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Table of contents

| Welcome to Opentimeclock | . 5 |
|---|-----------------------|
| Settings Tab | . 5 |
| User | . 6 |
| How To Add Employees | . 6 |
| How to Add and Print Employee' s Barcode | . 8 |
| How to Edit Employee Role | . 9 |
| Company Setting | 10 |
| How to Edit Timezone | 13 |
| How to Add Automatic Lunch Deduction | 13 |
| Departments | 14 |
| Department Managers | 15 |
| Department Users | 15 |
| Overtime Rules | 16 |
| Overtime Rule Users | 18 |
| PTO Names/Codes | 19 |
| PTO Acruals | 20 |
| Projects | 23 |
| lohs | 23 |
| Job Assignments | 26 |
| Shifts | 20 |
| How to Add/Assign Shift Schedule | 22 |
| How to Add/Assign Shifts | 20 |
| Clock Points | 30 |
| How to Add Clock Points/Permitted Locations | 33 21 |
| Edit Lock | 22 24 |
| Notifications | 32 |
| Fmail Verification | 36 |
| Billings and Dayments | 30 |
| Dillings and Fayments | ۸N |
| Donding Doquests | 1 0 ∕11 |
| Periority Requests | 41 //1 |
| Historical Doquest | 41 |
| List View | 42 |
| How to manually add Vacation or DTO | 43 42 |
| | 4) 45 |
| How to Add/Edit Employee' a Time | 40 |
| Numbers | 40 47 |
| | 47 |
| | 49 |
| Message | 49 |
| Shint Schedule | 50 |
| Job Schedule | 51 |
| Approve | 51 |
| Reports | 52 |
| CSV Reports | 53 |
| ADP Paydata Report | 54 |
| ADP Payroll Report | 55 |

| Audit Log Timecards Report | 56 |
|---------------------------------|------|
| Millennium Payroll Report | 57 |
| Paychex Payroll | 58 |
| Paychex Payroll 2019 | 60 |
| Paylocity Payroll | 61 |
| Salaried Employees | 63 |
| Time cards | 64 |
| Time Cards (Archived Employees) | 66 |
| Time Tracking (Quickbooks) | 67 |
| Users | 69 |
| PDF Reports | 70 |
| Absences | 70 |
| Attendance By Employee | 72 |
| Bi-weekly payroll | 74 |
| Departmental Detail | 76 |
| Departmental Summary | 78 |
| Job Detail | 80 |
| Job Summary | . 82 |
| Late and Leaving Farly | 83 |
| Pavroll Summary | 86 |
| Print OR Code | 88 |
| PTO Accruals | 90 |
| Requests | 92 |
| Schedule | 93 |
| Simple Pavroll | 96 |
| Who has no Entry | 98 |
| Excel Reports | 100 |
| Absences | 100 |
| Ri-weekly Employee Time Sheet | 102 |
| Department Payroll | 102 |
| Departmental Summary Excel | 106 |
| Employee Week Summary | 100 |
| Incompleted Schedule | 110 |
| Joh By Employee | 117 |
| Job Cost | 114 |
| Job Summany 2 | 116 |
| Late and Farly | 118 |
| Locations | 120 |
| Month Cards | 120 |
| MSI Davroll | 174 |
| Davroll Evcal | 121 |
| Payroll Summary One | 120 |
| Payroll Summary Two | 120 |
| DTO Accurate Excel | 129 |
| Producete | 122 |
| requests | 122 |
| Simple Payroll (Overunne) | 122 |
| Simple Payroll (Summary) | 120 |
| Simple Paylon (no Overume) | 177 |
| Sulli JODS EITIPIOYEES | 141 |

| Time card by Job | 143 |
|--|-----|
| Time Duration | 145 |
| Total Hours by Date | 147 |
| Who Is In | 149 |
| Other Reports | 151 |
| QuickBooks Payroll.iif | 151 |
| Customized | 153 |
| Bi-Weekly Payroll (Excel) | 153 |
| Daily Attendance Report | 155 |
| Employee Jobs (excel) | 157 |
| Island Payroll | 159 |
| Job Hours | 161 |
| Time Cards Rounded (.xslx) | 163 |
| Developer API | 165 |
| API Document | 165 |
| Developer Token | 167 |
| API for Product 2004 | 169 |
| API for Product 2008 | 171 |
| API for Product T1 | 174 |
| API for Product Q2 | 177 |
| My Hours | 180 |
| Request Page | 181 |
| List View and Day View | 182 |
| Where | 184 |
| Who is In | 185 |
| Message | 185 |
| Schedule | 186 |
| PTO Accruals | 187 |
| Approve | 187 |
| Notifications | 188 |
| My Setting | 188 |
| FAQs | 189 |
| Questions and Answers | 192 |
| How to clear cache of Google Chrome browser | 193 |
| How to clear cache of Microsoft Edge browser | 193 |
| Others | 193 |

Welcome to Opentimeclock

<u>https://www.open</u> timeclock.com

Open Time Clock is a reliable, secure, cloud and web based time clock system that helps any size business manage time sheets. Our employee time management app was designed to help business owners, bookkeepers and payroll professionals to track employee's time, attendance, paid time off accruals, scheduled shifts, jobs and shift notes. Our Free Plan is available with unlimited managers and employees with access to all features except reports. Open Time Clock allows you to manage your employees access to the platform by restricting their access to specific networks, devices or GPS zones. Web camera and face recognition are supported to avoid 3rd parties punching in and out.

Feel free to reach out to us on our toll free number:+1-833-702-2927 Or send us an email at support@opentimeclock.com

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Settings Tab

This tab is where you edit information such as employee information and company defaults.

| Serie of the leaded of the | Setting Reques | t List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Clock Points Reports | My Hours Exit | | | |
|--|----------------------|---|---------------------|----------------------|-----------------------------------|-----------------------|
| Control to the total of total o | Users | USErS Self Sign Up: ON 2 Email to User Archive Selected Users Bulk Edit | | | | |
| Department Image: sevent in the sevent in | Company Setting | All Departments Add User Copy Last User Import Excel Print Barcode Show Archived | | | Search Name / UserName / Digit ID | Q |
| Appendix Image: state Image | Departments | Department Ik | Full Name | Username Employee No | Digit ID Role | Edit |
| And Angeneric Angeneri Angeneric Angeneric Angeneric Angeneric Angeneric Angene | Department Managers | 1 | Admin | 1 | Admin | |
| Image: Control line Image: Control l | Department Users | 2 Senegal Main Office - Back Office | Allison | 4444 | 4444 Employ | ee Edit Copy Archive |
| Overdine Route Image: Route Image: Route Marrine Route Image: Route <t< th=""><th></th><td>3 Senegal Main Office - Back Office</td><td>Allison1</td><td>ash</td><td>10 Employ</td><td>e Edit Copy Archive</td></t<> | | 3 Senegal Main Office - Back Office | Allison1 | ash | 10 Employ | e Edit Copy Archive |
| overna diameteria 0 0 0.000 | Overtime Rules | | EMP1 | MARTINM | Employ | Edit Copy Archive |
| Profame Image: second | Overtime Rule Users | 5 Senegal Main Office - Back Office | Sample User | 100 123456 | 987654 Employ | ee Edit Copy Archive |
| Image: Constraint of the straint o | PTO Names | G Operations | Staff 1 | 1111 1111 | 1111 Employ | e Edit Copy Archive |
| In National Section 100 (100 (100 (100 (100 (100 (100 (100 | DTO Assessed | 7 Senegal Main Office - Back Office | test DS | testds 55 | 55 Employ | se Edit Copy Archive |
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| Jakasganent Sata Sata Sata Segment Satas | Jobs | U 9 Shap | 168f124 | lest124 | 43215 Employ | se Edit Copy Archive |
| Sita Sita Sita Sita Sita Sita Sita Sita | Job Assignment | | | | | |
| StillAssgement Death Search (Statistic) Death Search (Statistic) ERDLock Fille Fille Rollfastions Fille Fille Addroct (Statistic) Fille Fille Billing and Payments Fille Fille | Shifts | | | | | |
| EAU Look Auditations Auditatio | Shift Assignment | + | Show Archived Users | | Unarchive Selected Users | Delete Selected Users |
| Notifications Enal Verification Add on Centers Billing and Payments Fredor Hims | Edit Lock | | | | | |
| Enal Verification Add.en/Cents Billing and Payments Product News | Notifications | | | | | |
| Add on Credits Billing and Payments Product News | Email Verification | | | | | |
| Billing and Payments Product News | Add-on Credits | | | | | |
| Product News | Billing and Payments | | | | | |
| | Product News | | | | | |

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User

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
- 8. Archive multiple selected Users
- 9. Edit common employee info Simultaneously

| Users | Use | ers | 1 Self Sign Up: ON D Er | nail to User 2 Archive Selected Us | 8 Bulk Edit | 9 | | | |
|---------------------|-----|-----------------|--------------------------------|------------------------------------|-------------------|-------------|----------------|-------------|-----------------------|
| Company Setting | All | Search Name / U | aarch Name / UserName / Digi 🔍 | | | | | | |
| Departments | 4 | | Department | Full Name | Username | Employee No | Digit ID | Role | Edit |
| Department Managers | | 1 | | Admin | 1 | | | Admin | |
| Department licera | | 2 | sample | Allison | ashrack | | 4444 | Employee | Edit Copy Archive |
| Department Osers | | 3 | Gold | Allison1 | ash | | 10 | Employee | Edit Copy Archive |
| Overtime Rules | 0 | 4 | Gold | Anthony Stark | 90210 | | | Employee | Edit Copy Archive |
| Overtime Rule Users | | 5 | Sample | Bubba | Bubba | | 4221 | Employee | Edit Copy Archive |
| PTO Names | 0 | 6 | | Bud Wiser | Bud | | 55555 | Employee | Edit Copy Archive |
| | | 7 | office | Cedrik Bertin | CECE | 1 | 0000 | Emple | Edit Copy Archive |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | + <u>sh</u> | ow Archived Users | | Unarchive Sele | ected Users | Delete Selected Users |
| | | | | | | | | | |

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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 or Click ADD & Next to proceed adding another employee.

| Setting Request Reports Timers My Ho | List View | Day View PTO Balance | ce Where Who Is In Mes | sage Shift Sch | nedule Weekly Shi | ft Job Schedule | Approve (| Admin (1) | | | |
|---|---------------------|-----------------------------------|--|-----------------------------|------------------------|-----------------|----------------------------|----------------------|--|--|--|
| Users | Users | Self Sign Up: ON | Email to User Archive Sele | ected Users E | Bulk Edit | | | | | | |
| Company Setting | All Departm | Add User | Copy Last User Import Excel Print Barcode Show Archived | | | | Search Name / UserName / E | | | | |
| Departments | | Department 1 | Full Name | Username 📙 | Employee No | Digit ID | Role 1 | Edit | | | |
| Department Managers | 1 | Administration | Admin | 1 | | | Admin | | | | |
| Department Hann | 2 | Administration | John Smith | MGomaa | 2024 | 2024 | Employee | Edit Copy Archive | | | |
| Department Osers | 3 | HR Department | Mary Smith | aaa | | 1038 | Employee | Edit Copy Archive | | | |
| Overtime Rules | 4 | HR Department | Mary Smith1 | aaa1 | | | Manager | Edit Copy Archive | | | |
| Overtime Rule Users | 5 | HR Department | Mary Smith2 | aaa2 | | | Employee | Edit Copy Archive | | | |
| PTO Names | | | | | | | | | | | |
| PTO Accruals | | | | | | | | | | | |
| Jobs | | | + <u>s</u> | now Archived User | <u>rs</u> | Unarchive Sele | cted Users D | elete Selected Users | | | |
| Job Assignment | | | | | | | | | | | |
| Shifts | | | | | | | | | | | |
| Shift Assignment | | | | | | | | | | | |
| Edit Lock | | | | | | | | 1 | | | |
| ld User | | First | name and last name | | | | | | | | |
| Full Nam | e | (a u | (a unique id for login, you can change it to your favorite nick name) | | | | | | | | |
| Osernam | | (02 | tional, allow empty) | | | | | | | | |
| Passwor | d | (00 | tional) (diait id can be nin ar code, barcode nu | mber rifd card number or | nfc tag number.) | | | | | | |
| Digit I | | (opt | ional) | | | | | | | | |
| Employee Wambe | a (| (opt | ional to employee and manager) | | | | | | | | |
| Mobile Phon | e | Ed | (optional) | | | | | | | | |
| Quartize Dut | e OFF | e les | н | | | | | | | | |
| Overtime Rul | 07/24/2021 | - E0 | <u>.</u> | | | | | | | | |
| Full/Part Tim | e Full Time | - | | | | | | | | | |
| Rate Typ | e Hourly Rate | • • | | | | | | | | | |
| Pay Rat | 425 | | | | | | | | | | |
| | | | | | | | | | | | |
| Timezone Rul | Use compa | ny setting V | ular choices are America/New York America | Shicado America/Denver | America/Los Angeles | | | | | | |
| Timezon | e America/Ner | w_York • (Pop | the Ansies December of Lines (action in the | antago, AmericarDenver, | | | | | | | |
| Departmer | HR Departm | ent • Ed | to "Inactive" will disable this user | t the empty one if not belo | ongs to any department | | | | | | |
| Rol | Employee Allow reme | mber password. Z Allow to send me | essage. 🥑 Allow self time edit. 🗹 Allow to | see [Where] page. | | | | | | | |
| | Allow to se | e Who Is In. Belonging Department | ¥ | | | | | | | | |
| | Allow [Add | Absence Request] button. | llow [Add Entry Request] button. | | | | | | | | |
| | Camera is | Required for clock in/out. | | | | | | | | | |

| Clock Time Limit | OFF allow employee to clock in when GPS is OFF | * |
|-------------------|---|---|
| No break lock out | OFF v | |
| Base Photo | AMPLE PHOTO FACE ONLY Upload Photo Camera Capture | |
| Point of Contact | (optional) | |
| Date of Birth | 00/00/0000 🗰 Clear | 1 |
| Memo | (optional) | |
| | Add & Next Cancel | |
| | smali web | |
| | OpenTimeClock.com technical support@opentimeclock.com Product T1 desktop/phone app Video Manual Go To Top | • |

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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) and look for the "DIGIT ID" field and type-in the bar-code combination in numeric figure. Step 4: Click SAVE (you are now ready to print the bar-code).

| Setting | Request | List View | Day View | PTO Balance | Where | Who Is In | Message | Shift Schedule | Weekly Shift | Job Schedule | Approve | Clock Points |
|------------------------------|--------------|-----------|----------|-------------|-----------|--------------------|-----------------|--------------------------|---------------------|----------------|---------|--------------|
| Reports Timers My Hours Exit | | | | | | | | | | | | |
| Add User | | | | | | | | | | | | |
| | Full Name | | | | first nam | e and last name | e | | | | | |
| | Username | | | | (a unique | e id for login, ya | u can change | it to your favorite nick | name.) | | | |
| | Password | | | | (optiona | l, allow empty) | | | | | | |
| | Digit ID | | | | (optiona | l) (digit id can t | e pin, qr code, | barcode number, rifo | l card number or nf | c tag number.) | | |
| Emp | loyee Number | | | | (optional | , | | | | | | |
| | Email | | | | (optional | to employee a | nd manager) | | | | | |
| | Mobile Phone | | | | Edit | optional) | | | | | | |

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 bar-code" button.

Step 3: Select the name of the employee and your preferred bar-code type then hit the " OK" button.

| | | | | | | | | | | | Admi | n (1) |
|-------------------------|-----------|--------|-------|----------------------|----------------|--------------|-------------------|-----------------|------------------|--------------|--------------------|-------|
| Setting Req | uest L | .ist V | iew | Day View PTO Balance | Where W | ho Is In Mes | sage Shift Sch | edule Weekly Sh | ift Job Schedule | Approve | Clock Points | |
| Reports Timers I | /ly Hours | s E | xit | 8 | | | | | | | | |
| Users | U | Isers | 6 | Self Sign Up: ON | Email to User | Archive Sele | ected Users B | lulk Edit | | | | |
| Company Setting | | All De | partm | ents | Copy Last User | Import Excel | Print Barcode | Show Archived | | Search Name | / UserName / [| Q |
| Departments | | | | Department 🖡 | F | ull Name | Username 🖡 | Employee No 🖡 | Digit ID 📙 | Role 📙 | Edit | |
| Department Manage | s | 1 | | Administration | | Admin | 1 | | | Admin | | |
| Department Users | C | 2 | | Administration | Jo | John Smith | | 2024 | 2024 | Employee | Edit Copy Ar | chive |
| Separtment Osers | | 3 | | HR Department | М | Mary Smith | | | 1038 | Employee | Edit Copy An | chiv |
| Overtime Rules | C | 4 | | HR Department | Ma | Mary Smith1 | | | | Manager | Edit Copy Ar | chiv |
| Overtime Rule Users | C | 5 | | HR Department | Ma | ary Smith2 | aaa2 | | | Employee | Edit Copy An | chive |
| PTO Names | | | | | | | | | | | | |
| PTO Accruals | | | | | | | | | | | | |
| lobs | | | | | | + <u>s</u> | how Archived User | <u>(S</u> | Unarchive Sele | cted Users D | elete Selected Use | ers |
| Job Assignment | | | | | | | | | | | | |
| Shifts | | | | | | | | | | | | |
| Shift Assignment | | | | | | | | | | | | |
| Edit Lock | | | | | | | | | | | C | 7 |
| Notifications | | | | | | | | | | | | |

| Reports Timers My H | lours | Exit | | eeor [Dig | | | | | | |
|----------------------------|----------------------------|------|---------------------------|-------------|---|----------------|--------|----------------|---------------|----------------------|
| leare | Use | rs | Self Sign Up: ON O | Department: | All Departments | • | | | | |
| 5615 | | | Employee: All Employees | | | | | | | |
| Company Setting | All Departments Add User | | Barcode | | | ived | | Search Name / | UserName / E | |
| Departments | | | Department 🖡 | Barcouc. | 2D: QR Code 0D: simple text | ~ | e No 😫 | Digit ID 👫 | Role 🔒 | Edit |
| Department Managers | | 1 | Administration | | 1D: Code 128 2D: QR Code | | | | Admin | |
| Department Lieere | | 2 | Administration | | שטואי טואינים איזיים | | 24 | 2024 | Employee | Edit Copy Archiv |
| separament osers | | 3 | HR Department | | ОК | Cancel | | 1038 | Employee | Edit Copy Archiv |
| Overtime Rules | | 4 | HR Department | | | Gunder | | | Manager | Edit Copy Archiv |
| Overtime Rule Users | | 5 | HR Department | | Mary Smith2 | aaa2 | | | Employee | Edit Copy Archiv |
| PTO Names | | | | | | | | | | |
| PTO Accruals | | | | | | | | | | |
| Jobs | | | | | + Show | Archived Users | | Unarchive Sele | ected Users D | elete Selected Users |
| Job Assignment | | | | | | | | | | |
| Shifts | | | | | | | | | | |
| Shift Assignment | | | | | | | | | | |
| Edit Lock | | | | | | | | | | . |
| | | | | | | | | | | |

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How to Edit Employee Role

Please follow the steps below on how to ADD/EDIT YOUR EMPLOYEE's 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 or 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.

| Timezone Rule | Use company setting | | | | | | | | | | |
|-------------------|--|--|--|--|--|--|--|--|--|--|--|
| Department | Administration | | | | | | | | | | |
| Role | Employee set to "Inactive" will disable this user | | | | | | | | | | |
| | Allow remember password. 🗹 Allow to send message. 🗌 Allow self time edit. 🗹 Allow to see [Where] page. | | | | | | | | | | |
| | Allow to see Who Is In. Belonging Department | | | | | | | | | | |
| | □ Allow [Add Absence Request] button. Z Allow [Add Entry Request] button. | | | | | | | | | | |
| | Camera is Required for clock in/out. | | | | | | | | | | |
| Clock Time Limit | OFF v | | | | | | | | | | |
| GPS | allow employee to clock in when GPS is OFF | | | | | | | | | | |
| No break lock out | OFF v | | | | | | | | | | |

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Company Setting

The "Company Setting" tab allows the user to edit select fields related to a company profile.

Fields that are not editable:

- Company ID
- Company Name
- Company URL
- iFrame Code

Fields that are editable:

- Account Owner Email This email address is associated with the primary administrator or owner of the account. This email address is used for important communications regarding the account, such as notifications, password resets, and account-related updates.
- Camera This allows you to set the rules regarding the use of a Camera to login/out.
- Week Start Day 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.
- Clock Gap Restricts clocking in/out after certain amount of time to prevent accidental/multiple unnecessary clock in/outs.
- Employee Edit Note The amount of days an employee has to edit shift information before it locks.
- 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.
- Currency Symbol Sets the currency for the account.
- Default Time Zone Sets master time zone for the company.
- Allow Request PTO when Set controls when employees are allowed to request PTO

through the system. This feature typically allows administrators or managers to specify certain conditions or rules under which employees can submit requests for PTO.

- Enter Note When Clock In Selects when an employee is able to enter a note.
- Allow Shift Select Allows employee to clock in/out on unscheduled shift.

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

| | | | | | | | | | | Admin (1) | | | | |
|---|-----------|--------------|--------------------------------------|--|---|-----------------|-------------------|-------------------------------|----------------------------|------------------------------------|--|--|--|--|
| Setting | Request | List View | Day View | PTO Balanc | e Where | Who Is In | Message | e Shift S | Schedule | | | | | |
| Weekly Shift | Job Sched | ule Approve | e Clock Poi | nts Report | s Timers | My Hours | Exit | 2 | | | | | | |
| Users | | Company | Setting | | | | | | | | | | | |
| Company Set | ting | | Company ID | 79209 | | | | | | | | | | |
| Departments | | Compan | y Short Name | T1 | T1 | | | | | | | | | |
| Department N | lanagers | | Big Web URL | https://www | https://www.opentimeclock.com/app.html?page=company&companyname=T | | | | | | | | | |
| Department U | sers | Si | mall Web URL | https://www | .opentimeclock.c | :om/t1/mobile/i | ndex.html | | | сору | | | | |
| Overtime Rule | es | | Timers URL | https://www | ps://www.opentimeclock.com/app.html?page=timers&companyname=T1 | | | | | | | | | |
| Overtime Rule | e Users | Арр 🛛 | ownload URL | https://www | .opentimeclock.c | om/download. | html | | | сору | | | | |
| PTO Names | | | iFrame Code | <iframe src="</th"><th>='https://www.ope</th><th>entimeclock.cc</th><th>m/app.html</th><th>?page=com</th><th>ipany&com</th><th>сору</th></iframe> | ='https://www.ope | entimeclock.cc | m/app.html | ?page=com | ipany&com | сору | | | | |
| PTO Accruals | | Account | t Owner Email | | | | Set this fo | r each emn | lovee wher | n add or edit an | | | | |
| Jobs | | | Camera | Define per | user | ~ | employee i | n 'Employe | es' page. | | | | | |
| Job Assignme | ent | v | /eek Start Day | Monday | | ~ | | | | | | | | |
| Shifts | | R | ound Time To | NEAREST | Ƴ at clock in | , NEAREST | at cl | ock out, to | 1 | ~ | | | | |
| Shift Assignm | nent | minutes | | | | | minutos to | doduction | 60 | ofter how many | | | | |
| Edit Lock | | Auto Lur | ich Deduction | Yes | | ~ | hours 5 | | 00 | anel now many | | | | |
| Notifications | | | Clock In Gap | | | | | | | | | | | |
| Email Verifica | tion | Once clocked | l out, not allow to Clock Out Gap | o clock in within | next 0 | minutes.(0 m | inute means | s no gap) | | | | | | |
| Add-on Credi | ts | Once clocked | in, not allow to | clock out within | next 0 | minutes.(0 m | inute means | s no gap) ^d his | ays (emplo s/her note v | yee can edit within how many | | | | |
| Billing and Pa | yments | Emple | | | uays) | | | | | | | | | |
| iFrame Code | | | Date Format | United States (MM/DD/YYYY, 08/23/2015) | | | | | | | | | | |
| | | Time | Totals Format | Hours and minutes with a latter (2 and 1/2 hours = 2h 20m) | | | | | | | | | | |
| | | Cur | rency Symbol | \$ | | | | , | | | | | | |
| | | Def | ault Timezone | America/Ne | w_York | • | choose th | e city in yo | ur timezone | e | | | | |
| | | () | popular choices | are America/Ne | w_York, Americ | a/Chicago, Am |) nerica/Denve | er, America/ | /Los_Angel | les) | | | | |
| | | Allow | Request PTO when | In All Cond | itions | ~ | | | | | | | | |
| | | | | Enter Not | e When Clock In | Enable wit | h job, shift c | or photo | ~ | | | | | |
| Clock UI User Clock V Face Clock V QR Code (camera scan) Name Clock V Group Clock V Offline Clock (app only) V Fast Scan Clock PIN Clock (PIN number, external scanner for QR Code, Barcode, RFID Card, NFC tag) PIN Kiosk (web and desktop only) | | | | | | | | | | | | | | |
| □ Quick Switch (job / department) ✓ Phone Browser Access Daily Overtime Auto | | | | | | | | | | | | | | |
| | | OFF | | ~ | Weekly Ov | ertime Auto | Clo OFF | ck Out | | ~ | | | | |
| | | | | | | Clock Out | | Forgot clo | ck out | Consider clock- ut forgotten if | | | | |
| | | OFF | | ~ | end time is past | midnight (00:0 | 0 AM). | | 0 | at forgotton n | | | | |
| | | Fo | rgot clock out | Consider cloo | ck-out forgotten i | f work duratior | exceeds | 20 0 | continuous | hours. | | | | |
| | | | Login Button | Allow All Us | sers | ~ | | | | | | | | |
| | | | Department | Feature ON | 1 | ~ | | | | _ | | | | |
| | | | | | - | | | | | | | | | |

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How to Edit Timezone

Please follow the steps below on how to ADD/ EDIT YOUR COMPANY'S 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.

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Weekly Shift Job Schedule Approve Clock Points Reports Timers My Hours Exit 🕃 Company Setting Users Company Setting Company ID 79209 Departments Company Short Name T1 Department Managers Big Web URL https://www.opentimeclock.com/app.html?page=company&companyname=T copy Small Web URL https://www.opentimeclock.com/t1/mobile/index.html Department Users copy Timers URL https://www.opentimeclock.com/app.html?page=timers&companyname=T1 copy Overtime Rules App Download URL https://www.opentimeclock.com/download.html copy Overtime Rule Users iFrame Code <iframe src="https://www.opentimeclock.com/app.html?page=company&com" copy PTO Names Account Owner Email PTO Accruals ar V Set this for each employee when add or edit an employee in 'Employees' page Camera Define per user Week Start Day Monday Jobs
 Week Start Day
 Monday

 Round Time To
 NEAREST
 at clock in,
 NEAREST
 at clock out, to
 1
 Job Assignment ✓ minutes minutes to deduction 60 after how many hours 5 Shifts Auto Lunch Deduction Yes
 Clock In Gap
 Once clocked out, not allow to clock in within next
 minutes (0 minute means no gap)

 Clock Out Gap
 Once clocked in, not allow to clock out within next
 minutes (0 minute means no gap)
 Shift Assignment Edit Lock days (employee can edit his/her note within how many days) Employee Edit Note 100 ~ Date Format United States (MM/DD/YYYY, 08/23/2015) Email Verification Time Format 12 hours clock (2:30 PM) ~ Add-on Credits Time Totals Format Hours and minutes with a letter (2 and 1/2 hours = 2h 30m) Billing and Payments Currency Symbol S iFrame Code Default Timezone
America/Itew_York.

choose the city in your timezone
(popular choices are America/Itew_York, America/Chicago, America/Los_Angeles) -

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How to Add Automatic Lunch Deduction

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

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.

| Setting Request | List View Day View PTO Balance Wi | here Who Is In Message Shift Schedule Weekly Shift Job Schedule Approve Clock Points Reports Timers |
|---------------------|-----------------------------------|---|
| Users | Company Setting | |
| Company Setting | Company ID | 79209 |
| Departments | Company Short Name | T1 |
| Department Managers | Big Web URL | https://www.opentimeclock.com/app.html?page=company&companyname=T copy |
| Department Users | Small Web URL | https://www.opentimeclock.com/t1/mobile/index.html copy |
| Overtime Rules | Timers URL | https://www.opentimeclock.com/app.html?page=timers&companyname=T1 copy |
| Overtime Rule Users | App Download URL | https://www.opentimeclock.com/download.html copy |
| PTO Names | iFrame Code | <iframe src='https://www.opentimeclock.com/app.html?page=company&com</td> copy |
| PTO Accruais | Account Owner Email | |
| Jobs | Camera | Define per user Set this for each employee when add or eat an employee in Employees page. |
| Job Assignment | Week Start Day | |
| Shifts | Auto Lunch Deduction | NEAREST v at clock in, NEAREST v at clock out, to 1 v monoto |
| Shift Assignment | Clock In Gap | No next 0 minutes (0 minute means no gap) |
| Edit Lock | Clock Out Gap | Define per user next 0 minutes (0 minute means no gap) |
| Notifications | Employee Edit Note | 100 days (employee can edit his/her note within how many days) |
| Email Verification | Date Format | United States (MM/DD/YYYY, 08/23/2015) |
| Add-on Credits | Time Format | 12 hours clock (2:30 PM) |

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Departments

Departments are where an Admin can perform the following tasks:

These departments are used to categorize and organize employees based on their roles, teams, or locations.

- 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).

| Users | Departn | nents | | | | |
|--|----------|----------------------------------|-----------------|---------|------------------------------|---------|
| Company Setting | Add Depa | artment 1. | | | | |
| Departments | | Department Name 4. | Department Code | Numbers | 3. Managers | 2. Edit |
| | 1 | Administration | 1 | 2 | Assign More | Edit De |
| vepartment managers | 2 | HR Department | 8 | 3 | Mary Smith1 × Assign More | Edit De |
| epartment Users | 3 | Information Technology | IT | 0 | Assign More | Edit De |
| overtime Rules | 4 | Malaysia Office - HR department | | 0 | Assign More | Edit De |
| vertime Rule Users | 5 | Singapore Office - HR department | | 0 | Assign More | Edit De |
| | | | | | | |
| TO Names | | | | | | |
| PTO Names | | | | | | |
| PTO Names | | | | | | |
| PTO Names PTO Accruals Jobs | | | | | | |
| PTO Names PTO Accruals Jobs Job Assignment | | | | | | |
| PTO Names PTO Accruals Jobs Job Assignment Shifts | | | | | | |
| PTO Names PTO Accruais Jobs Job Assignment Shifts Shift Assignment | | | | | | |
| PTO Names PTO Accruals Jobs Job Assignment Shifts Shift Assignment Edit Lock | | | | | | |
| PTO Names PTO Accruals Jobs Job Assignment Shifts Shift Assignment Edit Lock Notifications | | | | | | |

Department Managers

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

Authoring Tool

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

| Setting Req 1 | List View | w Day View | PTO Balance | Where | Who Is In | Message | Shift Schedule | Job Schedule | Approve | Reports |
|---------------------|-----------|------------|-------------|------------|-----------|---------|----------------|--------------|-------------------------|---------|
| My Hours Exit | | | | | | | | | | |
| Users | Departr | nent Manag | ers | | | | | | | |
| Company Setting | | | M | anagers | | | | De | partments | |
| Departments | 1 | | Ha | iris Khan | | | | As | sign More | |
| Department Managers | 2 | | | Matt1 | | | | As | PM × sign More | 2 |
| Department Users | 3 | | Ν | Aatt123 | | | | Ne As | ew Dept 🗙 ssign Mere | |
| Overtime Rules | 4 | | Tes | t for demo | | | | As | Gold 🗙 sign More | |
| Overtime Rule Users | 5 | | Т | Est1234 | | | | As | sign More | |
| PTO Names | 6 | | te | stt12333 | | | | As | sign More | |
| PTO Names | | | | | | | | | | |

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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/ employee.

| Setting Request | t List View Day View Where Who Is In Mess |
|---------------------|---|
| Isers | Department Users |
| Company Setting | 1 HR Department 1 1 Sales |
| epartments | 2 OTM |
| enartment Managers | 3 Production Users (2 Assign L |
| opur unone munagers | 4 Sales There is no users yet. |
| epartment Users | 6 Test Source |
| vertime Rules | 7 test1 |
| TO Codes | |
| TO Accruals | |
| obs | |
| ob Assignment | |
| hifts | |
| lock Points | |
| dit Look | |

3. Select the user/person and add them

| Users | Department Users | All Users | |
|--------------------|-------------------|----------------------|-------------|
| Company Setting | 1 HR Department 1 | Admin Sales | |
| Departments | 2 OTM | Brian Honzalez | |
| | 3 Production | Edward Liters | Assign user |
| epartment Managers | 4 Sales | Jessa Rochini Tigbas | |
| Department Users | 5 SHS-HSV | Jocelyn Mercado | |
| Questime Rules | 6 Test Source | Jonalyn Mendoza | |
| verume Rules | 7 test1 | Joshua Condes | |
| TO Codes | | Rolando Angeles | |
| TO Accruals | | | |
| obs | | 3 Assign Cancel | |
| lob Assignment | | | |

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Overtime Rules

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

To add an overtime:

1. Select " Add Rule"

| | | | | | | | | | | | | | | Ac | dmin (1) |
|---------------------|-------------|-----------|-------------|-----------|--------------|----------|------------|-------------------|-------------------|---------------------|--------------------|------------------|--------------------|------------|----------|
| Setting Req | List View D | ay View | Where Wi | ho Is In | Message | Schedule | Approve | Reports | My Hou | rs Exit | ⊠ | | | | |
| Users | Overtime I | Rules | | | | | | | | | | | | | |
| Company Setting | Add Rule | Show Arch | hived Rules | Assign | Rule To User | | | | | | | | | | |
| Departments | 1 | | | | | | | Weekly | Daily | Daily | | | | | |
| Department Managers | | | Ru | ule Name | | | Overtime | Overtime Hours | Overtime Hours | Doubletime Hours | California Rule | Overtime Rate | Doubletime Rate | | |
| Department Users | 1 | | Bo | oxing Day | | | Weekly | 35 | 21 | | OFF | 1.25 | | Edit Del A | Archive |
| Overtime Rules | 2 | | 1 | RegOT | | | Weekly | 40 | | | OFF | 1.5 | | Edit Del A | Archive |
| Overtime Rule Users | | | | | | | | | | | | | | | |
| PTO Codes | | | | | | | | | | | | | | | |
| PTO Accruals | | | | | | | + Show Arc | hived Rules | Ł | | | | | | |
| Jobs | | | | | | | | | | | | | | | |
| Job Assignment | | | | | | | | | | | | | | | |
| Shifts | | | | | | | | | | | | | | | |
| Clock Points | | | | | | | | | | | | | | | |
| Edit Lock | | | | | | | | | | | | | | | |
| My Setting | | | | | | | | | | | | | | | |

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

| | | | Add Overtime Rule | | | | | ~ | | | | |
|--------------------|------------|------------------|--------------------|-----|--------|-----|--------|-----------------|--------------------|------------------|--------------------|------------------|
| Jsers | Overtime R | ules | Overtime Rule Name | | | | | | | | | |
| Company Setting | Add Rule | Show Archived Ru | | | | | | | | | | |
| epartments | | | Overtime | OFF | | | | aily | | | | |
| epartment Managers | | | | | | Add | Cancel | oletime ours | California Rule | Overtime Rate | Doubletime Rate | |
| epartment Users | 1 | | working way | _ | | | - | | OFF | 1.25 | | Edit Del Archive |
| vertime Rules | 2 | | RegOT | | Weekly | 40 | | | OFF | 1.5 | | Edit Del Archive |
| vertime Rule Users | | | | | | | | | | | | |
| TO Codes | | | | | | | | | | | | |

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

- Edit Overtime Rule Name
- Edit Weekly Setting
- Edit Daily Setting
- Set Double Overtime Rule
- Set Overtime Rate (Pay)
- Set Special Week Days
- Set Special Calendar Days

| Edit Overtime Rule | | × |
|-------------------------|----------------------------------|---|
| Overtime Rule Name | Ot | |
| Overtime | Weekly vertime is after 40 hours | |
| Daily Overtime | OFF V | |
| Overtime | 1.5 x rate | |
| Double Time | 2 x rate | |
| Special Week Days | OFF v | |
| Special Calendar Days | As Overtime 🗸 | |
| | All Years 🗸 | |
| 2024-01-01 🗙 2023-12-25 | × 2023-11-23 × 2023-09-05 × | |
| | | _ |
| | Save Cancel | |
| | | |

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Overtime Rule Users

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

To assign or delete an overtime rule:

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

| | | Admin (1) |
|---------------------|--|---------------|
| Setting Req 14 | List view Day view where who is in Message Schedule Approve Reports My Hours Exit | |
| Users | Overtime Rule Users | |
| Company Setting | Add/Edit Rule | |
| Departments | | |
| Department Managers | Rule Name Users | |
| Department Users | I Boxing Uay Assign More 2 RegOT Jocelyn Micrado X 2 | |
| Overtime Rules | | |
| Overtime Rule Users | | |
| PTO Codes | | |
| PTO Accruals | | |
| Jobs | | |
| Job Assignment | | |
| Shifts | | |
| Clock Points | | |
| Edit Lock | | |
| My Setting | Need Help? | Chat with us! |

- 3. Once you have identified the person select "Assign".
- 4. You will see that the rule is now assigned to them.

5. The option to unassign the rule is also accessible from this screen.

| Isers | Overtime Rule Users | | | |
|-------------------------|---------------------|-----------------------|-------|--------------------------|
| | | Search Name | Q | |
| ompany Setting | Add/Edit Rule | Name | Rule | ^ |
| epartments | | 1 Admin | OFF | Assign |
| epartment Managers | | 2 Brian Honzalez | OFF | 3 Assign |
| e partitient inninger s | 1 | 3 Edward | OFF | Assign More |
| epartment Users | 2 | 4 Jessa Rochini Tigba | s OFF | Assign Jocelyn Mercado X |
| vertime Rules | | 5 Jocelyn Mercado | RegOT | Assign |
| | | 6 Jonalyn Mendoza | OFF | Assign |
| vertime Rule Users | | 7 Joshua Condes | OFF | Assign 🖕 |
| TO Codes | | ¢ | | • |
| TO Accruals | | | | ок |
| | | | | |

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PTO Names/Codes

PTO Names are Paid Time Off.

This tab is where an Admin can go 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 and Name

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

If you wish to edit, delete or archive the PTO

3. Select the option

| Setting Request | List View Day View Where Who Is In Message Shift Schedule Job Schedule Approve Reports | My Hours Exit | 8 | |
|---------------------|--|---------------|---------|------------------|
| Users | PTO Names | | | |
| Company Setting | Add PTO Name Show Archived PTO Names | | | |
| Departments | PTO Name | PTO Code | Payment | 3 |
| Department Managers | 1 Comp Time | | Paid | Edit Del Archive |
| Department Users | 2 Holiday | | Paid | Edit Del Archive |
| Constitute Data | 3 Personal | | Paid | Edit Del Archive |
| Overtime Rules | 4 Sick | | Paid | Edit Del Archive |
| Overtime Rule Users | 5 Vacation | | Paid | Edit Del Archive |
| PTO Names | | | | |
| PTO Accruais | | | | |
| Jobs | + Show Archived PTO Names | | | |
| Job Assignment | | | | |
| Shifts | | | | |
| Clock Points | | | | |
| Edit Lock | | | | |

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 | Add PTO Name | pprove Reports My Hours Exit 🔀 | |
|---------------------|--------------------------------------|-------------------------|--------------------------------|------------|
| Users | PTO Names | PTO Name: | | |
| Company Setting | Add PTO Name Show Archived PTO Names | | | |
| Departments | | PTO Code:(optional) | PTO Code Payment | |
| Department Managers | 1 | | Paid Edit De | el Archive |
| Department Users | 2 | Paid | Paid Edit De | el Archive |
| Overtime Rules | 3 | Paid | Paid Edit De | el Archive |
| | 4 | | Paid Edit De | el Archive |
| Overtime Rule Users | 5 | 5 Add Cancer | Paid Edit De | el Archive |
| PTO Names | | | | |
| PTO Accruals | | | | |
| Jobs | | + Show Archived PTO Nam | es | |
| Job Assignment | | | | |

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The PTO Accruals page is where the Admin can set the rules for PTO events depending on their company rules or policy.

1. You can import a file from the Excel.

| | | | | | | | | | Admin (1) |
|---------------------|-----------------------|---------------------------|----------------------------|---------------------|--------------|----------|---------------|----------------|-----------|
| Setting Request | List View Day View | w PTO Balance Where | Who Is In Message | Shift Schedule Week | ly Shift Job | Schedule | Approve | Clock Poir | nts |
| Reports Timers My H | ours Exit 🔀 | | | | | | | | |
| Users | PTO Accrual | Import Balance from Excel | | | | | | | |
| Company Setting | Department: All Dep | artments • | | | | | | | |
| Departments | Employee: Admin | • | | | | | | | |
| Department Managers | End Date: 08/23/2 | 2024 🗰 Only calculate | hours from [Carryover Date | to [08/23/2024]. | | | | | |
| Department Users | Balance For (Admin) 0 | - 200 + 0 = -200 hours | . , | | | | | | |
| Overtime Rules | PTO Code | Accruz | al Rule | Date Range | Carryover | Accrued | Used | Balance | Edit |
| Overtime Rule Users | Paid Vacation | | | | 0 | 0 | 0 | 0 | Edit |
| PTO Names | Personal | | | | 0 | 0 | 64 | -64 | Edit |
| PTO Asservals | Sick | | | | 0 | 0 | 40 | -40 | Edit |
| P TO Accruais | Statutory Sick Pay | | | | 0 | 0 | 0 | 0 | Edit |
| Projects | Vacation | | | | 0 | 0 | 96 | -96 | Edit |
| Jobs | | | | | | | | | |
| Job Assignment | | | | | | | | | |
| Shifts | | | + Show | v Change History | | Åc | hiveto Mir | | |
| Shift Assignment | | | | | | Go | to Settings t | o activate Wir | ndow |
| Edit Lock | | | | | | | | | |

2. Filter out the PTO you wish to access.

| Setting Request | List View Day View P | FO Balance Where Who Is In Mess | sage Shift Schedule Weekly | Shift Job | Schedule | Approve | Clock Poi | nts |
|---------------------|-------------------------------|------------------------------------|----------------------------|-----------|----------|---------------|---------------|--------|
| Reports Timers My H | lours Exit 🐼 | | | | | | | |
| Users | PTO Accrual Import | Balance from Excel | | | | | | |
| Company Setting | Department: All Department | ts 🔹 | | | | | | |
| Departments | Employee: Admin | • | | | | | | |
| Department Managers | End Date: 08/23/2024 | Only calculate hours from [Carryov | er Date] to [08/23/2024]. | | | | | |
| Department Users | Balance For [Admin] 0 - 200 + | • 0 = -200 hours | | | | | | |
| Overtime Rules | PTO Code | Accrual Rule | Date Range | Carryover | Accrued | Used | Balance | Edit |
| Overtime Rule Users | Paid Vacation | | | 0 | 0 | 0 | 0 | Edit |
| PTO Names | Personal | | | 0 | 0 | 64 | -64 | Edit |
| PTO Accruals | Sick | | | 0 | 0 | 40 | -40 | Edit |
| TTO Accidats | Statutory Sick Pay | | | 0 | 0 | 0 | 0 | Edit |
| Projects | Vacation | | | 0 | 0 | 96 | -96 | Edit |
| Jobs | | | | | | | | |
| Job Assignment | | | | | | | | |
| Shifts | | | Show Change History | | A - 1 | in the Min | | |
| Shift Assignment | | | | | Go 1 | o Settings to | o activate Wi | ndov 🌮 |
| Edit Lock | | | | | | | | |

3. Edit the PTO (To Create a PTO you would go to PTO Codes)

| | | | | | | | | | Admin (1) |
|---------------------|-----------------------|---------------------------|----------------------------------|-------------------------|-----------|----------|----------------|---------------|-----------|
| Setting Request | List View Day Vie | w PTO Balance Where | Who Is In Message | Shift Schedule Weekly S | Shift Job | Schedule | Approve | Clock Poi | nts |
| Reports Timers My H | lours Exit 🔀 | | | | | | | | |
| Users | PTO Accrual | Import Balance from Excel | | | | | | | |
| Company Setting | Department: All Dep | partments | • | | | | | | |
| Departments | Employee: Admin | | • | | | | | | |
| Department Managers | End Date: 08/23/ | 2024 💼 Only calcula | te hours from [Carryover Date] t | o [08/23/2024]. | | | | | |
| Department Users | Balance For [Admin] 0 |) - 200 + 0 = -200 hours | | | | | | | |
| Overtime Rules | PTO Code | Acci | rual Rule | Date Range | Carryover | Accrued | Used | Balance | Edit |
| Overtime Rule Users | Paid Vacation | | | | 0 | 0 | 0 | 0 | Edit |
| PTO Names | Personal | | | | 0 | 0 | 64 | -64 | Edit |
| PTO Accruals | Sick | | | | 0 | 0 | 40 | -40 | Edit |
| | Statutory Sick Pay | | | | 0 | 0 | 0 | 0 | Edit |
| Projects | Vacation | | | | 0 | 0 | 96 | -96 | Edit |
| Jobs | | | | | | | | | |
| Job Assignment | | | | | | | | | |
| Shifts | | | + <u>Show</u> | Change History | | Ac | tivate Wir | | |
| Shift Assignment | | | | | | Go | to Settings to | o activate Wi | ndov 🌮 |
| Edit Lock | | | | | | | | | |

- 4. 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

| | Hours Exit 😰 | | | | | | | |
|---|--------------------------------|------------------|--|-----------|---|-----------|-----------|-------------|
| Users | PTO Accrual Import E | PTO Code: | Paid Vacation 👻 | | | | | |
| Company Setting | Department: All Departments | Frequency: | Daily | | | | | |
| epartments | Employee: Admin | Award Time at: | End of Period V | | | | | |
| epartment Managers | End Date: 08/23/2024 | | | | | | | |
| epartment Users | | Hours Per Year: | 0.00 0 hours per day | | | | | |
| vertime Rules | Balance For [Admin] 0 - 200 + | Carryover Date: | 12/31/2023 🛗 beginning date | | | Head | Deleger | - |
| vertime Rule Users | Paid Vacation | Carryover Hours: | 0.00 beginning balance on carryover date | Carryover | O | Used 0 | 0 Balance | Ed |
| TO Names | Personal | | | 0 | 0 | 64 | -64 | Ed |
| IO Names | Sick | | Save Cancel | 0 | 0 | 40 | -40 | Ed |
| TO Names | Citik | | | 0 | 0 | 0 | 0 | Ed |
| TO Accruais | Statutory Sick Pay | _ | | 0 | 0 | 00 | 00 | C .4 |
| TO Accruals rojects | Statutory Sick Pay Vacation | | | 0 | 0 | 96 | -96 | Ed |
| TO Accruais rojects obs | Statutory Sick Pay Vacation | | | 0 | 0 | 96 | -96 | Ed |
| PTO Accruals Projects obs ob Assignment hifts | Statutory Sick Pay Vacation | | + Show Change History | 0 | 0 | 96 | -96 | Ed |

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Projects

The Projects tab is where an Admin goes to create a new Projects. A project can have multiple Jobs. One Job can only belong to one project.

To Create a Project:

1. Add Project

If you wish to edit, delete or archive

| Setting Request | t List View Day | View PTO Balan | Add Project | | × | Weekly Shift | Job Schedule | Approve | Clock Points | |
|---------------------------|-----------------|-----------------------|-----------------|---------|-----|--------------|----------------|------------|--------------|------|
| eports Timers My H | lours Exit 🔯 | | Broject Name: | | | | | | | |
| | Projects | | Project Name. | | | | | | | |
| Isers | FTOJECIS | | Project Code: | | | | | | | |
| ompany Setting | Add Projects | Show Archived Project | cts | | | | | Search Nam | ne / Code | (|
| epartments | | Project Name | Client rate: | | | | Sponsor Client | | | |
| anartmant Managara | 1 | Project1 | Sponsor Client: | | | | Microsoft1 | | Edit Del An | chiv |
| epartment Managers | 2 | Project2 | | | | | Apple 1 | | Edit Del An | chiv |
| epartment Users | | | Description: | | - 1 | | | | | |
| vertime Rules | | | | | | | | | | |
| vertime Rule Users | | | | | | | | | | |
| TO Names | | | | Add Can | cel | | | | | |
| TO Accruals | | | _ | | -1 | | | | | |
| rojects | | | | | | | | | | |
| obs | | | | | | | | | | |
| b Assignment | | | | | | | | | | |
| hifts | | | | | | | | | | |
| nift Assignment | | | | | | | | | | ws. |
| | | | | | | | | | | |

2. Select the option

| | | | | | | | | Admin (1) |
|----------------------------|---------|----------|------------------------|-----------------|------------------------|---------------------------|-------------------|------------------|
| Setting Request | List V | iew Day | y View PTO Balance | Where Who Is In | Message Shift Schedule | Weekly Shift Job Schedule | Approve C | lock Points |
| Reports Timers My H | lours E | Exit 🖾 | | | | | | |
| | | | | | | | | |
| Users | Proje | cts | | | | | | |
| Company Setting | Add F | Projects | Show Archived Projects | Import Excel | | | Search Name / | Code Q |
| Departments | | | Project Name | Project Code | Client Rate | Sponsor Client | | |
| Department Managers | 1 | | Project1 | | 10 | Microsoft1 | | Edit Del Archive |
| Department managers | 2 | | Project2 | | 0 | Apple 1 | | Edit Del Archive |
| Department Users | | | | | | | | |
| Overtime Rules | | | | | | | | |
| Overtime Rule Users | | | | | Show Archived Projects | | | |
| PTO Names | | | | | | | | |
| TO Accruals | | | | | | | | |
| Projects | | | | | | | | |
| lobs | | | | | | | | |
| Job Assignment | | | | | | | | |
| Shifts | | | | | | A. | tivata Minda | |
| Shift Assignment | | | | | | Go | to Settings to ac | tivate Wind |
| Edit Lock | | | | | | | | |

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

| Setting Request | t List Vi | iew Dai | y View PTO Balance | Edit Project | | × | eekly Shift | Job Schedule | Approve | Clock Points | |
|----------------------|-----------|----------|-----------------------|----------------|-----------|-----|-------------|----------------|------------|--------------|--------|
| teponts millers my r | | | | Project Name: | | | | | | | |
| Users | Projec | cts | | Project1 | | | | | | | |
| Company Setting | Add P | roiects | Show Archived Project | Project Code: | | | | | Search Nam | | 0 |
| Departments | | <i>.</i> | Project Name | Client rate: | | | | Sponsor Client | | | |
| | 1 | | Project1 | Sponsor Client | | | | Microsoft1 | | Edit Del A | rchive |
| Department Managers | 2 | | Project2 | Microsoft1 | | | | Apple 1 | | Edit Del A | rchive |
| Department Users | | | | Description: | | | | | | | |
| Overtime Rules | | | | | | | | | | | |
| Overtime Rule Users | | | | | | | | | | | |
| PTO Names | | | | | Save Cano | el | | | | | |
| PTO Accruals | | | | | | - 1 | | | | | |
| Projects | | | | | | | | | | | |
| Jobs | | | | | | | | | | | |
| Job Assignment | | | | | | | | | | | |
| Shifts | | | | | | | | | | | |
| Shift Assignment | | | | | | | | | | | ws. |
| EditLock | | | | | | | | | | | |

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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

| | | | | | | | Admin (1 |
|---------------------|--|-----------------------------|--------------------------------|---|---------------------------|-----------------|--------------------|
| Setting Request | t List View Hours <mark>Exit</mark> | Day View PTO Balar | nce Where Who Is | n Message Shift Schedule | Weekly Shift Job Schedule | Approve | Clock Points |
| sers | Jobs | note: if your employees nee | ed to clock in and out for wor | king departments, you can use "Jobs" fi | or the same purpose. | | |
| Company Setting | Add Job | Show Archived Jobs | Assign Job To User | Import Excel | | Search Nan | ne / Code |
| Departments | | | Job Name | | Job Code 📙 | Payment | |
| enartment Managers | 1 | | Sample Job | 1 | 1 | Paid | Edit Archive |
| repartment managers | 2 | | Sample Job | 2 | 2 | Paid | Edit Archive |
| epartment Users | 3 | | Sample Job | 3 | 3 | Paid | Edit Archive |
| vertime Rules | 4 | | Sample Job | 4 | 4 | Paid | Edit Archive |
| vertime Rule Users | | | | | | | |
| TO Names | | | | ➡ Show Archived Jobs | | | |
| TO Accruals | | | | | • | | |
| rojects | | | | | | | |
| obs | | | | | | | |
| ob Assignment | | | | | | | |
| hifts | | | | | | 1 | |
| hift Assignment | | | | | Д G | o to Settings t | o activate Windows |
| Edit Lock | | | | | | | |

3. You can also Assign a Job to user in this page and import a file from excel.

| Setting Request | List View Day View | w PTO Balance Where | Who Is In Message | Shift Schedule | Weekly Shift | Job Schedule | Approve | Clock Points | |
|---------------------|--------------------|----------------------------------|--------------------------------|-----------------------|-------------------|--------------|------------|--------------|---|
| Reports Timers My H | ours Exit 🔀 | | | | | | | | |
| Users | Jobs note: if yo | ur employees need to clock in ar | d out for working departments, | you can use "Jobs" fo | r the same purpos | e. | | | |
| Company Setting | Add Job Show A | Assign Job | To User Import Excel | | | | Search Nam | ie / Code | Q |
| Departments | | | Job Name | | | Job Code 📙 | Payment | | |
| Department Managers | 1 | | Sample Job 1 | | | 1 | Paid | Edit Archive | е |
| Department managers | 2 | | Sample Job 2 | | | 2 | Paid | Edit Archive | e |
| Department Users | 3 | | Sample Job 3 | | | 3 | Paid | Edit Archive | е |
| Overtime Rules | 4 | | Sample Job 4 | | | 4 | Paid | Edit Archive | е |
| Overtime Rule Users | | | | | | | | | |
| PTO Names | | | + <u>Shc</u> | w Archived Jobs | | | | | |

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

| Setting Request | t List View | Day View PTO Balan | Add Job | 0.77.0.1.1 | Weekly Sh | ift Job Schedule | Approve | Clock Points | |
|----------------------------|-------------|------------------------------|------------------------------|---------------------------|----------------|------------------|------------|--------------|-----|
| Reports Timers My H | lours Exit | | Job Name: (example: office x | xx - staff xxx - job xxx) | | | | | |
| Users | Jobs | note: if your employees need | Job Code:(optional) | | or the same pu | rpose. | | | |
| Company Setting | Add Job | Show Archived Jobs | | | | | Search Nam | e / Code | Q |
| Departments | | | Paid:(to employee) | | | Job Code 🛓 | Payment | | |
| epartment Managers | 1 | | Billable: | | | 1 | Paid | Edit Arch | ive |
| epartment managers | 2 | | No | to client | | 2 | Paid | Edit Arch | ive |
| epartment Users | 3 | | Project: | | | 3 | Paid | Edit Arch | ive |
| vertime Rules | 4 | | Project1 - | | | 4 | Paid | Edit Arch | ive |
| vertime Rule Users | | | Job Description: | | | | | | |
| TO Names | | | | | | | | | |
| TO Accruals | | | | | | | | | |
| rojects | | | | Add Cancel | | | | | |
| obs | | | | | | | | | |
| ob Assignment | | | | | | | | | |
| hifts | | | | | | | | | |
| nift Assignment | | | | | | | | | |
| dit Look | | | | | | | | | |

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Job Assignments

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

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

| | | | Admin (1) |
|---------------------|------------|---|---|
| Setting Request | t List Vie | ew Day View PTO Balance Where Who Is In Message Shift | Schedule Weekly Shift Job Schedule Approve Clock Points |
| Reports Timers My H | Hours Ex | kit 🖾 | |
| Users | Job As | Assign to selected departments 1. | |
| Company Setting | View | By Department View By Job Add/Edit Job 3. | |
| Departments | | | |
| Department Managers | | 2. Department | Jobs |
| Department Users | 1 | Administration | Sample Job 1 × Sample Job 2 × Samble Job 3 × |
| Overtime Rules | | | Sample Job 4 × |
| Overtime Rule Users | 2 | HR Department | Assign More |
| PTO Names | 3 | Information Technology | Assign More |
| PTO Accruais | 4 | Malaysia Office - HR department | Assign More |
| F TO ACCIUAIS | 5 | Singapore Office - HR department | Assign More |
| Projects | | | |
| Jobs | | | |
| Job Assignment | | | |
| Shifts | | | A stilled Miles |
| Shift Assignment | | | ACTIVATE WINDOWS Go to Settings to activate Windo |
| Edit Lock | | | |

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Authoring Tool

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.

| Setting Request | t List Viev Hours Exi | w Day View PTO Balance V it 🖾 | Where Who Is In M | lessage Shift Schedule | Weekly Shift Job Schedule | Approve Clock Points |
|---------------------|--------------------------|----------------------------------|-------------------|------------------------|---------------------------|----------------------------------|
| Jsers | Shifts | | | | | |
| company Setting | Add Shit | 1 Show Archived Shifts | | | | |
| Departments | | Shift Name | Shift Code | Start Time | Stop Time | |
| Department Managers | 1 | 08:00 - 04:00 | | 08:00 AM | 04:00 PM | 2. Edit Archive |
| Department Users | 2 | 09:00 - 05:00 | | 09:00 AM | 05:00 PM | Edit Archive |
| | 3 | 10:00 - 06:00 | | 10:00 AM | 06:00 PM | Edit Archive |
| overtime Rules | 4 | 11:00 - 19:00 | | 11:00 AM | 07:00 PM | Edit Archive |
| overtime Rule Users | 5 | 12:00 - 20:00 | | 12:00 PM | 08:00 PM | Edit Archive |
| | 6 | 13:00 - 21:00 | | 01:00 PM | 09:00 PM | Edit Archive |
| TO Names | 7 | 14:00 - 22:00 | | 02:00 PM | 10:00 PM | Edit Archive |
| TO Accruals | 8 | 15:00 - 23:00 | | 03:00 PM | 11:00 PM | Edit Archive |
| | 9 | 16:00 - 00:00 | | 04:00 PM | 12:00 AM | Edit Archive |
| rojects | 10 | 17:00 - 01:00 | | 05:00 PM | 01:00 AM | Edit Archive |
| lobs | 11 | 18:00 - 02:00 | | 06:00 PM | 02:00 AM | Edit Archive |
| lob Assignment | 12 | 21:00 - 05:00 | | 09:00 PM | 05:00 AM | Edit Archive |
| | 13 | 22:00 - 06:00 | | 10:00 PM | 06:00 AM | Edit Archive |
| Shifts | 14 | 23:00 - 07:00 | | 11:00 PM | 07:00 AM | Edit Archive |
| Shift Assignment | 15 | MATIN | | 06:00 AM | 02:00 PM Go | to Settings to ac Equite Archive |
| - | 16 | Mid Shift | | 01:00 PM | 10:00 PM | Edit Archive |
| dit Lock | | | | | | |

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

| | | | | | | | | Admin (1) |
|---------------------|-------------|-------------------|-----------------------------------|----------------------------------|---------|--------------|---------|--------------------|
| Setting Reques | t List View | Day View PTO P | Add Shift | | × Shift | Job Schedule | Approve | Clock Points |
| Reports Timers My H | Hours Exit | | | | _ | | | |
| | | | Shift Name: | | | | | |
| Users | Shifts | | Shift Code: | (optional) | | | | |
| Company Setting | Add Shift | Show Archived Shi | Start Time: 08:00 AM O | Stop Time: 05:00 PM O | | | | |
| Departments | | Shift Nar | Auto clock out minutes a | fter shift end | | Stop Time | | |
| Department Managers | 1 | 08:00 - 04 | Clock In Restrictions | | | 04:00 PM | | Edit Archive |
| Department Lisers | 2 | 09:00 - 05 | System record actual set start ti | me if clocking in early. | | 05:00 PM | | Edit Archive |
| Department Osers | 3 | 10:00 - 06 | Prevent from clocking in 0 | minutes before shift start time. | | 06:00 PM | | Edit Archive |
| Overtime Rules | 4 | 11:00 - 19 | Add 0 minutes as a penalty | / for being late. | | 07:00 PM | | Edit Archive |
| Overtime Rule Users | 5 | 12:00 - 20 | Clock Out Restrictions | | _ | 08:00 PM | | Edit Archive |
| | 6 | 13:00 - 21 | System record actual set stop ti | me if clocking out late. | | 09:00 PM | | Edit Archive |
| PTO Names | 7 | 14:00 - 22 | Prevent from clocking out | minutes after shift stop time. | | 10:00 PM | | Edit Archive |
| PTO Accruals | 8 | 15:00 - 23 | Prevent from clocking out before | 05:00 PM O | | 11:00 PM | | Edit Archive |
| Projecto | 9 | 16:00 - 00 | | | | 12:00 AM | | Edit Archive |
| Flojects | 10 | 17:00 - 01 | | Add Can | cel | 01:00 AM | | Edit Archive |
| Jobs | 11 | 18:00 - 02:00 |) | 06:00 PM | | 02:00 AM | | Edit Archive |
| Job Assignment | 12 | 21:00 - 05:00 |) | 09:00 PM | | 05:00 AM | | Edit Archive |
| - | 13 | 22:00 - 06:00 |) | 10:00 PM | | 06:00 AM | | Edit Archive |
| Shifts | 14 | 23:00 - 07:00 |) | 11:00 PM | | 07:00 AM | | Edit Archive |
| Shift Assignment | 15 | MATIN | | 06:00 AM | | 02:00 PM Go | | ac Edite Archive w |
| Edit Lock | 16 | Mid Shift | | 01:00 PM | | 10:00 PM | | Edit Archive |

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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.

| Setting Request | List View Day View PTO Balance | Where Who Is In Message Shift Schedule Weekly Shift Job Schedule Approve Clock Points |
|----------------------------|--------------------------------|---|
| Reports Timers My H | ours Exit 🔛 | |
| lisers | Company Setting | |
| Company Setting | Company ID | 79209 |
| Departments | Company Short Name | T1 |
| Department Managers | Big Web URL | https://www.opentimeclock.com/app.html?page=company&companyname=T copy |
| Department Users | Small Web URL | https://www.opentimeclock.com/t1/mobile/index.html copy |
| Overtime Rules | Timers URL | https://www.opentimeclock.com/app.html?page=timers&companyname=T1 copy |
| Overtime Rule Users | App Download URL | https://www.opentimeclock.com/download.html copy |
| PTO Names | IFrame Code | <pre></pre> diframe src='https://www.opentimeclock.com/app.html?page=company&com copy |
| PTO Accruals | Camera | Define per user Set this for each employee when add or edit an employee in 'Employees' page. |
| Projects | Week Start Day | Monday ~ |
| Jobs | Round Time To | NEAREST v at clock in, NEAREST v at clock out, to 1 v minutes |
| Job Assignment | Auto Lunch Deduction | Yes vininutes to deduction 60 after how many hours 5 |
| Shift Assignment | Clock in Gap | Once clocked out, not allow to clock in within next in minutes.(0 minute means no gap) Activate Windows Once clocked in pet allow to clock out within pet |
| Edit Lock | Clock Out Gap | 100 days (employee can edit his/her note within how many days) |

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

| | | | | | | | Admin (1) |
|-----------------------------|-------------------|----------------------------|----------------------------|----------------------------------|---------|--------------|-------------------------------------|
| Setting Request | List View Day Vie | Add Shift | | 01/2 0 1 1 1 | × Shift | Job Schedule | Approve Clock Points |
| Reports Timers My He | ours Exit 🔯 | Shift Name: | | | | | |
| Users | Shifts | Shift Code: | | (optional) | | | |
| Company Setting | Add Shift Show | Archived Shi Start Time: | 08:00 AM | Stop Time: 05:00 PM | | | |
| Departments | | Shift Nai | k out 0 minutes aft | er shift end | | Stop Time | |
| Department Managers | 1 | 08:00 - 04 Clock In Restri | ctions | | | 04:00 PM | Edit Archive |
| Department Lisers | 2 | 09:00 - 05 🛛 System i | ecord actual set start tin | ne if clocking in early. | | 05:00 PM | Edit Archive |
| Department Obero | 3 | 10:00 - 06 Prevent 1 | rom clocking in 0 r | ninutes before shift start time. | | 06:00 PM | Edit Archive |
| Overtime Rules | 4 | 11:00 - 19 Add 0 | minutes as a penalty | for being late. | | 07:00 PM | Edit Archive |
| Overtime Rule Users | 5 | 12:00 - 20 Clock Out Res | rictions | | | 08:00 PM | Edit Archive |
| | 6 | 13:00 - 21 🛛 System r | ecord actual set stop tin | ne if clocking out late. | | 09:00 PM | Edit Archive |
| PTO Names | 7 | 14:00 - 22 Prevent | rom clocking out 0 | minutes after shift stop time. | | 10:00 PM | Edit Archive |
| PTO Accruals | 8 | 15:00 - 23 | rom clocking out before | 05:00 PM 🕓 | | 11:00 PM | Edit Archive |
| | 9 | 16:00 - 00 | | _ | | 12:00 AM | Edit Archive |
| Projects | 10 | 17:00 - 01 | | Add C | Cancel | 01:00 AM | Edit Archive |
| Jobs | 11 | 18:00 - 02:00 | | 06:00 PM | | 02:00 AM | Edit Archive |
| Job Assignment | 12 | 21:00 - 05:00 | | 09:00 PM | | 05:00 AM | Edit Archive |
| | 13 | 22:00 - 06:00 | | 10:00 PM | | 06:00 AM | Edit Archive |
| Shifts | 14 | 23:00 - 07:00 | | 11:00 PM | | 07:00 AM | |
| Shift Assignment | 15 | MATIN | | 06:00 AM | | 02:00 PM Go | to Settings to activite Availive ws |
| | 16 | Mid Shift | | 01:00 PM | | 10:00 PM | Edit Archive |

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

| Setting Request I | List View Day View I rs Exit 🔀 | PTO Balance Where | Who Is In Message S | Shift Schedule Weekly Shift | Job Schedule Approve | Clock Points |
|---------------------|-----------------------------------|-------------------|------------------------|-----------------------------|--|----------------|
| II Departments | ✓ All Employees | ✓ All Shifts | - | Import Excel | Switch Shift Add Schedule | Email Schedule |
| ist View Calendar V | /iew Total Hours | Schedule | Paid Time Off 🗌 Weekly | shift | today o o month otember 2024 | week day list |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | 27 | | | | | 1 |
| 2 | 3 | 4 | S | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 Activate Wi Go to Settings | ndows |

| Setting Request List V | /iew Day View | Add Schedule | - | t Job Schedule A | Admin (1) |
|---------------------------|------------------|---|---|------------------|---|
| Reports Timers My Hours E | All Employees | All Departments • | Shift: | Switch Shift Add | Schedule Email Schedule |
| List View Calendar View | Total Hours | All Employees Admin | Date Range: | | month week day list |
| Mon 26 | Tue 2: | Mary Smith Mary Smith Mary Smith1 Mary Smith2 | Apply To: Monday 🗹 Tuesday 🗹 Wednesday | Sat 3 | Sun 1 |
| | | | ☑Thursday ☑Friday □Saturday □Sunday | | |
| 2 | | | Add Cancel | | 7 8 |
| | L | | | | |
| 9 | 10 | 11 | 12 | 13 1 | 4 15 |
| | | | | | vate Windows Settings to activate Window |

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How to Add/Assign Shifts

This is to prevent employees from selecting incorrect shifts when they clock in/out for work.

| | | | | | | | | | | | Admin (1) |
|----------------------|------------|---|---------------------------------------|-------------------------|-----------|---------|------------|--------------------|-----------------------------|---------|--------------|
| Setting Request | t List Vie | ew Day View | PTO Balance | Where | Who Is In | Message | Shift Sche | edule Weekly Shift | Job Schedule | Approve | Clock Points |
| Reports Timers My H | lours Ex | cit 🐼 | | | | | | | | | |
| | | | | | _ | | | | | | |
| Users | Shift A | ssignment | Assign to select | ed users | Ý | | | | | | |
| Company Setting | | | Auto assign to a Assign to selecte | Il users ed departme | ents | | | | | | |
| Departments | View | By User V | ie Assign to selecte | ed users | ft | | | | | | |
| Department Managers | | | | User | | | | | Shifts | | |
| Department Users | 1 | | | Admin | | | | | 13:00 - 21:00 Assign Mor | re X | |
| Overtime Rules | 2 | | | John Smit | h | | | | 08:00 - 04:00 | × | |
| Overtime Rule Users | | | | | | | | | 11:00 - 19:00 | Ŷ | |
| overalite Rule Osers | 3 | | | Mary Smit | h | | | | Assign Mor | e e | |
| PTO Names | 4 | | | Mary Smith | 11 | | | | Assign Mor | e . | |
| PTO Accruals | 5 | | | Mary Smith | 12 | | | | Assign Mor | e | |
| Projects | | | | | | | | | | | |
| Jobs | | | | | | | | | | | |
| Job Assignment | | | | | | | | | | | |
| Shifts | | | | | | | | | | 1 | |
| Shift Assignment | | Activate Windows Go to Settings to activate Wind | | | | | | | o activate Wind | | |
| Edit Lock | | | | | | | | | | | |

| | | | | | | | | Admin (1) |
|-------------------------------------|---------------------|---|------------------|----------------|--------------|--------------|----------------|------------------|
| Setting Request Reports Timers My H | List Vie ours Ex | ew Day View PTO Balance Where W | ho Is In Message | Shift Schedule | Weekly Shift | Job Schedule | Approve | Clock Points |
| Users | Shift A | Assignment Assign to selected departments | ✓ Save Change | You have unsa | ved change! | | | |
| Company Setting | | Auto assign to all users Assign to selected departments | | | | | | |
| Departments | View | By Department Assign to selected users | ft | | | | | |
| Department Managers | | Department | | | | Shifts | | |
| Desertment Users | 1 | No department | | | | Assign More | e | |
| Department Osers | 2 | Administration | | | | Assign More | e | |
| Overtime Rules | 3 | HR Department | | | | Assign More | e | |
| Overtime Rule Users | 4 | Information Technolog | ЭУ | | | Assign More | e | |
| | 5 | Malaysia Office - HR depa | irtment | | | Assign More | e | |
| PTO Names | 6 | Singapore Office - HR depa | artment | | | Assign More | e | |
| PTO Accruals | | | | | | | | |
| Projects | | | | | | | | |
| Jobs | | | | | | | | |
| Job Assignment | | | | | | | | |
| Shifts | | | | | | ٨. | tivata \\/im | dawa 🦱 |
| Shift Assignment | | | | | | Go | to Settings to | activate Windows |
| Edit Lock | | | | | | | | |

| Users | Shift Ass | ignment Assign to selected users - | Save Change | ou have unsaved change! | | | | |
|---------------------|-----------|--|-------------|-------------------------|------------------------------------|--------|--|--|
| Company Setting | | Auto assign to all users Assign to selected departments | | | | | | |
| Departments | View By | VUSER Vie Assign to selected users ft | | | | | | |
| Department Managers | | User | | | Shifts | | | |
| Department Users | 1 | Admin | | | 13:00 - 21:00 🗙 Assign More | | | |
| Overtime Rules | 2 | John Smith | | | 08:00 - 04:00 × 10:00 - 06:00 × | | | |
| Overtime Rule Users | | | | | 11:00 - 19:00 × Assign More | | | |
| PTO Names | 3 | Mary Smith | | Assign More | | | | |
| | 4 | Mary Smith1 | | Assign More | | | | |
| PTO Accruals | 5 | Mary Smith2 | | | Assign More | | | |
| Projects | | | | | | | | |
| Jobs | | | | | | | | |
| Job Assignment | | | | | | | | |
| Shifts | | | | | | | | |
| | | | | | Activate Wi | indows | | |

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Clock Points

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

- 1. Device, IP, WiFi (Only installed App for Windows PC, iOS and Android can detect WIFI), and GPS.
- The Admin can also filter out those tools not required.
 The Add and Edit functionality are the same screen.

| Repo | Setting Request List View | Day Viev | v PTO Balance Where Who | Is In Messag | e Shift Schedule We | eekly Shift | Job Schedule | Approve | Admi Clock Points | n (1) |
|------|----------------------------------|-----------|----------------------------|--------------|------------------------|----------------|---------------------|---------|----------------------|-------|
| Perm | nitted Clock Points | Feature O | N - Each Department List 🗸 | mport Excel | | | | | | |
| , A | Add Device Add IP | Add | WIFI Add GPS 1 | ☑Dev | ice 🗾 P 🗹 WIFI 🗹 GF | ⊳s 2. | search by nam | e | | Q |
| 1 | Administration | | | | Administration | | | | | |
| 2 | HR Department | | Name | Type | Device ID / | WIFI ID / IP A | ddress / GPS | | | |
| 3 | Information Technology | 1 | Device Sample | device | | 8292 | | | 2 Edit Archive | e |
| 4 | Malaysia Office - HR department | 2 | GPS Sample | ans | lat: 15.4567 Jon: 120 | 9532 radius | 500 meters (1640 fr | eet) | Edit Archive | e |
| 5 | Singapore Office - HR department | 3 | IP Sample | in | | 180 191 3 5 | 4 | , | Edit Archive | e |
| | | | | small web | Show Archived Clock Po | <u>ints</u> | | | | |

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

| Repo | etting Request List View orts Timers My Hours Exit | Day View | PTO Balance Edit Devi | ice | × | Weekly Shift | Job Schedule | Approve | Clock Points | |
|------|---|--------------|---|---------------------------------------|-----------------|-----------------------|----------------------|---------|--------------|---|
| Perm | nitted Clock Points | Feature ON - | Each Departmen 8292 (IFI Clock Point Device S | (you can find your Device ID in login | n page.) | GPS | search by nam | e | | Q |
| 1 | | | | | | on | | | | |
| 2 | HR Department | | Nam | | | e ID / WIFI ID / IP / | Address / GPS | | | |
| 3 | Information Technology | 1 | Device S | Save | Cancel | 8292 | | | Edit Archive | |
| 4 | Malaysia Office - HR department | 2 | CDS Sample | aps | lat: 15 4567 k | 0202 | - 500 meters (1640 f | aat) | Edit Archive | |
| 5 | Singapore Office - HR department | 3 | IP Sample | ip | iat. 10.4007, k | 180.191.3.5 | i4 | eet) | Edit Archive | 9 |



| Reno | Setting Request List View | Day View | PTO Balance | Edit IP | | x | Weekly Shift | Job Schedule | Approve | A Clock Points | dmin (1) |
|------|----------------------------------|------------|------------------|--------------------------------------|---------------------|-------------------|-----------------------|-----------------------|---------|----------------|----------|
| Perm | hitted Clock Points | Feature ON | - Each Departmer | IP Address: (you can 180.191.3.54 | find your IP addres | s in login page.) | | | | | |
| - | Add Device Add IP | Add V | MIFI | Clock Point: | | | GPS | search by nam | ie | | Q |
| 1 | | | | check my ip address | | | on | | | | |
| 2 | HR Department | | Nan | | | _ | e ID / WIFI ID / IP | Address / GPS | | | |
| 3 | Information Technology | 1 | Device S | | Sa | ve Cancel | 8292 | | | Edit Archive | |
| 4 | Malaysia Office - HR department | 2 | GPS Sa | mple | aps | lat: 15.4567. | Ion: 120.9532. radiu: | s: 500 meters (1640 f | eet) | Edit Archive | |
| 5 | Singapore Office - HR department | 3 | IP Sam | iple | ip | | 180.191.3. | 54 | | Edit Archive | 9 |
| | | | | | | | | | | | |

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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.

| Setting Reques | t List View Day View PTO Balance | e Where Who Is In Message Shift Schedule Weekly Shift Job Schedule Approve Clock Points |
|----------------------------|----------------------------------|--|
| Reports Timers My H | Hours Exit 🔀 | |
| Users | Company Setting | |
| Company Setting | Company ID | 79209 |
| Departments | Company Short Name | T1 |
| Department Managers | Big Web URL | https://www.opentimeclock.com/app.html?page=company&companyname=T |
|)epartment Users | Small Web URL | https://www.opentimeclock.com/t1/mobile/index.html copy |
|)vertime Rules | Timers URL | https://www.opentimeclock.com/app.html?page=timers&companyname=T1 copy |
| Overtime Rule Users | App Download URL | https://www.opentimeclock.com/download.html copy |
| TO Names | iFrame Code | frame src="https://www.opentimeclock.com/app.html?page=company&com copy |
| TO Accruals | Account Owner Email | Define accuracy. Set this for each employee when add or edit an employee in 'Employees' page. |
| rojects | Camera Week Start Day | Monday |
| obs | Round Time To | NEAREST v at clock in, NEAREST v at clock out, to 1 v minutes |
| ob Assignment | Auto Lunch Deduction | Yes v minutes to deduction 60 after how many hours 5 |
| Shifts | Clock In Gap | Once clocked out, not allow to clock in within next minutes.(0 minute means no gap) Activate Windows |
| hift Assignment | Clock Out Gap | Once clocked in, not allow to clock out within next 0 minutes (0 minute means no gap) Go to Settings to activate Wince |
| Edit Lock | Employee Edit Note | 100 days (employee can edit his/her note within how many days) |

| | | | * |
|-----------------------------|--|--|---|
| Project | Feature ON | ~ | |
| Job Schedule | Feature ON | ~ | |
| Overtime Rule | Feature ON | ~ | |
| РТО | Feature ON | ~ | |
| PTO Accruais | Feature ON | ~ | |
| Approve (Verify All Hours): | Employee and manager | ~ | |
| | Manager can approve his own time reco | ords. | |
| | Force employee to approve previous tin | ne and hours before clock in. | |
| | | _ | |
| Clock Points | Feature ON - Each Department List | (restrict employees to clock in from office) | |
| Message | Feature OFF | Force employee to read message before clock i | n. |
| | Feature ON - One List to All Users | | |
| Notifications | Feature ON - Switch Each User OFF/O | N | |
| Employee Self Notifications | Feature ON - Each User List Feature ON - Each User List | employee can set to receive email when clock in | |
| Bulletin Board | Feature OFF | ~ | |
| Weekly Shift Plan | Feature ON | ~ | |
| Company Logo: | Company Logo Upload | Remove (optionl, max height: 40 pixels) | |
| Account Created | Jun 01, 2019 | | |
| | Save Change Cancel | | Activate Windows Go to Settings to activate Wind |

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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.

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

| Setting Reques | st List View Day View PTO Balance Where Who Is In Messane Shift Schedule Weekly Shift Joh Schedule Approve Clock Points Reports Timer |
|---------------------|---|
| Setting Reques | а саяться раутися поравляестного плото по пораде оплессираль теслу опле расселение дряготе опректолла терола плот |
| Hours Exit 🔯 | |
| | Edit Lock |
| Jsers | |
| Company Setting | 1. Lock Type: Fixed date |
|)epartments | |
| Department Managers | Lock time entries older than this date: $03/31/2022 \equiv 2$. |
| Department Users | |
| Overtime Rules | Save Change Cancel |
| Overtime Rule Users | |
| PTO Names | |
| PTO Accruais | |
| Projects | |
| lobs | |
| Job Assignment | |
| Shifts | |
| Shift Assignment | |
| Edit Lock | Activate Windows |
| Notifications | Go to Settings to activate Winds |
| Facall Varification | |

Notifications

If you want to receive a notification via email/SMS for your employee's actions, you may use this feature.

First, just enable the notifications feature on company settings and then select how you want to be notified.

| | | | | | | | | | | | | Admin (1 |
|----------------------|--|--|---|-----------------------------|---------------------|---------------|-----------------------|-----------------|------------|----------------|-----------|-----------|
| Setting Reques | t List View Day View PTO Balance Where | Who Is In Message | Shift Schedule | Weekly Shift | Job Schedule | Approve | Clock Points | Reports | Timers | My Hours | Exit | \otimes |
| Users | Notifications | | | | | | | | | | | |
| Company Setting | * Notification through SMS is not included in Free Plan or Pa | aid Plan, It costs \$0.01 per Sl | MS message for custo | mers in United Stat | es and Canada (ph | one number st | arts with +1). It cos | ts \$0.10 per t | SMS messag | e for customer | s other c | ountries |
| Departments | . (phone number not starts with +1), you can view balance or t | buy credits in the <u>Add-on Cre</u> | alts page. Add-on Cre | dits | | | | | | | | |
| Department Managers | Notify | ON • | · | | | | | | | | | |
| Department Users | Clock IN | By Email | 2 | | | | | | | | | |
| Overtime Rules | Clock OUT | By Email | · | | | | | | | | | |
| Overtime Rule Users | Late IN | OFF N | | | | | | | | | | |
| PTO Names | Early OUT | By Email | | | | | | | | | | |
| PTO Accruals | Employee Request Absence | By Email | | | | | | | | | | |
| Projects | Approve/Deny of PTO | OFF | | | | | | | | | | |
| Jobs | Notify Admins | OFF | • | | | | | | | | | |
| Job Assignment | Notify Own Department Managers | OFF | Image: A set of the set of the | | | | | | | | | |
| Shifts | Daily Total | OFF | <u>_</u> | | | | | | | | | |
| Shift Assignment | Manager Approve timecard | OFF | | | | | | | | | | |
| Edit Lock | Employee Approve timecard | OFF | | | | | | | | | | |
| Notifications | Forgot Clock In | OFF | 7 | | | | | | | | | |
| Email Verification | Matthe Freedba | | | | | | | | | | | |
| Add-on Credits | Notity Emails | aa@ssssssssbb.com | | | / | | | ٨ | tivata | Nindows | | |
| Billing and Payments | | (if you have multiple email Your emails need to be ver | s, you can separate ea ified. Click here to Veri | ach email with a ser ify | nicolon ;or a comma | .) | | Go | to Settin | gs to activa | te Win | dowe |
| iFrame Code | | | | | | | | | | | | |

If you select Via SMS, you will be charged \$0.01 for every SMS notification sent.

If you want to be notified via email, make sure that you place the email that needs to be notified on the **Notify emails** box. (Then go to Email Verification to verify your email and make it possible to receive the notification)

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If you want to receive email notifications, password reset code, you need to have your emails verified.

If you do not have an email attached to your account, you can just click the **Add Email** button to have your email added awaiting for verification.

Click the **Verify** button on the second column and click **email to me** so that our system would generate an email to send you the verification code.

After placing the verification code, your email should appear as **Completed** and will be ready to receive notifications/codes.


| Setting Reques | t List View Day View PTO B | alance Where | Who is in | mail × | clock Points Reports Timers My Hours Exit 🔯 |
|----------------------|--|--------------------------|---------------------|---|--|
| Users | Email Verification | | | 9966362@qq.com | |
| Company Setting | Add Email Bulk Verify s | earch by employee na | me or email . | | |
| Departments | Email | User Verified | Receive E | de: Email to me Used by | |
| Department Managers | 1 329966362@qq.com | Verify | NO swi | | Remo |
| reput unent munugers | 2 419840316@qq.com | Verify | YES sw | Admin; | |
| lepartment Users | 3 aa@sssssssbb.com | Verify | YES sw | Close | Remo |
| Dvertime Rules | 4 chris.vacanti@gmail.com | Verify | YES switch | | Remo |
| Number - Dula Hanna | 5 cogoing@gmail.com | Verify | YES switch | | Remo |
| Jvertime Rule Users | 6 csr@arberinc.com | Verify | YES switcl | | Remo |
| PTO Names | 7 fffff@gmail.com | Verify | YES switch | | Remo |
| PTO Accruals | 8 joakimthomas971@gmail.com | completed | NO switch | | Remo |
| | 9 john.gale@kingseducation.com | Verify | NO switch | | Remo |
| Projects | 10 leon2raw@BCSD.onmicrosoft.co | m Verify | YES switch | | Remo |
| lobs | 11 malikshehbaz8888@gmail.com | Verify | YES switch | | Remo |
| lah Assissment | 12 matauranz2@gmail.com | Verify | YES switch | | Remo |
| lob Assignment | 13 matauranz2@gmail.com | Verify | YES switch | | Remo |
| šhifts | 14 matthewfernandez.telex@gmail.c | om Verify | YES switch | | Remo |
| shift Assignment | Note: The emails above come from you | r users' profile and the | emails ever us | company account. Only fUser Verified) emails can receive notifications. If you do | on't want to receive email, you can set the (Receive Email) option to 'Disable |
| Edit Lock | You can remove email from user profile | or delete directly if no | t used by anyon | | |
| Notifications | There is email need to be verified by us | er. Please click the "V | erify" link to veri | b that the email can receive notification from OpenTimeClock.com. | |
| Email Verification | | | | | |
| Add-on Credits | | | | | |
| Billing and Payments | | | | | |
| Frame Code | | | | | |

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Billings and Payments

This page will redirect you to the **Purchase** page on our website.

On this page, you can set up your mode of payment or change your mode of payment.



Purchase

We accept credit cards through Stripe.com, PayPal.com and other payment channels. We do not store your credi card data in our OpenTimeClock.com database.

| | Please verify your accou | unt before payment | |
|-----------------------------------|-------------------------------------|------------------------------------|--------|
| | Company Name: | | |
| | Login Username: | 2 | |
| | Password: | | |
| | | | |
| | Log In | - | |
| | summert html | | |
| | symenchim | | |
| | | _ | |
| Rilling and | Derme ente fem \ | / A | |
| Product: Q2, Company ID: 14055 | Add Subscription | | × |
| | O Monthly Subscription, \$39 per Me | onth for Unlimited Users | |
| We accept payment through § | Yearly Subscription, \$399 per Yea | r for Unlimited Users (saved \$69) | 'year) |
| Subscription: None | CHECK BILLING INFO | Add Subscription | Cancel |
| Paid Plan Expires: Aug 13, 2 | V. / | | |
| Max Users: Unlimited Users | | | |
| Add Subscription | | | |
| - | 2 | | 4 |
| We also accord an annual shares t | Pro Pol como | | |
| https://www.opentimeclock.com/p | urchase-paypal.html | | |
| | | | |

O S billing.stripe.com/p/session/live_YWNjdF8xUFVnUXZHTTBYdmhXdTZjLF95N1U5dnJ3QjZPNEVBNEdlaU00MERXR2h6ZzJKMXIV0100kuQEaQhi





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Request

The **Request Page** gives 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 navigation bar.

| Setting Req | List View Day View | V PTO Balance W | /here Who Is In | Message | Shift Schedule | Weekly Shift | Job Schedule | Approve | Clock Points | Reports | Xumin (1) |
|-----------------------|--------------------|------------------|-----------------|---------|----------------|--------------|--------------|---------|--------------|---------|-----------|
| Bulletin Board My Hou | rs Exit 🔯 | | | | | | | | | | |
| Pending Requests | Pending Calendar | History Requests | History Calend | dar | | | | | | | |
| | | | | | | | | | | | |

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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.



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Reverse Approved Request

To reverse a previously approved request.

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

| Setting | Req 1 | Lis | st View Day ' | /iew | PTO Balanc | ce Where | Who Is In | Message | Shift Schedule | Weekly Shift | Job Schedule | Approve | Clock Points | Reports | Admin (1) |
|-------------------|----------------------------|-------|-------------------|---------|--------------|---------------------|-----------------|----------|-------------------------------|---------------|--------------------|-----------|--------------|----------|------------|
| Pending Re | equests | Per | nding Calenda | Н | istory Requ | iests H | listory Caler | ıdar | | | | | | | |
| All Department | s JII Name | • | All Users Date | In | • Out | 09/01/2024 Hours | 12/3 Job// | 1/2024 🗰 | Shift | | Responsed | Si | ubmitted | Status | 1 |
| Q Q2, Rosie No | 2, Rosie ote: Forgot to | clock | 09/05/2024 in | 09:00 | 17:00 | 8h 0m | -Norr | nal Work | 08:00PM-05:0 | 00AM 09 | 9/05/2024 11:38 am | 09/04/2 | 024 04:41 pm | approved | de reverse |
| Q Q2, Rosie No | 2, Rosie ote: Sick Leav | /e | 09/05/2024 | | | 9h 0m | | Sick | 08:00PM-05: | 00AM | | 09/04/2 | 024 04:41 pm | pending | del |
| | | | | | | | | | | | | | | | |
| | | | Open | imeCloc | com technica | al support ema | il: support@ope | smal | ll web m Product Q2 deskte | p/phone app \ | /ideo Manual | Go To Top | | | |

Return to the "Pending Requests" tab.

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

| Setting Req | List View | Day View PT | O Balance M | here Who Is In | Message Shift Sche | dule Weekly Shift Job Sch | edule Approve Clock | Points Reports |
|--------------------|-------------------------------------|------------------|--------------------|----------------------|--------------------------|--------------------------------|---------------------|--------------------|
| lletin Board My Ho | ours Exit 🔯 | | | | | | | |
| Pending Requests | Pending Cale | ndar Histo | ory Requests | History Calen | dar | | | |
| All Departments | - All User | s | - App | rove Deny | 3. | | | |
| Select All | Full Name | Date | In (| Dut Hours | Job/Absence | Shift | Submitted | |
| □ 2. Q2, F | Q2, Rosie Rosie Note: Sick Leave | 09/05/2024 e | | 9h 0m | Sick | 08:00PM-05:00AM | 09/04/2024 04:41 pm | Edit Check Balance |
| | | | | | small web | | | |
| | (| Jpen nmeClock.co | nn technical suppo | п етнан. зирропt@ope | numeciock.com Product Q2 | desktoprpriorie app VIGeo Mant | заг со то тор | |

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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.

Just make sure to select the date range that you want to see for the history request.

| | | _ | | | | | | | | | | | | | | Admin (|
|---------------------|----------------------------|----------|--------------|---------|--------------------|-------------|--------------|------------|--------|--------------------|--------------|--------------------|-----------|---------------|----------|-------------|
| Setting | Req | List | View Day | View | PTO Balance | Where | Who Is | n Mess | age | Shift Schedule | Weekly Shif | Job Schedule | Approve | Clock Points | Reports | |
| ulletin Board | My Hours | Exi | t 🖾 | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Pending Re | equests | Pend | ling Calenda | ar H | History Reque | sts H | listory Cal | endar | | | | | | | | |
| All Departments | s | - | All Users | | • | 09/01/2024 | 1 | 2/31/2024 | Î | | | | | | | |
| Fu | ull Name | | Date | In | Out | Hours | Jo | b/Absence | | Shift | | Responsed | S | ubmitted | Status | |
| Q2 Q2, Rosie Not | 2, Rosie ote: Forgot to | clock ir | 09/05/2024 | 09:00 | 17:00 | 8h 0m | -N | ormal Work | | 08:00PM-05: | 00AM (| 9/05/2024 11:38 am | 09/04/2 | 024 04:41 pm | approved | del reverse |
| Q2 Q2, Rosie Not | 2, Rosie ote: Sick Leav | ve | 09/05/2024 | | | 9h 0m | | Sick | | 08:00PM-05: | 00AM | | 09/04/2 | 2024 04:41 pm | pending | del |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | small | web | | | | | | |
| | | | Open | TimeClo | ck.com technical s | support ema | il: support@ | pentimeclo | ck.con | n Product Q2 deskt | op/phone app | Video Manual | Go To Top | | | |

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List View

| ll Dep | partments • | 08/01/202 | 24 🗰 09/06/2024 | All Jobs A | and Absence | - All | Shifts | Group by Date Total Hours: 53h 16m | Unpaid Hours: 0h 0m Paid Ho | ours: 53h 16m |
|--------|-------------------------|----------------|-----------------------------------|------------------|-------------|----------|---------|---------------------------------------|-----------------------------|---------------|
| earch | By Name Q | | A | All Users | 3 | | Ad | ld Absence Add Entry | Add Adjustment In | nport Excel |
| 0 | All Users | # | Full Name | Date 📙 | In | Out | Hours | Job/Absence | Shift | |
| 1 | Admin | 1 | Admin | 08-04, Sun | 09:00 am | 10:00 pm | 12h 30m | -Normal Work | shift1 (A) | edit del |
| 2 | test, Alvin Cullum York | 2 | Admin | 08-05, Mon | 09:00 am | 09:00 pm | 11h 30m | -Normal Work | shift1 (A) | edit del |
| 3 | Big Za, Big Za | 3 | Admin | 08-09, Fri | 09:00 am | na | 0h 0m | -Normal Work | | edit del |
| 4 | Mary, Davis | 4 | Admin | 08-10, Sat | 09:00 am | 06:00 pm | 8h 30m | -Normal Work | shift1 (A) | edit del |
| 5 | John Wilson | 5 | Admin | 08-12, Mon | 10:31 pm | 10:31 pm | 0h 0m | -Normal Work | 08:00PM-05:00AM | edit del |
| 6 | Smit, Kris | 6 | Admin | 08-12, Mon | 10:31 pm | 10:33 pm | 0h 2m | -Normal Work | 08:00PM-05:00AM | edit del |
| 7 | Manager | 7 | Admin | 08-12, Mon | 10:33 pm | na | 0h 0m | -Normal Work | 08:00PM-05:00AM | edit del |
| 8 | Q2, Rosie | 8 | Admin | 08-13, Tue | 03:43 am | 03:43 am | 0h 0m | -Normal Work | 08:00PM-05:00AM | edit del |
| 9 | sample employee | 9 | Admin | 08-13, Tue | 12:55 pm | 01:04 pm | 0h 9m | Department 2 - Job2 - Cleaning | 08:00PM-05:00AM | edit del |
| 10 | Michael Smith | 10 | Admin | 08-28, Wed | 09:19 pm | na | 0h 0m | -Normal Work | 08:00PM-05:00AM | edit del |
| | inicitadi, cintar | 11 | Big Za, Big Za | 08-11, Sun | 09:00 am | 04:03 pm | 6h 33m | -Normal Work | 08:00PM-05:00AM | edit del |
| | | 12 | Big Za, Big Za | 08-11, Sun | 09:00 am | 04:02 pm | 6h 32m | -Normal Work | 08:00PM-05:00AM | edit del |
| | | <u>Note (B</u> | <u>ig Za, Big Za, 03:59 PM, 0</u> | 3/11/2024): done | | | | | | × |
| | | 13 | Smit, Kris | 08-28, Wed | 07:00 am | na | 0h 0m | -Normal Work | 08:00PM-05:00AM | edit del |
| | | 14 | Manager | 08-13, Tue | 03:44 am | na | 0h 0m | -Normal Work | 08:00PM-05:00AM.dow: | s edit de |

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

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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.

| Settin | ng Req List View | Day View | PTO Balance Who | ere Who Is In | Message | Shift Sched | ile Weekly | y Shift Job Schedule Approve | e Clock Points Repor | rts |
|----------|-------------------------|------------|---------------------------------|------------------|------------|-------------|------------|------------------------------------|--------------------------|----------------|
| All Depa | artments • | 08/01/2024 | 09/06/2024 | All Jobs A | nd Absence | - All | Shifts | Group by Date Total Hours: 53h 16m | Unpaid Hours: 0h 0m Paid | Hours: 53h 16m |
| Search | by Name | | ŀ | All Users | | | Ad | d Absence Add Entry | Add Adjustment | Import Excel |
| 0 | All Users | # | Full Name | Date 📙 | In | Out | Hours | Job/Absence | Shift | |
| 1 | Admin | 1 | Admin | 08-04, Sun | 09:00 am | 10:00 pm | 12h 30m | -Normal Work | shift1 (A) | edit del |
| 2 | test, Alvin Cullum York | 2 | Admin | 08-05, Mon | 09:00 am | 09:00 pm | 11h 30m | -Normal Work | shift1 (A) | edit del |
| 3 | Big Za, Big Za | 3 | Admin | 08-09, Fri | 09:00 am | na | 0h 0m | -Normal Work | | edit del |
| 4 | Mary, Davis | 4 | Admin | 08-10, Sat | 09:00 am | 06:00 pm | 8h 30m | -Normal Work | shift1 (A) | edit del |
| 5 | John Wilson | 5 | Admin | 08-12, Mon | 10:31 pm | 10:31 pm | 0h 0m | -Normal Work | 08:00PM-05:00AM | edit del |
| 6 | Smit, Kris | 6 | Admin | 08-12, Mon | 10:31 pm | 10:33 pm | 0h 2m | -Normal Work | 08:00PM-05:00AM | edit del |
| 7 | Manager | 7 | Admin | 08-12, Mon | 10:33 pm | na | 0h 0m | -Normal Work | 08:00PM-05:00AM | edit del |
| 8 | Q2, Rosie | 8 | Admin | 08-13, Tue | 03:43 am | 03:43 am | 0h 0m | -Normal Work | 08:00PM-05:00AM | edit del |
| 9 | sample employee | 9 | Admin | 08-13, Tue | 12:55 pm | 01:04 pm | 0h 9m | Department 2 - Job2 - Cleaning | 08:00PM-05:00AM | edit del |
| 10 | Michael, Smith | 10 | Admin | 08-28, Wed | 09:19 pm | na | 0h 0m | -Normal Work | 08:00PM-05:00AM | edit del |
| | | 11 | Big Za, Big Za | 08-11, Sun | 09:00 am | 04:03 pm | 6h 33m | -Normal Work | 08:00PM-05:00AM | edit del |
| | | 12 | Big Za, Big Za | 08-11, Sun | 09:00 am | 04:02 pm | 6h 32m | -Normal Work | 08:00PM-05:00AM | edit del |
| | | Note (Big | <u>Za, Big Za, 03:59 PM, 01</u> | 3/11/2024): done | | | | | | × |
| | | 13 | Smit, Kris | 08-28, Wed | 07:00 am | na | 0h 0m | -Normal Work | 08:00PM-05:00AM | edit del |
| | | 14 | Manager | 08-13, Tue | 03:44 am | na | 0h 0m | -Normal Work | 08:00PM 05:00AM dov | NS edit de |
| | | 15 | Q2, Rosie | 09-05, Thu | 09:00 am | 05:00 pm | 7h 30m | -Normal Work | 08:00PM-05:00AMP acti | vateWiedt |



| All Dep | artments - | 08/01/2024 | All Departments | · · | | 08:0 | 0PM-05:00AM | • hu | Data | | |
|---------|-------------------------|------------|---------------------------------|------------------|----------|----------|---------------|--------------|-----------|------------------------|-------------------|
| | | | All Users | ^ | | PTO N | lame: | rs: | 53h 16m L | Inpaid Hours: 0h 0m Pa | id Hours: 53h 16r |
| | By Name Q | | Admin | | | Com | np Time | • d I | | | Import Excel |
| 0 | All Users | # | 🗆 test, Alvin C | ullum York | | | | | | Shift | |
| 1 | Admin | 1 | 🗆 Big Za, Big | Za | | | mn Time | | | shift1 (A) | edit del |
| 2 | test, Alvin Cullum York | 2 | Mary, Davis | | | Ho | liday | | | shift1 (A) | edit del |
| 3 | Big Za, Big Za | 3 | 🗌 John Wilsor | 1 | | Pe | rsonal | | | | edit del |
| 4 | Mary, Davis | 4 | Smit, Kris | | | Sic | k | | | shift1 (A) | edit del |
| 5 | John Wilson | 5 | Manager | _ | | tes | t123 | | | 08:00PM-05:00AM | edit de |
| 6 | Smit, Kris | 6 | 4 | | | | | | | 08:00PM-05:00AM | edit del |
| 7 | Manager | 7 | | | | | | | | 08:00PM-05:00AM | edit del |
| 8 | Q2, Rosie | 8 | | | | A | dd Add & Next | Cancel | | 08:00PM-05:00AM | edit del |
| 9 | sample employee | 9 | | | | | | | aning | 08:00PM-05:00AM | edit de |
| 10 | | 10 | Admin | 08-28, Wed | 09:19 pm | na | Oh Om | -Normal Work | | 08:00PM-05:00AM | edit de |
| | | 11 | Big Za, Big Za | 08-11, Sun | 09:00 am | 04:03 pm | 6h 33m | -Normal Work | | 08:00PM-05:00AM | edit del |
| | | 12 | Big Za, Big Za | 08-11, Sun | 09:00 am | 04:02 pm | 6h 32m | -Normal Work | | 08:00PM-05:00AM | edit del |
| | | Note (Big | g Za. Big Za, 03:59 PM, 0 | 8/11/2024): done | | | | | | | |
| | | 13 | Smit, Kris | 08-28, Wed | 07:00 am | na | Oh Om | -Normal Work | | 08:00PM-05:00AM | edit de |
| | | 14 | Manager | 08-13, Tue | 03:44 am | na | 0h 0m | -Normal Work | | %8.00PM-05:00/AM | DWS edit de |
| | | 15 | Q2, Rosie | 09-05, Thu | 09:00 am | 05:00 pm | 7h 30m | -Normal Work | | 08:00PM-05:00AM | tivate Wiegh |



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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

| | | | | | | | | | | Not Approved | Vat 🗆 o 🕕 o i | | |
|------|----------|------------|------------|----------------|-------|---------|-------|---------|---------|--------------|-----------------------------------|--------------------------|----------------------------------|
| 08/0 | 1/2024 💼 | 09/30/2024 | A m | II Departments | 1 | - Admin | 1 | · | Approve | NotApproved | Group by Date | | |
| | | | | | 2. | Admin | | | | | 3. Total Hours: | 32h 41m Unpaid Hours: 0h | 0m Paid Hours: 32h 41m |
| | Date | In | Out | Rea | OT | DT | РТО | Paid | Unpaid | Total | Job/Absence | Shift | |
| Thu | 08/01 | | | 0 | | | | | | | | | add |
| Fri | 08/02 | | | | | | | | | | | | add |
| Sat | 08/03 | | | | | | | | | | | | add |
| | | | | 0h 0m | 0h 0m | 0h 0m | 0h 0m | 0h 0m | 0h 0m | 0h 0m | | | |
| | Date | In | Out | Reg | OT | DT | PTO | Paid | Unpaid | Total | Job/Absence | Shift | |
| Sun | 08/04 | 09:00 am | 10:00 pm | 12h 30m | | | | 12h 30m | 0h 0m | 12h 30m | -Normal Work | shift1 (A) | add edit del |
| Mor | 08/05 | 09:00 am | 09:00 pm | 11h 30m | | | | 11h 30m | 0h 0m | 11h 30m | -Normal Work | shift1 (A) | add edit del |
| Tue | 08/06 | | | | | | | | | | | | add |
| Weo | 08/07 | | | | | | | | | | | | add |
| Thu | 08/08 | | | | | | | | | | | | add |
| Fri | 08/09 | 09:00 am | na | | | | | 0h 0m | 0h 0m | 0h 0m | -Normal Work | | add edit del |
| Sat | 08/10 | 09:00 am | 06:00 pm _ | 8h 30m | | | | 8h 30m | 0h 0m | 8h 30m | -Normal Work | shift1 (A) | add edit del |
| | | | 5 | • 32h 30m | 0h 0m | 0h 0m | 0h 0m | 32h 30m | 0h 0m | 32h 30m | | | |
| | Date | In | Out | Reg | OT | DT | PTO | Paid | Unpaid | Total | Job/Absence | Shift | |
| Sun | 08/11 | | | | | | | | | | | | add |
| Mor | 08/12 | 10:31 pm | 10:31 pm | 0h 0m | | | | 0h 0m | 0h 0m | 0h 0m | -Normal Work | 08:00PM-05:00AM | add edit del |
| | | 10:31 pm | 10:33 pm | 0h 2m | | | | 0h 2m | 0h 0m | 0h 2m | -Normal Work | 08:00PM-05:00AM | add edit del |
| | | 10:33 pm | na | | | | | 0h 0m | 0h 0m | 0h 0m | -Normal Work | 08:00PM-05:00AM | add edit del |
| Tue | 08/13 | 03:43 am | 03:43 am | 0h 0m | | | | 0h 0m | 0h 0m | 0h 0m | -Normal Work | 08:00PM-05:00AM | add edit del |
| | | 12:55 pm | 01:04 pm | 0h 9m | | | | 0h 9m | 0h 0m | 0h 9m | Department 2 - Job2 - Cleaning | 08:00PM-05:00AM | add edit del |
| Wee | 08/14 | | | | | | | | | | | | add |
| Thu | 08/15 | | | | | | | | | | | | add |
| Fri | 08/16 | | | | | | | | | | | | add |
| Sat | 08/17 | | | | | | | | | | | | add |
| | | | | 0h 11m | 0h 0m | 0h 0m | 0h 0m | 0h 11m | 0h 0m | 0h 11m | | | |
| | Date | In | Out | Reg | OT | DT | PTO | Paid | Unpaid | Total | Job/Absence | Shift | lindows |
| Sun | 08/18 | | | | | | | | | | | Activate | add |
| Mor | 08/19 | | | | | | | | | | | | s to activate additions |
| Tue | 08/20 | | | | | | | | | | | | add |
| Weo | 08/21 | | | | | | | | | | | | add |

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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.

[1) Select the date range and the name of the employee]

[2) Select what action to make, add a new entry, absence, or adjustment, edit an existing record, or delete an existing record]

| | | | _ | | | | | | | | | | Admin |
|---------|---------|------------------|----------|-----------------|-----------|-------|-----------|---------|----------------|-----------------|---------------------------------|-------------------------------|-------------------------|
| Settin | g Re | eq 1 List | View Da | y View PT | O Balance | Where | Who Is In | Message | Shift Schedule | Weekly Shift | Job Schedule | Approve Clock Points | Reports |
| etin B | oard My | Hours Ex | t 🖾 | | | 1.1 | | | | Not Approved Ve | | | |
| 08/01/2 | 024 🗰 | 09/30/2024 | | All Departments | | Admin | | • | Approve | Not Approved Te | Group by Da | ite | |
| | | | | | | Admin | | | | | Total Ho | urs: 32h 41m Unpaid Hours: 0h | 0m Paid Hours: 32h 41m |
| | Date | In | Out | Reg | OT | DT | PTO | Paid | Unpaid | Total | Job/Absence | Shift | |
| Thu | 08/01 | | | - | | | | | | | | | add |
| Fri | 08/02 | | | | | | | | | | | | add |
| Sat | 08/03 | | | | | | | | | | | | add |
| | | | | 0h 0m | 0h 0m | 0h 0m | 0h 0m | 0h 0m | 0h 0m | 0h 0m | | | |
| | Date | In | Out | Reg | OT | DT | PTO | Paid | Unpaid | Total | Job/Absence | Shift | |
| Sun | 08/04 | 09:00 am | 10:00 pm | 12h 30m | | | | 12h 30m | 0h 0m | 12h 30m | -Normal Work | shift1 (A) | add edit del |
| Mon | 08/05 | 09:00 am | 09:00 pm | 11h 30m | | | | 11h 30m | 0h 0m | 11h 30m | -Normal Work | shift1 (A) | add edit del |
| Tue | 08/06 | | | | | | | | | | | | add |
| Wed | 08/07 | | | | | | | | | | | | 2. add |
| Thu | 08/08 | | | | | | | | | | | | add |
| Fri | 08/09 | 09:00 am | na | | | | | 0h 0m | 0h 0m | 0h 0m | -Normal Work | | add edit del |
| Sat | 08/10 | 09:00 am | 06:00 pm | 8h 30m | | | | 8h 30m | 0h 0m | 8h 30m | -Normal Work | shift1 (A) | add edit del |
| | | | | 32h 30m | 0h 0m | 0h 0m | 0h 0m | 32h 30m | 0h 0m | 32h 30m | | | |
| | Date | In | Out | Reg | OT | DT | PTO | Paid | Unpaid | Total | Job/Absence | Shift | |
| Sun | 08/11 | | | | | | | | | | | | add |
| Mon | 08/12 | 10:31 pm | 10:31 pm | 0h 0m | | | | 0h 0m | 0h 0m | 0h 0m | -Normal Work | 08:00PM-05:00AM | add edit del |
| | | 10:31 pm | 10:33 pm | 0h 2m | | | | 0h 2m | 0h 0m | 0h 2m | -Normal Work | 08:00PM-05:00AM | add edit del |
| | | 10:33 pm | na | | | | | 0h 0m | 0h 0m | 0h 0m | -Normal Work | 08:00PM-05:00AM | add edit del |
| Tue | 08/13 | 03:43 am | 03:43 am | 0h 0m | | | | 0h 0m | 0h 0m | 0h 0m | -Normal Work | 08:00PM-05:00AM | add edit del |
| | | 12:55 pm | 01:04 pm | 0h 9m | | | | 0h 9m | 0h 0m | 0h 9m - 1 | Department 2 - Job2 Cleaning | - 08:00PM-05:00AM | add edit del |
| Wed | 08/14 | | | | | | | | | | | | add |
| Thu | 08/15 | | | | | | | | | | | | add |
| Fri | 08/16 | | | | | | | | | | | | add |
| Sat | 08/17 | | | | | | | | | | | | add |
| | | | | 0h 11m | 0h 0m | 0h 0m | 0h 0m | 0h 11m | 0h 0m | 0h 11m | | | |
| | Date | In | Out | Reg | OT | DT | PTO | Paid | Unpaid | Total | Job/Absence | Shift | Vindows |
| Sun | 08/18 | | | | | | | | | | | Activatev | add |
| Mon | 08/19 | | | | | | | | | | | Go to Setting | s to activate additions |
| Tue | 08/20 | | | | | | | | | | | | add |
| Wed | 08/21 | | | | | | | | | | | | add |

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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

| n Board My Ho | List urs Exit | View Day View F | PTO Balance | Where Who Is | In Message | Shift Schedule | e Weekly Shift Job Sche | edule Approve | e Clock Points | Reports |
|---------------|---------------|---------------------|----------------|-------------------------|------------|----------------|---------------------------------|---------------|----------------|--------------------|
| cations Photo | ıs G | PS 2. Edit C | lock Points | | | | | | | |
| /01/2024 葿 0 | 9/06/2024 | All Departmen | nts - | All Employees | ÷ | Get Address | | | | |
| Name | I/O | Date Time | IP | Device Type | Device ID | WIFI ID | | GPS Ad | dress | |
| Admin | IN | 08/04/2024 09:00 AM | 47.244.231.59 | web | 49 (49) | | | | | |
| Admin | OUT | 08/04/2024 10:00 PM | 47.244.231.59 | web | 49 (49) | | | | | |
| Admin | IN | 08/05/2024 09:00 AM | 47.244.231.59 | web | 49 (49) | | | | | |
| Admin | OUT | 08/05/2024 09:00 PM | 47.244.231.59 | web | 49 (49) | | | | | |
| Admin | IN | 08/09/2024 09:00 AM | 117.173.50.223 | web user clock | 64 (64) | | | | | |
| Admin | OUT | | | web | | | | | | |
| Admin | IN | 08/10/2024 09:00 AM | 47.244.231.59 | web | 49 (49) | | | | | |
| Admin | OUT | 08/10/2024 06:00 PM | 47.244.231.59 | web | 49 (49) | | | | | |
| 4. Admin | IN | 08/12/2024 10:31 PM | 47.244.231.59 | web user clock | 94 (94) | | [get address (22.3193, 114.1694 | -)] | | |
| Admin | OUT | 08/12/2024 10:31 PM | 47.244.231.59 | web user clock | 94 (94) | | [get address (22.3193, 114.1694 | -)] | | |
| Admin | IN | 08/12/2024 10:31 PM | 47.244.231.59 | web user clock | 94 (94) | | [get address (22.3193, 114.1694 | -)] | | |
| Admin | OUT | 08/12/2024 10:33 PM | 47.244.231.59 | web user clock | 94 (94) | | [get address (22.3193, 114.1694 | -)] | | |
| Admin | IN | 08/12/2024 10:33 PM | 47.244.231.59 | web user clock | 94 (94) | | [get address (22.3193, 114.1694 | 4)] | | |
| Admin | OUT | | | web | | | | | | |
| Admin | IN | 08/13/2024 03:43 AM | 47.244.231.59 | web pin clock | 94 (94) | | [get address (22.3193, 114.1694 | -)] | | |
| Admin | OUT | 08/13/2024 03:43 AM | 47.244.231.59 | web user clock | 94 (94) | | [get address (22.3193, 114.1694 | 4)] | Activate W | /indows |
| Admin | IN | 08/13/2024 12:55 PM | | desktop offline cloc | 99 (99) | | | | Go to Setting | to activate Window |
| Admin | OUT | 08/13/2024 01-04 PM | | desktop offline | 99 (99) | | | | | |

5. Filters for finding the specific information needed

6. User Image



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



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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.

| | | initially 10 | | 11.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1 | |
|-------------------------|----------------------------------|--------------|--------------------------|--|-----------|
| Department Name | Number of Employee | s | Working Now (| IN) NOT W | |
| No denartment | 5 | | 0 | | 5 |
| No department | , , | | ÿ | | <u>.</u> |
| Name | In / Out | Date | Time | Job / Pto Code | Device ID |
| Admin | OUT | | | | |
| test, Alvin Cullum York | OUT | | | | |
| Big Za, Big Za | OUT | | | | |
| Mary, Davis | OUT | | | | |
| John Wilson | OUT | | | | |
| Smit, Kris | OUT | | | | |
| Manager | OUT | | | | |
| Q2, Rosie | OUT | 2024-09-05 | 05:00 PM | -Normal Work | |
| sample employee | OUT | | | | |
| Michael, Smith | OUT | | | | |
| OpenTimeClock.com tec | hnical support email: support@op | small web | Q2 desktop/phone app Vic | leo Manual Go To Top Activate | e Windows |

eBook with HelpNDoc

Message

Message allows you to send message to your admins, managers, or co-workers within the system.

| | | | | | | | | | | - | | | | | | | Admin (1) |
|-------------|---------------------|------------|-----------|-------|-------|---------------------------|-------------|----------------|-----------------|--------------|------------------|---------|--------------|-----------|------------------------------|----------------------------|-----------|
| Se | etting | Req | List View | Day \ | /iew | PTO Balance | Where | Who Is In | Message | Shift Sched | ule Weekly | Shift J | lob Schedule | Approve | Clock Points | Reports | |
| Bulletii | n Board | My Hours | Exit 🐼 | | | | | | | | | | | | | | |
| lr All C | nbox Departments | Sent | Comp | ose | Su | ubject: Sample Message | | | | | | | | | | | |
| Sea | arch Name | | | Q | M | lessage: | | | | | | | | | | | |
| S 🛛 | elect All Red | eivers | | | 1 | This is just a sample | message. | | | | | | | | | | |
| | Admin | | | | | | | | | | | | | | | | |
| | test, Alvin C | ullum York | | | | | | | | | | | | | | | |
| | Big Za, Big | Za | | | | | | | | | | | | | | | |
| | Mary, Davis | | | | | | | | | | 10 | | | | | | |
| | Smit, Kris | | | | Г | Send | | | | | | | | | | | |
| | Manager | | | | 1 | | | | | | | | | | | | |
| | Q2, Rosie | | | | | | | | | | | | | | | | |
| | sample emp | loyee | | | | | | | | | | | | | | | |
| | Michael, Sm | ith | | | | | | | | | | | | | | | |
| | | | | | | | | | small | web | | | | | | | |
| | | | | OpenT | imeCl | lock.com technical su | upport emai | il: support@op | entimeclock.cor | n Product Q2 | lesktop/phone ap | pp Vide | o Manual | Go To Top | Activate W Go to Settings | /indows s to activate \ | Vinde 😰 |

| Inbox | Sent Com | pose | 08/06/2024 | 09/06/2024 | | | | | | | |
|---|---|-------------|--|--|--|---|--|---|--|---|--------------------------------------|
| | Receiver | | | | Message | | | | Status | Time | Delete |
| | Admin | Sample Mess | ge - This is just a s | sample message. | | | | | View (Unread) | 2024-09-05 | Del |
| | sample employee | Sample Mess | ge - This is just a s | | | | | | View (Unread) | 2024-09-05 | Del |
| | Manager | Sample Mess | ge - This is just a s | sample message. | | | | | View (Unread) | 2024-09-05 | Del |
| | John Wilson | Sample Mess | ge - This is just a s | | | | | | View (Unread) | 2024-09-05 | Del |
| | test, Alvin Cullum York | Sample Mess | ge - This is just a s | sample message. | | | | | View (Unread) | 2024-09-05 | Del |
| | Michael, Smith | Sample Mess | ge - This is just a s | | | | | | View (Unread) | 2024-09-05 | Del |
| | Mary, Davis | Sample Mess | <u>ge - This is just a s</u> | ample message. | | | | | View (Unread) | 2024-09-05 | Del |
| | Big Za, Big Za | Sample Mess | ge - This is just a s | sample message. | | | | | View (Unread) | 2024-09-05 | Del |
| | Smit, Kris | Sample Mess | ge - This is just a s | sample message. | | | | | View (Unread) | 2024-09-05 | Del |
| 0 | Q2, Rosie | Sample Mess | ge - This is just a s | | | | | | View (Unread) | 2024-09-05 | Del |
| wv.opentin | meclock.com/q2/mMessagesSe | OpenTimeCk | ck.com technical s | upport email: suppor | sma I@opentimeclock.co | II web m Product Q2 deskt | top/phone app | Video Manual | Go To Top Act Go t | ivate Windows o Settings to activa | te Windo R |
| ww.opentin Getting | meclock.com/q2/mMessagesSe Req 1 List Viev | OpenTimeCk | ck.com technical s | upport email: suppor Where Who | sma @opentimeclock.co | II web m Product Q2 deskt Shift Schedule Bulletin Board | weekly Sh My Hours | Video Manual ft Job Schedu Exit 🔀 | Go To Top Act Go to Clou | ivate Windows o Settings to activa ck Points Reports | te Windows Admin |
| ww.opentin ietting Inbox | meclock.com/q2/mMessagesSe Req 1 List View Sent Com | OpenTimeCk | ck.com technical s PTO Balance Show All Messaget | upport email: suppor | sma i@opentimeclock.co Is In Mess | n Product Q2 deskt | top/phone app Weekly Sh My Hours | Video Manual ft Job Schedu Exit 🔯 | Go To Top Act Go 1 Co Clore | ivate Windows o Settings to activa ck Points Reports | i te Winda G Admin S |
| ww.opentin Setting Inbox | meclack.com/q2/mMessagerSe Req 1 List View Sent Com | OpenTimeCk | Ck com technical s PTO Balance Show All Message | Where Who | eme @opentimeclock.co Is In Mess 1 | n Product Q2 deskt | top/phone app Weekly Sh My Hours | Video Manual ft Job Schedu Exit 🔀 | e Approve Clor | ivate Windows o Settings to activa ck Points Reports | Admin Admin S |
| Setting | Req Com/q2/mMessagesSe Req Com List View Sent Com Sender Admin | OpenTimeCk | ck com technical s PTO Balance Show All Messager ge - This is just a | where Who | sma i@opentimeclock.cd Is In Mess 1 | II web m Product 02 deskt Shift Schedule Bulletin Board | weekly Sh | Video Manual ft Job Schedu Exit 💽 | Go To Top Act Go to Close Approve Close Status View (Unread) | ivate Windows o Settings to activa ck Points Reports Time 2024-09-05 | Admin Admin S Delete Del |
| Setting | neclock.com/q2/mMessagerSe Req List View Sent Com Sender Admin | OpenTimeCk | ck com technical s PTO Balance Show All Messager ge - This is just a s | Where Who | sma i@opentimeclock.co Is In Mess | II web m Product 02 deskt Shift Schedule Bulletin Board | Weekly Sh | Video Manual ft Job Schedu Exit 💽 | Go To Top Act Go 1 Go 1 Go 1 Go 1 Go 1 Go 1 Go 1 Go 1 | ivate Windows o Settings to activa ck Points Reports Time 2024-09-05 | Admin Admin S |
| ww.opentin Setting | meclock.com/q2/mMessagesSe Req 1 List View Sent Com Sender Admin Read Delete Selecte | OpenTimeCk | ck com technical s PTO Balance Show All Messager ge - This is just a s | Where Who | sma i@opentimeclock.co Is In Mess 1 | II web m Product 02 deskt Shift Schedule Bulletin Board | weekly Sh | Video Manual ft Job Schedu Exit 🖾 | Go To Top Act Go 1 Go 1 Go 1 Status | ivate Windows o Settings to activa ck Points Reports Time 2024-09-05 | Admin Admin S Delete Del |
| ww.opentin Setting Inbox | meclock.com/q2/mMessagesSe Req List View Sent Com Sender Admin Read Delete Selecto | OpenTimeCk | ck com technical s PTO Balance Show All Messager ge - This is just a s | Where Who | sma i@opentimeclock.co Is In Mess 1 | II web m Product 02 deskt | Weekly Sh | Video Manual ft Job Schedu Exit 🖾 | Go To Top Act Go 1 Go 1 Status View (Urread) | ivate Windows o Settings to activa ck Points Reports Time 2024-09-05 | Admin S Delete Del |
| Setting | meclock.com/q2/mMessagesSe Req List View Sent Com Sender Admin Read Delete Selecto | OpenTimeCk | ck com technical s PTO Balance Show All Messager ge - This is just a s | Where Who | sma i@opentimeclock.co Is In Messet | II web m Product 02 deskt Shift Schedule Bulletin Board | Weekly Sh My Hours | Video Manual ft Job Schedu Exit 🔀 | Go To Top Act Go 1 Go 1 Status View (Unread) | ivate Windows o Settings to activa ck Points Reports Time 2024-09-05 | Admin Admin S Delete Del |
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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) Also shows Calendar View and Total Hours.
- 2. The user can edit or delete current schedules.
- 3. New items can be entered, deleted or schedules emailed to employees and also can import an Excel file and Switch a Shift.

| .ist View | | | All Shifts | - | 3. Impor | t Excel Switch Shift | Add Schedule Delete Select | ted Item Email Schedu |
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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

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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 (Unapproved)

- 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". Can also edit or delete.



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. Projects
- 5. Other
- 6. Customized
- 7. Developer API

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CSV Reports

Here are sample for the CSV reports that we have.

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| | ime Cards(archived employees) | * | Time Tracking (QuickBooks) | * | Users | * | Users Edit Log | * | | | | |
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ADP Paydata Report

Here is a sample Screenshot of ADP Paydata Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$

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ADP Payroll Report

Here is a sample of the ADP Payroll Report

Select the information you want to see on the report and click $\ensuremath{\mathsf{OK}}$

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| PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Payroll | ☆ | Salaried Employees | * |
| Time cards | ☆ | Time Cards(archived employees) | ☆ | Time Tracking (QuickBooks) | ☆ | Users | ☆ |
| PDF: | | | | | | | |
| Absences | * | Attendance By Employee | ☆ | Bi-weekly payroll | ☆ | Departmental detail | * |
| Departmental summary | * | Job detail | * | Job summary | * | Late and leaving early | ☆ |
| Payroll summary | * | Print QR Code | * | PTO Accruals | ☆ | Requests | * |

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| 2 Emplo | yee Name | Employee No | Date | InTime | OutTime | Hours | Hours (ho | Unpaid | Job/Absence | Employee | Manager | Comment | |
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| 4 Admin | ı | | 8/9/2022 | 11:34 AM | 12:00 AM | 12.43 | 12:26 | | Gold Testing | | | | |
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| 6 Admin | ı | | 8/11/2022 | 4:55 PM | 4:55 PM | 0 | 0:00 | | Gold Testing | test | | | |
| 7 Admin | ı | | 8/11/2022 | 4:55 PM | 4:56 PM | 0.02 | 0:01 | | Gold Testing | test | | | |
| 8 Admin | ı | | 8/11/2022 | 5:34 PM | 5:34 PM | 0 | 0:00 | | Gold Testing | | | | |
| 9 Admin | ı | | 8/11/2022 | 7:47 PM | 7:47 PM | 0 | 0:00 | | Gold Testing | | | | |
| 10 Admin | ı | | 8/11/2022 | 7:47 PM | 5:38 AM | 9.85 | 9:51 | | Gold Testing | | | | |
| 11 Admin | ı | | 8/12/2022 | 12:58 PM | 12:59 PM | 0.02 | 0:01 | | Gold Testing | | | | |
| 12 Admin | ı | | 8/12/2022 | 7:20 PM | | 0 | 0:00 | | Gold Testing | | | | |
| 13 Admin | ı | | 8/13/2022 | 3:46 PM | | 0 | 0:00 | | Gold Testing | | | | |
| 14 Admin | ı | | 8/15/2022 | 9:53 AM | 11:04 AM | 1.18 | 1:11 | | Gold Testing | | | | |
| 15 Admin | n | | 8/15/2022 | 5:54 PM | 5:54 PM | 0 | 0:00 | | | | | | |
| 16 Admin | n | | 8/16/2022 | 12:00 AM | | 8 | 8:00 | | 8 Personal | | | | |
| 17 Admin | n | | 8/16/2022 | 12:00 AM | | 0 | 0:00 | | | | | | |
| 18 Admin | n | | 8/16/2022 | 1:02 PM | 7:17 PM | 6.25 | 6:15 | | | | | | |
| 19 Admin | n | | 8/17/2022 | 8:46 PM | 8:46 PM | 0 | 0:00 | | | | | | |
| 20 Antho | ny Stark | | 8/1/2022 | 12:00 AM | | 8 | 8:00 | | General PTO | | | | |
| 21 Antho | ny Stark | | 8/4/2022 | 9:00 AM | | 9 | 9:00 | | General PTO | | | | |
| 22 Allison | n | | 8/1/2022 | 12:00 AM | | 8 | 8:00 | | General PTO | | | | |
| 23 Allisor | n | | 8/12/2022 | 12:00 AM | | 8 | 8:00 | | 8 Other | | | | |
| 24 Allisor | n | | 8/12/2022 | 9:00 AM | 6:00 PM | 9 | 9:00 | | client 1 | forgot to | clock out | | |
| 25 Allison | n | | 8/15/2022 | 9:00 AM | 11:39 PM | 14.65 | 14:39 | | | | | | |
| ac | | | a la c la ca | | | - | 0.00 | | o 1070 | | | | |
| | ADPPa | iyroll (+) | | | | • | | | | | | | • |
| READY | | | | | | | | | | II - | | | 100% |

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Audit Log Timecards Report

Here is a sample of the Audit logg timecards Report.

It shows you all the intaractions made on your employee timecards.

Select the information you want to see on the report and click \mathbf{OK}

| Settin | g | Requ | est | List Viev | v Day View | PTO Balanc | е | Where | Who Is In | Message | Shi | t Schedule | Job Schedule | Approve |
|---------------|-------------------------|---------|------|--------------|---------------|-------------------|---|-------|----------------|------------|-----|------------|-----------------|---------|
| Reports | My Ho | ours | Exit | \bigotimes | | | | | | | | | | |
| <u>Downlo</u> | Download Sample Reports | | | | | | | | | | | | | |
| CSV: | | | | | | | | _ | | | _ | | | |
| | ADP Pa | aydata | | ☆ | ADF | Payroll | * | | Audit log time | cards | ☆ | Millen | nium Payroll | * |
| | PayChe | (Payro | II | ☆ | PayChex | Payroll 2019 | ☆ | | Paylocity Pa | ayroll | ☆ | Salarie | d Employees | ☆ |
| | Time | cards | | ☆ | Time Cards(ar | chived employees) | * | Tir | ne Tracking (Q | uickBooks) | ☆ | | Users | ☆ |
| PDF: | | | | | | | | | | | | | | |
| | Abse | nces | | ☆ | Attendance | e By Employee | * | | Bi-weekly pa | ayroll | * | Depar | tmental detail | ☆ |
| Dep | partment | al sumr | nary | ☆ | Jol | b detail | ☆ | | Job summ | ary | ☆ | Late an | d leaving early | * |
| | Payroll s | ummar | у | * | Print | QR Code | * | | PTO Accru | ials | ☆ | R | equests | * |

| Setting Request List | t View | Day Vier Choose empl | ovee a | and date ra | nge | | × | ft Schedule | Job Schedule | Approve |
|-------------------------|----------|-------------------------------|--------|-------------|-----------------|-------|---|-------------|-----------------|---------|
| Reports My Hours Exit | 3 | | ., | | | | | | | |
| Download Sample Reports | <u>s</u> | Department: | All De | partments | • | | | | | |
| | | Employee: | All Em | ployee | • | | | | | |
| CSV: | | Date range: | 08/01/ | 2022 🗎 | 08/31/2022 | Ħ | | | | |
| ADP Paydata | * | AL | | | | ancol | | Millen | nium Payroll | ☆ |
| PayChex Payroll | * | PayChe | | | | ancei | - | Salarie | d Employees | * |
| Time cards | * | Time Cards(archived employees | * | Time Tra | acking (QuickBo | oks) | ☆ | | Users | * |
| PDF: | | | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi- | weekly payroll | | ☆ | Depart | mental detail | * |
| Departmental summary | * | Job detail | ☆ | J | ob summary | | ☆ | Late and | l leaving early | ☆ |
| Payroll summary | * | Print QR Code | ☆ | P | TO Accruals | | ☆ | R | equests | ☆ |
| Schedule | * | Simple payroll | ☆ | Wh | io has no entry | | ☆ | | | |

| A B C D E F G H I J K L M N I Date range B/31/2021 Action Time New Clock in Old clock in Old Clock out P Device id Wift Id GpsLat | A | L – | : 🗙 🗸 | f_X Date range | | | | | | | | | | | | ¥ |
|--|------|------------|---------------|------------------|-----------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------|---------|---------|--------|------|-----|
| I Barrange Byl/2022 By | | Α | В | С | D | E | F | G | н | 1 | J | K | L | М | N | |
| 2 Admin Admin Modify Advini admin Modify Bylo/2022 10.47 Bylo/2022 10.13 Did Clock out IP Device Id Wift Id GpsLat GpsLat <td>1</td> <td>Date range</td> <td>8/1/2022</td> <td>8/31/2022</td> <td></td> | 1 | Date range | 8/1/2022 | 8/31/2022 | | | | | | | | | | | | |
| 3 Admin Admin Madnin Admin Madnin Admin | 2 | Manager | Employee | Action | Action Time | New Clock in | New Clock out | Old clock in | Old Clock out | IP | Device Id | Wifi Id | GpsLat | GpsLon | | |
| 4 Admin Admin Admin Admin Admin Bit/2022 200 Bit/2022 000 Bit/2022 000 Bit/2022 200 | 3 | Admin | Admin | Modify | 8/10/2022 10:47 | 8/10/2022 10:13 | | 8/10/2022 10:13 | | 180.191.22.87 | 3685 | -1 | | | | |
| 5 Admin Admin Delete 8//2022 301 8//2022 000 12225159.245 3594 -1 7 Admin Admin Add 8/18/2022 847 8/16/2022 100 8/12/2022 209 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 8/4/2022 22.09 4/37.44.255 3790 -1 < | 4 | Admin | Admin | Add | 8/3/2022 3:01 | 8/1/2022 0:00 | | | | 182.253.159.245 | 3594 | -1 | | | | |
| 6 Admin Admin Admin Admin Admin Admin Modify 8/18/2022 8/46 8/4/2022 2009 8/4/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/2022 1800 8/16/ | 5 | Admin | Admin | Delete | 8/3/2022 3:01 | 8/1/2022 0:00 | | 8/1/2022 0:00 | | 182.253.159.245 | 3594 | -1 | | | | |
| 7 Admin Admin Modify 8/1/2022 17:00 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 22:09 8/4/2022 21:00 4937:44:25 3790 -1 - <td>6</td> <td>Admin</td> <td>Admin</td> <td>Add</td> <td>8/18/2022 8:46</td> <td>8/16/2022 0:00</td> <td></td> <td></td> <td></td> <td>49.37.44.255</td> <td>3790</td> <td>-1</td> <td></td> <td></td> <td></td> <td></td> | 6 | Admin | Admin | Add | 8/18/2022 8:46 | 8/16/2022 0:00 | | | | 49.37.44.255 | 3790 | -1 | | | | |
| 8 Admin Admin Modify 8/16/2022 13:02 8/16/2022 13:02 49:37:44:255 3790 -1 9 Admin Admin Addin 8/16/2022 13:02 8/16/2022 13:02 49:37:44:255 3790 -1 49:37:44:255 3790 -1 49:37:44:255 3790 -1 49:37:44:255 3790 -1 | 7 | Admin | Admin | Modify | 8/11/2022 17:20 | 8/4/2022 22:09 | 8/4/2022 23:09 | 8/4/2022 22:09 | 8/4/2022 22:09 | 124.105.178.78 | 3701 | -1 | | | | |
| 9 Admin Admin Addify 8/16/2022 1:48 8/16/2022 0:00 4937.44255 3790 -1 1 1 1 | 8 | Admin | Admin | Modify | 8/18/2022 8:47 | 8/16/2022 13:02 | 8/16/2022 19:17 | 8/16/2022 13:02 | | 49.37.44.255 | 3790 | -1 | | | | |
| 10 Admin Modify §/1/2022 17:31 §/9/2022 11:34 114 41.05178.78 3701 -1 < | 9 | Admin | Admin | Add | 8/18/2022 8:48 | 8/16/2022 0:00 | | | | 49.37.44.255 | 3790 | -1 | | | | |
| 11 Admin Anthony Stark Add 8//2022 son 8//2022 son 18/2022 son 18/202 3994 -1 | 10 | Admin | Admin | Modify | 8/11/2022 17:21 | 8/9/2022 11:34 | 8/10/2022 0:00 | 8/9/2022 11:34 | | 124.105.178.78 | 3701 | -1 | | | | |
| 12 Admin Athony Stark Add 8/4/2022 21:00 8/4/2022 9:00 184.177.53.175 36.18 -1 Image: Stark Image: St | 11 | Admin | Anthony Stark | Add | 8/3/2022 3:01 | 8/1/2022 0:00 | | | | 182.253.159.245 | 3594 | -1 | | | | |
| 13 Admin Allison Add 8/16/2022 13:53 8/16/2022 13:53 8/16/2022 13:00 65.168.64.11 3764 -1 <td< td=""><td>12</td><td>Admin</td><td>Anthony Stark</td><td>Add</td><td>8/4/2022 21:00</td><td>8/4/2022 9:00</td><td></td><td></td><td></td><td>184.177.53.175</td><td>3618</td><td>-1</td><td></td><td></td><td></td><td></td></td<> | 12 | Admin | Anthony Stark | Add | 8/4/2022 21:00 | 8/4/2022 9:00 | | | | 184.177.53.175 | 3618 | -1 | | | | |
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| 16 Admin Allison Add \$\$/16/202213:54 \$\$/17/2022108:0 651.68.64.11 3764 -1 <t< td=""><td>15</td><td>Admin</td><td>Allison</td><td>Modify</td><td>8/16/2022 13:53</td><td>8/16/2022 9:00</td><td>8/16/2022 18:00</td><td>8/16/2022 9:00</td><td>8/16/2022 18:00</td><td>65.168.64.11</td><td>3764</td><td>-1</td><td></td><td></td><td></td><td></td></t<> | 15 | Admin | Allison | Modify | 8/16/2022 13:53 | 8/16/2022 9:00 | 8/16/2022 18:00 | 8/16/2022 9:00 | 8/16/2022 18:00 | 65.168.64.11 | 3764 | -1 | | | | |
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| 18 Admin Allison Add \$\$/16/202215:4\$ \$\$/18/202218:0\$ \$\$65168.64.11 3764 -1 \$\$ \$\$ 19 Admin Allison Add \$\$/15/202213:3\$ \$\$/12/202100 \$\$ | 17 | Admin | Allison | Add | 8/16/2022 13:54 | 8/17/2022 9:00 | 8/17/2022 18:00 | | | 65.168.64.11 | 3764 | -1 | | | | |
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| 20 Admin Allison Add 8/15/2022 11:39 8/15/2022 9:00 180.191.2.87 3743 -1 15.651 120.77 21 Admin Allison Modify 8/15/2022 11:39 8/15/2022 9:00 180.191.2.87 3743 -1 15.6515 120.77 21 Admin Allison Modify 8/15/2022 11:39 8/15/2022 2:339 8/15/2022 9:00 180.191.2.87 3733 -1 15.6515 120.77 22 Admin Allison Add 8/11/2022 17:18 8/12/2022 18:00 124.105.178.78 3701 -1 -1 < | 19 | Admin | Allison | Add | 8/3/2022 3:01 | 8/1/2022 0:00 | | | | 182.253.159.245 | 3594 | -1 | | | | |
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| 22 Admin Allison Add 8/12/2022 17:18 8/12/2022 18:00 124.105.178.78 3701 -1 -1 23 Admin Allison Add 8/12/2022 17:18 8/12/2022 18:00 124.105.178.78 3701 -1 -1 -1 23 Admin Allison Add 8/12/2022 17:18 8/12/2022 18:00 124.105.178.78 3701 -1 -1 -1 -1 -1 -2 24 Admin Allison Add 8/12/2022 17:19 8/19/2022 0:00 124.105.178.78 3701 -1 -1 -1 -1 -2 25 Admin Allison Add 8/16/2022 0:00 49.37.44.255 3790 -1 -1 -1 -2 26 Admin Test User Add 8/12/202 0:00 182.253.159.245 3594 -1 -1 -2 28 Admin DRR User Add 8/12/202 0:00 182.253.159.245 3594 -1 -2 28 Admin DR User Add 8/12/202 0:00 182.253.159.245 3594 -1 <t< td=""><td>21</td><td>Admin</td><td>Allison</td><td>Modify</td><td>8/15/2022 11:39</td><td>8/15/2022 9:00</td><td>8/15/2022 23:39</td><td>8/15/2022 9:00</td><td></td><td>180.191.22.87</td><td>3743</td><td>-1</td><td>15.6515</td><td>120.77</td><td></td><td></td></t<> | 21 | Admin | Allison | Modify | 8/15/2022 11:39 | 8/15/2022 9:00 | 8/15/2022 23:39 | 8/15/2022 9:00 | | 180.191.22.87 | 3743 | -1 | 15.6515 | 120.77 | | |
| 22 Admin Allison Add 8/11/2022 17:18 8/12/022 18:00 124.105.178.78 3701 -1 24 Admin Allison Add 8/12/022 17:19 8/19/022 0:00 124.105.178.78 3701 -1 24 Admin Allison Add 8/12/022 17:19 8/19/022 0:00 124.105.178.78 3701 -1 25 Admin Allison Add 8/18/022 8:46 8/16/022 0:00 49.37.44.255 3790 -1 26 Admin Test User Add 8/12/022 18:00 49.37.44.255 3790 -1 | 22 | Admin | Allison | Add | 8/11/2022 17:18 | 8/12/2022 0:00 | | | | 124.105.178.78 | 3701 | -1 | | | | |
| 24 Admin Allison Add 8/11/2022 17:19 8/19/2022 000 124.105178.78 3701 -1 1 | 23 | Admin | Allison | Add | 8/11/2022 17:18 | 8/12/2022 9:00 | 8/12/2022 18:00 | | | 124.105.178.78 | 3701 | -1 | | | | |
| 25 Admin Allison Add 8/18/2022 8:46 8/16/2020 000 49.37.44.255 3790 -1 26 Admin Allison Add 8/18/2022 8:48 8/16/2020 000 49.37.44.255 3790 -1 -1 27 Admin Test User Add 8/18/2022 8:48 8/16/2020 000 49.37.44.255 3790 -1 -1 28 Admin D&R User Add 8/3/2022 3:01 8/1/2022 0:00 182.255.159.245 3594 -1 -1 4 MuitlogTimeCards (3) (4) 8/3/2022 3:01 8/1/2022 0:00 182.255.159.245 3594 -1 -1 | 24 | Admin | Allison | Add | 8/11/2022 17:19 | 8/19/2022 0:00 | | | | 124.105.178.78 | 3701 | -1 | | | | |
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| Z2 Admin Test User Add 8//2022 0:01 8//2022 0:00 182 253 159 245 3594 -1 1 28 Admin D&R User Add 8/3/2022 0:00 182 253 159 245 3594 -1 1 <td>26</td> <td>Admin</td> <td>Allison</td> <td>Add</td> <td>8/18/2022 8:48</td> <td>8/16/2022 0:00</td> <td></td> <td></td> <td></td> <td>49.37.44.255</td> <td>3790</td> <td>-1</td> <td></td> <td></td> <td></td> <td></td> | 26 | Admin | Allison | Add | 8/18/2022 8:48 | 8/16/2022 0:00 | | | | 49.37.44.255 | 3790 | -1 | | | | |
| 28 Addition D&R User Add 8/3/2022 3:01 8/1/2022 0:00 182.253.159.245 3594 -1 AuditLogTimeCards (3) + - - - - - - - - - - + - - - - - - + - + - - + - + - + - + - + + - + | 27 | Admin | Test User | Add | 8/3/2022 3:01 | 8/1/2022 0:00 | | | | 182.253.159.245 | 3594 | -1 | | | | |
| ← AuditLogTimeCards (3) ⊕ <td>28</td> <td>Admin</td> <td>D&R User</td> <td>Add</td> <td>8/3/2022 3:01</td> <td>8/1/2022 0:00</td> <td></td> <td></td> <td></td> <td>182.253.159.245</td> <td>3594</td> <td>-1</td> <td></td> <td></td> <td></td> <td></td> | 28 | Admin | D&R User | Add | 8/3/2022 3:01 | 8/1/2022 0:00 | | | | 182.253.159.245 | 3594 | -1 | | | | |
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| READY | | | AuditLog lime | Lards (3) (+) | | | | | • | | | | | | | • |
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Millennium Payroll Report

Here is a sample Screenshot of Millennium Payroll Report

Select the information you want to see on the report and click OK





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Paychex Payroll

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MillenniumPayroll 🕀

Here is a sample Screenshot of Paychex Report

Select the information you want to see on the report and click OK

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17 8

| Settin | ig R | equest | List View | w Day View | PTO Balance | V | Vhere | Who Is In | Message | Shif | t Schedule | Job Schedule | Approve |
|---------------|-----------------|---------------|-----------|-----------------|------------------|---|-------|-----------------|------------|------|------------|------------------|---------|
| Reports | My Hou | rs Exi | it 😒 | | | | | | | | | | |
| <u>Downlo</u> | oad Sam | <u>ple Re</u> | ports | | | | | | | | | | |
| CSV: | | | | | | | | | | | | | |
| | ADP Paydata | | | ADP | Payroll | ☆ | | Audit log time | cards | * | Miller | nnium Payroll | * |
| | PayChex Payroll | | ☆ | PayChex F | Payroll 2019 | * | | Paylocity Pa | yroll | * | Salari | ed Employees | * |
| | Time cards | | \$ | Time Cards(arcl | nived employees) | ☆ | Tir | ne Tracking (Qu | iickBooks) | * | | Users | ☆ |
| PDF: | PDF: | | | | | | | | | | | | |
| | Absenc | es | ☆ | Attendance | By Employee | ☆ | | Bi-weekly pa | ayroll | * | Depa | tmental detail | ☆ |
| Dep | partmental | summary | * | Job | detail | ☆ | | Job summ | ary | * | Late ar | id leaving early | * |
| | Payroll sun | imary | ☆ | Print Q | R Code | ☆ | | PTO Accru | als | * | F | Requests | ☆ |

| Setting Request L | ist Viev | v Day Vier Choo | se employee | and date rar | nge | | × | t Schedule Job Schedu | le Appro |
|-----------------------|-------------|-----------------------|------------------|--------------|--------------|--------|---|------------------------|----------|
| Reports My Hours Exit | \boxtimes | | | | 0 | | | | |
| Download Sample Repo | rts | Dep | partment: All De | epartments | | - | | | |
| r | | E | mployee: All En | nployee | | • | | | |
| CSV: | | Dat | e range: 08/01 | /2022 | 08/31/202 | 2 | | | |
| ADP Paydata | \$ | A | | | | | | Millennium Payroll | ☆ |
| PayChex Payroll | ☆ | PayCh | | OK | | Cancel | _ | Salaried Employees | ☆ |
| Time cards | ☆ | Time Cards(archived e | employees) 🖈 | Time Trac | cking (Quick | Books) | * | Users | ☆ |
| PDF: | | | | | | | | | |
| Absences | ☆ | Attendance By Em | iployee 🖈 | Bi-v | veekly payro | II | * | Departmental detail | ☆ |
| Departmental summary | ☆ | Job detail | * | Jc | ob summary | | ☆ | Late and leaving early | ☆ |
| Payroll summary | ☆ | Print QR Cod | ie 🖈 | P | TO Accruals | | * | Requests | * |
| Schedule | * | Simple payro | л і х | Who | o has no ent | ry | * | | |

| A | L • • | X V Jx Depart | ment | | | | | | | | | | |
|----|--------------|-------------------|---------|-----|------|-------|-------|--------|-------|---|---|---|---|
| | Α | В | С | D | Е | F | G | н | I. | J | К | L | М |
| 1 | Department | Name | Regular | от | DT | Leave | Paid | Unpaid | Total | | | | |
| 2 | | Admin | 22.45 | 5.3 | 0 | 0 | 27.75 | 8 | 35.75 | | | | |
| 3 | sample | Allison | 40 | 8 | 5.65 | 16 | 69.65 | 16 | 85.65 | | | | |
| 4 | Gold | Allison1 | 0 | 0 | 0 | 8 | 8 | 8 | 16 | | | | |
| 5 | Gold | Anthony Stark | 0 | 0 | 0 | 17 | 17 | 0 | 17 | | | | |
| 6 | Sample | Bubba | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 7 | | Bud Wiser | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 8 | office | Cedrik Bertin | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 9 | | Craig | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 10 | office | D&R User | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 11 | | Filthy | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 12 | New Dept | Gallespie, Dizzie | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 13 | Service Dept | Godfrey Awasi | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 14 | New Dept | Guy Light | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 15 | New Dept | Haris Khan | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 16 | Paint | Mary Smith | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 17 | | Matt1 | 0 | 0 | 0 | 17 | 17 | 0 | 17 | | | | |
| 18 | Shop | Matt123 | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 19 | New Dept | MattOTC | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 20 | | MEOW MEOW | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 21 | New Dept | mmguser | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 22 | | Sample Emp | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 23 | New Dept | test test123 | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 24 | | Test User | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 25 | | Test123 | 0 | 0 | 0 | 8 | 8 | 0 | 8 | | | | |
| 20 | | TE 14004 | | | | - | | | | | | | |

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Paychex Payroll 2019

Here is a sample Screenshot of Paychex Payroll 2019 Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$

| Settin | g | Requ | iest | List Vie | w Da | y View | PTO Ba | lance | Where | Who Is In | Message | Shi | ift Schedule | Job Schedul | e Approve |
|---------|-----------------|--------|------|-------------|------------|--------------|-------------|-------|----------------|----------------|---------|-----|--------------|-----------------|-----------|
| Reports | My H | ours | Exit | \boxtimes | | | | | | | | | | | |
| Downlo | ad Sa | imple | Rep | <u>orts</u> | | | | | | | | | | | |
| CSV: | | | | | | | | | | | | | | | |
| | ADP Paydata | | | ☆ | | ADP | Payroll | * | | Audit log time | e cards | * | Millen | nium Payroll | ☆ |
| | PayChex Payroll | | | ☆ | P | ayChex F | ayroll 2019 | * | | Paylocity Pa | ayroll | * | Salarie | d Employees | \$ |
| | Time cards | | ☆ | Time C | Cards(arc) | nived employ | yees) 🖈 | Ti | me Tracking (Q | uickBooks) | * | | Users | ☆ | |
| PDF: | | | | | | | | | | | | | | | |
| | Abse | nces | | ☆ | Att | endance | By Employe | e ☆ | | Bi-weekly p | ayroll | ☆ | Depart | mental detail | ☆ |
| Dep | partment | al sum | mary | ☆ | | Job | detail | * | | Job summ | ary | * | Late an | d leaving early | ☆ |
| | Payroll s | ummar | у | ☆ | | Print Q | R Code | * | | PTO Accru | lals | ☆ | R | equests | ☆ |

| Setting Request | List Viev | v Day Vier Choose empl | oyee a | nd date range | × | ft Schedule Job Schedule | e Approve |
|----------------------------------|-----------|---------------------------|--------------------|----------------------------|---|--------------------------|-----------|
| Reports My Hours Exit | orts | Department: Employee: | All Dep All Emp | partments | | | |
| ADP Paydata | * | Date range: | 08/01/2 | 08/31/2022 | | Millennium Payroll | ☆ |
| PayChex Payroll Time cards | ☆ | PayCh. | ;) ☆ | Time Tracking (QuickBooks) | * | Salaried Employees | ☆ |
| PDF: | | | | | | | |
| Absences Departmental summary | ☆ ☆ | Attendance By Employee | * | Bi-weekly payroll | ☆ | Departmental detail | * |
| Payroll summary | * | Print QR Code | ☆ | PTO Accruais | ☆ | Requests | * |
| Schedule | ☆ | Simple payroll | * | Who has no entry | ☆ | | |

| Q16 🝷 : 🗙 | $\checkmark f_x$ | | | | | | | | | | | | | ~ |
|--------------------|-------------------|---------|-------------|------------------|-----|-----------|------|-----------|----------|-------|-------|---|---|--------|
| A | ВС | D | E | F G | | н | J | К | L | м | Ν | 0 | Р | Q 🔺 |
| 1 Department Emplo | yeeNo Name | Regular | General P H | lolidays 1 Other | Per | sonal PTO | Sick | Statutory | Vacation | Vacay | Total | | | |
| 2 | Admin | 27.75 | 0 | 0 | 0 | 8 | 0 | 0 0 | 0 0 | 0 | 35.75 | | | |
| 3 sample | Allison | 53.65 | 16 | 0 | 8 | 8 | 0 | 0 0 | 0 0 | 0 | 85.65 | | | |
| 4 Gold | Allison1 | 0 | 8 | 0 | 8 | 0 | 0 | 0 0 | 0 0 | 0 | 16 | | | |
| 5 Gold | Anthony Stark | 0 | 17 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 17 | | | |
| 6 Sample | Bubba | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 7 | Bud Wiser | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 8 office | 1 Cedrik Bertin | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 9 | Craig | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 10 office | 50 D&R User | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 11 | 4321 Filthy | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 12 New Dept | Gallespie, Dizzie | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 13 Service Dept | Godfrey Awasi | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 14 New Dept | Guy Light | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 15 New Dept | 5 Haris Khan | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 16 Paint | Mary Smith | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 17 | Matt1 | 0 | 17 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 17 | | | |
| 18 Shop | Matt123 | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 19 New Dept | MattOTC | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 20 | MEOW MEOW | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 21 New Dept | mmguser | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 22 | Sample Emp | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 23 New Dept | test test123 | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 24 | Test User | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| 25 | Test123 | 0 | 8 | 0 | 0 | 0 | 0 | 0 0 | 0 0 | 0 | 8 | | | |
| Day Chay Da | | - | - | _ | ^ | - | · . | | · ^ | - | • | | | ¥ |
| PayCnexPa | | | | | | | | | | | | | | • |
| READY | | | | | | | | | | | | - | | + 100% |

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Paylocity Payroll

Here is a sample Screenshot of Paylocity Payroll Report

Select the information you want to see on the report and click $\ensuremath{\mathsf{OK}}$

| Setting | Request | List View | Day View | PTO Balance | e W | here Who Is In | Message | Sh | ift Schedule | Job Schedule | Approve |
|-----------------|----------------|--------------|-----------------|------------------|--------|------------------|------------|----|--------------|-----------------|----------|
| Reports My | Hours Exit | \boxtimes | | | | | | | | | |
| Download S | Sample Rep | <u>ports</u> | | | | | | | | | |
| CSV: | | | | | | | | | | | |
| ADP | Paydata | * | ADP I | Payroll | ☆ | Audit log time | e cards | * | Millen | nium Payroll | ☆ |
| | | | | | | | | | | | |
| PayCh | hex Payroll | ਸ | PayChex F | ayroll 2019 | ਸ | Paylocity Pa | ayroll | ਸ | Salarie | d Employees | ਸ |
| Tim | ne cards | * | Time Cards(arch | nived employees) | ☆ | Time Tracking (Q | uickBooks) | * | | Users | ☆ |
| PDF: | | | | | | | | | | | |
| Ab | sences | * | Attendance | By Employee | ☆ | Bi-weekly p | ayroll | ☆ | Depart | tmental detail | ☆ |
| Departme | ental summary | * | Job | detail | ☆ | Job summ | ary | ☆ | Late an | d leaving early | ☆ |
| Payrol | II summary | * | Print Q | R Code | ☆ | PTO Accru | lals | ☆ | R | equests | * |
| Cotting | Doquact | Lict Vio | | | | | | | ft Sobodulo | Job Sabadula | Δορτογίο |
| Setting | Request | | w Day vie | Choose emplo | oyee a | and date range | | × | t Schedule | JOD SCHEdule | Approve |
| Reports My | / Hours Ex | it 🖾 | | Department: | All De | partments | - | | | | |
| <u>Download</u> | Sample Re | <u>ports</u> | | Employee: | All Em | plovee | • | | | | |
| CSV: | | | | Date range: | 08/01/ | 2022 08/31 | /2022 | | | | |
| ADI | P Paydata | * | At | | | | | | Miller | nnium Payroll | * |
| PayC | Chex Payroll | * | PayChe | | | ОК | Cancel | | Salarie | ed Employees | * |
| Th | molearde | | Time Carde(arc | bived employees | | Timo Tracking (C | wickPooke) |] | | Licore | |
| | | ^ | | inved employees, | | | | | | Users | |
| PDF: | | | | | | | | | | | |
| A | bsences | * | Attendance | By Employee | ☆ | Bi-weekly p | ayroll | ☆ | Depar | tmental detail | ☆ |
| Departm | nental summary | * | Job | detail | ☆ | Job summ | nary | * | Late an | d leaving early | * |
| Payro | oll summary | * | Print C | QR Code | ☆ | PTO Accr | uals | ☆ | F | Requests | ☆ |
| s | Schedule | * | Simpl | e payroll | ☆ | Who has no | entry | ☆ | | | |

| A B C D E F G H I J K L M N I Employee No Employee Name Earning Type Hours Department Pay rate I I J K L M N I 2 Admin E REG 23.45 O O I I J K L M N I 2 Admin E REG 23.45 O O I I J K L M N I 4 Allison E REG 40 sample O I <tdi< th=""><th>~</th></tdi<> | ~ |
|---|-----|
| I Employee Name Earning Type Hours Department Pay rate Image Image <td>0 🔺</td> | 0 🔺 |
| 2 Admin E REG 23.45 0 <th< td=""><td></td></th<> | |
| 3 Admin E OT 4.3 O< | |
| 4 Allison E REG 40 sample 0 <td></td> | |
| 5 Allison E OT 8 sample 0 | |
| 6 Allison E DT 5.65 sample 0 | |
| 7 Allison1 E REG 0 Gold 0 1 <th1< th=""> <th1< th=""> 1 <</th1<></th1<> | |
| 8 Anthony Stark E REG 0 Gold 0 | |
| 9 Bubba E REG 0 Sample 0 0 0 0 10 Bud Wiser E REG 0 <td></td> | |
| 10 Bud Wiser E REG 0 0 | |
| | |
| 11 1 Cedrik Bertin E REG 0 office 0 | |
| 12 Craig E REG 0 0 | |
| 13 50 D&R User E REG 0 office 0 | |
| 14 4321 Filthy E REG 0 0 | |
| 15 Gallespie, Dizzie E REG 0 New Dept 0 | |
| 16 Godfrey Awasi E REG 0 Service Dept 0 | |
| 17 Guy Light E REG 0 New Dept 0 | |
| 18 5 Haris Khan E REG 0 New Dept 0 | |
| 19 Mary Smith E REG 0 Paint 0 | |
| 20 Matt1 E REG 0 0 | |
| 21 Matt123 E REG 0 Shop 0 | |
| 22 MattOTC E REG 0 New Dept 0 | |
| 23 MEOW MEOW E REG 0 0 | |
| 24 mmguser E REG 0 New Dept 0 | |
| 25 Sample Emp E REG 0 0 0 | |
| | |
| YaylocityPayroli (1) (+) : 4 | • |

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Salaried Employees

Here is a sample Screenshot of Salaried Employee Report

Select the information you want to see on the report and click \mathbf{OK}

| Settin | g | Requ | est | List View | / Day∖ | /iew | PTO E | Balance | ۷ | Where | Who Is In | Messag | e S | Shift Schedule | Job Schedu | ile Appr | ove |
|---------------|-----------------|---------|------|-------------|----------|-----------|-----------|----------|---|---------------|---------------|-------------|--------|----------------|------------------|----------|-----|
| Reports | My H | ours | Exit | \otimes | | | | | | | | | | | | | |
| <u>Downlo</u> | ad Sa | mple | Rep | <u>orts</u> | | | | | | | | | | | | | |
| CSV: | | | | | | | | | | | | | | | | | |
| | ADP Paydata | | * | | ADP F | Payroll | | ☆ | | Audit log tin | e cards | ☆ | Miller | nnium Payroll | ☆ | | |
| | PayChex Payroll | | * | Pay | Chex P | ayroll 20 | 19 | \$ | | Paylocity I | Payroll | * | Salari | ed Employees | ☆ | | |
| | Time | cards | | ☆ | Time Car | ds(arch | nived emp | oloyees) | ☆ | Tin | ne Tracking (| QuickBooks) | ☆ | | Users | ☆ | |
| PDF: | Time cards | | | | | | | | | | | | | | | | |
| | Abse | nces | | * | Atten | dance (| By Emplo | yee | ☆ | | Bi-weekly | payroll | ☆ | Depa | rtmental detail | * | |
| Dep | partment | al sumn | nary | * | | Job (| detail | | ☆ | | Job sum | mary | ☆ | Late ar | nd leaving early | ☆ | |
| | Payroll s | ummaŋ | / | * | I | Print Q | R Code | | ☆ | | PTO Acc | ruals | ☆ | F | Requests | ☆ | |



| A | 1 • | $\times \checkmark f_x$ | Departmer | ıt | | | | | | | | | | | | | | | | ۷ |
|------|--------------|-------------------------|--------------|-------------|-----------|------------|-----------|---|---|---|-----|---|---|---|---|---|--------------|---|---|-----|
| | Α | В | C | D | E | F | G | н | 1 | J | K | L | M | N | 0 | Р | Q | R | S | |
| 1 | Department | Employee Name | Period Type | Salary Amor | Plan Hour | Average Ho | urly Rate | | | | | | | | | | | | | |
| 2 | | Admin | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 3 | Gold | Anthony Stark | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 4 | sample | Allison | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 5 | | Test User | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 6 | office | D&R User | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 7 | | MEOW MEOW | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 8 | Sample | Bubba | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 9 | | Filthy | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 10 | office | Cedrik Bertin | Monthly | \$1,450 | 40 | 36.25 | | | | | | | | | | | | | | |
| 11 | Paint | Mary Smith | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 12 | | Matt1 | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 13 | Shop | Matt123 | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 14 | Gold | Allison1 | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 15 | | Test123 | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 16 | | Sample Emp | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 17 | New Dept | TEst1234 | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 18 | New Dept | testt12333 | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 19 | New Dept | MattOTC | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 20 | New Dept | test test123 | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 21 | New Dept | Haris Khan | Monthly | \$270,000 | 40 | 6750 | | | | | | | | | | | | | | |
| 22 | New Dept | Gallespie, Dizzie | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 23 | Service Dept | Godfrey Awasi | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 24 | New Dept | mmguser | Monthly | \$3,000 | 40 | 75 | | | | | | | | | | | | | | |
| 25 | PM | testing otc | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 26 | | Craig | Weekly | \$O | 40 | 0 | | | | | | | | | | | | | | |
| 27 | | Bud Wiser | Weekly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| 28 | New Dept | Guy Light | Semi-Monthly | \$0 | 40 | 0 | | | | | | | | | | | | | | |
| - 20 | < > _ | SalariedEmployees | + | - | 10 | - | | | | | : [| • | | | | | | | | ▶ |
| RE | ADY | | | | | | | | | | | | | | | | — - — | | + | 90% |
| | | | | | | | | | | | | | | | | | | | | |

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Time cards

Here is a sample Screenshot of Time cards Report

Select the information you want to see on the report and click OK

| Setting | g Request | List Viev | v Day View PTO Ba | lance W | here Who Is In | Message S | Shift Schedule | Job Schedule | Approve |
|---------------|-------------------|--------------|----------------------------|---------|---------------------|-----------|----------------|-----------------|---------|
| Reports | My Hours Exit | \boxtimes | | | | | | | |
| <u>Downlo</u> | ad Sample Rep | <u>ports</u> | | | | | | | |
| CSV: | | | | | | | | | |
| | ADP Paydata | ☆ | ADP Payroll | * | Audit log time ca | ards 🖈 | Millen | nium Payroll | ☆ |
| F | PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Payr | roll 🖈 | Salarie | ed Employees | * |
| | Time cards | ☆ | Time Cards(archived employ | yees) 🖈 | Time Tracking (Quic | kBooks) | | Users | ☆ |
| PDF: | | | | | | | | | |
| | Absences | * | Attendance By Employe | e 🖈 | Bi-weekly pay | roll 🖈 | Depar | tmental detail | * |
| Dep | artmental summary | * | Job detail | * | Job summar | y ☆ | Late an | d leaving early | ☆ |
| F | Payroll summary | * | Print QR Code | * | PTO Accrual | s 🖈 | R | Requests | ☆ |

| Setting Request List V | /iew Day Vier Choose empl | oyee and date range | × | Schedule Job Schedule | Approve |
|-------------------------|-------------------------------|--------------------------------|-----|------------------------|---------|
| Reports My Hours Exit | | | - | | |
| Download Sample Reports | Department: | All Departments 🔹 | - 1 | | |
| | Employee: | All Employee | - 1 | | |
| CSV: | Date range: | 08/01/2022 | | | |
| ADP Paydata | AL | | | Millennium Payroll | * |
| PayChex Payroll | PayChe | OK Cancel | | Salaried Employees | * |
| Time cards | Time Cards(archived employees |) 🛪 Time Tracking (QuickBooks) | * | Users | * |
| PDF: | | | | | |
| Absences | Attendance By Employee | Bi-weekly payroll | * | Departmental detail | ☆ |
| Departmental summary | Job detail | ★ Job summary | * | Late and leaving early | * |
| Payroll summary | Print QR Code | ★ PTO Accruals | * | Requests | ☆ |
| Schedule | Simple payroll | ★ Who has no entry | * | | |

| C4 | | \checkmark : \times f_x Admin | | | | | | | | | | | | | | | | | | | |
|-----|------------|-------------------------------------|----------|---------------|-----------------|-----------------|-------|-------|---------|------------------|-----------------|--------------|---------|----------------|---------------|-----------|-----------|-----------|-----------|----------|---|
| | А | | в | С | D | E | F | G | н | 1 | J | K | L | М | N | 0 | Р | Q | R | S | |
| 1 | Date range | - 1 | 8/1/2022 | 8/31/2022 | | | | | | | | | | | | | | | | | |
| 2 | UserName | Emplo | oyee No. | Employee name | In date time | Out date time | Hours | Hours | Minutes | In date time raw | Out date time r | Job/Absence | Shift | In IP | Out IP | In device | Out devid | Employe | Manager | Approved | |
| 3 | 1 | | | Admin | 8/4/2022 22:09 | 8/4/2022 23:09 | 1 | 1:00 | 60 | 8/4/2022 22:09 | 8/4/2022 23:09 | Gold Testing | 1 | 108.203.127.19 | 108.203.127.1 | 3619 | 3619 | | | NO | |
| 4 | 1 | | | Admin | 8/9/2022 11:34 | 8/10/2022 0:00 | 11.43 | 11:26 | 686 | 8/9/2022 11:34 | 8/10/2022 0:00 | Gold Testing | 1 | 49.145.227.68 | | 3667 | | | | NO | |
| 5 | 1 | | | Admin | 8/10/2022 10:13 | | 0 | 0:00 | 0 | 8/10/2022 10:13 | | Gold Testing | 1 | 180.191.22.87 | | 3685 | -1 | | test | NO | |
| 6 | 1 | | | Admin | 8/11/2022 16:55 | 8/11/2022 16:55 | 0 | 0:00 | 0 | 8/11/2022 16:55 | 8/11/2022 16:55 | Gold Testing | 1 | 124.105.178.78 | 124.105.178.7 | 3701 | 3701 | test | | NO | |
| 7 | 1 | | | Admin | 8/11/2022 16:55 | 8/11/2022 16:56 | 0.02 | 0:01 | 1 | 8/11/2022 16:55 | 8/11/2022 16:56 | Gold Testing | 1 | 124.105.178.78 | 124.105.178.7 | 3701 | 3701 | test | | NO | |
| 8 | 1 | | | Admin | 8/11/2022 17:34 | 8/11/2022 17:34 | 0 | 0:00 | 0 | 8/11/2022 17:34 | 8/11/2022 17:34 | Gold Testing | 1 | 124.105.178.78 | 124.105.178.7 | 3526 | 3526 | | | NO | |
| 9 | 1 | | | Admin | 8/11/2022 19:47 | 8/11/2022 19:47 | 0 | 0:00 | 0 | 8/11/2022 19:47 | 8/11/2022 19:47 | Gold Testing | 1 | 187.250.65.225 | 187.250.65.22 | 3707 | 3707 | | | NO | |
| 10 | 1 | | | Admin | 8/11/2022 19:47 | 8/12/2022 5:38 | 8.85 | 8:51 | 531 | 8/11/2022 19:47 | 8/12/2022 5:38 | Gold Testing | 1 | 187.250.65.225 | 49.124.135.21 | 3707 | 3711 | | | NO | |
| 11 | 1 | | | Admin | 8/12/2022 12:58 | 8/12/2022 12:59 | 0.02 | 0:01 | 1 | 8/12/2022 12:58 | 8/12/2022 12:59 | Gold Testing | 1 | 115.135.26.197 | 115.135.26.19 | 3715 | 3715 | | | NO | |
| 12 | 1 | | | Admin | 8/12/2022 19:20 | | 0 | 0:00 | 0 | 8/12/2022 19:20 | | Gold Testing | 1 | 173.14.35.229 | | 3721 | | | | NO | |
| 13 | 1 | | | Admin | 8/13/2022 15:46 | | 0 | 0:00 | 0 | 8/13/2022 15:46 | | Gold Testing | 1 | 105.67.1.57 | | 3724 | | | | NO | |
| 14 | 1 | | | Admin | 8/15/2022 9:53 | 8/15/2022 11:04 | 1.18 | 1:11 | 71 | 8/15/2022 9:53 | 8/15/2022 11:04 | Gold Testing | 1 | 199.18.4.114 | 180.191.22.87 | 3741 | 3743 | | | NO | |
| 15 | 1 | | | Admin | 8/15/2022 17:54 | 8/15/2022 17:54 | 0 | 0:00 | 0 | 8/15/2022 17:54 | 8/15/2022 17:54 | | 1 | 180.191.22.87 | 180.191.22.87 | 3737 | 3737 | | | NO | |
| 16 | 1 | | | Admin | 8/16/2022 0:00 | | 8 | 8:00 | 480 | 8/16/2022 0:00 | | Personal | 1 | 49.37.44.255 | 49.37.44.255 | 3790 | 3790 | | | NO | |
| 17 | 1 | | | Admin | 8/16/2022 0:00 | | 0 | 0:00 | 0 | 8/16/2022 0:00 | | BONUS + \$8 | | 49.37.44.255 | 49.37.44.255 | 3790 | 3790 | | | NO | |
| 18 | 1 | | | Admin | 8/16/2022 13:02 | 8/16/2022 19:17 | 5.25 | 5:15 | 315 | 8/16/2022 13:02 | 8/16/2022 19:17 | | 1 | 207.54.106.201 | L | 3762 | | | | NO | |
| 19 | 1 | | | Admin | 8/17/2022 20:46 | 8/17/2022 20:46 | 0 | 0:00 | 0 | 8/17/2022 20:46 | 8/17/2022 20:46 | | 1 | 24.137.133.137 | 24.137.133.13 | 3783 | 3783 | | | NO | |
| 20 | ashrack | | | Allison | 8/1/2022 0:00 | | 8 | 8:00 | 480 | 8/1/2022 0:00 | | General PTO | 1 | 182.253.159.24 | 182.253.159.2 | 3594 | 3594 | | | NO | |
| 21 | ashrack | | | Allison | 8/12/2022 0:00 | | 8 | 8:00 | 480 | 8/12/2022 0:00 | | Other | 1 | 124.105.178.78 | 124.105.178.7 | 3701 | 3701 | | | NO | |
| 22 | ashrack | | | Allison | 8/12/2022 9:00 | 8/12/2022 18:00 | 8 | 8:00 | 480 | 8/12/2022 9:00 | 8/12/2022 18:00 | client 1 | 1 | 124.105.178.78 | 124.105.178.7 | 3701 | 3701 | forgot to | clock out | NO | |
| 23 | ashrack | | | Allison | 8/15/2022 9:00 | 8/15/2022 23:39 | 13.65 | 13:39 | 819 | 8/15/2022 9:00 | 8/15/2022 23:39 | | 1 | 180.191.22.87 | | 3743 | -1 | | | NO | |
| 24 | ashrack | | | Allison | 8/16/2022 0:00 | | 8 | 8:00 | 480 | 8/16/2022 0:00 | | General PTO | 1 | 65.168.64.11 | 65.168.64.11 | 3764 | 3764 | | | NO | |
| 25 | ashrack | | | Allison | 8/16/2022 0:00 | | 8 | 8:00 | 480 | 8/16/2022 0:00 | | Personal | 1 | 49.37.44.255 | 49.37.44.255 | 3790 | 3790 | | | NO | |
| 26 | ashrack | | | Allison | 8/16/2022 0:00 | | 0 | 0:00 | 0 | 8/16/2022 0:00 | | BONUS + \$8 | | 49.37.44.255 | 49.37.44.255 | 3790 | 3790 | | | NO | |
| 27 | ashrack | | | Allison | 8/16/2022 9:00 | 8/16/2022 18:00 | 8 | 8:00 | 480 | 8/16/2022 9:00 | 8/16/2022 18:00 | | Morning | 65.168.64.11 | 65.168.64.11 | 3764 | 3764 | | | NO | |
| 28 | ashrack | | | Allison | 8/17/2022 9:00 | 8/17/2022 18:00 | 8 | 8:00 | 480 | 8/17/2022 9:00 | 8/17/2022 18:00 | | 1 | 65.168.64.11 | 65.168.64.11 | 3764 | 3764 | | | NO | |
| 29 | ashrack | | | Allison | 8/17/2022 9:00 | 8/17/2022 18:00 | 8 | 8:00 | 480 | 8/17/2022 9:00 | 8/17/2022 18:00 | | 1 | 65.168.64.11 | 65.168.64.11 | 3764 | 3764 | | | NO | |
| 30 | ashrack | | | Allison | 8/18/2022 9:00 | 8/18/2022 18:00 | 8 | 8:00 | 480 | 8/18/2022 9:00 | 8/18/2022 18:00 | | 1 | 65.168.64.11 | 65.168.64.11 | 3764 | 3764 | | | NO | |
| 31 | ashrack | | | Allison | 8/19/2022 0:00 | | 0 | 0:00 | 0 | 8/19/2022 0:00 | | BONUS + \$8 | | 124.105.178.78 | 124.105.178.7 | 3701 | 3701 | | | NO | |
| 32 | ash | | | Allison1 | 8/1/2022 0:00 | | 8 | 8:00 | 480 | 8/1/2022 0:00 | | General PTO | 1 | 182.253.159.24 | 182.253.159.2 | 3594 | 3594 | | | NO | Ŧ |
| | < | 1 | Timecar | d (2) 🔶 | | | | | | | | : • | | | | | | | | • | |
| REA | DY | | | | | | | | | | | | | | E | # m | III. | | | - + 80% | 4 |

Created with the Personal Edition of HelpNDoc: Easy CHM and documentation editor

Time Cards (Archived Employees)

Here is a sample Screenshot of Time cards(archived employees) Report

Select the information you want to see on the report and click OK

| Setting | Req | uest | List Viev | v Day View | PTO Balance | ÷ \ | Where | Who Is In | Message | Shif | t Schedule | Job Schedule | Approve |
|----------------|--------------|--------------|-------------|---------------|-------------------|-----|-------|-----------------|------------|------|------------|-----------------|---------|
| Reports | My Hours | Exit | \boxtimes | | | | | | | | | | |
| <u>Downloa</u> | d Sample | <u>ə Rep</u> | orts | | | | | | | | | | |
| CSV: | | | | | | | | | | | | | |
| A | ADP Paydata | | ☆ | ADF | Payroll | * | | Audit log time | cards | ☆ | Miller | inium Payroll | ☆ |
| Pa | ayChex Payr | oll | ☆ | PayChex | Payroll 2019 | * | | Paylocity Pa | yroll | ☆ | Salarie | ed Employees | * |
| | Time cards | | ☆ | Time Cards(ar | chived employees) | ☆ | Ti | me Tracking (Qu | iickBooks) | ☆ | | Users | ☆ |
| PDF: | | | | | | | | | | | | | |
| | Absences | | ☆ | Attendance | e By Employee | * | | Bi-weekly pa | ayroll | \$ | Depar | tmental detail | ☆ |
| Depar | rtmental sum | imary | * | Jot | detail | ☆ | | Job summa | ary | ☆ | Late an | d leaving early | * |
| Pa | ayroll summa | ry | ☆ | Print | QR Code | ☆ | | PTO Accru | als | ☆ | F | lequests | ☆ |

| Setting Request L | ist Viev | v Day Vier Choose emplo | yee a | and date range | × | ft Schedule | Job Schedule | Approve |
|-----------------------|------------|--------------------------------|---------|----------------------------|----|-------------|---------------|----------|
| Reports My Hours Exit | \otimes | | | | | | | |
| Download Sample Peno | rte | Department: | All De | partments • | | | | |
| Download Gample Repo | 115 | Employee. | All Arc | hived Employees | | | | |
| | | 2 | | nived Employees | | | | |
| CSV: | | Date range: | 08/01/ | 2022 🗰 08/31/2022 🗰 | | | | |
| ADP Paydata | ☆ | AL | | | | Millenni | um Payroll | * |
| | | | | OK Cancel | | | | |
| PayChex Payroll | ☆ | PayChe | | | | Salaried | Employees | * |
| | . . | | ٦. | | ٦. | | | ٦. |
| Time cards | x | Time Cards(archived employees) | × | Time Tracking (QuickBooks) | x | U | sers | ¥ |
| DDE | | | | | | | | |
| PDF: | | | | | | | | |
| Absences | ☆ | Attendance By Employee | * | Bi-weekly payroll | ☆ | Departm | iental detail | * |
| | | | | | | | | |
| Departmental summary | ☆ | Job detail | \$ | Job summary | * | Late and | leaving early | * |
| Davrall aummany | * | Dript OD Code | * | | * | De | nuceto | → |
| Payroll summary | ~ | | | PTO Acciuais | | Re | quesis | |
| Schedule | * | Simple payroll | ☆ | Who has no entry | ☆ | | | |
| | | | | | | | | |

| C4 | - : × | fx | Admin | | | | | | | | | | | | | | | | ۷ |
|-------------|----------------|---------------|-----------------|-----------------|-------|-------|---------|------------------|-----------------|--------------|---------|----------------|-----------------|-----------|-----------|-----------|-----------|---------|----|
| A | В | С | D | E | F | G | н | 1 | , | K | L | М | N | 0 | Р | Q | R | s | |
| 1 Date rans | e 8/1/2022 | 8/31/2022 | | | | | | | | | | | | | | | | | ıН |
| 2 UserNam | e Employee No. | Employee name | In date time | Out date time | Hours | Hours | Minutes | In date time raw | Out date time r | Job/Absence | Shift | In IP | Out IP | In device | Out devic | Employe | Manager | Approve | |
| 3 | 1 | Admin | 8/4/2022 22:09 | 8/4/2022 23:09 | 1 | 1:00 | 60 | 8/4/2022 22:09 | 8/4/2022 23:09 | Gold Testing | 1 | 108.203.127.19 | 108.203.127.1 | 3619 | 3619 | | | NO | |
| 4 | 1 | Admin | 8/9/2022 11:34 | 8/10/2022 0:00 | 11.43 | 11:26 | 686 | 8/9/2022 11:34 | 8/10/2022 0:00 | Gold Testing | 1 | 49.145.227.68 | | 3667 | | | | NO | |
| 5 | 1 | Admin | 8/10/2022 10:13 | | 0 | 0:00 | 0 | 8/10/2022 10:13 | | Gold Testing | 1 | 180.191.22.87 | | 3685 | -1 | | test | NO | |
| 6 | 1 | Admin | 8/11/2022 16:55 | 8/11/2022 16:55 | 0 | 0:00 | 0 | 8/11/2022 16:55 | 8/11/2022 16:55 | Gold Testing | 1 | 124.105.178.78 | 124.105.178.7 | 3701 | 3701 | test | | NO | |
| 7 | 1 | Admin | 8/11/2022 16:55 | 8/11/2022 16:56 | 0.02 | 0:01 | 1 | 8/11/2022 16:55 | 8/11/2022 16:56 | Gold Testing | 1 | 124.105.178.78 | 124.105.178.7 | 3701 | 3701 | test | | NO | |
| 8 | 1 | Admin | 8/11/2022 17:34 | 8/11/2022 17:34 | 0 | 0:00 | 0 | 8/11/2022 17:34 | 8/11/2022 17:34 | Gold Testing | 1 | 124.105.178.78 | 124.105.178.7 | 3526 | 3526 | | | NO | |
| 9 | 1 | Admin | 8/11/2022 19:47 | 8/11/2022 19:47 | 0 | 0:00 | 0 | 8/11/2022 19:47 | 8/11/2022 19:47 | Gold Testing | 1 | 187.250.65.225 | 187.250.65.22 | 3707 | 3707 | | | NO | |
| 10 | 1 | Admin | 8/11/2022 19:47 | 8/12/2022 5:38 | 8.85 | 8:51 | 531 | 8/11/2022 19:47 | 8/12/2022 5:38 | Gold Testing | 1 | 187.250.65.225 | 49.124.135.21 | 3707 | 3711 | | | NO | |
| 11 | 1 | Admin | 8/12/2022 12:58 | 8/12/2022 12:59 | 0.02 | 0:01 | 1 | 8/12/2022 12:58 | 8/12/2022 12:59 | Gold Testing | 1 | 115.135.26.197 | 7 115.135.26.19 | 3715 | 3715 | | | NO | |
| 12 | 1 | Admin | 8/12/2022 19:20 | | 0 | 0:00 | 0 | 8/12/2022 19:20 | | Gold Testing | 1 | 173.14.35.229 | | 3721 | | | | NO | |
| 13 | 1 | Admin | 8/13/2022 15:46 | | 0 | 0:00 | 0 | 8/13/2022 15:46 | | Gold Testing | 1 | 105.67.1.57 | | 3724 | | | | NO | |
| 14 | 1 | Admin | 8/15/2022 9:53 | 8/15/2022 11:04 | 1.18 | 1:11 | 71 | 8/15/2022 9:53 | 8/15/2022 11:04 | Gold Testing | 1 | 199.18.4.114 | 180.191.22.87 | 3741 | 3743 | | | NO | |
| 15 | 1 | Admin | 8/15/2022 17:54 | 8/15/2022 17:54 | 0 | 0:00 | 0 | 8/15/2022 17:54 | 8/15/2022 17:54 | | 1 | 180.191.22.87 | 180.191.22.87 | 3737 | 3737 | | | NO | |
| 16 | 1 | Admin | 8/16/2022 0:00 | | 8 | 8:00 | 480 | 8/16/2022 0:00 | | Personal | 1 | 49.37.44.255 | 49.37.44.255 | 3790 | 3790 | | | NO | |
| 17 | 1 | Admin | 8/16/2022 0:00 | | 0 | 0:00 | 0 | 8/16/2022 0:00 | | BONUS + \$8 | | 49.37.44.255 | 49.37.44.255 | 3790 | 3790 | | | NO | |
| 18 | 1 | Admin | 8/16/2022 13:02 | 8/16/2022 19:17 | 5.25 | 5:15 | 315 | 8/16/2022 13:02 | 8/16/2022 19:17 | | 1 | 207.54.106.201 | 1 | 3762 | | | | NO | |
| 19 | 1 | Admin | 8/17/2022 20:46 | 8/17/2022 20:46 | 0 | 0:00 | 0 | 8/17/2022 20:46 | 8/17/2022 20:46 | | 1 | 24.137.133.137 | 7 24.137.133.13 | 3783 | 3783 | | | NO | |
| 20 ashrack | | Allison | 8/1/2022 0:00 | | 8 | 8:00 | 480 | 8/1/2022 0:00 | | General PTO | 1 | 182.253.159.24 | 182.253.159.2 | 3594 | 3594 | | | NO | |
| 21 ashrack | | Allison | 8/12/2022 0:00 | | 8 | 8:00 | 480 | 8/12/2022 0:00 | | Other | 1 | 124.105.178.78 | 124.105.178.7 | 3701 | 3701 | | | NO | |
| 22 ashrack | | Allison | 8/12/2022 9:00 | 8/12/2022 18:00 | 8 | 8:00 | 480 | 8/12/2022 9:00 | 8/12/2022 18:00 | client 1 | 1 | 124.105.178.78 | 124.105.178.7 | 3701 | 3701 | forgot to | clock out | NO | |
| 23 ashrack | | Allison | 8/15/2022 9:00 | 8/15/2022 23:39 | 13.65 | 13:39 | 819 | 8/15/2022 9:00 | 8/15/2022 23:39 | | 1 | 180.191.22.87 | | 3743 | -1 | | | NO | |
| 24 ashrack | | Allison | 8/16/2022 0:00 | | 8 | 8:00 | 480 | 8/16/2022 0:00 | | General PTO | 1 | 65.168.64.11 | 65.168.64.11 | 3764 | 3764 | | | NO | |
| 25 ashrack | | Allison | 8/16/2022 0:00 | | 8 | 8:00 | 480 | 8/16/2022 0:00 | | Personal | 1 | 49.37.44.255 | 49.37.44.255 | 3790 | 3790 | | | NO | |
| 26 ashrack | | Allison | 8/16/2022 0:00 | | 0 | 0:00 | 0 | 8/16/2022 0:00 | | BONUS + \$8 | | 49.37.44.255 | 49.37.44.255 | 3790 | 3790 | | | NO | |
| 27 ashrack | | Allison | 8/16/2022 9:00 | 8/16/2022 18:00 | 8 | 8:00 | 480 | 8/16/2022 9:00 | 8/16/2022 18:00 | | Morning | 65.168.64.11 | 65.168.64.11 | 3764 | 3764 | | | NO | |
| 28 ashrack | | Allison | 8/17/2022 9:00 | 8/17/2022 18:00 | 8 | 8:00 | 480 | 8/17/2022 9:00 | 8/17/2022 18:00 | | 1 | 65.168.64.11 | 65.168.64.11 | 3764 | 3764 | | | NO | |
| 29 ashrack | | Allison | 8/17/2022 9:00 | 8/17/2022 18:00 | 8 | 8:00 | 480 | 8/17/2022 9:00 | 8/17/2022 18:00 | | 1 | 65.168.64.11 | 65.168.64.11 | 3764 | 3764 | | | NO | |
| 30 ashrack | | Allison | 8/18/2022 9:00 | 8/18/2022 18:00 | 8 | 8:00 | 480 | 8/18/2022 9:00 | 8/18/2022 18:00 | | 1 | 65.168.64.11 | 65.168.64.11 | 3764 | 3764 | | | NO | |
| 31 ashrack | | Allison | 8/19/2022 0:00 | | 0 | 0:00 | 0 | 8/19/2022 0:00 | | BONUS + \$8 | | 124.105.178.78 | 8 124.105.178.7 | 3701 | 3701 | | | NO | |
| 32 ash | | Allison1 | 8/1/2022 0:00 | | 8 | 8:00 | 480 | 8/1/2022 0:00 | | General PTO | 1 | 182.253.159.24 | 182.253.159.2 | 3594 | 3594 | | | NO | Ŧ |
| | Timecar | rd (2) 🕂 | | | | | | | | : 4 | | | | | | | | |] |
| READY | | | | | | | | | | | | | E | | . 🛄 - | | H | -+ 80 | % |

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Time Tracking (Quickbooks)

Here is a sample Screenshot of Time Tracking (Quickbooks) Report

Select the information you want to see on the report and click \mathbf{OK}

| Setting | Request | List View | Day View | PTO Balance | e Wł | nere Who Is In | Message | Shif | ft Schedule | Job Schedule | Approve | | | | |
|------------|--|--------------|-----------------|-------------------|---------|-------------------|------------|------|-------------|-----------------|---------|--|--|--|--|
| Reports My | Hours Exit | \boxtimes | | | | | | | | | | | | | |
| Download S | Sample Rep | <u>oorts</u> | | | | | | | | | | | | | |
| CSV | | | | | | | | | | | | | | | |
| ADP | Paydata | ☆ | ADP | Payroll | * | Audit log time | cards | ☆ | Millen | nium Payroll | ☆ | | | | |
| BayCh | , Paurall | | Day Chay (| | * | Devlecity De | weell | ÷ | Calaria | d Employeee | * | | | | |
| FayCi | lex Payroli | | FayCliex | ayroll 2019 | | | ayron | ^ | Salarie | d Employees | | | | | |
| Tim | e cards | * | Time Cards(arcl | nived employees) | ☆ | Time Tracking (Qu | uickBooks) | ☆ | | Users | * | | | | |
| PDF: | | | | | | | | | | | | | | | |
| Ab | sences | * | Attendance | By Employee | * | Bi-weekly pa | ayroll | ☆ | Depart | mental detail | * | | | | |
| Departme | ental summary | * | Job | detail | ☆ | Job summa | ary | ☆ | Late and | l leaving early | ☆ | | | | |
| Payrol | II summary | ☆ | Print Q | R Code | ☆ | PTO Accru | ials | ☆ | R | equests | * | | | | |
| | Payroll summary 🖈 Print QR Code 🖈 PTO Accruals 🛠 Requests 🖈 | | | | | | | | | | | | | | |
| Setting | Setting Request List View Day Vier Choces employee and data server | | | | | | | | | | | | | | |
| Reports My | Hours Exi | it 🖾 | | Choose emplo | oyee a | ind date range | | ^ | | | | | | | |
| Download | Sample Re | ports | | Department: | All Dep | partments | • | | | | | | | | |
| | | | | Employee: | All Emp | ployee | • | | | | | | | | |
| CSV: | | | | Date range: | 08/01/2 | 2022 🗰 08/31 | /2022 | | | | | | | | |
| ADI | P Paydata | × | AL | | | ОК | Cancel | | Miller | inium Payroli | × | | | | |
| PayC | hex Payroll | \$ | PayChe | | | | | | Salarie | ed Employees | ☆ | | | | |
| Tir | me cards | * | Time Cards(ard | chived employees) | ☆ | Time Tracking (Q | uickBooks) | ☆ | | Users | \$ | | | | |
| PDF: | | | | | | | | | | | | | | | |
| A | bsences | * | Attendance | By Employee | ☆ | Bi-weekly p | ayroll | ☆ | Depar | tmental detail | * | | | | |
| Departm | ental summary | * | Jot | detail | ☆ | Job summ | nary | ☆ | Late an | d leaving early | * | | | | |
| Payro | oll summary | * | Print | QR Code | ☆ | PTO Accr | uals | * | F | tequests | * | | | | |
| | | | | | | | | | | | | | | | |
| | chedule | \$ | Simpl | e pavroll | | Who has no | entry | * _ | | | | | | | |

| J1 | 8 * | $X \sim f_x$ | [employee not | e] forgot to cl | ock out | | | | | | | | ~ |
|-----|------------|---------------------|------------------|-----------------|--------------|--------------|----------|-------|----------|-------------------------------------|--------------|---|-------|
| | А | В | С | D | E | F | G | н | 1 | J | К | L | M |
| 1 | Date range | 8/1/2022 | 8/31/2022 | | | | | | | | | | |
| 2 | Name | Department | Transaction Date | Customer | Service Item | Payroll Item | Duration | Class | Billable | Notes | Job Code | | |
| 3 | Admin | | 8/4/2022 | Gold Testing | | Hourly wage | 1 | | N | | Gold Testing | | |
| 4 | Admin | | 8/9/2022 | Gold Testing | | Hourly wage | 11.43 | | N | | Gold Testing | | |
| 5 | Admin | | 8/10/2022 | Gold Testing | | Hourly wage | 0 | | N | [manager comment]test | Gold Testing | | |
| 6 | Admin | | 8/11/2022 | Gold Testing | | Hourly wage | 0 | | N | [employee note] test | Gold Testing | | |
| 7 | Admin | | 8/11/2022 | Gold Testing | | Hourly wage | 0.02 | | N | [employee note] test | Gold Testing | | |
| 8 | Admin | | 8/11/2022 | Gold Testing | | Hourly wage | 0 | | N | | Gold Testing | | |
| 9 | Admin | | 8/11/2022 | Gold Testing | | Hourly wage | 0 | | N | | Gold Testing | | |
| 10 | Admin | | 8/11/2022 | Gold Testing | | Hourly wage | 8.85 | | N | | Gold Testing | | |
| 11 | Admin | | 8/12/2022 | Gold Testing | | Hourly wage | 0.02 | | N | | Gold Testing | | |
| 12 | Admin | | 8/12/2022 | Gold Testing | | Hourly wage | 0 | | N | | Gold Testing | | |
| 13 | Admin | | 8/13/2022 | Gold Testing | | Hourly wage | 0 | | N | | Gold Testing | | |
| 14 | Admin | | 8/15/2022 | Gold Testing | | Hourly wage | 1.18 | | N | | Gold Testing | | |
| 15 | Admin | | 8/15/2022 | | | Hourly wage | 0 | | N | | | | |
| 16 | Admin | | 8/16/2022 | | | Hourly wage | 5.25 | | N | | | | |
| 17 | Admin | | 8/17/2022 | | | Hourly wage | 0 | | N | | | | |
| 18 | Allison | sample | 8/12/2022 | client 1 | | Hourly wage | 8 | | N | [employee note] forgot to clock out | client 1 | | |
| 19 | Allison | sample | 8/15/2022 | | | Hourly wage | 13.65 | | N | | | | |
| 20 | Allison | sample | 8/16/2022 | | | Hourly wage | 8 | | N | | | | |
| 21 | Allison | sample | 8/17/2022 | | | Hourly wage | 8 | | N | | | | |
| 22 | Allison | sample | 8/17/2022 | | | Hourly wage | 8 | | N | | | | |
| 23 | Allison | sample | 8/18/2022 | | | Hourly wage | 8 | | N | | | | |
| 24 | MattOTC | New Dept | 8/15/2022 | Gold Testing | | Hourly wage | 0 | | N | | Gold Testing | | |
| 25 | | | | | | | | | | | | | |
| -00 | 4 | TimeTrackingQuickBo | ok 🕀 | | | | | | : 4 | | | | |
| | DY | The TrackingQuickBo | | _ | _ | | _ | _ | | | | | 1000/ |

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Users

Here is a sample Screenshot of Users Report

Select the information you want to see on the report and click \mathbf{OK}

| Setting Request I | _ist Viev | v Day View PTO Balance | Э | Where | Who Is In | Message | Sh | ift Schedule | Job Schedule | Approve |
|-----------------------|-------------|--------------------------------|---|-------|-----------------|-----------|----|--------------|-----------------|---------|
| Reports My Hours Exit | \boxtimes | | | | | | | | | |
| Download Sample Repo | <u>orts</u> | | | | | | | | | |
| CSV: | | | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | * | | Audit log time | cards | ☆ | Miller | nium Payroll | ☆ |
| PayChex Payroll | ☆ | PayChex Payroll 2019 | ☆ | | Paylocity Pa | yroll | \$ | Salarie | ed Employees | ☆ |
| Time cards | ☆ | Time Cards(archived employees) | ☆ | Ti | me Tracking (Qu | ickBooks) | ☆ | | Users | ☆ |
| PDF: | | | | | | | | | | |
| Absences | ☆ | Attendance By Employee | ☆ | | Bi-weekly pa | yroll | * | Depar | tmental detail | * |
| Departmental summary | ☆ | Job detail | ☆ | | Job summa | ary | * | Late an | d leaving early | * |
| Payroll summary | ☆ | Print QR Code | * | | PTO Accru | als | * | F | Requests | * |

| 4 | | C | D | - | F | C. | | | K | |
|---------------|-------------------|------------------|------------|--------------|--------------|-------------------|-----------|---|-------|--|
| A DepartmentN | B Namo | Email | UserName | Polo | EmployeeNe | G TimeZono | Digit ID | 1 | K | |
| Departmentiv | Admin | 419840316@cg.com | Oserivanie | 1 Admin | Linployeeivo | America/New York | Digit ID | | | |
| sample | Allison | 415040510@qq.com | ashrack | Employee | | Asia/Tainei | 4444 | | | |
| Gold | Allison1 | | ash | Employee | | Asia/Tainei | 10 | | | |
| Gold | Anthony Stark | | 902 | 210 Employee | | America/New York | 10 | | | |
| Sample | Bubba | | Bubba | Employee | | America/Detroit | 4221 | | | |
| | Bud Wiser | | Bud | Employee | | America/Detroit | 55555 | | | |
| office | Cedrik Bertin | | CECE | Employee | 1 | Europe/Paris | 0 | | | |
| | Craig | | Craig | Employee | | America/Detroit | 12345 | | | |
| office | D&R User | | 0 | 10 Employee | 50 |) Europe/London | 4321 | | | |
| 1 | Filthy | | McNasty | Employee | 4321 | 1 America/Detroit | 2345 | | | |
| New Dept | Gallespie, Dizzie | csr@arberinc.com | DGallespie | Employee | | Africa/Abidian | 9666 | | | |
| Service Dept | Godfrey Awasi | - | gawasi | Employee | | Africa/Kampala | | | | |
| New Dept | Guy Light | | Glight | Employee | | America/Detroit | | | | |
| New Dept | Haris Khan | | Haris | Manager | 5 | 5 Asia/Karachi | 123456789 | | | |
| 5 Paint | Mary Smith | | Msmith | Employee | | America/New York | | | | |
| r | Matt1 | | M1tt | Manager | | America/New York | | | | |
| 3 Shop | Matt123 | | M1234 | Manager | | America/New York | | | | |
| New Dept | MattOTC | | MOTC123 | Employee | | America/Detroit | 1234567 | | | |
| | MEOW MEOW | | J WATSON | Employee | | America/Detroit | | | | |
| New Dept | mmguser | | mmg | Employee | | Africa/Accra | | | | |
| 2 | Sample Emp | | Se123 | Employee | | America/Detroit | | | | |
| 8 New Dept | Test for demo | | tdemo | Manager | | America/Detroit | 123411 | | | |
| New Dept | test test123 | | tst123 | Employee | | America/Detroit | | | | |
| 5 | Test User | | : | LO6 Employee | | America/Detroit | 1212 | | | |
| · . | | | | | | • • /= • • | | | | |

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PDF Reports

Here are sample for the PDF reports that we have.

| PDF: | | | | | | | | | | | | |
|------|-------------|-----|------------------------|----|-------------------|-----|---------------------|-----|----------------------|----|----------------|----|
| | Absences | * | Attendance By Employee | * | Bi-weekly payroll | * | Departmental detail | * | Departmental summary | * | Job detail | * |
| | Job summary | * | Late and leaving early | * | Payroll summary | * | Print QR Code | * | PTO Accruals | * | Requests | * |
| | Schedule | * | Simple payroll | * | Who has no entry | * | | | | | | |
| | | | | | | | | | | | | |
| Cre | eated with | the | Personal Edit | on | of HelpNDoc: | Ехр | erience the po | wei | r of a responsi | ve | website for yo | ur |

documentation

Absences

Here is a sample Screenshot of Absences Report

Select the information you want to see on the report and click OK

| Setting Request | List Viev | v Day View PTO I | Balance W | here Who | Is In I | lessage | Shift So | chedule Job Schedule | Approve | Reports |
|-----------------------|-------------|---------------------------|-------------------------------|--|--------------|----------------------|----------------------|----------------------------|---------|---------|
| My Hours Exit 🔀 | | | | | | | | | | |
| Download Sample Repo | <u>orts</u> | | | | | | | | | |
| CSV: | | | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | * | Audit | log time ca | irds 🕇 | ۲ | Millennium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 20 | 19 🖈 | Pay | locity Payro | oli 🖌 | τ [| Salaried Employees | ☆ | |
| Time and | * | Time Oanda (anthing down | | Time Tee | | (De eliz) | • | lleen | | |
| Time cards | × | Time Cards(archived emp | noyees) | Time Trac | CKING (QUIC) | (BOOKS) | • | Users | A | |
| PDF: | | | | | | | | | | |
| Absences | ☆ | Attendance By Emplo | iyee 🖈 | Bi-w | eekly payr | sil z | t | Departmental detail | * | |
| Departmental summary | * | Job detail | ☆ | Jo | b summary | 7 | ۲ | Late and leaving early | ☆ | |
| Payroll summary | * | Print QR Code | * | PT | O Accruals | ; ¥ | ۲ | Requests | * | |
| Schedule | * | Simple payroll | * | Who | has no en | try 🗲 | t | | | |
| | | | | | | | | | | |
| Setting Request Li | ist View | Day View PTO | Choose emp | loyee and d | late rang | e | | le Job Schedule | Approve | Reports |
| My Hours Exit 🔀 | | | | | | | | | | |
| Download Sample Repor | <u>ts</u> | | Department: | All Departme | ents | • | | | | |
| 0.81/1 | | | Employee: | All Employee | • | • | | | | |
| ADP Pavdata | * | ADP Pavroll | Date range. | 08/01/2022 | | 08/31/2022 | | illennium Pavroll | * | |
| | | | | [| ОК | Ca | ncel | | J n. | |
| PayChex Payroll | x | PayChex Payroll 2 | | | | | | Jaried Employees | ¥ | |
| Time cards | * | Time Cards(archived emplo | oyees) 🕸 | Time Tracki | ing (QuickB | ooks) 🛱 | | Users | * | |
| PDF: | | | | | | | | | | |
| Absences | * | Attendance By Employe | ee 🛪 | Bi-we | ekly payroll | * | | Departmental detail | * | |
| Departmental summary | * | Job detail | * | Job | summary | × | | Late and leaving early | * | |
| Payroll summary |]☆ [| Print QR Code | | PTO | Accruals | * | | Requests | * | |
| | | | | | | | | | | |
| Schedule | X | Simple payroll | ¥ | Who h | ias no entry | × | | | | |
| Return | | | | | | | | | | |
| Print to PDE | | | | 2022 | | 23 09 21 | | | | |
| | | Employee No | Name | Date | Paid | Unpaid | <u>Total</u> | Reason | | |
| | | | Admin | 2022-08-16 sub total: | 0.00 | 8.00 | 8.00 8.00 | Personal | | |
| | | | Allison | 2022-08-01 | 8.00 | 0.00 | 8.00 | General PTO | | |
| | | | Allison Allison Allison | 2022-08-12 2022-08-16 2022-08-16 | 0.00 | 8.00 8.00 0.00 | 8.00 8.00 8.00 | Personal General PTO | | |
| | | | | sub total: | 16.00 | 16.00 | 32.00 | | | |
| | | | Allison1 Allison1 | 2022-08-01 2022-08-12 | 8.00 0.00 | 0.00 8.00 | 8.00 8.00 | General PTO Other | | |
| | | | | sub total: | 8.00 | 8.00 | 16.00 | | | |
| | | Anti Anti | nony Stark nony Stark | 2022-08-01 2022-08-04 | 8.00 9.00 | 0.00 0.00 | 8.00 9.00 | General PTO General PTO | | |
| | | | - | sub total: | 17.00 | 0.00 | 17.00 | | | |
| | | | Bubba | 2022-08-01 | 8.00 | 0.00 | 8.00 | General PTO | | |
| | | | | sub total: | 8.00 | 0.00 | 8.00 | | | |
| | | В | ud Wiser | 2022-08-01 | 8.00 | 0.00 | 8.00 | General PTO | | |
| | | 1 0 | drik Bertin | SUD TOTAL: 2022-08-01 | 8.00 8.00 | 0.00 | 8.00 | General PTO | | |
| | | | | sub total: | 8.00 | 0.00 | 8.00 | Guidel TO | | |
| | | | Craig | 2022-08-01 | 8.00 | 0.00 | 8.00 | General PTO | | |

8.00

0.00

sub total: 8.00

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Attendance By Employee

Here is a sample Screenshot of Attendance By Employee Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$
| Se | tting Request | List Viev | w Day View PTO Balance | e WI | here Who Is In Message | e Sh | ft Schedule Job Schedule | Approve | Reports |
|----------------------------|---|-----------------------------|--|---|--|---|---|------------------------|---------|
| My Ho | ours Exit 🔀 | | | | | | | | |
| Dow | <u>Inload Sample Rep</u> | orts | | | | | | | |
| 0.01 | 1. | | | | | | | | |
| CSI | | | | | | | | | |
| | ADP Paydata | * | ADP Payroll | ☆ | Audit log time cards | * | Millennium Payroll | * | |
| | PayChex Payroll | \$ | PayChex Payroll 2019 | * | Paylocity Payroll | * | Salaried Employees | ☆ | |
| | Time cards | * | Time Cards(archived employees) | ☆ | Time Tracking (QuickBooks) | * | Users | ☆ | |
| PDF | - | | | | | | | | |
| | Absences | * | Attendance By Employee | ☆ | Bi-weekly payroll | * | Departmental detail | \$ | |
| | Departmental summary | * | Job detail | ☆ | Job summary | ☆ | Late and leaving early | * | |
| | Payroll summary | * | Print QR Code | * | PTO Accruals | * | Requests | * | |
| | Schedule | * | Simple payroll | ☆ | Who has no entry | \$ | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | _ | _ |
| Set | tting Request | List View | / Day View PTO | | | | le Job Schedule | Approve | Reports |
| Set | tting Request | List View | / Day View PTO Choos | e emp | ployee and date range | | le Job Schedule | Approve | Reports |
| Set My Ho | tting Request urs Exit 🕅 | List View | Day View PTO Choos | e emp | ployee and date range | | le Job Schedule X | Approve | Reports |
| Set My Ho <u>Dow</u> | tting Request urs Exit 🔀 nload Sample Rep | List View <u>orts</u> | v Day View PTO Choos Depa | e emp | Dioyee and date range | • | x Job Schedule | Approve | Reports |
| Ser My Ho <u>Dow</u> | tting Request urs Exit 🔀 nioad Sample Repu | List View orts | v Day View PTO Choos Depa Em | e emp artment: ployee: | All Departments | • | le Job Schedule | Approve | Reports |
| Ser My Ho Dow CSV | tting Request urs Exit 🖸 nload Sample Repr | List View orts | V Day View PTO Choos Depa Em | e emp artment: iployee: range: | All Departments All Employee 08/01/2022 | • | Ie Job Schedule | Approve | Reports |
| Set My Ho Dow CSV | tting Request urs Exit 🐼 nioad Sample Repu : ADP Paydata | List View orts ★ | ADP Payroll Show loc | e emp artment: iployee: range: ation: | All Departments All Employee O8/01/2022 | • • 022 i | × le Job Schedule | Approve | Reports |
| Set My Ho Dow CSV | tting Request urs Exit 😒 nioad Sample Repu : ADP Paydata | List View orts ☆ | ADP Payroll 2 | e emp artment: ployee: range: ation: | All Departments All Employee O8/01/2022 | • • 022 i | x le Job Schedule x llennium Payroli aried Employees | Approve * | Reports |
| Ser My Ho Dow CSV | tting Request urs Exit 😒 nload Sample Repu : ADP Paydata PayChex Payroll Time cards | List View orts × | ADP Payroll 2 PayChex Payroll 2 Time Cards(archived emproyees) | e emp artment: ployee: range: ation: | All Departments All Employee O8/01/2022 O8/01/202 O8/01/20 O8/0 O8/01/20 O8/0 O8/01 | Cance | X le Job Schedule X le Illennium Payroll Iaried Employees Users | Approve * * * | Reports |
| Ser My Ho CSV | tting Request urs Exit 😒 nload Sample Repu : ADP Paydata PayChex Payroll Time cards | List View orts | ADP Payroll 2 PayChex Payroll 2 Time Cards(archived emproyees) | e emp artment: ployee: range: ation: | All Departments All Employee O8/01/2022 O8/01/2022 O8/31/20 YES OK IMPE TRACKING (QUICKBOOKS) | Cance | X le Job Schedule X le Illennium Payroll Iaried Employees Users | Approve * * * | Reports |
| Sei My Ho Dow CSV | tting Request urs Exit S nload Sample Repu ADP Paydata ADP Paydata ADP Paydata Time cards Absences | List View orts x x | Attendance By Employee | e emp artment: iployee: range: ation: | Dioyee and date range | Cance | X e Job Schedule X e Job Schedule Illennium Payroll Iaried Employees Users Departmental detail | Approve ☆ ☆ ☆ | Reports |
| Ser My Ho Dow CSV | tting Request urs Exit S nload Sample Repr a ADP Paydata PayChex Payroll Time cards Time cards absences | List View | A Day View PTC Choose Choose Depa Em Depa Em Date Show loc Show lo | e emp artment: ployee: range: ation: | All Departments All Employee O8/01/2022 O8/01/2022 O8/01/2022 VES OK Hine Hacking (Quickbooks) Bi-weekly payroll Job summary | | A Late and leaving early | Approve | Reports |
| Sei My Ho Dow CSV | tting Request urs Exit S nload Sample Repr a DP Paydata PayChex Payroll Time cards Time cards absences Departmental summary | List View | A Day View PTC Choose Choose and the second | e emp artment: ployee: range: ation: * | All Departments All Employee O8/01/2022 VES OK OK HITTEE TRACKING (QUICKBOOKS) Bi-weekly payroll Job summary PTO Accruals | ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ | × e Job Schedule × e Job Schedule ulennium Payroli ulennium Payroli users Users Departmental detail Late and leaving early Requests | Approve | Reports |

| Return | | | | | | | D. Familian | |
|--------------|-------------------|----------------------|--------------------------|-------------------------|-----------------------|-------------------------|---|---|
| | | | | | | Attendance | By Employee | |
| Print to PDF | | | | | | Ad | min | |
| | | | | | | 2022-08-01 | - 2022-08-31 | |
| | <u>Day</u> Thu | <u>Date</u> 08/04 | <u>Start</u> 10:09 PM | <u>Stop</u> 11:09 PM | <u>TOTAL</u> 1h 0m | Device ID 3619, 3619 | <u>Start Location</u> 3555 Asbury Church Road, Lincolnton, North Carolina 28092, United States | Stop Location 3555 Asbury Church Road, Lincolnton, North Carolina 28092, United States |
| | | | | | | | Week Ending 08/07/2022 | Total hours 1h 0m |
| | Tue Wed | 08/09 08/10 | 11:34 AM 10:13 AM | 12:00 AM | 11h 26m 0h 0m | 3667 3685, -1 | 32, NS, | |
| | Thu | 08/11 | 04:55 PM | 04:55 PM | 0h 0m | 3701, 3701 | | |
| | Admin I | vote: test | | | | | | |
| | | 08/11 | 04:55 PM | 04:56 PM | 0h 1m | 3701, 3701 | | |
| | Admin I | Vote: test | | | | | | |
| | | 08/11 | 05:34 PM | 05:34 PM | On Om | 3526, 3526 | | |
| | | 08/11 | 07:47 PM | 07.47 PW | On On | 3707, 3707 | | |
| | Fri | 08/12 | 12:58 PM | 12:59 PM | 0h 1m | 3715, 3715 | Jalan Astana A 13/A, Bandar Puncak Alam, Bandar Puncak Alam | Jalan Astana A 13/A, Bandar Puncak Alam, Bandar Puncak Alam |
| | | 08/12 | 07·20 PM | | 0h 0m | 3721 | | |
| | Sat | 08/13 | 03:46 PM | | 0h 0m | 3724 | The Montgomerie MARRAKECH, Mechouar Kasbah, Marrakesh-Safi 40, Morocco | |
| | | | | | | | Week Ending 08/14/2022 | Total hours 20h 19m |
| | Mon | 08/15 | 09:53 AM | 11:04 AM | 1h 11m | 3741, 3743 | NCSC Kehoe Center, 174 Mansfield Ave, Shelby, Ohio 44875, United States | |

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Bi-weekly payroll

Here is a sample Screenshot of Bi-weekly payroll Report

| Settir | ng Req | uest L | ist Viev | w Day View | PTO Balan | ce Wh | nere V | Vho Is I | n Me | essage | Shift | Schedule | Job Schedule | Approve | Reports |
|----------|-----------------|----------------|------------|---|--|---------------------------|----------------------------|---------------------------|--------------------------|-----------------------|----------|--------------|--|---------|---------|
| My Hours | s Exit 🛛 | 3 | | | | | | | | | | | | | |
| Downlo | oad Sampl | <u>e Repo</u> | <u>rts</u> | | | | | | | | | | | | |
| CSV: | | | | | | | | | | | | | | | |
| | ADP Paydata | a | * | ADP | Payroll | * | A | udit log t | ime card | s | * | Mille | nnium Payroll | * | |
| | PayChex Payr | roll | * | PayChex | Payroll 2019 | ☆ | | Paylocity | Payroll | | * | Salar | ied Employees | * | |
| | Time cards | | * | Time Cards(ard | chived employees | s) 🖈 | Time | Tracking | (QuickB | ooks) | * | | Users | ☆ | |
| PDF: | | | | | | | | | | | | | | | |
| | Absences | | * | Attendance | By Employee | * | | Bi-weekl | y payroll | | ☆ | Depa | artmental detail | * | |
| De | epartmental sun | nmary | * | Job | detail | * | | Job su | mmary | | * | Late a | nd leaving early | ☆ | |
| | Payroll summa | ary | ☆ | Print | QR Code | ☆ | | PTO A | cruals | | * | | Requests | ☆ | |
| | Schedule | | * | Simpl | e payroll | * | | Who has | no entry | | * | | | | |
| | _ | | | _ | _ | | | | | | | _ | | _ | _ |
| Settin | ı g Requ | uest Li | ist View | v Day View | PTOChoc | se emp | loyee a | nd date | e range | : | | × | Job Schedule | Approve | Reports |
| My Hours | Exit 🔯 |] | | | De | partment: | All Dep | artments | | | • | | | | |
| Downlo | ad Sample | <u>e Repor</u> | <u>ts</u> | | E | mployee: | All Emp | loyee | | | • | - 1 | | | |
| CSV: | | | | | s | tart date: | 08/01/2 | :022 j | | | | | | | |
| | ADP Paydata | | ☆ | ADP | Payroll Overt | ime after: | 40 | hou | we | ekly | ~ | iller | nium Payroll | * | |
| | PayChex Payro | oll | * | PayChex F | Payroll 2 Hours | in reports: | Hour m | ninute let | ter (0h 0 | m) | ~ | lari | ed Employees | ☆ | |
| | Time cards | | ☆ | Time Cards(arc | hived en | 🗆 Pay | y for break | ks that ar | e less th | an 30 n | ninutes | | Users | * | |
| PDF: | | | | | not overtin | e: since th ne hours v | e overtim vill be diffe | e rule is o erent hero | different e in this i | to "day vi report. | ew" page | e, the | | | |
| | Absences | | ☆ | Attendance | By Emp | | | | ОК | | Cancel | spar | rtmental detail | * | |
| Dep | partmental sum | mary | * | Job | detail | * | | Job sun | nmary | | \$ | Late ar | nd leaving early | ☆ | |
| | Payroll summa | ry | * | Print C | R Code | * | | PTO Ac | cruals | | * | F | Requests | ☆ | |
| | Schedule | | \$ | Simple | e payroll | * | V | Vho has i | no entry | | \$ | | | | |
| | | | | | | | | | | | | | | | |
| Return | | | | | | | Bi-V | Neekly | Payroll | Report | | | | | |
| Print to | PDF | | | | | | | 2022-08-0 | 1 - 2022-1 | 08-14 | | | | | |
| | | | | Admin | Start Stop | Regular | OT | DT | Leave | Paid | Unnaid | Total | Job / Pto | | |
| | | | | Thu 08/04 1 | 0:09 PM 11:09 PM | 1h 0m | | | | 1h 0m | | 1h 0m | Gold Testing | | |
| | | | | Tue 08/09 1 | 1:34 AM 12:00 AM | 8h 0m | 3h 26m | | | 11h 26m | | 11h 26m | Gold Testing | | |
| | | | | Admin Comme Thu 08/11 0- | 0.13 AM ent: test 4:55 PM 04:55 PM | | | | | | | | Gold Testing | | |
| | | | | Admin Note: # 08/11 0 Admin Note: # | 4:55 PM 04:56 PM est 5:34 PM 05:34 PM | 0h 1m | | | | 0h 1m | | 0h 1m | Gold Testing | | |
| | | | | 08/11 0 08/11 0 08/11 0 | 7:47 PM 07:47 PM 7:47 PM 07:47 PM 7:47 PM 05:38 AM 2:58 PM 12:59 PM | 7h 59m | 0h 52m | | | 8h 51m | | 8h 51m | Gold Testing Gold Testing Gold Testing | | |
| | | | | 08/12 0 Sat 08/13 0 | 7:20 PM 3:46 PM | | | | | <u></u> | | | Gold Testing Gold Testing | | |
| | | | | Weekly Ending | 8/14/2022 | 16h 1m | 4h 18m | | | 20h 19m | | 20h 19m | | | |
| | | | | Total Houre | | | | | | | | r 21h 10m | ate ot rate dt rate tota | al pay | |
| | | | | Job Summany | | | 10111 | | | 7 III 1911 | | 2111 17111 | | | |
| | | | | Sob Summary | | 17h 1m | 4h 18m | | | 21h 19m | | 21h 19m | Gold Testing | | |
| | | | | I declare these are | my true and accura | te hours wo | rked and I i | have recei | ved all bre | aks and lu | nches. | | | | |

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Departmental Detail

Here is a sample Screenshot of Departmental Detail Report

| Setting Request L | ist View | Day View PTO Balance | ce | Where Who Is In Message | е | Shift Schedule Job Schedule | Approve | Reports |
|------------------------|-------------|-------------------------------|-----|----------------------------|---|-----------------------------|---------|---------|
| My Hours Exit 🔯 | | | | | | | | |
| Download Sample Report | r <u>ts</u> | | | | | | | |
| CSV: | | | | | | | | |
| ADP Paydata | * | ADP Payroll | * | Audit log time cards | * | Millennium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 2019 | ☆ | Paylocity Payroll | * | Salaried Employees | * | |
| Time cards | * | Time Cards(archived employees |) 🖈 | Time Tracking (QuickBooks) | * | Users | * | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly payroll | * | Departmental detail | ☆ | |
| Departmental summary | * | Job detail | * | Job summary | * | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | * | Requests | * | |
| Schedule | * | Simple payroll | ☆ | Who has no entry | * | | | |

| Setting Request Li | st View | Day View PTO Choo | se empl | oyee and date range | | X Je Job Schedule | Approve | Reports |
|-----------------------|-----------|--------------------------------|-----------------------|----------------------------|--------|------------------------|---------|---------|
| Download Sample Repor | <u>ts</u> | Dej | oartment: e range: | All Departments 08/01/2022 | • | | | |
| CSV: ADP Paydata |]☆ [| ADP Payroll | | ОК | Cancel | illennium Payroll | ¥ | |
| PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Payroll | * | Salaried Employees | ☆ | |
| Time cards | * | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | * | Users | * | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly payroll | * | Departmental detail | ☆ | |
| Departmental summary | * | Job detail | * | Job summary | * | Late and leaving early | * | |
| Payroll summary |]☆ [| Print QR Code | * | PTO Accruals | * | Requests | ☆ | |
| Schedule | * | Simple payroll | * | Who has no entry | * | | | |

| | | | | Depart | mental D | etail | | | | | | |
|---------------------------|-------------------------------|--|-------------|--|----------------|-----------|----|--|---|---------------|--|--|
| PDF | | | | 2022-08 | -01 - 2022-0 | 8-31 | | | | | | |
| Gold Day Mor Thu | <u>Date</u> 08/01 08/04 | <u>Start</u> 12:00 AM 12:00 AM 09:00 AM | <u>Stop</u> | <u>Name</u> Anthony Stark Allison1 Anthony Stark | <u>Regular</u> | <u>01</u> | DT | <u>Leave</u> 8.00 8.00 9.00 | <u>Paid</u> 8.00 8.00 9.00 | <u>Unpaid</u> | Hours 8.00 8.00 9.00 | <u>Cost</u> \$400.00 \$0.00 \$450.00 |
| Weel | Ending 0 | 8/07/2022 | | | | | | 25.00 | 25.00 | | 25.00 | \$850.00 |
| Fri | 08/12 | 12:00 AM | | Allison1 | | | | | | 8.00 | 8.00 | \$0.00 |
| Weel | Ending 0 | 8/14/2022 | | | | | | | | 8.00 | 8.00 | \$0.00 |
| Total | Hours | | | | | | | 25.00 | 25.00 | 8.00 | 33.00 | \$850.00 |
| New Day Mor | Dept Date 08/01 | <u>Start</u> 12:00 AM 12:00 AM 12:00 AM 12:00 AM 12:00 AM 12:00 AM 12:00 AM | <u>Stop</u> | Name TEst1234 test112333 MattOTC test test123 Haris Khan Gallespie, Dizzie mmguser Guy Light | <u>Regular</u> | <u>T0</u> | DI | Leave 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.0 | Paid 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.0 | <u>Unpaid</u> | Hours 8.00 8.00 8.00 8.00 8.00 8.00 8.00 8.0 | Cost \$0.00 \$0.00 \$0.00 \$45000.00 \$0.00 \$600.00 \$0.00 |
| Weel | Ending 0 | 8/07/2022 | | | | | | 64.00 | 64.00 | | 64.00 | \$45600.00 |
| Mor | 08/15 | 10:57 AM | 10:57 AM | MattOTC | | | | | | | | \$0.00 |
| Weel | Ending 0 | 8/21/2022 | | | | | | | | | | \$0.00 |
| Total | Hours | | | | | | | 64.00 | 64.00 | | 64.00 | \$45600.00 |

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Departmental Summary

Here is a sample Screenshot of Departmental Summary Report

| Setti | ng | Request | List View | / Day View | PTO Balance | e W | /here | Who Is In | Mes | sage | Shift S | chedule | Job | Schedule | Approve | Reports |
|--------------|----------|------------------|--------------|------------------------|--------------------|---------|---------|------------------------|-------------|----------|-----------------|----------------|----------------|----------------------|------------------------|---------|
| My Hour | s Ex | it 🖾 | | | | | | | | | | | | | | |
| <u>Downl</u> | oad S | ample Rep | oorts | | | | | | | | | | | | | |
| CSV: | | | | | | | | | | | | | | | | |
| | ADP | Paydata | * | ADP F | Payroll | ☆ | | Audit log tin | ie cards | ſ | * | Mille | ennium P | ayroll | ☆ | |
| | PayCh | ex Payroll | * | PayChex P | ayroll 2019 | ☆ | | Paylocity I | Payroll | | * | Sala | ried Emp | loyees | ☆ | |
| | Time | e cards | \$ | Time Cards(arch | ived employees) | ☆ | Tim | ne Tracking (| QuickBoo | ks) | * | | Users | | * | |
| PDF: | | | | | | | | | | | | | | | | |
| | Abs | ences | * | Attendance I | By Employee | ☆ | | Bi-weekly | payroll | , | * | Dep | artmental | detail | ☆ | |
| De | epartmei | ntal summary | * | Job (| letail | ☆ | | Job sum | mary | ſ | * | Late a | and leavir | ng early | * | |
| | Payroll | summary | ☆ | Print Q | R Code | ☆ | | PTO Acc | ruals | , | * | | Request | S | * | |
| | Sch | nedule | * | Simple | payroll | ☆ | | Who has n | o entry | 2 | Å | | | | | |
| | | | | | | | | | | | | | | | | _ |
| Setti | ing | Request | List Viev | v Day View | PTO Choo | se en | nployee | e and date | range | | 01.10 | × | e Job | Schedule | e Approve | Reports |
| My Hour | rs Ex | cit 🐼 | | | Dor | artmo | nt: | | 0 | | | | | | | |
| Down | load S | <u>Sample Re</u> | <u>oorts</u> | | Det | e range | e: 08/0 | 01/2022 | i 08 | 8/31/202 | • 2 m | | | | | |
| CSV: | | | | | | | | lude archive | d users | | | | | | | |
| | ADP | Paydata | * | ADP | Payroll | | | | ОК | | Cancel | 11 | ennium F | Payroll | * | |
| | PayCh | ex Payroll | * | PayChex F | Payroll 2 | | | ,, | | | | Jala | iried Emp | loyees | * | |
| | Tim | e cards | \$ | Time Cards(arcl | nived employees) | ☆ | Tin | ne Tracking (| QuickBoo | oks) | * | | Users | | * | |
| PDF: | | | | | | | | | | | | | | | | |
| | Ab | sences | * | Attendance | By Employee | * | | Bi-weekly | payroll | | * | Dep | artmenta | I detail | * | |
| D | epartme | ntal summary | * | Job | detail | ☆ | | Job sum | mary | | * | Late | and leavi | ng early | * | |
| | Payrol | I summary | * | Print Q | R Code | ☆ | | PTO Acc | cruals | | * | | Reques | ts | ☆ | |
| | Sc | hedule | * | Simple | payroll | ☆ | | Who has r | io entry | | ☆ | | | | | |
| | | | | | | | | | | | | | | | - | |
| Ret | turn | _ | | | | | | | T1 | | | | | | | |
| Prir | nt to PD | F | | | | | | Departr | nental S | Summa | ry | | | | | |
| | | | | | | | | 2022-0 | 08-01 - 202 | 2-08-31 | | | | | | |
| | | | | Gold | - | | | <u>Regular</u> 0.00 | <u>0T</u> | DT | 25.00 | Paid 25.00 | Unpaid 8.00 | Total hours 33.00 | Total cost \$850.00 | |
| | | | | office Paint | | | | 0.00 | | | 16.00 8.00 | 16.00 8.00 | | 16.00 8.00 | \$450.00 \$0.00 | |
| | | | | PM Sample | | | | 0.00 | | | 8.00 8.00 | 8.00 8.00 | | 8.00 8.00 | \$0.00 \$0.00 | |
| | | | | sample Service Dept | | | | 40.00 0.00 | 8.00 | 5.65 | 16.00 8.00 | 69.65 8.00 | 16.00 | 85.65 8.00 | \$16.00 \$0.00 | |
| | | | | Shop Unassign Depa | rtment | | | 0.00 31.49 | 8.30 | 7.95 | 8.00 73.00 | 8.00 120.74 | 8.00 | 8.00 128.74 | \$32.00 \$360.00 | |
| | | | | Hours | | | | 71.49 | 16.30 | 13.60 | 234.00 | 335.39 | 32.00 | 367.39 | \$47308.00 | |
| | | | | Note: Not incl | ude archived users | 6 | | | | | | | | | | |

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Job Detail

Here is a sample Screenshot of Job Detail Report

| Setting Request | List Vie | w Day View PTO Balance | Where | Who Is In Mess | age Sh | ift Schedule | Job Sc | hedule | Approve | Reports |
|----------------------|-------------|--|---------------------------------------|------------------------------|-----------|----------------------|---------------|---------------|----------------------------|---------|
| Ay Hours Exit 🖾 | | | | | | | | | | |
| Download Sample Repo | <u>orts</u> | | | | | | | | | |
| CSV: | | | | | | | | | | |
| ADP Paydata | * | ADP Payroll | A | Audit log time cards | * | Mille | nnium Payr | oll | * | |
| PayChex Payroll | * | PayChex Payroll 2019 | 4 | Paylocity Payroll | * | Salari | ed Employe | es | ☆ | |
| Time cards | * | Time Cards(archived employees) | А П | ime Tracking (QuickBook | (S) 🖈 | | Users | | \$ | |
| PDF. | | | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly payroll | * | Depa | rtmental de | tail | ☆ | |
| Departmental summary | ☆ | Job detail | * | Job summary | ☆ | Late a | nd leaving e | ariv | ☆ | |
| Pavroll summary | * | Print OR Code 3 | * | PTO Accruais | * | | Peruests | | * | |
| Payron summary | | | | | | | Сециона | | 2 | |
| Schedule | × | Simple payroli | * | Who has no entry | × | | | | | |
| Setting Request | List Vie | | | | | | - Job Sc | bedule | Approve | Penarts |
| | List vio | Choose | employe | e and date range | | × | 000 00 | | Approve | Repons |
| Ty Hours Exit E | - to | Depar | tment: All | I Departments | • | | | | | |
| Download Sample Rep | ons | Emp | loyee: All | Employee | • | | | | | |
| CSV: | | Date n | ange: 08 | /01/2022 | 31/2022 | i | | | | |
| ADP Paydata | * | ADP Payroll | | ОК | Can | ille | nnium Payr | oll | * | |
| PayChex Payroll | * | PayChex Payroll 2 | | | | Jar | ed Employ | ees | * | |
| Time cards | * | Time Cards(archived employees) | ж т | ime Tracking (QuickBook | (S) 🖈 | | Users | | * | |
| PDF: | | | | | | | | | | |
| Absences | ☆ | Attendance By Employee | * | Bi-weekly payroll | ☆ | Depa | rtmental de | tail | * | |
| Departmental summary | * | Job detail | * | Job summary | * | Late a | nd leaving e | early | * | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | * | | Requests | | ☆ | |
| Schodulo | | Simple payrall | ÷ | Who has no onto: | | | | | | |
| Schedule | _^ | Simple payroli | | who has no entry | | | | | | |
| Return | | | | | | | | | | |
| | | | | Job Detail | 00.04 | | | | | |
| Print to PDF | | client 1 | | 2022-08-01 - 2022-0 | J8-31 | | | | | |
| | | Day Date Start Stop Fri 08/12 09:00 AM 06:00 PM | 1 | Name Regular Allison 8.00 | <u>OT</u> | DT Paid 8.00 | <u>Unpaid</u> | Hours 8.00 | <u>Cost</u> \$0.00 | |
| | | Week Ending 08/14/2022 | | 8.00 | | 8.00 | | 8.00 | \$0.00 | |
| | | Total Hours | | 8.00 | | 8.00 | | 8.00 | \$0.00 | |
| | | Gold Testing <u>Day</u> <u>Date</u> <u>Start</u> <u>Stop</u> Thu 08/04 10:09 PM 11:09 PM | 1 | Name Regular Admin 1.00 | <u>01</u> | DT Paid 1.00 | <u>Unpaid</u> | Hours 1.00 | <u>Cost</u> \$0.00 | |
| | | Week Ending 08/07/2022 | | 1.00 | | 1.00 | | 1.00 | \$0.00 | |
| | | Tue 08/09 11:34 AM 12:00 AM Wed 08/10 10:13 AM | F J | Admin 8.00 Admin | 3.43 | 11.43 0.00 | | 11.43 | \$0.00 \$0.00 | |
| | | Thu 08/11 04:55 PM 04:55 PM 04:55 PM 04:56 PM 05:34 PM 05:34 PM | i i i i i i i i i i i i i i i i i i i | Admin Admin 0.02 Admin | | 0.00 0.02 0.00 | | 0.02 | \$0.00 \$0.00 \$0.00 | |
| | | 07:47 PM 07:47 PM 07:47 PM 05:38 AM 5ri 09/12 12:58 PM 12:59 PM | A J | Admin 7.98 Admin 0.02 | 0.87 | 0.00 8.85 0.02 | | 8.85 | \$0.00 \$0.00 | |
| | | 07:20 PM Sat 08/13 03:46 PM | r F F | Admin 0.02 Admin Admin | | 0.00 | | 0.02 | \$0.00 \$0.00 \$0.00 | |
| | | Week Ending 08/14/2022 | | 16.02 | 4.30 | 20.32 | | 20.32 | \$0.00 | |
| | | Mon 08/15 09:53 AM 11:04 AM | A M | Admin 1.18 | | 1.18 | | 1.18 | \$0.00 | |

Week Ending 08/21/2022

Total Hours

1.18

22.50

1.18 \$0.00

22.50 \$0.00

1.18

18.20 4.30

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Job Summary

Here is a sample Screenshot of Job Summary Report

| Setting Request I | _ist View | v Day View PTO Baland | e Wh | nere Who Is In I | Message | Shift | Schedule J | ob Sche | edule Approve | e Reports |
|----------------------|--------------|--------------------------------|------------|---------------------|----------------|-----------|-------------|---------------|------------------------|-----------|
| My Hours Exit | | | | | | | | | | |
| Download Sample Repo | orts | | | | | | | | | |
| CSV: | | | | | | | | | | |
| ADP Paydata | * | ADP Payroll | * | Audit log time ca | ards | * | Millenniu | m Payroll | * | |
| PayChex Payroll | ☆ | PayChex Payroll 2019 | ☆ | Paylocity Payr | oll | * | Salaried E | mployees | s 🖈 | |
| Time cards | * | Time Cards(archived employees |) 🖈 | Time Tracking (Quic | kBooks) | \$ | Us | ers | * | |
| DDE | | | | | , | | | | | |
| PDF: | ☆ | Attendance By Employee | ☆ | Bi-weekly payr | oll | * | Departme | ntal detai | ☆ | |
| Departmental summary | (| lob detail | | Job summan | 1 | | Late and le | aving ear | lv ¥ | |
| Departmentar sammary | | Dript OD Code | | DTO Asservat | | | Deer | uving cui | <u> </u> | |
| Payroli summary | | Plint QR Code | | PTO Accidate | 5 |]* (| Req | lesis | A | |
| Schedule | ম | Simple payroll | ¥ | Who has no en | try | ਸ | | | | |
| Setting Request | List Viev | w Day View PTO | | | | | le , | Job Sch | edule Approv | e Reports |
| My Hours Exit | | Cho | ose em | ployee and date rai | nge | | × | | | |
| Download Sample Repo | ort <u>s</u> | D | epartment | t: All Departments | | • | | | | |
| | | | Employee | All Employee | | • | | | | |
| CSV: | _ _ | | Job code | All Jobcode | | • | | | | |
| ADP Paydata | × | ADP Payroll Di | ate range: | 08/01/2022 | 08/31/2 | 022 | | im Payrol | × | |
| PayChex Payroll | * | PayChex Payroll 2 | | OF | ٢ | Cance | laried | Employee | s ¥ | |
| Time cards | * | Time Cards(archived employee | s) भ | Time Tracking (Quid | ckBooks) | × | Us | ers | \$ | |
| PDF: | | | | | | | | | | |
| Absences | * | Attendance By Employee | \$ | Bi-weekly pay | roll | ☆ | Departm | ental deta | il 🖈 | |
| Departmental summary | * | Job detail | * | Job summar | у | * | Late and l | eaving ea | rly 🖈 | |
| Payroll summary | * | Print QR Code | * | PTO Accrual | s | × | Req | uests | \$ | |
| Schedule | * | Simple payroll | ☆ | Who has no er | ntry | ☆ | | | | |
| | _ | _ | | | | | | | | _ |
| Return | | | | Jol | b Summa | iry | | | | |
| Print to PDF | | | | 2022-0 | 08-01 - 2022- | 08-31 | | | | |
| | | client 1 | | Name | <u>Regular</u> | <u>0T</u> | DT Paid | <u>Unpaid</u> | Total hours Total cost | |
| | | Total Hours | | Allisoft | 8.00 | | 8.00 | | 8.00 \$0.00 | |
| | | Gold Testing Person Summary | | Admin | 18.20 | 4.30 | 22.50 | | 22.50 \$0.00 | |
| | | Total Hours | | MattOTC | 18.20 | 4.30 | 22.50 | | 22.50 \$0.00 | |
| | | | | | | | | | | |

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Late and Leaving Early

Here is a sample Screenshot of Late and Leaving early Report

| Setting Request | List View | Day View PTO Balance | e ' | Where Who Is In Message | Э | Shift Schedule Job Schedule | Approve | Reports |
|----------------------|--------------|--------------------------------|-----|----------------------------|---|-----------------------------|---------|---------|
| My Hours Exit 🔯 | | | | | | | | |
| Download Sample Re | <u>ports</u> | | | | | | | |
| CSV: | | | | | | | | |
| ADP Paydata | * | ADP Payroll | ☆ | Audit log time cards | * | Millennium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 2019 | ☆ | Paylocity Payroll | * | Salaried Employees | * | |
| Time cards | * | Time Cards(archived employees) | ☆ | Time Tracking (QuickBooks) | * | Users | * | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employee | ☆ | Bi-weekly payroll | * | Departmental detail | * | |
| Departmental summary | * | Job detail | ☆ | Job summary | * | Late and leaving early | ☆ | |
| Payroll summary | * | Print QR Code | ☆ | PTO Accruals | * | Requests | * | |
| Schedule | * | Simple payroll | ☆ | Who has no entry | * | r | | |

| Setting Request Li | st Viev | v Day View PTO | nse emn | lovee and date range | | x Job Schedule | Approve | Reports |
|-----------------------|---------|-------------------------------|------------|----------------------------|--------|------------------------|---------|---------|
| My Hours Exit 🔯 | | | boe emp | loyee and date range | | | | |
| Download Sample Repor | ts | De | epartment: | All Departments | • | | | |
| II | _ | E | Employee: | All Employee | • | | | |
| CSV: | | Da | ate range: | 08/01/2022 | 22 | | | |
| ADP Paydata | ☆ | ADP Payroll | | | | illennium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 2 | | ОК | Cancel | Jaried Employees | * | |
| Time cards | * | Time Cards(archived employees |) * | Time Tracking (QuickBooks) | * | Users | * | |
| PDF: | | | | | | | | |
| Absences | ☆ | Attendance By Employee | * | Bi-weekly payroll | * | Departmental detail | * | |
| Departmental summary | ☆ | Job detail | * | Job summary | * | Late and leaving early | * | |
| Payroll summary | ☆ | Print QR Code | * | PTO Accruals | * | Requests | * | |
| Schedule | * | Simple payroll | * | Who has no entry | * | | | |

| m | | | Late and | leavin | ig early | / | | | |
|------------|----------------------|-------------------------|--------------------------|---------------|------------------|-------------------|--------------------|----------------|--------------------------|
| to PDF | | | 2022-08-0 | 01 - 2022 | 2-08-31 | | | | |
| Department | <u>Name</u> Admin | Clock In 08/04 22:09 | Clock Out 08/04 23:09 | Hours 1.00 | Plan In 08:00 | Plan Out 17:00 | Plan Hours 9.00 | Late(min) 0 | Leave early(min) 1071 |
| | Admin | 08/09 11:34 | 08/10 00:00 | 12 43 | 08:00 | 17:00 | 9.00 | 214 | 0 |
| | Admin | 08/10 10:13 | Missing | | 08:00 | 17:00 | 9.00 | 133 | 0 |
| | Admin | 08/11 16:55 | 08/11 16:55 | | 08:00 | 17:00 | 9.00 | 535 | 5 |
| | Admin | 08/11 16:55 | 08/11 16:56 | 0.02 | 08:00 | 17:00 | 9.00 | 535 | 4 |
| | Admin | 08/11 17:34 | 08/11 17:34 | 0.02 | 08:00 | 17:00 | 9.00 | 0 | 1406 |
| | Admin | 08/11 19:47 | 08/11 19:47 | | 08:00 | 17:00 | 9.00 | 0 | 1273 |
| | Admin | 08/11 19:47 | 08/12 05:38 | 9.85 | 08:00 | 17:00 | 9.00 | 0 | 682 |
| | Admin | 08/12 12:58 | 08/12 12:59 | 0.02 | 08:00 | 17:00 | 9.00 | 298 | 241 |
| | Admin | 08/12 19:20 | Missing | | 08:00 | 17:00 | 9.00 | 0 | 0 |
| | Admin | 08/13 15:46 | Missing | | 08:00 | 17:00 | 9.00 | 466 | Ő |
| | Admin | 08/15 09:53 | 08/15 11:04 | 1 18 | 08:00 | 17:00 | 9.00 | 113 | 356 |
| | Admin | 08/15 17:54 | 08/15 17:54 | | 08:00 | 17:00 | 9.00 | 0 | 1386 |
| | Admin | 08/16 13:02 | 08/16 19:17 | 6.25 | 08:00 | 17:00 | 9.00 | 302 | 0 |
| | Admin | 08/17 20:46 | 08/17 20:46 | | 08:00 | 17:00 | 9.00 | 0 | 1214 |
| | Admin | 08/18 14:56 | 08/18 23:12 | 8 27 | 08:00 | 17:00 | 9.00 | 416 | 0 |
| | Admin | 08/18 23:42 | 08/19 13:23 | 13.68 | 08:00 | 17:00 | 9.00 | 0 | 217 |
| | Admin | 08/19 15:45 | 08/19 15:46 | 0.02 | 08:00 | 17:00 | 9.00 | 465 | 74 |
| | Admin | 08/20 09:56 | 08/20 09:56 | 0.02 | 08:00 | 17:00 | 9.00 | 116 | 424 |
| | Admin | 08/20 09:57 | 08/20 09:58 | 0.02 | 08:00 | 17:00 | 9.00 | 117 | 422 |
| | Admin | 08/20 13:48 | Missing | | 08:00 | 17:00 | 9.00 | 348 | 0 |
| | | | | | | | Total: | 4058 | 8775 |
| sample | Allison | 08/12 09:00 | 08/12 18:00 | 9.00 | 08:00 | 17:00 | 9.00 | 60 | 0 |
| sample | Allison | 08/15 09:00 | 08/15 23:39 | 14.65 | 08:00 | 17:00 | 9.00 | 60 | 0 |
| sample | Allison | 08/16 09:00 | 08/16 18:00 | 9.00 | 05:00 | 13:00 | 8.00 | 240 | 0 |
| sample | Allison | 08/17 09:00 | 08/17 18:00 | 9.00 | 08:00 | 17:00 | 9.00 | 60 | 0 |
| sample | Allison | 08/17 09:00 | 08/17 18:00 | 9.00 | 08:00 | 17:00 | 9.00 | 60 | 0 |
| sample | Allison | 08/18 09:00 | 08/18 18:00 | 9.00 | 08:00 | 17:00 | 9.00 | 60 | 0 |
| | | | | | | | Total: | 540 | 0 |
| New Dept | MattOTC | 08/15 10:57 | 08/15 10:57 | | 08:00 | 17:00 | 9.00 | 177 | 363 |
| | | | | | | | Total: | 177 | 363 |
| | | | | | | | Sum Total: | 4775 | 9138 |

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Payroll Summary

Here is a sample Screenshot of Payroll Summary Report

| Setting | Request | List View | / Day View | PTO Balance | Wh | nere Who Is In | Message | Shift S | chedule | Job Schedule | Approve | Reports |
|----------|---------------------|--------------|-----------------|------------------|----|-------------------|-----------|---------|----------|-----------------|---------|---------|
| My Hours | Exit 🔯 | | | | | | | | | | | |
| Download | <u>d Sample Rep</u> | <u>oorts</u> | | | | | | | | | | |
| CSV: | | | | | | | | | | | | |
| A | DP Paydata | \$ | ADP F | Payroll | * | Audit log time | cards | * | Millenr | nium Payroll | \$ | |
| Pa | Chex Payroll | * | PayChex F | ayroll 2019 | * | Paylocity Pa | yroll | * | Salarie | d Employees | * | |
| | Time cards | * | Time Cards(arch | nived employees) | * | Time Tracking (Qu | ickBooks) | * | | Users | * | |
| PDF: | | | | | | | | | | | | |
| | Absences | * | Attendance | By Employee | * | Bi-weekly pa | yroll | * | Departi | mental detail | * | |
| Depar | mental summary | * | Job | detail | * | Job summa | ary | * | Late and | l leaving early | * | |
| Pa | roll summary | ☆ | Print Q | R Code | * | PTO Accru | als | * | R | equests | ☆ | |
| | Schedule | ☆ | Simple | payroll | * | Who has no e | entry | * | | | | |

| Setting Request L | ist Vie | w Day View PTO | Choose emp | loyee and date range | 01.10.0 | le Job Schedul | e Approve | Reports |
|----------------------|------------|------------------------|-------------------|---------------------------|-----------|------------------------|-----------|---------|
| My Hours Exit 🔯 | | | | | | | | |
| Download Sample Repo | <u>rts</u> | | Department: | All Departments | • | | | |
| | | | Employee: | All Employee | • | | | |
| CSV: | | | Date range: | 08/01/2022 | 8/31/2022 | | | |
| ADP Paydata | \$ | ADP Payroll | Hours in reports: | Hour minute letter (0h 0n | n) 🗸 | illennium Payroll | ☆ | |
| PayChex Payroll | \$ | PayChex Payroll 2 | C | Hide employee who has | no data | laried Employees | * | |
| Time cards | * | Time Cards(archived en | | ОК | Cancel | Users | ☆ | |
| PDF: | | | | | | | | |
| Absences | \$ | Attendance By Emp | loyee 🖈 | Bi-weekly payroll | * | Departmental detail | * | |
| Departmental summary | \$ | Job detail | * | Job summary | * | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | * | Requests | * | |
| Schedule | \$ | Simple payroll | * | Who has no entry | * | | | |

| Return | Payroll Summary Report | | | | | | | | | | | | |
|--------------|--|--------------|-------------------------------------|------------------------------|-------------------------------|--------------------------|-----------------------------------|----------------------------------|-----------------------------------|-----------------|---------------------------------|--|--|
| Print to PDF | | | | 2 | 022-08-01 | 2022-08-3 | 1 | | | | | | |
| | <u>No. Name</u> 1 Admin 2 Allison | Employee# | <u>Regular</u> 31h 29m 40h 0m | <u>OT</u> 8h 18m 8h 0m | <u>DT</u> 7h 57m 5h 39m | <u>Leave</u> 16h Om | <u>Paid</u> 47h 44m 69h 39m | <u>Unpaid</u> 8h Om 16h Om | Total hours 55h 44m 85h 39m | Rate 0 0 | Total cost \$8.00 \$16.00 | | |
| | 3 Allison1 4 Anthony Stark 5 Bubba | | | | | 8h 0m 17h 0m 8h 0m | 8h 0m 17h 0m 8h 0m | 8h 0m | 16h 0m 17h 0m 8h 0m | 0 50 0 | \$0.00 \$850.00 \$0.00 | | |
| | 6 Bud Wiser 7 Cedrik Bertin 8 Craig | 1 | | | | 8h 0m 8h 0m 8h 0m | 8h 0m 8h 0m 8h 0m | | 8h 0m 8h 0m 8h 0m | 0 36.25 0 | \$0.00 \$290.00 \$0.00 | | |
| | 9 D&R User 10 Filthy 11 Gallespie, Dizzie | 50 004321 | | | | 8h 0m 8h 0m 8h 0m | 8h 0m 8h 0m 8h 0m | | 8h 0m 8h 0m 8h 0m | 20 4 0 | \$160.00 \$32.00 \$0.00 | | |
| | 12 Godfrey Awasi 13 Guy Light 14 Haris Khan | 005 | | | | 8h 0m 8h 0m 8h 0m | 8h 0m 8h 0m 8h 0m | | 8h 0m 8h 0m 8h 0m | 0 0 5625 | \$0.00 \$0.00 \$45000.00 | | |
| | 15 Mary Smith 16 Matt1 17 Matt123 | | | | | 8h 0m 17h 0m 8h 0m | 8h 0m 17h 0m 8h 0m | | 8h 0m 17h 0m 8h 0m | 0 0 4 | \$0.00 \$0.00 \$32.00 | | |
| | 18 MattOTC 19 MEOW MEOW 20 mmguser | | | | | 8h 0m 8h 0m 8h 0m | 8h Om 8h Om 8h Om | | 8h 0m 8h 0m 8h 0m | 0 20 75 | \$0.00 \$160.00 \$600.00 | | |
| | 21 Sample Emp 22 Test for demo 23 test test123 | | | | | 8h 0m 8h 0m | 8h Om 8h Om | | 8h 0m 8h 0m | 0 0 0 | \$0.00 \$0.00 \$0.00 | | |
| | 24 Test User 25 Test123 26 TEst1234 | | | | | 8h 0m 8h 0m 8h 0m | 8h 0m 8h 0m 8h 0m | | 8h 0m 8h 0m 8h 0m | 20 0 0 | \$160.00 \$0.00 \$0.00 | | |
| | 27 testing otc 28 testt12333 | | | | | 8h 0m 8h 0m | 8h 0m 8h 0m | | 8h 0m 8h 0m | 0 | \$0.00 \$0.00 | | |
| | Hours | | 71h 29m | 16h 18m | 13h 36m | 234h Om | 335h 23m | 32h 0m | 266h 0m | | \$47308.00 | | |
| | Supervisor | | | _ | Dat | te | | | | | | | |

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Print QR Code

Here is a sample Screenshot of Print QR Code

| Setting Request Li | st View | Day View PTO Bala | ance | Where Who Is In | Message | Shift Schedule | Job Schedule | Approve | Reports |
|-----------------------|-----------|----------------------------|---------|------------------|------------|----------------|-----------------|---------|---------|
| My Hours Exit 🔯 | | | | | | | | | |
| Download Sample Repor | <u>ts</u> | | | | | | | | |
| | | | | | | | | | |
| CSV: | | | | | | | | | |
| ADP Paydata | * | ADP Payroll | * | Audit log time | cards | ☆ Miller | inium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Pa | ayroll | ☆ Salarie | ed Employees | ☆ | |
| Time cards | * | Time Cards(archived employ | rees) 🖈 | Time Tracking (Q | uickBooks) | * | Users | ☆ | |
| PDF: | | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly pa | ayroll | ★ Depar | tmental detail | * | |
| Departmental summary | * | Job detail | * | Job summ | ary | ☆ Late an | d leaving early | * | |
| Payroll summary | * | Print QR Code | ☆ | PTO Accru | ials | A 🖈 | Requests | ☆ | |
| Schedule | * | Simple payroll | * | Who has no | entry | ☆ | | | |

| Setting Request Lit | st Viev | v Day View PTO Choos | se empl | loyee and date range | o | × | e Job Schedule | Approve | Reports |
|-----------------------|-----------|--------------------------------|----------------------|------------------------------|--------|------|-------------------|---------|---------|
| Download Sample Repor | <u>ts</u> | Dep | artment: nployee: | All Departments All Employee | • | | | | |
| CSV: ADP Paydata | * | ADP Payroll | | ок | Cancel | | illennium Payroli | * | |
| PayChex Payroll | ☆ | PayChex Payroll 2019 |]☆ [| Paylocity Payroll | * | Sa | aried Employees | ☆ | |
| Time cards | * | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | * | | Users | * | |
| PDF: | | | | | | | | | |
| Absences | * | Attendance By Employee | \$ | Bi-weekly payroll | * | De | partmental detail | * | |
| Departmental summary | * | Job detail | * | Job summary | * | Late | and leaving early | * | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | * | | Requests | * | |
| Schedule | ☆ | Simple payroll | * | Who has no entry | * | | | | |



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PTO Accruals

Here is a sample Screenshot of PTO Accruals Report

| Setting Request | List Viev | / Day View PTO Balar | nce | Where Who Is In Me | essage | Shift Schedule | Job Schedule | Approve | Reports |
|----------------------|-------------|------------------------------|-------|------------------------|---------|----------------|-----------------|---------|---------|
| My Hours Exit 🔀 | | | | | | | | | |
| Download Sample Rep | <u>orts</u> | | | | | | | | |
| CSV: | | | | | | | | | |
| ADP Paydata | * | ADP Payroll | * | Audit log time cards | s A | ۲ Millen | nium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Payroll | * | Salarie | d Employees | * | |
| Time cards | * | Time Cards(archived employed | es) ☆ | Time Tracking (QuickBo | ooks) 차 | τ | Users | * | |
| PDF: | | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly payroll | * | T Depart | mental detail | * | |
| Departmental summary | * | Job detail | ☆ | Job summary | * | T Late an | d leaving early | * | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | \$ | R | equests | * | |
| Schedule | * | Simple payroll | * | Who has no entry | * | τ | | | |

| Setting Request L | ist Vie | w Day View PTO | Choose empl | oyee and date range | 01.18.4 | X Job Schedule | e Approve | Reports |
|----------------------|---------|---------------------------|-------------|----------------------------|---------|------------------------|-----------|---------|
| Download Sample Repo | orts | | Department: | All Departments | • | | | |
| | | | Employee: | All Employee | • | | | |
| CSV: | | | Pagination: | All in one page | • | | | |
| ADP Paydata | ☆ | ADP Payroll | Date range: | 08/22/2022 | | illennium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 2 | | ок | Cancel | laried Employees | * | |
| Time cards | ☆ | Time Cards(archived emplo | vyees) ¥ | Time Tracking (QuickBooks) | × | Users | * | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employe | e 🖈 | Bi-weekly payroll | * | Departmental detail | * | |
| Departmental summary | ☆ | Job detail | * | Job summary | * | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | * | Requests | * | |
| Schedule | * | Simple payroll | * | Who has no entry | * | | | |

| Return Print to PDF | | | | | PT End I | O Accı Date: 202 | ruals 2-08-22 | | | | | |
|------------------------|------------------------------|-------------|------|----------------|-------------|----------------------------|----------------------|---------------|------------|-----------|-------|---------|
| | Name Admin | PTO code | | Carryover date | A | ccrual rul | ered | Accrued hours | Used hours | Carryover | hours | Balance |
| | Admin | Holidayo 1 | | 2022-01-01 | 0.000 | | chicar | ő | 40 | 0 | | 0 |
| | Admin | Other | | 2022-01-01 | 2 year | @ 40 hr | siyear | 20 | 24 | 10 | | 6 |
| | Admin | Personal | | 2021-01-08 | 1328 3027 | hrs work | o/year ad @ 0.375 | /08 1135 | 24 | 0 | 4 | 7/ 1135 |
| | | , stadilar | | 2021 01-01 | 1020.0021 | /hr | 0.010 | Admin | 27 | Sick | 2020- | 09-21 |
| | 1 year @ 40 hrs/v | ear | 40 | 78 | | 0 | -38 | Admin | Va | caciones | 2020 | -04-01 |
| | 0 | | 0 | 0 | | 0 | 0 | Admin | V | acation | 2020 | -04-01 |
| | 0 | | 0 | 16 | | 0 | -16 | Admin | | Vacay | 2022 | -03-10 |
| | 310.1185 hrs worked @ /hr | 0.0333 1 | 0.32 | 69 0 | | 12 | 22.3269 | | | | | |
| | Anthony Stark | General PTC |) | 2022-07-01 | 0 hrs w | orked @ | 0.05 /hr | 0 | 17 | 0 | | -17 |
| | Filthy | Holidays 1 | | 2022-01-01 | Mar | ually Ent | ered | 20 | 0 | 0 | | 20 |
| | Matt1 | Vacation | | 2022-03-01 | 8 hrs w | orked @ | 0.05 /hr | 0.4 | 0 | 10 | | 10.4 |
| | Matt123 | General PTC |) | 2022-01-01 | Mar | ually Ent | ered | 50 | 8 | 0 | | 42 |
| | Test User | PTO | | 2022-01-01 | 62 hrs v | orked @ | 0.05 /hr | 3.1 | 0 | 10 | | 13.1 |
| | Test User | Vacation | | 2021-10-21 | 1 year | @ 112 h | rs/year | 112 | 48 | 70 | | 134 |
| | | | | | | | | | | | | |

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Requests

Here is a sample Screenshot of Request Report

| Setting Request | List View | Day View PTO Balanc | e | Where Who Is In Message | S | Shift Schedule Job Schedule | Approve | Reports |
|----------------------|-------------|-------------------------------|-----|----------------------------|---|-----------------------------|---------|---------|
| My Hours Exit 🔀 | | | | | | | | |
| Download Sample Rep | <u>orts</u> | | | | | | | |
| | | | | | | | | |
| CSV: | | | | | | | | |
| ADP Paydata | * | ADP Payroll | ☆ | Audit log time cards | * | Millennium Payroll | ☆ | |
| PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Payroll | * | Salaried Employees | ☆ | |
| Time cards | * | Time Cards(archived employees |) 🌣 | Time Tracking (QuickBooks) | ☆ | Users | * | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employee | ☆ | Bi-weekly payroll | ☆ | Departmental detail | * | |
| Departmental summary | * | Job detail | ☆ | Job summary | ☆ | Late and leaving early | ☆ | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | ☆ | Requests | * | |
| Schedule | * | Simple payroll | ☆ | Who has no entry | * | | | |

| Setting Request Lis | st Viev | v Day View PTO | e emp | lovee and date range | 0110.0 | le Job Schedule | Approve Reports |
|------------------------|---------|--------------------------------|----------|----------------------------|--------|------------------------|-----------------|
| My Hours Exit 🔯 | | | o omp | loyoo ana dato rango | | | |
| Download Sample Report | S | Dep | artment: | All Departments | • | | |
| · · · · · · | | En | nployee: | All Employee | • | | |
| CSV: | | Date | e range: | 08/01/2022 | 22 🗎 | | |
| ADP Paydata | ☆ | ADP Payroll | | | | illennium Payroll | x |
| PayChex Payroll | \$ | PayChex Payroll 2 | | ОК | Cancel | laried Employees | × |
| Time cards | \$ | Time Cards(archived employees) |]☆ [| Time Tracking (QuickBooks) | * | Users | X |
| PDF: | | | | | | | |
| Absences | ☆ | Attendance By Employee | ☆ [| Bi-weekly payroll | * | Departmental detail | × |
| Departmental summary | * | Job detail |]☆ [| Job summary | * | Late and leaving early | * |
| Payroll summary | \$ | Print QR Code | * | PTO Accruals | * | Requests | ☆ |
| Schedule | * | Simple payroll |]☆ [| Who has no entry | * | | |

| Return | Requests | | | | | | | | | | | |
|--------------|---|---------------------------------|-----------|------------|---|--|-----------------------------|---------------|------------------------|--|--|--|
| Print to PDF | | | | | | 2022-08-01 - 20 | 022-08-31 | | | | | |
| | <u>Full Name</u> Anthony Stark Matt1 Matt1 | Date 08/04 08/05 08/05 | <u>In</u> | <u>Out</u> | <u>Hours</u> 9h Om 9h Om 9h Om | Job/Absence General PTO General PTO General PTO | <u>Shift</u> 1 1 1 | Employee Note | <u>Manager Comment</u> | Status approved approved denied | | |

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Schedule

Here is a sample Screenshot of Schedule Report

| Setting Request | List Viev | v Day View PTO Balance | ə ' | Where Who Is In Message | S | Shift Schedule Job Schedule | Approve | Reports |
|----------------------|--------------|--------------------------------|-----|----------------------------|---|-----------------------------|---------|---------|
| My Hours Exit 🔀 | | | | | | | | |
| Download Sample Rep | <u>ports</u> | | | | | | | |
| CSV: | | | | | | | | |
| ADP Paydata | * | ADP Payroll | ☆ | Audit log time cards | ☆ | Millennium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 2019 | ☆ | Paylocity Payroll | * | Salaried Employees | ☆ | |
| Time cards | * | Time Cards(archived employees) | ☆ | Time Tracking (QuickBooks) | ☆ | Users | ☆ | |
| PDF: | | | | | | | | |
| Absences | ☆ | Attendance By Employee | ☆ | Bi-weekly payroll | * | Departmental detail | * | |
| Departmental summary | * | Job detail | ☆ | Job summary | ☆ | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | ☆ | PTO Accruals | ☆ | Requests | * | |
| Schedule | ☆ | Simple payroll | ☆ | Who has no entry | * | | | |

| Setting Request L | ist Viev | v Day View PTOCC | se emp | loyee and date range | | le Job Schedule | Approve | Reports |
|----------------------|----------|--------------------------------|----------|----------------------------|--------|------------------------|---------|---------|
| Download Sample Peno | rte | Dep | artment: | All Departments | • | | | |
| Download Sample Repo | 110 | En | nployee: | All Employee | • | | | |
| CSV: | | Date | e range: | 08/01/2022 | 22 | | | |
| ADP Paydata | * | ADP Payroll | | | | illennium Payroll | * | |
| PayChex Payroll | ☆ | PayChex Payroll 2 | | ОК | Cancel | Jaried Employees | * | |
| Time cards | * | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | * | Users | * | |
| PDF: | | | | | | | | |
| Absences | ☆ | Attendance By Employee | \$ | Bi-weekly payroll | * | Departmental detail | * | |
| Departmental summary | ☆ | Job detail | × | Job summary | * | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | \$ | PTO Accruais | * | Requests | ☆ | |
| Schedule | * | Simple payroll | * | Who has no entry | * | | | |

| Return | | | Schedule | | | |
|--------------|--------------|-------------------|-------------------|--------|------------|-----------|
| | | | | | | |
| Print to PDF | | | 2022-08-01 — 2022 | -08-31 | | |
| | Department | Full Name | Date | Shift | Start Time | Stop Time |
| | sample | Allison | 08/01/2022 | 1 | 08:00 | 17:00 |
| | Gold | Allison1 | 08/01/2022 | 1 | 08:00 | 17:00 |
| | Gold | Anthony Stark | 08/01/2022 | 1 | 08:00 | 17:00 |
| | Sample | Bubba | 08/01/2022 | 1 | 08:00 | 17:00 |
| | - | Bud Wiser | 08/01/2022 | 1 | 08:00 | 17:00 |
| | office | Cedrik Bertin | 08/01/2022 | 1 | 08:00 | 17:00 |
| | | Craig | 08/01/2022 | 1 | 08:00 | 17:00 |
| | office | D&R User | 08/01/2022 | 1 | 08:00 | 17:00 |
| | | Filthy | 08/01/2022 | 1 | 08:00 | 17:00 |
| | New Dept | Gallespie, Dizzie | 08/01/2022 | 1 | 08:00 | 17:00 |
| | Service Dept | Godfrev Awasi | 08/01/2022 | 1 | 08:00 | 17:00 |
| | New Dept | Guy Light | 08/01/2022 | 1 | 08:00 | 17:00 |
| | New Dept | Haris Khan | 08/01/2022 | 1 | 08:00 | 17:00 |
| | Paint | Mary Smith | 08/01/2022 | 1 | 08:00 | 17:00 |
| | | Matt1 | 08/01/2022 | 1 | 08:00 | 17:00 |
| | Shop | Matt123 | 08/01/2022 | 1 | 08:00 | 17:00 |
| | New Dept | MattOTC | 08/01/2022 | 1 | 08:00 | 17:00 |
| | | MEOW MEOW | 08/01/2022 | 1 | 08:00 | 17:00 |
| | New Dept | mmquser | 08/01/2022 | 1 | 08:00 | 17:00 |
| | iten Bept | Sample Emp | 08/01/2022 | 1 | 08:00 | 17:00 |
| | New Dept | test test123 | 08/01/2022 | 1 | 08:00 | 17:00 |
| | | Test User | 08/01/2022 | 1 | 08:00 | 17:00 |
| | | Test123 | 08/01/2022 | 1 | 08:00 | 17:00 |
| | New Dept | TEst1234 | 08/01/2022 | 1 | 08:00 | 17:00 |
| | PM | testing of c | 08/01/2022 | 1 | 08:00 | 17:00 |
| | New Dept | testt12333 | 08/01/2022 | 1 | 08:00 | 17:00 |
| | sample | Allison | 08/02/2022 | 1 | 08:00 | 17:00 |
| | Gold | Allison1 | 08/02/2022 | 1 | 08:00 | 17:00 |
| | Gold | Anthony Stark | 08/02/2022 | 1 | 08:00 | 17:00 |
| | Samplo | Pubba | 00/02/2022 | 1 | 00:00 | 17:00 |
| | Sample | Pud Wicor | 00/02/2022 | 1 | 08:00 | 17:00 |
| | office | Codrik Portin | 00/02/2022 | 1 | 08:00 | 17:00 |
| | Unice | Croin | 00/02/2022 | 1 | 00.00 | 17:00 |
| | | Craig | 00/02/2022 | | 08.00 | 17.00 |

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Simple Payroll

Here is a sample Screenshot of Simple Payroll Report

| Setting Request | List View | Day View | PTO Balance | W | here Who Is In | Message | Shift | Schedule | Job Schedule | Approve | Reports |
|----------------------|--------------|------------------|----------------|----|-------------------|------------|-------|----------|-----------------|---------|---------|
| My Hours Exit 🔯 | | | | | | | | | | | |
| Download Sample Rep | <u>oorts</u> | | | | | | | | | | |
| CSV: | | | | | | | | | | | |
| ADP Paydata | * | ADP P | ayroll | ☆ | Audit log time | cards | * | Millen | nium Payroll | ☆ | |
| PayChex Payroll | * | PayChex Pa | yroll 2019 | \$ | Paylocity Pa | iyroll | * | Salarie | ed Employees | * | |
| Time cards | * | Time Cards(archi | ved employees) | ☆ | Time Tracking (Qu | lickBooks) | * | | Users | * | |
| PDF: | | | | | | | | | | | |
| Absences | * | Attendance B | y Employee | ☆ | Bi-weekly pa | ayroll | * | Depar | tmental detail | * | |
| Departmental summary | * | Job de | etail | ☆ | Job summa | ary | * | Late an | d leaving early | * | |
| Payroll summary | * | Print QR | Code | ☆ | PTO Accru | als | * | R | lequests | * | |
| Schedule | * | Simple p | payroll | ☆ | Who has no | entry | \$ | | | | |



| | | | | | Sin | nple Pay | roll Re | port | | | |
|-------------------|----------------------------|------------------------------------|----------------------|---------------------------|----------|-----------|--------------|----------------------------|---------------|-----------------------------|--|
| PDF | | | | | 2 | 022-08-01 | - 2022-08 | -31 | | | |
| Adm | in | | | | | | | | | | |
| <u>Day</u> Thu | <u>Date</u> 08/04 | <u>Start</u> 10:09 PM | Stop 11:09 PM | <u>Regular</u> 1h 0m | <u>0</u> | DT | <u>Leave</u> | <u>Paid</u> 1h 0m | <u>Unpaid</u> | <u>Total</u> 1h 0m | Job / Pto Gold Testing |
| Week | Ending 0 | 8/07/2022 | | 1h 0m | | | | 1h 0m | | 1h 0m | |
| Tue Wed Ad | 08/09 08/10 min Comm | 11:34 AM 10:13 AM nent: test | 12:00 AM | 8h 0m | 3h 26m | | | 11h 26m | | 11h 26m | Gold Testing Gold Testing |
| Thu Ad | 08/11 min Note: | 04:55 PM test | 04:55 PM | | | | | | | | Gold Testing |
| bA | 08/11 min Note: | 04:55 PM test | 04:56 PM | 0h 1m | | | | 0h 1m | | 0h 1m | Gold Testing |
| | 08/11 08/11 | 05:34 PM 07:47 PM | 05:34 PM 07:47 PM | | | | | | | | Gold Testing Gold Testing |
| Fri | 08/11 08/12 08/12 | 07:47 PM 12:58 PM 07:20 PM | 05:38 AM 12:59 PM | 7h 59m 0h 1m | 0h 52m | | | 8h 51m 0h 1m | | 8h 51m 0h 1m | Gold Testing Gold Testing Gold Testing |
| Sat | 08/13 | 03:46 PM | | | | | | | | | Gold Testing |
| Week | Ending 0 | 8/14/2022 | | 16h 1m | 4h 18m | | | 20h 19m | | 20h 19m | |
| Mon | 08/15 08/15 | 09:53 AM 05:54 PM | 11:04 AM 05:54 PM | 1h 11m | | | | 1h 11m | | 1h 11m | Gold Testing |
| Tue | 08/16 08/16 | 12:00 AM 12:00 AM | | | | | | 0h 0m | 8h 0m | 8h 0m | Personal BONUS +\$8 |
| Wed | 08/16 08/17 | 01:02 PM 08:46 PM | 07:17 PM 08:46 PM | 5h 15m | | | | 5h 15m | | 5h 15m | |
| Fri | 08/18 08/18 08/19 | 02:56 PM 11:42 PM 03:45 PM | 01:23 PM 03:46 PM | 7h 16m 0h 44m 0h 1m | 4h Om | 7h 57m | | 7h 16m 12h 41m 0h 1m | | 7 n 16m 12h 41m 0h 1m | |
| Sat | 08/20 08/20 08/20 | 09:56 AM 09:57 AM 01:48 PM | 09:56 AM 09:58 AM | 0h 1m | | | | 0h 1m | | 0h 1m | |
| | | | | | | | | | | | |

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Who has no Entry

Here is a sample Screenshot of Who has no Entry Report

| Setting Request | List View | / Day View PTO B | alance Wh | ere Who Is In | Message | Shift Schedu | e Job Schedule | Approve | Reports |
|----------------------|-----------|--------------------------|-----------|--------------------|-----------|--------------|-------------------|---------|---------|
| My Hours Exit 🔯 | | | | | | | | | |
| Download Sample Rep | orts | | | | | | | | |
| CSV: | | | | | | | | | |
| ADP Paydata | * | ADP Payroll | * | Audit log time | cards | ☆ Mi | llennium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 201 | 9 🛠 | Paylocity Pay | roll | ☆ Sa | aried Employees | * | |
| Time cards | ☆ | Time Cards(archived empl | loyees) 🌣 | Time Tracking (Qui | ickBooks) | * | Users | ☆ | |
| PDF: | | | | | | | | | |
| Absences | ☆ | Attendance By Employ | ree 🖈 | Bi-weekly pa | yroll | ☆ De | partmental detail | ☆ | |
| Departmental summary | ☆ | Job detail | * | Job summa | iry | ☆ Late | and leaving early | * | |
| Payroll summary | * | Print QR Code | * | PTO Accruz | als | * | Requests | * | |
| Schedule | ☆ | Simple payroll | * | Who has no e | entry | * | | | |

| Setting Request L | ist Viev | v Day View PTO | ose der | partment and date range | | le Job Schedule | Approve Reports | |
|----------------------|------------|-----------------------------------|--------------------|--|--------|------------------------|-----------------|--|
| My Hours Exit 🔯 | | | 000 001 | and date lange | | | | |
| Download Sample Repo | <u>rts</u> | De | partment | t: All Departments | • | | | |
| | | Da | ate range | 08/01/2022 | 022 | | | |
| CSV: | | lar | nore these | e davs: | | | | |
| ADP Paydata | \$ | ADP Payroll | monday Iriday 🗆 | ⊡tuesday ⊡wednesday ⊡thur Isaturday ⊡sunday | sday | illennium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 2 | | ОК | Cancel | laried Employees | * | |
| Time cards | * | Time Cards(archived entry source) | <i>y</i> | | | Users | ¤ | |
| PDF: | | | | | | | | |
| Absences | ☆ | Attendance By Employee | * | Bi-weekly payroll | * | Departmental detail | * | |
| Departmental summary | * | Job detail | * | Job summary | _☆ | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | * | Requests | × | |
| Schedule | * | Simple payroll | * | Who has no entry | * | | | |

| | | | |
|-----------------|--|---------|------------|
| | who has no en | try | |
| | 2022-08-01 - 2022-08 ignore days:(none) | -31 | |
| Department name | User | day | date |
| | Admin | Mon | 2022-08-01 |
| | Admin | Tue | 2022-08-02 |
| | Admin | Wed | 2022-08-03 |
| | Admin | Fri | 2022-08-05 |
| | Admin | Sat | 2022-08-06 |
| | Admin | Sun | 2022-08-07 |
| | Admin | Mon | 2022-08-08 |
| | Admin | Sun | 2022-08-14 |
| | Admin | Sun | 2022-08-21 |
| | Admin | Mon | 2022-08-22 |
| | Admin | Tue | 2022-08-23 |
| | Admin | Wed | 2022-08-24 |
| | Admin | Thu | 2022-08-25 |
| | Admin | Fri | 2022-08-26 |
| | Admin | Sat | 2022-08-27 |
| | Admin | Sun | 2022-08-28 |
| | Admin | Mon | 2022-08-29 |
| | Admin | Tue | 2022-08-30 |
| | Admin | Wed | 2022-08-31 |
| sample | Allison | Mon | 2022-08-01 |
| sample | Allison | Tue | 2022-08-02 |
| sample | Allison | Wed | 2022-08-03 |
| sample | Allison | Thu | 2022-08-04 |
| sample | Allison | Fri | 2022-08-05 |
| sample | Allison | Sat | 2022-08-06 |
| sample | Allison | Sun | 2022-08-07 |
| sample | Allison | Mon | 2022-08-08 |
| sample | Allison | Tue | 2022-08-09 |
| sample | Allison | Wed | 2022-08-10 |
| sample | Allison | Thu | 2022-08-11 |
| sample | Allison | Sat | 2022-08-13 |
| sample | Allison | Sun | 2022-08-14 |
| sample | Allison | Fri | 2022-08-19 |
| sample | Allison | Sat | 2022-08-20 |
| sample | Allison | Sun | 2022-08-21 |
| | | | |

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Excel Reports

Here are sample for the Excel reports that we have.

| E | Excel: | | | | | | | | | | | |
|---|--------------------------------------|--------|----------------------|----------|---|----------|---|----------|---|----------|----------------------------|----------|
| | Absences. xlsx | * | Approval Status | * | Biweekly Employee Time Sheet | * | Daily Attendance 2 | * | Department Payroll | * | Departmental Summary Excel | * |
| | Employee Week Summary | × | Incompleted Schedule | * | Job by Employee | * | Job Cost | * | Job Summary 2 | × | Late and early | * |
| | Locations | * | Month cards | * | MSL Payroll | * | Payroll Excel | ☆ | Payroll Summary One | × | Payroll Summary Two | * |
| | PTO Accruals Excel | * | Requests. xlsx | * | Simple Payroll (no overtime) | * | Simple payroll (overtime) | * | Simple payroll (summary) | * | Sum Jobs Employees | * |
| | Taclic Payroll | * | Time card by job | * | Time cards (hours:minutes) | * | Time Duration | * | Total Hours by Date | × | Who is in | * |
| | PTO Accruais Excel Tacilc Payroli | ☆ ☆ | Requests. xlsx | ☆ | Simple Payroll (no overtime) Time cards (hours:minutes) | ☆ | Simple payroll (overtime) Time Duration | ☆ | Simple payroll (summary) Total Hours by Date | ☆ | Sum Jobs Employees |);]; |

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Absences

Here is a sample Screenshot of Absences Report

| Setting Request | List Viev | v Day View PTO I | Balance W | /here Who | Is In I | lessage | Shift So | chedule Job Schedule | Approve | Reports |
|-----------------------|-------------|---------------------------|-------------------------------|--|--------------|----------------------|----------------------|----------------------------|---------|---------|
| My Hours Exit 🔀 | | | | | | | | | | |
| Download Sample Repo | <u>orts</u> | | | | | | | | | |
| CSV: | | | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | * | Audit | log time ca | irds 🕇 | ۲ (| Millennium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 20 | 19 🖈 | Pay | locity Payro | oli 🖌 | τ [| Salaried Employees | ☆ | |
| Time and | * | Time Oanda (anthing down | | Time Tee | | (De eliz) | • | lleen | | |
| Time cards | × | Time Cards(archived emp | noyees) | Time Trac | CKING (QUIC) | (BOOKS) | • | Users | A | |
| PDF: | | | | | | | | | | |
| Absences | ☆ | Attendance By Emplo | iyee 🖈 | Bi-w | eekly payr | sil z | t | Departmental detail | * | |
| Departmental summary | * | Job detail | ☆ | Jo | b summary | 7 | ۲ | Late and leaving early | ☆ | |
| Payroll summary | * | Print QR Code | * | PT | O Accruals | ; ¥ | ۲ | Requests | * | |
| Schedule | * | Simple payroll | * | Who | has no en | try 🗲 | t | | | |
| | | | | | | | | | | |
| Setting Request Li | ist View | Day View PTO | Choose emp | loyee and d | late rang | e | | le Job Schedule | Approve | Reports |
| My Hours Exit 🔀 | | | | | | | | | | |
| Download Sample Repor | <u>ts</u> | | Department: | All Departme | ents | • | | | | |
| 0.81/1 | | | Employee: | All Employee | • | • | | | | |
| ADP Pavdata | * | ADP Pavroll | Date range. | 08/01/2022 | | 08/31/2022 | | illennium Pavroll | * | |
| | | | | [| ОК | Ca | ncel | | J n. | |
| PayChex Payroll | x | PayChex Payroll 2 | | | | | | Jaried Employees | ¥ | |
| Time cards | * | Time Cards(archived emplo | oyees) 🕸 | Time Tracki | ing (QuickB | ooks) 🛱 | | Users | * | |
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| Absences | * | Attendance By Employe | ee 🛪 | Bi-we | ekly payroll | * | | Departmental detail | * | |
| Departmental summary | * | Job detail | * | Job | summary | × | | Late and leaving early | * | |
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| Schedule | X | Simple payroll | ¥ | Who h | ias no entry | × | | | | |
| Return | | | | | | | | | | |
| Print to PDE | | | | 2022 | | 23 09 21 | | | | |
| | | Employee No | Name | Date | Paid | Unpaid | <u>Total</u> | Reason | | |
| | | | Admin | 2022-08-16 sub total: | 0.00 | 8.00 | 8.00 8.00 | Personal | | |
| | | | Allison | 2022-08-01 | 8.00 | 0.00 | 8.00 | General PTO | | |
| | | | Allison Allison Allison | 2022-08-12 2022-08-16 2022-08-16 | 0.00 | 8.00 8.00 0.00 | 8.00 8.00 8.00 | Personal General PTO | | |
| | | | | sub total: | 16.00 | 16.00 | 32.00 | | | |
| | | | Allison1 Allison1 | 2022-08-01 2022-08-12 | 8.00 0.00 | 0.00 8.00 | 8.00 8.00 | General PTO Other | | |
| | | | | sub total: | 8.00 | 8.00 | 16.00 | | | |
| | | Anti Anti | nony Stark nony Stark | 2022-08-01 2022-08-04 | 8.00 9.00 | 0.00 0.00 | 8.00 9.00 | General PTO General PTO | | |
| | | | - | sub total: | 17.00 | 0.00 | 17.00 | | | |
| | | | Bubba | 2022-08-01 | 8.00 | 0.00 | 8.00 | General PTO | | |
| | | | | sub total: | 8.00 | 0.00 | 8.00 | | | |
| | | В | ud Wiser | 2022-08-01 | 8.00 | 0.00 | 8.00 | General PTO | | |
| | | 1 00 | drik Bertin | SUD TOTAL: 2022-08-01 | 8.00 8.00 | 0.00 | 8.00 | General PTO | | |
| | | | | sub total: | 8.00 | 0.00 | 8.00 | Guidel TO | | |
| | | | Craig | 2022-08-01 | 8.00 | 0.00 | 8.00 | General PTO | | |

8.00

0.00

sub total: 8.00

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Bi-weekly Employee Time Sheet

Here is a sample Screenshot of Bi-weekly Employee Time Sheet Report

| | Setting Request L | .ist Vie | w Day View PTO Ba | alance W | here Who Is I | n Message | Shif | t Schedule | Job Schedul | e Approve | Reports |
|--|---|------------|-------------------------------------|---|---|--|----------------------------------|-------------------------------------|--|---|--|
| bounded Sample Reacts Seven Addr Paoda | 1y Hours Exit 🔀 | | | | | | | | | | |
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| DF: Acences * Acences * Acences C propose * Beweckty pares * Departmental deal * Departmental summay * Ace dool * TOTA Acons * Departmental deal * Parent unmary * Ace dool * TOTA Acons * Departmental deal * Parent unmary * Ace dool * TOTA Acons * Departmental deal * Parent unmary * Tot Acons * Sec * Sec * TOTA Acons * Departmental summay Fues * Total Acons Aces * Sec * | Time cards | ☆ | Time Cards(archived employ | oyees) 🖈 | Time Tracking | (QuickBooks) | * | | Users | * | |
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| | Employee Signature Date | | | Pate/Hr: 0.00 Total \$: 0.00 Grand Total \$: 0.00 | 0.00 0. | 00 0.00 | 0.00 | 0.00 | 0.00 0.00 | 0.00 0.00 | 0.00 |

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Department Payroll

Here is a sample Screenshot of Depatrment Payroll Report

| Settin | g Request | List View | Day View PTO Balanc | e Whe | ere Who Is In Message | Shi | ft Schedule | Job Schedule | Approve | Reports |
|----------|--------------------------|--|--------------------------------|------------|--|---------|-------------|--------------------|---------|---------|
| My Hours | Exit 🐼 | | | | | | | | | |
| Downlo | ad Sample Rep | orts | | | | | | | | |
| Domine | <u>aa oampio riop</u> | | | | | | | | | |
| CSV: | | | | | | | | | | |
| | ADP Pavdata | * | ADP Pavroll | ☆ | Audit log time cards | \$ | Millenr | nium Pavroll | * | |
| | | | | | | | | | | |
| | PayChex Payroll | * | PayChex Payroll 2019 | ☆ | Paylocity Payroll | \$ | Salarie | d Employees | ☆ | |
| | Time cards | * | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | * | | Jsers | * | |
| | | | | | | | | | | |
| PDF: | | | | | | | | | | |
| | Absences | * | Attendance By Employee | * | Bi-weekly payroll | \$ | Departr | mental detail | * | |
| Dep | partmental summary | * | Job detail | * | Job summary | * | Late and | l leaving early | * | |
| | | | |), C | |) N. | [| | | |
| | Payroll summary | ਸ | Print QR Code | ਸ | PTO Accruals | ਸ | Re | equests | ਸ | |
| | Schedule | * | Simple payroll | * | Who has no entry | * | | | | |
| | | | | | | | | | | |
| Excel: | | | | | | | | | | |
| | Absences, xlsx | * | Biweekly Employee Time Shee | * | Department Payroll | ☆ | Departme | ntal Summary Exce | ☆ | |
| Emp | lovee Week Summary | * | Incompleted Schedule | * | Job by Employee | * | | Job Cost | * | |
| | | | | | | | | 000 0001 | | |
| | Job Summary 2 | \$ | Late and early | ☆ | Locations | ☆ | N | Ionth cards | ☆ | |
| | MSL Payroll | * | Payroll Excel | ☆ | Payroll Summary One | ☆ | Payro | II Summary Two | * | |
| | | | | | | | | | | |
| P | TO Accruals Excel | ¥ | Requests. xlsx | ¥ | Simple Payroll (no overtime) | ¥ | Simple | payroll (overtime) | Ŷ | |
| Sim | ple payroll (summary) | * | Sum Jobs Employees | \$ | Time card by job | ☆ | Ті | me Duration | * | |
| Т | otal Hours by Date | * | Who is in | * | | | | | | |
| | otal Hours by Date | | WING IS III | | | | | | | |
| | | | | | | | | | | |
| | opparation car barrinary | | | | oob ourmary | | Luici | and leaving early | | |
| | Payroll summary | * | Print QR Code Ch | oose en | nployee and date range | | × | Requests | * | |
| | Schedule | * | Simple payroll | | | | | | | |
| | | | | Jate range | e: 08/15/2022 | | | | | |
| Exce | l: | | | | Hide employee who has no open the second | data | | | | |
| | Absences, xlsx | * | Biweekly Employee Tin | | | 0 | ncel | ental Summary Exce | * | |
| | mplovee Week Summa | N St | Incompleted Schedule | 22 | | Ca V | | Job Cost | * | |
| | mpioyee week summa | <u>`````````````````````````````````````</u> | incompleted Schedule | | Sob by Employee | | | 50D C05t | | |
| | Job Summary 2 | * | Late and early | * | Locations | * | 1 | Month cards | * | |
| | | | | | | | | | | |

| Employee Week Summary | ☆ | Incompleted Schedule | X | Job by Employee | ¥ | Job Cost | * |
|--------------------------|---|----------------------|---|------------------------------|---|---------------------------|---|
| Job Summary 2 | * | Late and early | * | Locations | * | Month cards | * |
| MSL Payroll | * | Payroll Excel | * | Payroll Summary One | * | Payroll Summary Two | * |
| PTO Accruals Excel | * | Requests. xlsx | * | Simple Payroll (no overtime) | ☆ | Simple payroll (overtime) | * |
| Simple payroll (summary) | * | Sum Jobs Employees | * | Time card by job | * | Time Duration | * |
| Total Hours by Date | * | Who is in | * | | | | |

A1 \checkmark : $\leftthreetimes \checkmark f_X$ Department:Gold

| - 4 | Α | В | С | D | E | F | G | н | 1 | J | K | L | M | N | 0 | Р | Q | B | S |
|-----|-----------------|-------------------|---|------------|-------------|------------|------------|-------------|-----------|---|----------------------|------------|------------|------------|------------|------------|------------|--------------|----------------------|
| 1 | Department:Gold | | | | | | | | | | | | | | | | | | |
| 2 | | | Week One Total Hours | | | | | | | | Week Two Total Hours | | | | | | | | |
| 3 | | | Mon | Tue | Wed | Thu | Fri | Sat | Sun | | Mon | Tue | Wed | Thu | Fri | Sat | Sun | | |
| 4 | Employee No. | Employee Name | 2022-08-15/2022-08-16/2022-08-17/2022-08-18/2022-08-19/2022-08-20 | | | | | | | 3-21 Total Week 1 2022-08-222022-08-232022-08-242022-08-252022-08-252022-08-2 | | | | | | | | Total Week 2 | Total for Pay Perioc |
| 5 | | Allison1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6 | | Anthony Stark | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7 | Total for Dept. | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8 | | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | Depart | nent:Nev Dep | e. | | | | | | | | |
| 10 | | | Week One Total Hours | | | | | | | | Week Two Total Hours | | | | | | | | |
| 11 | | | Mon | Tue | Wed | Thu | Fri | Sat | Sun | | Mon | Tue | Wed | Thu | Fri | Sat | Sun | | |
| 12 | Employee No. | Employee Name | 2022-08-15 | 2022-08-16 | 52022-08-17 | 2022-08-18 | 32022-08-1 | 92022-08-20 | 2022-08-2 | Total Week 1 | 2022-08-22 | 2022-08-23 | 2022-08-24 | 2022-08-25 | 2022-08-26 | 2022-08-27 | 2022-08-28 | Total Week 2 | Total for Pay Perioc |
| 13 | | Gallespie, Dizzie | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | | Guy Light | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | 005 | Haris Khan | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 | | MattOTC | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17 | | mmguser | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18 | | Test for demo | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19 | | test test123 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | | TEst1234 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 | | testt12333 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22 | Total for Dept. | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 | | | | | | | | | | | | | | | | | | | |
| 24 | | | Department:office | | | | | | | | | | | | | | | | |

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Departmental Summary Excel

Here is a sample Screenshot of Departmental Summary Excel Report

| Setting Request L | ist Viev | w Day View | PTO Balance | e Wh | nere W | ho Is In Me | essage | Shift | Schedule | Job Schedule | Approve | Reports |
|---------------------------------|-------------|---|---------------|---------------|-----------------------|-------------------|---------------|-------|----------|--------------------|------------|---------|
| Av Hours Exit 🕅 | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| Download Sample Report | r <u>ts</u> | | | | | | | | | | | |
| | | | | | | | | | | | | |
| CSV | | | | | | | | | | | | |
| 037. | | | | | | | | | | | | |
| ADP Paydata | ☆ | ADP Pa | yroll | ☆ | Au | dit log time card | s 7 | * | Millenn | ium Payroll | \$ | |
| | | | | | | | | | | | | |
| PayChex Payroll | ☆ | PayChex Pay | roll 2019 | ☆ | F | Paylocity Payroll | 7 | * | Salarieo | I Employees | ☆ | |
| | ۰. | | | | | | | | | | | |
| Time cards | ☆ | Time Cards(archiv | ed employees) | * | Time T | racking (QuickBo | ooks) | * | l | Jsers | * | |
| | | | | | | | | | | | | |
| PDF: | | | | | | | | | | | | |
| Absences | * | Attendance By | Employee | * | в | i-weekly payroll | 7 | * | Departr | nental detail | * | |
| | | , | | | | | | | | | | |
| Departmental summary | ☆ | Job de | tail | ☆ | | Job summary | 7 | * | Late and | leaving early | * | |
| | | | | | | | | | | | | |
| Payroll summary | ☆ | Print QR | Code | ☆ | | PTO Accruals | 7 | * | Re | quests | * | |
| | | | | | | | | | | | | |
| Schedule | ☆ | Simple p | ayroll | * | N | /ho has no entry | 7 | \$ | | | | |
| | | | | | | | | | | | | |
| Event | | | | | | | | | | | | |
| LACEI. | | | | | | | | | | | | |
| Absences. xlsx | ☆ | Biweekly Employ | ee Time Sheet | ☆ | [| Department Payr | roll | ☆ | Departme | ntal Summary Excel | * | |
| | | | | | | | | | | | | |
| Employee Week Summary | ☆ | Incompleted | Schedule | ☆ | | Job by Employe | ee | ☆ | | Job Cost | * | |
| | | | | | | | | | | | | |
| Job Summary 2 | ☆ | Late and | d early | * | | Locations | | * | N | onth cards | * | |
| | | | | | | | | | | | | |
| MSL Payroll | * | Payroll | Excel | * | Pa | ayroll Summary (| One | ☆ | Payrol | I Summary Two | * | |
| | | | | | | | | | | | | |
| PTO Accruais Excel | * | Request | s. xlsx | ¥ | Simp | le Payroll (no ov | vertime) | ☆ | Simple | payroll (overtime) | * | |
| | | | | | | | | | | | . | |
| Simple payroll (summary) | × | Sum Jobs E | mployees | ਮ | | Time card by jo | b | × | TI | me Duration | × | |
| Tatal Usura ku Data | * | 10/2 | - 1- | ** | | | | | | | | |
| Total Hours by Date | | VIIIO | 5 111 | | | | | | | | | |
| | | | | | | | | | | | | |
| Departmental summary | ਸ | Job d | etail | ਸ | | Job summary | | ਸ | Late an | d leaving early | × | |
| | | | Chor | ise em | nlovee a | ind date rand | 10 | | × | | ٦. | |
| Payroll summary | x | Print QF | Code | 30 CH | ipioyee a | ind date rang | JC | | R | equests | ¥ | |
| Ochedula | 1 | Olmarka | | | | | | | | | | |
| Schedule | × | Simple | Dayroll De | partmen | IT. All Dep | partments | | • | _ | | | |
| | | | Da | te range | 08/01/2 | 2022 🗰 | 08/31/202 | 2 i | | | | |
| Excel: | | | | | | | | | | | | |
| Absences. xlsx | * | Biweekly Employ | ee Tin | | | le archived users | S | | nent | al Summary Excel | * | |
| | | | | | | | | | | | | |
| Employee Week Summary | ☆ | Incompleted | Schee | | | ок | | Cance | el J | ob Cost | * | |
| | | | | _ | _ | | _ | _ | _ | | | |
| Job Summary 2 | ☆ | Late and | t early | \$ | | Locations | | ☆ | Mc | onth cards | * | |
| | | | | | | | | | | | | |
| MSL Payroll | ☆ | Payroll | Excel | ☆ | Pa | yroll Summary C | One | ☆ | Payroll | Summary Two | * | |
| | | | | | | | | | | | | |
| PTO Accruals Excel | * | Request | s. xlsx | ☆ | Simpl | e Payroll (no ove | ertime) | * | Simple p | ayroll (overtime) | ☆ | |
| | | | | | | | | | | | | |
| Simple payroll (summary) | * | Sum Jobs E | mployees | * | | Time card by job | D | * | Tim | e Duration | ☆ | |
| | ٦. | | | ٦. | | | | | | | | |
| Total Hours by Date | × | Who | s in | x | | | | | | | | |
| v : X . / f. | T1 | | | | | | | | | | | |
| · · · · Jx | | | | | D | | - | | | | | |
| А | | D | | | T1 | - | | | U | Π | | |
| | | | D | epartme | ental Summ | ary Excel | | | | | | |
| epartment | | Regular OT | | 2022-0 DT | 01 - 2022 - ט-טו ו | -08-31 | Paid | | Unpaid | Total hours | Total cost | |
| old | | 0.00 0.0 | 0 | 0.00 | 2 | 25.00 | 25.00 | | 8.00 | 33.00 | 850.00 | |
| ew Dept | | 0.00 0.0 | 0 | 0.00 | (| 54.00 | 64.00 | | 0.00 | 64.00 | 45600.00 | |
| aint | | 0.00 0.0 | 10 | 0.00 | 1 | 3.00 | 8.00 | | 0.00 | 8.00 | 4.50.00 | |
| M | | 0.00 0.0 | 0 | 0.00 | ٤ | 3.00 | 8.00 | | 0.00 | 8.00 | 0.00 | |
| ample ample | | 0.00 0.0 48.00 12 | 00 .00 | 0.00 9.65 | 1 | s.00 16.00 | 8.00 69.65 | | 0.00 | 8.00 85.65 | 0.00 | |
| ervice Dept | | 0.00 0.0 | 10 | 0.00 | 8 | 3.00 | 8.00 | | 0.00 | 8.00 | 0.00 | |
| hop | | 0.00 0.0 | 0 | 0.00 | 8 | 3.00 | 8.00 | | 0.00 | 8.00 | 32.00 | |
| lours | | 34.24 12 82.24 24 | .30 | 9.20 18.85 | 1 | 234.00 | 335.39 | | 32.00 | 367.39 | 47308.00 | |
| | | | | | | | | | | | | |
| Note: Not include archived user | | | | | | | | | | | | |
| contract and a convect users | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

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Employee Week Summary

Here is a sample Screenshot of Employee Week Summary Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$
| My Houre | | | | | | | | lineessage | Shin | Schedule | | uule A | oprove | Reports | |
|--|---|--|--|--|---|--------------|-----------------|------------|------------|----------|---|---|--|---------|---|
| my nours E | xit 🐼 | | | | | | | | | | | | | | |
| Download S | <u>Sample Re</u> | <u>ports</u> | | | | | | | | | | | | | |
| CSV: | | | | | | | | | | | | | | | |
| ADF | Paydata | ☆ | ADP Pa | yroll | * | Au | ıdit log time c | ards | * | Miller | nnium Payroll | * | | | |
| PayC | hex Payroll | ☆ | PayChex Pa | yroll 2019 | * | F | Paylocity Payr | oll | ☆ | Salari | ed Employees | * | | | |
| Tin | ne cards | * | Time Cards(archiv | ed employees) | * | Time T | racking (Quic | kBooks) | ☆ | | Users | ☆ | | | |
| PDF | | | | | | | | | | | | | | | |
| At | osences | * | Attendance By | Employee | * | E | Bi-weekly payı | roll | * | Depa | rtmental detail | \$ | | | |
| Departme | ental summary | * | Job de | tail | * | | Job summar | y | * | Late ar | nd leaving early | / ☆ | | | |
| Pavro | II summarv | * | Print QR | Code | * | | PTO Accrual | s |]★ [| F | Requests | * | | | |
| 9 | chedule | (| Simple p | avroll | * | W | Who has no er | ato. |]+ | | | | | | |
| | Incourc | | Simple p | ayron | ^ | • | vito nas no ci | iu y | ^ | | | | | | |
| Excel: | | | | | | | | | | | | | | | |
| Abse | ences. xlsx | * | Biweekly Employ | /ee Time Sheet | * | | Department P | ayroll | ☆ | Departm | iental Summar | y Excel | \$ | | |
| Employee | Week Summa | ry ☆ | Incompleted | I Schedule | * | | Job by Emple | oyee | * | | Job Cost | | ¢ | | |
| Job S | Summary 2 | ☆ | Late an | d early | * | | Locations | s | * | | Month cards | | \$ | | |
| MS | L Payroll | * | Payroll | Excel | * | Pi | ayroll Summa | iry One | * | Payr | roll Summary T | wo | \$ | | |
| PTO A | ccruals Excel | * | Reques | ts. xlsx | * | Simp | le Payroll (no | overtime) | ☆ | Simple | e payroll (over | time) | * | | |
| Simple pa | iyroll (summary |) ☆ | Sum Jobs E | Employees | * | | Time card by | / job | ☆ | 1 | Time Duration | | * | | |
| Total H | ours by Date | ☆ | Who | is in | ☆ | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Бераци | nentai summary | /ж | | etall | J× [| | Job summa | iry | × | Late a | and leaving ear | iy H | ſ | | |
| Payr | oll summary | * | Print QF | Code Choos | e emp | loyee a | and date ra | inge | | ^ | Requests | * | ٢ | | |
| S | Schedule | * | Simple | payroll Dep | artment: | All Dep | partments | | • | - 1 | | | | | |
| Excel: | | | | En | nployee: | All Em | ployee | | • | | | | | | |
| Abs | ences. xlsx | ☆ | Biweekly Employ | vee Tin | e range: | 08/01/ | 2022 | 08/31/2 | 2022 | ne | ntal Summary | Excel | r | | |
| Employee | e Week Summa | iry ☆ | Incompleted | 1 Scher | | | 0 | К | Cance | el 👘 | Job Cost | * | r | | |
| Job | Summary 2 | * | Late an | d early | * | | Locations | | \$ | N | /onth cards | * | r | | |
| M | SL Payroll | * | Payroll | Excel | ☆ [| Pa | ayroll Summar | ry One | * | Payro | II Summary Tw | /0 | r | | |
| PTO A | Accruals Excel | ☆ | Reques | ts. xlsx | ☆ [| Simpl | le Payroll (no | overtime) | * | Simple | payroll (overtir | ne) 🖈 | r | | |
| Simple p | ayroll (summar | y) ☆ | Sum Jobs E | Employees | * | | Time card by | job | * | Ті | me Duration | * | r | | |
| Total H | Hours by Date | \$ | Who | is in | * | | | | | | | | | | |
| • | $\times \checkmark f_{\lambda}$ | Admin | 6 | r. | | E | | | | | | | | | |
| | Regular Hours | Overtime Hours | Double Overtime Hou | Daily Total | Paid T | r ïme Off | Employee Note | 1 | Manager Co | omment | In Device ID | Out Device I | D | L | M |
| A Admin 2022-08-01 | | | | | | | | | | | | | | | |
| A Admin 2022-08-01 2022-08-02 2022-08-03 | | | | | | | | | | | | | 0.00 | | |
| A Admin 1022-08-01 1022-08-02 1022-08-03 1022-08-05 1022-08-05 1022-08-05 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | | | | | | 3619 | 3 | 1019 | | |
| A Admin 1022-08-01 1022-08-02 1022-08-03 1022-08-04 1022-08-05 1022-08-06 1022-08-07 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | | | | | | 3619 | 3 | 919 | | |
| A Admin 1022-08-01 1022-08-02 1022-08-03 1022-08-04 1022-08-05 1022-08-06 1022-08-07 Veckly Total 1022-08-08 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | | | | | | 3619 | 3 | 1019 | | |
| A Admin 1022-08-01 1022-08-02 1022-08-03 1022-08-04 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-06 1022-08-08 1022-08-09 1022-08-09 1022-08-10 | 1.00 1.00 8.00 8.00 | 0.00 0.00 3.43 2.43 | 0.00 | 1.00 1.00 11.43 10.43 | 0.00 | | | | test | | 3619 3667 3685 | 3 | -1 | | |
| A ddmin 1022-08-01 1022-08-02 1022-08-02 1022-08-04 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-07 1022-08-10 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 | 1.00 1.00 8.00 8.00 0.00 0.02 | 0.00 0.00 3.43 2.43 0.00 0.00 | 0.00 | 1.00 1.00 11.43 10.43 0.00 0.02 | 0.00 | | test test | | test | | 3619 3667 3685 3701 3701 | 3 | -1 1701 | | |
| A ddmin 1022-08-01 1022-08-02 1022-08-04 1022-08-04 1022-08-04 1022-08-05 1022-08-05 1022-08-07 Veekly Total 1022-08-10 1022-08-11 1022-08-11 1022-08-11 1022-08-11 | 1.00 1.00 8.00 8.00 0.00 0.00 0.00 0.00 | 0.00 0.00 3.43 2.43 0.00 0.00 0.00 0.00 | 0.00 | 1.00 1.00 11.43 10.43 0.00 0.02 0.00 0.00 0.00 | 0.00 | | test test | | test | | 3619 3667 3685 3701 3701 3701 3702 3707 | 3 | -1 1701 1526 | | |
| A ddmin 1022-08-01 1022-08-02 1022-08-03 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-06 1022-08-08 1022-08-10 1022-08-11 1022-08-12 1022-08- | 1.00 1.00 8.00 8.00 0.00 | 0.00 3.43 2.43 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0. | 1.00 1.00 11.43 10.43 0.00 0.02 0.00 0.00 8.85 0.02 | 0.00 0. | | test test | | test | | 3669 3667 3685 3701 3701 3526 3707 3707 3707 | 3 | -1 -1 -1 -1 -1 -1 -1 -1 -1 -1 | | |
| A ddmin 1022-08-01 1022-08-02 1022-08-02 1022-08-03 1022-08-04 1022-08-05 1022-08-05 1022-08-06 1022-08-09 1022-08-10 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-12 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-05 1022-08-10 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-12 1022-08-12 1022-08-12 1022-08-12 1022-08-12 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-11 1022-08-12 1022-08- | 1.00 1.00 8.00 8.00 0.00 | 0.00 0.00 3.43 2.43 0.00 | 0.00 0. | 1.00 1.00 11.43 10.43 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | | test test | | test | | 3669 3667 3683 3701 3526 3707 3707 3707 3707 3715 | 3 | -1 -701 -701 -701 -7526 -707 -7711 -7715 | | |
| A ddmin 2022-08-01 2022-08-02 2022-08-02 2022-08-04 2022-08-04 2022-08-05 2022-08-06 2022-08-06 2022-08-09 2022-08-10 2022-08-11 2022-08-11 2022-08-11 2022-08-11 2022-08-11 2022-08-11 2022-08-12 2022-08-12 2022-08-12 2022-08-13 2022-08-14 2022-08-16 2022-08-16 2022-08-16 2022-08-16 2022-08-16 2022-08-16 2022-08-16 2022-08-16 2022-08-16 2022-08-16 2022-08-16 2022-08-16 2022-08-16 2022-08-11 2022-08-12 2022-08- | 1.00 8.00 8.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.02 0.02 0.02 0.02 0.02 0.02 0.02 | 0.00 0.00 3.43 2.43 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 1.00 1.00 11.43 10.43 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | | test test | | test | | 36619 3667 3685 3701 3701 3707 3707 3707 3715 3715 3721 3724 | 3 | -1 -1 7701 5526 7707 7711 7715 | | |
| A ddmin 022-08-01 022-08-01 022-08-02 022-08-02 022-08-03 0022-08-04 0022-08-06 0022-08-06 0022-08-0 0022-08-10 0022-08-10 0022-08-11 0022-08-11 0022-08-11 0022-08-11 0022-08-11 0022-08-11 0022-08-12 0022-08-13 0022-08-13 0022-08-13 0022-08-13 0022-08-14 N22-08-13 0022-08-13 0022-08-14 N22-08-15 N22-08-15 N22-08-1 | 1.00 1.00 8.00 8.00 0.00 0.00 0.00 0.00 0.00 0.02 0.02 24.06 1.18 | 0.00 0.00 3.43 2.43 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | 1.00 11.43 10.43 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | | test test | | test | | 36619 3667 3685 3701 3701 3526 3707 3707 3707 3707 3707 3774 3724 | 3 | -1 -1 7701 7701 5526 7707 7711 7715 | | |
| A | 1.00 1.00 8.00 8.00 0.00 0.00 0.00 0.00 0.00 0.02 0.02 0.02 24.06 1.18 0.00 0.00 0.00 0.00 0.02 | 0.00 3.43 2.43 0.00 0.00 0.00 0.00 0.00 0.00 0.00 6.73 0.00 | 0.00 | 1.00 1.00 11.43 10.43 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.02 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0 | | test test | | test | | 36619 3667 3685 3701 3526 3707 3707 3715 3721 3724 3741 3737 3790 | 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 | -1 1701 1701 1702 1703 1704 1715 1715 1713 1737 1739 | | |

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Incompleted Schedule

Here is a sample Screenshot of Incompleted Schedule Report

| Setting Request L | ist Viev | v Day View PTO Balance | e V | Where Who Is In Message | Sh | ift Schedule Job Schedule | Approve | Reports |
|--------------------------|------------|--------------------------------|-----|------------------------------|----|----------------------------|---------|---------|
| My Hours Exit 🔀 | | | | | | | | |
| Download Sample Repo | <u>rts</u> | | | | | | | |
| 001/ | | | | | | | | |
| CSV: | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | * | Audit log time cards | \$ | Millennium Payroll | ☆ | |
| PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Payroll | ☆ | Salaried Employees | ☆ | |
| Time cards | ☆ | Time Cards(archived employees) | ☆ | Time Tracking (QuickBooks) | ☆ | Users | \$ | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly payroll | ☆ | Departmental detail | \$ | |
| Departmental summary | ☆ | Job detail | * | Job summary | ☆ | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | ☆ | Requests | ☆ | |
| Schedule | * | Simple payroll | * | Who has no entry | ☆ | | | |
| Excel | | | | | | | | |
| Absences. xlsx | * | Biweekly Employee Time Sheet | ☆ | Department Payroll | * | Departmental Summary Excel | ☆ | |
| Employee Week Summary | * | Incompleted Schedule | ☆ | Job by Employee | * | Job Cost | * | |
| Job Summary 2 | ☆ | Late and early | ☆ | Locations | * | Month cards | ☆ | |
| MSL Payroll | * | Payroll Excel | ☆ | Payroll Summary One | * | Payroll Summary Two | * | |
| PTO Accruals Excel | * | Requests xisx | * | Simple Payroll (no overtime) | * | Simple payroll (overtime) | * | |
| | | requests. non | | | | Sample payron (orotanic) | | |
| Simple payroll (summary) | ☆ | Sum Jobs Employees | * | Time card by job | * | Time Duration | ☆ | |
| Total Hours by Date | ☆ | Who is in | * | | | | | |

| Departmental summary | ☆ | Job detail | \$ | Job summary | ☆ | Late and leaving early | * |
|--------------------------|---|-----------------------|-------------|------------------------------|--------|---------------------------|---|
| Payroll summary | ☆ | Print QR Code | Choose emp | loyee and date range | | Requests | * |
| Schedule | ☆ | Simple payroll | Department: | All Departments | • | | |
| Excel: | | | Employee: | All Employee | • | | |
| Absences. xlsx | ☆ | Biweekly Employee Tin | Date range: | 08/01/2022 | 022 | nental Summary Excel | × |
| Employee Week Summary | ☆ | Incompleted Scher | | ОК | Cancel | Job Cost | × |
| Job Summary 2 | ☆ | Late and early | * | Locations | * | Month cards | * |
| MSL Payroll | ☆ | Payroll Excel | * | Payroll Summary One |]☆ [| Payroll Summary Two | * |
| PTO Accruals Excel | * | Requests, xisx | * | Simple Payroll (no overtime) | * | Simple payroll (overtime) | × |
| Simple payroll (summary) | * | Sum Jobs Employe | es 🖈 | Time card by job | * | Time Duration | × |
| Total Hours by Date | ☆ | Who is in | * | | | | |

| A | 1 * : > | $<$ f_x Report Nar | ne: | | | | | | | | ~ |
|----|--------------|----------------------|------------|-------------------|-------------|-------------------------|-----------|---|---|---|---|
| | Α | В | С | D | E | F | G | н | 1 | J | - |
| 1 | Report Name: | Incompleted Schedule | | | | | | | | | |
| 2 | Date Range | 08/01/2022 | 08/31/2022 | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | Department | Full Name | Date | Shift Schedule | Shift Clock | Job Schedule | Job Clock | | | | |
| 5 | | | | | | | | | | | |
| 6 | sample | Allison | 08/02/2022 | 1 (08:00 - 17:00) | No | | | | | | |
| 7 | | | 08/03/2022 | 1 (08:00 - 17:00) | No | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | Gold | Allison1 | 08/02/2022 | 1 (08:00 - 17:00) | No | | | | | | |
| 10 | | | 08/03/2022 | 1 (08:00 - 17:00) | No | | | | | | |
| 11 | | | 08/18/2022 | | | Lights Electrical works | No | | | | |
| 12 | | | 08/19/2022 | | | Lights Electrical works | No | | | | |
| 13 | | | 08/22/2022 | | | Lights Electrical works | No | | | | |
| 14 | | | 08/23/2022 | | | Lights Electrical works | No | | | | |
| 15 | | | 08/24/2022 | | | Lights Electrical works | No | | | | |
| | | | | | | | | | | | |

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Job By Employee

Here is a sample Screenshot of Job By Employee Report

| Setting Request Li | ist Viev | V Day View PTO Balance | W | /here Who Is In Message | Shif | t Schedule Job Schedule | Approve | Reports |
|-------------------------------|-------------|--------------------------------|---|------------------------------|------|----------------------------|---------|---------|
| y Hours Exit 🔯 | | | | | | | | |
| <u> Download Sample Repor</u> | r <u>ts</u> | | | | | | | |
| CSV: | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | ☆ | Audit log time cards | \$ | Millennium Payroll | * | |
| PayChex Payroll | ☆ | PayChex Payroll 2019 | * | Paylocity Payroll | * | Salaried Employees | \$ | |
| Time cards | \$ | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | * | Users | ☆ | |
| PDF: | | | | | | | | |
| Absences | \$ | Attendance By Employee | ☆ | Bi-weekly payroll | * | Departmental detail | * | |
| Departmental summary | ☆ | Job detail | * | Job summary | * | Late and leaving early | ☆ | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | * | Requests | * | |
| Schedule | \$ | Simple payroll | ☆ | Who has no entry | \$ | | | |
| Excel: | | | | | | | | |
| Absences. xlsx | * | Biweekly Employee Time Sheet | ☆ | Department Payroll | ☆ | Departmental Summary Excel | * | |
| Employee Week Summary | ☆ | Incompleted Schedule | ☆ | Job by Employee | ☆ | Job Cost | * | |
| Job Summary 2 | * | Late and early | ☆ | Locations | ☆ | Month cards | * | |
| MSL Payroll | ☆ | Payroll Excel | ☆ | Payroll Summary One | ☆ | Payroll Summary Two | * | |
| PTO Accruals Excel | ☆ | Requests. xlsx | ☆ | Simple Payroll (no overtime) | ☆ | Simple payroll (overtime) | * | |
| Simple payroll (summary) | ☆ | Sum Jobs Employees | ☆ | Time card by job | ☆ | Time Duration | * | |
| Total Hours by Date | * | Who is in | ☆ | | | | | |

| Departmental summary | × | Job detail | * | Job summary | * | Late and leaving early | * |
|--------------------------|----|-----------------------|-------------|------------------------------|--------|---------------------------|---|
| Payroll summary | * | Print QR Code | Choose emp | oyee and date range | | × Requests | * |
| Schedule | \$ | Simple payroll | Department: | All Departments | • | | |
| Excel: | | | Employee: | All Employee | • | | |
| Absences, xlsx | * | Biweekly Employee Tin | Date range: | 08/01/2022 | 022 | nental Summary Excel | × |
| Employee Week Summary | * | Incompleted Sche | | ОК | Cancel | Job Cost | × |
| Job Summary 2 | * | Late and early | * | Locations | * | Month cards | × |
| MSL Payroll | * | Payroll Excel | * | Payroll Summary One | * | Payroll Summary Two | * |
| PTO Accruals Excel | \$ | Requests. xlsx | ☆ | Simple Payroll (no overtime) | * | Simple payroll (overtime) | × |
| Simple payroll (summary) | \$ | Sum Jobs Employee | es ☆ | Time card by job | * | Time Duration | × |
| Total Hours by Date | * | Who is in | * | | | | |

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A1 \cdot : $\times \checkmark f_x$ Name: B Admin 2022-08-01 A С D F G H I J K L M N O 1 Name: 2 Date range: 3 Department: 2022-08-31 Job code:
 Job code:
 Date
 2022-08-04
 2022-08-09 Gold Testing Out Hours Employee Note Manager Comment In 10:09 PM 11:34 AM 11:09 PM 1 11.4333 12:00 AM 10:13 AM 04:55 PM 04:55 PM 9 2022-08-10 0 test 10 2022-08-11 11 2022-08-11 04:55 PM 0 test 04:56 PM 0.0167 test 12 2022-08-11 13 2022-08-11 05:34 PM 07:47 PM 05:34 PM 07:47 PM 0 8.85 0.0167 14 2022-08-11 15 2022-08-12 07:47 PM 12:58 PM 05:38 AM 12:59 PM 16 2022-08-12 17 2022-08-13 07:20 PM 0 03:46 PM 0

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Job Cost

Here is a sample Screenshot of Job Cost Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$

| Setting Request L | ist Viev | v Day View PTO Balance | ۷ | Vhere Who Is In Message | SI | nift Schedule Job Schedule | Approve | Reports |
|--------------------------|------------|--------------------------------|---|------------------------------|----|----------------------------|---------|---------|
| My Hours Exit 🔛 | | | | | | | | |
| Download Sample Report | <u>rts</u> | | | | | | | |
| CSV | | | | | | | | |
| ADP Pavdata | ☆ | ADP Pavroll | ☆ | Audit log time cards | \$ | Millennium Pavroll | * | |
| | | | | | | | | |
| PayChex Payroll | ☆ | PayChex Payroll 2019 | ☆ | Paylocity Payroll | ☆ | Salaried Employees | * | |
| Time cards | ☆ | Time Cards(archived employees) | ☆ | Time Tracking (QuickBooks) | ☆ | Users | * | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employee | ☆ | Bi-weekly payroll | ☆ | Departmental detail | * | |
| Departmental summary | * | Job detail | ☆ | Job summary | ☆ | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | ☆ | PTO Accruals | ☆ | Requests | * | |
| Schedule | ☆ | Simple payroll | ☆ | Who has no entry | ☆ | | | |
| Evcel | | | | | | | | |
| Absonsos viev | * | Diwasky Employee Time Chest | * | Depertment Devrell | * | Departmental Summany Even | * | |
| Absences: xisx | <u>^</u> | Biweekiy Employee Time Sheet | î | Department Payron | ^ | Departmental Summary Excer | | |
| Employee Week Summary | ☆ | Incompleted Schedule | ☆ | Job by Employee | * | Job Cost | ☆ | |
| Job Summary 2 | * | Late and early | ☆ | Locations | * | Month cards | * | |
| MSL Payroll | * | Payroll Excel | ☆ | Payroll Summary One | * | Payroll Summary Two | ☆ | |
| PTO Accruals Excel | * | Requests. xlsx | ☆ | Simple Payroll (no overtime) | * | Simple payroll (overtime) | ☆ | |
| Simple payroll (summary) | * | Sum Jobs Employees | * | Time card by job | * | Time Duration | ☆ | |
| Total Hours by Date | * | Who is in | * | | | | | |
| | | | | | | | | |

| | Departmentar Summary | | Job detail | ^ | SOD Summary | | Lau | e and leaving early | |
|---|--------------------------|---|-----------------------|--------------|------------------------------|-----|-------|-----------------------|---|
| | Payroll summary | ☆ | Print QR Code | Choose jobco | ode and start day | | × | Requests | * |
| | Schedule | ☆ | Simple payroll | Department: | All Departments | • | | | |
| E | Excel: | | | Employee: | All Employee | • | | | |
| | Absences. xlsx | ☆ | Biweekly Employee Tin | Job code: | All Jobcode | • | | nental Summary Excel | * |
| | Employee Week Summary | ☆ | Incompleted Scher | Date range: | 08/01/2022 | 022 | | Job Cost | * |
| | Job Summary 2 | ☆ | Late and early | | ОК | Ca | ancel | Month cards | * |
| | MSL Payroll | * | Payroll Excel | * | Payroll Summary One | * | Pay | roll Summary Two | × |
| | PTO Accruals Excel | ☆ | Requests. xlsx | * | Simple Payroll (no overtime) | ☆ | Simp | le payroll (overtime) | ☆ |
| | Simple payroll (summary) | ☆ | Sum Jobs Employe | ees 🖈 | Time card by job | ☆ | | Time Duration | * |
| | Total Hours by Date | * | Who is in | ਸ਼ | | | | | |

| • | PROTECTED VIEW | W Be careful—files | from the Internet ca | an contain viruses. | Unless you n | eed to edit, it | 's safer to sta | ay in Protect | ed View. | Enable Ec | diting | | | | | | | × |
|----|----------------|-----------------------|----------------------|---|----------------|-----------------|-----------------|---------------|----------|-----------|--------|---|---|---|---|---|---|---|
| A | 1 * : | $\times \checkmark f$ | Date range: | | | | | | | | | | | | | | | ۷ |
| | Α | В | С | D | E | F | G | н | 1 | J | К | L | м | N | 0 | Р | Q | |
| 1 | Date range: | 08/01/2022 | 08/31/2022 | | | | | | | | | | | | | | | |
| 2 | | Ī | | | | | | | | | | | | | | | | |
| 3 | Job: | client 1 | | | | | | | | | | | | | | | | |
| 4 | Name | Date | Hours | Cost | | | | | | | | | | | | | | |
| 5 | Allison | 2022-08-12 | 8 | | 0 | | | | | | | | | | | | | |
| 6 | Total: | | 8 | () () () () () () () () () () | <mark>o</mark> | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | |
| 8 | Job: | Gold Testing | | | | | | | | | | | | | | | | |
| 9 | Name | Date | Hours | Cost | | | | | | | | | | | | | | |
| 10 | Admin | 2022-08-04 | 1 | | 0 | | | | | | | | | | | | | |
| 11 | Admin | 2022-08-09 | 11.43 | | 0 | | | | | | | | | | | | | |
| 12 | Admin | 2022-08-10 | 0 |) | 0 | | | | | | | | | | | | | |
| 13 | Admin | 2022-08-11 | C |) | 0 | | | | | | | | | | | | | |
| 14 | Admin | 2022-08-11 | 0.02 | | 0 | | | | | | | | | | | | | |
| 15 | Admin | 2022-08-11 | 0 |) | 0 | | | | | | | | | | | | | |
| 16 | Admin | 2022-08-11 | 0 | | 0 | | | | | | | | | | | | | |

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Job Summary 2

Here is a sample Screenshot of Job Summary 2 Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$

| ADP Pavdata | ☆ | ADP Pavroll | * | Audit log time cards | * | Millennium Pavroll | * |
|--------------------------|----|------------------------|-------------|-----------------------------|---------|----------------------------|----|
| PayChex Payroll | ÷ | PayChex Payroll | 010 \$ | Paylocity Payroll | | Salariad Employees | * |
| | | | | | | Salahed Employees | |
| Time cards | × | Time Cards(archived er | nployees) | Time Tracking (QuickBoo | ks) ¥ | Users | ਸ |
| DF: | | | | | | | ١. |
| Absences | * | Attendance By Emp | loyee 🖈 | Bi-weekly payroll | * | Departmental detail | * |
| Departmental summary | * | Job detail | * | Job summary | ☆ | Late and leaving early | * |
| Payroll summary | * | Print QR Code | * | PTO Accruals | * | Requests | * |
| Schedule | * | Simple payrol | * | Who has no entry | * | | |
| xcel: | | | | | | | |
| Absences. xlsx | \$ | Biweekly Employee T | ime Sheet 🛱 | Department Payrol | * | Departmental Summary Excel | * |
| Employee Week Summary | ☆ | Incompleted Sch | edule 🖈 | Job by Employee | * | Job Cost | * |
| Job Summary 2 | ☆ | Late and ear | y ☆ | Locations | ☆ | Month cards | \$ |
| MSL Payroll | ☆ | Payroll Exce | ı ☆ | Payroll Summary Or | ie ☆ | Payroll Summary Two | ☆ |
| PTO Accruals Excel | * | Requests. xls | x ☆ | Simple Payroll (no over | time) ☆ | Simple payroll (overtime) | * |
| Simple payroll (summary) | * | Sum Jobs Emplo | vees 🖈 | Time card by job | * | Time Duration | \$ |
| Total Hours by Data | * | Who is in | , | | | | |
| Total Hours by Date | | | | | | | |
| Departmental summary | \$ | Job detail | \$ | Job summary | * | Late and leaving early | τ |
| Payroll summary | ☆ | Print QR Code | Choose emp | oloyee and date range | | × Requests | τ |
| Schedule | ☆ | Simple payroll | Department | All Departments | • | | |
| vel· | | | Employee: | All Employee | • | | |
| Absences. xlsx | ☆ | Biweekly Employee Tin | Date range: | 08/01/2022 | 1/2022 | nental Summary Excel | τ |
| Employee Week Summary | ☆ | Incompleted Scher | | Add blank row between job | 5 | Job Cost | τ |
| Job Summapy 2 | * | Late and early | | ОК | Cancel | Mopth cards | τ |
| MQ: Dourse! | | Dours II Front | | Doursell Quimerson Qu | ~ | Douroll Cumponstant | 7 |
| | | Payton Excel | | Payron Summary One | | Paylor Summary Two | |
| PTO Accruals Excel | ¥ | Requests. xlsx | ¥ | Simple Payroll (no overtime |) ¥ (| Simple payroll (overtime) | ζ |
| Simple payroll (summary) | * | Sum Jobs Employee | es ☆ | Time card by job | * | Time Duration | τ |
| Total Hours by Date | ☆ | Who is in | * | | | | |

client 1 Gold Testing 8.00 18.20 0.00 4.30 0.00 0.00 8.00 22.50 0.00 0.00 8.00 22.50 0.00 0.00 0.00 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 26.20 4.30 0.00 30.50 0.00 Total 0.00 30.50

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Late and Early

Here is a sample Screenshot of Late and Early Report

| Setting | Request Li | st Viev | V Day View PTO Balance | V | Vhere Who Is In Message | Shit | t Schedule Job Schedule | Approve | Reports |
|---------------|---------------|------------|--------------------------------|---------|------------------------------|--------|----------------------------|---------|---------|
| My Hours Exit | | | | | | | | | |
| Download Sa | ample Repor | <u>ts</u> | | | | | | | |
| CSV: | | | | | | | | | |
| ADP P | aydata | ☆ | ADP Payroll | ☆ | Audit log time cards | \$ | Millennium Payroll | * | |
| PayChe | x Payroll | * | PayChex Payroll 2019 | ☆ | Paylocity Payroll | * | Salaried Employees | * | |
| Time | cards | * | Time Cards(archived employees) | ☆ | Time Tracking (QuickBooks) | \$ | Users | * | |
| PDF: | | | | | | | | | |
| Abse | ences | ☆ | Attendance By Employee | * | Bi-weekly payroll | ☆ | Departmental detail | * | |
| Department | tal summary | * | Job detail | * | Job summary | * | Late and leaving early | * | |
| Payroll s | summary | * | Print QR Code | * | PTO Accruals | * | Requests | * | |
| Sche | edule | * | Simple payroll | * | Who has no entry | \$ | | | |
| Event | | | | | | | | | |
| EXCEI: | ces, xisx | x | Biweekly Employee Time Sheet | ☆ | Department Pavroll | ☆ | Departmental Summary Excel | * | |
| Employee W | eek Summary | * | Incompleted Schedule | * | Job by Employee | * | Job Cost | * | |
| | mman/ 2 |] _ | Late and early |] | | | Month cards | | |
| 300 30 | | _^]≁ | Davrall Even | _^ ↓ | | _^ | | | |
| MSL | Payroll | _× | Payroli Excel | | Payroli Summary One | ~ | Payroli Summary Two | ~ | |
| PTO Accr | ruals Excel | x | Requests. xlsx | ਸ | Simple Payroll (no overtime) | × | Simple payroll (overtime) | म् | |
| Simple payro | oll (summary) | * | Sum Jobs Employees | * | Time card by job | ☆ | Time Duration | ☆ | |
| Total Hou | irs by Date | ☆ | Who is in | ☆ | | | | | |

| Departmental summary | 2 | JOD detail | * | JOD Summary | ~ | Late and i | leaving early | ~ |
|--------------------------|---|-----------------------|-------------|------------------------------|--------|------------|-----------------|---|
| Payroll summary | * | Print QR Code | Choose empl | oyee and date range | | × Rec | quests | ☆ |
| Schedule | * | Simple payroll | Department: | All Departments | • | | | |
| Excel: | | | Employee: | All Employee | • | | | |
| Absences. xlsx | * | Biweekly Employee Tin | Date range: | 08/01/2022 | 2022 | inental | Summary Excel | ☆ |
| Employee Week Summary | * | Incompleted Scher | | ОК | Cancel | Jot | o Cost | ☆ |
| Job Summary 2 | * | Late and early | * | Locations | * | Mont | h cards | ☆ |
| MSL Payroll | * | Payroll Excel | * | Payroll Summary One | * | Payroll St | ummary Two | * |
| PTO Accruals Excel | * | Requests. xlsx | * | Simple Payroll (no overtime) | * | Simple pay | roll (overtime) | * |
| Simple payroll (summary) | * | Sum Jobs Employed | es 🖈 | Time card by job | * | Time | Duration | ☆ |
| Total Hours by Date | * | Who is in | * | | | | | |

| А | 1 * : 🔀 | ✓ f_X Late an | nd leaving ear | ly | | | | | | | | | | |
|----|------------------------|---|----------------|-------------|-------|---------|----------|------------|-----------|------------------|---|---|---|---|
| | Α | В | С | D | E | F | G | н | 1 | J | к | L | м | N |
| 1 | Late and leaving early | (| | | | 1 | | | | | | | | |
| 2 | 2022-08-01 - 2022-08- | 31 | | | | | | | | | | | | |
| 3 | Department | Name | Clock In | Clock Out | Hours | Plan In | Plan Out | Plan Hours | Late(min) | Leave early(min) | | | | |
| 4 | | Admin | 08/04 22:09 | 08/04 23:09 | 1.00 | 08:00 | 17:00 | 9 | 0 | 1071 | | | | |
| 5 | | Admin | 08/09 11:34 | 08/10 00:00 | 12.43 | 08:00 | 17:00 | 9 | 214 | 0 | | | | |
| 6 | | Admin | 08/10 10:13 | | | 0 08:00 | 17:00 | 9 | 133 | 0 | | | | |
| 7 | | Admin | 08/11 16:55 | 08/11 16:55 | | 0 08:00 | 17:00 | 9 | 535 | 5 | | | | |
| 8 | | Admin | 08/11 16:55 | 08/11 16:56 | 0.02 | 08:00 | 17:00 | 9 | 535 | 4 | | | | |
| 9 | | Admin | 08/11 17:34 | 08/11 17:34 | | 0 08:00 | 17:00 | 9 | 0 | 1406 | | | | |
| 10 | | Admin | 08/11 19:47 | 08/11 19:47 | | 0 08:00 | 17:00 | 9 | 0 | 1273 | | | | |
| 11 | | Admin | 08/11 19:47 | 08/12 05:38 | 9.85 | 08:00 | 17:00 | 9 | 0 | 682 | | | | |
| 12 | | Admin | 08/12 12:58 | 08/12 12:59 | 0.02 | 08:00 | 17:00 | 9 | 298 | 241 | | | | |
| 13 | | Admin | 08/12 19:20 | | | 0 08:00 | 17:00 | 9 | 0 | 0 | | | | |
| 14 | | Admin | 08/13 15:46 | | | 0 08:00 | 17:00 | 9 | 466 | 0 | | | | |
| 15 | | Admin | 08/15 09:53 | 08/15 11:04 | 1.18 | 08:00 | 17:00 | 9 | 113 | 356 | | | | |
| 16 | | Admin | 08/15 17:54 | 08/15 17:54 | | 0.08.00 | 17:00 | 9 | 0 | 1386 | | | | |

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Locations

Here is a sample Screenshot of Locations Report

| Setting Request I | List Vi | ew Day View PTO Balar | ce W | here Who Is In Message | Shif | t Schedule Job Schedule | Approve | Report | | | |
|--------------------------|--|-------------------------------|---------------------|------------------------------|--------|----------------------------|---------|--------|--|--|--|
| ly Hours Exit 🔀 | | | | | | | | | | | |
| Download Sample Repo | orts | | | | | | | | | | |
| 001/1 | | | | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | \$ | Audit log time cards | \$ | Millennium Payroll | \$ | | | | |
| PayChex Payroll | ☆ | PayChex Payroll 2019 | * | Paylocity Payroll | \$ | Salaried Employees | * | | | | |
| Time cards | ☆ | Time Cards(archived employee | s) \$ | Time Tracking (QuickBooks) | \$ | Users | * | | | | |
| PDF | | | | | | | | | | | |
| Absences | ☆ | Attendance By Employee | \$ | Bi-weekly payroll | \$ | Departmental detail | \$ | | | | |
| Departmental summary | ☆ | Job detail | \$ | Job summary | \$ | Late and leaving early | \$ | | | | |
| Payroll summary | ☆ | Print QR Code | \$ | PTO Accruals | \$ | Requests | \$ | | | | |
| Schedule | * | Simple payroll | * | Who has no entry | * | | | | | | |
| | | | | | | | | | | | |
| Absences, xlsx | * | Biweekly Employee Time She | et 🕸 | Department Payroll | ☆ | Departmental Summary Excel | * | | | | |
| Employee Week Summary | Absences. xlsx Biweekly Employee Time Sheet Department Payroll Biweekly Employee Time Sheet Department Payroll Departme | | | | | | | | | | |
| lob Summary 2 | * | Late and early | Month cards | * | | | | | | | |
| MSL Davroll | ^ + | Dawroll Excel | Davrall Summary Two | ^ | | | | | | | |
| | ^ | | ^ | _^ | | ^ | | | | | |
| | | Requests. xisx | ^ | | _^ | Simple payroli (overume) | | | | | |
| Simple payroll (summary) | × | Sum Jobs Employees | × | Time card by job | × | Time Duration | × | | | | |
| Total Hours by Date | ਸ | Who is in | ਸ | | | | | | | | |
| Departmental summary | × | JOD GEIAII | × | Job summary | | | | | | | |
| Payroll summary | * | Print QR Code Choos | e emplo | oyee and date range | | × Requests | | | | | |
| Schedule | * | Simple payroll Dep | artment: | All Departments | | | | | | | |
| cel: | | En | ployee: | All Employee | | | | | | | |
| Absences. xlsx | * | Date Biweekly Employee Tin | range: | 08/01/2022 | | nental Summary Excel | | | | | |
| Employee Week Summary | \$ | Incompleted Scher | | ок с | ancel | Job Cost | | | | | |
| Job Summary 2 | ☆ | Late and early | * | Locations | | Month cards | | | | | |
| MSL Payroll | \$ | Payroll Excel | * | Payroll Summary One | | Payroll Summary Two | | | | | |
| PTO Accruais Excel | \$ | Requests. xlsx | * | Simple Payroll (no overtime) | | Simple payroll (overtime) | | | | | |
| Simple payroll (summary) | \$ | Sum Jobs Employees | * | Time card by job | | Time Duration | | | | | |
| | ÷ | Who is in | ÷ | | | | | | | | |

| A | 1 | T | X | \sqrt{Jx} | Name | | | | | | | | ~ |
|----|-------|----------|-----|---------------------|---------------------------------------|------------------|-------------|--------------|--|------|---|---|---|
| | | A | в | с | D | E | F | G | н | L I. | J | К | |
| 1 | Name | | 1/0 | Date Time | IP | Device Type | Device ID | WIFLID | GPS Address | | | | 7 |
| 2 | Admin | | IN | 08/04/2022 10:09 P | 108.203.127.199 (108.203.127.15 | 3 web user clock | 3619 (3619) | | [3555 Asbury Church Road, Lincolnton, North Carolina 28092, United States (35.4877, -81.1762)] | | | | |
| 3 | Admin | | OUT | 08/04/2022 11:09 P | M 108.203.127.199 (108.203.127.15 | ð web user clock | 3619 (3619) | 132492 | [3555 Asbury Church Road, Lincolnton, North Carolina 28092, United States (35.4877, -81.1762)] | | | | |
| 4 | Admin | | IN | 08/09/2022 11:34 A | M 49.145.227.68 (49.145.227.68) | web user clock | 3667 (3667) | 31 | | | | | |
| 5 | Admin | | OUT | 08/10/2022 12:00 A | M | web | | | | | | | |
| 6 | Admin | | IN | 08/10/2022 10:13 Af | 1 180. 191. 22. 87 (180. 191. 22. 87) | web | 3685 | 118567 | [32, NS, (45.2778, 19.7974)] | | | | |
| 7 | Admin | | OUT | | | web | | | | | | | |
| 8 | Admin | | IN | 08/11/2022 04:55 P | M 124.105.178.78 (124.105.178.78) | web user clock | 3701 | 31540 | | | | | |
| 9 | Admin | | OUT | 08/11/2022 04:55 PI | M 124.105.178.78 (124.105.178.78) | web user clock | 3701 | 31540 | | | | | |
| 10 | Admin | | IN | 08/11/2022 04:55 PI | M 124.105.178.78 (124.105.178.78) | web user clock | 3701 | 31540 | | | | | |
| 11 | Admin | | OUT | 08/11/2022 04:56 PI | M 124.105.178.78 (124.105.178.78) | web user clock | 3701 | 2757 | | | | | |
| 12 | Admin | | IN | 08/11/2022 05:34 P | M 124.105.178.78 (124.105.178.78) | web user clock | 3526 | 2 | | | | | |
| 13 | Admin | | OUT | 08/11/2022 05:34 P | M 124.105.178.78 (124.105.178.78) | web user clock | 3526 | 2760 | | | | | |
| 14 | Admin | | IN | 08/11/2022 07:47 P | M 187.250.65.225 | web user clock | 3707 | 550 | | | | | |
| 15 | Admin | | OUT | 08/11/2022 07:47 P | M 187.250.65.225 | web user clock | 3707 | 12512 | | | | | |
| 16 | Admin | | IN | 08/11/2022 07:47 P | M 187.250.65.225 | web user clock | 3707 | 12512 | | | | | |
| 17 | Admin | | OUT | 08/12/2022 05:38 A | N 49.124.135.21 | phone user clock | 3711 | 10 (10) | | | | | |
| 18 | Admin | | IN | 08/12/2022 12:58 PI | M 115.135.26.197 | phone face clock | 3715 | 309 | [Jalan Astana A 13/A, Bandar Puncak Alam, Bandar Puncak Alam (3.2448, 101.4236)] | | | | |
| 19 | Admin | | OUT | 08/12/2022 12:59 PI | M 115.135.26.197 | phone face clock | 3715 | 309 | [Jalan Astana A 13/A, Bandar Puncak Alam, Bandar Puncak Alam (3.2450, 101.4237)] | | | | |
| 20 | Admin | | IN | 08/12/2022 07:20 P | 173.14.35.229 | web user clock | 3721 | 4 | | | | | |
| 21 | Admin | | OUT | | | web | | | | | | | |
| 22 | Admin | | IN | 08/13/2022 03:46 P | N 105.67.1.57 | phone user clock | 3724 | 60477 (60477 | [The Montgomerie MARRAKECH, Mechouar Kasbah, Marrakesh-Safi 40, Morocco (31.5901, -8.0084)] | | | | |
| 23 | Admin | | OUT | | | web | | | | | | | |
| 24 | Admin | | IN | 08/15/2022 09:53 A | N 199.18.4.114 | web user clock | 3741 | 118974 | [NCSC Kehoe Center, 174 Mansfield Ave, Shelby, Ohio 44875, United States (40.8700, -82.6423)] | | | | |
| 25 | Admin | | OUT | 08/15/2022 11:04 Af | 1 180. 191. 22. 87 (180. 191. 22. 87) | web user clock | 3743 | 130610 | | | | | |
| 26 | Admin | | IN | 08/15/2022 05:54 P | 180.191.22.87 (180.191.22.87) | web user clock | 3737 | 130610 | | | | | |
| 27 | Admin | | OUT | 08/15/2022 05:54 P | 180.191.22.87 (180.191.22.87) | web user clock | 3737 | 427 | | | | | |
| 28 | Admin | | IN | 08/16/2022 01:02 PI | M 207.54.106.201 | phone user clock | 3762 | 452 | [1095 Wilton Grove Road, London, Ontario N6N 1C9, Canada (42.9273, -81.1894)] | | | | |
| 29 | Admin | | OUT | 08/16/2022 07:17 P | M | web | | | | | | | |
| 30 | Admin | | IN | 08/17/2022 08:46 P | N 24 137 133 137 | phone user clock | 3783 | 5 | | | | | |

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Month Cards

Here is a sample Screenshot of Month Cards Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$

| Setting | g Request L | _ist Viev | v Day View PTO Balar | nce W | here Who Is In Message | Shif | t Schedule Job Schedule | Approve | Reports |
|----------|-----------------------|-----------|------------------------------|------------|------------------------------|--------|---------------------------|---------|---------|
| My Hours | Exit 🔯 | | | | | | | | |
| Downlo | ad Sample Repo | orts | | | | | | | |
| | | | | | | | | | |
| CSV: | | | | | | | | | |
| | ADP Paydata | ☆ | ADP Payroll | * | Audit log time cards | * | Millennium Payroll | * | |
| | | | | | | | | | |
| • | PayChex Payroll | × | PayChex Payroll 2019 | × | Paylocity Payroll | × | Salaried Employees | ж | |
| | Time cards | * | Time Cards(archived employed | es) 🖈 | Time Tracking (QuickBooks) | * | Users | * | |
| DDE. | | | | | | | | | |
| PDF: | | | | | | . (| | ٦. | |
| | Absences | ¥ | Attendance By Employee | ¥ | Bi-weekly payroll | ¥ | Departmental detail | ¥ | |
| Dep | partmental summary | ☆ | Job detail | ☆ | Job summary | * | Late and leaving early | * | |
| | Davroll summany | * | Print OP Code | * | PTO Accruais | * | Paquasts | * | |
| | ayron summary | <u>^</u> | Phile QR Code | | FIGACIDAS | | Requests | î | |
| | Schedule | * | Simple payroll | * | Who has no entry | ☆ | | | |
| | | | | | | | | | |
| Excel: | | | | | | | | | |
| | Absences. xlsx | * | Biweekly Employee Time Sh | eet 🖈 | Department Payroll | ☆ | Departmental Summary Exce | * | |
| Emple | ovee Week Summarv | ☆ | Incompleted Schedule | ☆ | Job by Employee | \$ | Job Cost | * | |
| | | | | | | | | | |
| | Job Summary 2 | \$ | Late and early | * | Locations | * | Month cards | * | |
| | MSL Payroll | \$ | Payroll Excel | \$ | Payroll Summary One | ☆ | Payroll Summary Two | * | |
| | | | Describe alter | | | | | | |
| P | I O Accruais Excel | × | Requests. xlsx | × | Simple Payroll (no overtime) | ж | Simple payroll (overtime) | × | |
| Simp | ole payroll (summary) | * | Sum Jobs Employees | * | Time card by job | * | Time Duration | * | |
| To | tal Hours by Date | * | Who is in | ☆ | | | | | |
| | an nouro of Dato | | | | | | | | |
| Depa | runentai summary | * | JUD UEIAII | A | JOD SUITIMALY | × | Late and reaving early | м | |
| P | avroll cummany | ÷. | Rint OR Code Choo | ose emp | lovee and date range | | X | ÷ | |
| | ayron summary | Jn l | T HIR GIV GOUC | | , , | | Requests | | |
| | Schedule | * | Simple payroll De | epartment: | All Departments | • | | | |
| Excel | | | E | Employee: | All Employee | • | | | |
| LACEI. | | | Da | ate range: | 08/01/2022 | 2 | | | |
| A | bsences. xlsx | ਸ | Biweekly Employee Tin | | | | nental Summary Excel | X | |
| Employ | vee Week Summary | * | Incompleted Scher | | ОК | Cancel | Job Cost | * | |
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| | MSL Payroll | * | Payroll Excel | * | Payroll Summary One | * | Payroll Summary Two | * | |
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| A | 1 • : | \times \checkmark | fx r | Name: | | | | | | | | | | | | ¥ |
| | Α | В | С | D | E | F | G | н | 1 | J | К | L | м | N | 0 | ٨ |
| 1 | Name: | Admin | | | | | | | | | | | | | | |
| 2 | Date range: | 2022-08-01 | - 2022-08- | -31 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | |
| 4 | | DATE | IN | OUT | Regular | OT1 | OT2 | Absence | Total | Rounded (quarter) | Employee notes | Manager comments | | | | |
| 5 | Mon | 08/01/2022 | | | | | | 0.00 | 0.00 | 0.00 | | | | | | |
| 6 | Tue | 08/02/2022 | | | | | | 0.00 | 0.00 | 0.00 | | | | | | |
| 7 | Wed | 08/03/2022 | | | | | | 0.00 | 0.00 | 0.00 | | | | | | |
| 8 | Thu | 08/04/2022 | 10:09 PM | 11:09 PM | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | | | | | | |
| 9 | Fri | 08/05/2022 | | | | | | 0.00 | 0.00 | 0.00 | | | | | | |
| 10 | Sat | 08/06/2022 | | | | | | 0.00 | 0.00 | 0.00 | | | | | | |
| 11 | Sun | 08/07/2022 | | | | | | 0.00 | 0.00 | 0.00 | | | | | | |
| 12 | | | | | 1.00 | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | | | | | | |
| 13 | Mon | 08/08/2022 | | | | | | 0.00 | 0.00 | 0.00 | | | | | | |
| 14 | Tue | 08/09/2022 | 11:34 AM | 12:00 AM | 8.00 | 3.43 | 0.00 | 0.00 | 11.43 | 11.43 | | | | | | |
| 15 | Wed | 08/10/2022 | 10:13 AM | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | test | | | | |
| 16 | Thu | 08/11/2022 | 04:55 PM | 04:55 PM | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | test | | | | | |
| 17 | | | 04:55 PM | 04:56 PM | 0.02 | 0.00 | 0.00 | | 0.02 | 0.02 | test | | | | | |
| 18 | | | 05:34 PM | 05:34 PM | 0.00 | 0.00 | 0.00 | | 0.00 | 0.00 | | | | | | |
| | | | | | | | | | | | | | | | | |

☆

Who is in

☆

Total Hours by Date

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MSL Payroll

Here is a sample Screenshot of MSL Payroll Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$

| Battery Regard List View PUID Balance When When it is in Maxange Statt Schuchlin Approve Regard My Horst Ext Statt Statt Schuchlin Jub Schuchlin Jub Schuchlin Jub Schuchlin Jub Schuchlin Jub Schuchlin Approve CSV: ************************************ | | | | | | | | | | | | | | | |
|--|---|-----------------------|-----------------------|------------------|------------|---------------------------|-------------|-----------|----------------|----------------|----------|---------|------|------|--|
| Verse Re Contrade Samuela Samuela Samuela Samuela Samuela Samuela Represa Acci Parcela Parcela Nemenu Parcela Parces name Acci Parcela Represe Parcela Nemenu Parcela Parces name Represe Parcela Represe Parcela Represe Parcela PDF: Acci Parcela Represe Parcela Represe Parcela Represe Parcela Acci Parcela Represe Parcela Represe Parcela Represe Parcela Represe Parcela PDF: Acci Parcela Represe Parcela Represe Parcela Represe Parcela Represe Parcela Acci Parcela Represe | Setting Request | List Vie | w Day View | PTO Balance | Whe | ere Who Is In | Message | Shift | Schedule | Job Sche | dule | Approve | Repo | orts | |
| Provincial Samuels Reports CSV: ACP Papers ACP ACP Papers ACP ACP PAPERS ACP ACP PAPERS ACP ACP ACP PAPERS ACP ACP ACP ACP ACP ACP ACP ACP ACP ACP | My Hours Exit | | | | | | | | | | | | | | |
| CV: DO Product * ADP Payrel * Add to gine cats * A | Download Sample Rep | <u>oorts</u> | | | | | | | | | | | | | |
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| The status If the status <td>Time cards</td> <td></td> <td>Time Cards/archiv</td> <td></td> <td></td> <td>Time Tracking (Qu</td> <td>ickBooks)</td> <td></td> <td></td> <td>leore</td> <td></td> <td>\$</td> <td></td> <td></td> | Time cards | | Time Cards/archiv | | | Time Tracking (Qu | ickBooks) | | | leore | | \$ | | | |
| Advances W Advances W Advances W Bit weeks (pages) W Departmental data) W Departments W Advances W Advances W Departmental data) W Departments W Bit pages W Pit D Accurate W Bit pages W Excel Bit pages Bit pages W Departmental data) W Departmental data) W Excel Bit pages Bit pages W Departmental data) W Departmental data) W Excel Bit pages Bit pages Departmental data) W Departmental data) | Thine cards | | | eu employees) | | Time Tracking (Qu | ickbooks) | | | 03013 | | | | | |
| Advances * Advance by Enclose * Bis weeky paper * Departmental datal * Departmental summary * Job datal * Job summary * Late and leaving safe * Payeral summary * Job datal * Job summary * Late and leaving safe * Schecola * Image payeral * Propositionental data * Departmental data * Exclosi * Image payeral * Departmental data * Departmental data * Job Summary * Incorrected Schedule * Departmental summary * Job Dost * MSL Payeral * Payeral Summary Dost * Three childs Johnmary Dost * Three childs Jo | PDF: | | | | | | | | | | | | | | |
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Payroll Excel

PTO Accruals Excel

Simple payroll (summary)

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Requests, xlsx

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Here is a sample Screenshot of Payroll Excell Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$

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Simple Payroll (no overtime)

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Time card by job

Simple payroll (overtime)

Time Duration

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Payroll Summary One

Here is a sample Screenshot of Payroll Summary One Report

Select the information you want to see on the report and click $\ensuremath{\mathsf{OK}}$

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| 3 | # | iployee Numł | Name | Total Hrs | Category | Job | Pay Rate | Pay | | | | | | | | | | |
| 4 | 1 | | Admin | 18.2 | Regular | Gold Testing | 0 | 0 | | | | | | | | | | |
| 5 | | | | 4.3 | Overtime | Gold Testing | 0 | 0 | | | | | | | | | | |
| 6 | | | | 0 | | BONUS | | 8 | | | | | | | | | | |
| 7 | | | | 8 | Personal | | 0 | 0 | | | | | | | | | | |
| 8 | | | | 30.5 | | | | 8 | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | |
| 10 | 2 | | Allison | 8 | Regular | client 1 | 0 | 0 | | | | | | | | | | |
| 11 | | | | 0 | | BONUS | | 16 | | | | | | | | | | |
| 12 | | | | 16 | General PTO | | 0 | 0 | | | | | | | | | | |
| 13 | | | | 8 | Other | | 0 | 0 | | | | | | | | | | |
| 14 | | | | 8 | Personal | | 0 | 0 | | | | | | | | | | |
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Payroll Summary Two

Here is a sample Screenshot of Payroll Summary Two Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$

| Setting | g R | equest | List Vie | w Day View | PTO Balance | V | Vhere Who Is In | Message | Shi | ft Schedule | Job Schedule | Approve | Reports |
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| 1 | | | Payroll Su | immary Repor | rt | | | | | | | | | | | |
| 2 | | | 2022-08-01 th | nrough 2022-0 | 8-31 | | | | | | | | | | | |
| 3 | ployee Numt | Name | Regular | от | DT | Leave | Paid | Unpaid | Total hours | Rate | Total cost | | | | | |
| 4 | | Admin | 31h 45m | 8h 18m | 7h 57m | | 48h 0m | 8h 0m | 56h 0m | 0 | \$8.00 | | | | | |
| 5 | | Allison | 40h 0m | 8h 0m | 5h 39m | 16h 0m | 69h 39m | 16h 0m | 85h 39m | 0 | \$16.00 | | | | | |
| 6 | | Allison1 | | | | 8h 0m | 8h 0m | 8h 0m | 16h 0m | 0 | \$0.00 | | | | | |
| 7 | | Anthony Stark | | | | 17h 0m | 17h 0m | | 17h 0m | 50 | \$850.00 | | | | | |
| 8 | | Bubba | | | | 8h 0m | 8h 0m | | 8h 0m | 0 | \$0.00 | | | | | |
| 9 | | Bud Wiser | | | | 8h 0m | 8h 0m | | 8h 0m | 0 | \$0.00 | | | | | |
| 10 | | Cedrik Bertin | | | | 8h 0m | 8h 0m | | 8h 0m | 36.25 | \$290.00 | | | | | |
| 11 | | Craig | | | | 8h 0m | 8h 0m | | 8h 0m | 0 | \$0.00 | | | | | |
| 12 | | D&R User | | | | 8h 0m | 8h 0m | | 8h 0m | 20 | \$160.00 | | | | | |
| 13 | | Filthy | | | | 8h 0m | 8h 0m | | 8h 0m | 4 | \$32.00 | | | | | |
| 14 | | Gallespie, Dizzie | | | | 8h 0m | 8h 0m | | 8h 0m | 0 | \$0.00 | | | | | |
| 15 | | Godfrey Awasi | | | | 8h 0m | 8h 0m | | 8h 0m | 0 | \$0.00 | | | | | |
| 16 | | Guy Light | | | | 8h 0m | 8h 0m | | 8h 0m | 0 | \$0.00 | | | | | |
| 17 | | Haris Khan | | | | 8h 0m | 8h 0m | | 8h 0m | 5625 | \$45000.00 | | | | | |
| 18 | | Mary Smith | | | | 8h 0m | 8h 0m | | 8h 0m | 0 | \$0.00 | | | | | |
| 19 | | Matt1 | | | | 17h 0m | 17h 0m | | 17h 0m | 0 | \$0.00 | | | | | |

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PTO Accurals Excel

Here is a sample Screenshot of PTO Accruals Excel Report

| Setting Request | _ist Viev | v Day View PTO Balance | e V | Where Who Is In Message | Shi | ift Schedule Job Schedule | Approve | Reports |
|--------------------------|-----------|--------------------------------|-----|------------------------------|-----|----------------------------|---------|---------|
| /ly Hours Exit 🔯 | | | | | | | | |
| Download Sample Repo | orts | | | | | | | |
| 2014 | | | | | | | | |
| CSV: | | | | | | | | |
| ADP Paydata | * | ADP Payroll | * | Audit log time cards | ☆ | Millennium Payroll | * | |
| PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Payroll | ☆ | Salaried Employees | * | |
| Time cards | \$ | Time Cards(archived employees) | ☆ | Time Tracking (QuickBooks) | ☆ | Users | * | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly payroll | ☆ | Departmental detail | * | |
| Departmental summary | * | Job detail | ☆ | Job summary | ☆ | Late and leaving early | * | |
| Payroll summary | ☆ | Print QR Code | * | PTO Accruals | ☆ | Requests | * | |
| Schedule | * | Simple payroll | * | Who has no entry | * | | | |
| | | | | | | | | |
| Excel: | | | | | | | | |
| Absences. xlsx | * | Biweekly Employee Time Sheet | ☆ | Department Payroll | * | Departmental Summary Excel | * | |
| Employee Week Summary | * | Incompleted Schedule | * | Job by Employee | * | Job Cost | * | |
| Job Summary 2 | * | Late and early | * | Locations | * | Month cards | ☆ | |
| MSL Payroll | * | Payroll Excel | * | Payroll Summary One | * | Payroll Summary Two | * | |
| PTO Accruais Excel | * | Requests. xlsx | * | Simple Payroll (no overtime) | * | Simple payroll (overtime) | ☆ | |
| Simple payroll (summary) | \$ | Sum Jobs Employees | \$ | Time card by job | * | Time Duration | * | |
| Total Hours by Date | * | Who is in | * | | | | | |



A1 \bullet : \times \checkmark f_x Name

| | А | В | С | D | E | F | G | н | I. | J | |
|----|---------------|-------------|----------------|----------------------------------|---------------|------------|-----------------|----------|----|---|--|
| 1 | Name | PTO code | Carryover date | Accrual rule | Accrued hours | Used hours | Carryover hours | Balance | | | |
| 2 | Admin | General PTO | 2022-01-01 | Manually Entered | 0 | 48 | 0 | -48 | | | |
| 3 | Admin | Holidays 1 | 2022-01-01 | 0 year @ 40 hrs/year | 0 | 8 | 0 | -8 | | | |
| 4 | Admin | Other | 2021-01-08 | 2 year @ 10 hrs/year | 20 | 24 | 10 | 6 | | | |
| 5 | Admin | Personal | 2021-01-01 | 1328.3027 hrs worked @ 0.375 /hr | 498.1135 | 24 | 0 | 474.1135 | | | |
| 6 | Admin | Sick | 2020-09-21 | 1 year @ 40 hrs/year | 40 | 78 | 0 | -38 | | | |
| 7 | Admin | Vacaciones | 2020-04-01 | | 0 0 | 0 | 0 | 0 | | | |
| 8 | Admin | Vacation | 2020-04-01 | 0 | 0 0 | 16 | 0 | -16 | | | |
| 9 | Admin | Vacay | 2022-03-10 | 310.1185 hrs worked @ 0.0333 /hr | 10.3269 | 0 | 12 | 22.3269 | | | |
| 10 | Anthony Stark | General PTO | 2022-07-01 | 0 hrs worked @ 0.05 /hr | 0 | 17 | 0 | -17 | | | |
| 11 | Filthy | Holidays 1 | 2022-01-01 | Manually Entered | 20 | 0 | 0 | 20 | | | |
| 12 | Matt1 | Vacation | 2022-03-01 | 8 hrs worked @ 0.05 /hr | 0.4 | 0 | 10 | 10.4 | | | |
| 13 | Matt123 | General PTO | 2022-01-01 | Manually Entered | 50 | 8 | 0 | 42 | | | |
| 14 | Test User | PTO | 2022-01-01 | 62 hrs worked @ 0.05 /hr | 3.1 | 0 | 10 | 13.1 | | | |
| 15 | Test User | Vacation | 2021-10-21 | 1 year @ 112 hrs/year | 112 | 48 | 70 | 134 | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |

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Requests

Here is a sample Screenshot of Requests.xlsx Report

| Setting Request L | st Viev | v Day View PTO Balance | V | Vhere Who Is In Message | Sh | ift Schedule Job Schedule | Approve | Reports |
|--------------------------|-----------|--------------------------------|---|------------------------------|----|----------------------------|---------|---------|
| My Hours Exit 🔀 | | | | | | | | |
| Download Sample Repor | <u>ts</u> | | | | | | | |
| CSV: | | | | | | | | |
| ADP Paydata | * | ADP Payroll | ☆ | Audit log time cards | ☆ | Millennium Payroll | ☆ | |
| PayChex Payroll | * | PayChex Payroll 2019 | ☆ | Paylocity Payroll | * | Salaried Employees | ☆ | |
| Time cards | \$ | Time Cards(archived employees) | ☆ | Time Tracking (QuickBooks) | ☆ | Users | \$ | |
| PDF: | | | | | | | | |
| Absences | \$ | Attendance By Employee | ☆ | Bi-weekly payroll | ☆ | Departmental detail | \$ | |
| Departmental summary | ☆ | Job detail | ☆ | Job summary | ☆ | Late and leaving early | \$ | |
| Payroll summary | * | Print QR Code | ☆ | PTO Accruals | ☆ | Requests | \$ | |
| Schedule | \$ | Simple payroll | ☆ | Who has no entry | ☆ | | | |
| Excel· | | | | | | | | |
| Absences. xlsx | ☆ | Biweekly Employee Time Sheet | ☆ | Department Payroll | ☆ | Departmental Summary Excel | ☆ | |
| Employee Week Summary | ☆ | Incompleted Schedule | * | Job by Employee | ☆ | Job Cost | * | |
| Job Summary 2 | * | Late and early | * | Locations | * | Month cards | * | |
| MSL Payroll | * | Payroll Excel | ☆ | Payroll Summary One | ☆ | Payroll Summary Two | * | |
| PTO Accruals Excel | ☆ | Requests, xlsx | * | Simple Payroll (no overtime) | ☆ | Simple payroll (overtime) | ☆ | |
| Simple payroll (summary) | ☆ | Sum Jobs Employees | * | Time card by job | * | Time Duration | * | |
| Total Hours by Date | ☆ | Who is in | * | | | | | |

| Departmental summary | \$ | Job detail | \$ | Job summary | \$ | Late and leaving early | × |
|--------------------------|----|-----------------------|-------------|-----------------------------|--------|---------------------------|---|
| Payroll summary | * | Print QR Code | Choose emp | loyee and date range | | × Requests | × |
| Schedule | \$ | Simple payroll | Department: | All Departments | • | | |
| Excel: | | | Employee: | All Employee | • | | |
| Absences. xlsx | * | Biweekly Employee Tin | Date range: | 08/01/2022 | 1/2022 | nental Summary Excel | * |
| Employee Week Summary | ¥ | Incompleted Sche | | ОК | Cancel | Job Cost | × |
| Job Summary 2 | ☆ | Late and early | * | Locations | * | Month cards | * |
| MSL Payroll | * | Payroll Excel | * | Payroll Summary One | * | Payroll Summary Two | × |
| PTO Accruais Excel | * | Requests. xlsx | * | Simple Payroll (no overtime | :) 🖈 | Simple payroll (overtime) | × |
| Simple payroll (summary) | * | Sum Jobs Employer | es 🛪 | Time card by job | * | Time Duration | × |
| Total Hours by Date | * | Who is in | * | | | | |

| A | 1 * : | \times v | f _x | Reques | ts | | | | | | | |
|----|-----------------------|------------|----------------|--------|-------|-------------|-------|----------|---------------------|----------------------|---------------|-----------------|
| 4 | Α | В | С | D | E | F | G | н | 1 | J | К | L |
| 1 | Requests | | | | | _ | | | | | | |
| 2 | 2022-08-01 - 2022-08- | -31 | | | | | | | | | | |
| 3 | Full Name | Date | In | Out | Hours | Job/Absence | Shift | Status | Date Created | Date Approved/Denied | Employee Note | Manager Comment |
| 4 | Anthony Stark | 08/04 | | | 9h 0m | General PTO | 1 | approved | 2022-08-03 15:11:09 | 2022-08-04 21:00:16 | | |
| 5 | Matt1 | 08/05 | | | 9h 0m | General PTO | 1 | approved | 2022-08-05 11:42:00 | 2022-08-18 08:57:22 | | |
| 6 | Matt1 | 08/05 | | | 9h 0m | General PTO | 1 | denied | 2022-08-05 11:42:10 | 2022-08-08 03:20:12 | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
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| 15 | | | | | | | | | | | | |
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Simple Payroll (Overtime)

Here is a sample Screenshot of Simple Payroll (Overtime) Report

| Setting Request | t List | View Day View F | PTO Balance | W | nere Who Is In Mess | age | Shift Schedule | e Job Schedule | Approve | Reports |
|--------------------------|-----------|-----------------------|---------------|--------|------------------------------|-------|----------------|------------------------|---------|---------|
| My Hours Exit 🔯 | | | | | | | | | | |
| Download Sample R | eports | | | | | | | | | |
| 001/ | | | | | | | | | | |
| ADP Paydata | ¥ | ADP Pay | roll | ☆ | Audit log time cards | 7 | ☆ Mil | ennium Payroll | ☆ | |
| PayChex Payroll | * | PayChex Pay | roll 2019 | * | Paylocity Payroll | 7 | ☆ Sala | aried Employees | * | |
| Time cards | ¥ | Time Cards(archive | d employees) | ☆ | Time Tracking (QuickBooks | s) 7 | * | Users | \$ | |
| DDE | | | | | | -/ | | | | |
| Absences | * | Attendance By | Employee | ☆ | Bi-weekly payroll | 7 | ☆ Dep | artmental detail | * | |
| Departmental summary | v ¥ | Job det | ail | ☆ | Job summarv | 7 | tate | and leaving early | \$ | |
| Payroll summary | <u></u> * | r Print OR (| Code | \$ | PTO Accruais | | * | Requests | * | |
| Schedule | | 7 Simple pa | vroll | \$ | Who has no entry | | * | | | |
| Schedule | ^ | Simple pa | yron | î | who has no entry | | | | | |
| Excel: | | | | | | | | | | |
| Absences. xlsx | | Biweekly Employ | ee Time Sheet | ☆ | Department Payroll | | ☆ Depari | mental Summary Ex | cel 🛪 | |
| Employee Week Summa | ary | Incompleted | Schedule | ☆ | Job by Employee | | * | Job Cost | ☆ | |
| Job Summary 2 | ٦ | ☆ Late and | early | ☆ | Locations | | * | Month cards | * | |
| MSL Payroll | , | Payroll | Excel | ☆ | Payroll Summary One | 9 | ☆ Pa | yroll Summary Two | * | |
| PTO Accruals Excel | , | Request | s. xlsx | ☆ | Simple Payroll (no overtin | me) | ☆ Sim | ple payroll (overtime) |) 🌣 | |
| Simple payroll (summar | ry) 7 | Sum Jobs E | mployees | * | Time card by job | | * | Time Duration | * | |
| Total Hours by Date | | ☆ Who i | s in | ☆ | | | | | | |
| o oparationar oantinarj | | oob dotan | | | ooo oummary | | | | | |
| Payroll summary | * | Print QR Code | Choose en | nploye | ee and date range | | × Req | uests A | τ | |
| Schedule | ☆ | Simple payroll | Departme | nt: AI | I Departments | • | | | | |
| rcel· | | | Employe | e: Al | I Employee | • | | | | |
| Absences. xlsx | \$ | Biweekly Employee Tin | Date rang | e: 08 | 08/31/2022 | 22 1 | nental | Summary Excel | τ | |
| Employee Week Summary | * | Incompleted Sche | | | ок | Cance | l Job | Cost 🖈 | τ | |
| Job Summary 2 | * | Late and early | * | | Locations | * | Month | n cards | τ | |
| MSL Payroll | * | Payroll Excel | ☆ | | Payroll Summary One | \$ | Payroll Su | mmary Two 화 | τ | |
| PTO Accruals Excel | ☆ | Requests. xlsx | * | s | simple Payroll (no overtime) | ☆ | Simple payr | oll (overtime) 회 | τ | |
| Simple payroll (summary) | * | Sum Jobs Employe | es 🖈 | | Time card by job | * | Time [| Duration | τ | |
| | | | | | | | | | | |

| A | 1 | * : × | < 🗸 f. | x Name: | | | | | | | | | | | | | | | | | | ¥ |
|----|--------------|--------------|--------|---------|-------------|-------------|---------|---|-----|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Α | В | С | D | E | F | G | н | 1.1 | J | К | L | м | N | 0 | Р | Q | R | S | т | U | |
| 1 | Name: | Admin | | | | | | | | | | | | | | | | | | | | |
| 2 | Date From: | 2022-08-01 | | | | | | | | | | | | | | | | | | | | |
| 3 | Date To: | 2022-08-31 | | | | | | | | | | | | | | | | | | | | |
| 4 | Weekly OT1 | after 40 hou | irs | | | | | | | | | | | | | | | | | | | |
| 5 | Daily OT1 Ru | after 8 hour | s | | | | | | | | | | | | | | | | | | | |
| 6 | Daily OT2 Ru | after 12 hou | irs | | | | | | | | | | | | | | | | | | | |
| 7 | Department | - | | | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Date | Day | Worked | Regular | Over time 1 | Over time 2 | Absence | | | | | | | | | | | | | | | |
| 10 | 08/01/22 | Mon | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 11 | 08/02/22 | Tue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 12 | 08/03/22 | Wed | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 13 | 08/04/22 | Thu | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 14 | 08/05/22 | Fri | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 15 | 08/06/22 | Sat | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 16 | 08/07/22 | Sun | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 17 | | Sub Total: | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 18 | 08/08/22 | Mon | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 19 | 08/09/22 | Tue | 11.43 | 8.00 | 3.43 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 20 | 08/10/22 | Wed | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 21 | 08/11/22 | Thu | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 22 | | | 0.02 | 0.02 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |
| 23 | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | | | | | | | | | | | | |

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Simple Payroll (Summary)

Here is a sample Screenshot of Simple Payroll (Summary) Report

| Setting Request | List Viev | v Day View PTO Balance | v | Where Who Is In Message | Sh | ift Schedule Job Schedule | Approve | Reports |
|--------------------------|-------------|--------------------------------|---|------------------------------|----|----------------------------|---------|---------|
| My Hours Exit 🔀 | | | | | | | | |
| Download Sample Repo | <u>orts</u> | | | | | | | |
| 001/ | | | | | | | | |
| CSV: | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | ☆ | Audit log time cards | ☆ | Millennium Payroll | \$ | |
| PayChex Payroll | ☆ | PayChex Payroll 2019 | * | Paylocity Payroll | ☆ | Salaried Employees | * | |
| Time cards | * | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | ☆ | Users | * | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly payroll | ☆ | Departmental detail | * | |
| Departmental summary | * | Job detail | ☆ | Job summary | ☆ | Late and leaving early | * | |
| Payroll summary | ☆ | Print QR Code | * | PTO Accruals | * | Requests | * | |
| Schedule | * | Simple payroll | ☆ | Who has no entry | ☆ | | | |
| Final | | | | | | | | |
| Excel: | | | | | | | | |
| Absences. xlsx | * | Biweekly Employee Time Sheet | * | Department Payroll | ☆ | Departmental Summary Excel | * | |
| Employee Week Summary | ☆ | Incompleted Schedule | ☆ | Job by Employee | ☆ | Job Cost | * | |
| Job Summary 2 | ☆ | Late and early | ☆ | Locations | ☆ | Month cards | ☆ | |
| MSL Payroll | * | Payroll Excel | ☆ | Payroll Summary One | * | Payroll Summary Two | * | |
| PTO Accruals Excel | ☆ | Requests. xlsx | ☆ | Simple Payroll (no overtime) | ☆ | Simple payroll (overtime) | * | |
| Simple payroll (summary) | ☆ | Sum Jobs Employees | ☆ | Time card by job | * | Time Duration | * | |
| Total Hours by Date | ☆ | Who is in | ☆ | | | | | |
| | | | | | | | | |

| | | | | | | , | |
|--------------------------|---|-----------------------|-------------|------------------------------|--------|---------------------------|---|
| Payroll summary | ☆ | Print QR Code | Choose emp | loyee and date range | | Requests | 7 |
| Schedule | * | Simple payroll | Department: | All Departments | • | | |
| Excel: | | | Employee: | All Employee | • | | |
| Absences. xlsx | * | Biweekly Employee Tin | Date range: | 08/01/2022 | 022 | nental Summary Excel | |
| Employee Week Summary | * | Incompleted Scher | | ОК | Cancel | Job Cost | 7 |
| Job Summary 2 | * | Late and early | * | Locations | * | Month cards | ¥ |
| MSL Payroll | * | Payroll Excel | * | Payroll Summary One | * | Payroll Summary Two | 7 |
| PTO Accruais Excel | * | Requests. xlsx | × | Simple Payroll (no overtime) | * | Simple payroll (overtime) | ¥ |
| Simple payroll (summary) | * | Sum Jobs Employe | es 🖈 | Time card by job | * | Time Duration | 4 |
| Total Hours by Date | * | Who is in | * | | | | |

| A | 1 • : | $\times \checkmark$ | f_x Simpl | e payroll (sun | nmary) | | | | | | | | | | | ۷ |
|---|---------------------|---------------------|---------------|----------------|---------------|---------------|-------------|-------------|---------------|---------------|----------|-------------|----------------|----------------|-------------|---|
| | Α | В | С | D | E | F | G | н | 1 | J | К | L | М | N | 0 | |
| | Simple payroll (sum | nmary) | | | | | 1 | | | | | | | | | |
| ŝ | Date range: | 2022-08-01 TO 2 | 2022-08-31 | | | | | | | | | | | | | |
| Î | | | | | | | | | | | | | | | | |
| | Employee name | Hours Worked | Paid Time Off | Regular Hours | Overtime 1 Ho | Overtime 2 Ho | Total Hours | Hourly Rate | Overtime 1 Ho | Overtime 2 Ho | PTO Pay | Regular Pay | Overtime 1 Pay | Overtime 2 Pay | / Total Pay | |
| i | Admin | 48.00 | 8.00 | 31.75 | 8.30 | 7.95 | 56.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 8.00 | |
| i | Allison | 53.65 | 32.00 | 40.00 | 8.00 | 5.65 | 85.65 | 0.00 | 0.00 | 0.00 | 0.00 | 16.00 | 0.00 | 0.00 | 16.00 | |
| 1 | Allison1 | 0.00 | 16.00 | 0.00 | 0.00 | 0.00 | 16.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| ł | Anthony Stark | 0.00 | 17.00 | 0.00 | 0.00 | 0.00 | 17.00 | 50.00 | 0.00 | 0.00 | 850.00 | 0.00 | 0.00 | 0.00 | 850.00 | |
| I | Bubba | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
|) | Bud Wiser | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| | Cedrik Bertin | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 36.25 | 54.38 | 72.50 | 290.00 | 0.00 | 0.00 | 0.00 | 290.00 | |
| 5 | Craig | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3 | D&R User | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 20.00 | 0.00 | 0.00 | 160.00 | 0.00 | 0.00 | 0.00 | 160.00 | |
| ł | Filthy | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 4.00 | 6.00 | 8.00 | 32.00 | 0.00 | 0.00 | 0.00 | 32.00 | |
| ĵ | Gallespie, Dizzie | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| ŝ | Godfrey Awasi | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 2 | Guy Light | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3 | Haris Khan | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 5625.00 | 0.00 | 0.00 | 45000.00 | 0.00 | 0.00 | 0.00 | 45000.00 | |
| 3 | Mary Smith | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5 | Matt1 | 0.00 | 17.00 | 0.00 | 0.00 | 0.00 | 17.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 1 | Matt123 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 4.00 | 0.00 | 0.00 | 32.00 | 0.00 | 0.00 | 0.00 | 32.00 | |
| 2 | MattOTC | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |

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Simple Payroll (no Overtime)

Here is a sample Screenshot of Simple Payroll (no Overtime) Report

| Setting Request | List View | v Day View PTO Balance | V | Vhere Who Is In Message | Shi | ft Schedule Job Schedule | Approve | Reports |
|------------------------|---------------|--------------------------------|---|------------------------------|-----|----------------------------|---------|---------|
| My Hours Exit 🔀 | | | | | | | | |
| Download Sample Re | <u>eports</u> | | | | | | | |
| C 81/- | | | | | | | | |
| C3V. | • | | | | | | • | |
| ADP Paydata | × | ADP Payroll | × | Audit log time cards | × | Millennium Payroll | × | |
| PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Payroll | * | Salaried Employees | * | |
| Time cards | * | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | * | Users | * | |
| PDF: | | | | | | | | |
| Absences | \$ | Attendance By Employee | * | Bi-weekly payroll | * | Departmental detail | * | |
| Departmental summary | * | Job detail | ☆ | Job summary | * | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | * | Requests | * | |
| Schedule | * | Simple payroll | ☆ | Who has no entry | ☆ | | | |
| Excel: | | | | | | | | |
| Absences. xlsx | * | Biweekly Employee Time Sheet | ☆ | Department Payroll | ☆ | Departmental Summary Excel | ☆ | |
| Employee Week Summa | ary 🖈 | Incompleted Schedule | ☆ | Job by Employee | * | Job Cost | * | |
| Job Summary 2 | ☆ | Late and early | ☆ | Locations | ☆ | Month cards | * | |
| MSL Payroll | * | Payroll Excel | ☆ | Payroll Summary One | ☆ | Payroll Summary Two | * | |
| PTO Accruals Excel | * | Requests. xlsx | ☆ | Simple Payroll (no overtime) | ☆ | Simple payroll (overtime) | ☆ | |
| Simple payroll (summar | y) ☆ | Sum Jobs Employees | ☆ | Time card by job | * | Time Duration | * | |
| Total Hours by Date | ☆ | Who is in | ☆ | | | | | |
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| Departmental summary | × | Job detail | × | Job summary | × | Late and leaving early | × |
|--------------------------|---|-----------------------|-------------|------------------------------|--------|---------------------------|----------|
| Payroll summary | ☆ | Print QR Code | Choose empl | loyee and date range | | Requests | * |
| Schedule | ☆ | Simple payroll | Department: | All Departments | • | | |
| Excel: | | | Employee: | All Employee | • | | |
| Absences. xlsx | ☆ | Biweekly Employee Tin | Date range: | 08/01/2022 | 2022 🛗 | nental Summary Excel | ਸ |
| Employee Week Summary | * | Incompleted Scher | | ОК | Cancel | Job Cost | × |
| Job Summary 2 | ☆ | Late and early | * | Locations | * | Month cards | × |
| MSL Payroll | ☆ | Payroll Excel | * | Payroll Summary One | * | Payroll Summary Two | * |
| PTO Accruals Excel | ☆ | Requests. xlsx | * | Simple Payroll (no overtime) | * | Simple payroll (overtime) | × |
| Simple payroll (summary) | ☆ | Sum Jobs Employee | s 🖈 | Time card by job | * | Time Duration | * |
| Total Hours by Date | * | Who is in | * | | | | |

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Sum Jobs Employees

Here is a sample Screenshot of Sum Jobs Employees Report

| Setting Request | List Vie | w Day View F | PTO Balance | W | here V | Vho Is In | Mess | age | Shift | Sched | ule J | ob Sch | edule | Appro | ove | Reports | |
|--------------------------|-------------|-----------------------|---------------|------------------------------|------------------------------|----------------|----------|-------|---------------|---------------------------|--------------|------------------------|-------|-------|-----|---------|--|
| My Hours Exit 🔀 | | | | | | | | | | | | | | | | | |
| Download Sample Repo | <u>orts</u> | | | | | | | | | | | | | | | | |
| CSV: | | | | | | | | | | | | | | | | | |
| ADP Paydata | ADP Pay | yroll | * | A | udit log time | cards | ¥ | ۲ (| ١ | Aillenniu | m Payro | I | \$ | | | | |
| PayChex Payroll | PayChex Pay | rroll 2019 | * | Paylocity Payroll | | | ¥ | ۲ (| S | Salaried Employees | | | | | | | |
| Time cards | * | Time Cards(archive | ed employees) | * | Time | Tracking (Q | uickBook | s) x | ۲ (| | Us | ers | | ☆ | | | |
| PDF: | | | | | | | | | | | | | | | | | |
| Absences | ☆ | Attendance By | Employee | \$ | | Bi-weekly pa | ayroll | x | ۲ (| Departmental detail | | | il | * | | | |
| Departmental summary | * | Job det | tail | * | | Job summ | ary | × | ۲ (| Late and leaving early | | | | | | | |
| Payroll summary | * | Print QR | Code | \$ | PTO Accruals | | | | ۲ | | Requests | | | ☆ | | | |
| Schedule | \$ | Simple pa | ayroll | * | | Who has no | entry | ¥ | ł | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Excel: | * | Biweekly Employ | ee Time Sheet | * | Department Payroll | | | | | Den | artments | rtmental Summary Excel | | | | | |
| Employee Week Summers | | Incompleted Schedule | | | lob by Employee | | | |) ≁ | Dep | | h Coat | | | | | |
| Employee week Summary | | | | | | JOD DY EIT | ipioyee | |) * | | JC | od Cost | | _^ | | | |
| Job Summary 2 | Ŕ | Late and | | | | Locatio | ons | | ¥ | | Mor | th cards | | Ŷ | | | |
| MSL Payroll | * | Payroll Excel | | | ★ Payroll Summary One ★ | | | | | | Payroll S | Summary | Two | * | | | |
| PTO Accruais Excel | ☆ | Request | s. xlsx | Simple Payroll (no overtime) | | | | | ☆ | Simple payroll (overtime) | | | | * | | | |
| Simple payroll (summary) | * | Sum Jobs E | mployees | ☆ | Time card by job | | | ☆ | Time Duration | | | n | ☆ | | | | |
| Total Hours by Date | ☆ | Who i | s in | \$ | | | | | | | | | | | | | |
| | | JUD UCIAII | ^ | | 30 | o summary | | ^ | | Laic ai | iu icaviii | y cany | ^ | | | | |
| Payroll summary | * | Print QR Code | Choose er | mploy | ployee and date range | | | | | | × Requests 🖈 | | | | | | |
| Schedule | * | Simple payrol | Departme | ent: | t: All Departments | | | | | | | | | | | | |
| cel: | | | Employ | ee: | All Employ | ee | | • | | | | | | | | | |
| Absences. xisx | ¢۲ E | Biweekly Employee Tir | Date rang | e: 08/01/2022 🗰 08/31/2022 🗰 | | | | | | nen | tal Sum | mary Exc | cel 🖈 | | | | |
| Employee Week Summary | * | Incompleted Sche | Hours in repo | rts: | Hour minu | ite letter (0h | 0m) | ~ | | | Job Cost | | * | | | | |
| Job Summary 2 | * | Late and early | (| | | ОК | | Cance | el | M | onth care | ds | * | | | | |
| MSL Payroll | * | Payroll Excel | * | | Payrol | I Summary C | One | * | | Payroll | Summa | ry Two | * | | | | |
| PTO Accruals Excel | * | Requests, xis) | x 🖈 | | Simple Pa | ayroll (no ove | ertime) | ☆ | | Simple p | ayroll (o | vertime) | * | | | | |
| Simple payroll (summary) | * | Sum Jobs Employ | vees 🖈 | | Time card by iob | | | | | Tin | ne Durati | ion | * | | | | |
| Total Hours by Date | * | Who is in | * | | | | | | | | | | | | | | |
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| A B C D | E | F G | ні | J | К | L | м | N | 0 | Р | Q | R | S | T | U | V | |
| No Job Employee Manag | er Reg Hr | OT Hr | | | | | | | | | | | | | | | |

| | A | D | C | U | L . | | 0 | | | N. | L . | IVI | 14 | 0 | F | Q | R. | 2 | 0 | v | vv | |
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| 1 | | | | | | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | | | | |
| 3 | No Job | | Employee | Manager | Reg Hr | OT Hr | | | | | | | | | | | | | | | | |
| 4 | Admin | | No | No | 13h 34m | 11h 57m | | | | | | | | | | | | | | | | |
| 5 | Allison | | No | No | 32h 0m | 13h 39m | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | | | | | |
| 8 | client 1 | | Employee | Manager | Reg Hr | OT Hr | | | | | | | | | | | | | | | | |
| 9 | Allison | | No | No | 8h 0m | 0h 0m | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | | | | | |
| 12 | Gold Test | ing | Employee | Manager | Reg Hr | OT Hr | | | | | | | | | | | | | | | | |
| 13 | Admin | | No | No | 18h 12m | 4h 18m | | | | | | | | | | | | | | | | |
| 14 | MattOTC | | No | No | 0h 0m | 0h 0m | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | | | | | | | |
| 16 | | | | | | | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | |
| 18 | Admin | | Employee | Manager | Reg hr | OT Hr | Total Hr | Job | | | | | | | | | | | | | | |
| 19 | | | No | No | 13h 34m | 11h 57m | 25h 31m | No Job | | | | | | | | | | | | | | |
| 20 | | | No | No | 18h 12m | 4h 18m | 22h 30m | Gold Test | ting | | | | | | | | | | | | | |
| 21 | | | | | | | 48h 1m | Total Hr | | | | | | | | | | | | | | |
| 22 | | | | | | | | | | | | | | | | | | | | | | |
| 23 | Allison | | Employee | Manager | Reg hr | OT Hr | Total Hr | Job | | | | | | | | | | | | | | |
| 24 | | | No | No | 32h 0m | 13h 39m | 45h 39m | No Job | | | | | | | | | | | | | | |
| 25 | | | No | No | 8h 0m | 0h 0m | 8h 0m | client 1 | | | | | | | | | | | | | | |
| 26 | | | | | | | 53h 39m | Total Hr | | | | | | | | | | | | | | |

27

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Time card by Job

Here is a sample Screenshot of Time card by Job Report

| Setting Request Li | st Viev | v Day View PTO Balance | W | here Who Is In Message | Shit | t Schedule Job Schedule | Approve | Reports | | | |
|--------------------------|-----------|--------------------------------|---|------------------------------|------|---------------------------|---------|---------|--|--|--|
| My Hours Exit 🔯 | | | | | | | | | | | |
| Download Sample Repor | <u>ts</u> | | | | | | | | | | |
| CSV: | | | | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | * | Audit log time cards | * | Millennium Payroll | * | | | | |
| PayChex Payroll | ☆ | PayChex Payroll 2019 | * | Paylocity Payroll | ☆ | Salaried Employees | * | | | | |
| Time cards | * | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | * | Users | × | | | | |
| PDF | | | | | | | | | | | |
| Absences | * | Attendance By Employee | ☆ | Bi-weekly payroll | ☆ | Departmental detail | ¥ | | | | |
| Departmental summary | ☆ | Job detail | * | Job summary | ☆ | Late and leaving early | \$ | | | | |
| Payroll summary | ☆ | Print QR Code | * | PTO Accruals | ☆ | Requests | \$ | | | | |
| Schedule | * | Simple payroll | | Who has no entry | * | | | | | | |
| | | | | | | | | | | | |
| Excel: | * | Rivesky Employee Time Chest | * | Department Devroll | * | Departmental Cummany Fued | * | | | | |
| Absences. XISX | î | Biweekiy Employee Time Sheet | Î | Department Payroli | Ŷ | | î | | | | |
| Employee Week Summary | ☆ | Incompleted Schedule | * | Job by Employee | * | Job Cost | * | | | | |
| Job Summary 2 | ☆ | Late and early | * | Locations | * | Month cards | * | | | | |
| MSL Payroll | ☆ | Payroll Excel | * | Payroll Summary One | * | Payroll Summary Two | * | | | | |
| PTO Accruals Excel | * | Requests. xlsx | * | Simple Payroll (no overtime) | \$ | Simple payroll (overtime) | * | | | | |
| Simple payroll (summary) | * | Sum Jobs Employees | * | Time card by job | ☆ | Time Duration | * | | | | |
| Total Hours by Date | * | Who is in | * | | | | | | | | |

| Departmental summary | ☆ | Job detail | ☆ | Job summary | * | Late and leaving early | * |
|--------------------------|-----|-----------------------|-------------|------------------------------|--------|---------------------------|----------|
| Payroll summary | * | Print QR Code | Choose emp | loyee and date range | | Requests | * |
| Schedule | \$ | Simple payroll | Department: | All Departments | • | | |
| Excel: | | | Date range: | 08/01/2022 | 022 | | |
| Absences. xlsx | * | Biweekly Employee Tin | | ок | Cancel | nental Summary Excel | * |
| Employee Week Summar | y ☆ | Incompleted Schedule | * | Job by Employee | * | Job Cost | ☆ |
| Job Summary 2 | \$ | Late and early | * | Locations | * | Month cards | × |
| MSL Payroll | ☆ | Payroll Excel | * | Payroll Summary One | * | Payroll Summary Two | × |
| PTO Accruals Excel | * | Requests. xlsx | * | Simple Payroll (no overtime) | * | Simple payroll (overtime) | × |
| Simple payroll (summary) |) 🖈 | Sum Jobs Employees | * | Time card by job | * | Time Duration | × |
| Total Hours by Date | * | Who is in | * | | | | |

| A1 • : \times of f_x Time Card By Job Code | | | | | | | | | | | | | | ~ | | | | | | | | | |
|--|-----------|--------------|-------------|------------|------------|-------|--------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | A | В | С | D | E | F | G | н | 1 | J | к | L | M | N | 0 | P | Q | B | S | Т | U | V | |
| 1 | Time Card | By Job Code | Date range: | 2022-08-01 | 2022-08-31 | | | | | | | | | | | | | | | | | | í |
| 2 | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Name | JobCode | Date | In | Out | Hours | Hours(HH:MM) | | | | | | | | | | | | | | | | |
| 4 | Admin | | 08/15/2022 | 05:54 PM | 05:54 PM | 0.00 | 0:00 | | | | | | | | | | | | | | | | |
| 5 | | | 08/16/2022 | 01:02 PM | 07:17 PM | 5.25 | 05:15 | | | | | | | | | | | | | | | | |
| 6 | | | 08/17/2022 | 08:46 PM | 08:46 PM | 0.00 | 0:00 | | | | | | | | | | | | | | | | |
| 7 | | | 08/18/2022 | 02:56 PM | 11:12 PM | 7.27 | 07:16 | | | | | | | | | | | | | | | | |
| 8 | | | 08/18/2022 | 11:42 PM | 01:23 PM | 12.68 | 12:41 | | | | | | | | | | | | | | | | |
| 9 | | | 08/19/2022 | 03:45 PM | 03:46 PM | 0.02 | 0:01 | | | | | | | | | | | | | | | | |
| 10 | | | 08/20/2022 | 09:56 AM | 09:56 AM | 0.00 | 0:00 | | | | | | | | | | | | | | | | |
| 11 | | | 08/20/2022 | 09:57 AM | 09:58 AM | 0.02 | 0:01 | | | | | | | | | | | | | | | | |
| 12 | | | 08/20/2022 | 01:48 PM | | 0.00 | 0:00 | | | | | | | | | | | | | | | | |
| 13 | | | 08/22/2022 | 07:44 AM | 08:00 AM | 0.27 | 0:16 | | | | | | | | | | | | | | | | |
| 14 | | | | | Total: | 25.50 | 25:30 | | | | | | | | | | | | | | | | |
| 15 | | | | | Paid: | 25.50 | 25:30 | | | | | | | | | | | | | | | | |
| 16 | | | | | Unpaid: | 0.00 | 0:00 | | | | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | | Gold Testing | 08/04/2022 | 10:09 PM | 11:09 PM | 1.00 | 01:00 | | | | | | | | | | | | | | | | |
| 19 | | | 08/09/2022 | 11:34 AM | 12:00 AM | 11.43 | 11:26 | | | | | | | | | | | | | | | | |
| 20 | | | 08/10/2022 | 10:13 AM | | 0.00 | 0:00 | | | | | | | | | | | | | | | | |
| 21 | | | 08/11/2022 | 04:55 PM | 04:55 PM | 0.00 | 0:00 | | | | | | | | | | | | | | | | |
| 22 | | | 08/11/2022 | 04:55 PM | 04:56 PM | 0.02 | 0:01 | | | | | | | | | | | | | | | | |
| 23 | | | 08/11/2022 | 05:34 PM | 05:34 PM | 0.00 | 0:00 | | | | | | | | | | | | | | | | |
| 24 | | | 08/11/2022 | 07:47 PM | 07:47 PM | 0.00 | 0.00 | | | | | | | | | | | | | | | | |
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Time Duration

Here is a sample Screenshot of Time Duration Report

Select the information you want to see on the report and click $\ensuremath{\text{OK}}$

| Download Sample Repo | <u>orts</u> | | | | | | | | |
|--------------------------|-------------|--------------------------------|-----------|-----------------------------|--------|---------|----------------------|-----|-----|
| CSV: | | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | ☆ | Audit log time cards | ☆ | Miller | nnium Payroll | ☆ | |
| PayChex Payroll | ☆ | PayChex Payroll 2019 | * | Paylocity Payroll | * | Salarie | ed Employees | * | |
| Time cards | ☆ | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | ☆ | | Users | * | |
| PDF | | | | | | | | | |
| Absences | ☆ | Attendance By Employee | * | Bi-weekly payroll | * | Depar | tmental detail | * | |
| Departmental summary | ☆ | Job detail | ☆ | Job summary | ¥ | Late an | d leaving early | \$ | |
| Payroll summary | * | Print QR Code | * | PTO Accruals | * | F | Requests | ☆ | |
| Schedule | ☆ | Simple payroll | * | Who has no entry | ☆ | | | | |
| | | | | | | | | | |
| Excel: | L | | ~ | | | | | | |
| Absences. xisx | | Biweekiy Employee Time Sheet | | Department Payroli | ^ | Departm | entai Summary Exc | | |
| Employee Week Summary | ¥ | Incompleted Schedule | × | Job by Employee | ਸ ਸ | | Job Cost | ¥ | |
| Job Summary 2 | * | Late and early | * | Locations | * | | Month cards | * | |
| MSL Payroll | * | Payroll Excel | * | Payroll Summary One | * | Payr | oll Summary Two | * | |
| PTO Accruals Excel | ☆ | Requests. xlsx | * | Simple Payroll (no overtime | e) ☆ | Simple | e payroll (overtime) | * | |
| Simple payroll (summary) | * | Sum Jobs Employees | \$ | Time card by job | * | T | ime Duration | ☆ | |
| Total Hours by Date | * | Who is in | * | | | | | | |
| Departmental summary | X | Job detail | Ŷ | Job summary | ¥ | Late a | nd leaving early | Ŷ | |
| Payroll summary | * | Print QR Code Choc | ose emp | loyee and date range | | × | Requests | * | |
| Schedule | * | Simple payroll De | partment | All Departments | • | | | | |
| Excel | | E | imployee: | All Employee | • | | | | |
| Absences. xlsx | \$ | Da Biweekly Employee Tin | te range: | 08/01/2022 | 1/2022 | nei | ntal Summary Exce | ı ☆ | |
| Employee Week Summary | * | Incompleted Sche | | ОК | Cance | el . | Job Cost | * | |
| Job Summary 2 | * | Late and early | * | Locations | * | M | lonth cards | * | |
| MSL Pavroll | * | Payroll Excel | * | Payroll Summary Ope | ☆ | Payrol | I Summary Two | * | |
| PTO Accurate Event | ** | Requests visy | | Simple Payroll (no overtimo | | Simple | navroll (overtime) | * | |
| | | Annu labo Employees | | | | | payton (overtaine) | | |
| Simple payroli (summary) | | Sum Jobs Employees | | Time card by job | × | | ne Duration | X | |
| Iotal Hours by Date | ¥ | Who is in | X | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| • : × • fx N | lame D | E F | 0 | i H I J | J K | L | M N O | Р | Q R |

| 4 | Admin | 08/10/2022 | 10:13 am | | 0h 0m | 180.191.22.87 | Site 1 | | | | | | |
|----|-------|------------|----------|----------|---------|----------------|----------------|--|--|--|--|--|--|
| 5 | Admin | 08/11/2022 | 04:55 pm | 04:55 pm | 0h 0m | 124.105.178.78 | 124.105.178.78 | | | | | | |
| 6 | Admin | 08/11/2022 | 04:55 pm | 04:56 pm | 0h 1m | 124.105.178.78 | 124.105.178.78 | | | | | | |
| 7 | Admin | 08/11/2022 | 05:34 pm | 05:34 pm | 0h 0m | 124.105.178.78 | 124.105.178.78 | | | | | | |
| 8 | Admin | 08/11/2022 | 07:47 pm | 07:47 pm | 0h 0m | | | | | | | | |
| 9 | Admin | 08/11/2022 | 07:47 pm | 05:38 am | 9h 51m | | 10 | | | | | | |
| 10 | Admin | 08/12/2022 | 12:58 pm | 12:59 pm | 0h 1m | | | | | | | | |
| 11 | Admin | 08/12/2022 | 07:20 pm | | 0h 0m | | | | | | | | |
| 12 | Admin | 08/13/2022 | 03:46 pm | | 0h 0m | 60477 | | | | | | | |
| 13 | Admin | 08/15/2022 | 09:53 am | 11:04 am | 1h 11m | | 180.191.22.87 | | | | | | |
| 14 | Admin | 08/15/2022 | 05:54 pm | 05:54 pm | 0h 0m | 180.191.22.87 | 180.191.22.87 | | | | | | |
| 15 | Admin | 08/16/2022 | 12:00 am | | 0h 0m | | | | | | | | |
| 16 | Admin | 08/16/2022 | 01:02 pm | 07:17 pm | 6h 15m | | | | | | | | |
| 17 | Admin | 08/17/2022 | 08:46 pm | 08:46 pm | 0h 0m | | | | | | | | |
| 18 | Admin | 08/18/2022 | 02:56 pm | 11:12 pm | 8h 16m | | | | | | | | |
| 19 | Admin | 08/18/2022 | 11:42 pm | 01:23 pm | 13h 41m | 60477 | | | | | | | |
| 20 | Admin | 08/19/2022 | 03:45 pm | 03:46 pm | 0h 1m | | | | | | | | |
| 21 | Admin | 08/20/2022 | 09:56 am | 09:56 am | 0h 0m | | | | | | | | |
| 22 | Admin | 08/20/2022 | 09:57 am | 09:58 am | 0h 1m | 10 | | | | | | | |
| | | | | | | | | | | | | | |

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Total Hours by Date

Here is a sample Screenshot of Total Hours by Date Report

| Setting Request L | ist Viev | v Day View PTO Balance | v | Where Who Is In Message | Shi | ft Schedule Job Schedule | Approve | Reports |
|--------------------------|------------|--------------------------------|----|------------------------------|-----|----------------------------|----------|---------|
| My Hours Exit 🔀 | | | | | | | | |
| Download Sample Repo | <u>rts</u> | | | | | | | |
| CSV [.] | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | * | Audit log time cards | * | Millennium Payroll | * | |
| DavOhav Davrall | | Devolvery Devrell 2010 | | Deutesitu Deurell | | Coloriad Employees | * | |
| PayCriex Payroli | ^ | PayCriex Payroli 2019 | | Paylocity Payroli | | Salaneo Employees | ^ | |
| Time cards | * | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | ☆ | Users | \$ | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly payroll | * | Departmental detail | * | |
| Departmental summary | * | Job detail | * | Job summary | * | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | ☆ | PTO Accruals | * | Requests | * | |
| Schedule | ☆ | Simple payroll | ☆ | Who has no entry | ☆ | | | |
| Fuel | | | | | | | | |
| Excel: | * | Rivesky Employee Time Chest | * | Department Devrall | * | Departmentel Summany Event | * | |
| Absences. xisx | ^ | Biweekiy Employee Time Sheet | ^ | Department Payron | ^ | Departmental Summary Excel | ^ | |
| Employee Week Summary | * | Incompleted Schedule | ☆ | Job by Employee | ☆ | Job Cost | * | |
| Job Summary 2 | * | Late and early | ☆ | Locations | * | Month cards | * | |
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| PTO Accruals Excel | * | Requests. xlsx | ☆ | Simple Payroll (no overtime) | * | Simple payroll (overtime) | * | |
| Simple payroll (summary) | * | Sum Jobs Employees | ☆ | Time card by job | \$ | Time Duration | ☆ | |
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| A | L • | = × 🗸 | ∫x Rep | ort Name | | | | | | | | | | | | | | |
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| 1 | Report Name |] | | Total Hours I | by Date | | | | | | | | | | | | | |
| 2 | Date range: 202 | 2-08-01 - 2022-08- | 31 | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | |
| 4 | Day | Date | Clock In | Clock Out | Hours | Full Name | | | | | | | | | | | | |
| 5 | Mon | August 01 | 12:00 am | | 8 | Anthony Stark | | | | | | | | | | | | |
| 6 | | | 12:00 am | | 8 | Allison | | | | | | | | | | | | |
| 7 | | | 12:00 am | | 8 | Test User | | | | | | | | | | | | |
| 8 | | | 12:00 am | | 8 | D&R User | | | | | | | | | | | | |
| 9 | | | 12:00 am | | 8 | MEOW MEOW | | | | | | | | | | | | |
| 10 | | | 12:00 am | | 8 | Bubba | | | | | | | | | | | | |
| 11 | | | 12:00 am | | 8 | Filthy | | | | | | | | | | | | |
| 12 | | | 12:00 am | | 8 | Cedrik Bertin | | | | | | | | | | | | |
| 13 | | | 12:00 am | | 8 | Mary Smith | | | | | | | | | | | | |
| 14 | | | 12:00 am | | 8 | Matt1 | | | | | | | | | | | | |
| 15 | | | 12:00 am | | 8 | Matt123 | | | | | | | | | | | | |
| 16 | | | 12:00 am | | 8 | Allison1 | | | | | | | | | | | | |
| 17 | | | 12:00 am | | 8 | Test123 | | | | | | | | | | | | |
| 18 | | | 12:00 am | | 8 | Sample Emp | | | | | | | | | | | | |
| 19 | | | 12:00 am | | 8 | TEst1234 | | | | | | | | | | | | |
| 20 | | | 12:00 am | | 8 | testt12333 | | | | | | | | | | | | |
| 21 | | | 12:00 am | | 8 | MattOTC | | | | | | | | | | | | |
| 22 | | | 12:00 am | | 8 | test test123 | | | | | | | | | | | | |
| 23 | | | 12:00 am | | 8 | Haris Khan | | | | | | | | | | | | |
| 24 | | | 12:00 am | | 8 | Gallespie, Dizzie | | | | | | | | | | | | |
| 25 | | | 12:00 am | | 0 | Gourrey Awasi | | | | | | | | | | | | |
| 20 | | | 12:00 am | | 0 | tosting etc | | | | | | | | | | | | |
| 27 | | | 12:00 am | | 8 | Croig | | | | | | | | | | | | |
| 20 | | | 12:00 am | | 8 | Bud Wiser | | | | | | | | | | | | |
| 30 | | | 12:00 am | | 8 | Guy Light | | | | | | | | | | | | |
| 31 | | | 12.00 011 | Sub Total: | 208 | ouy cigin | | | | | | | | | | | | |
| 32 | Thu | August 04 | 10:09 pm | 11:09 pm | 1 | Admin | | | | | | | | | | | | |
| 33 | | | 09:00 am | | 9 | Anthony Stark | | | | | | | | | | | | |
| 34 | | | | Sub Total: | 10 | | | | | | | | | | | | | |
| 35 | Fri | August 05 | 09:00 am | | 9 | Matt1 | | | | | | | | | | | | |
| 36 | | | | Sub Total: | 9 | | | | | | | | | | | | | |
| 37 | Tue | August 09 | 11:34 am | 12:00 am | 12.43 | Admin | | | | | | | | | | | | |
| 38 | | - | | Sub Total: | 12.43 | | | | | | | | | | | | | |
| 39 | Wed | August 10 | 10:13 am | | 0 | Admin | | | | | | | | | | | | |
| 40 | Thu | August 11 | 04:55 pm | 04:55 pm | 0 | Admin | | | | | | | | | | | | |
| 41 | | | 04:55 pm | 04:56 pm | 0.02 | Admin | | | | | | | | | | | | |
| 42 | | | 05:34 pm | 05:34 pm | 0 | Admin | | | | | | | | | | | | |
| 43 | | | 07:47 pm | 07:47 pm | 0 | Admin | | | | | | | | | | | | |
| 44 | | | 07:47 pm | 05:38 am | 9.85 | Admin | | | | | | | | | | | | |
| 45 | | | | Sub Total: | 9.87 | | | | | | | | | | | | | |
| 46 | Fri | August 12 | 12:58 pm | 12:59 pm | 0.02 | Admin | | | | | | | | | | | | |
| 47 | | | 07:20 pm | | 0 | Admin | | | | | | | | | | | | |
| 48 | | | 12:00 am | | 8 | Allison | | | | | | | | | | | | |
| 49 | | | 09:00 am | 06:00 pm | 9 | Allison | | | | | | | | | | | | |
| 50 | | | 12:00 am | | 8 | Allison1 | | | | | | | | | | | | |
| 51 | | | 00.45 | Sub Total: | 25.02 | | | | | | | | | | | | | |
| 52 | Sat | August 13 | 03:46 pm | 11.01 | 0 | Admin | | | | | | | | | | | | |
| 22 | Mon | August 15 | 09:53 am | 11:04 am | 1.18 | Admin | | | | | | | | | | | | |
| 24 | | | 00:00 pm | 05:54 pm | 14.65 | Admin | | | | | | | | | | | | |
| 22 | | | 10:57 pm | 10:57 pm | 14.65 | Allison | | | | | | | | | | | | |
| 57 | | | 10.57 am | Sub Total: | 15.83 | Mattore | | | | | | | | | | | | |
| 58 | Tue | August 16 | 12:00 am | Sub rotal. | 10.00 | Admin | | | | | | | | | | | | |
| 20 | iue | AUGUSL 10 | 12.00 aifi | | • | Autom | | | | | | | | | | | | |

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Who Is In

Here is a sample Screenshot of Who Is In Report

| Setting Request Li | st Viev | v Day View PTO Balance | V | Vhere Who Is In Message | Shi | ft Schedule Job Schedule | Approve | Reports |
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| My Hours Exit 🔀 | | | | | | | | |
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| CSV: | | | | | | | | |
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| Time cards | ☆ | Time Cards(archived employees) | ☆ | Time Tracking (QuickBooks) | * | Users | ☆ | |
| PDF: | | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly payroll | ☆ | Departmental detail | * | |
| Departmental summary | * | Job detail | * | Job summary | ☆ | Late and leaving early | \$ | |
| Payroll summary | ☆ | Print QR Code | * | PTO Accruals | * | Requests | ☆ | |
| Schedule | ☆ | Simple payroll | * | Who has no entry | * | | | |
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| Absences. xlsx | ☆ | Biweekly Employee Time Sheet | ☆ | Department Payroll | \$ | Departmental Summary Excel | * | |
| Employee Week Summary | ☆ | Incompleted Schedule | ☆ | Job by Employee | ☆ | Job Cost | * | |
| Job Summary 2 | * | Late and early | ☆ | Locations | \$ | Month cards | * | |
| MSL Payroll | * | Payroll Excel | ☆ | Payroll Summary One | * | Payroll Summary Two | * | |
| PTO Accruals Excel | ☆ | Requests. xlsx | ☆ | Simple Payroll (no overtime) | ☆ | Simple payroll (overtime) | \$ | |
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| Total Hours by Date | * | Who is in | ☆ | | | | | |

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| Payroll summary | ☆ | Print QR Code | Choose emp | loyee and date range | | × Requests | ☆ |
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| cel: | | | Employee: | All Employee | • | | |
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| 4 | Employee | Full Nam | Departm | In/Out | Status | Schedule | Date/Tin | ne | | | | | | | | | | | | | | | | |
| 5 | | Admin | | Out | | Morning | 22/08/20 | 22 08:00 | | | | | | | | | | | | | | | | |
| 6 | | Allison | sample | Out | | 1 | 18/08/20 | 22 18:00 | | | | | | | | | | | | | | | | |
| 7 | | Allison1 | Gold | Out | | | | | | | | | | | | | | | | | | | | |
| 8 | | Anthony | Gold | Out | | | | | | | | | | | | | | | | | | | | |
| 9 | | Bubba | Sample | Out | | | | | | | | | | | | | | | | | | | | |
| 10 | | Bud Wise | | Out | | | | | | | | | | | | | | | | | | | | |
| 11 | 1 | Cedrik Be | office | Out | | | | | | | | | | | | | | | | | | | | |
| 12 | | Craig | | Out | | | | | | | | | | | | | | | | | | | | |
| 13 | 50 | D&R Use | office | Out | | | | | | | | | | | | | | | | | | | | |
| 14 | 004321 | Filthy | | Out | | | | | | | | | | | | | | | | | | | | |
| 15 | | Gallespi | New Dep | Out | | | | | | | | | | | | | | | | | | | | |
| 16 | | Godfrey A | Service D | Out | | | | | | | | | | | | | | | | | | | | |
| 17 | | Guy Light | New Dep | Out | | | | | | | | | | | | | | | | | | | | |
| 18 | 005 | Haris Kha | New Dep | Out | | | | | | | | | | | | | | | | | | | | |
| 19 | | Mary Smi | Paint | Out | | | | | | | | | | | | | | | | | | | | |
| 20 | | Matt1 | | Out | | | | | | | | | | | | | | | | | | | | |
| 21 | | Matt123 | Shop | Out | | | | | | | | | | | | | | | | | | | | |

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Other Reports

Here are sample for Other reports that we have.

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QuickBooks Payroll .iif 🕺

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QuickBooks Payroll.iif

Here is a sample Screenshot of QuickBooks Payroll.iif Report

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| Absences | ☆ | Attendance By E | mployee | * | Bi-weekly payroll | * | Departmental detail | * | |
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Customized

Here are sample for Customized reports that we have.

| Customized: | | | | | | | | | | |
|----------------------------|------------|-----------------------|-----------|-----------------------|---|-----------------------|---|---------------------|---|----------------------------------|
| Bi-Weekly Payroll (excel) | ☆ Dai | ily Attendance Report | * | Employee Jobs (excel) | * | Island Payroll (.csv) | * | Job Hours (excel) | * | Simple Payroll (Shift Summary) ★ |
| Time Cards Rounded (.xlsx) | * | | | | | | | | | |
| | | | | | | | | | | |
| Cuested | م ماط ماطن | Deveenel | - diki ov | | | | | de au una a mismiti | | |

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Bi-Weekly Payroll (Excel)

Here is a sample Screenshot of Bi-Weekly Payroll (Excel) Report

| Setting Request L | ist Viev | v Day View PTO Balance | Wh | nere Who Is In Message | Shi | ft Schedule Job Schedule | Approve | Reports |
|------------------------------------|------------|--------------------------------------|---------|-------------------------------------|----------|------------------------------------|----------------|---------------|
| My Hours Exit 🔀 | | | | | | | | |
| Download Sample Repo | <u>rts</u> | | | | | | | |
| CSV | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | \$ | Audit log time cards | * | Millennium Payroll | \$ | |
| PavChex Pavroll | * | PayChex Payroll 2019 | \$ | Paylocity Payroll | * | Salaried Employees | × | |
| The code | | | 2 | | | | | |
| Time cards | ^ | nine Cards(archived employees) | ^ | Time Tracking (Quickbooks) | ^ | Users | ^ | |
| PDF: | | | | | | | ٦. | |
| Absences | ☆ | Attendance By Employee | * | Bi-weekly payroll | * | Departmental detail | ☆ | |
| Departmental summary | ☆ | Job detail | ☆ | Job summary | * | Late and leaving early | * | |
| Payroll summary | * | Print QR Code | ☆ | PTO Accruals | * | Requests | * | |
| Schedule | * | Simple payroll | * | Who has no entry | * | | | |
| Excel | | | | | | | | |
| Absences. xlsx | * | Biweekly Employee Time Sheet | ☆ | Department Payroll | ☆ | Departmental Summary Exce | a 🛱 | |
| Employee Week Summary | * | Incompleted Schedule | * | Job by Employee | * | lob Cost | * | |
| | | | | | | | | |
| Job Summary 2 | × | Late and early | × | Locations | × | Month cards | × | |
| MSL Payroll | ☆ | Payroll Excel | * | Payroll Summary One | ☆ | Payroll Summary Two | * | |
| PTO Accruals Excel | ☆ | Requests. xlsx | ☆ | Simple Payroll (no overtime) | * | Simple payroll (overtime) | ☆ | |
| Simple payroll (summary) | * | Sum Jobs Employees | ☆ | Time card by job | ☆ | Time Duration | \$ | |
| Total Hours by Date | * | Who is in | ☆ | | | | | |
| Other: | | | | | | | | |
| QuickBooks Payroll .iif | * | | | | | | | |
| Customized: | | | | | | | | |
| Bi-Weekly Payroll (excel) | ☆ | Daily Attendance Report | ☆ | Employee Jobs (excel) | \$ | Island Payroll (.csv) | * | |
| Job Hours (excel) | * | Time Cards Rounded (.xlsx) | ☆ | | | | | |
| | | | | | | | | |
| PTO Accruals Excel | * | Requests. xlsx | . (| |). | le payroll (overtime) | ☆ | |
| Simple payroll (cumman) | | Choose | e emp | loyee and date range | | X Time Duration | _ + | |
| Simple payron (Summary) | | Depa | rtment: | All Departments | • | | | |
| Total Hours by Date | ਸ | Who is in Emp | oloyee: | All Employee | • | | | |
| Other: | | Date | range: | 08/22/2022 | | | | |
| QuickBooks Payroll .iif | * | | | ОК | Cance | | | |
| Customized: | | | | | | _ | | |
| Bi-Weekly Payroll (excel) | ☆ | Daily Attendance Report | * | Employee Jobs (excel) | \$ | Island Payroll (.csv) | * | |
| Job Hours (excel) | ☆ | Time Cards Rounded (.xlsx) | ☆ | | | | | |
| If all above pre-formatted reports | do not n | neet your need, Please send us a sar | nple re | port. We charge a one time fee of U | S\$390 t | o customize new report according t | o your require | ment. Our sup |
| is "support@opentimeclock.com" | | | | | | | | |

| A | 6 | c | D | E | | G | н | 1 | 1 | K | L | M | N | 0 | P | Q |
|---------------|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|--------------|------------|------------|-------------|-----------------------|
| Report Name | Bi-Weekly Payroll Report | | | | | | | | | | | | | | | |
| Date Range | 08/01/2022 | 08/14/2022 | | | | | | | | | | | | | | |
| | | | | | | | | | | | 00 140 10000 | 00/144/00000 | 0011010000 | 0014010000 | 00/00/00000 | |
| 00 0008 | Employee | 08/01/2022 | 08/02/2022 | 08/05/2022 | 08/04/2022 | 08/05/2022 | 08/06/2022 | 08/07/2022 | 08/08/2022 | 08/09/2022 | 06/10/2022 | 06/11/2022 | 06/12/2022 | 06/13/2022 | 06/14/2022 | Note |
| sold lesting | Admin | dh dm | 0h 0m | 0h 0m | 1h 0m | 0h 0m | Uh Um | Oh Om | Oh Om | 11n zem | UN UM | an 52m | UN IM | UN UM | un um | (test), (test) |
| lotai=210 19m | | | | | | | | | | | | | | | | |
| lines 1 | Allicon | 0h 0m | Ob Om | Ob Om | Ob Om | 0h 0m | Ob Om | Ob Om | 0h 0m | 00.000 | 0h.0m | 0h.0m | Rh Om | 0h 0m | Ob Om | Iforret to clock out) |
| Concernal BTO | Allicon | Oh Om | 0h 0m | Oh Om | 0h 0m | 0h 0m | Oh Om | frongot to crock out |
| Other | Allicon | Oh Om | 0h 0m | Oh Om | 0h 0m | 0h 0m | Oh Om | |
| lotal=8h 0m | Anison | UT UNIT | orrom | off offi | onom | onom | UT UNI | on on | UT UT | on on | on on | on on | on on | on on | on on | |
| oron on one | | | | | | | | | | | | | | | | |
| General PTO | Allison1 | Oh Om | 0b.0m | 0h 0m | 0h 0m | 0h 0m | 0h.0m | 0h 0m | Ob Om | Ob Om | 0h 0m | 0h 0m | 0h 0m | Ob Om | Ob Om | |
| Other | Allison1 | 0h 0m | Oh Om | Oh Om | 0h 0m | 0h 0m | 0h 0m | |
| Total=0h 0m | 111120112 | - | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Seneral PTO | Anthony Stark | 0h 0m | Oh Om | Oh Om | Oh Om | Oh Om | 0h 0m | Oh Om | Oh Om | 0h 0m | 0h 0m | |
| fotal=0h 0m | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| General PTO | Bubba | 0h 0m | Oh Om | Oh Om | Oh Om | Oh Om | 0h 0m | |
| fotal=0h 0m | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| General PTO | Bud Wiser | Oh Om | 0h 0m | 0h 0m | 0h 0m | 0h 0m | Oh Om | Oh Om | Oh Om | Oh Om | 0h 0m | Oh Om | Oh Om | 0h 0m | 0h 0m | |
| fotal=0h 0m | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| General PTO | Cedrik Bertin | 0h 0m | Oh Om | 0h 0m | Oh Om | Oh Om | Oh Om | Oh Om | Oh Om | Oh Om | Oh Om | |
| Total=0h 0m | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| General PTO | Craig | 0h 0m | Oh Om | 0h 0m | Oh Om | Oh Om | Oh Om | Oh Om | Oh Om | Oh Om | Oh Om | |
| fotal=0h 0m | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Seneral PTO | D&R User | 0h 0m | Oh Om | 0h 0m | Oh Om | Oh Om | 0h 0m | Oh Om | Oh Om | 0h 0m | 0h 0m | |
| otal=0h 0m | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Seneral PTO | Filthy | 0h 0m | Oh Om | Oh Om | Oh Om | Oh Om | 0h 0m | |
| Fotal-Oh Om | | | | | | | | | | | | | | | | |

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Daily Attendance Report

Here is a sample Screenshot of Daily Attendance Report

Select the information you want to see on the report and click $\ensuremath{\mathsf{OK}}$

| Setting Request L | ist Viev | v Day View PTO Balanc | e W | here Who Is In Message | Shi | ft Schedule Job Sc | hedule Aj | oprove | Reports |
|--|-------------|-----------------------------------|----------|-------------------------------------|----------|--------------------------|----------------|-----------|------------------|
| My Hours Exit | | | | | | | | | |
| Download Sample Report | r <u>ts</u> | | | | | | | | |
| CSV: | | | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | ☆ | Audit log time cards | ☆ | Millennium Payr | oll 🖈 | | |
| PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Payroll | * | Salaried Employe | ees ☆ | | |
| Time cards | ☆ | Time Cards(archived employees | * | Time Tracking (QuickBooks) | * | Users | * | | |
| PDF: | | | | | | | | | |
| Absences | \$ | Attendance By Employee | ☆ | Bi-weekly payroll | \$ | Departmental de | tail 🖈 | | |
| Departmental summary | * | Job detail | * | Job summary | * | Late and leaving e | arly ☆ | | |
| Payroll summary | ☆ | Print QR Code | * | PTO Accruals | * | Requests | * | | |
| Schedule | * | Simple payroll | * | Who has no entry | * | | | | |
| Excel: | | | | | | | | | |
| Absences. xlsx | ☆ | Biweekly Employee Time Shee | t 🖈 | Department Payroll | ☆ | Departmental Sumr | mary Excel | * | |
| Employee Week Summary | ☆ | Incompleted Schedule | ☆ | Job by Employee | ☆ | Job Cost | | * | |
| Job Summary 2 | ☆ | Late and early | \$ | Locations | ☆ | Month card | is | ☆ | |
| MSL Payroll | ☆ | Payroll Excel | * | Payroll Summary One | * | Payroll Summa | ry Two | * | |
| PTO Accruals Excel | ☆ | Requests. xlsx | * | Simple Payroll (no overtime) | ☆ | Simple payroll (o | vertime) | * | |
| Simple payroll (summary) | * | Sum Jobs Employees | \$ | Time card by job | * | Time Durati | on | ¢ | |
| Total Hours by Date | * | Who is in | * | | | | | | |
| Other: | | | | | | | | | |
| QuickBooks Payroll .iif | ☆ | | | | | | | | |
| Customized: | | | | | | | | | |
| Bi-Weekly Payroll (excel) | * | Daily Attendance Report | * | Employee Jobs (excel) | ☆ | Island Payroll (.c | sv) ☆ | | |
| Job Hours (excel) | * | Time Cards Rounded (.xlsx) | * | | | | | | |
| | | | | | | | | | |
| Job Summary 2 | * | Late and early | ☆ | l ocations | \$ | Month cards | * | | |
| MSL Payroll | * | Payroll Excel | e emp | | | roll Summary Tw | /o 🖈 | | |
| PTO Accruals Excel | * | Requests. xlsx | ntment: | All Departments | • | le payroll (overtir | ne) 🖈 | | |
| Simple payroll (summary) | * | Sum Jobs Employ Date | range: | 08/01/2022 (1) 08/31/2023 | 2 | Time Duration | * | | |
| Total Hours by Date | * | Who is in | 0 | Hide employee who has no data | | | | | |
| Other: | | | | ОҚ | Cancel | | | | |
| QuickBooks Payroll .iif | * | | | | | - | | | |
| Customized: | | | | | | | | | |
| Bi-Weekly Payroll (excel) | * | Daily Attendance Report | * | Employee Jobs (excel) | * | Island Payroll (.csv |) 🖈 | | |
| Job Hours (excel) | * | Time Cards Rounded (.xlsx) | ☆ | | | | | | |
| If all above pre-formatted reports d is "support@opentimeclock.com". | o not me | et your need, Please send us a sa | mple rep | ort. We charge a one time fee of US | \$390 to | customize new report acc | ording to your | requireme | ent. Our support |
| | | | | | | | | | |
| Developer API: | | | | | | | | | |
| API Document | * | Developer Token | ☆ | | | | | | |

| A1 . | • = X v | f _x | Emp No | | | | | | | | | | | | | | | | |
|----------|---------------|----------------|-----------------|----------|------------|----------|----------|-------|--------------------|------------------------|--------------------|---------------------------|---------------------|---------------------|-----------------------|----------------------|----------------------|--------------------|--------|
| 4 A | в | с | D | E | F | G | н | 1 | J | к | L | м | N | 0 | Р | Q | В | s | т |
| 1 Emp No | Name | Job Code | Department Name | Digit ID | Date | Time In | Time Out | Hours | Absence | Manager Commentie | evice ID (For Time | lifevice IP (For Time liS | S Latitude (For Tin | ki Longitude (For T | invice ID (For Time I | wice IP (For Time C) | Latitude (For Time I | Longitude (For Tim | e Out) |
| 2 | Admin | Gold Testing | | | 08/04/2022 | 22:09:00 | 23:09:00 | 01:00 | | | 3619 (3619) | 108.203.127.199 | 35.4877 | -81.1762 | 3619 (3619) | 108.203.127.199 | 35.4877 | -81.1762 | |
| 3 | Admin | Gold Testing | | | 08/09/2022 | 11:34:00 | 00:00:00 | 12:26 | | | 3667 (3667) | 49.145.227.68 | | | | | | | |
| 4 | Admin | Gold Testing | | | 08/10/2022 | 10:13:00 | | 0:00 | | nmented by Admin] | 3685 | 180.191.22.87 | 45.2778 | 19.7974 | 8.8851, -41.9638 | | | | |
| 5 | Admin | Gold Testing | | | 08/11/2022 | 16:55:00 | 16:55:00 | 0:00 | | noted by Admin] tes | 3701 | 124.105.178.78 | | | 3701 | 124.105.178.78 | | | |
| 6 | Admin | Gold Testing | | | 08/11/2022 | 16:55:00 | 16:56:00 | 0:01 | | hoted by Admin] tes | 3701 | 124.105.178.78 | | | 3701 | 124.105.178.78 | | | |
| 7 | Admin | Gold Testing | | | 08/11/2022 | 17:34:00 | 17:34:00 | 0:00 | | | 3526 | 124.105.178.78 | | | 3526 | 124.105.178.78 | | | |
| 8 | Admin | Gold Testing | | | 08/11/2022 | 19:47:00 | 19:47:00 | 0:00 | | | 3707 | 187.250.65.225 | | | 3707 | 187.250.65.225 | | | |
| 9 | Admin | Gold Testing | | | 08/11/2022 | 19:47:00 | 05:38:00 | 09:51 | | | 3707 | 187.250.65.225 | | | 3711 | 49.124.135.21 | | | |
| 10 | Admin | Gold Testing | | | 08/12/2022 | 12:58:00 | 12:59:00 | 0:01 | | | 3715 | 115.135.26.197 | 3.2448 | 101.4236 | 3715 | 115.135.26.197 | 3.2450 | 101.4237 | |
| 11 | Admin | Gold Testing | | | 08/12/2022 | 19:20:00 | | 0:00 | | | 3721 | 173.14.35.229 | | | | | | | |
| 12 | Admin | Gold Testing | | | 08/13/2022 | 15:46:00 | | 0:00 | | | 3724 | 105.67.1.57 | 31,5901 | -8.0084 | | | | | |
| 13 | Admin | Gold Testing | | | 08/15/2022 | 09:53:00 | 11:04:00 | 01:11 | | | 3741 | 199.18.4.114 | 40.8700 | -82.6423 | 3743 | 180.191.22.87 | | | |
| 14 | Admin | Gold Testing | | | 08/15/2022 | 17:54:00 | 17:54:00 | 0:00 | | | 3737 | 180.191.22.87 | | | 3737 | 180.191.22.87 | | | |
| 15 | Admin | Gold Testing | | | 08/16/2022 | 00:00:00 | | 08:00 | Personal | | 3790 | 49.37.44.255 | | | 3790 | 49.37.44.255 | | | |
| 16 | Admin | BONUS+\$8 | | | 08/16/2022 | 00:00:00 | | 0:00 | | | 3790 | 49.37.44.255 | | | 3790 | 49.37.44.255 | | | |
| 17 | Admin | BONUS+\$8 | | | 08/16/2022 | 13:02:00 | 19:17:00 | 06:15 | | | 3762 | 207.54.106.201 | 42.9273 | -81,1894 | | | | | |
| 18 | Admin | BONUS+\$8 | | | 08/17/2022 | 20:46:00 | 20:46:00 | 0:00 | | | 3783 | 24.137.133.137 | | | 3783 | 24.137.133.137 | | | |
| 19 | Admin | BONUS +\$8 | | | 08/18/2022 | 14:56:00 | 23:12:00 | 08:16 | | | 3794 | 184.162.16.44 | 45.7127 | -73.6198 | 3798 | 70.189.213.184 | | | |
| 20 | Admin | BONUS+\$8 | | | 08/18/2022 | 23:42:00 | 13:23:00 | 13:41 | | | 3799 | 174.208.160.137 | | | 3802 | 97.114.100.187 | | | |
| 21 | Admin | BONUS+\$8 | | | 08/19/2022 | 15:45:00 | 15:46:00 | 0:01 | | | 3805 | 70.182.149.121 | | | 3805 | 70.182.149.121 | | | |
| 22 | Admin | BONUS+\$8 | | | 08/20/2022 | 09:56:00 | 09:56:00 | 0:00 | | | 3809 | 89.142.79.167 | | | 3809 | 89.142.79.167 | | | |
| 23 | Admin | BONUS+\$8 | | | 08/20/2022 | 09:57:00 | 09:58:00 | 0:01 | | | 3809 | 89.142.79.167 | | | 3809 | 89.142.79.167 | | | |
| 24 | Admin | BONUS+\$8 | | | 08/20/2022 | 13:48:00 | | 0:00 | | | 3811 | 174.233.2.21 | 42.4349 | -71.5277 | | | | | |
| 25 | Admin | BONUS +\$8 | | | 08/22/2022 | 07:44:00 | 08:00:00 | 0:16 | | | 3819 | 114.125.92.163 | | | 3820 | 190.213.128.105 | | | |
| 26 | Alison | | sample | 4444 | 08/01/2022 | 00:00:00 | | 08:00 | General PTO | | 3594 (3594) | 182,253,159,245 | | | 3594 (3594) | 182.253.159.245 | | | |
| 27 | Alison | | sample | 4444 | 08/12/2022 | 00:00:00 | | 08:00 | Other | | 3701 | 124.105.178.78 | | | 3701 | 124, 105, 178, 78 | | | |
| 28 | Alison | client 1 | sample | 4444 | 08/12/2022 | 09:00:00 | 18:00:00 | 09.00 | | v Allison) forgot to c | 3701 | 124.105.178.78 | | | 3701 | 124.105.178.78 | | | |
| 29 | Alison | client 1 | sample | 4444 | 08/15/2022 | 09:00:00 | 23:39:00 | 14:39 | | 1 | 3743 | 180.191.22.87 | | | 18.8851, -41.9638 | | | | |
| 30 | Alison | client 1 | sample | 4444 | 08/16/2022 | 00:00:00 | | 08:00 | Personal | | 3790 | 49.37.44.255 | | | 3790 | 49.37.44.255 | | | |
| 31 | Alison | BONUS+\$8 | sample | 4444 | 08/16/2022 | 00:00:00 | | 0:00 | | | 3790 | 49.37.44.255 | | | 3790 | 49.37.44.255 | | | |
| 32 | Alison | BONUS+\$8 | sample | 4444 | 08/16/2022 | 00:00:00 | | 08:00 | General PTO | | 3764 | 65.168.64.11 | | | 3764 | 65.168.64.11 | | | |
| 33 | Alison | BONUS+\$8 | sample | 4444 | 08/16/2022 | 09:00:00 | 18:00:00 | 09:00 | | | 3764 | 65.168.64.11 | | | 3764 | 65.168.64.11 | | | |
| 34 | Alison | BONUS+\$8 | sample | 4444 | 08/17/2022 | 09:00:00 | 18:00:00 | 09.00 | | | 3764 | 65.168.64.11 | | | 3764 | 65,168,64,11 | | | |
| 35 | Alison | BONUS+\$8 | sample | 4444 | 08/17/2022 | 09:00:00 | 18:00:00 | 09.00 | | | 3764 | 65.168.64.11 | | | 3764 | 65.168.64.11 | | | |
| 36 | Allson | BONUS+\$8 | sample | 4444 | 08/18/2022 | 09:00:00 | 18:00:00 | 09.00 | | | 3764 | 65.168.64.11 | | | 3764 | 65.168.64.11 | | | |
| 37 | Alison | BONUS+\$8 | sample | 4444 | 08/19/2022 | 00:00:00 | | 0:00 | | | 3701 | 124, 105, 178, 78 | | | 3701 | 124, 105, 178, 78 | | | |
| 38 | Allison1 | | Gold | 10 | 08/01/2022 | 00:00:00 | | 08:00 | General PTO | | 3594 (3594) | 182,253,159,245 | | | 3594 (3594) | 182.253.159.245 | | | |
| 39 | Alison1 | | Gold | 10 | 08/12/2022 | 00:00:00 | | 08:00 | Other | | 3701 | 124,105,178,78 | | | 3701 | 124, 105, 178, 78 | | | |
| 40 | Anthony Stark | | Gold | | 08/01/2022 | 00:00:00 | | 08:00 | General PTO | | 3594 (3594) | 182 253 159 245 | | | 3594 (3594) | 182 253 159 245 | | | |
| 41 | Anthony Stark | | Gold | | 08/04/2022 | 09:00:00 | | 09.00 | General PTO | | | | | | | | | | |
| | Sheet1 | (+) | | | | | | | a statistical free | | | | | | | | | | F |
| | | <u> </u> | | | | _ | _ | _ | | 1.1.1 | | | | | | | | _ | |
| READY | | | | | | | | | | | | | | | | | ▥ ฃ | | -+ 70 |

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Employee Jobs (excel)

Here is a sample Screenshot of Employee Jobs (excel) Report

Select the information you want to see on the report and click $\ensuremath{\mathsf{OK}}$

| Setting | Request Li | ist View | / Day View | PTO Balance | e M | Vhere | Who Is In | Message | Shit | ft Schedule | Job Schedule | Approve | Reports |
|---------------------|--------------------|-----------|---------------------|-------------------|---------|-----------|----------------|-----------------|-----------|----------------|---------------------------------------|---------------|----------------|
| | | | | | | | | | | | | | |
| Download Sa | ample Repor | <u>ts</u> | | | | | | | | | | | |
| CSV: | | | | | | | | | | | | | |
| ADP P | aydata | ☆ | ADP F | ayroll | ☆ | | Audit log tim | e cards | ☆ | Miller | nnium Payroll | * | |
| PayChe | x Payroll | * | PayChex P | ayroll 2019 | * | | Paylocity F | ayroll | * | Salari | ed Employees | * | |
| Time | cards | * | Time Cards(arch | ived employees) | * | Tim | ie Tracking (C | QuickBooks) | ☆ | | Users | ☆ | |
| PDF: | | | | | | | | | | | | | |
| Abse | ences | * | Attendance E | ly Employee | * | | Bi-weekly | oayroll | * | Depar | tmental detail | * | |
| Department | al summary | ☆ | Job c | etail | * | | Job sum | nary | ☆ | Late ar | id leaving early | ☆ | |
| Payroll s | summary | ☆ | Print QF | R Code | ☆ | | PTO Acc | ruals | ☆ | F | Requests | * | |
| Sche | edule | * | Simple | payroll | ☆ | | Who has n | o entry | ☆ | | | | |
| | | | | | | | | | | | | | |
| Excel: | | ۰. | | | | | | | | | | | |
| Absend | ces. xlsx | ¥ | Biweekly Empl | oyee Time Sheet | ¥ | | Departme | nt Payroll | x | Departm | ental Summary Excel | x | |
| Employee W | eek Summary | ☆ | Incomplete | ed Schedule | ☆ | | Job by E | nployee | ☆ | | Job Cost | * | |
| Job Su | mmary 2 | ☆ | Late a | nd early | ☆ | | Locat | ions | ☆ | | Month cards | * | |
| MSL | Payroll | * | Payro | II Excel | ☆ | | Payroll Sun | nmary One | * | Payr | oll Summary Two | ☆ | |
| PTO Accr | uals Excel | ☆ | Reque | sts. xlsx | ☆ | s | imple Payroll | (no overtime) | ☆ | Simple | e payroll (overtime) | * | |
| Simple payre | oll (summary) | * | Sum Jobs | Employees | ☆ | | Time car | d by job | * | 1 | Fime Duration | * | |
| Total Hou | rs by Date | * | Whe |) is in | ☆ | | | | | | | | |
| Other: | | | | | | | | | | | | | |
| QuickBook | s Payroll .iif | * | | | | | | | | | | | |
| Customized: | | | | | | | | | | | | | |
| Bi-Weekly P | ayroll (excel) | * | Daily Attend | ance Report | ☆ | | Employee Jol | os (excel) | ☆ | Island | Payroll (.csv) | * | |
| lob Hou | | _★ | Time Cards P | unded (visv) | _ | | 1.2 | | | | | | |
| 300 1100 | is (excel) | | Time Gards R | unded (.xisx) | | | | | | | | | |
| Job Sum | mary 2 | * | Late and | early. | \$ | | Location | \$ | * | Mor | nth cards | \$ | |
| MSL P | ayroll | \$ | Payroll F | | e em | ployee | and date r | ange | | × rroll S | Summary Two | \$ | |
| DTO Asset | ele Curel | | Desure | Depa | rtment | t: All De | epartments | | • | | · · · · · · · · · · · · · · · · · · · | ÷- | |
| | ais Excei | | Request | Emp | ployee | All En | nployee | | • | ie pa | iyroll (overtime) | × | |
| Simple payrol | l (summary) | \$ | Sum Jobs E | nploy Date | range: | 08/01 | /2022 | 08/31/202 | 22 | Time | Duration | ☆ | |
| Total Hours | by Date | * | Who is | ; in | | | | ОК | Cancel | | | | |
| Other: | | | | | - | - | | | | _ | | | |
| QuickBooks | Payroll .iif | \$ | | | | | | | | | | | |
| Customized: | | | | | | | | | | | | | |
| Bi-Weekly Pa | yroll (excel) | * | Daily Attenda | ice Report | ☆ | E | mployee Jobs | (excel) | ☆ [| Island F | Payroll (.csv) | ☆ | |
| Job Hours | (excel) | \$ | Time Cards Ro | inded (.xlsx) | * | | | | | | | | |
| If all above pre-fo | ormatted reports d | lo not me | eet your need, Plea | ise send us a sar | nple re | eport. We | charge a one | e time fee of U | S\$390 to | o customize ne | w report according to | your requirem | ent. Our suppo |
| is "support@oper | ntimeclock.com". | | | | | | | | | | | | |
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| | I. | * | Developer | Token | \$ | | | | | | | | |
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Created with the Personal Edition of HelpNDoc: Experience a User-Friendly Interface with HelpNDoc's Documentation Tool

Island Payroll

Here is a sample Screenshot of Island Payroll Report

| Setting Request Li | ist Viev | w Day View PTO Balance | W | here Who Is In Message | Sh | ift Schedule Job Schedule | Approve | Reports |
|---|-------------|--------------------------------------|--------|------------------------------------|----------|--|-------------|---------------|
| My Hours Exit | | | | | | | | |
| Download Sample Repor | r <u>ts</u> | | | | | | | |
| CSV: | | | | | | | | |
| ADP Paydata | \$ | ADP Payroll | \$ | Audit log time cards | * | Millennium Payroll | ☆ | |
| PayChex Payroll | ☆ | PayChex Payroll 2019 | \$ | Paylocity Payroll | ☆ | Salaried Employees | Å | |
| Time cards | ☆ | Time Cards(archived employees) | \$ | Time Tracking (QuickBooks) | \$ | Users | Å | |
| PDF | | | | | | | | |
| Absences | * | Attendance By Employee | ☆ | Bi-weekly payroll | ☆ | Departmental detail | \$ | |
| Departmental summary | \$ | Job detail | * | Job summary | * | Late and leaving early | ☆ | |
| Payroll summary | \$ | Print QR Code | \$ | PTO Accruals | ☆ | Requests | \$ | |
| Schedule | | Simple payroll | \$ | Who has no entry | | | | |
| | | entitie payton | | | | | | |
| Excel: | | | | | | | | |
| Absences. xlsx | ☆ | Biweekly Employee Time Sheet | * | Department Payroll | ☆ | Departmental Summary Excel | ☆ | |
| Employee Week Summary | ☆ | Incompleted Schedule | ☆ | Job by Employee | \$ | Job Cost | ☆ | |
| Job Summary 2 | ☆ | Late and early | ☆ | Locations | ☆ | Month cards | * | |
| MSL Payroll | * | Payroll Excel | ☆ | Payroll Summary One | * | Payroll Summary Two | * | |
| PTO Accruals Excel | * | Requests. xlsx | * | Simple Payroll (no overtime) | * | Simple payroll (overtime) | * | |
| Simple payroll (summary) | ☆ | Sum Jobs Employees | ☆ | Time card by job | ☆ | Time Duration | * | |
| Total Hours by Date | ☆ | Who is in | ☆ | | | | | |
| Other: | | | | | | | | |
| QuickBooks Payroll .iif | ☆ | | | | | | | |
| Customized: | | | | | | | | |
| Bi-Weekly Payroll (excel) | ☆ | Daily Attendance Report | ☆ | Employee Jobs (excel) | ☆ | Island Payroll (.csv) | ☆ | |
| Job Hours (excel) | ☆ | Time Cards Rounded (.xlsx) | ☆ | | | | | |
| | | | | | | | | |
| | | | _ | | _ | | | |
| Job Summary 2 | | Late and early Choose em | ploy | ee and date range | | Month cards | | |
| MSL Payroll | | Payroll Excel | | - | | rroll Summary Two | | |
| PTO Accruals Excel | | Requests. xisx | | II Departments • | | le payroll (overtime) | | |
| Simple payroll (summary) | | Sum Jobs Employ Date range | : 0 | 3/01/2022 = 08/31/2022 | # | Time Duration | | |
| Total Hours by Date | | Who is in Minimum Pay | Rate: | 8.5 | | | | |
| ther: | | | | | | | | |
| QuickBooks Payroll .iif | | | | Can | Jei | | | |
| ustomized: | | | | | | | | |
| Bi-Weekly Payroll (excel) | | Daily Attendance Report | | Employee Jobs (excel) | | Island Payroll (.csv) | | |
| Job Hours (excel) | Т | Time Cards Rounded (xlsx) | | | | | | |
| if all above pre-formatted reports do no is "support@opentimeclock.com". | ot meet y | your need, Please send us a sample r | eport. | We charge a one time fee of US\$39 | 0 to cu | stomize new report according to your r | equirement. | Our support e |

Developer API:

API Document 🖈 Developer Token

☆

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Job Hours

Here is a sample Screenshot of Job Hours Report

| | orts | | | | | | | |
|--|-----------|----------------------|-------------------|----------|------------------------------------|---------|--|-------------------|
| CSV: | | | | | | | | |
| ADP Paydata | * | ADP P | ayroll | * | Audit log time cards | ☆ | Millennium Payroll | * |
| PayChex Payroll | * | PayChex Pa | ayroll 2019 | * | Paylocity Payroll | ☆ | Salaried Employees | * |
| Time cards | * | Time Cards(archi | ved employees) | * | Time Tracking (QuickBooks) | * | Users | \$ |
| PDF: | | | | | | | | |
| Absences | ☆ | Attendance B | y Employee | * | Bi-weekly payroll | * | Departmental detail | * |
| Departmental summary | * | Job d | etail | * | Job summary | ☆ | Late and leaving early | * |
| Payroll summary | * | Print QF | Code | * | PTO Accruals | * | Requests | * |
| Schedule | * | Simple | payroll | * | Who has no entry | * | | |
| Excel | | | | | | | | |
| Absences. xlsx | * | Biweekly Emplo | oyee Time Sheet | * | Department Payroll | * | Departmental Summary Excel | * |
| Employee Week Summary | * | Incomplete | d Schedule | ☆ | Job by Employee | * | Job Cost | * |
| Job Summary 2 | ☆ | Late a | nd early | * | Locations | ☆ | Month cards | * |
| MSL Payroll | * | Payro | II Excel | * | Payroll Summary One | * | Payroll Summary Two | ☆ |
| PTO Accruals Excel | * | Reque | sts. xlsx | ☆ | Simple Payroll (no overtime) | * | Simple payroll (overtime) | * |
| Simple payroll (summary) | * | Sum Jobs | Employees | * | Time card by job | * | Time Duration | * |
| Total Hours by Date | * | Who |) is in | * | | | | |
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| QuickBooks Payroll .iif | * | | | | | | | |
| Quatamizada | | | | | | | | |
| Bi-Weekly Payroll (excel) | * | Daily Attenda | ance Report | * | Employee Jobs (excel) | * | Island Payroll (.csv) | * |
| Job Hours (excel) | ☆ | Time Cards Ro | ounded (.xlsx) | * | | | | |
| | | | | | | | | |
| Job Summary 2 | | Late and early | 4 | | | | Month cards | |
| MSL Payroll | | Payroll Excel | Choose em | ployee | and date range | | roll Summary Two | |
| PTO Accruais Excel | | Requests. xlsx | Department | | epartments • | | le payroll (overtime) 🛪 | |
| imple payroll (summary) 챠 | | Sum Jobs Employ | Employee | All E | mployee - | | Time Duration | |
| Total Hours by Date 🛱 | | Who is in | Date range: | 08/0 | 1/2022 🗰 08/31/2022 | | | |
| | | | | | ОК Сало | cel | | |
| u. QuickBooks Payroll .iif ☆ | | | | | | | | |
| amizod: | | | | | | | | |
| omized: | | Daily Attendance R | eport 🛪 | F | mplovee Jobs (excel) | | Island Payroll (csv) | |
| Job Hours (excel) | | ime Cards Rounded | (.xlsx) | | | | | |
| | ot read | rour post Plane | | | | | | oquiroread Or |
| above pre-formatted reports do n upport@opentimeclock.com". | ot meet y | rour need, Please se | nd us a sample re | eport. W | e charge a one time ree of US\$390 | | prinize new report according to your r | equirement. Our s |

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Time Cards Rounded (.xslx)

Here is a sample Screenshot of Time Cards Rounded (.xslx) Report

| 0 a thin a | Deguaat | LietView | | TO Delense A | | Magaza | Chie | t Cabadula | Jah Cahadula | A | Departe |
|------------------|---|--------------|------------------------|--------------------|-----------------------|-------------------|----------|-----------------|-----------------------|---------------|-------------------|
| My Hours | Exit | LIST VIEW | v Dayview P | TO Balance | where who is | n message | Shin | t Schedule | Job Schedule | Approve | Reports |
| Downloa | nd Sample Rep | <u>oorts</u> | | | | | | | | | |
| CSV: | | | | | | | | | | | |
| | ADP Paydata | * | ADP Payr | oll | Audit log t | ime cards | * | Millen | nium Payroll | * | |
| Pa | ayChex Payroll | * | PayChex Payro | bll 2019 🖈 | Paylocit | / Payroll | * | Salarie | d Employees | * | |
| | Time cards | * | Time Cards(archived | i employees) 🖈 | Time Tracking | (QuickBooks) | * | | Users | * | |
| PDF: | | | | | | | | | | | |
| | Absences | * | Attendance By E | mployee 🖈 | Bi-week | y payroll | * | Depart | mental detail | * | |
| Depa | rtmental summary | * | Job deta | il 🖈 | Job su | mmary | * | Late and | d leaving early | * | |
| Pa | ayroll summary | * | Print QR C | ode 🖈 | PTO A | ccruals | * | R | equests | * | |
| | Schedule | * | Simple pay | roll | Who has | no entry | * | | | | |
| Excel: | | | | | | | | | | | |
| A | Absences. xlsx | \$ | Biweekly Employe | e Time Sheet 🖈 | Departn | nent Payroll | \$ | Departme | ental Summary Exce | * | |
| Employ | yee Week Summary | ¢ 🖈 | Incompleted S | Schedule 🖈 | Job by | Employee | * | | Job Cost | * | |
| J | ob Summary 2 | * | Late and | early 🖈 | Lo | ations | * | | Month cards | ☆ | |
| | MSL Payroll | * | Payroll E | xcel 🖈 | Payroll S | ummary One | * | Payro | Il Summary Two | ☆ | |
| PT | O Accruals Excel | * | Requests | xlsx 🖈 | Simple Payr | oll (no overtime) | \$ | Simple | payroll (overtime) | * | |
| Simple | e payroll (summary) | * | Sum Jobs Em | iployees 🖈 | Time o | ard by job | ☆ | Т | ime Duration | * | |
| Tota | al Hours by Date | * | Who is | in 🖈 | | | | | | | |
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| Quic | kBooks Payroll .iif | * | | | | | | | | | |
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| Bi-We | ekly Payroll (excel) | * | Daily Attendanc | e Report 🖈 | Employee | lobs (excel) | * | Island | Payroll (.csv) | * | |
| Jo | b Hours (excel) | ☆ | Time Cards Roun | ded (.xlsx) | | | | | | | |
| Job S | summary 2 | * | Late and early, | ÷ | Location | | | Month | cards 📩 | | |
| MSI | L Payroll | * | Payroll Excel | Choose empl | loyee and date ra | ange | | × rroll Surr | imary Two 🖈 | | |
| PTO Ac | cruals Excel | * | Requests. xlsx | Department: | All Departments | - | | le payro | II (overtime) | | |
| Simple pay | yroll (summary) | * | Sum Jobs Employ | Employee: | All Employee | • | | Time Du | Iration 🖈 | | |
| Total Ho | ours by Date | * | Who is in | Date range: | 08/01/2022 | 08/31/2022 | i | | | | |
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| QuickBoo | oks Payroll .iif | * | | | | | | | | | |
| Customized | 4. | | | | | | | | | | |
| Bi-Weekly | Payroll (excel) | * | Daily Attendance Re | eport 🖈 | Employee Jobs | (excel) 🖈 | | Island Pay | roll (.csv) | | |
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| Developer A | API: Document | * | Developer Toker | n 📩 | | | | | | | |
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A1 - : X fr Time Cards (2022-08-01 - 2022-08-31)

Created with the Personal Edition of HelpNDoc: Don't Let Unauthorized Users View Your PDFs: Learn How to Set Passwords

Developer API

Here are sample for Developer API files that we have.

| Developer API: | | | |
|----------------|---|-----------------|---|
| API Document | * | Developer Token | * |

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API Document

Here is a sample Screenshot of API Document

After clicking on the file, it should redirect you to a PDF file view.

| wnload Sample Repo | orts | | | | | | |
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| ADP Paydata | ☆ | ADP Payroll | ☆ | Audit log time cards | * | Millennium Payroll | \$ |
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| Time cards | ☆ | Time Cards(archived employees) | \$ | Time Tracking (QuickBooks) | * | Users | * |
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| Absences | * | Attendance By Employee | * | Bi-weekly payroll | * | Departmental detail | ☆ |
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| Payroll summary | * | Print QR Code | \$ | PTO Accruals | * | Requests | * |
| Schedule | * | Simple payroll | * | Who has no entry | ☆ | | |
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| Employee Week Summary | * | Incompleted Schedule | * | Job by Employee | ☆ | Job Cost | * |
| Job Summary 2 | ☆ | Late and early | ☆ | Locations | * | Month cards | * |
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| ustomized: | | | | | | | |
| Bi-Weekly Payroll (excel) | * | Daily Attendance Report | * | Employee Jobs (excel) | * | Island Payroll (.csv) | * |
| Job Hours (excel) | * | Time Cards Rounded (.xlsx) | ☆ | | | | |
| If all above pre-formatted report is "support@opentimeclock.com | s do not 1". | meet your need, Please send us a sa | ample re | port. We charge a one time fee of U | IS\$390 | to customize new report according to | o your requirement. Our su |
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ryTimeCards", //This pas

ed in co

and means query time cards records. We may have add

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Developer Token

Here is a sample Screenshot of Developer Token

After clicking on the file, enter your admin username and password to get a developer toekn generated for you.

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|--|---|---|---|--|---|---|--|
| CSV: | | | | | | | |
| ADP Paydata | ☆ | ADP Payroll | * | Audit log time cards | ☆ | Millennium Payroll | * |
| PayChex Payroll | * | PayChex Payroll 2019 | * | Paylocity Payroll | * | Salaried Employees | * |
| Time cards | * | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | * | Users | ¥ |
| PDF: | | | | | | | |
| Absences | * | Attendance By Employee | * | Bi-weekly payroll | * | Departmental detail | * |
| Departmental summary | * | Job detail | * | Job summary | * | Late and leaving early | * |
| Payroll summary | * | Print QR Code | * | PTO Accruals | ☆ | Requests | * |
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| Absences. xlsx | ☆ | Biweekly Employee Time Sheet | * | Department Payroll | ☆ | Departmental Summary Excel | x |
| Employee Week Summary | ☆ | Incompleted Schedule | ☆ | Job by Employee | ☆ | Job Cost | * |
| Job Summary 2 | ☆ | Late and early | ☆ | Locations | * | Month cards | * |
| MSL Payroll | * | Payroll Excel | * | Payroll Summary One | * | Payroll Summary Two | * |
| PTO Accruais Excel | ☆ | Requests. xlsx | * | Simple Payroll (no overtime) | * | Simple payroll (overtime) | * |
| Simple payroll (summary) | ☆ | Sum Jobs Employees | ☆ | Time card by job | * | Time Duration | * |
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API for Product 2004

API Document, for product 2004

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1. Query Time Cards data:

Sample Code in passing parameters in URL

Sample Code in javascript with jQuery POST

Sample Code in PHP

Sample returned data in JSON

Where to find Developer Token

| Setting Request Li | st Vie | w Day View PTO Balance | Wher | e Who Is In Message | Shif | t Schedule Job | Schedule | Approve | Reports |
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| Time cards | ☆ | Time Cards(archived employees) | * | Time Tracking (QuickBooks) | * | Users | | \$ | |
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| Absences | ☆ | Attendance By Employee | * | Bi-weekly payroll | * | Departmental | detail | * | |
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BI-Weekly Payroll (excel) 🖈 Daily Attendance Report 🌣 Employee Jobs (excel) 🖈 Island Payroll (.csv) 🖈

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Where to find Developer Token

| Setting Request Li | st Vie | w Day View PTO Balance | Wher | e Who Is In Message | Shif | t Schedule Job | Schedule | Approve | Reports |
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BI-Weekly Payroll (excel) 🖈 Daily Attendance Report 🌣 Employee Jobs (excel) 🖈 Island Payroll (.csv) 🖈

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API for Product T1

API Document, for product T1

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1. Query Time Cards data:

Sample Code to query time cards data in passing parameters in URL

Sample Code to query time cards data in javascript with jQuery POST

Sample Code to query time cards data in PHPD

Sample returned data in JSON to query time cards data

2. Query Users data:

Sample Code to query users data in passing parameters in URL

Sample Code to query users data in javascript with jQuery POST

Sample Code to query users data in PHPD

Sample returned data in JSON to query users data

Where to find Developer Token

| Setting Request Li | st Vie | w Day View PTO Balance | Wher | e Who Is In Message | Shif | t Schedule Job | Schedule | Approve | Reports |
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BI-Weekly Payroll (excel) 🖈 Daily Attendance Report 🌣 Employee Jobs (excel) 🖈 Island Payroll (.csv) 🖈

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API for Product Q2

API Document, for product Q2

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2. Query Users data:

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Sample returned data in JSON to query users data

Where to find Developer Token

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BI-Weekly Payroll (excel) 🖈 Daily Attendance Report 🌣 Employee Jobs (excel) 🖈 Island Payroll (.csv) 🖈

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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. Add Absence or Add Entry
Manual for Opentimeclock

| | 24 | 09/07/2024 | 2 | All Jobs And Absence | ✓ All Shifts | 11. Add Absence | Add Entry | 10. |
|----|------------|------------|-------------|-------------------------------------|---|------------------------|-----------------|---------------------|
| | Date | In | Out | Hours | 7 Job/Absence | | Shift | Paid Hours: 32h 41m |
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| 0. | 08-05, Mon | 09:00 am | 09:00 pm | 11h 30m | -Normal Work | | shift1 (A) | 9. edit del |
| | 08-09, Fri | 09:00 am | na | 0h 0m | -Normal Work | | | edit del |
| | 08-10, Sat | 09:00 am | 06:00 pm | 8h 30m | -Normal Work | | shift1 (A) | edit del |
| | 08-12, Mon | 10:31 pm | 10:31 pm | 0h 0m | -Normal Work | | 08:00PM-05:00AM | edit del |
| | 08-12, Mon | 10:31 pm | 10:33 pm | 0h 2m | -Normal Work | | 08:00PM-05:00AM | edit del |
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| | | | OpenTimeClo | ock.com technical support email: su | small web upport@opentimeclock.com Product Q2 desktop/phone | app Video Manual | Go To Top | |

Authoring Tool

Request Page

Request page allows you to make a Request for Absences, and Missed Clock ins/outs.

| Request. List View Day View Where Who Is In Message Shift Schedule PTO Accrual Approve Notifications My Setting Admin Mode Ext 🔯 accore |
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| Pending Requests History Requests |
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| There is no request. |
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| OpenTimeCitoLic con technical support email support@pperfimecitoLic con Product T1 desktoptone upp Voles Manual Go To Top |
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| Request List Verw Day Verw Who is in Message Skit Schedule PTO Account Approve Notifications Pending Requests Motorial Requests | |
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History Request lets you see all previous requests you have made.



website

List View and Day View

List View and Day View page is the Timecard. Lets you see your worked hours.

List View

NOTE* Make sure to use the calendar lcon to select the date range to see the dates you want to see your worked hours.

| Request Li | ist View Day View | Where Who Is In Mess | sage Shift Schedule PTO | Accrual Approve Notifications | My Setting Admin Mode Exit 🔀 CLOCK | | | | |
|------------|-------------------|----------------------|-------------------------|-------------------------------|------------------------------------|-----------------------|---------------|---|--------------------|
| 04/26/2023 | 04/27/2023 | | | All Jobs And Absence | - All Shifts | Add Absence Add Entry | | | |
| | | | | | | | _ | Total Hours: Sh 28m Unpaid Hours: 0h 0m | Paid Hours: 5h 19m |
| # | Date | In | Out | Hours | Job/Absence | | Shift | | |
| 1 | 04-26, Wed | 01:13 pm | 05:00 pm | 3h 47m | | | Day Shift 8-5 | | edit del |
| 2 | 04-26, Wed | 05:09 pm | 05:00 pm | | | | Day Shift 8-5 | | edit del |
| 3 | 04-26, Wed | 06:36 pm | 08:17 pm | 1h 41m | | | Day Shift 8-5 | | edit del |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

The Picture above illustrates the Admin/Manager POV. The ones below is for employees. Manual for Opentimeclock

| Request | List View | Day View | Where | Message | Shift Schedule | PTO Accrual | Approve | Notifications | My Setting | Exit | \boxtimes | CLOCK | | | | | | |
|-----------|----------------------------|----------------------|--------------|-----------------|----------------|----------------------|---------------|-----------------|-----------------|--------|-------------|-------------|-------|--------|-----------|--------------------|---------------------|-------------------|
| 02/01/20 | 23 | 04/27/2023 | | | | All Jobs And Abse | nce | • | All Shifts | | | | • | | | | | |
| | | | | | | | | | | | | | | | | Total Hours: 0h 0m | Unpaid Hours: 0h 0m | Paid Hours: 0h 0m |
| # | Date | | In | | Out | Hours | | | Job/Absence | | | | | | | Shift | | |
| 1 Comr | 04-23, Sun ment (Admin. | 09 09:53 AM, 04/2 | 1/2023): Jac | queline lime to | na iai | Oh Om | | | test | | | | | | | Supervisors | | note × |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | OpenTimeCl | lock.com technical s | upport email: | support@opentim | eclock.com Prod | uct T1 | desktop | p/phone app | Video | Manual | Go To Top | | | |

There is also an option to filter your timecard per Job/Absence, or even Shift. Make sure to utilize these buttons for efficiency.

Day View

It has the same function as the List View page.

NOTE* Make sure to use the calendar lcon to select the date range to see the dates you want to see your worked hours.

| | | | | _ | | | | | | | | | |
|------|------------------|-------------------------|---------------|-------|---------|--------|-------|---------|--------|---------|-------------|------------------------------|------------------------------|
| 2023 | 04/30/2023 | Add Absen | ice Add Entry | z | | | | | | | | | |
| | | | | | | | Admin | | | | | Total Hours: 141h 25m Unpaid | Hours: Oh Om Paid Hours: 141 |
| | Date | In | Out | Reg | OT | DT | PTO | Paid | Unpaid | Total | Job/Absence | Shift | |
| | 04/01 | 08:21 pm | 12:33 am | Oh Om | 4h 12m | | | 4h 12m | 0h 0m | 4h 12m | | Day Shift 8-5 | edit del |
| t | Note (Admin, 12: | 33 AM, 04/02/2023): 6-3 | | | | | | | | | | | |
| | 04/02 | 10:55 pm | 10:55 pm | Oh Om | | | | Oh Om | 0h 0m | Oh Om | | Day Shift 8-5 | edit del |
| | | 11:05 pm | 11:06 pm | Oh Om | 0h 1m | | | Oh 1m | 0h 0m | Oh 1m | | Day Shift 8-5 | edit del |
| | | 11:07 pm | 11:09 pm | Oh Om | 0h 2m | | | 0h 2m | 0h 0m | 0h 2m | | Day Shift 8-5 | edit del |
| | | | | 0h 0m | 4h 15m | 0h 0m | Oh Om | 4h 15m | 0h 0m | 4h 15m | | | |
| | Date | In | Out | Reg | OT | DT | PTO | Paid | Unpaid | Total | Job/Absence | Shift | |
| | 04/03 | 10:21 am | 10:21 am | Oh 0m | | | | Oh Om | 0h 0m | Oh Om | | Supervisors | edit del |
| | | 11:41 am | 02:16 pm | Oh 0m | 2h 35m | | | 2h 35m | 0h 0m | 2h 35m | | Day Shift 8-5 | edit del |
| | 04/04 | 09:53 am | 12:24 pm | Oh 0m | 2h 31m | | | 2h 31m | 0h 0m | 2h 31m | | Day Shift 8-5 | edit del |
| | | 12:25 pm | 04:33 pm | Oh 0m | 4h 8m | | | 4h Sm | 0h 0m | 4h 8m | | Day Shift 8-5 | edit del |
| | | 07:04 pm | 12:01 am | Oh Om | 4h 57m | | | 4h 57m | 0h 0m | 4h 57m | | Day Shift 8-5 | edit del |
| | 04/05 | 09:01 am | 05:00 pm | 0h 0m | 6h 59m | | | 6h 59m | 0h 0m | 6h 59m | | Day Shift 8-5 | edit del |
| | | 09:44 pm | 05:00 pm | | 6h 59m | | | -4h 44m | 0h 0m | -4h 44m | | Day Shift 8-5 | edit del |
| | 04/06 | | | | | | | | | | | | |
| | 04/07 | | | | | | | | | | | | |
| | 04/08 | | | | | | | | | | | | |
| | 04/09 | | | | | | | | | | | | |
| | | | | 0h 0m | 28h 8m | 0b 0m | 0h 0m | 21h 10m | 0b 0m | 21h 10m | | | |
| | Date | In | Out | Den | OT | DT | PTO | Daid | Unnaid | Total | lob/Absence | Shiff | |
| | 04/10 | | | | | | | | | | | | |
| | 04/11 | 06-51 nm | 06-52 nm | Ob Om | 0h 1m | | | Ob 1m | 0h 0m | (lb 1m | | Day Shift 8-5 | and the |
| | 04/12 | 09.58 am | 01:51 pm | Ob Om | 3h 53m | | | 36.53m | Oh Om | 3h 53m | | Day Shift 8-5 | edit del |
| | 0.012 | 01:52 cm | 02:51 pm | Ob Om | th 50m | | | th 50m | Oh Om | th E0m | | Day Chill 9.5 | and the |
| | | 09:46 pm | 10:54 pm | Ob Om | 20.800 | | | 20.000 | Oh Om | 20.000 | | Day Shift 0-5 | out do |
| | | 02:46 pm | 02:46 pm | Ob Om | 201000 | | | 20 0m | Oh Om | 2h 0m | 000 | Day Shift 0-5 | out de |
| | | 10:44 pm | 10:45 pm | Ob Om | 0b.1m | | | Ob 1m | Oh Om | Ob 1m | hah | Day Shite 9.5 | out ou |
| | 04/42 | totaa pm | 10.45 pm | onom | Vi III | | Ob Om | On Im | Oh Om | OR IM | Heldeve d | Day Shin 6-5 | ear on |
| | 04/15 | 42.42 | 04-02 | 01-0 | 20 20 m | | on on | on om | Oh Om | on on | Piolicays 1 | Day Shinks-S | edit del |
| | | 12.45 pm | 04.05 pm | onom | 31 2511 | | | 30.250 | on on | 30.230 | | Day Shinto-S | eur de |
| | | 05:38 pm | 05:00 pm | | 3n 25m | | | -un som | UN UM | -un som | | Day Shift 8-5 | edit del |
| | 04/14 | 02:16 pm | 03:37 pm | Un Um | 1n 21m | | | 1n 21m | UN UM | 1n 21m | | Day Shift 8-5 | eat or |
| | | 04:51 pm | 05:00 pm | un Om | un 9m | | | un 9m | un Om | un sm | | Day Shift 8-5 | edit del |
| | | 00:51 pm | 05:52 pm | un ûm | un 1m | 0t. 40 | | un 1m | un Om | UN 1M | | Day Shift 8-5 | edit del |
| | 0.000 | 10.39 pm | 12:57 pm | un om | 10n 29m | 2n 49m | | ton 16m | un 0m | 100 10m | | Day Shift 8-5 | edit del |
| | 04/15 | 03:15 pm | 05:00 pm | Oh Om | 1h 45m | | | 1h 45m | 0h 0m | 1h 45m | | Day Shift 8-5 | eat del |
| | | 05:57 pm | 04:20 am | 0h 0m | 9h 23m | | | 9h 23m | 0h 0m | 9h 23m | | Day Shift 8-5 | eat del |
| | 04/16 | 07:58 am | 07:59 am | 0h 0m | 0h 1m | | | Un 1m | 0h 0m | 0h 1m | | test | eat de |
| | | | | 0h 0m | 38h 1m | 2h 49m | Sh 0m | 45h 25m | 0h 0m | 45h 25m | | | |
| | Date | IN | Out | Reg | OT | UT | 014 | Paid | Unpaid | Iotal | JOD/ADSENCE | Shift | |
| | 04/17 | 01:05 pm | 01:06 pm | Oh Om | 0h 1m | | | Oh 1m | 0h 0m | Oh 1m | | Day Shift 8-5 | edit del |
| | | 01:31 pm | 07:42 pm | Oh Om | 5h 11m | | | 5h 11m | 0h 0m | 5h 11m | | Day Shift 8-5 | edit del |
| | | 03:05 pm | 03:12 pm | Oh Om | 0h 7m | | | Oh 7m | 0h 0m | 0h 7m | | Day Shift 8-5 | edit del |
| | | 06:46 pm | 12:32 pm | Oh 0m | 6h 41m | 10h 5m | | 16h 46m | 0h 0m | 16h 46m | | Day Shift 8-5 | edit del |
| | 04/18 | 12:32 pm | 03:56 pm | Oh 0m | 3h 24m | | | 3h 24m | 0h 0m | 3h 24m | | Day Shift 8-5 | edit del |
| | | 04:29 pm | 04:36 pm | Oh 0m | 0h 7m | | | 0h 7m | 0h 0m | 0h 7m | | Day Shift 8-5 | edit del |
| | | 09:02 pm | 12:21 pm | Oh 0m | 8h 29m | 5h 50m | | 14h 19m | 0h 0m | 14h 19m | | Day Shift 8-5 | edit del |
| | 04/19 | 12:21 pm | 03:57 pm | Oh Om | 3h 36m | | | 3h 36m | 0h 0m | 3h 36m | | Day Shift 8-5 | edit del |
| | | 04:49 pm | 05:00 pm | Oh Om | 0h 11m | | | 0h 11m | 0h 0m | 0h 11m | | Day Shift 8-5 | edit del |
| | 04/20 | 08:07 am | 10:52 am | Oh Om | 2h 45m | | | 2h 45m | 0h 0m | 2h 45m | | Day Shift 8-5 | edit del |
| | | 10:52 am | 02:42 pm | Oh Om | 3h 50m | | | 3h 50m | 0h 0m | 3h 50m | | Day Shift 8-5 | edit del |
| | | 07:22 000 | 07:46 nm | | 2h 50m | | | 24b 8m | Ob Om | 24b 2m | | Day Shift 8-5 | add dat |
| | | | | | | | | | | | | | |

The Picture above illustrates the Admin/Manager POV. The ones below is for employees.

| 0401/2023 0400/2023 0400/2023 0400/2023 0400/2 010 010 010 010 010 010 010 0 | |
|--|--------------------------------------|
| Date In Out Reg OT DT PTO Paid Unpaid Total Job/Absence Shift Sat 0401 0401 0401 0402 0400 0400 0400 0400 0400 0400 0400 0400 0400 0400 0400 0400 0400 0400 0400 0400 04004 | |
| Total Hours: 0n 0m Shift Sat 04/01 0h 0m 0m 0h 0m 0m | |
| Date In Out Reg OT DT PTO Paid Unpaid Total Job/Absence Shift Sat 04/01 04/02 | npaid Hours: 0h 0m Paid Hours: 0h 0m |
| Sat 04/01 Sat 04/02 On On Oh Om Oh Om Oh Om Oh Om Date In Out Reg OT PTO Paid Unpaid Total Job/Absence Shift Mon 04/04 CH CH CH CH CH CH Shift | |
| Sun 04/02 Oh Om | |
| On Om On Om <th< td=""><td></td></th<> | |
| Mon 0403 Tue 0404 | |
| Tue 04/04 | |
| | |
| Wed 04/05 | |
| Thu 04/06 | |
| Fri 04/07 | |
| Sat 04/08 | |
| Sun 04/09 | |
| 0h 0m | |
| Date in Out keg OI DI PIO Pala Unpala Iotal Job/Absence Shift | |
| | |
| Wed 04/12 | |
| Thu 04/13 | |
| Fri 04/14 | |
| Sat 04/15 | |
| Sun 04/16 | |
| Oh Om | |
| Date in Out Reg OT DT PTO Paid Unpaid Total Job/Absence Shift | |
| | |
| Wed 04/19 | |
| Thu 04/20 | |
| Fri 04/21 | |
| Sat 04/22 | |
| 04/23 09:00 am na 0h 0m 0h 0m 0h 0m test Superviso | s note |
| Sun Comment (Admin, 09:53 AM, 04/21/2023): Jacqueline lime tsai | × |
| | |
| 0h 0m | |
| Date in Out Reg OT DT PTO Paid Unpaid Total Job/Absence Shift | |
| Mon 04/24 | |
| Tue 04/25 | |
| | |

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Where

Where page lets you see the IP Address, GPS Address, Photo, Device ID, and Device type previously used when clocking in/out.

NOTE* Make sure to use the calendar lcon to select the date range to see the dates you only want to see.

| | Photos | GPS | | | | | | | | | | | | |
|---|--|--|--|----------------------------|---|-------------|----------------|---------------------|-----------------------------|-------------------------------|---------------------|-------------|--|--|
| | | | | | | | | | | | | | | |
| No Def Terrer P Def Terrer P Def Terrer No Def Terrer | 04/2 | /2023 | | | | | | | | | | | | |
| a a a b b b a a a a a b | - | NO Date | Time | ID | Denice Type | Device ID | WEID | | | | | CDS Address | | |
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| | n | OUT 04/26/2023 | 05:00 PM | | Auto clock | | | | | | | | | |
| 0 0 46/2020 5 06 FM 2 21 10 46/2020 5 06 FM 2 21 10 46/2020 5 06 FM 10 10 10 46/2020 5 06 FM 10 10 10 10 46/2020 5 06 FM 10 10 10 46/2020 5 06 FM 10 10 10 10 46/2020 5 06 FM 10 | n | IN 04/26/2023 | 05:09 PM 1 | 07.77.207.140 | phone user clock | 3430 | 60477 (60477) | | | | | | | |
| n N OC O | n | OUT 04/26/2023 | 05:00 PM | | Auto clock | | | | | | | | | |
| n 0.07 44254232 16 17 FM 197.182.74 10 pices user deta 3.09 det 0.07 4425423 16 17 FM 197.182.74 10 pices user deta 3.09 det Day Mar Wars Wars Nassage Shit Schwidz PTO Accruz Approvo Nassage Admin Mode Ext E | n | IN 04/26/2023 | 06.36 PM | 72.210.10.120 | web user clock | 5709 | | | | | | | | |
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| Were Where Where Where Where Where PTO Accrual Approve Notifications My Setting Admin Model Ext E | | | | | | | OpenTimeClock. | com technical supp | ort email: support@opentime | lock.com Product T1 desktop/p | none app Video Manu | I Go To Top | | |
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| | Photos Photos O4/22 O4/22 O O4/22 O O O O O O O O O O O O O O O O O O | GPS | Who Is In El Has Pho Out: 04-26 17: | Message : to © No Phot | Shift Schedule to Clock In: 94-26 | PTO Accrual | Approve Not | tifications My : | Admin Mode | Ext 2 Coord | 7 | | | |
| | t View Da Photos 04/22 04/22 04/22 n: 04-26 13:13 | GPS 2023 | Who Is In El Has Phot | Message : to D No Phot | Shift Schedule to Clock in: 94-25 | PTO Accrual | Approve Not | tifications My : | Admin Mode | Ext 🕄 COOC | , | | | |
| | ist View Da Photos 0422 | GPS Cled | Who Is In El Has Photosoft Cost: 04-26 17: | Message : to IS No Phot | Shift Schedule to Clock In: 04-26 | PTO Accrual | Approve Not | ifications My i | Admin Mode | Ext 2 Correction | 7 | | | |
| | List View Da ns Photos 3 Photos 3 Photos 4 Photos 4 | y View Where GPS 2023 III | Who is in El Has Pho Out: 04-26 17: | Message : to 🖾 No Phot | Shift Schedule to Clock In: 04-26 | PTO Accrual | Approve Not | tifications My t | Admin Mode | Ext 2 Coor | 7 | | | |
| | List View Da Photos a e422 Cost in: 04-26 13:13 | y View Where GPS 2023 III Ciect | Who Is In Has Pho Out: 04-26 17: | Message : to El No Phot | to Clock In: 04-26 | PTO Accrual | Approve Not | My thications My t | Setting Admin Mode | Ext 23 COOC | 7 | | | |
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| Request List View Day View Where Who Is In Message Shift Schedule PTO Accrual Approve Notifications My Setting | Admin Mode Exit 🔯 CLOCK | |
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Who is In

Who is in page lets you see who is currently clocked in/out. It can either be within your department or other departments as well, depending on the permission your admin has provided your account

| Departments | Refresh | | | | | |
|-------------|-----------------|----------|------|------|--------------|-----------|
| | Name | In / Out | Date | Time | Job/Pto Code | Device ID |
| 1 | Admin | OUT | | | | |
| 2 | Allison | OUT | | | | |
| 3 | Andy Zhou | OUT | | | | |
| 4 | EMP1 | OUT | | | | |
| 5 | mtest | OUT | | | | |
| 3 | Muhammad Shoaib | OUT | | | | |
| | Sample User | OUT | | | | |
| | Staff 1 | OUT | | | | |
| | test DS | OUT | | | | |
| 0 | Test N | OUT | | | | |
| 1 | Test124 | OUT | | | | |
| 2 | Testing 101 | OUT | | | | |

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Message

Message page lets you send a message within OTC system to your admins, managers, or even co-workers.



| Request Lis | st View Day View Where Who Is In Mer | ssage Shift Schedule PTO Accrual Approve Notifications My Setting Admin Mode Exit 🔯 CLOCK | | | |
|-------------|--------------------------------------|---|---------------|------------|--------|
| Interv | 0 | | | | |
| INDOX | Sent Compose 01/01/2020 | | | | |
| | Receiver | Message | Status | Time | Delete |
| | Admin | N-N | View (Read) | 2020-01-02 | Del |
| | Admin | Re: hi - syes | View (Read) | 2020-01-03 | Del |
| | Admin | 4.1 | View (Read) | 2020-04-13 | Del |
| | Admin | Rec 1 - hihi | View (Read) | 2020-05-04 | Del |
| | Admin | hola - son alefiados? | View (Read) | 2020-07-14 | Del |
| | Admin | hola - son tuatgignoriffining | View (Read) | 2020-07-14 | Del |
| | Admin | Re: hola - cc | View (Read) | 2020-11-13 | Del |
| | Admin | a. | View (Read) | 2022-07-28 | Del |
| | Admin | Test - lost | View (Read) | 2022-09-21 | Del |
| | Admin | higg - [hg] | View (Read) | 2022-12-15 | Del |
| | | M-N | View (Unread) | 2020-01-02 | Del |
| | | 1-1 | View (Unread) | 2020-04-13 | Del |
| | | N-10 | View (Unread) | 2020-01-02 | Del |
| | | test-stata | View (Unread) | 2020-01-03 | Del |
| | | dd - dd | View (Unread) | 2020-04-13 | Del |
| | | Re: dd - adadad | View (Unread) | 2020-04-13 | Del |
| | | 1.1 | View (Unread) | 2020-04-13 | Del |
| | | N - 11 | View (Unread) | 2020-01-02 | Del |
| | | 1.1 | View (Unread) | 2020-04-13 | Del |
| | | N-10 | View (Unread) | 2020-01-02 | Del |
| | | 1.1 | View (Unread) | 2020-04-13 | Del |
| | | 1-1 | View (Unread) | 2020-04-13 | Del |
| | | dd.dd | View (Unread) | 2020-04-13 | Del |
| | | 1-1 | View (Unread) | 2020-04-13 | Del |

| Re | quest List View Day View Where W | o Is In Message Shift Schedule PTO Accrual Approve Notifications My Setting Admin Mode Exit 🕃 CLOCK | |
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| | Select All Receivers | | |
| | Admin | | |
| | Allison | | |
| | Andy Zhou | | |
| | EMP1 | | |
| | mtlest | | |
| | Muhammad Shoaib | Sand | |
| | Sample User | | |
| | Staff 1 | | |
| | test DS | | |
| | Iest N | | |
| | lest124 | | |
| | lesting 101 | | |
| | | OpenTimeClock.com technical support email: support@opentimedicek.com Product T1 destrippibone app Video Manual Go To Top | |
| | | | |
| | | | |

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Schedule

The Schedule page lets you see the scheduled shift/Job for you for the month/week. NOTE* This only applies if your admins/manager have assigned you Shift/Job Schedules. If there's none, only a blank calendar would show up.

| Request List | t View Day View Where | Who Is In Message Shift Schedule PTO | Accrual Approve Notifications My Setting | g Admin Mode Exit 🔀 CLOCK | | | |
|--------------|-----------------------|--------------------------------------|--|---------------------------|-----|-----|-------------------------------|
| All Shifts | * | | | | | | Email Schedule |
| List View | Calendar View | | | April 2023 | | | today 0 0 month week day list |
| | Mon | 27 Tue | Wed 20 | 7 Thu 30 | Fri | Sat | Sun 2 |
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| | | 10 1 | 1 | 2 13 | 14 | 1 | 5 16 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

NOTE* Make sure to use the calendar lcon to select the date range to see the dates you only want to see.

| Request List View Day View Where Who Is In Message Shift Schedu | e PTO Accrual Approve Notifications I | Ay Setting Admin Mode Exit 🔀 🔽 | LOCK | | |
|---|---------------------------------------|---|----------------------------------|-----------|----------------|
| Al Shita List View Calendar View 1201/2022 🖬 04/30/2023 📓 | | | | | Email Schedule |
| Department | Full Name | Date | Start Time | Stop Time | Shift |
| 1 | Admin | 03/21/2023 | 08:00 | 17:00 | Supervisors |
| 2 | Admin | 03/22/2023 | 08.00 | 17:00 | Supervisors |
| | | | | | |
| | OpenTimeClock.com technical | upport email: support@opentimeclock.com Product 1 | 1 desklop/phone app Video Manual | Go To Top | |
| | | | | | |

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PTO Accruals

PTO Accruals page lets you see all your remaining PTOs. Its balances and how much you ahve accrued with your worked hours.

| Request List View | Day View Where Who Is In Message Shift Schedule PTO Accrual Approve Notifications My Setting Admin Mode Exit 🖸 CLOOK | | | | | | |
|----------------------|--|-------------------------|-----------|---------|------|---------|--|
| End Date: 04/27/202 | Only calculate hours from (Carryover Date) to (94272023). | | | | | | |
| My PTO Balance: 1189 | 0 - 266 + 100 = 1003.59 hours | | | | | | |
| PTO Code | Accrual Rule | Date Range | Carryover | Accrued | Used | Balance | |
| General PTO | Manually Entered | 01/01/2022 - 04/27/2023 | 0 | 0 | 64 | -64 | |
| Holidays 1 | 1 year @ 40 hrs/ear 0101/2022 - 04/27/2023 0 40 48 -8 | | | | | | |
| Other | 3 year (0 10 hrs/year 010822021-04272023 78 30 40 68 | | | | | | |
| Personal | 2474.34 hrs worked @ 0.375hr 0101/021-04272023 0 927.8775 24 903.8775 | | | | | | |
| PTO | | | 0 | 0 | 0 | 0 | |
| Sick | 2628.03 hrs worked @ 0.0333hr | 09/21/2020 - 04/27/2023 | 0 | 87.5134 | 86 | 1.5134 | |
| Statutory Sick Pay | 557.14 hrs worked @ 0.1hr | 01/01/2023 - 04/27/2023 | 10 | 55.714 | 0 | 65.714 | |
| Vacation | | | 0 | 0 | 16 | -16 | |
| Vacay | 1456 07 hrs worked @ 0.0333hr | 03/10/2022 - 04/27/2023 | 12 | 48.4871 | 8 | 52.4871 | |
| | | | | | | | |
| | | | | | | | |

NOTE* Make sure to use the **End Date** to set up until which date your PTO Balance should be calculated.

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Approve

The Approve Page lets you see your time card Like **Day View** page and allows you to select which dates you approved of the time record.

NOTE* Make sure to use the calendar lcon to select the date range to see the dates you want to see your worked hours you want to approve. After approval, the indicator should turn **YES** and in **Green Text** to let you know that you have successfully approved a time record.

| Request | List View | v Day View Where | e Who Is In Message Shift Schedu | ule PTO Accrual Approv | e Notifications My Setting | Admin Mode Exit 🔯 CLOCK | | | | |
|----------|-----------|------------------|----------------------------------|------------------------|----------------------------|-------------------------|---------------|------------|-------------|-------------|
| | | | Marks Description | | | | | | | |
| 04/01/20 | 23 | 04/30/2023 | Veniy | | | | | | | |
| | | | | | | Admin | | | | |
| | Select | Date | In | Out | Hours | Job/Absence | Shift | By Manager | By Employee | |
| | Sat | 04/01 6-3 | 08:21 pm | 12:33 am | 4h 12m | | Day Shift 8-5 | no | no | Admin Note: |
| | Sun | 04/02 | 10:55 pm | 10:55 pm | | | Day Shift 8-5 | no | no | |
| | | | 11:05 pm | 11:06 pm | 0h 1m | | Day Shift 8-5 | no | no | |
| | | | 11:07 pm | 11:09 pm | 0h 2m | | Day Shift 8-5 | no | no | |
| | | | | | 4h 15m | | | | | |
| | Mon | 04/03 | 10:21 am | 10:21 am | | | Supervisors | no | no | |
| | | | 11:41 am | 02:16 pm | 2h 35m | | Day Shift 8-5 | no | no | |
| | Tue | 04/04 | 09:53 am | 12:24 pm | 2h 31m | | Day Shift 8-5 | no | no | |
| | | | 12:25 pm | 04:33 pm | 4h 8m | | Day Shift 8-5 | no | no | |
| | | | 07:04 pm | 12:01 am | 4h 57m | | Day Shift 8-5 | no | no | |
| | Wed | 04/05 | 09:01 am | 05:00 pm | 6h 59m | | Day Shift 8-5 | no | no | |
| | | | 09:44 pm | 05:00 pm | | | Day Shift 8-5 | no | no | |
| | Thu | 04/06 | | | | | | | | |
| | Fri | 04/07 | | | | | | | | |
| | Sat | 04/08 | | | | | | | | |
| | Sun | 04/09 | | | | | | | | |
| | | 0.000 | | | 21h 10m | | | | | |
| | Mon | 04/10 | | | | | | | | |
| | Tue | 04/11 | 06:51 pm | 06:52 pm | UN 1M | | Day Shift 8-5 | no | no | |
| | wed | 04/12 | 09:56 am | 01:51 pm | an sam | | Day Shift 6-5 | no | no | |
| | | | 01:52 pm | 03:51 pm | 1h 59m | | Day Shitt 8-5 | no | no | |
| | | | 08:46 pm | 08:46 pm | | psp | Day Shift 8-5 | no | no | |
| | | | 08:46 pm | 10:54 pm | 2h 8m | | Day Shift 8-5 | no | no | |
| | _ | | 10:44 pm | 10:45 pm | 0h 1m | | Day Shift 8-5 | no | no | |
| | Thu | 04/13 | | | 8h 0m | Holidays 1 | Day Shift 8-5 | no | no | |
| | | | 12:43 pm | 04:08 pm | 3h 25m | | Day Shift 8-5 | no | no | |
| | | | 05:38 pm | 05:00 pm | | | Day Shift 8-5 | no | no | |
| | PR . | 04/14 | 02:16 pm | 03:37 pm | 1n 21m | | Day Snift 8-5 | no | no | |
| | | | 04:51 pm | 05:00 pm | 0h 9m | | Day Shift 8-5 | no | no | |
| | | | 05:51 pm | 05:52 pm | 0h 1m | | Day Shift 8-5 | no | no | |
| | | | 10:39 pm | 12:57 pm | 13h 18m | | Day Shift 8-5 | no | no | |
| | Sat | 04/15 | 03:15 pm | 05:00 pm | 1h 45m | | Day Shift 8-5 | no | no | |
| | | | 05:57 pm | 04:20 am | 9h 23m | | Day Shift 8-5 | no | no | |
| | Sun | 04/16 | 07:58 am | 07:59 am | 0h 1m | | test | no | no | |
| | | | | | 45h 25m | | | | | |

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Notifications

The Notifications page lets you set up if you want to get notified via email whenever you clock in/out.

It can serve as a proof that you alve clocked in/out for the day, just in case something went wrong and your time entry does not reflect.

NOTE* Make sure to let your manager verify your email for you to receive the notifications from our system.

| Request List View Day View Where Who Is In Message Shift Schedule PTO Accrual Approv | e Notifications My Setting Admin Mode Exit 🔯 CLOCK |
|--|--|
| Notifications | |
| Months. | |
| i vany | |
| Clock IN | By Emai v |
| Clock OUT | By Email |
| | Your email need to be verified. Click here to Verify |
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| | Save Charge Cancel |
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| OpenT | meClock con technical support small support/Repretimedicek con Product T1_destinos/hone app_Video_MinutalO_0 To To |
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My Setting

The My Setting page allows you to edit your won profile.

From your username, up unto changing passwords, photo (for face clock).

| Request List View Day View Where Who Is In Message Shift Schere | dule PTO Accrual Approve Notifications My Setting Admin Mode Exit 🔯 CLOCK |
|---|--|
| My Setting | |
| Username Change Password Carrier Password Ree Password Contins New Password Contins New Password Default Page Base Photo | Image: state |
| | The photo will be used in face dock (fice recognition) SAMPLE PHOTO Usual Photo Excel Cancel |
| | |

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FAQs

Open Time Clock FAQs

The major points of our Open Time Clock are answered in one page. See what makes Open Time Clock the industry leader.

Data Storage Privacy and Security

Q. Where/how is my data stored?

All of your data is stored on secure cloud servers and backed up daily.

Q. What do you do with my data?

We do not sell or distribute your personal data (be it contact information (email), time clock data without your permission. We do however look at the account plan info in our system at an aggregate level so that we can better serve our customers with applications for specific requirements.

Product Support

Q. How can I upgrade my Open Time Clock plan?

To upgrade your Open Time Clock plan you need to visit the **PURCHASE** page to submit a one time or auto-billing subscription payment. We will manually upgrade your account within 24 hours. You can also contact us right after you processed the payment. Our support team is available 16 hours through toll-free phone calls, website live chat, email, and our ticket system.

Q. What happens to my data when my subscription expires?

When your subscription expires your account will be downgraded to free plan. You will lose access to the functionality of the paid plan. You do NOT lose your data, just access to the plan features. Once you subscribe again you get access back.

Q. How often are new features added?

We are constantly adding features to Open Time Clock. Look at our blog to find out the latest upgrades and new features. You can track these updates from our release notes.

Q. Can I contact you with ideas to improve the service?

You, the manager of small or big size business provide real-world experience to help us improve the time clock functionality and workflow so we always welcome your feedback. Click the Contact Us page to send us a note.

Q. What systems do you support?

We have native apps for Android, iOS phones, and tablets. We also have native apps for Windows desktop computers and Mac OS desktop computers. You can also access our service through modern web browsers like Google Chrome, Apple Safari, Firefox, and many more in Linux, Mac OS, Windows, Android, and iOS.

Q.What are the hardware requirements?

You and your employees simply need a computer, tablet, or smart phone connects to the Internet. Web camera, barcode and QR Code handheld

device is not required for clock in but also supported.

Though it is not required, but our software does support external web camera, barcode / QR Code scanner, RFID / NFC reader. For barcode / QR code scanner and RFID / NFC reader, you may need to ask the seller if it can emulate keyboard so that it works as keyboard input device in our software. For those devices only have USB port designed for computer, you can buy OTG cable so that they can work in Android and iOS (iPhone / iPad) too.

Q. Where can my employees or I use the system?

You can use the system from anywhere in the world. Open Time Clock is Internet-based. Employees can be locked down to one or multiple computers, tablets, and smartphones as well as to certain networks or certain GPS zones if you want.

Q. My employees have little or no computer experience.

Open Time Clock was designed with the concept of "no instructions required". It is very intuitive and simple to use.

Q. Do you offer support for free?

YES, we offer FREE email support and upgrades for as long as you use the service. Free technical support is available to all users.

Q. We don't have budget, do you offer free using?

If you don't need the advanced features, you will never need to pay anything. FREE PLAN is available to all size businesses, unlimited managers, unlimited employees, unlimited devices, unlimited jobs, and unlimited shifts.

Q. If this is a web based free service, why is there a download available?

You can use web browsers to access full the features of the system. But native apps in Windows, Mac OS, iOS and Android will give you a better experience.

Q. Do I have to have a web camera at the beginning?

You don't have to have a web camera to use our service. You can enable or disable web camera any time you want. Beside face recognition, you can also choose to enter a username/password or scan QR code to clock in and out.

Q. Every time I do clocking I got a different Device ID. How do I avoid my Device ID keeps changing?

We use 'cookie' in the web browser to store the Device ID. We recommend you to check if your web browser enables cookie. Or, you can just install our native apps for Windows, Mac OS, iOS, and Android. Here is the download page.

Q. How to convert MS Excel file to Adobe PDF file?

You can open the Excel file with Microsoft Excel and then click the menu item "save as ..." to save to a PDF file.

Q. Can I use Open Time Clock data to print employee ID cards with QR codes?

Our app doesn't have a direct business card printing function. However, the QR code is generated from the employee profile's "Digit ID" field value. If you contact a local third-party business card maker, they should be able to help you create it. If you prefer to print it yourself, you can search Google for "QR code generator" or "business card maker." Alternatively, you can use a graphic design tool such as Canva.com. Here are three websites that may help you:

https://www.canva.com/create/business-cards/ https://www.qr-code-generator.com/ https://www.the-qrcode-generator.com/

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Questions and Answers

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How to clear cache of Google Chrome browser

You may visit this link to see how to clear the cache using Google Chrome.

<u>https://youtu.be/bPJ5BbjPRjg</u>

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How to clear cache of Microsoft Edge browser

You may visit this link to see how to clear the cache using Google Chrome.

https://www.youtube.com/watch?v=uF5dmF0jLbY

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