

TIME CLOCK - SUPERVISOR

Dashboard

This feature allows you to monitor any overtime, missed punches, and required approvals at a quick glance

The dashboard displays the following metrics:

- REQUIRED APPROVALS:** 0
- BIRTHDAYS:** 0
- MISSED PUNCHES:** 1 (KHALIL MACK, Missed In: 07/23/2020 10:00 P - 02:30 P)
- PENDING TIME OFF REQUESTS:** 0
- CONFLICTING SEGMENTS:** 0
- REMINDERS:** 0
- APPROACHING OVERTIME (CLOCKED IN):** 0
- OVERTIME:** 0
- ANNIVERSARIES:** 1 (KHALIL MACK, Anniversary: 08/01/23)

Viewing Hours and Approving Hours

- Hours can be viewed and approved by selecting the Individual Hours or Group Hours
- Make sure you update the start and stop dates to view/approve hours within the correct pay period
- To approve check the box under the letter "M" for manager approval then click on Apply Changes
- Make sure that all exceptions (orange dots) have been cleared

The Group Hours view shows the following data for KHALIL MACK:

	Break length	Time In	Time out	Hours	Shift total	Week total	Job Code
☐		7/6/2020 09:00 AM	<< Time sheet >>	8:00	8:00	8:00	9907 - LEAVE DOCK
☐		7/21/2020 11:00 AM	7/21/2020 12:30 PM	1:30	1:30		1605 - SPEC - PAYROLL
☐		7/21/2020 12:30 PM	7/21/2020 12:30 PM	0:00	0:00		1605 - SPEC - PAYROLL
☐		7/23/2020 10:30 AM	7/23/2020 10:30 AM	0:00	0:00		1605 - SPEC - PAYROLL
☐		7/23/2020 01:00 PM	7/23/2020 02:30 PM	1:30	1:30	3:00	1605 - SPEC - PAYROLL

Time Edits

1. If you have already approved the time that needs to be edited you will first need to unapproved it in order to be able to edit
2. Make sure you select Apply Changes once you have unapproved the time segment to be edited
3. To edit right click on the time frame and select Edit
4. Make the necessary edit by manually changing the in time, out time, or leave type
5. Make sure you save in order for the operation to be recorded

Apply Changes
Discard Changes

Showing 5 records of 5

Select

M
E

1 - KHALIL MACK

Select				Notes	Edited	Break length	Time in	Time out	Hours	Shift
		☐	☒		Y		7/6/2020 09:00 AM	<< Time sheet >>	8:00	8:00
	☒	☒	☒				7/21/2020 11:00 AM	7/21/2020 12:30 PM	1:30	1:30
	☒	☒	☒				7/21/2020 12:30 PM	7/21/2020 12:30 PM	0:00	0:00
	☒	☒	☒				7/23/2020 10:30 AM	7/23/2020 10:30 AM	0:00	0:00
	☒	☒	☒				7/23/2020 01:00 PM	7/23/2020 02:30 PM	1:30	1:30

Manage
Exceptions
Resolve Period

Showing 5 records of 5 Selected 1 records

M
E

1 - KHALIL MACK

				Notes	Edited	Break length	Time in	Time out	Hours	Shift
☒		☐	☒		Y		7/6/2020 09:00 AM	<< Time		8:00
☐	☒	☐	☒				7/21/2020 11:00 AM	7/21/20		1:30
☐	☒	☒	☒				7/21/2020 12:30 PM	7/21/20		0:00
☐	☒	☒	☒				7/23/2020 10:30 AM	7/23/20		0:00
☐	☒	☒	☒				7/23/2020 01:00 PM	7/23/20		1:30

Edit
Delete
Split segment by length
Split segment by percentage
Audit Log
View segment photos

Update

od

E

rs has

Segment Length: 1:30

☐ Individual is clocked in

☐ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Time in 7/21/2020 11:00 AM

Time out 7/21/2020 12:30 PM

Break type << NONE >>

Job Code 1605 - SPEC - PAYROLL

Cost Code 1605 - SPEC - PAYROLL

Note 1803 - PD - SERGEANT

9901 - LOCAL

9903 - STATE PERSONAL

9906 - NON-DUTY

9907 - I LEAVE DOCK

8:00 AM << Time sheet >> 8:00

1:00 AM	7/21/2020 12:30 PM	1:30	1:30
12:30 PM	7/21/2020 12:30 PM	0:00	0:00

Adding Time and Entering Leave

1. To enter time or leave for a missing date you will need to go to the Individual Hours and filter for the employee requiring this entry
2. Select Add
3. Select Missed in punch or missed out punch accordingly to enter the missing time or select timesheet entry to enter a day of leave
4. To select the correct leave code click on the job code field to display the drop down list of available codes
5. Make sure you save in order for the operation to be recorded

Add

Segment Length: 8:00

☐ Individual is clocked in

☐ Time sheet entry

☐ Missed in punch

☐ Missed out punch

Time in 7/23/2020 09:00 AM

Time out 7/23/2020 05:00 PM

Break type << NONE >>

Job Code 1605 - SPEC - PAYROLL

Cost Code 1605 - SPEC - PAYROLL

Note 1803 - PD - SERGEANT

9901 - LOCAL

9903 - STATE PERSONAL

9906 - NON-DUTY

9907 - I LEAVE DOCK

Days 1

Extra

Filter Segment Filter

Approved Show absences

7/21/2020 11:00 AM	7/21/2020 12:30 PM	1:30	1:30	1605 - SPEC - PAYROLL
7/21/2020 12:30 PM	7/21/2020 12:30 PM	0:00	0:00	1605 - SPEC - PAYROLL
7/23/2020 10:30 AM	7/23/2020 10:30 AM	0:00	0:00	1605 - SPEC - PAYROLL

Exceptions

1. To clear exceptions right click on the orange dot
2. The most common exception that you will be notified is a missed punch. Even though the missed punch has been entered you will get an exception because this is your notification that a missed punch was entered by an employee
3. Employees can enter a missed punch only during the process of trying to clock in or out. If the employee choses to bypass entering the missed punch it will then have to be done by the administrative assistant or supervisor
4. Employee, Manager, or Short Shift Gap will not give you an orange exception
5. Make sure you click on Approve and Apply in order to clear the exception
6. Once all exceptions are blue you have completed your pending exceptions

+ Add

Manage

Exceptions

Exceptions

Showing 5 records of 5

Selected 0 records

☐		M	E		Notes	Edited	
☐							
☐		☒	☒			Y	
☐		☒	☒				
☐		☒	☒				
☐		☒	☒				
☐		☒	☒				

Manage

Exceptions

Resolve Period

Showing 5 records of 5 Selected 1 records

☐		M	E	O	
- 1 -					
☐					
☐					
☐					
☐					
☐					
☒					

Unapprove

Approve

Missed In Punch

Employee

Manager

Short Shift Gap

Apply

Break length	Time in
	7/6/2020 09:00 AM
	7/21/2020 11:00 AM
	7/21/2020 12:30 PM
	7/23/2020 10:30 AM
	7/23/2020 01:00 PM