

Open Time Clock

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OpenTimeClock.com

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1. Settings Tab

1.1. Users

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

1. Self Sign Up – Allow users to do self-register.
2. Email to User – Use to email your employee's login details
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

The screenshot displays the 'Users' management page. On the left is a sidebar menu with options: Users, Company Setting, Departments, Department Managers, Department Users, Overtime Rules, Overtime Rule Users, and PTO Names. The main content area is titled 'Users' and includes several controls and a table.

Numbered callouts highlight the following features:

- 1:** 'Self Sign Up: OFF' toggle switch.
- 2:** 'Email to User' button.
- 3:** 'All Departments' dropdown filter.
- 4:** 'Add User' button and 'Copy Last User', 'Import Excel', 'Print Barcode', and 'Show Archived' links.
- 5:** Search bar labeled 'Search Name / UserName / Digit ID'.
- 6:** Action buttons 'Edit', 'Copy', and 'Archive' for a user entry.
- 7:** '+ Show Archived Users' link at the bottom of the table.

	Department	Full Name	Username	Employee No	Digit ID	Role	Edit
1		Admin	Admin			Admin	Edit Copy
2		sample employee	sampleemployee			Employee	Edit Copy Archive

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

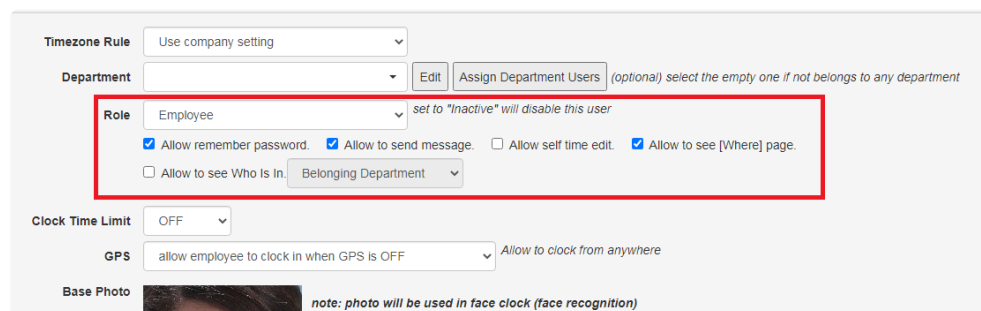
Step 2: Go to the SETTING tab and find USERS/EMPLOYEES tab then click EDIT link alongside each employee name

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



The screenshot shows the 'Edit User' form in the OpenTimeClock application. The 'Role' section is highlighted with a red box. The form includes the following fields and options:

- Timezone Rule:** A dropdown menu set to 'Use company setting'.
- Department:** A dropdown menu with an 'Edit' button and a link to 'Assign Department Users'. A note says '(optional) select the empty one if not belongs to any department'.
- Role:** A dropdown menu set to 'Employee'. A note says 'set to "inactive" will disable this user'.
- Access Restrictions:** A series of checkboxes: 'Allow remember password.' (checked), 'Allow to send message.' (checked), 'Allow self time edit.' (unchecked), 'Allow to see [Where] page.' (checked), and 'Allow to see Who Is In.' (unchecked).
- Belonging Department:** A dropdown menu set to 'Belonging Department'.
- Clock Time Limit:** A dropdown menu set to 'OFF'.
- GPS:** A dropdown menu set to 'allow employee to clock in when GPS is OFF'. A note says 'Allow to clock from anywhere'.
- Base Photo:** A small photo of a person's face. A note says 'note: photo will be used in face clock (face recognition)'.

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.

Company Setting

Company ID: 114526

Company Short Name: Company One

Company URL: <https://www.opentimeclock.com/app/index.html?companyname=Company One> [copy](#)

Camera: Not required employees no need to open web camera in clocking in/out.

Week Start Day: Sunday

Round Time To: NEAREST at clock in, NEAREST at clock out, to 1 minutes

Auto Lunch Deduction: No

Employee Edit Note: 45 days (employee can edit his/her note within how many days)

Date Format: United States (MM/DD/YYYY, 08/23/2015)

Time Format: 12 hours clock (2:30 PM)

Time Totals Format: Hours and minutes with a letter (2 and 1/2 hours = 2h 30m)

Default Timezone: America/New_York choose the city in your timezone
(popular choices are America/New_York, America/Chicago, America/Denver, America/Los_Angeles)

Allow Request PTO when: In All Conditions

Enter Note When Clock In: Enable with job, shift or photo

Clock UI:
 ☒ User Clock
 ☒ Face Clock
 ☒ QR Code
 ☒ PIN Clock
 ☒ Name Clock
 ☒ Group Clock
 ☒ Offline Clock

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

Daily Overtime Auto Clock Out	OFF	▼
Weekly Overtime Auto Clock Out	OFF	▼
Login Button	Allow All Users	▼
Shift	Feature ON	▼
Allow Select Shift	YES	▼
Shift Schedule	Feature ON	▼
Job	Feature ON	▼
Job Schedule	Feature ON	▼
Overtime Rule	Feature ON	▼
PTO	Feature ON	▼
PTO Accruals	Feature ON	▼
Approve (Verify All Hours):	Employee and manager	▼
Clock Points	Feature ON - to All Users	▼
Message	Feature ON	▼
Notifications	Feature ON	▼
Account Created	Jun 02, 2021	

when clock in/out, employee CAN select other shift even if s/he has shift scheduled.

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 preferred 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)

[Setting](#)
[Request](#)
[List View](#)
[Day View](#)
[Where](#)
[Who Is In](#)
[Mess](#)
[Schedule](#)
[Approve](#)
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Admin (1)

[Users](#)
[Company Setting](#)
[Departments](#)
[Department Managers](#)
[Department Users](#)
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[PTO Codes](#)
[PTO Accruals](#)
[Jobs](#)
[Job Assignment](#)
[Shifts](#)
[Clock Points](#)
[Edit Lock](#)

Departments

[Add Department](#)

	Department Name	Managers	Edit
1	HR Department	assign more	edit del
2	OTM	Jocelyn Mercado assign more	edit del
3	Production	assign more	edit del
4	Sales	assign more	edit del
5	SHS-HSV	assign more	edit del
6	Test Source	assign more	edit del
7	test1	assign more	edit del

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

The screenshot displays the 'Department Managers' section of the OpenTimeClock.com application. The interface includes a sidebar with various settings and a main content area with a table for managing department assignments. Red callout boxes highlight specific UI elements: a red circle with '1' points to the 'Message' button in the top menu, and a red circle with '2' points to the 'X' icon in the 'Departments' column of the table.

Setting Request List View Day View Where Who Is In Message **1** Schedule Approve Reports My Hours Exit

Users

Company Setting

Departments

Department Managers

Department Users

Overtime Rules

PTO Codes

PTO Accruals

Jobs

Job Assignment

Shifts

Clock Points

Edit Lock

Department Managers

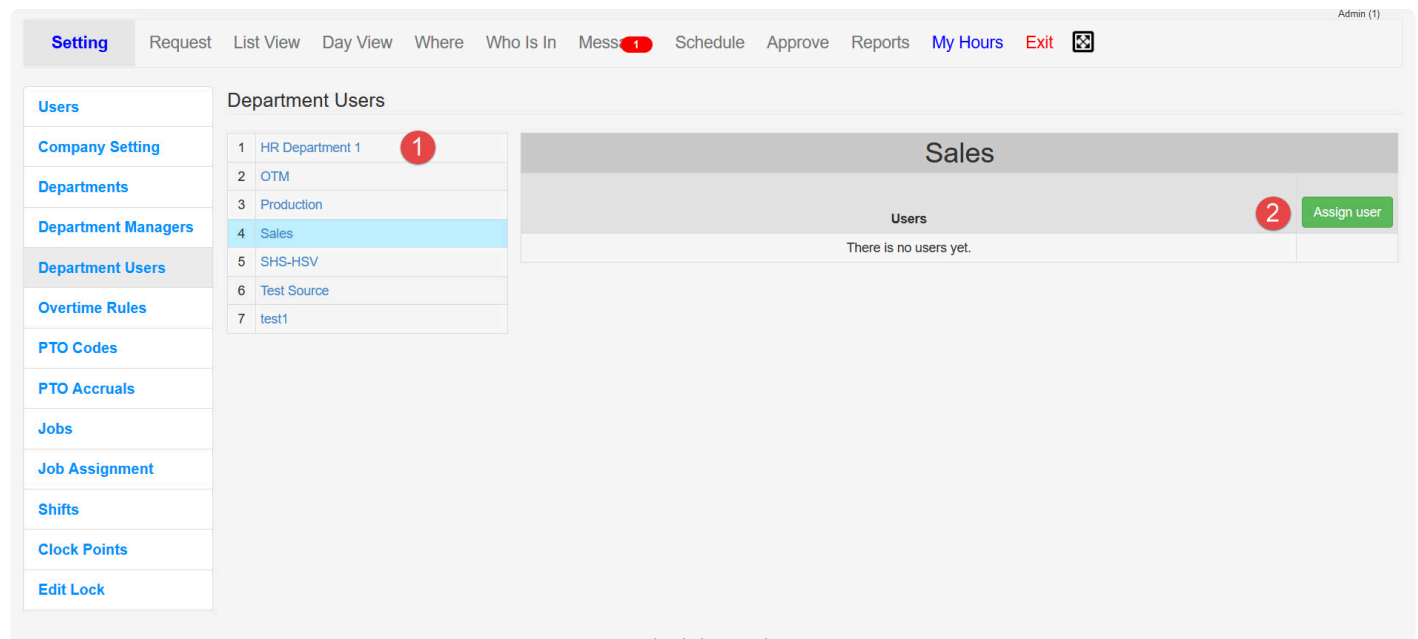
	Managers	Departments
1	Jocelyn Mercado	OTM 2 SHS-HSV 1 assign more

opentimeclock.com product T1

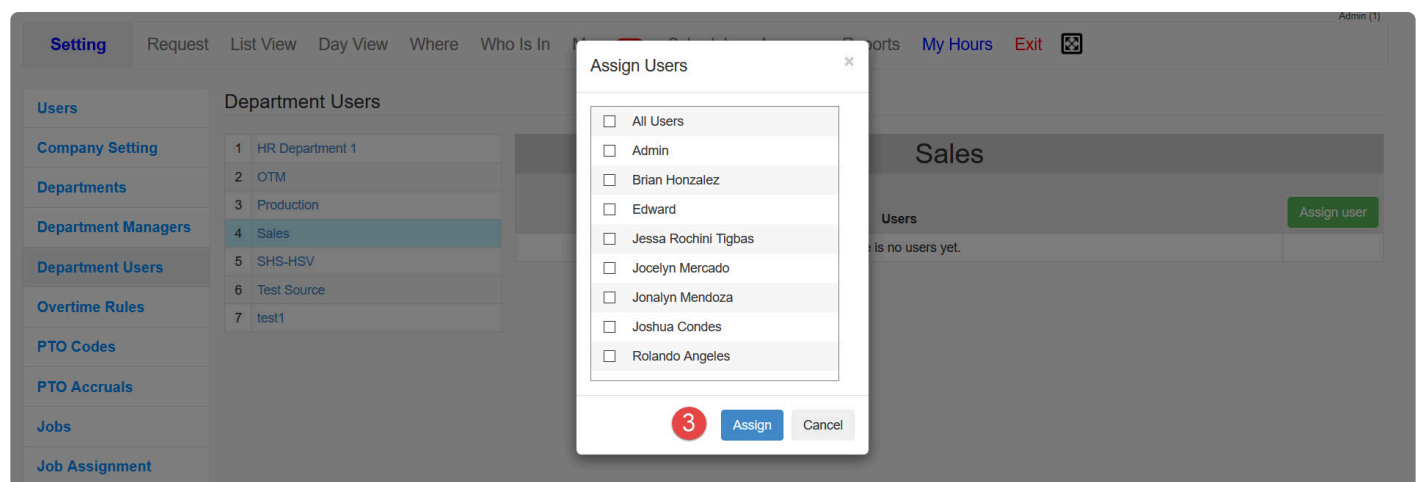
1.5. Department Users

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”

The screenshot shows the 'Overtime Rules' section of the application. On the left is a sidebar with various settings. The main content area has a header with 'Overtime Rules' and three buttons: 'Add Rule' (highlighted with a red circle and number 1), 'Show Archived Rules', and 'Assign Rule To User'. Below these buttons is a table of current rules:

	Rule Name	Overtime	Weekly Overtime Hours	Daily Overtime Hours	Daily Doubletime Hours	California Rule	Overtime Rate	Doubletime Rate	
1	Boxing Day	Weekly	35	21		OFF	1.25		Edit Del Archive
2	RegOT	Weekly	40			OFF	1.5		Edit Del Archive

Below the table is a button labeled '+ Show Archived Rules'. At the bottom right, there is a chat bubble that says 'Need Help? Chat with us!'.

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

The screenshot shows the 'Add Overtime Rule' modal form. The form has a title bar 'Add Overtime Rule' with a close button. It contains a text input for 'Overtime Rule Name' and a dropdown menu for 'Overtime' currently set to 'OFF'. At the bottom are 'Add' and 'Cancel' buttons.

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)

Edit Overtime Rule

Overtime Rule Name:

Overtime: Weekly overtime is after hours

Daily Overtime: after hours

Daily Double Time:

Overtime: x rate

Rule	Rate	Doubletime Rate	Edit	Del	Archive
OFF	1.25				
OFF	1.5				

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

Setting Rec 14 List View Day View Where Who Is In Message Schedule Approve Reports My Hours Exit

Users

Company Setting

Departments

Department Managers

Department Users

Overtime Rules

Overtime Rule Users

PTO Codes

PTO Accruals

Jobs

Job Assignment

Shifts

Clock Points

Edit Lock

My Setting

Overtime Rule Users

Add/Edit Rule

	Rule Name	Users
1	Boxing Day	Assign More
2	RegOT	Jocelyn Mercado Assign More

Need Help? Chat with us!

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

Assign Users

Search Name

	Name	Rule	
1	Admin	OFF	Assign
2	Brian Honzalez	OFF	Assign
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

OK

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

Setting

Reg 14

List View

Day View

Where

Who

Hours

Exit

Users

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Overtime Rules

Overtime Rule Users

PTO Codes

PTO Accruals

Jobs

Overtime Rule Users

Add/Edit Rule

1

2

Assign Users

Search Name

Q

	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

OK

Users

Assign More

Jocelyn Mercado ✖

Assign More

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

The screenshot shows the 'PTO Names' management interface. On the left is a sidebar menu with options: Users, Company Setting, Departments, Department Managers, Department Users, Overtime Rules, Overtime Rule Users, PTO Names (highlighted with a red box), PTO Accruals, Jobs, Job Assignment, Shifts, Clock Points, and Edit Lock. The main content area is titled 'PTO Names' and contains two buttons at the top: 'Add PTO Name' (callout 1) and 'Show Archived PTO Names' (callout 2). Below these is a table with the following data:

	PTO Name	PTO Code	Payment	
1	Comp Time		Paid	Edit Del Archive
2	Holiday		Paid	Edit Del Archive
3	Personal		Paid	Edit Del Archive
4	Sick		Paid	Edit Del Archive
5	Vacation		Paid	Edit Del Archive

At the bottom of the main content area, there is a button labeled '+ Show Archived PTO Names' (callout 4). Callout 3 points to the 'Edit Del Archive' links in the table's action column.

5. The pop up on Add PTO screen is as the same as the pop up on the Edit PTO screen

Setting

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Department Users

Overtime Rules

Overtime Rule Users

PTO Names

PTO Accruals

Jobs

Job Assignment

PTO Names

Add PTO Name

Show Archived PTO Names

1	
2	
3	
4	
5	

+ Show Archived PTO Names

Add PTO Name

PTO Name:

PTO Code: (optional)

Paid:

Paid

5

Add

Cancel

	PTO Code	Payment			
		Paid	Edit	Del	Archive
		Paid	Edit	Del	Archive
		Paid	Edit	Del	Archive
		Paid	Edit	Del	Archive
		Paid	Edit	Del	Archive

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)

Setting Request List View Day View Where Who Is In Mess **1** Schedule Approve Reports My Hours Exit

Admin (1)

Users
Company Setting
Departments
Department Managers
Department Users
Overtime Rules
PTO Codes
PTO Accruals
Jobs
Job Assignment
Shifts
Clock Points
Edit Lock

PTO Accrual

Department: All departments

Employee: Admin **1**

End date: 04/18/2020 Balance for [Admin] 21.07 - 16 + 0 = 5.07 hours **2**

PTO Code	Accrual rule	Carryover date	Carryover hours	Accrued hours	Used hours	Balance	Edit
Paid Vacation			0	0	0	0	edit
Personal			0	0	0	0	edit
Sick			0	0	0	0	edit
Vacaciones	6 months @ 3.3333 hrs/mo	10/02/2019	0	19.9998	16	3.9998	edit
Vacation	42.8 hrs worked @ 0.025/hr	03/17/2020	0	1.07	0	1.07	edit

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

Setting Request List View Day View Where Who Is In Mess Schedule Approve Reports My Hours Exit

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

PTO Code
Paid Vacation
Personal
Sick
Vacaciones
Vacation

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

Carryover hours	Accrued hours	Used hours	Balance	Edit
0	0	0	0	edit
0	0	0	0	edit
0	0	0	0	edit
0	19.9998	16	3.9998	edit
0	1.07	0	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

Setting | Request | List View | Day View | Where | Who Is In | Mess **1** | Schedule | Approve | Reports | My Hours | Exit

Users | Company Setting | Departments | Department Managers | Department Users | Overtime Rules | PTO Codes | PTO Accruals | **Jobs** | Job Assignment | Shifts

Jobs

Add Job **1**

	Job Name	Payment	
1	Job1	Unpaid	edit del archive 2
2	Job2	Paid	edit del archive
3	Job3	Paid	edit del archive

+ SHOW ARCHIVED JOBS

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

Setting | Request | List View | Day View | Where | Who Is In | Mess **1** | Schedule | Approve | Reports | My Hours | Exit

Users | Company Setting | Departments | Department Managers | Department Users | Overtime Rules | PTO Codes | PTO Accruals | **Jobs** | Job Assignment | Shifts

Jobs

Add Job **1**

Job name: (example: office xxx - staff xxx - job xxx)

Paid: Paid

3 Add Cancel

	Job Name	Payment	
1	Job1	Unpaid	edit del archive
2	Job2	Paid	edit del archive
3	Job3	Paid	edit del archive

1.11. Job Assignment

Job Assignment 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](#)

The screenshot displays the 'Job Assignment' page in the OpenTimeClock.com application. The interface includes a top navigation bar with various menu items like 'Request', 'List View', 'Day View', 'Where', 'Who Is In', 'Message', 'Schedule', 'Approve', 'Reports', 'My Hours', and 'Exit'. A left sidebar contains a list of settings, with 'Job Assignment' currently selected. The main content area features a 'Job Assignment' header with a dropdown menu set to 'Assign to selected departments' (callout 1). Below this, there are three tabs: 'View By Job' (callout 2), 'View By Department', and 'Add/Edit Job' (callout 4). The 'View By Job' tab is active, showing a table with one job entry, 'Test Job 1' (callout 2). To the right of the table, there is a 'Departments' section with an 'Assign More' button (callout 3). The footer of the page includes the text 'OpenTimeClock.com Product T1' and a 'Go To Top' link.

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 screenshot shows the 'Shifts' management page. On the left is a sidebar with various settings. The main content area has a 'Shifts' header with a red circle '1' over the 'Add Shift' button. Below this is a table with columns: Shift Name, Start Time, Stop Time, and actions. The table lists four shifts: '6-2', 'Com 1', 'Com 2', and 'Manager'. A red circle '2' highlights the 'Edit' link for the '6-2' shift.

	Shift Name	Start Time	Stop Time	
1	6-2	06:00 AM	02:00 PM	Edit Del Archive
2	Com 1	01:00 PM	02:00 PM	Edit Del Archive
3	Com 2	02:00 PM	03:00 PM	Edit Del Archive
4	Manager	08:00 AM	08:00 PM	Edit Del Archive

Below the table is a button: [+ Show Archived Shifts](#)

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

The screenshot shows the 'Edit Shift' modal window. It contains the following fields and options:

- Shift Name: 6-2
- Start Time: 06:00 AM
- Stop Time: 02:00 PM
- ☒ Auto clock out 5 minutes after shift end
- Clock In Restrictions**
 - ☒ Early clock in records shift start time
 - ☐ Prevent starting more than 0 minutes before shift start
- Clock Out Restrictions**
 - ☐ Last clock out records shift stop time
 - ☐ Prevent stopping late 0 minutes after shift end
- Buttons: Save, Cancel

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 screenshot shows the 'Permitted Clock Points' management interface. The interface includes a sidebar with navigation links like 'Users', 'Company Setting', 'Departments', etc. The main area has a 'Permitted Clock Points' section with a table of clock points. The table has columns for 'Name', 'Type', and 'DeviceID / WIFIID / IP / GPS'. There are buttons for 'Add Device', 'Add IP', 'Add WIFI', and 'Add GPS'. A search bar is available. The 'Edit' button for the first row is highlighted.

	Name	Type	DeviceID / WIFIID / IP / GPS	
1	1.4669, 103.7527	gps	1.4669, 103.7527	Edit Archive Del
2	108.252.114.163	ip	108.252.114.163	Edit Archive Del
3	111597	device	111597	Edit Archive Del
4	119536	device	119536	Edit Archive Del
5	12184	device	12184	Edit Archive Del
6	123645	device	123645	Edit Archive Del
7	142.169.78.77	ip	142.169.78.77	Edit Archive Del
8	156618	device	156618	Edit Archive Del
9	28.7623, 104.6489	gps	28.7623, 104.6489	Edit Archive Del

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

The screenshot shows the 'Edit Device' modal form. The form has fields for 'Device ID' and 'Device Name', both containing the value '111597'. There are 'Save' and 'Cancel' buttons.

The screenshot shows the 'Edit IP' modal form. The form has fields for 'IP Address' and 'IP Name', both containing the value '108.252.114.163'. There are 'Save' and 'Cancel' buttons.

Setting Req 14 List View Day View Where Who Is In My Hours Exit

Users Company Setting Departments Department Managers Department Users Overtime Rules

Permitted Clock Points

Add Device Add IP

Name

1	1.4669, 103.7527	Edit Archive Del
2	108.252.114.163	Edit Archive Del
3	111597	Edit Archive Del
4	119536	Edit Archive Del
5	12184	Edit Archive Del

Edit WIFI

WIFI ID: (you can find your WIFI ID in login page.)

7262

WIFI Name:

7262

Save Cancel

Setting Req 14 List View Day View

Users Company Setting Departments Department Managers Department Users Overtime Rules Overtime Rule Users PTO Codes PTO Accruals Jobs Job Assignment

Permitted Clock Points

Add Device

Name

1	1.4669, 103.7527	Edit Archive Del
2	108.252.114.163	Edit Archive Del
3	111597	Edit Archive Del
4	119536	Edit Archive Del
5	12184	Edit Archive Del
6	12384	Edit Archive Del
7	142.168.1.1	Edit Archive Del
8	156.159.1.1	Edit Archive Del
9	28.7623.1.1	Edit Archive Del
10	608.1.1.1	Edit Archive Del
11	652.1.1.1	Edit Archive Del
12	72.1.1.1	Edit Archive Del

Edit GPS

Map Satellite

TAMAN ABAD TAMAN BAKTI GEYLANG BAHRU KAMPUNG TARUM YAHYA AWAL WADI HANA TAMAN PELANGI TAMAN SERENE STULANG DARAT KAMPUNG AH SIANG TANJUNG PUTERI KAMPUNG AIR MOLEK GERTAK MERAH CITY VILLA

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

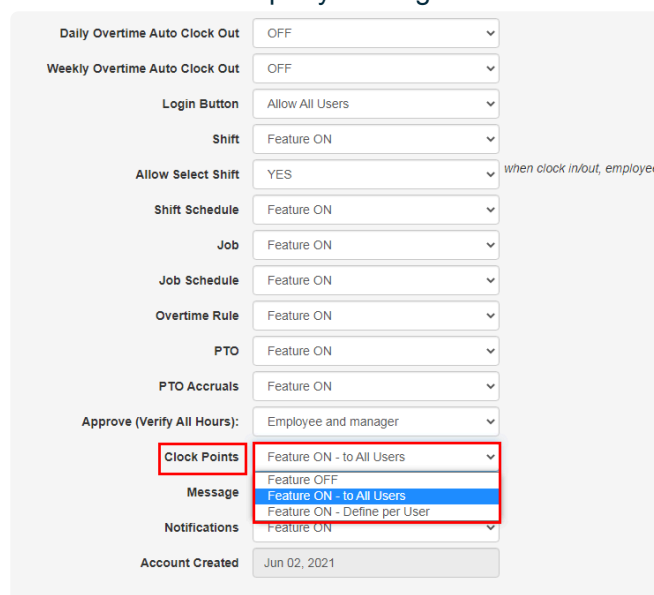
Step 3: Click the ADD LOCATION drop-down box to start adding permitted locations for each users

(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.



Daily Overtime Auto Clock Out	OFF
Weekly Overtime Auto Clock Out	OFF
Login Button	Allow All Users
Shift	Feature ON
Allow Select Shift	YES <small>when clock in/out, employees</small>
Shift Schedule	Feature ON
Job	Feature ON
Job Schedule	Feature ON
Overtime Rule	Feature ON
PTO	Feature ON
PTO Accruals	Feature ON
Approve (Verify All Hours):	Employee and manager
Clock Points	Feature ON - to All Users
	Feature OFF
Message	Feature ON - to All Users
	Feature ON - Define per User
Notifications	Feature ON
Account Created	Jun 02, 2021

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”

The screenshot shows the 'Edit Lock' configuration page in the OpenTimeClock.com admin interface. The top navigation bar includes links like 'Setting', 'Req', 'List View', 'Day View', 'Where', 'Who Is In', 'Message', 'Schedule', 'Approve', 'Reports', 'My Hours', 'Exit', and a user profile icon. The left sidebar lists various settings categories, with 'Edit Lock' currently selected. The main content area is titled 'Edit Lock' and contains two primary settings:

- Lock Type:** A dropdown menu set to 'Fixed date'. A red circle with the number '1' is next to this label. A tooltip below the dropdown reads: 'lock old records so that no one can add, edit or delete them.'
- Lock time entries older than this date:** A date input field showing '04/09/2020' with a calendar icon. A red circle with the number '2' is next to this field.

At the bottom of the settings area are two buttons: 'Save Change' (in blue) and 'Cancel' (in grey).

1.15. Notifications

1.16. My Setting

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

My Setting

Username

Change Password

☐

Current Password

New Password

Confirm New Password

Default Page

Listview

Base Photo

SAMPLE PHOTO

FACE ONLY

Upload Photo

Camera Capture

Remove Photo

note: photo will be used in face clock (face recognition)

Save

Cancel

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

Purchase


We accept credit cards through Stripe.com. We do not store your credit card data in our OpenTimeClock.com database.

Please verify your account before payment:

Company Name:
 *

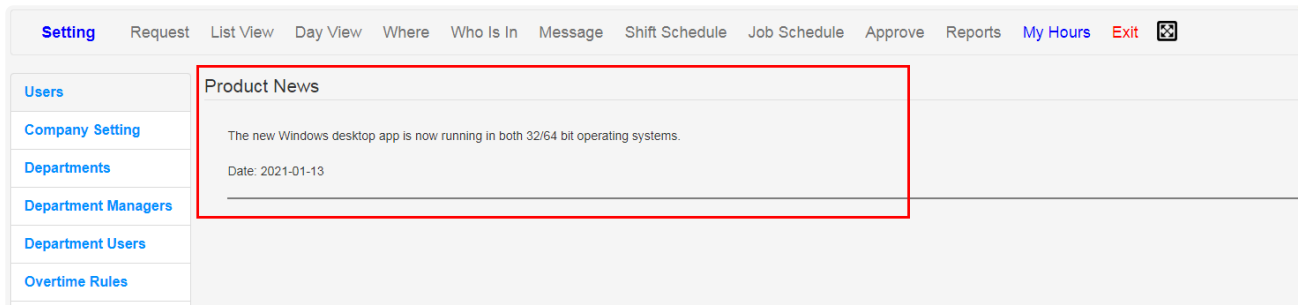
Login Username:
 *

Password:
 *

 [loading ...](#)

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.



The screenshot shows the OpenTimeClock.com web application interface. At the top, there is a navigation bar with the following tabs: **Setting**, Request, List View, Day View, Where, Who Is In, Message, Shift Schedule, Job Schedule, Approve, Reports, **My Hours**, and Exit. Below the navigation bar, on the left side, there is a sidebar menu with the following items: **Users**, Company Setting, Departments, Department Managers, Department Users, and Overtime Rules. The main content area displays the **Product News** section, which is highlighted by a red rectangular box. The Product News section contains the following text: "The new Windows desktop app is now running in both 32/64 bit operating systems." and "Date: 2021-01-13".

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.

[illegible]

2.1. Pending Requests

Pending Requests are requests for time off/alterd 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.

Setting Req **2** List View Day View Where Who Is In Message Schedule Approve Reports My Hours Exit

Admin (1)

Pending Requests History Requests

All departments All users Approve Deny **2**

<input type="checkbox"/> Select All	Full Name	Date	In	Out	Hours	Job/Absence	Shift	Submitted
<input type="checkbox"/> 1	Admin	04/01			8h 0m	Holiday		04-01 06:10 comment
<input type="checkbox"/>	Admin	04/09			8h 0m	Holiday		04-09 05:56 comment

Admin Note: as dfasdf asdfa sdfasdfas fassdf asdfa sdfasdf

opentimeclock.com product T1

2.2. Reverse Approved Request

To reverse a previously approved request.

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

The screenshot shows the 'Req 1' tab in the OpenTimeClock interface. The 'Pending Requests' tab is selected. The table displays a list of requests. The first request, submitted on 04-01 06:10, is in 'approved' status. A red circle with the number '1' highlights the 'reverse' link in the 'Status' column for this request.

Full Name	Date	In	Out	Hours	Job/Absence	Shift	Submitted	Status
Admin	04/01			8h 0m	Holiday		04-01 06:10	approved reverse
Admin	04/02			6h 0m	Holiday		04-09 04:45	approved reverse
Admin	04/02			8h 0m	Holiday		04-02 02:16	approved reverse
Admin	04/02			8h 0m	Holiday		04-02 02:43	approved reverse
Admin	04/02			8h 0m	Holiday		04-02 02:19	approved reverse
Admin	04/09			8h 0m	Holiday		04-09 05:18	denied reverse
Admin	04/09			8h 0m	Holiday		04-09 05:43	approved reverse
Admin	04/09			8h 0m	Holiday		04-09 05:56	pending

Return to the “Pending Requests” tab.

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

The screenshot shows the 'Req 2' tab in the OpenTimeClock interface. The 'Pending Requests' tab is selected. The table displays a list of requests. The first request, submitted on 04-01 06:10, is in 'pending' status. A red circle with the number '2' highlights the 'comment' link in the 'Status' column for this request. A red circle with the number '3' highlights the 'Deny' button above the table.

Full Name	Date	In	Out	Hours	Job/Absence	Shift	Submitted	Status
Admin	04/01			8h 0m	Holiday		04-01 06:10	comment
Admin	04/09			8h 0m	Holiday		04-09 05:56	comment

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

Admin (1)

SettingRequestList ViewDay ViewWhereWho Is InMessageScheduleApproveReportsMy HoursExit

09/01/202009/30/2020All DepartmentsAdmin

Admin

Total Hours: 33h 44m

Date	In	Out	Reg	OT	DT	PTO	Paid	Unpaid	Total	Job/Absence	Shift	
Tue 09/01	08:00 am	na					0h 0m	0h 0m	0h 0m		Prva smena	Add Edit Del
Admin Note: no out												
Wed 09/02	10:43 am	08:33 pm	9h 50m				9h 50m	0h 0m	9h 50m		Druga smena	Add Edit Del
Thu 09/03	12:23 pm	12:23 pm					0h 0m	0h 0m	0h 0m		Druga smena	Add Edit Del
Fri 09/04	01:48 pm	03:43 pm	1h 55m				1h 55m	0h 0m	1h 55m		Druga smena	Add Edit Del
Sat 09/05	03:44 pm	05:14 pm	1h 30m				1h 30m	0h 0m	1h 30m		Druga smena	Add Edit Del
Sun 09/06												Add
13h 15m0h 0m0h 0m0h 0m13h 15m0h 0m13h 15m												
Mon 09/07												Add
Tue 09/08	04:00 am	07:37 am	3h 37m				3h 37m	0h 0m	3h 37m		Druga smena	Add Edit Del
	09:00 am	06:00 pm	9h 0m				9h 0m	0h 0m	9h 0m		Druga smena	Add Edit Del
	09:46 am	na					0h 0m	0h 0m	0h 0m		Druga smena	Add Edit Del
Admin Note: no time out												
Wed 09/09	04:53 pm	04:53 pm					0h 0m	0h 0m	0h 0m		Prva smena	Add Edit Del
	04:54 pm	11:55 pm	7h 1m				7h 1m	0h 0m	7h 1m		Prva smena	Add Edit Del
	11:55 pm	11:55 pm					0h 0m	0h 0m	0h 0m			Add
Thu 09/10												Add
Fri 09/11												Add
Sat 09/12						0h 0m	0h 0m	8h 0m	8h 0m	Personal	Druga smena	Add Edit Del
Sun 09/13												Add
19h 38m0h 0m0h 0m0h 0m19h 38m8h 0m27h 38m												
Mon 09/14												Add
Tue 09/15	02:46 pm	na					0h 0m	0h 0m	0h 0m		Prva smena	Add Edit Del
Admin Note: start work												

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

The screenshot shows the 'Where' tab interface. At the top, there are tabs for 'Locations', 'Photos', and 'GPS'. Below these are filters for date range (04/01/2020 to 09/13/2020), department (All Departments), and employee (All Employees). A table lists clock-in events with columns: Name, I/O, Date Time, IP, Device Type, Device ID, WIFI ID, and GPS Address. A specific event is highlighted with a red box, showing details for an 'Admin' user clocking out on 08/14/2020 at 10:25 AM from a Sprint Store in West Chester, Ohio.

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	IN	08/14/2020 06:00 PM	194.230.146.189	web name clock	258500	53175	
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		
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

The screenshot shows the 'Where' tab interface with a grid of user images and clock-in/out times. The grid is organized into two rows. The first row shows images for 'Admin' users with clock-in times: 08-01 01:00, 08-07 08:35, 08-10 02:23, and 08-11 09:00. The second row shows images for 'Admin' users with clock-out times: 08-11 18:00, 08-11 09:00, 08-12 12:41, 08-12 19:58, 08-12 19:59, and 08-12 21:33. A red box highlights the filter section at the top, and a red circle highlights a 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

The screenshot displays the OpenTimeClock.com web application interface. At the top, a navigation bar includes links for Setting, Request, List View, Day View, Where, Who Is In, Message, Schedule, Approve, Reports, My Hours, and Exit. Below this, a secondary navigation bar has tabs for Locations, Photos, and GPS. The main content area features a filter section with a date range from 04/01/2020 to 09/13/2020, a dropdown for All Departments, and another dropdown for All Employees. A red box labeled '7' highlights the filter section. To the right of the filter section, a blue box labeled '8' displays '15 N/A of 76'. Below the filter section is a map of the world with several red location pins. A red box labeled '9' highlights a pin in Saudi Arabia. The map is powered by Google Maps. At the bottom of the interface, there is a footer with the text 'OpenTimeClock.com Product T1' and a 'Go To Top' link.

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.

SettingRequestList ViewDay ViewWhereWho Is InMessageScheduleApproveReportsMy HoursExit

All DepartmentsRefresh

	Name	In/Out	Status	Device ID	Date	Time
1	Admin	OUT				
2	slave1	OUT				

OpenTimeClock.com Product T1Go To Top

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

The screenshot shows the 'Schedule' section of the OpenTimeClock.com interface. The top navigation bar includes tabs for Setting, Request, List View, Day View, Where, Who Is In, Message, Schedule, Approve, Reports, My Hours, and Exit. The 'Schedule' tab is active.

Below the navigation bar, there are filter dropdowns for 'All Departments', 'All Employees', and 'All Shifts'. To the right of these filters are three buttons: 'Add Schedule', 'Delete Selected Item', and 'Email Schedule'. A red box labeled '3' highlights these buttons.

Below the filters, there are two tabs: 'List View' and 'Calendar View'. The 'List View' tab is selected. Below the tabs, there are two date pickers: '07/01/2020' and '07/31/2020'. A red box labeled '1' highlights these date pickers.

The main table displays a list of schedules. The columns are: Department, Full Name, Date, Shift, Start Time, and Stop Time. The table contains 20 rows of data. A red box labeled '2' highlights the 'Edit' and 'Del' buttons in the rightmost column of the table.

Department	Full Name	Date	Shift	Start Time	Stop Time	
	slave1	07/01/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/02/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/03/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/06/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/07/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/08/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/09/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/10/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/13/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/14/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/15/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/16/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/17/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/20/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/21/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/22/2020	Druga smena	04:00 am	08:00 pm	Edit Del
	slave1	07/23/2020	Druga smena	04:00 am	08:00 pm	Edit Del
demo depart	Admin	07/24/2020	Prva smena	08:00 am	04:00 pm	Edit Del
	slave1	07/24/2020	Druga smena	04:00 am	08:00 pm	Edit Del
demo depart	Admin	07/27/2020	Prva smena	08:00 am	04:00 pm	Edit Del

At the bottom right of the interface, there is a button labeled 'Leave message to support'.

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

The screenshot shows the 'Job Schedule' section of the OpenTimeClock application. The interface includes a top navigation bar with various tabs, a filter section on the left, a button bar on the right, and a main table of job schedules.

Callout 1: Points to the filter section on the left, which includes dropdown menus for 'All Departments', 'All Employees', and 'All Jobs', as well as date range selectors for 'List View' and 'Calendar View'.

Callout 2: Points to the 'Edit Del' link in the first row of the table.

Callout 3: Points to the button bar on the right, which includes 'Add Job Schedule', 'Delete Selected Item', and 'Email Job Schedule' buttons.

<input type="checkbox"/>	Department	Full Name	Date	Job	
<input type="checkbox"/>		Admin	06/14/2021	site 1	Edit Del
<input type="checkbox"/>		Admin	06/15/2021	site 1	Edit Del
<input type="checkbox"/>		Admin	06/16/2021	site 1	Edit Del
<input type="checkbox"/>		Admin	06/17/2021	site 1	Edit Del
<input type="checkbox"/>		Admin	06/18/2021	site 1	Edit Del
<input type="checkbox"/>		Admin	06/21/2021	site 1	Edit Del
<input type="checkbox"/>		sample employee	06/14/2021	site 1	Edit Del
<input type="checkbox"/>		sample employee	06/15/2021	site 1	Edit Del

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"

The screenshot displays the 'Approve' section of the OpenTimeClock application. The interface includes a top navigation bar with tabs: Setting, Request, List View, Day View, Where, Who Is In, Message, Schedule, Approve, Reports, My Hours, and Exit. The 'Approve' tab is active.

On the left, there is a filter section (1) with date pickers for 08/19/2020 and 09/13/2020, a dropdown for 'All Departments', and a search box 'Search By Name ...'. Below this is a list of employees: 'Admin' and 'slave1'.

At the top of the main table area, there are 'Approve' and 'Unapprove' buttons (2).

The main table (3) is titled 'slave1' and has columns: Select, Date, In, Out, Hours, Job/Absence, Shift, By Manager, and actions (Add, Edit, Del). The table shows a weekly schedule for 'slave1' with shifts and hours. A specific row for Thursday, 09/03, is highlighted with a red box (3).

At the bottom of the table, there is a summary section (4) showing 'Total Hours: 0h 0m' and 'Sub Total Hours: 18h 0m'.

At the very bottom, there is a note (5): 'Note: oldest unverified record: slave1, 2020-08-19'.

On the right side of the table, there are 'Add', 'Edit', and 'Del' buttons for each row, with a red box (6) highlighting the 'Add' button for the Thursday, 09/03 row.

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

Setting Request List View Day View Where Who Is In Message Schedule Approve **Reports** My Hours Exit

[Download Sample Reports](#)

CSV: 1

- ADP Paydata ☆
- ADP Payroll ☆
- Audit log time cards ☆
- PayChex Payroll ☆
- PayChex Payroll 2019 ☆
- Paylocity Payroll ☆
- Time cards ☆
- Time Tracking (QuickBooks) ☆
- Users ☆

PDF: 2

- Absences ☆
- Attendance By Employee ☆
- Bi-weekly payroll ☆
- Departmental detail ☆
- Departmental summary ☆
- Job detail ☆
- Job summary ☆
- Late and leaving early ☆
- Payroll summary ☆
- PTO Accruals ☆
- Requests ☆
- Schedule ☆
- Simple payroll ☆
- Who has no entry ☆

Excel: 3

- Absences.xlsx ☆
- Biweekly Employee Time Sheet ☆
- Department Payroll ☆
- Employee Week Summary ☆
- Job by Employee ☆
- Job Cost ☆
- Late and early ☆
- Locations ☆
- Month cards ☆
- MSL Payroll ☆
- Payroll Excel ☆
- Payroll Summary One ☆
- Payroll Summary Two ☆
- Requests.xlsx ☆
- Simple Payroll (no overtime) ☆
- Simple payroll (overtime) ☆
- Simple payroll (summary) ☆
- Sum Jobs Employees ☆
- Time card by job ☆
- Time Duration ☆
- Who is in ☆

Other: 4

- QuickBooks Payroll .iif ☆

Customized Reports 5

Leave message to support

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

Request	List View	Day View	Where	Who Is In	Message	Schedule	PTO Accrual	Approve	Admin Mode	Exit	
05/01/2020	09/13/2020	1	All Jobs And Absence	All Shifts	2						10
											Total Hours: 77h 2m
Date	In	Out	Hours	Job/Absence	Shift						
08-01, Sat			8h 0m	Personal	Prva smena	Note					
08-07, Fri	08:35 am	na	0h 0m		Prva smena	Note					
08-10, Mon	02:23 am	na	0h 0m		Prva smena	Note					
Admin Note: WFH											
08-11, Tue	09:00 am	06:00 pm	9h 0m		Prva smena	Note					
08-11, Tue			8h 0m	Other	Prva smena	Note					
Admin Note: TEST											
08-12, Wed	12:41 pm	07:58 pm	7h 17m		Prva smena	Note					
08-12, Wed	07:59 pm	09:33 pm	1h 34m		Prva smena	Note					
08-13, Thu	02:55 am	na	0h 0m		Prva smena	Note					
08-14, Fri	01:44 am	10:25 am	8h 41m		Prva smena	Note					
08-14, Fri	06:08 pm	06:10 pm	0h 2m		Prva smena	Note					
08-16, Sun	01:56 am	04:36 am	2h 40m		Prva smena	Note					
Admin Note: ok											
08-16, Sun	04:36 am	10:44 am	6h 8m		Prva smena	Note					
Admin Note: ab cd ef gh											
Admin Comment: test 1 test 2 test3											
08-17, Mon	12:52 am	na	0h 0m		Prva smena						Leave message to support