

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 shows the 'Users' management page. On the left is a sidebar with navigation links: Users, Company Setting, Departments, Department Managers, Department Users, Overtime Rules, Overtime Rule Users, and PTO Names. The main content area has a header with 'Users' and several controls: 'Self Sign Up: OFF' (1), 'Email to User' (2), a department filter dropdown (3), an 'Add User' button (4), and a search box (5). Below the header is a table with columns: Department, Full Name, Username, Employee No, Digit ID, Role, and Edit. Two rows are visible: one for 'Admin' and one for 'sample employee'. The 'Edit' column for the 'sample employee' row contains 'Edit Copy' and 'Archive' (6). At the bottom of the table is a '+ Show Archived Users' button (7).

	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 user settings form for an employee. The 'Role' dropdown is set to 'Employee' and is highlighted with a red box. Below it, several permissions are listed with checkboxes: 'Allow remember password' (checked), 'Allow to send message' (checked), 'Allow self time edit' (unchecked), and 'Allow to see [Where] page' (checked). There is also an option 'Allow to see Who Is In' with a 'Belonging Department' dropdown. Other visible fields include 'Timezone Rule' (Use company setting), 'Department' (empty), 'Clock Time Limit' (OFF), and 'GPS' (allow employee to clock in when GPS is OFF). A 'Base Photo' field is at the bottom with a note: '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

Company Short Name

Company URL

Camera employees no need to open web camera in clocking in/out.

Week Start Day

Round Time To at clock in, at clock out, to minutes

Auto Lunch Deduction

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

Date Format

Time Format

Time Totals Format

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

Allow Request PTO when

Enter Note When Clock In

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

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)

The screenshot shows the 'Departments' management page. The top navigation bar includes 'Setting', 'Request', 'List View', 'Day View', 'Where', 'Who Is In', 'Mess', 'Schedule', 'Approve', 'Reports', 'My Hours', and 'Exit'. The left sidebar lists various settings: Users, Company Setting, Departments, Department Managers, Department Users, Overtime Rules, PTO Codes, PTO Accruals, Jobs, Job Assignment, Shifts, Clock Points, and Edit Lock. The main content area is titled 'Departments' and features a table with columns for 'Department Name', 'Managers', and 'Edit'. A green 'Add Department' button is located above the table. Red callout numbers 1, 2, 3, and 4 are placed over the 'Add Department' button, the 'Edit' column, the 'Managers' column, and the 'Department Name' column, respectively.

	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

Setting Request List View Day View Where Who Is In Messages 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

Department Managers

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

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

The screenshot shows the 'Department Users' interface. On the left, a sidebar menu lists various settings, with 'Department Users' selected. The main area displays a list of departments under the heading 'Department Users'. The 'Sales' department is highlighted in blue, and a red circle with the number '1' is placed over it. To the right of the list, a large grey box represents the 'Sales' department's user list. The text 'There is no users yet.' is displayed in this box. A green 'Assign user' button is located in the top right corner of this box, with a red circle and the number '2' next to it. The top navigation bar includes options like 'Setting', 'Request', 'List View', 'Day View', 'Where', 'Who Is In', 'Messages', 'Schedule', 'Approve', 'Reports', 'My Hours', and 'Exit'.

3. Select the user/person and add them

This screenshot shows the same 'Department Users' interface as the previous one, but with the 'Assign Users' dialog box open. The dialog box is titled 'Assign Users' and contains a list of users with checkboxes next to their names. The users listed are: All Users, Admin, Brian Honzalez, Edward, Jessa Rochini Tigbas, Jocelyn Mercado, Jonalyn Mendoza, Joshua Condes, and Rolando Angeles. At the bottom of the dialog box, there are 'Assign' and 'Cancel' buttons, with a red circle and the number '3' next to the 'Assign' button. The background interface is dimmed, showing the 'Sales' department and the 'Assign user' button.

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' management page. The sidebar on the left contains various settings categories. The main area features a table with the following columns: Rule Name, Overtime, Weekly Overtime Hours, Daily Overtime Hours, Daily Doubletime Hours, California Rule, Overtime Rate, and Doubletime Rate. Two rules are listed: 'Boxing Day' (Weekly, 35 hours) and 'RegOT' (Weekly, 40 hours). A red circle with the number '1' is placed over the 'Add Rule' button in the top left of the table area.

	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

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 a modal dialog box titled 'Add Overtime Rule'. It contains a text input field for 'Overtime Rule Name' and a dropdown menu for 'Overtime' with 'OFF' selected. At the bottom of the dialog 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)

The screenshot shows the 'Edit Overtime Rule' dialog box in the OpenTimeClock.com application. The dialog is centered on the screen and contains the following configuration options:

- Overtime Rule Name:** Boxing Day
- Overtime:** Weekly (dropdown), Weekly overtime is after 35 hours
- Daily Overtime:** ON (dropdown), after 21 hours
- Daily Double Time:** OFF (dropdown)
- Overtime:** 1.25 x rate

At the bottom of the dialog are 'Save' and 'Cancel' buttons. The background interface shows the 'Overtime Rules' section with a table of rules:

Rule	California	Overtime	Doubletime	Rate	
OFF		1.25			Edit Del Archive
OFF		1.5			Edit Del Archive

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

The screenshot shows the 'Overtime Rule Users' interface. The left sidebar contains navigation options: Users, Company Setting, Departments, Department Managers, Department Users, Overtime Rules, Overtime Rule Users (selected), PTO Codes, PTO Accruals, Jobs, Job Assignment, Shifts, Clock Points, Edit Lock, and My Setting. The main content area is titled 'Overtime Rule Users' and features an 'Add/Edit Rule' button. Below this is a table with two columns: 'Rule Name' and 'Users'. The table contains two rows: Row 1: 'Boxing Day' with an 'Assign More' link (circled in red with '1'); Row 2: 'RegOT' with 'Jocelyn Mercado' (with a red 'X' icon) and an 'Assign More' link (circled in red with '2'). A 'Need Help? Chat with us!' button is visible in the bottom right corner.

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

The screenshot shows the 'Assign Users' modal window. The modal has a search bar labeled 'Search Name' with a magnifying glass icon. Below the search bar is a table with columns 'Name' and 'Rule'. The table lists seven users: 1 Admin (OFF), 2 Brian Honzalez (OFF), 3 Edward (OFF), 4 Jessa Rochini Tigbas (OFF), 5 Jocelyn Mercado (RegOT), 6 Jonalyn Mendoza (OFF), and 7 Joshua Condes (OFF). Each user has an 'Assign' button next to their name. The 'Assign' button for 'Brian Honzalez' is highlighted with a red box and a red circle '3'. An 'OK' button is located at the bottom right of the modal.

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

Assign Users

Search Name Q

Name	Rule	Action
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

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. The top navigation bar includes 'Setting', 'Request', 'List View', 'Day View', 'Where', 'Who Is In', 'Message', 'Shift Schedule', 'Job Schedule', 'Approve', 'Reports', 'My Hours', and 'Exit'. A left sidebar contains various settings categories, with 'PTO Names' highlighted. The main content area displays a table of PTO codes and their payment status. Red boxes and numbers 1 through 5 highlight specific UI elements: 1 points to the 'Add PTO Name' button, 2 points to the 'Show Archived PTO Names' button, 3 points to the 'Edit Del Archive' action links in the table, and 4 points to the '+ Show Archived PTO Names' button at the bottom.

	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

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

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

Users

Company Setting Add PTO Name Show Archived PTO Names

Departments

Department Managers

Department Users

Overtime Rules

Overtime Rule Users

PTO Names

PTO Accruals

Jobs

Job Assignment

Add PTO Name

PTO Name:

PTO Code: (optional)

Paid:

5 Add Cancel

	PTO Code	Payment			
1		Paid	Edit	Del	Archive
2		Paid	Edit	Del	Archive
3		Paid	Edit	Del	Archive
4		Paid	Edit	Del	Archive
5		Paid	Edit	Del	Archive

+ 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)

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
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 PTO Accrual

Company Setting Department: All departments

Departments Employee: Admin

Department Managers End date: 04/18/2020

Department Users

Overtime Rules

PTO Codes

PTO Accruals

Jobs

Job Assignment

PTO Code

Paid Vacation	
Personal	
Sick	
Vacaciones	
Vacation	

42.8 hrs worked @ 0.025hr 03/17/2020

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

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, or not paid. Jobs off can be paid, partially paid, or 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
Jobs
Job Assignment
Shifts

Jobs

Add Job **1**

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

+ SHOW ARCHIVED JOBS

Add Job ✕

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

Paid:

3 **Add** Cancel

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 options like 'Request', 'List View', 'Day View', 'Where', 'Who Is In', 'Message', 'Schedule', 'Approve', 'Reports', 'My Hours', and 'Exit'. A sidebar on the left lists various settings such as 'Users', 'Company Setting', 'Departments', 'Department Managers', 'Department Users', 'Overtime Rules', 'PTO Codes', 'PTO Accruals', 'Jobs', 'Job Assignment', 'Shifts', 'Clock Points', 'Edit Lock', 'My Setting', and 'Billing and Payments'. The main content area is titled 'Job Assignment' and features a dropdown menu set to 'Assign to selected departments' (marked with a red box and '1'). Below this are two tabs: 'View By Job' and 'View By Department' (the latter is selected and marked with a red box and '2'). To the right of the tabs is an 'Add/Edit Job' button (marked with a red box and '4'). The main table has a header with 'Job' and 'Departments' columns. A single row is visible with '1' in the 'Job' column and 'Test Job 1' in the 'Departments' column. An 'Assign More' button is located in the 'Departments' column of this row (marked with a red box and '3'). The footer of the page includes 'OpenTimeClock.com Product T1' and a 'Go To Top' link.

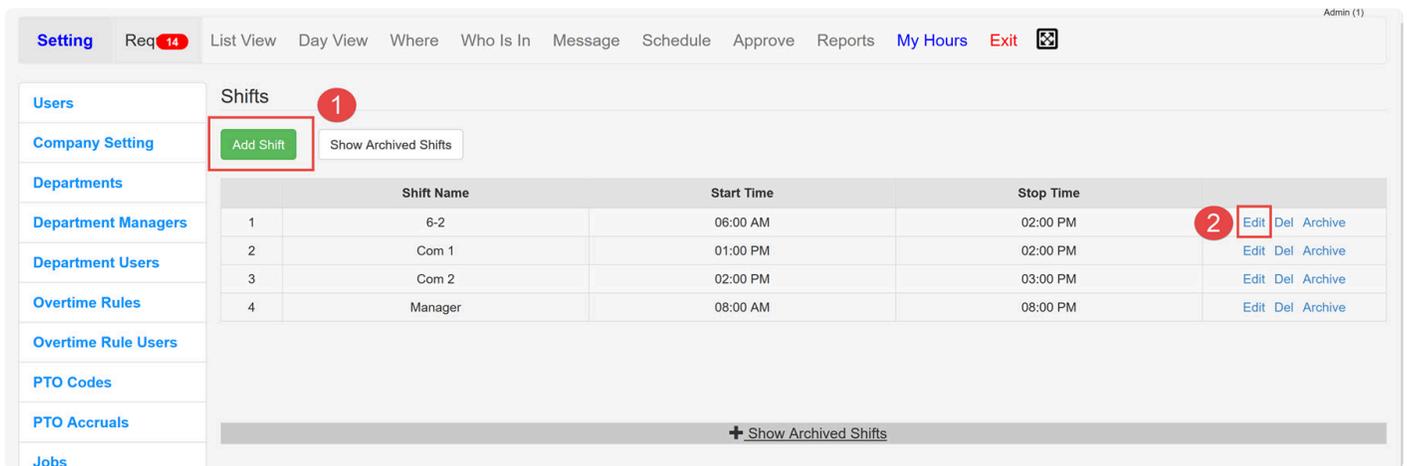
1.12. Shifts

 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:

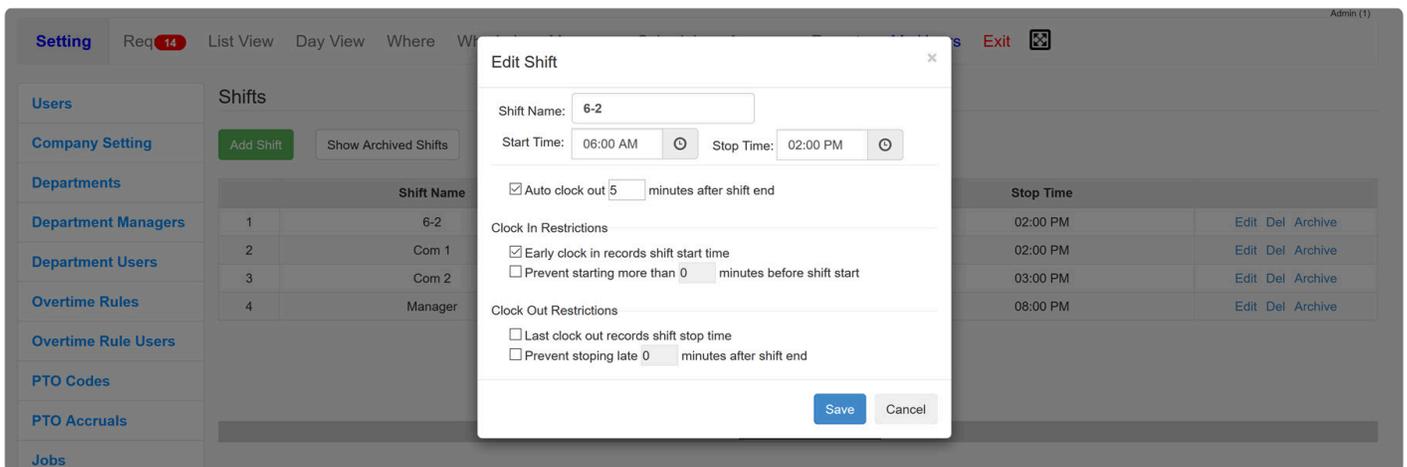
1. Add a new Shift
2. Edit an existing shift.



The screenshot shows the 'Shifts' management page. At the top, there are navigation tabs: Setting, Req (14), List View, Day View, Where, Who Is In, Message, Schedule, Approve, Reports, My Hours, Exit. A sidebar on the left lists various settings. The main content area has a 'Shifts' header with a red '1' and an 'Add Shift' button. Below is a table with columns: Shift Name, Start Time, Stop Time, and actions (Edit, Del, Archive). A red '2' highlights the 'Edit' button for the first 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

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

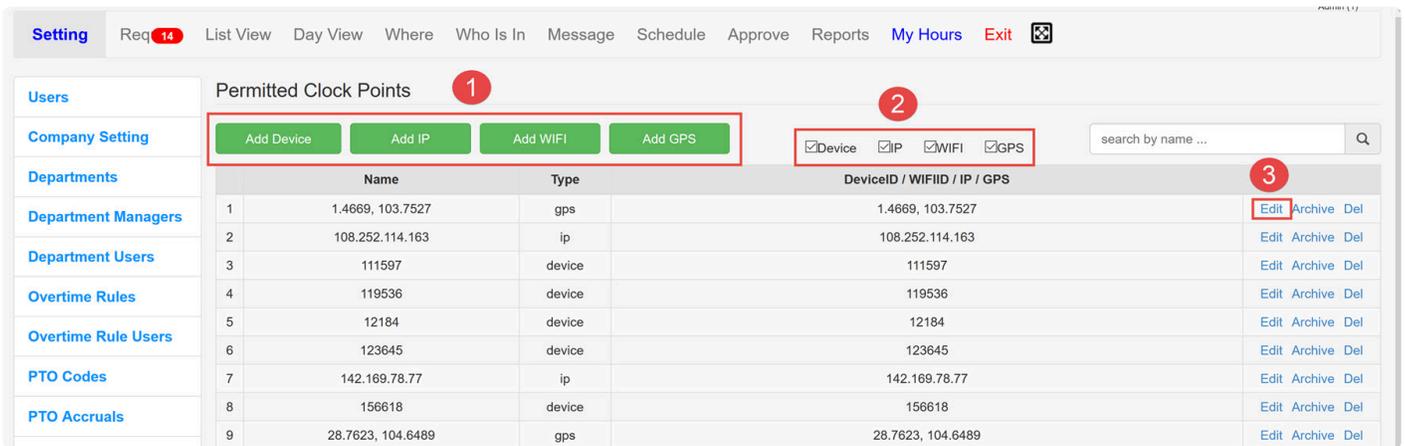
Step 2: Go to the SETTING>SHIFTS tab (you must first create a SHIFTS)

Step 3: Go to the SCHEDULE tab and click the "Add schedule" button to start adding a schedule for each employee

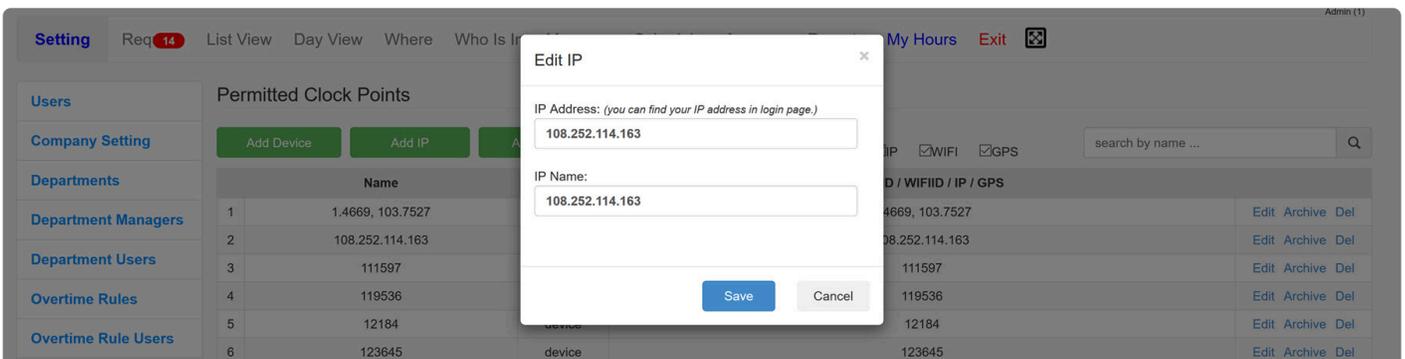
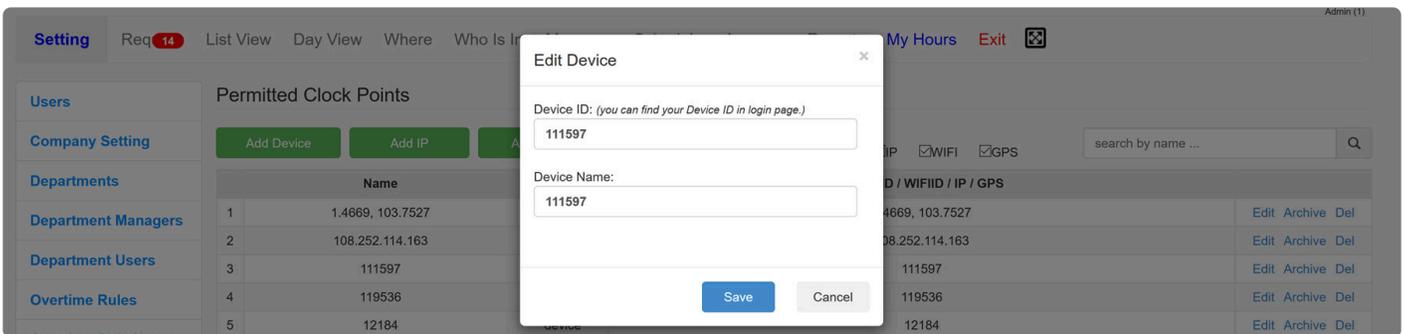
1.13. Clock Points

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 Add/Edit for each Clock Point type are the same



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

Users Permitted Clock Points

Company Setting Add Device Add IP

Departments

Department Managers

Department Users

Overtime Rules

Name	
1	1.4669, 103.7527
2	108.252.114.163
3	111597
4	119536
5	12184

Edit WIFI

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

WIFI Name:

Save Cancel

IP / WIFIID / IP / GPS		
1.4669, 103.7527	Edit	Archive Del
108.252.114.163	Edit	Archive Del
111597	Edit	Archive Del
119536	Edit	Archive Del
12184	Edit	Archive Del

Setting Req 14 List View Day View

Users Permitted Clock Points

Company Setting Add Device

Departments

Department Managers

Department Users

Overtime Rules

Overtime Rule Users

PTO Codes

PTO Accruals

Jobs

Job Assignment

Name	
1	1.4669, 103.7527
2	108.252.114.163
3	111597
4	119536
5	12184
6	12345
7	142.168.1.1
8	156.154.1.1
9	28.7623.1.1
10	608.1.1.1
11	652.1.1.1
12	72.1.1.1

Edit GPS

Map Satellite

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

IP / WIFIID / IP / GPS		
1.4669, 103.7527	Edit	Archive Del
108.252.114.163	Edit	Archive Del
111597	Edit	Archive Del
119536	Edit	Archive Del
12184	Edit	Archive Del
12345	Edit	Archive Del
142.168.1.1	Edit	Archive Del
156.154.1.1	Edit	Archive Del
28.7623.1.1	Edit	Archive Del
608.1.1.1	Edit	Archive Del
652.1.1.1	Edit	Archive Del
72.1.1.1	Edit	Archive Del

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, employee</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. On the left is a sidebar menu with options: Users, Company Setting, Departments, Department Managers, Department Users, Overtime Rules, PTO Codes, PTO Accruals, Jobs, Job Assignment, Shifts, Clock Points, Edit Lock (selected), and My Setting. The main content area is titled 'Edit Lock' and contains the following elements:

- A dropdown menu for 'Lock Type' with 'Fixed date' selected. A red circle with the number '1' is next to the label 'Lock Type:'. Below the dropdown is the text 'lock old records so that no one can add, edit or delete them.'
- A date input field for 'Lock time entries older than this date:' with the value '04/09/2020' and a calendar icon. A red circle with the number '2' is next to the date field.
- Two buttons: 'Save Change' (blue) and 'Cancel' (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

Base Photo

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



Upload Photo

Camera Capture

Remove Photo

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:



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 items: **Setting**, Request, List View, Day View, Where, Who Is In, Message, Shift Schedule, Job Schedule, Approve, Reports, My Hours, Exit, and a help icon. 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 a 'Product News' notification, which is highlighted with a red rectangular border. The notification text reads: 'The new Windows desktop app is now running in both 32/64 bit operating systems.' Below the text, it shows the date: 'Date: 2021-01-13'.

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.

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

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 fasdf asdfa sdfasdf

opentimeclock.com product T1

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

The screenshot displays the 'Day View' for user 'Admin' from 09/01/2020 to 09/15/2020. The interface includes a navigation bar with options like 'Setting', 'Request', 'List View', 'Day View', 'Where', 'Who Is In', 'Message', 'Schedule', 'Approve', 'Reports', 'My Hours', and 'Exit'. A filter bar at the top shows the selected date range and user. The main table lists activity by date, with columns for Date, In, Out, Reg, OT, DT, PTO, Paid, Unpaid, Total, Job/Absence, and Shift. A summary row at the bottom of the week shows a total of 19h 38m. Red callouts highlight: 1. Filter selection, 2. User ID 'Admin', 3. Total hours '33h 44m', 4. Day of the week column, 5. Weekly totals row, and 6. Edit functions (Add, Edit, Del) for individual rows.

Date	In	Out	Reg	OT	DT	PTO	Paid	Unpaid	Total	Job/Absence	Shift
09/01	08:00 am	na					0h 0m	0h 0m	0h 0m		Prva smena
09/02	10:43 am	08:33 pm	9h 50m				9h 50m	0h 0m	9h 50m		Druga smena
09/03											Druga smena
09/04	12:23 pm	12:23 pm					0h 0m	0h 0m	0h 0m		Druga smena
09/04	01:48 pm	03:43 pm	1h 55m				1h 55m	0h 0m	1h 55m		Druga smena
09/04	03:44 pm	05:14 pm	1h 30m				1h 30m	0h 0m	1h 30m		Druga smena
09/05											Druga smena
09/06											Druga smena
Weekly Totals											19h 38m
09/07											Druga smena
09/08	04:00 am	07:37 am	3h 37m				3h 37m	0h 0m	3h 37m		Druga smena
09/08	09:00 am	06:00 pm	9h 0m				9h 0m	0h 0m	9h 0m		Druga smena
09/08	09:46 am	na					0h 0m	0h 0m	0h 0m		Druga smena
09/09	04:53 pm	04:53 pm					0h 0m	0h 0m	0h 0m		Prva smena
09/09	04:54 pm	11:55 pm	7h 1m				7h 1m	0h 0m	7h 1m		Prva smena
09/09	11:55 pm	11:55 pm					0h 0m	0h 0m	0h 0m		Prva smena
09/10											Prva smena
09/11											Prva smena
09/12							0h 0m	0h 0m	8h 0m	Personal	Druga smena
09/13											Druga smena
09/14											Prva smena
09/15	02:46 pm	na					0h 0m	0h 0m	0h 0m		Prva smena

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 row is highlighted with a red box and a circled '4', showing an 'Admin' user clocking out on 08/14/2020 at 10:25 AM from a Sprint Store in West Chester, Ohio. A circled '5' highlights the filter area, and a circled '6' highlights the 'Edit Clock Points' button.

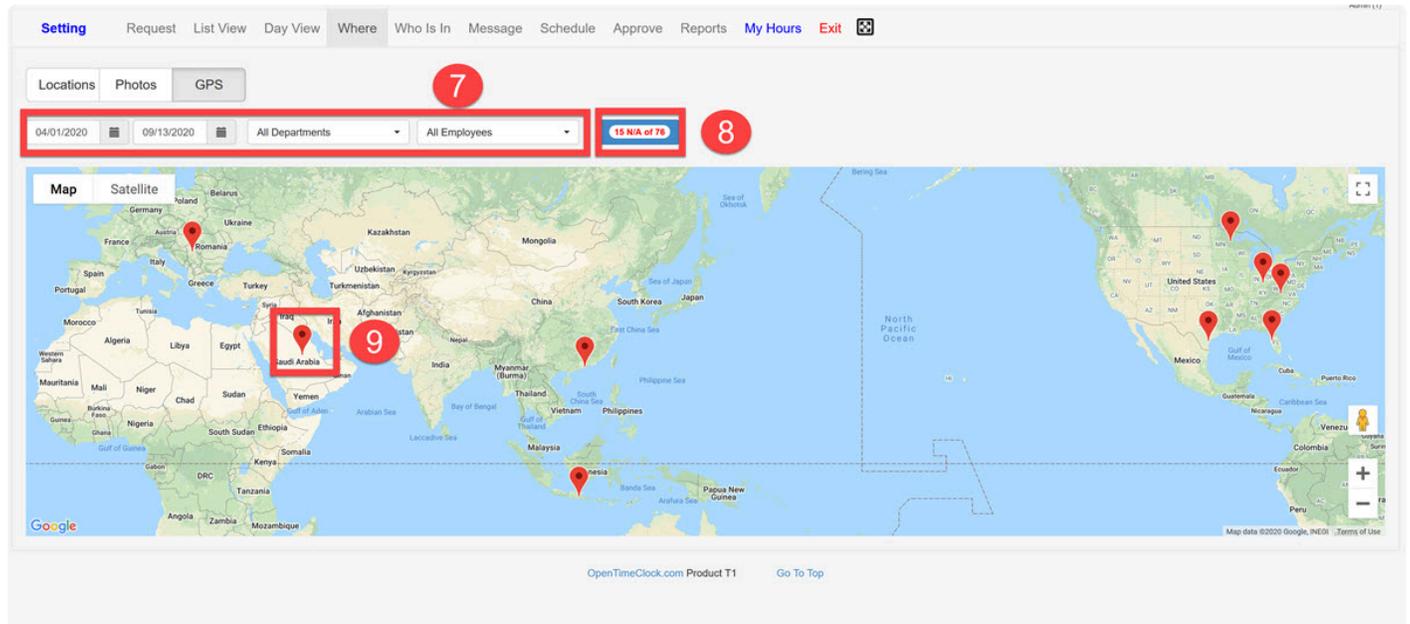
Name	I/O	Date Time	IP	Device Type	Device ID	WIFI ID	GPS Address
Admin	IN	08/07/2020 08:35 AM	216.82.198.161	web user clock	249605	19024	[Kokomo's Bar (Emerald Beach Hotel), 1102 S Shoreline Blvd, Texas, United States (27.7807, -97.3898)]
Admin	OUT			web			
Admin	IN	08/10/2020 02:23 AM	130.105.142.179	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 06:10 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

The screenshot shows the 'Where' tab interface with a grid of user photos and clock-in/out times. The interface includes 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 grid of user photos is displayed, with some photos showing a red 'no photo' icon and others showing the user's face. A circled '5' highlights the filter area, and a circled '6' highlights a user's photo.

Name	I/O	Date Time	Photo
Admin	Clock In:	08-01 01:00	[No Photo]
Admin	Empty		[No Photo]
Admin	Clock In:	08-07 08:35	[No Photo]
Admin	Empty		[No Photo]
Admin	Clock In:	08-10 02:23	[User Photo]
Admin	Empty		[No Photo]
Admin	Clock In:	08-11 09:00	[No Photo]
Admin	Clock Out:	08-11 18:00	[No Photo]
Admin	Clock In:	08-11 09:00	[No Photo]
Admin	Empty		[No Photo]
Admin	Clock In:	08-12 12:41	[User Photo]
Admin	Clock Out:	08-12 19:58	[User Photo]
Admin	Clock In:	08-12 19:59	[User Photo]
Admin	Clock Out:	08-12 21:33	[User Photo]

- 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.

The screenshot shows a web interface for 'Who Is In'. At the top, there is a navigation bar with links: Setting, Request, List View, Day View, Where, Who Is In (active), Message, Schedule, Approve, Reports, My Hours, and Exit. Below the navigation bar is a dropdown menu for 'All Departments' and a 'Refresh' button. The main content is a table with the following data:

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

At the bottom of the interface, there is a footer with the text 'OpenTimeClock.com Product T1' and a 'Go To Top' link.

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 displays the 'Schedule' section of the OpenTimeClock application. The interface includes a navigation bar with various options like 'Setting', 'Request', 'List View', 'Day View', 'Where', 'Who Is In', 'Message', 'Schedule', 'Approve', 'Reports', 'My Hours', and 'Exit'. Below the navigation bar, there are three dropdown menus for filtering schedules by 'All Departments', 'All Employees', and 'All Shifts', which are highlighted with a red box and the number '1'. To the right of these filters are three buttons: 'Add Schedule', 'Delete Selected Item', and 'Email Schedule', also highlighted with a red box and the number '3'. Below the filters is a table with columns: Department, Full Name, Date, Shift, Start Time, and Stop Time. The table contains 24 rows of schedule data. A red box and the number '2' highlight the 'Edit Del' links at the end of each row. At the bottom right, there is a 'Leave message to support' button.

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

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 application. At the top, there is a navigation bar with 'Job Schedule' highlighted. Below the navigation bar, there are three dropdown menus for filtering: 'All Departments', 'All Employees', and 'All Jobs'. To the right of these filters are three buttons: 'Add Job Schedule' (green), 'Delete Selected Item' (blue), and 'Email Job Schedule' (grey). Below the filters, there are two view options: 'List View' (selected) and 'Calendar View'. Two date pickers are visible, showing '06/01/2021' and '06/30/2021'. A table below displays the job schedule data with columns for Department, Full Name, Date, and Job. The first row of data is highlighted, and the 'Edit Del' link is visible. Red boxes and numbers 1, 2, and 3 are used as annotations: 1 points to the filter area, 2 points to the 'Edit Del' link, and 3 points to the 'Add Job Schedule' button.

<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 for employee 'slave1'. The interface includes a sidebar for filtering by date and department, a main table of shifts, and a summary section at the bottom. Red boxes and numbers 1 through 6 highlight key features: 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; 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".

Select	Date	In	Out	Hours	Job/Absence	Shift	By Manager	Add	Edit	Del
<input type="checkbox"/>	Wed 08/19	09:00 am	06:00 pm	9h 0m		Druga smena	no			
<input type="checkbox"/>	Thu 08/20							Add		
<input type="checkbox"/>	Fri 08/21							Add		
<input type="checkbox"/>	Sat 08/22							Add		
<input type="checkbox"/>	Sun 08/23							Add		
				Total Hours: 9h 0m						
<input type="checkbox"/>	Mon 08/24							Add		
<input type="checkbox"/>	Tue 08/25							Add		
<input type="checkbox"/>	Wed 08/26							Add		
<input type="checkbox"/>	Thu 08/27							Add		
<input type="checkbox"/>	Fri 08/28							Add		
<input type="checkbox"/>	Sat 08/29							Add		
<input type="checkbox"/>	Sun 08/30							Add		
				Total Hours: 0h 0m						
<input type="checkbox"/>	Mon 08/31							Add		
<input type="checkbox"/>	Tue 09/01							Add		
<input type="checkbox"/>	Wed 09/02							Add		
<input type="checkbox"/>	Thu 09/03	09:00 am	06:00 pm	9h 0m		Druga smena	no	Add	Edit	Del
<input type="checkbox"/>	Fri 09/04							Add		
<input type="checkbox"/>	Sat 09/05							Add		
<input type="checkbox"/>	Sun 09/06							Add		
				Total Hours: 9h 0m						
<input type="checkbox"/>	Mon 09/07							Add		
<input type="checkbox"/>	Tue 09/08							Add		
<input type="checkbox"/>	Wed 09/09							Add		
<input type="checkbox"/>	Thu 09/10	10:06 am	10:06 am			Druga smena	Admin	Add	Edit	Del
<input type="checkbox"/>	Fri 09/11							Add		
<input type="checkbox"/>	Sat 09/12							Add		
<input type="checkbox"/>	Sun 09/13							Add		
				Total Hours: 0h 0m						
				Sub Total Hours: 18h 0m						

Note: oldest unverified record: slave1, 2020-08-19

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

The screenshot displays the 'Reports' section of the OpenTimeClock application. The interface includes a navigation menu at the top with options like 'Setting', 'Request', 'List View', 'Day View', 'Where', 'Who Is In', 'Message', 'Schedule', 'Approve', 'Reports', 'My Hours', and 'Exit'. The 'Reports' section is divided into four main categories, each with a red circular icon and a number:

- CSV: 1**: Includes reports such as ADP Paydata, ADP Payroll, Audit log time cards, PayChex Payroll, PayChex Payroll 2019, Paylocity Payroll, Time cards, Time Tracking (QuickBooks), and Users.
- PDF: 2**: Includes reports such as Absences, Attendance By Employee, Bi-weekly payroll, Departmental detail, Departmental summary, Job detail, Job summary, Late and leaving early, Payroll summary, PTO Accruals, Requests, Simple payroll, and Who has no entry.
- Excel: 3**: Includes reports such as 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), and Sum Jobs Employees.
- Other: 4**: Includes QuickBooks Payroll .iif.

At the bottom left, there is a green button labeled 'Customized Reports' with a red circular icon and the number 5. At the bottom right, there is a button labeled 'Leave message to support' with a speech bubble icon.

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 All Jobs And Absence All Shifts 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: WFFH						
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: ck						
08-16, Sun	04:36 am	10:44 am	6h 8m		Prva smena	Note
Admin Note: ab od ef gh						
Admin Comment: test 1 test 2 test3						
08-17, Mon	12:52 am	na	0h 0m		Prva smena	Note

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