to have)
Step 4: Click SAVE



1.2. Company Setting

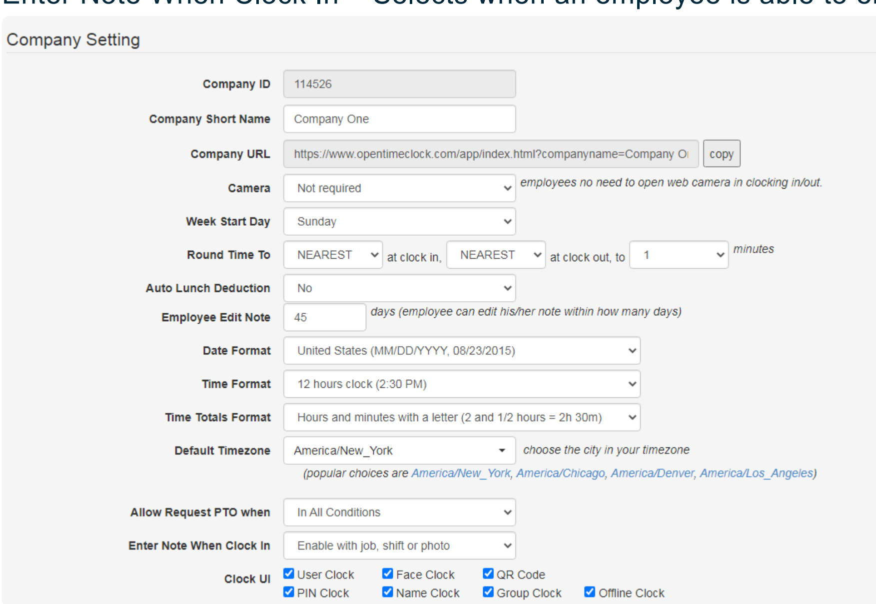
The “Company” tab allows the user to edit select fields related to a company profile.

Fields that are not editable:

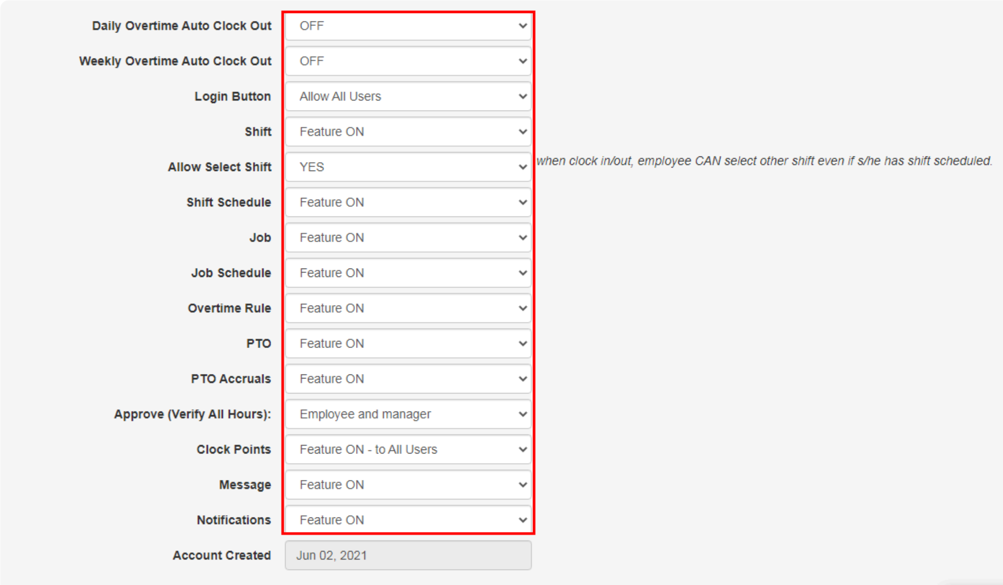
- Company ID
- Company Name
- Company URL

Fields that are editable:

- Camera – This allows you to set the rules regarding the use of a Camera to login/out.
- Weekday Start – Sets the day for start of the work week.
- Round Time To – Rounds up to the closest X minute over if the employee is past the set time. Example. If the setting is for a 15 minute interval, the first 7 minutes over the set time are not counted (rounded down). Anything over 7 minutes up to 15 minutes is counted (rounded up).
- Auto Lunch Deduction – Automatically calculated lunch clock in/out without the employee doing it. If “Yes” is selected admin can enter the variable to for length of break per duration of time worked. Example: 30 minutes every 6 hours.
- Employee Edit Note – The amount of days an employee has to edit shift information before it locks.
- Verify All Hours – Indicates who is allowed to verify hours worked.
- Date Format – Allows Admin to select appropriate date format.
- Time Format – Allows Admin to select 12 or 24 hour format.
- Time Totals Format – Allows Admin to select format to display time worked.
- Default Time Zone – Sets master time zone for the company.
- Allow Shift Select – Allows employee to clock in/out on unscheduled shift
- Enter Note When Clock In – Selects when an employee is able to enter a note.



You can also turn on different features directly on the Company setting tab. Please see picture below:



1.2.1. How to Edit Timezone

Please follow the steps below on how to ADD/EDIT YOUR TIMEZONE

Step 1: Login to your admin/manager access account
Step 2: Go to the SETTING>COMPANY SETTING tab
Step 3: look for the “TIME ZONE” field and click the drop down box and select your desired timezone.
Step 4: Click SAVE

1.2.2. How to Add Automatic Lunch Deduction

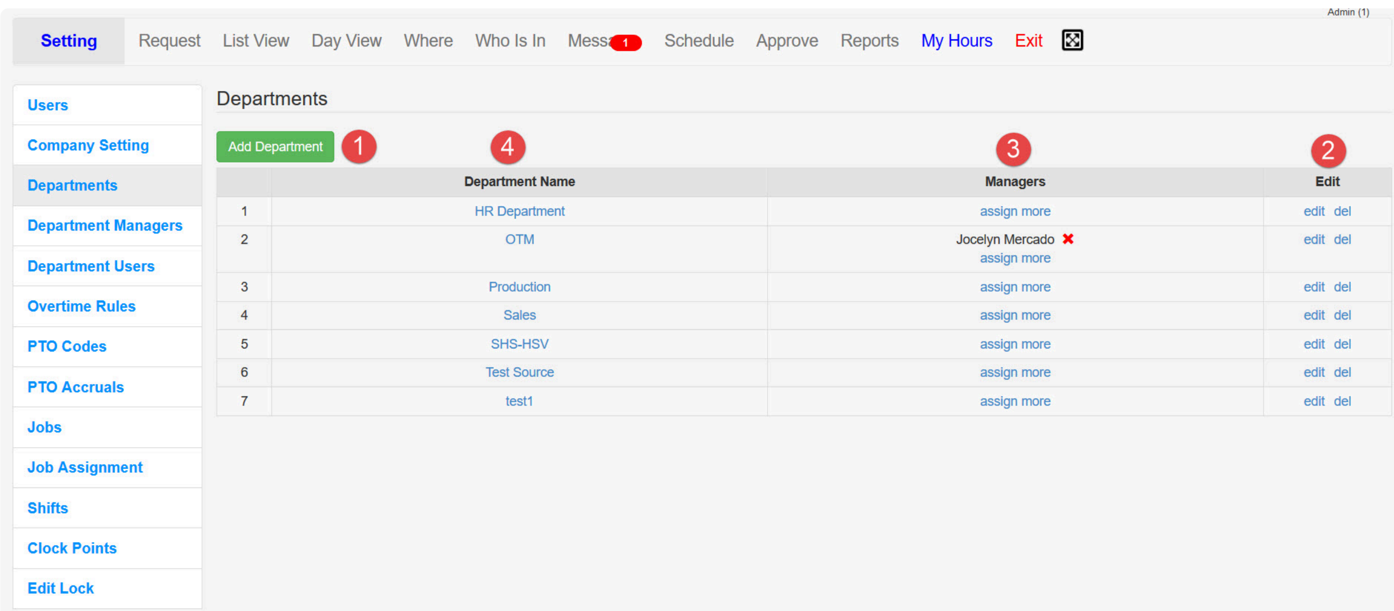
Please follow the steps below on how to set the AUTOMATIC LUNCH DEDUCTION FOR T1 AND 2008.

Step 1: Login to your admin/manager access account
Step 2: Go to the SETTING>COMPANY SETTING
Step 3: Then you will see the field for “Auto lunch deduction” and set it to YES, and set your prefered setting.
Step 4: Click SAVE

1.3. Departments

Departments are where an Admin can perform the following tasks:

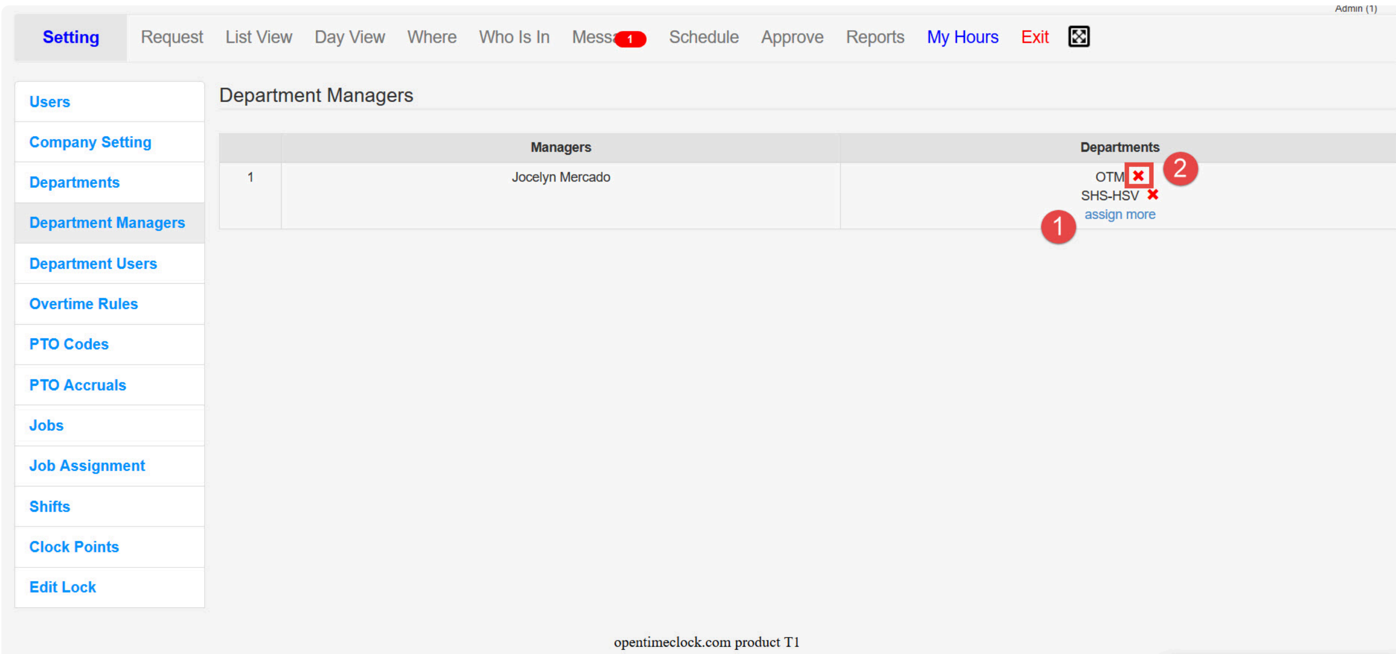
1. Create a new department
2. Edit the name or delete an existing department
3. Assign a manager or managers to a department
4. Edit the name of a department (Similar to 2)



1.4. Department Managers

The Department Managers tab allows the Admin to manage which departments are assigned to the managers.

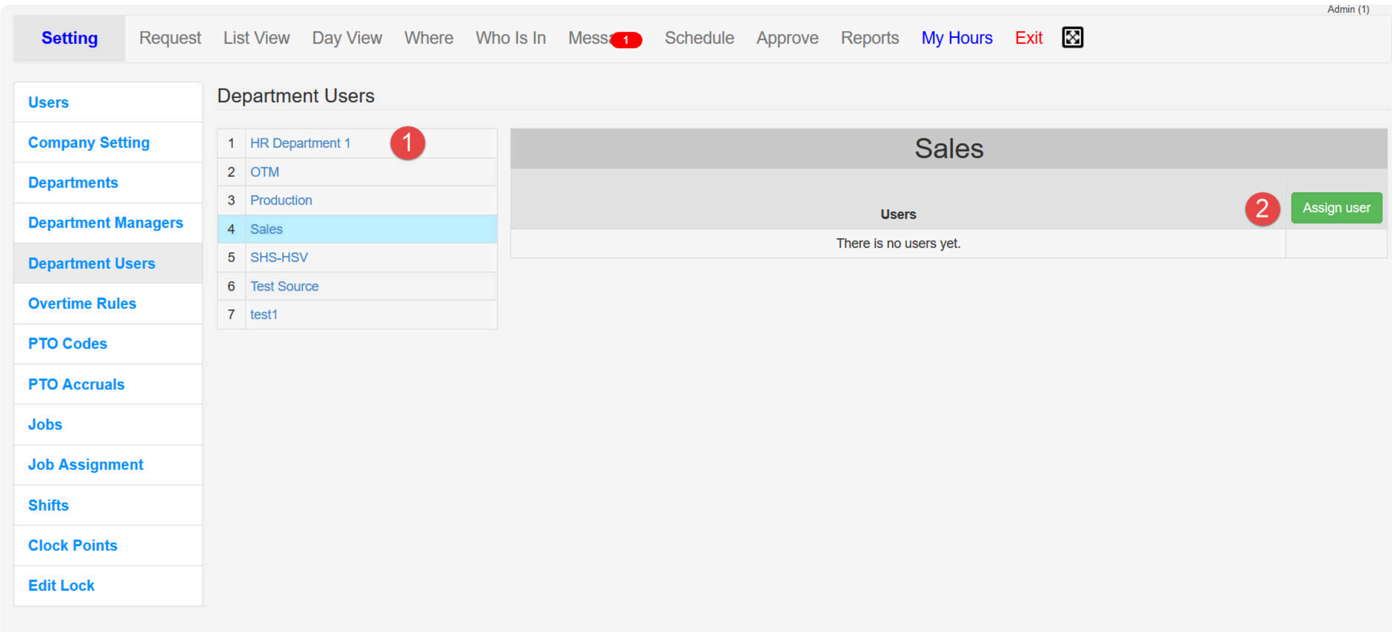
1. Assign a new department to a manager
2. Delete a department from a manager



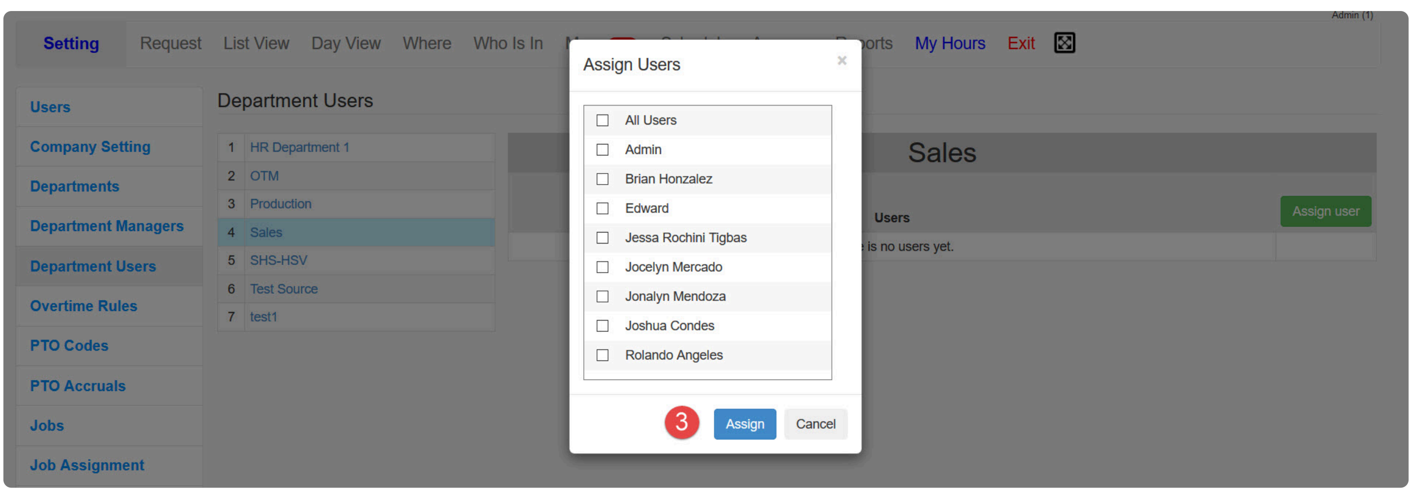
1.5. Department Users

The Department Users tab is where the Admin can assign users to a department.

1. Select the department to add a user
2. Select the Assign User button to add a user/person



3. Select the user/person and add them

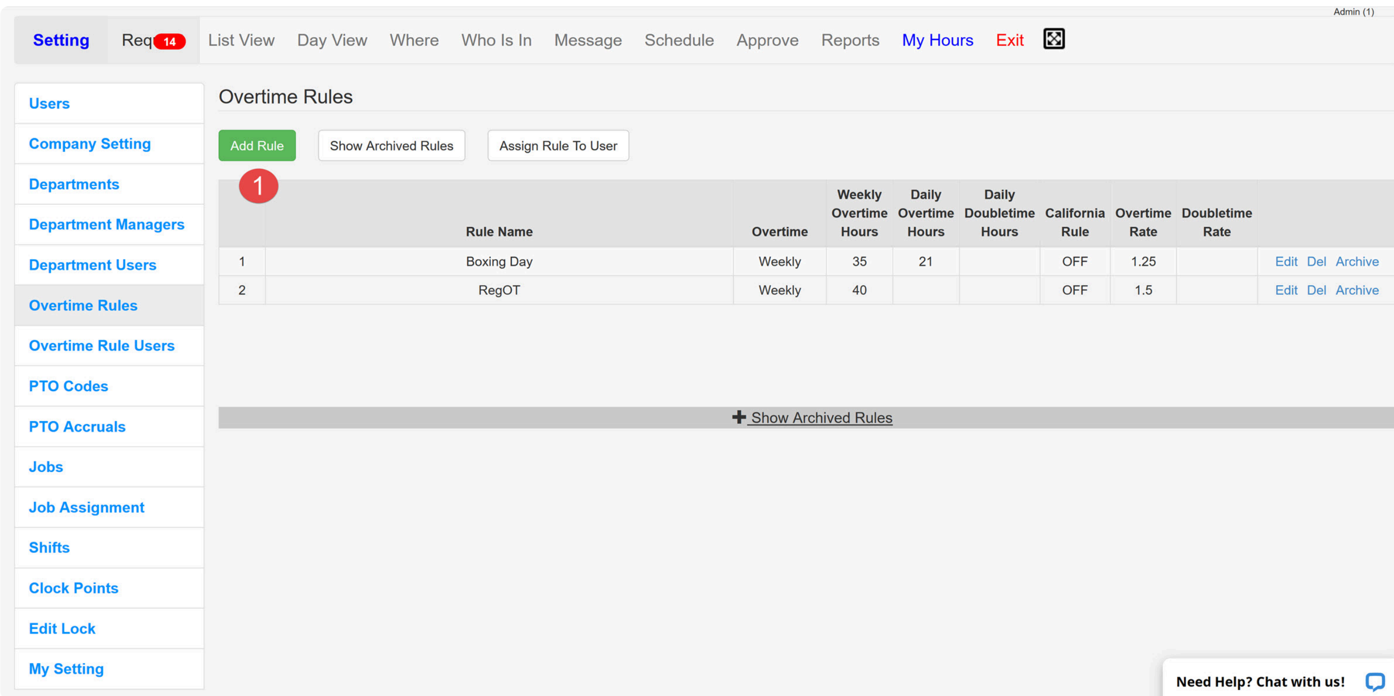


1.6. Overtime Rules

Overtime Rules allows the Admin to create, edit and archive overtime rules.

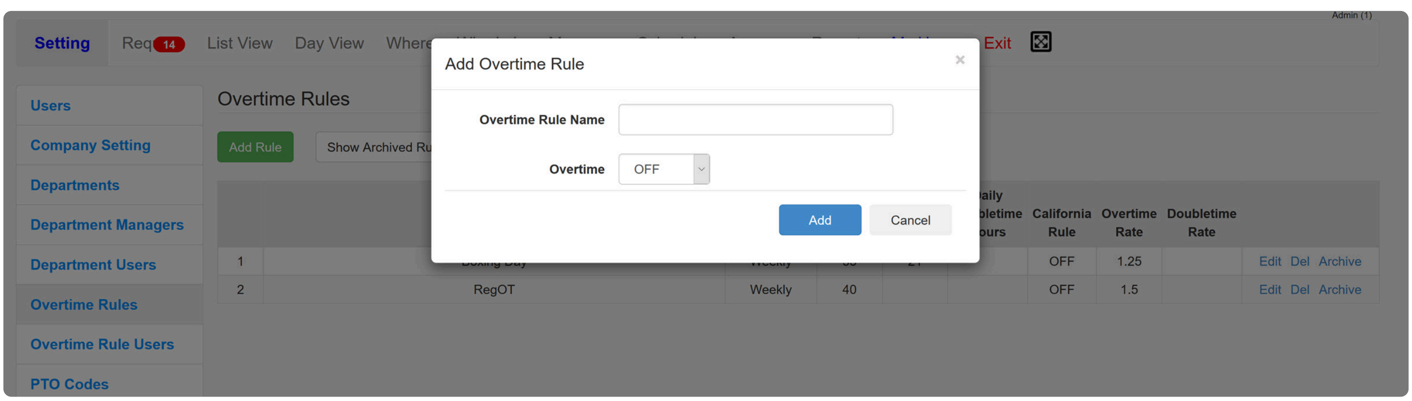
To add an overtime:

1. Select "Add Rule"



2. A pop up will appear and the Admin can name the rule and then select the overtime setting:

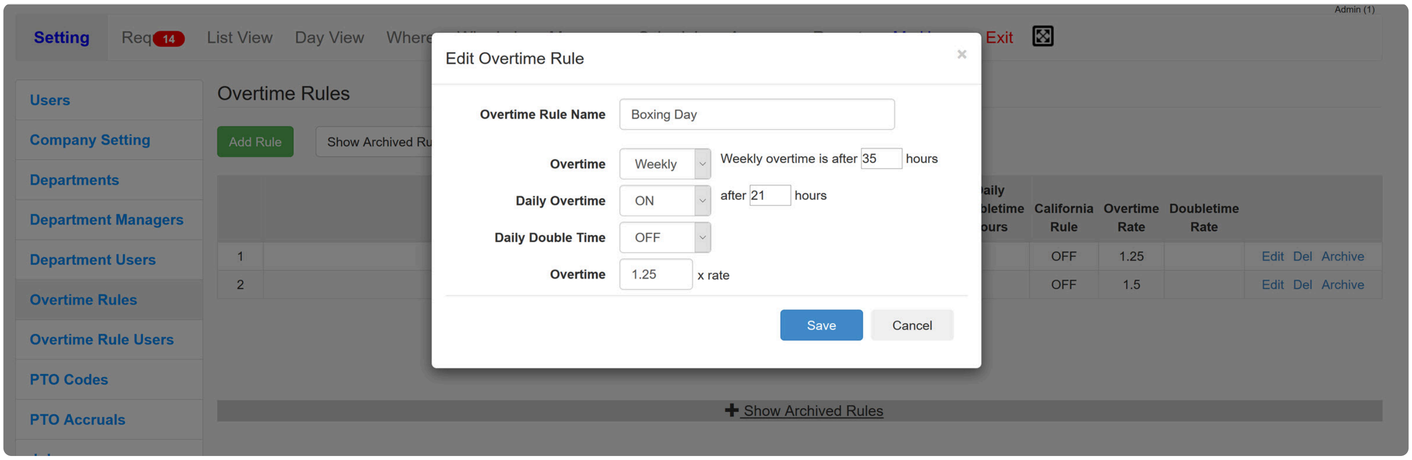
- The settings are: Off, Weekly, Biweekly



3. When editing an over time rule the following settings are available:

- Edit Rule Name

- Edit Weekly Setting
- Edit Daily Setting
- Set Double Overtime Rule
- Set Overtime Rate (Pay)

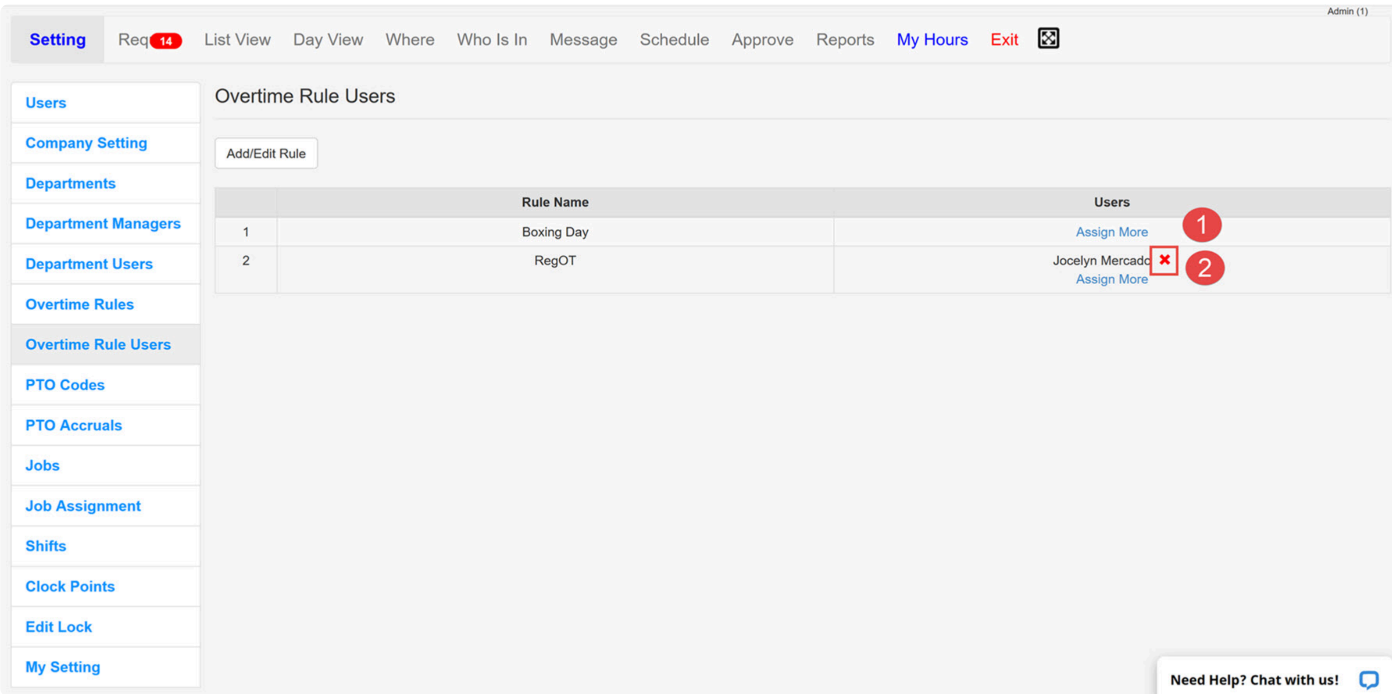


1.7. Overtime Rule Users

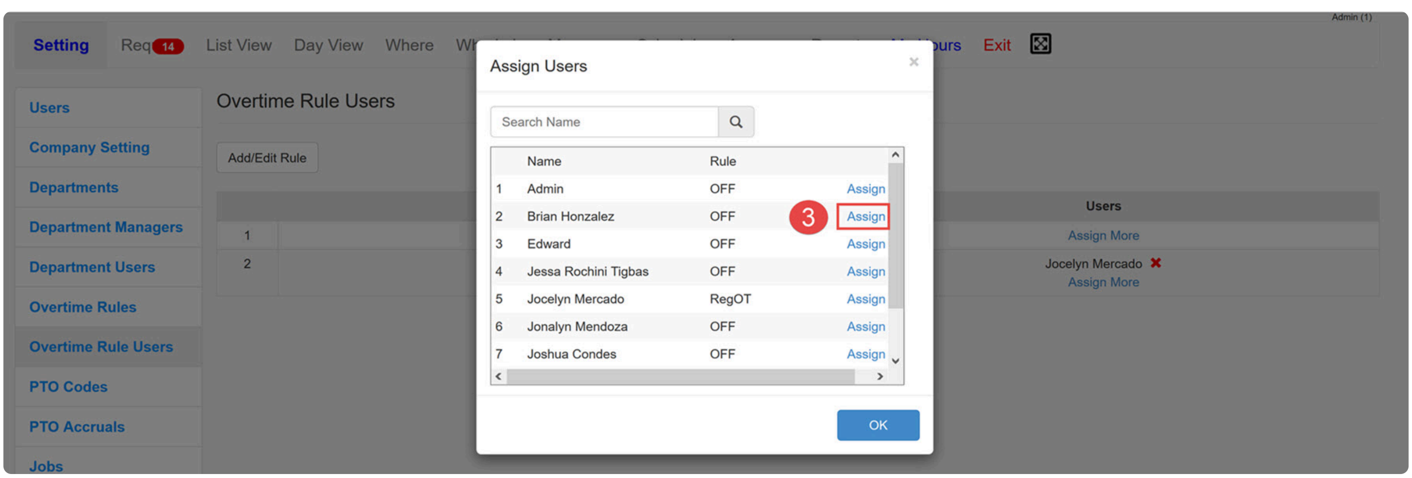
The Overtime Rule Users tab is where the Admin can assign overtime rules to a user.

To assign or delete an overtime rule:

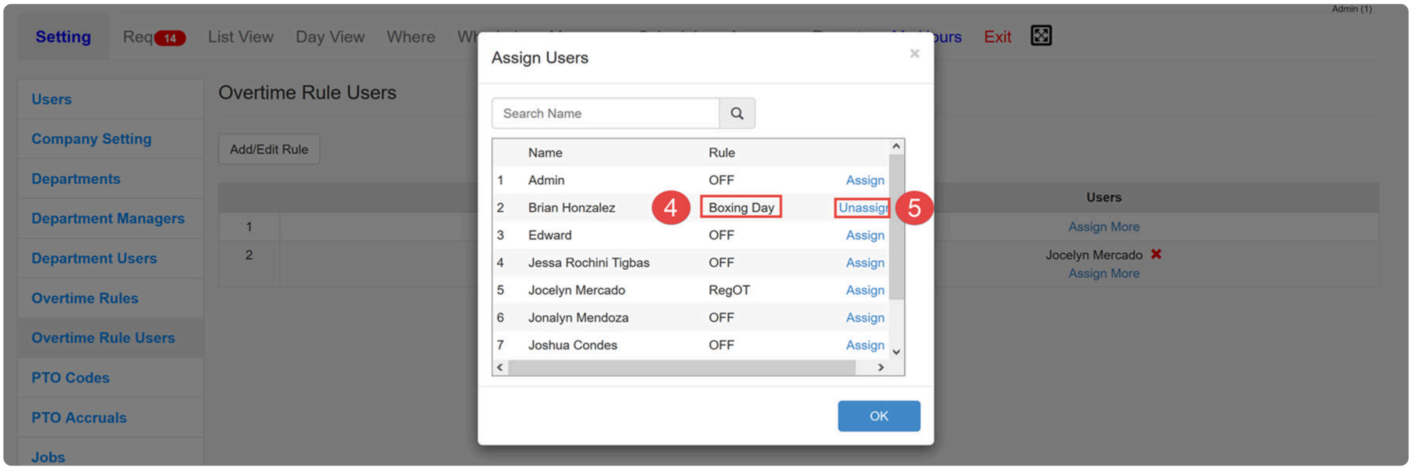
1. Select Assign More and a pop up will open with the list of personnel to assign in the rule
2. Select the X next to the person to delete the rule



3. Once you have identified the person select "Assign"



4. You will see that the rule is now assigned to them
5. The option to unassign the rule is also accessible from this screen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Department Users
Overtime Rules
Overtime Rule Users
PTO Codes
PTO Accruals
Jobs
Overtime Rule Users
Add/Edit Rule
Users
Assign More
Jocelyn Mercado
Assign More
Assign Users
Search Name
Name
Rule
1 Admin OFF Assign
2 Brian Honzalez Boxing Day Unassign
3 Edward OFF Assign
4 Jessa Rochini Tigbas OFF Assign
5 Jocelyn Mercado RegOT Assign
6 Jonalyn Mendoza OFF Assign
7 Joshua Condes OFF Assign
4
5
OK

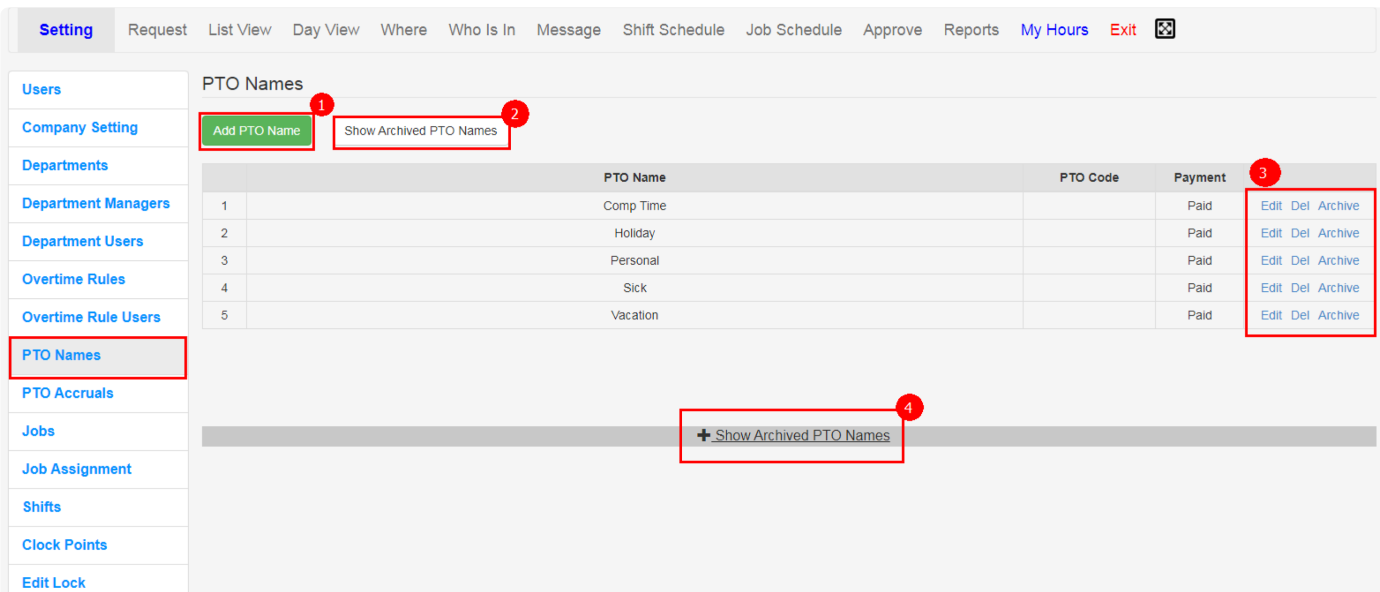
1.8. PTO Names/Code

PTO Names are Paid Time Off. This tab is where an Admin goes to create a new PTO code. To assign rules to the code they need to then go to PTO Accruals. Time off can be paid, partially paid, or not paid.

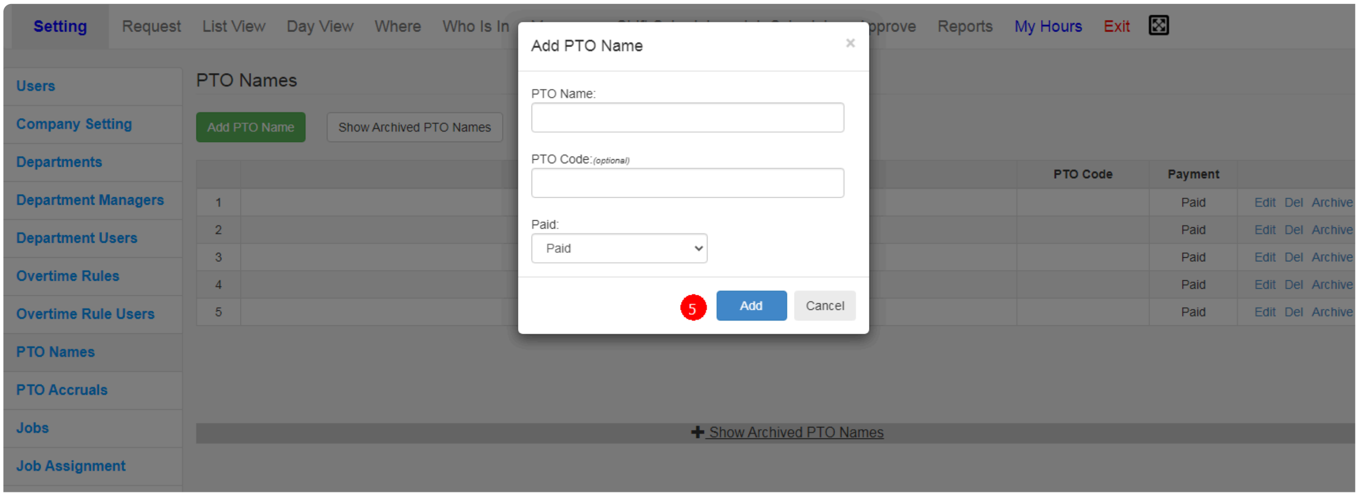
To Create a PTO Code:
1. Add PTO Code

To show Archived PTO Names
2 & 4. Show Archived PTO Names

If you wish to edit, delete or archive
3. Select the option



5. The pop up on Add PTO screen is as the same as the pop up on the Edit PTO screen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Department Users
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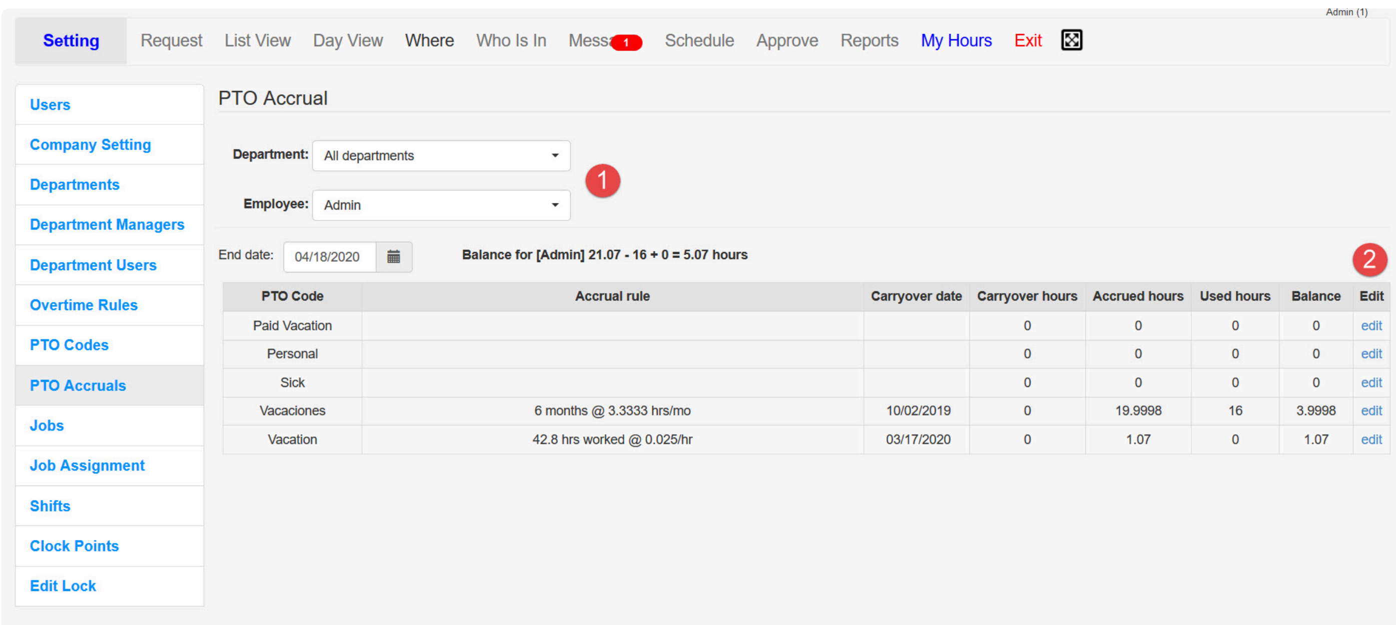
PTO Accruals
Jobs
Job Assignment
PTO Names
Add PTO Name
Show Archived PTO Names
PTO Code
Payment
Paid
Edit Del Archive
Add PTO Name
PTO Name:
PTO Code: (optional)
Paid:
Paid
5
Add
Cancel
Show Archived PTO Names

1.9. PTO Accruals

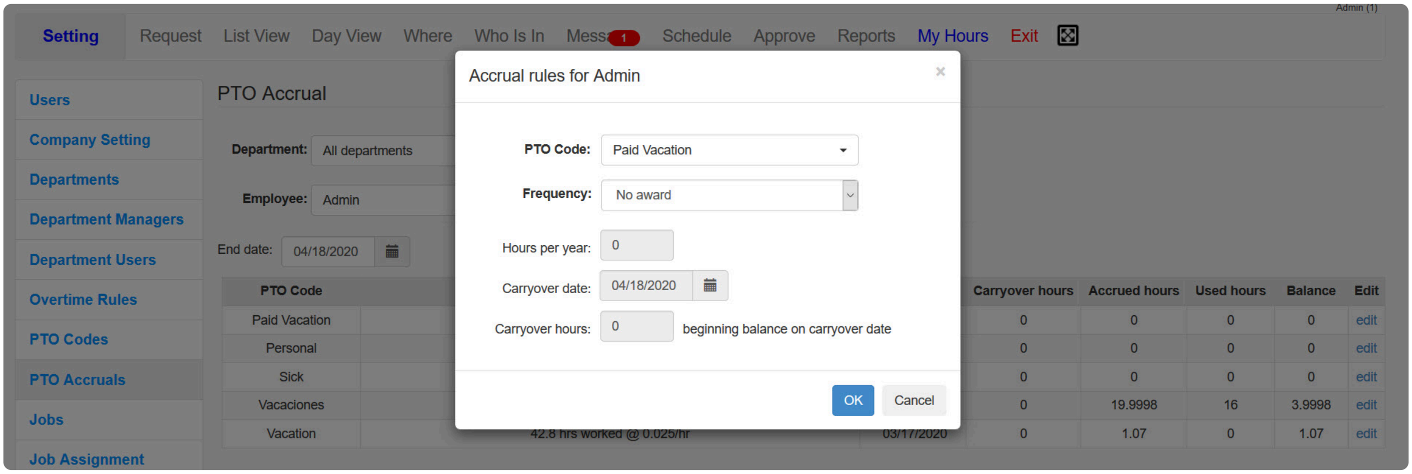
The PTO Accruals screen is where the Admin can set the rules for PTO events.

1. Filter out the PTO you wish to access
2. Edit the PTO (To Create a PTO you would go to PTO Codes)



3. Once editing a PTO there are 4 fields to manage

- Frequency: This will display the PTO awarded per unit (day/week/month) based on the total PTO per year. In addition, PTO can be allocated per hour worked.
- Hours Per Year: This is the display of the award amount (if you change the selection to day/week/month) it will show the annual total in that format. Example, 12 hours per year is awarded at 1 hour per month. (this shows that display)
- Carryover Date: This is the date at which new time off starts to accrue (start of new work year)
- Carryover hours: The number of PTO hours that are allowed to carry into the new year/term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My Hours
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Users
Company Setting
Departments
Department Managers
Department Users
Overtime Rules
PTO Codes
PTO Accruals
Jobs
Job Assignment
PTO Accrual
Department: All departments
Employee: Admin
End date: 04/18/2020
Accrual rules for Admin
PTO Code: Paid Vacation
Frequency: No award
Hours per year: 0
Carryover date: 04/18/2020
Carryover hours: 0 beginning balance on carryover date
OK
Cancel
PTO Code
Carryover hours
Accrued hours
Used hours
Balance
Edit
Paid Vacation
Personal
Sick
Vacaciones
Vacation
42.8 hrs worked @ 0.025/hr
03/17/2020
19.9998
16
3.9998
1.07
edit

1.10. Jobs

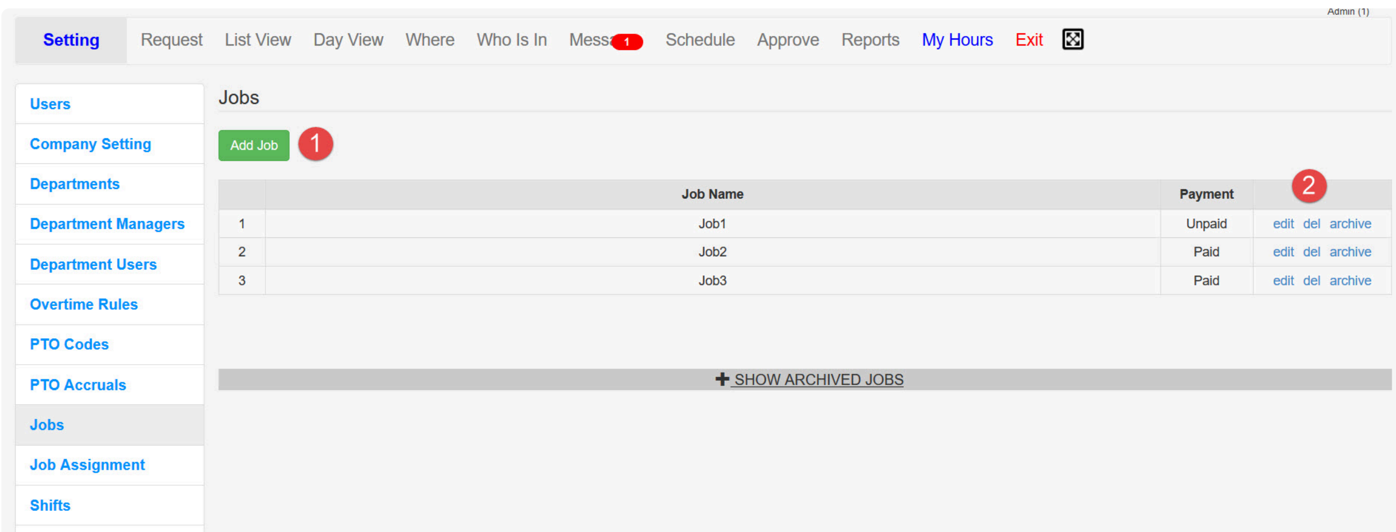
The Jobs tab is where an Admin goes to create a new Job code. To assign rules to the code they need to then go to Job Assignment Tab. Time off can be paid, partially paid, of not paid. Jobs off can be paid, partially paid, of not paid.

To Create a Job Code:

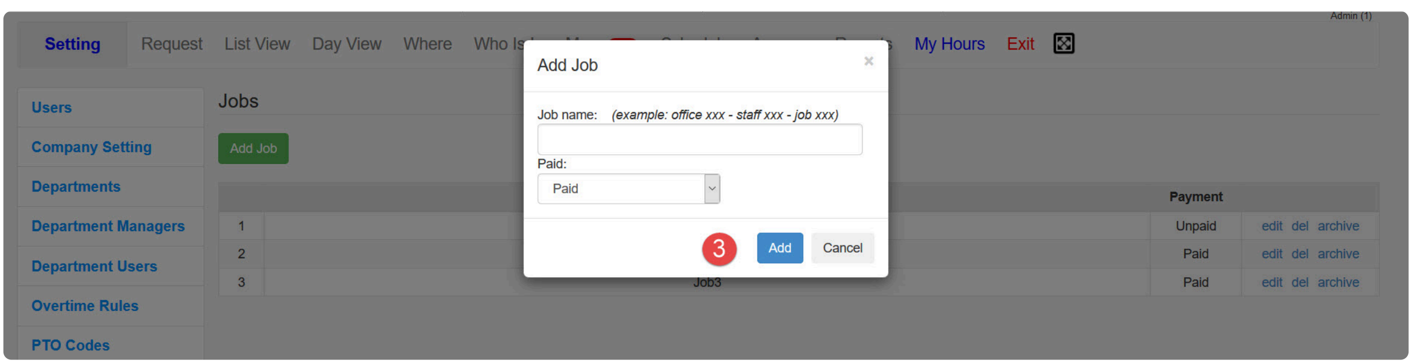
1. Add Job

If you wish to edit, delete or archive

2. Select the option



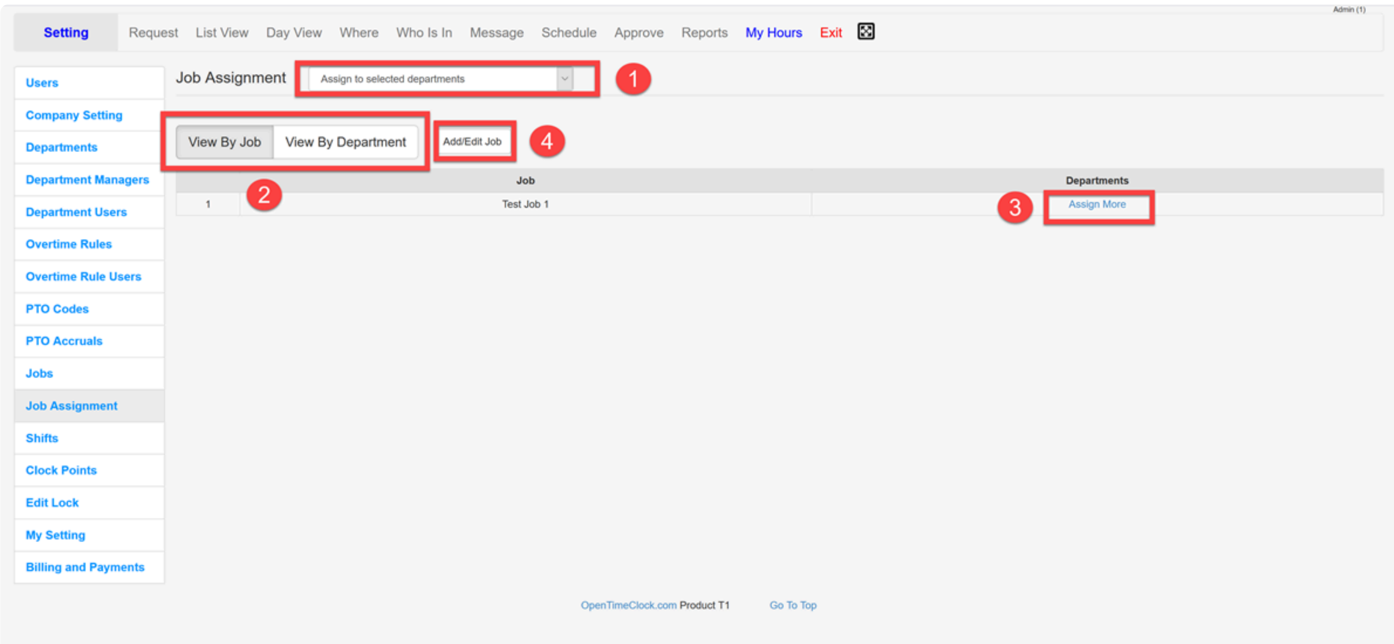
3. Add Job screen is as the same as the Edit Job screen



1.11. Job Assignment

Job Assignement allows the user to assign a job to: All users, selected users or selected departments.

1. Filter user assignment
2. Tab to view Job vs Department
3. Assign Job to additional Departments or Users
4. Create a new Job – Links to: Jobs



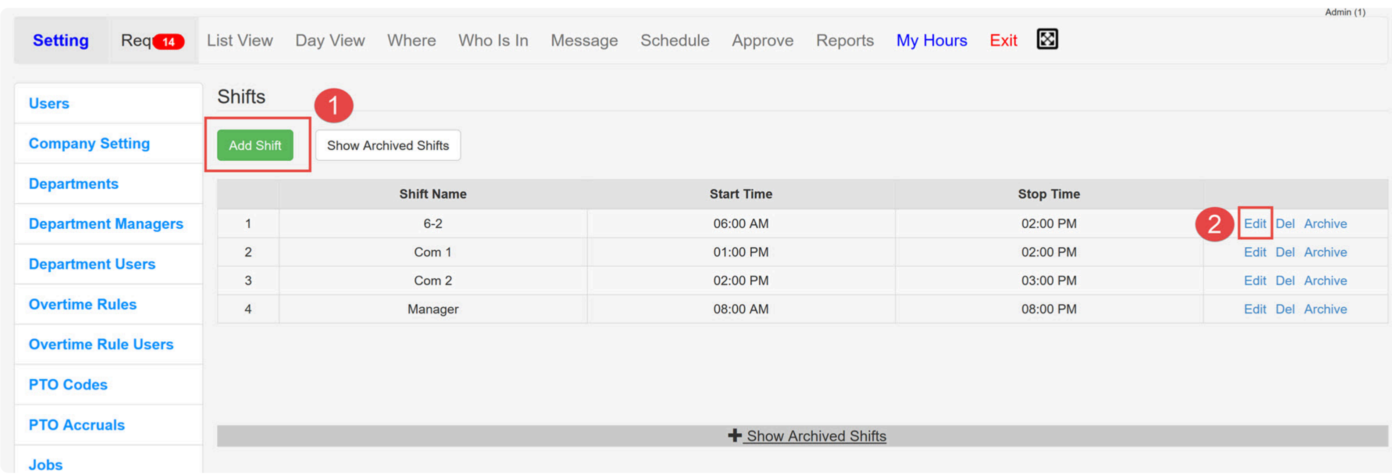
1.12. Shifts

✻ To access "Shifts" after they are created you do it when you create a "Schedule" from the top navigation

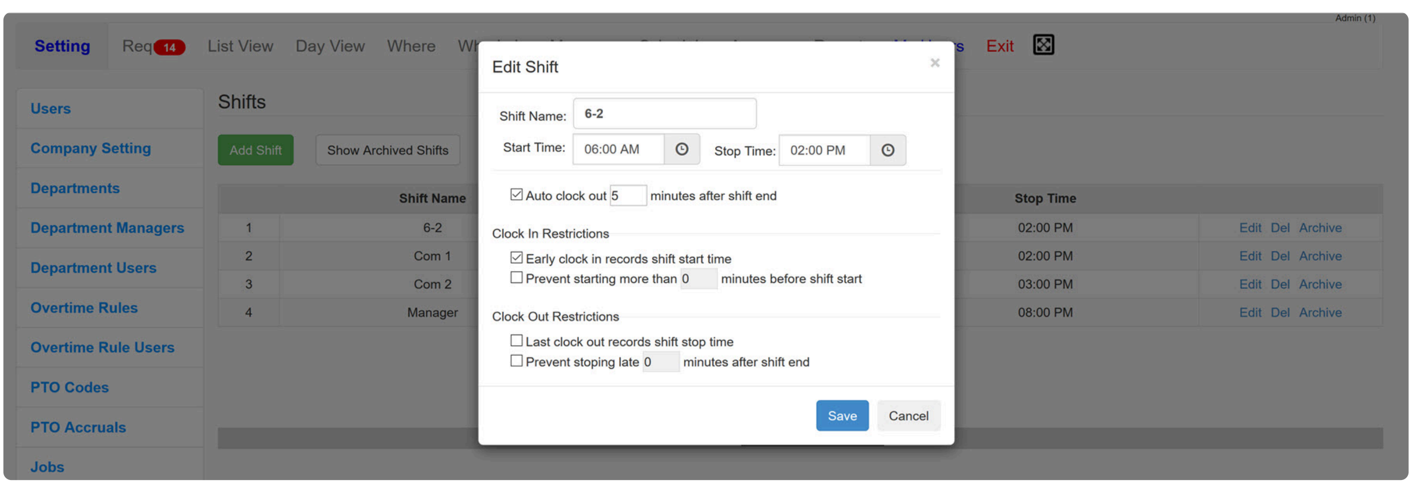
The Shift section is used to create shifts that can be used when Scheduling employees or when an employee clocks in (if they are not pre-scheduled).

The main functions here are to:

1. Add a new Shift
2. Edit an existing shift.



The screens that appear will be the same (as in the other sections).



1.12.1. How to Add/Assign Shift Schedule

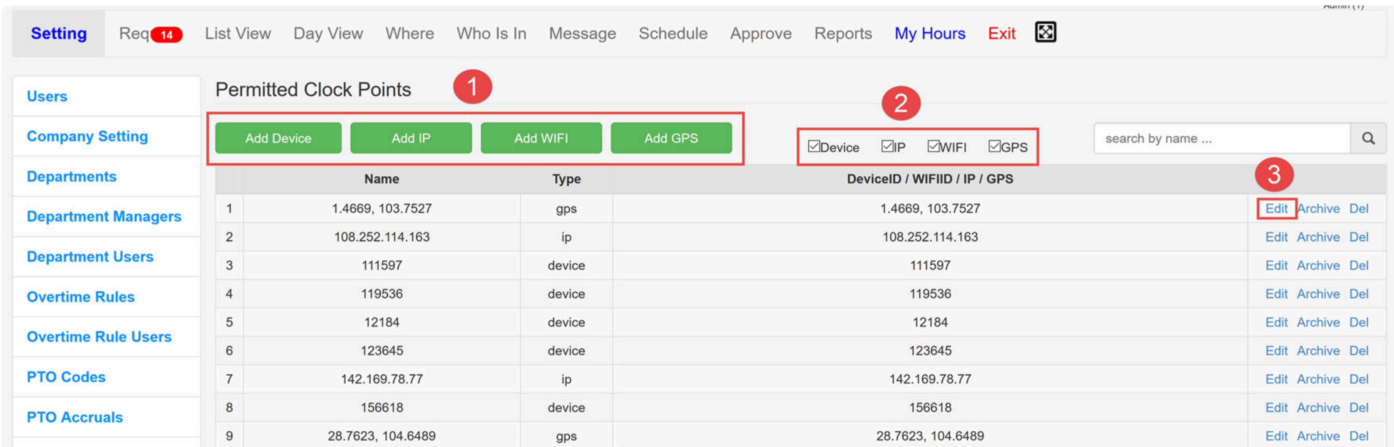
Please follow the steps below on how to CREATE AND ASSIGN SHIFT SCHEDULE

Step 1: Please login to your admin/manager access account
Step 2: Go to the SETTING>SHIFTS tab (you must first create a SHIFTS)
Step 3: Go to the SCHEDULE tab and click the “Add schedule” button to start adding a schedule for each employee

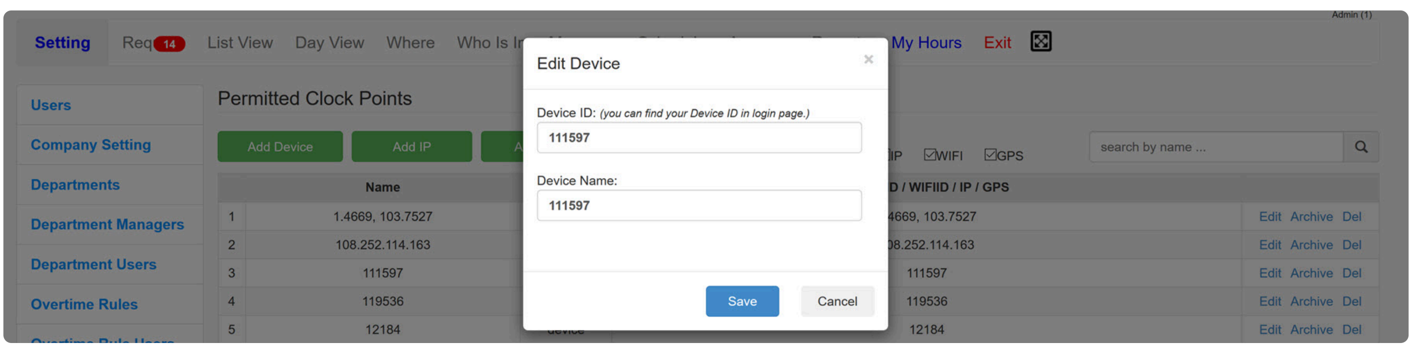
1.13. Clock Points

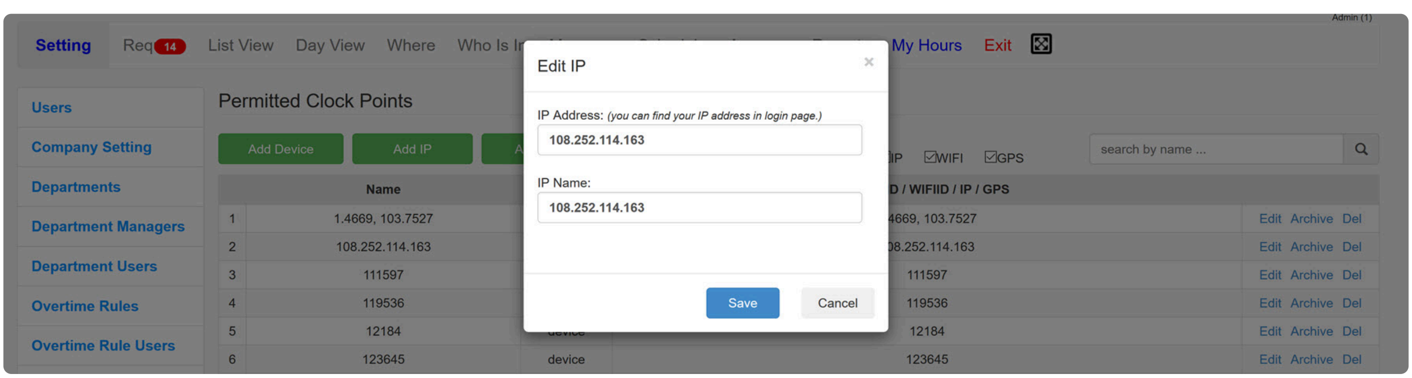
Clock Points allow the Admins to provide a series of tools to allow users to login. These are:

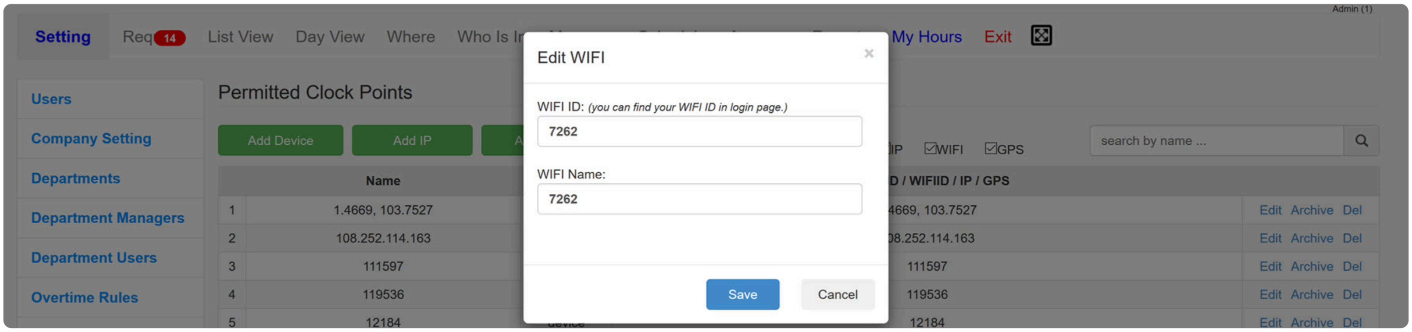
1. Device, IP, WiFi, and GPS
2. The Admin can also filter out those tools not required
3. The Add and Edit functionality are the same screen



The Add/Edit for each Clock Point type are the same



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Who Is In
My Hours
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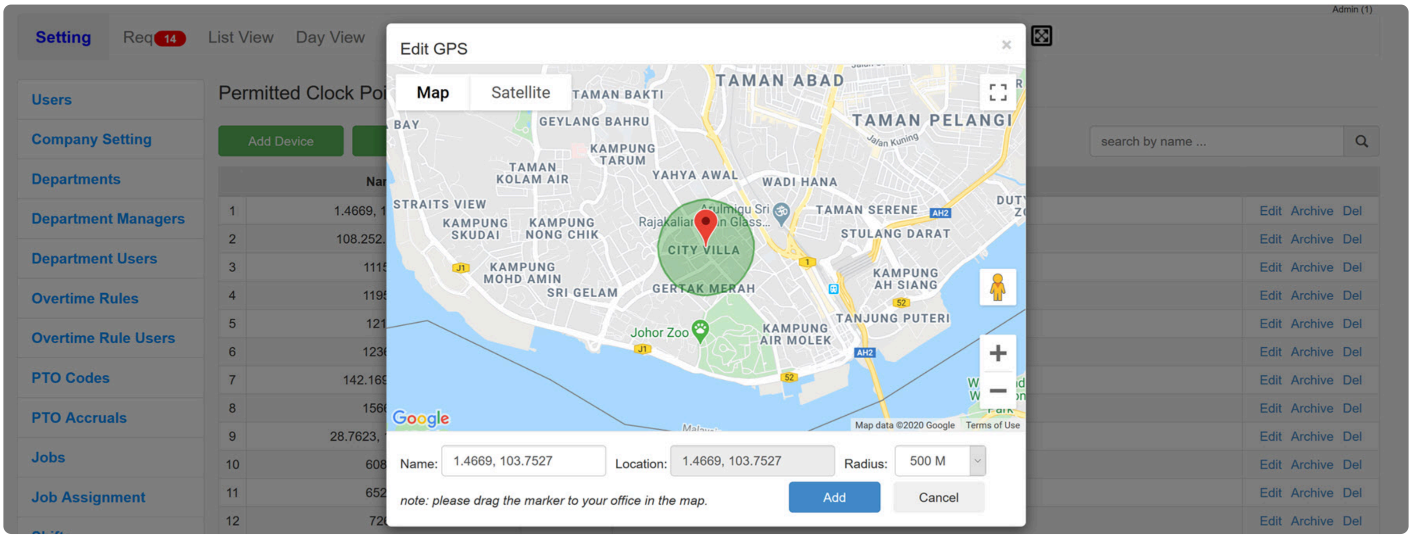
Users
Company Setting
Departments
Department Managers
Department Users
Overtime Rules
Permitted Clock Points
Add Device
Add IP
IP
WIFI
GPS
search by name ...
Name
D / WIFIID / IP / GPS
1 1.4669, 103.7527
2 108.252.114.163
3 111597
4 119536
5 12184
Edit Archive Del
Edit WIFI
WIFI ID: (you can find your WIFI ID in login page.)
7262
WIFI Name:
7262
Save
Cancel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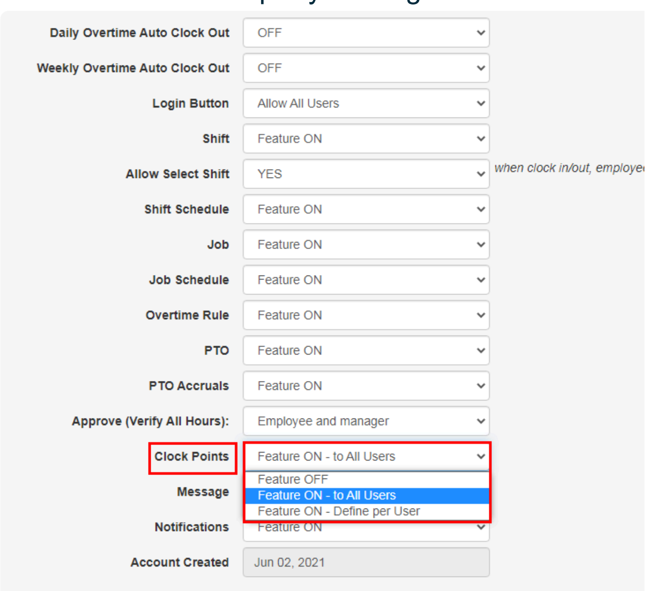
Department Managers
Department Users
Overtime Rules
Overtime Rule Users
PTO Codes
PTO Accruals
Jobs
Job Assignment
Permitted Clock Poi
Add Device
search by name ...
Edit Archive Del
Edit GPS
Map
Satellite
TAMAN ABAD
TAMAN PELANGI
CITY VILLA
Johor Zoo
Google
Map data ©2020 Google
Terms of Use
Name: 1.4669, 103.7527
Location: 1.4669, 103.7527
Radius: 500 M
note: please drag the marker to your office in the map.
Add
Cancel

1.13.1. How to Add Clock Points/Permitted Locations

Please follow the steps below on how to SET PERMITTED LOCATIONS.

Step 1: Please login to your admin/manager access account
Step 2: Go to the SETTING tab and find PERMITTED LOCATIONS/CLOCK POINTS tab
Step 3: Click the ADD LOCATION drop-down box to start adding permitted locations for each users
(note: you will need to copy and paste the IP or GPS address, Device or WiFi ID no shown from the login page)
or if you will use GPS , you just need to drag the red balloon to show the correct coordinates of the permitted location before clicking ADD.
Step 4: Click ADD

NOTE: You have to ENABLE clock restrictions to your employees before you can use this feature. You may turn on that on Company Setting tab.



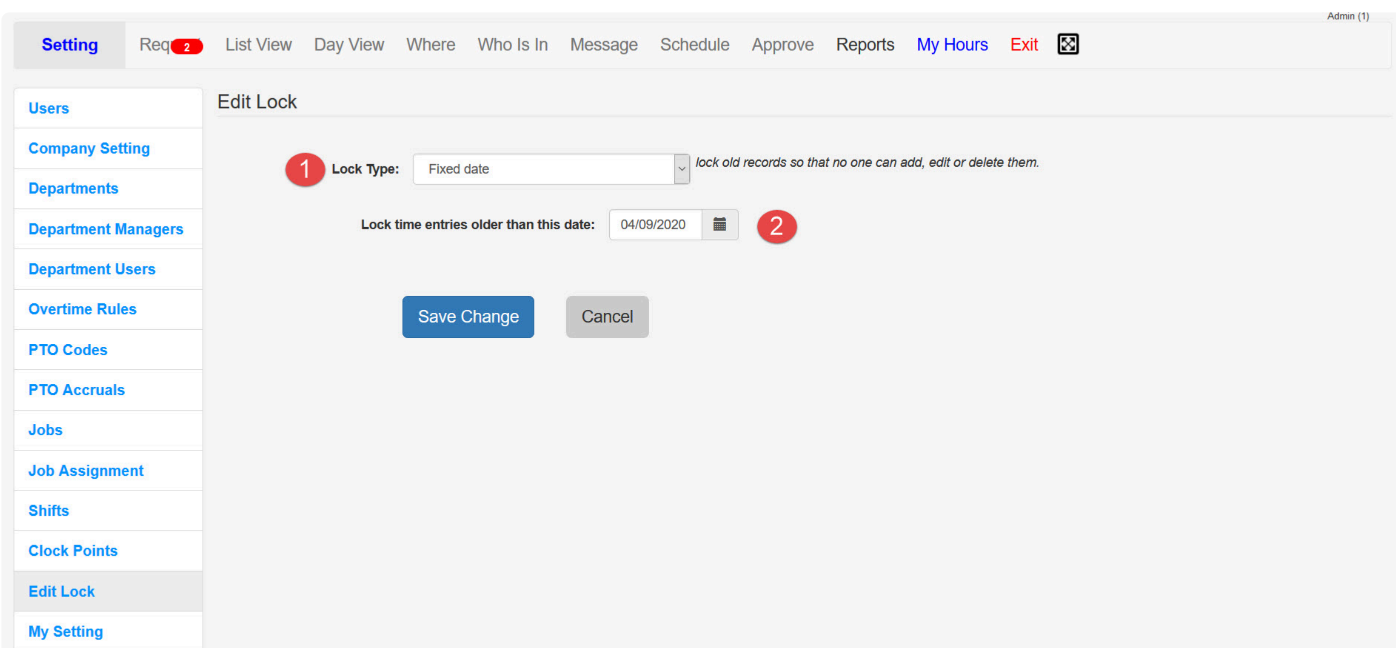
1.14. Edit Lock

The OpenTimeClock.com system allows Admins to freeze the time period for which entries can be edited. This period can be "Fixed" or "Dynamic"

Fixed refers to a set date – Don't allow any changes before X date on the calendar.
Dynamic refers to a rolling date – Only allow changes within the last X days. This readjusts the dates each day passes.

To change this setting.

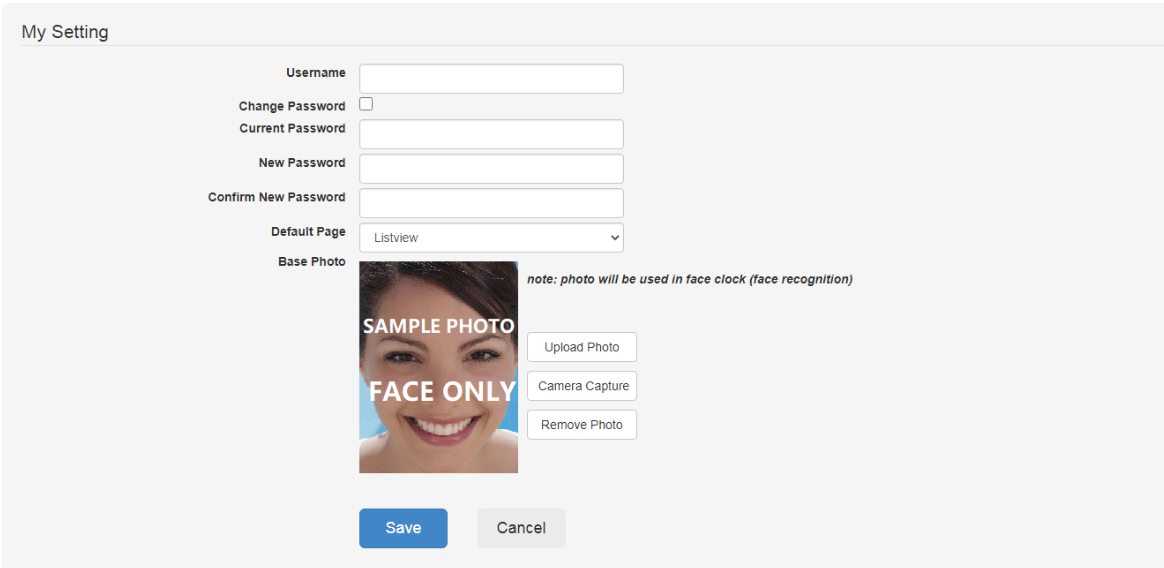
1. Select the type of "Edit Lock" you wish to apply
2. Select the duration of the lock (based on the type of "Edit Lock"



1.15. Notifications

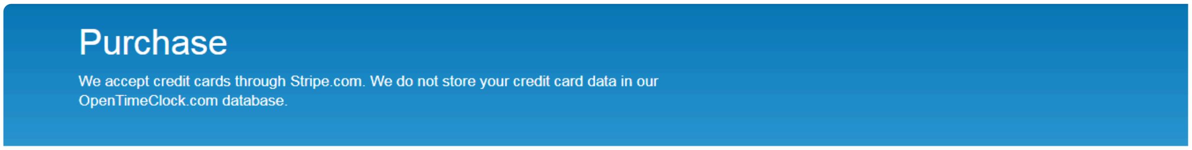
1.16. My Setting

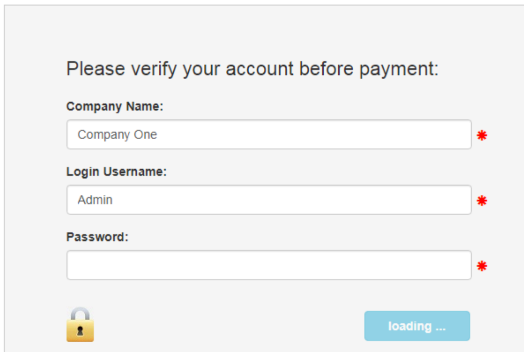
My Setting is where users can adjust their profile, upload and image and change passwords.



1.17. Billing and Payments

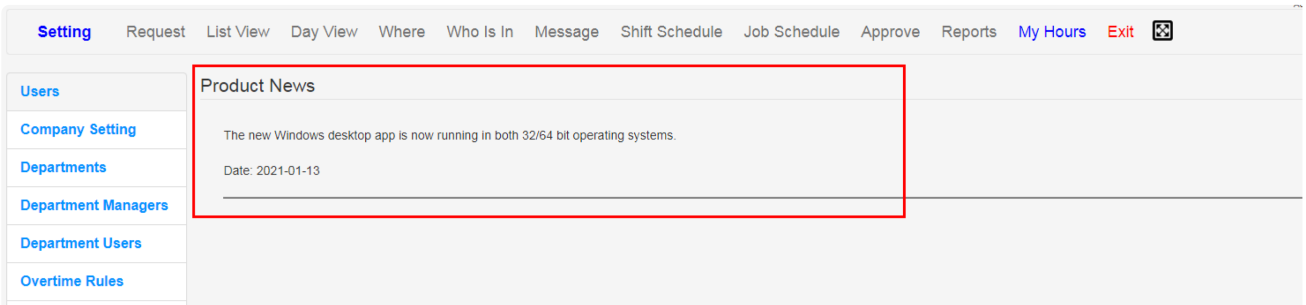
Billing and Payments tab will direct you to the Purchasing page so you could easily renew or upgrade your account subscription





1.18. Product News

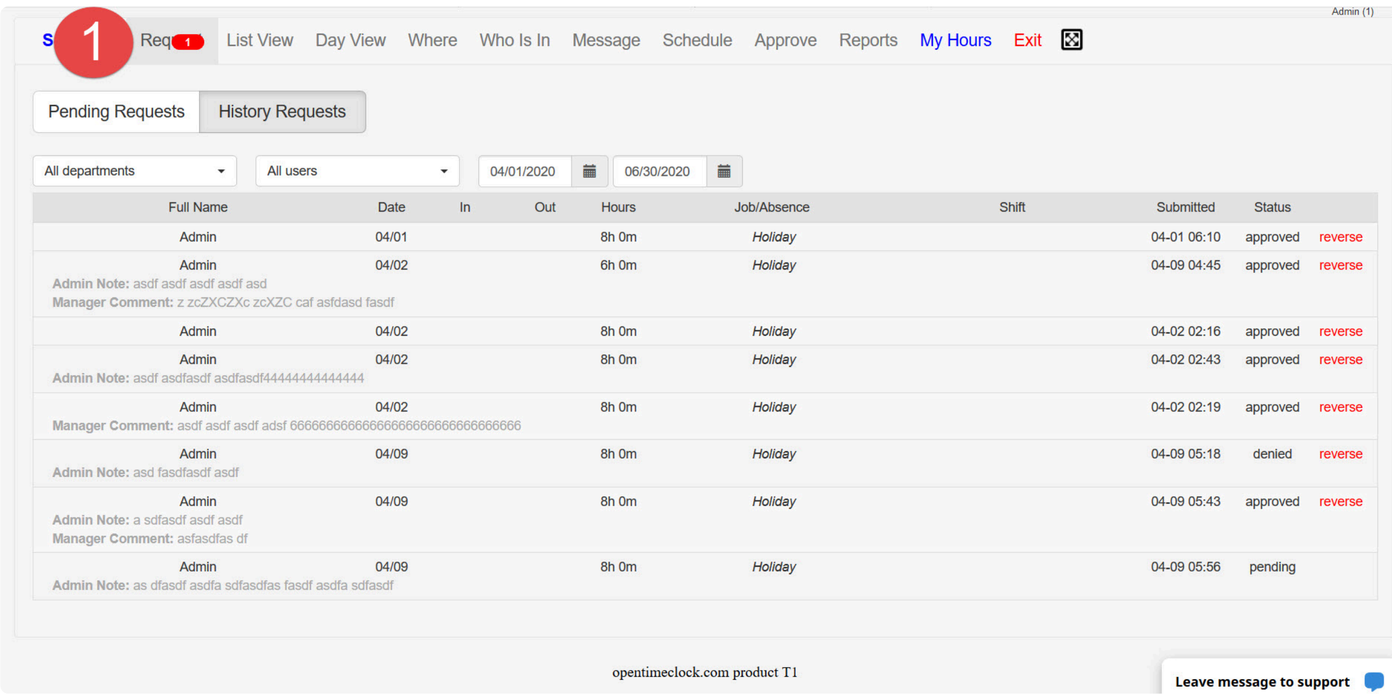
OpenTimeClock.com would like to be visible to all our customers. Product News tab will show you the latest system update on both app and website.



2. Requests

The requests page give an overview of requests made for “Time Off” and requests to adjust time for missing entries. Time Off would be for vacations, holiday, or personal time. Missing Entries are to adjust the time sheet to account for events such as missed clocking in/out or an employee working in an area without internet (not able to clock in/out).

1. Admins are notified of new requests via a number in red on the nav bar.



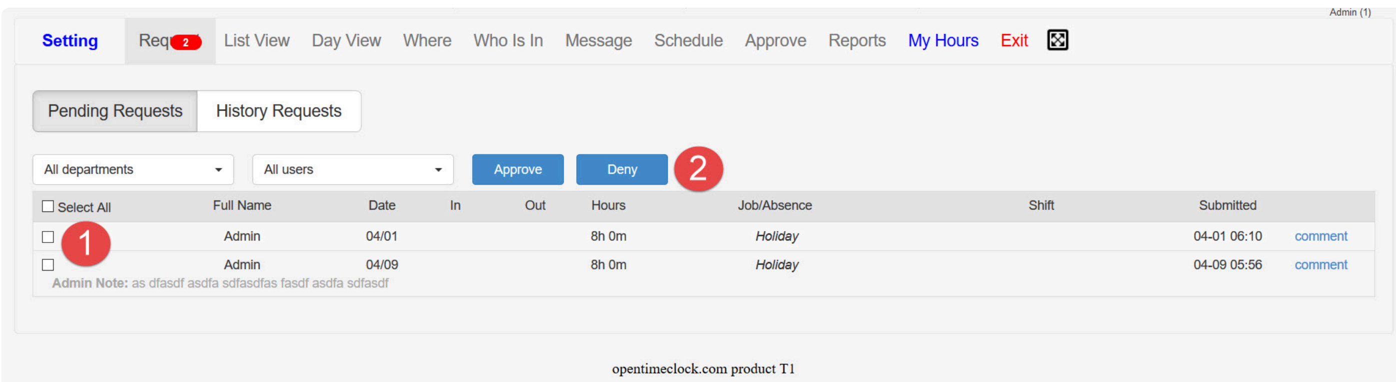
2.1. Pending Requests

Pending Requests are requests for time off/altered that have yet to be approved or denied. The page allows you to filter by department or user to narrow down the search.

To approve or deny a request from the “Pending Request” tab.

1. Select the item to be approved or denied.
2. Select the action you wish to take.

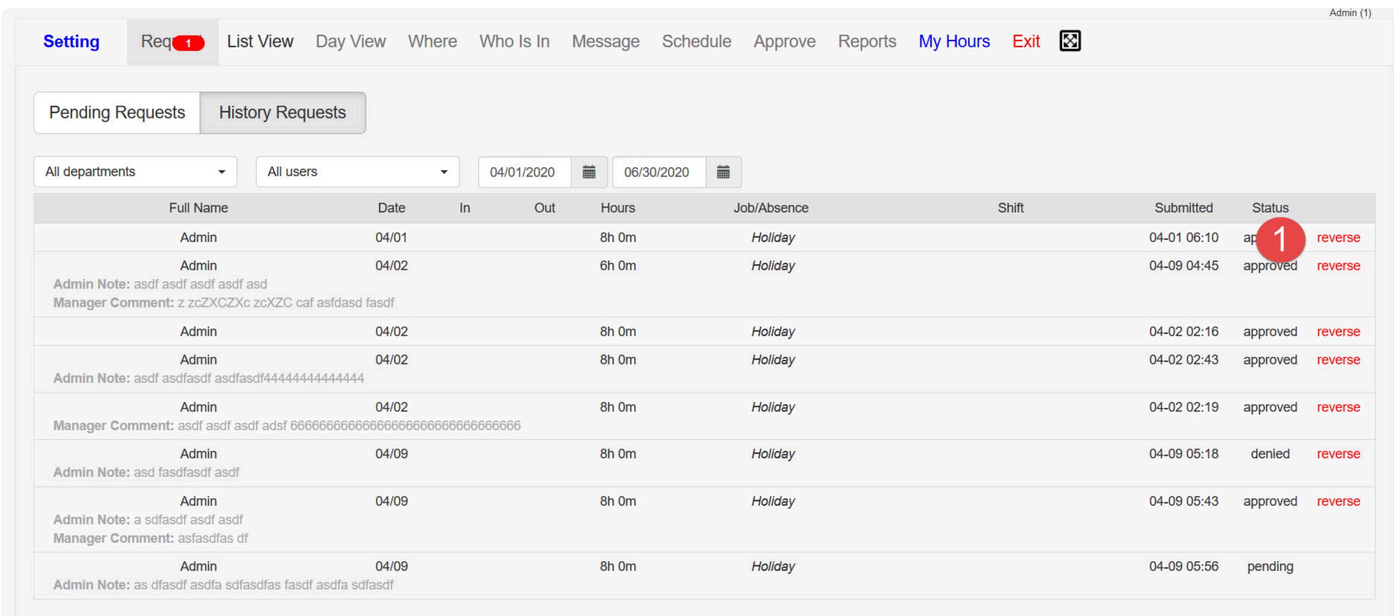
Once an action is taken the item will move over to the “Historical Requests” section.



2.2. Reverse Approved Request

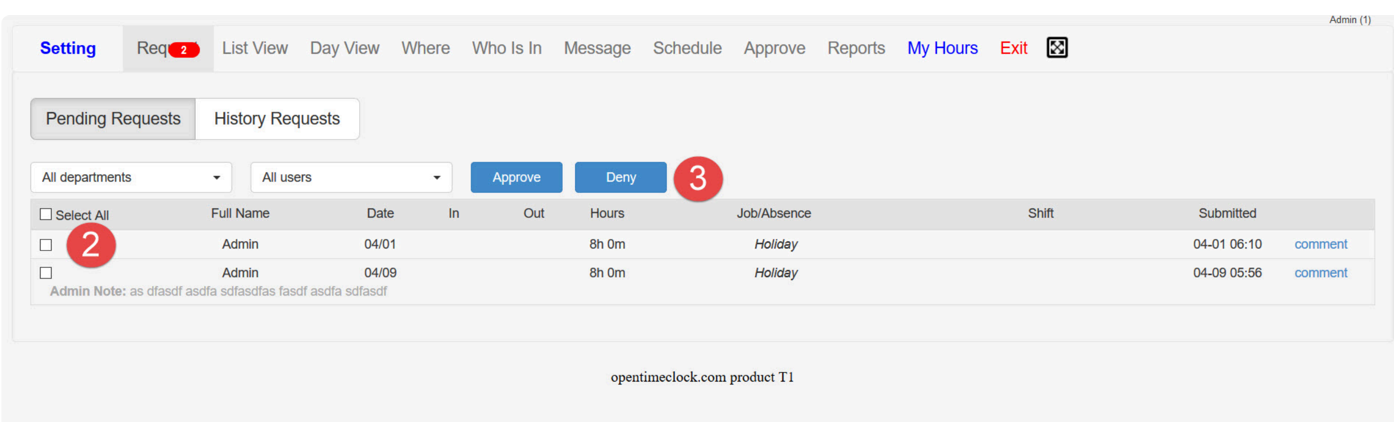
To reverse a previously approved request.

1. Select "Reverse" for the time period you wish to revoke



Return to the "Pending Requests" tab.

2. Select the time period to reverse
3. Deny the request



2.3. Historical Requests

Historical Requests provide the Admin with the ability to see all requests for time off/clock adjustment. It provides the full detailed history as well as the ability to reverse a previously approved request.

3. List View

The List View page allows the user to view all users in the system.

3.1. How to manually add Vacation or PTO

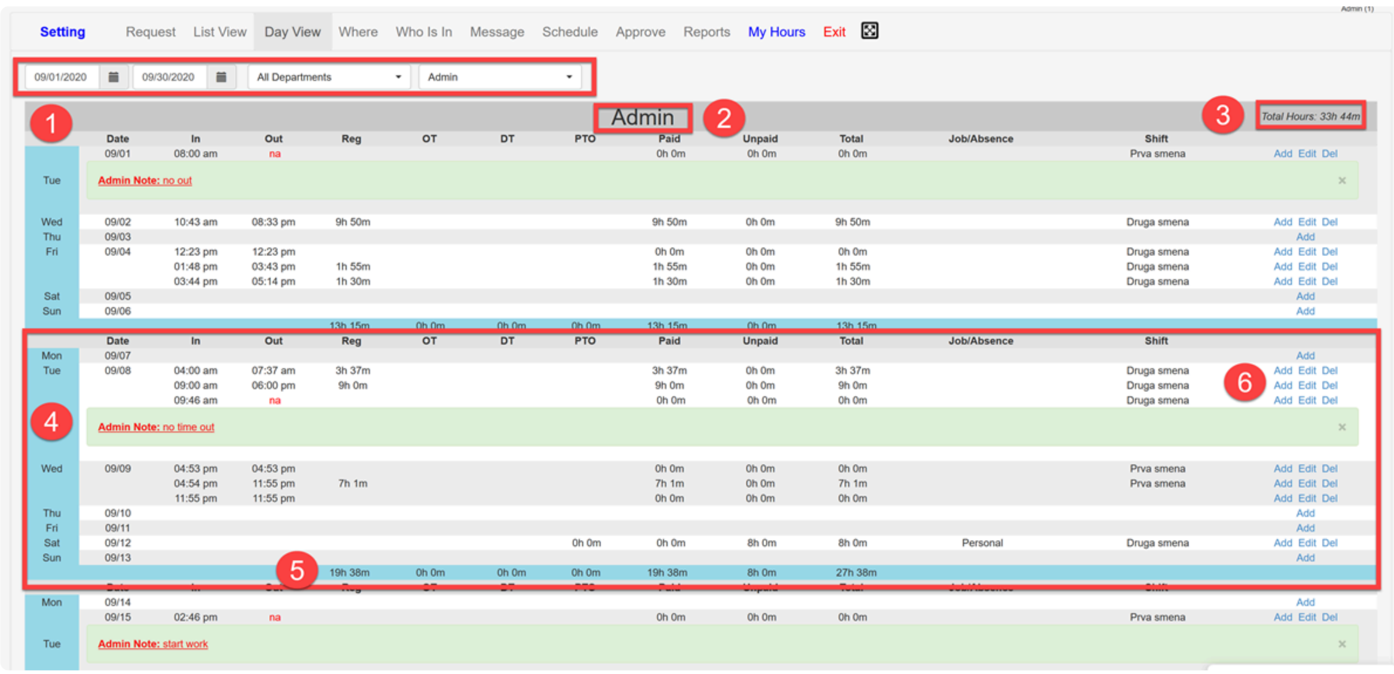
Please follow the steps below on how to manually add VACATION or PTO absence to your employee timesheet

STEP 1 : Login to your ADMIN account
STEP 2 : Go to LIST VIEW page
STEP 3 : Click “Add absence” button
STEP 5 : Fill in all the information to complete the plotted absences.
STEP 6 : Click the ADD button.

4. Day View

Day View provides an overview using a daily/weekly view of a users activity.

1. Filters
2. User ID
3. Total time tracked for the dates selected in the filters
4. Day of the week
5. Weekly totals
6. Edit functions



4.1. How to Add/Edit Employee’s Time

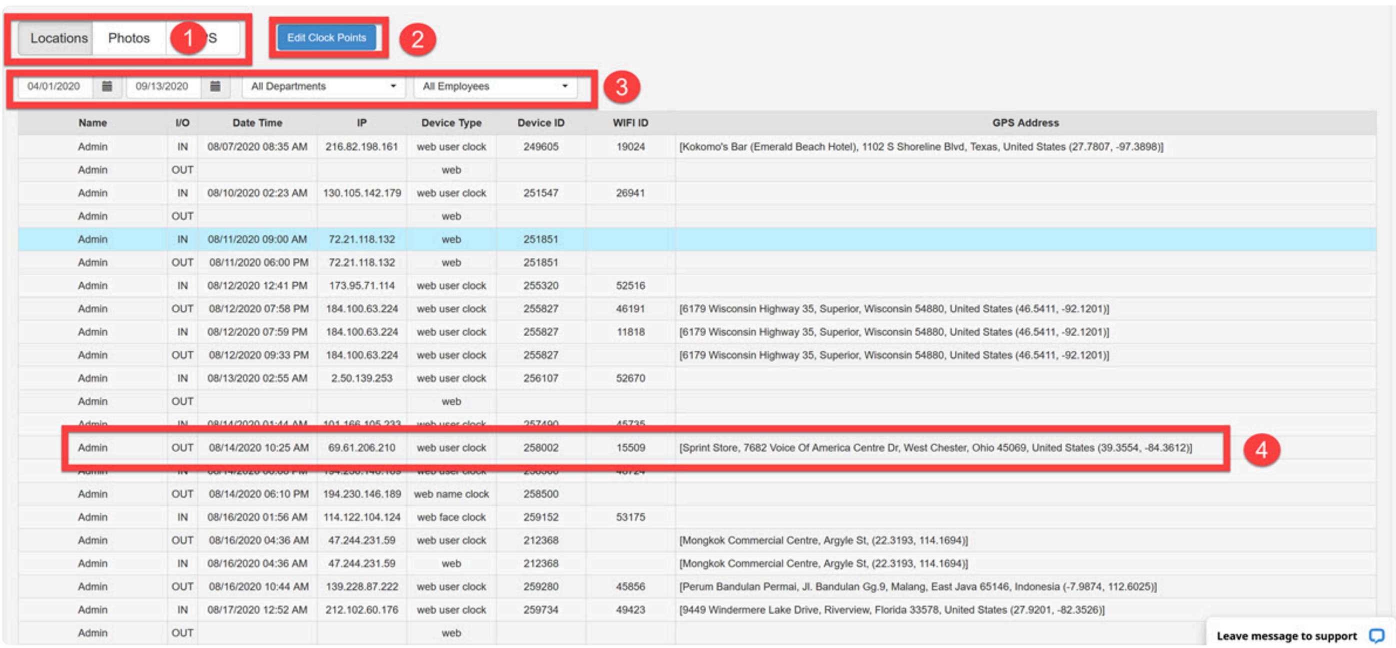
Please follow the steps below on how to ADD/DELETE/EDIT USER’S OR EMPLOYEE’S TIME

Step 1: Login to your admin access account
Step 2: Go to the DAY VIEW or TIMECARDS tab to edit your employee’s time
Step 3: Choose DATE RANGE
Step 4: Choose employee’s NAME (or your name if you want to edit your time)
Step 5: Click either ADD/EDIT/DELETE button at the right hand column of each date you want to edit time.

5. Where

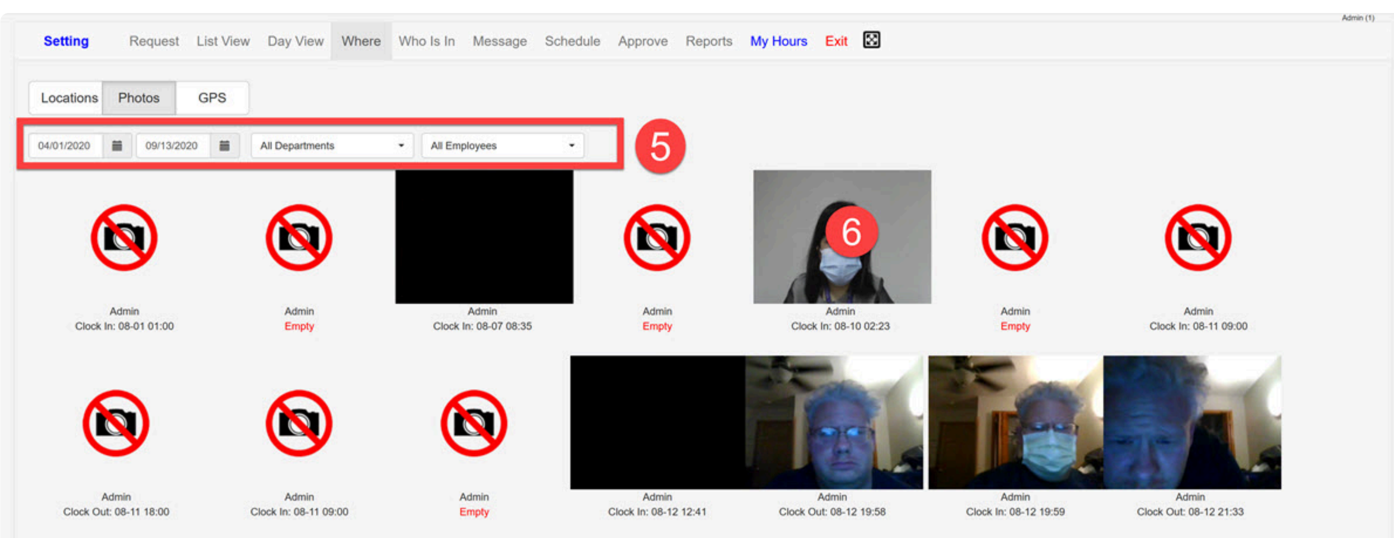
The **Where** tab allows the admin to see where each users data for each time they logged in. The Locations information provides detailed information about the device and GPS location. The Photo provides a picture of the user who clocked in. The GPS shows their location on a map.

1. Select Location, Photo or GPS
2. Edit Clock Points (allows admin to add clock point data)
3. Filters for finding the specific information needed
4. Detailed information related to a specific clock in event

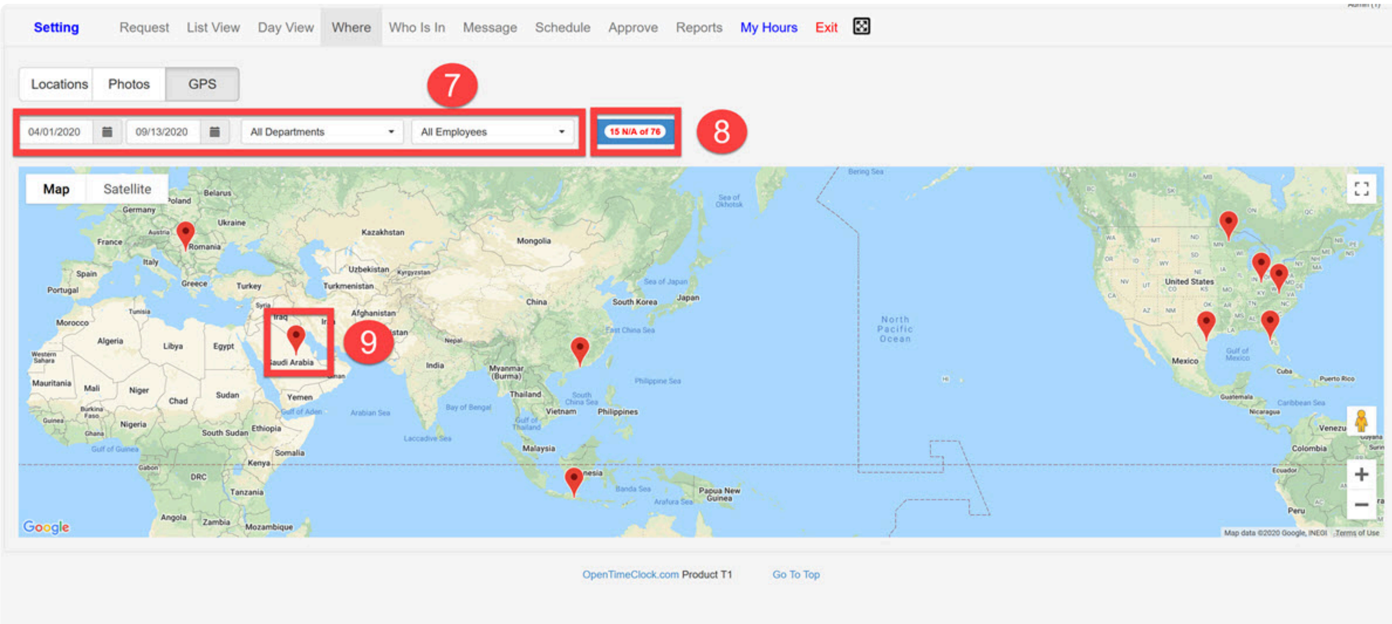


Name	I/O	Date Time	IP	Device Type	Device ID	WIFI ID	GPS Address
Admin	IN	08/07/2020 08:35 AM	216.82.198.161	web user clock	249605	19024	[Kokomo's Bar (Emerald Beach Hotel), 1102 S Shoreline Blvd, Texas, United States (27.7807, -97.3898)]
Admin	OUT			web			
Admin	IN	08/10/2020 02:23 AM	130.105.142.179	web user clock	251547	26941	
Admin	OUT			web			
Admin	IN	08/11/2020 09:00 AM	72.21.118.132	web	251851		
Admin	OUT	08/11/2020 06:00 PM	72.21.118.132	web	251851		
Admin	IN	08/12/2020 12:41 PM	173.95.71.114	web user clock	255320	52516	
Admin	OUT	08/12/2020 07:58 PM	184.100.63.224	web user clock	255827	46191	[6179 Wisconsin Highway 35, Superior, Wisconsin 54880, United States (46.5411, -92.1201)]
Admin	IN	08/12/2020 07:59 PM	184.100.63.224	web user clock	255827	11818	[6179 Wisconsin Highway 35, Superior, Wisconsin 54880, United States (46.5411, -92.1201)]
Admin	OUT	08/12/2020 09:33 PM	184.100.63.224	web user clock	255827		[6179 Wisconsin Highway 35, Superior, Wisconsin 54880, United States (46.5411, -92.1201)]
Admin	IN	08/13/2020 02:55 AM	2.50.139.253	web user clock	256107	52670	
Admin	OUT			web			
Admin	IN	08/14/2020 01:44 AM	101.166.105.233	web user clock	257490	45735	
Admin	OUT	08/14/2020 10:25 AM	69.61.206.210	web user clock	258002	15509	[Sprint Store, 7682 Voice Of America Centre Dr, West Chester, Ohio 45069, United States (39.3554, -84.3612)]
Admin	OUT	08/14/2020 06:10 PM	194.230.146.189	web name clock	258500		
Admin	IN	08/16/2020 01:56 AM	114.122.104.124	web face clock	259152	53175	
Admin	OUT	08/16/2020 04:36 AM	47.244.231.59	web user clock	212368		[Mongkok Commercial Centre, Argyle St, (22.3193, 114.1694)]
Admin	IN	08/16/2020 04:36 AM	47.244.231.59	web	212368		[Mongkok Commercial Centre, Argyle St, (22.3193, 114.1694)]
Admin	OUT	08/16/2020 10:44 AM	139.228.87.222	web user clock	259280	45856	[Perum Bandulan Permai, Jl. Bandulan Gg.9, Malang, East Java 65146, Indonesia (-7.9874, 112.6025)]
Admin	IN	08/17/2020 12:52 AM	212.102.60.176	web user clock	259734	49423	[9449 Windermere Lake Drive, Riverview, Florida 33578, United States (27.9201, -82.3526)]
Admin	OUT			web			

5. Filters for finding the specific information needed
6. User Image

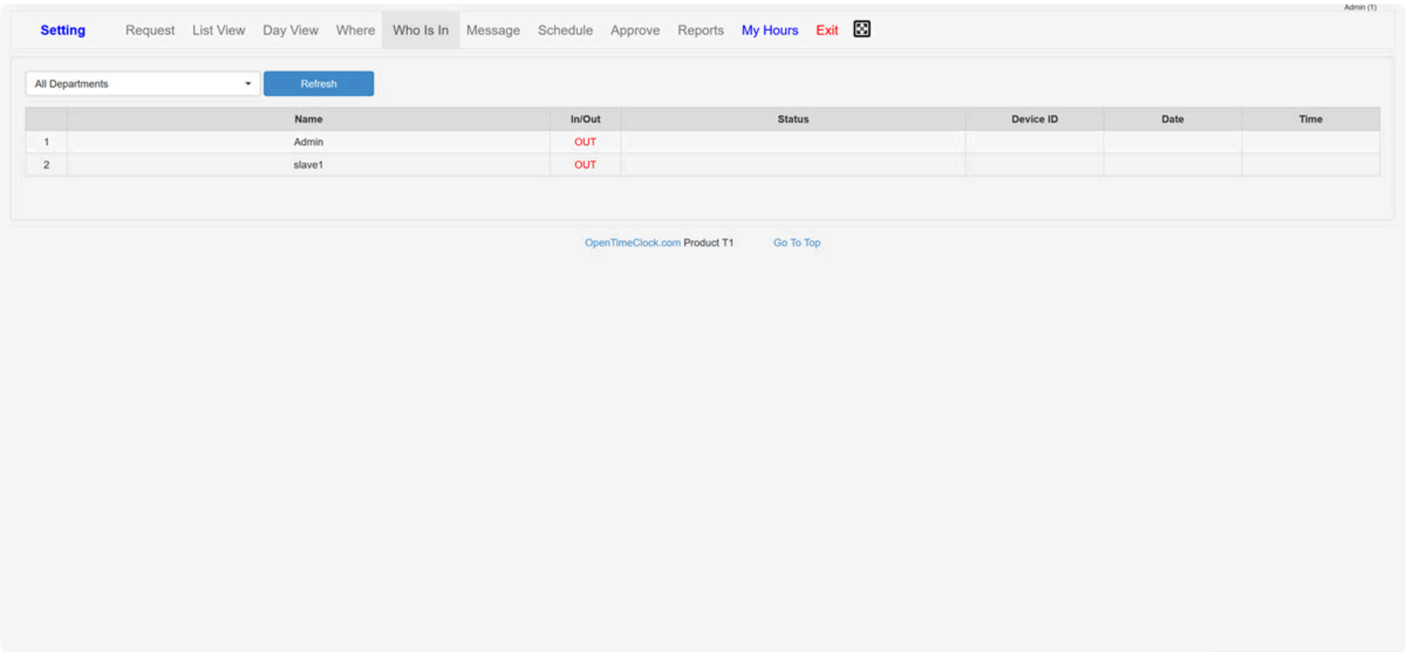


7. Filters for finding the specific information needed
8. Notification for how many locations do not have GPS coordinates
9. Pin Location for Clock In



6. Who Is In

Who Is In provides the admin with a quick overview of the status of employees to identify who is currently clocked in and who is not currently working.

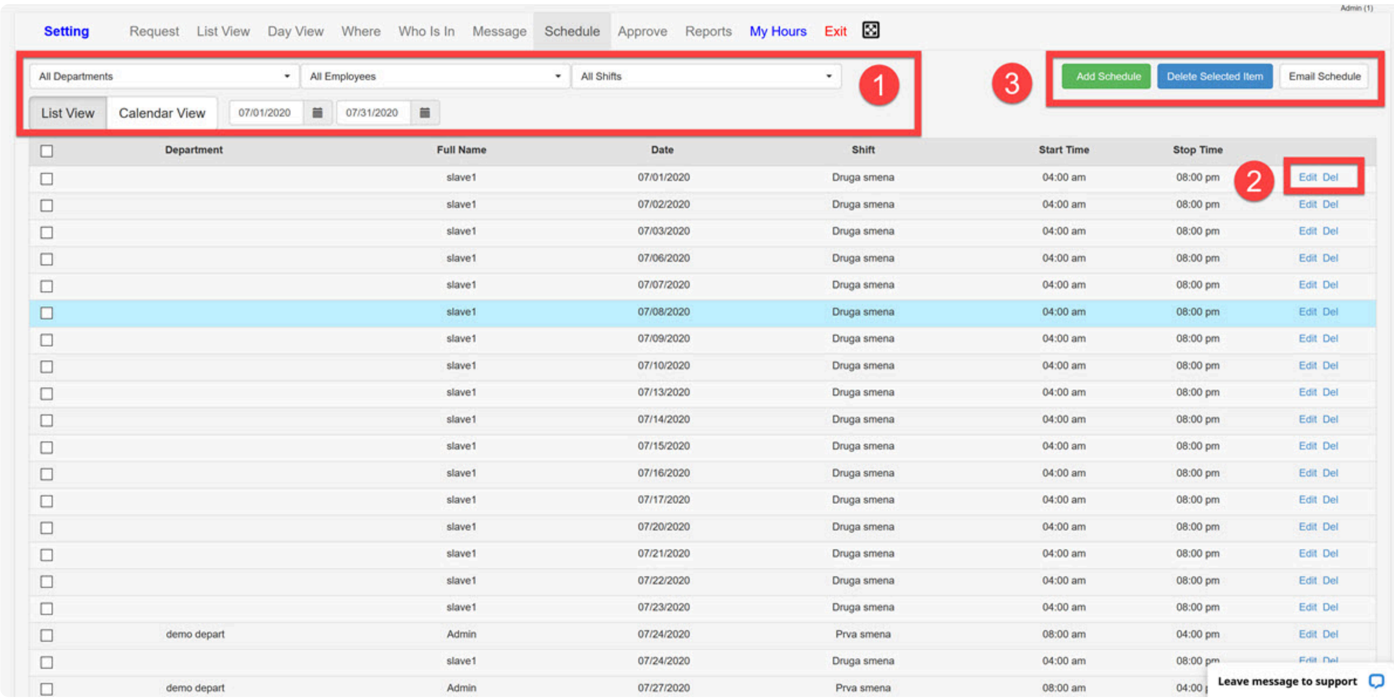


7. Message

8. Shift Schedule

The **Schedule** section allows you to view, add, edit and email schedules to individuals or groups.

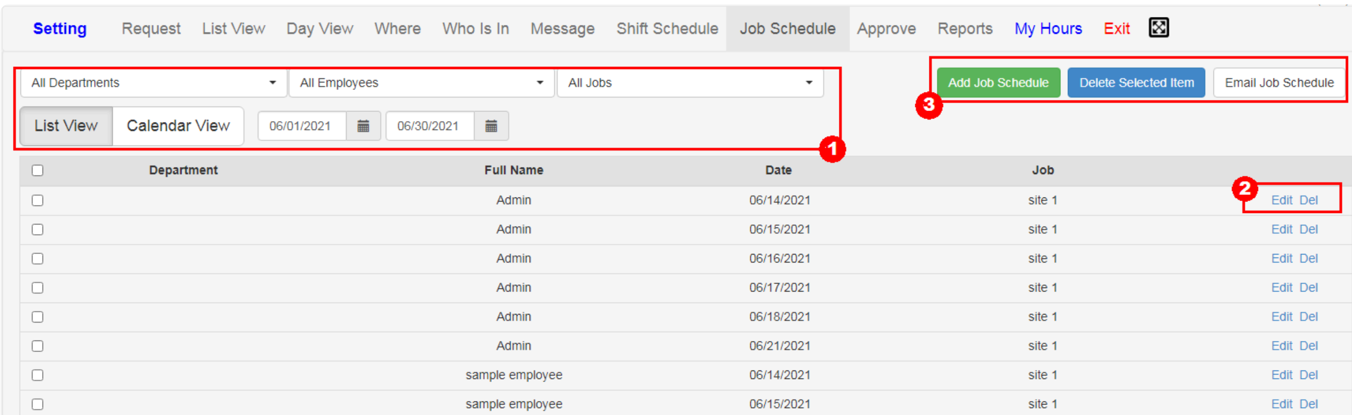
1. The upper left provides the user with the ability to filter schedules by department, employee, shift or date (For list View)
2. The user can edit or delete current schedules
3. New items can be entered, deleted or schedules emailed to employees



9. Job Schedule

The **Job Schedule** section allows you to view, add, edit and email job schedules to individuals or groups.

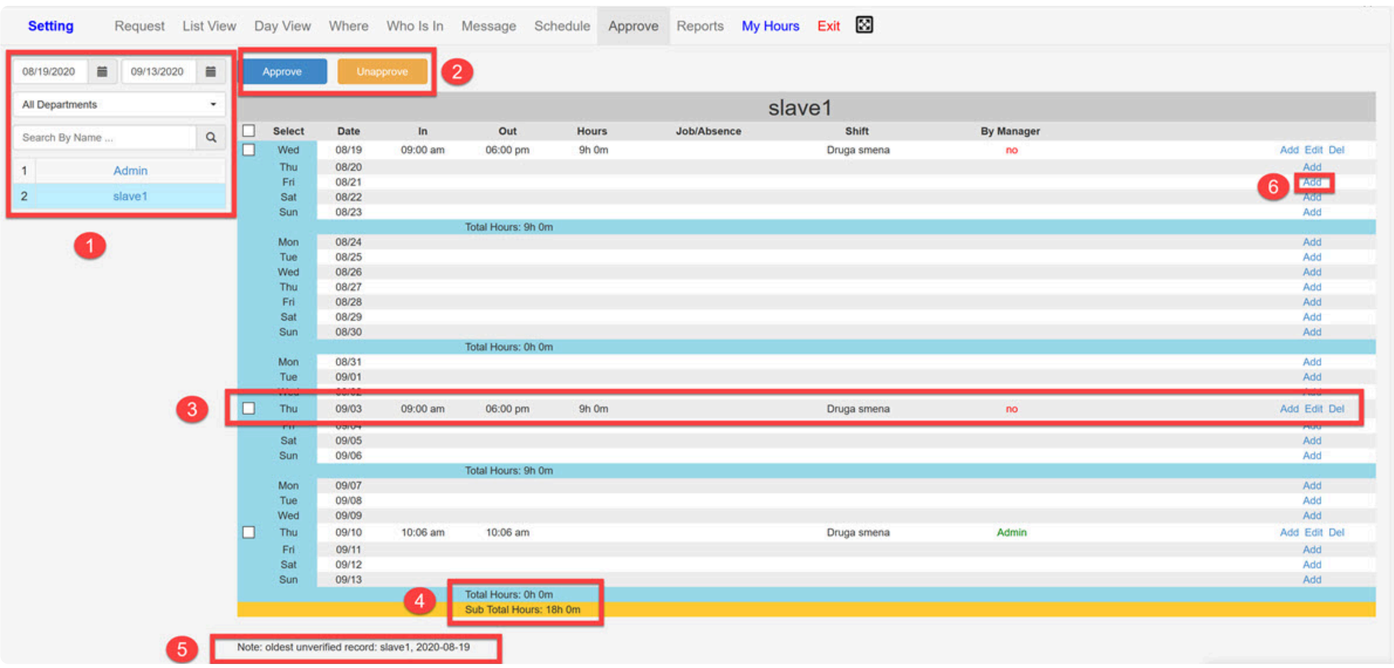
1. The upper left provides the user with the ability to filter job codes by department, employee, jobs or date (For list View)
2. The user can edit or delete current job
3. New items can be entered, deleted or jobs emailed to employees



10. Approve

The **Approve** section allows the admin to display and approve/change a prior approval for work absence.

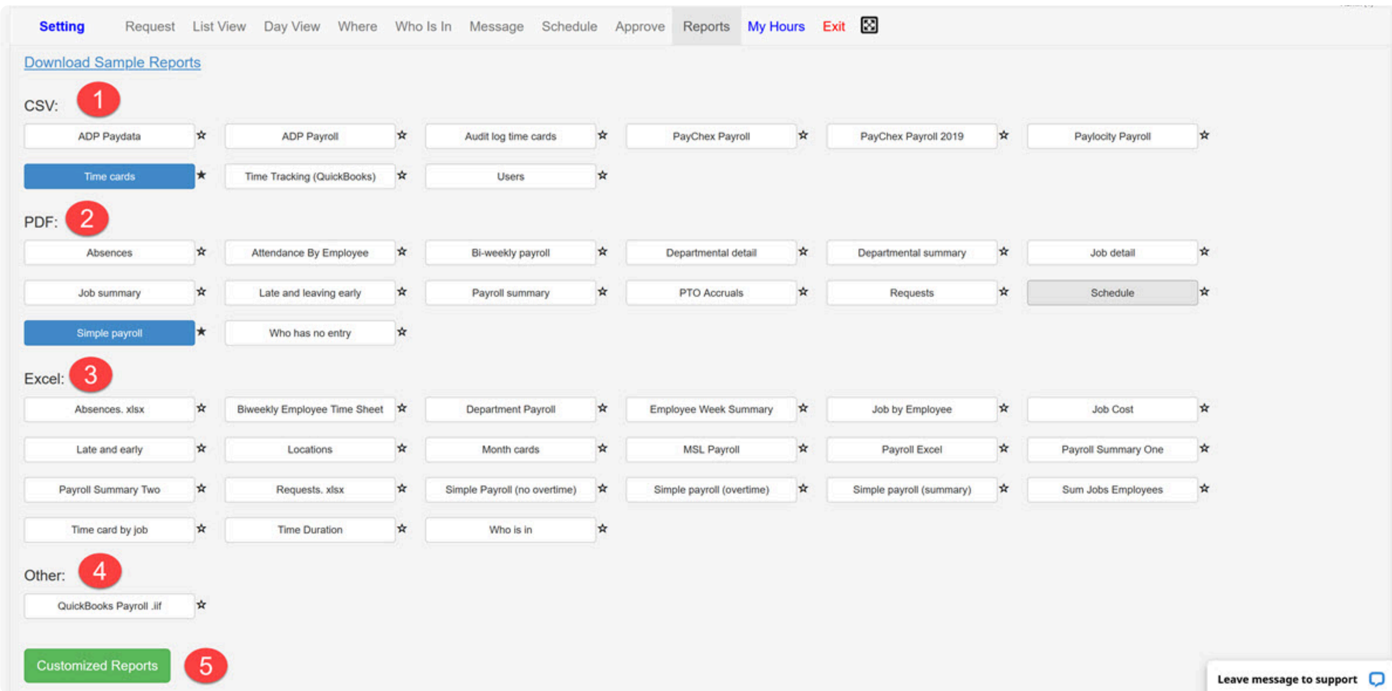
1. Filter for Date and Employee
2. Approve / Reverse Approval Buttons (Unapprove)
3. Shifts that are able to be Approved or Altered have a select box on the left column. By selecting a record you can now approve/change approval for a shift.
4. Information about hours and shifts are totaled at the bottom
5. Information about the last date data was saved
6. To add a schedule to be approved select "Add"



11. Reports

The reports section allows the user to export data as a report in multiple formats: CSV, PDF, Excel and Quickbooks iif. If you are looking for additional reports that do not exist yet please click on "Custom Reports" and let us know what you need.

1. CSV Reports
2. PDF Reports
3. Excel Reports
4. Quickbooks Format



12. My Hours

My Hours Allows the user to track their work hours.

Data Fields:

1. Date Range (range to display and calculate hours)
2. Filters for Jobs, Absences and Shifts
3. Date Assigned
4. Clock In Time
5. Clock Out Time
6. Hours Worked
7. Filter for Job/Absence Reason
8. Shift Assignment
9. Notes
10. Total Hours Worked Between Date Range (Item 1)
11. Admin Notes