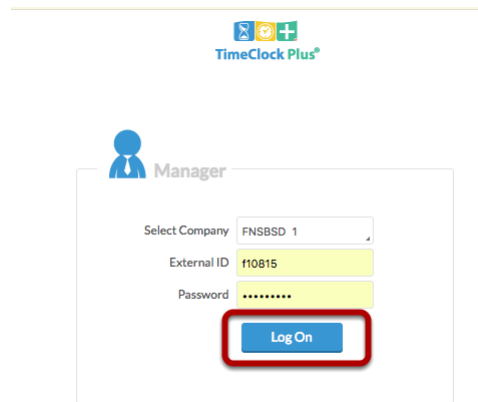


Audit Log Report

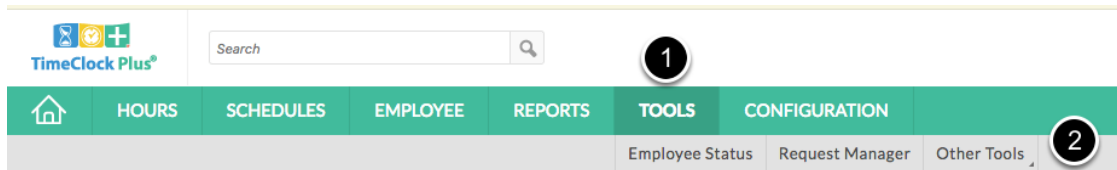
Some employees are reporting missed punches as technical errors, but these are most likely user errors. These directions will show timekeepers and managers how they can access a report that shows why the employee has a missed punch.

Log on to the Manager Portal for TCP

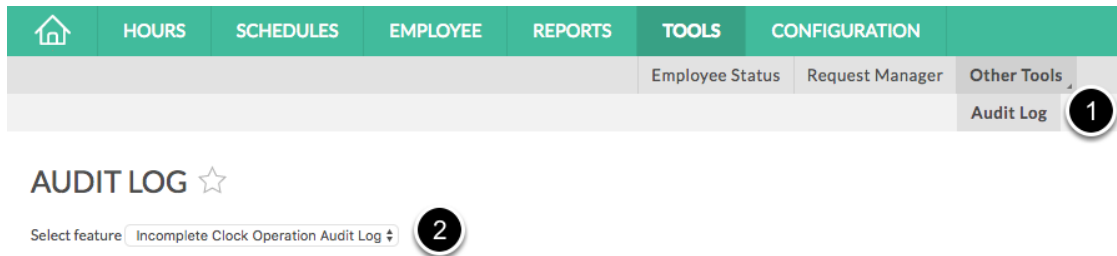


<https://timeclock.k12northstar.org/app/Manager/>

Select Tools



1. On the TCP navigation bar, select *Tools*.
2. A new bar will open under the Tools section. Select *Other Tools*.



1. The Audit Log option will open after you've clicked on *Other Tools*.
2. In **Select Feature**, choose the **Incomplete Clock Operation Audit Log**.

Select Dates for the Audit Log



AUDIT LOG


Select feature

Employee Filter

Advanced Filter

1




12/1/2017  to 12/6/2017 

Manual  2 

Group by

1. Select the dates.
2. Click on *Update*.

Audit Log

Time 	 Employee Name	Application	Reason 	Last Workflow Step	Type	Physical Location
-						
10/24/2017 07:34 AM		StandaloneClock	Cancelled Clock Operation	Gather Job Code	Clock In	ADC-5th
10/30/2017 04:00 PM		WebClock	Cancelled Clock Operation	Gather Missed Punch Acknowledgement	Missed Clock In	10.100.7.78
11/29/2017 12:13 PM		WebClock	Abandoned Clock Operation	Gather Confirmation	Clock In	10.205.164.209
11/29/2017 12:26 PM		WebClock	Abandoned Clock Operation	Gather Confirmation	Missed Clock In	10.205.164.209

1. **Time** - this shows when the instance occurred
2. **Employee Name**
3. **Reason** - the two most common reasons are **Cancelled Clock Operation** and **Abandoned Clock Operation**. The Cancelled Clock Operation means that the employee selected *Cancel* rather than *Continue* during the clocking in/out process. The Abandoned Clock Operation means that the employee did not complete the clocking in/out process within 15 seconds so the system timed out.
4. Please remind staff members that they should get a *Operation Successful* message as the last screen in the clocking in/out process or they did not complete the process correctly.