

Manual for Opentimeclock

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Welcome to Opentimeclock



<https://www.opentimeclock.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.

Department	Full Name	Username	Employee No	Digit ID	Role	Edit
Admin	Admin	1			Admin	
Senegal Main Office - Back Office	Alison	4444		4444	Employee	Edit Copy Archive
Senegal Main Office - Back Office	Alison1	ash		10	Employee	Edit Copy Archive
	EMP1	MARTINM			Employee	Edit Copy Archive
Senegal Main Office - Back Office	Sample User	100	123456	987654	Employee	Edit Copy Archive
Operations	Staff 1	1111	1111	1111	Employee	Edit Copy Archive
Senegal Main Office - Back Office	test DS	testDS	55	55	Employee	Edit Copy Archive
Shop	Test N	TEST N			Employee	Edit Copy Archive
Shop	Test124	Test124		43215	Employee	Edit Copy Archive

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

The screenshot shows the 'Users' management interface. The interface includes a sidebar with navigation options: Users, Company Setting, Departments, Department Managers, Department Users, Overtime Rules, Overtime Rule Users, and PTO Names. The main area displays a table of users with columns for Department, Full Name, Username, Employee No, Digit ID, Role, and Edit. The table contains 7 rows of user data. Above the table is a toolbar with buttons for 'Add User', 'Copy Last User', 'Import Excel', 'Print Barcode', and 'Show Archived'. A search box is located to the right of the toolbar. Below the table is a footer with buttons for '+ Show Archived Users', 'Unarchive Selected Users', and 'Delete Selected Users'. Red callouts 1-9 point to specific features: 1. Self Sign Up toggle, 2. Email to User button, 3. Department filter dropdown, 4. Add User button, 5. Search box, 6. Edit/Copy/Archive links in the table, 7. Show Archived Users button, 8. Archive Selected Users button, and 9. Bulk Edit button.

	Department	Full Name	Username	Employee No	Digit ID	Role	Edit
1		Admin	1			Admin	
2	sample	Allison	ashrack		4444	Employee	Edit Copy Archive
3	Gold	Allison1	ash		10	Employee	Edit Copy Archive
4	Gold	Anthony Stark	90210			Employee	Edit Copy Archive
5	Sample	Bubba	Bubba		4221	Employee	Edit Copy Archive
6		Bud Wisner	Bud		55555	Employee	Edit Copy Archive
7	office	Cedrik Bertin	CECE	1	0000	Employee	Edit Copy Archive

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.

Manual for Opentimeclock

Admin (1)

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

Users

Company Setting

Departments

Department Managers

Department Users

Overtime Rules

Overtime Rule Users

PTO Names

PTO Accruals

Jobs

Job Assignment

Shifts

Shift Assignment

Edit Lock

Notifications

Users
Self Sign Up: ON 0
Email to User
Archive Selected Users
Bulk Edit

All Departments
Add User
Copy Last User
Import Excel
Print Barcode
Show Archived
Search Name / UserName / L

	Department	Full Name	Username	Employee No	Digit ID	Role	Edit
<input type="checkbox"/>	1	Administration	Admin	1		Admin	
<input type="checkbox"/>	2	Administration	John Smith	MGomaa	2024	Employee	Edit Copy Archive
<input type="checkbox"/>	3	HR Department	Mary Smith	aaa	1038	Employee	Edit Copy Archive
<input type="checkbox"/>	4	HR Department	Mary Smith1	aaa1		Manager	Edit Copy Archive
<input type="checkbox"/>	5	HR Department	Mary Smith2	aaa2		Employee	Edit Copy Archive

+ Show Archived Users
Unarchive Selected Users
Delete Selected Users

Add User

Full Name

first name and last name

Username

(a unique id for login, you can change it to your favorite nick name.)

Password

(optional, allow empty)

Digit ID

(optional) (digit id can be pin, qr code, barcode number, rfid card number or nfc tag number)

Employee Number

(optional)

Email

(optional to employee and manager)

Mobile Phone

Edit
(optional)

Overtime Rule

Edit

Hired Date

Full/Part Time

Rate Type

Pay Rate

Timezone Rule

Timezone

(popular choices are America/New_York, America/Chicago, America/Denver, America/Los_Angeles)

Department

Edit
Assign Department Users
(optional) select the empty one if not belongs to any department

Role

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.

Allow [Add Absence Request] button.
 Allow [Add Entry Request] button.

Camera is Required for clock in/out.

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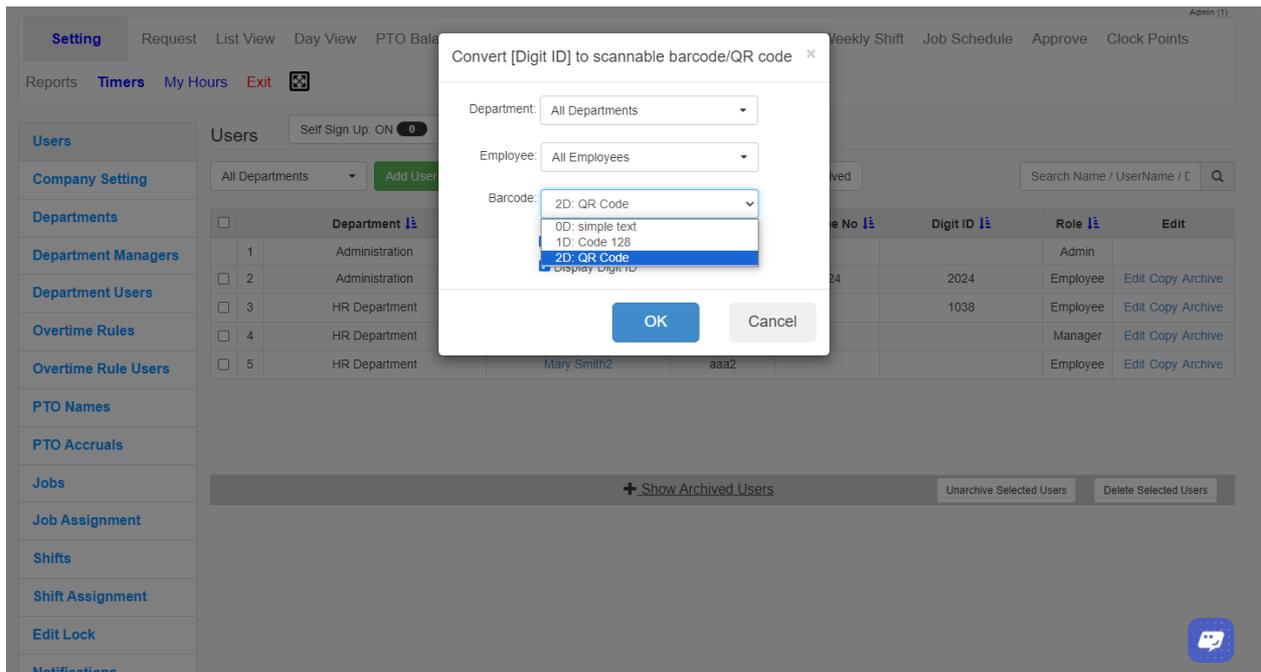
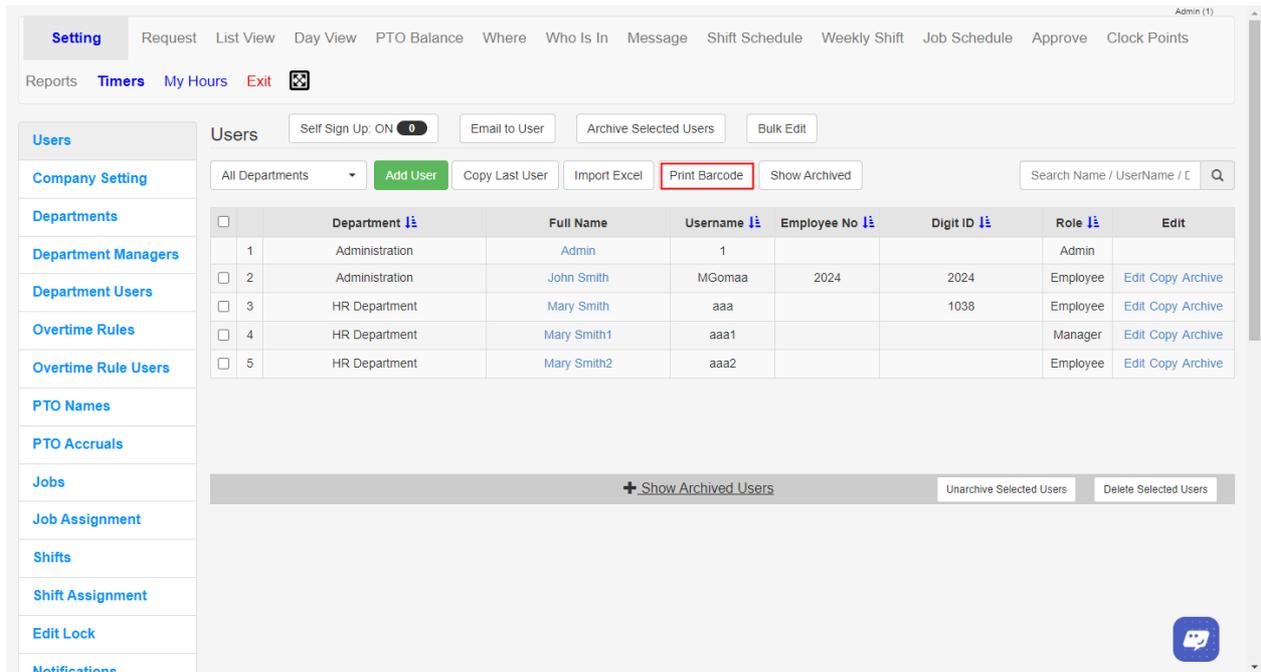
How to Add and Print Employee' s Barcode

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).

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.



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.

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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/out.
- 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:

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

- Users
- Company Setting
- Departments
- Department Managers
- Department Users
- Overtime Rules
- Overtime Rule Users
- PTO Names
- PTO Accruals
- Jobs
- Job Assignment
- Shifts
- Shift Assignment
- Edit Lock
- Notifications
- Email Verification
- Add-on Credits
- Billing and Payments
- iFrame Code

Company Setting

Company ID: 79209

Company Short Name: T1

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> copy

Timers URL: <https://www.opentimeclock.com/app.html?page=timers&companyname=T1> copy

App Download URL: <https://www.opentimeclock.com/download.html> copy

iFrame Code: `<iframe src="https://www.opentimeclock.com/app.html?page=company&com` copy

Account Owner Email:

Camera: Define per user Set this for each employee when add or edit an employee in 'Employees' page.

Week Start Day: Monday

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

Auto Lunch Deduction: Yes minutes to deduction 60 after how many hours 5

Clock In Gap
Once clocked out, not allow to clock in within next 0 minutes.(0 minute means no gap)

Clock Out Gap
Once clocked in, not allow to clock out within next 0 minutes.(0 minute means no gap) days (employee can edit his/her note within how many

Employee Edit Note: 100 days

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

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

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

Currency Symbol: \$

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

Allow Request PTO when: In All Conditions

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

Clock UI

User Clock Face Clock QR Code (camera scan)
 Name Clock Group Clock Offline Clock (app only) 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 Clock Out

OFF Weekly Overtime Auto Clock Out OFF

OFF end time is past midnight (00:00 AM). **Forgot clock out** Consider clock-out forgotten if

Forgot clock out Consider clock-out forgotten if work duration exceeds 20 continuous hours.

Login Button: Allow All Users

Department: Feature ON

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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.

The screenshot shows the 'Company Setting' page in the Opentimeclock application. The left sidebar contains a menu with 'Company Setting' highlighted. The main content area displays various configuration fields for the company. The 'Default Timezone' dropdown menu is highlighted with a red box, showing 'America/New_York' selected. Below the dropdown, it says '(popular choices are America/New_York, America/Chicago, America/Denver, America/Los_Angeles)'. Other visible fields include Company ID (79209), Company Short Name (T1), Big Web URL, Small Web URL, Timers URL, App Download URL, iFrame Code, Account Owner Email, Camera (Define per user), Week Start Day (Monday), Round Time To (NEAREST), Auto Lunch Deduction (Yes), Clock In Gap (0 minutes), Clock Out Gap (0 minutes), Employee Edit Note (100 days), Date Format (United States), Time Format (12 hours clock), Time Totals Format (Hours and minutes with a letter), and Currency Symbol (\$).

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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 Where Who Is In Message Shift Schedule Weekly Shift Job Schedule Approve Clock Points Reports Timers

My Hours Exit

Users

Company Setting

Company ID: 79209

Company Short Name: T1

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> copy

Timers URL: <https://www.opentimeclock.com/app.html?page=timers&companyname=T1> copy

App Download URL: <https://www.opentimeclock.com/download.html> copy

iFrame Code: `<iframe src="https://www.opentimeclock.com/app.html?page=company&com` copy

Account Owner Email:

Camera: Define per user Set this for each employee when add or edit an employee in 'Employees' page.

Week Start Day: Monday

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

Auto Lunch Deduction: Yes minutes to deduction 60 after how many hours 5

Clock In Gap: Yes next 0 minutes (0 minute means no gap)

Clock Out Gap: Define per user next 0 minutes (0 minute means no gap)

Employee Edit Note: 100 days (employee can edit his/her note within how many days)

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

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

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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).

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

Users Departments

Company Setting Add Department 1.

	Department Name 4.	Department Code	Numbers	3. Managers	2. Edit
1	Administration	1	2	Assign More	Edit Del
2	HR Department	8	3	Mary Smith1 ✖ Assign More	Edit Del
3	Information Technology	IT	0	Assign More	Edit Del
4	Malaysia Office - HR department		0	Assign More	Edit Del
5	Singapore Office - HR department		0	Assign More	Edit Del

Department Managers
Department Users
Overtime Rules
Overtime Rule Users
PTO Names
PTO Accruals
Jobs
Job Assignment
Shifts
Shift Assignment
Edit Lock
Notifications
Email Verification

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Department Managers

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

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

Setting Request 1 List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

Users Department Managers

	Managers	Departments 1
1	Haris Khan	Assign More
2	Matt1	PM ✖ Assign More
3	Matt123	New Dept ✖ Assign M
4	Test for demo	Gold ✖ Assign More
5	TEst1234	Assign More
6	testt12333	Assign More

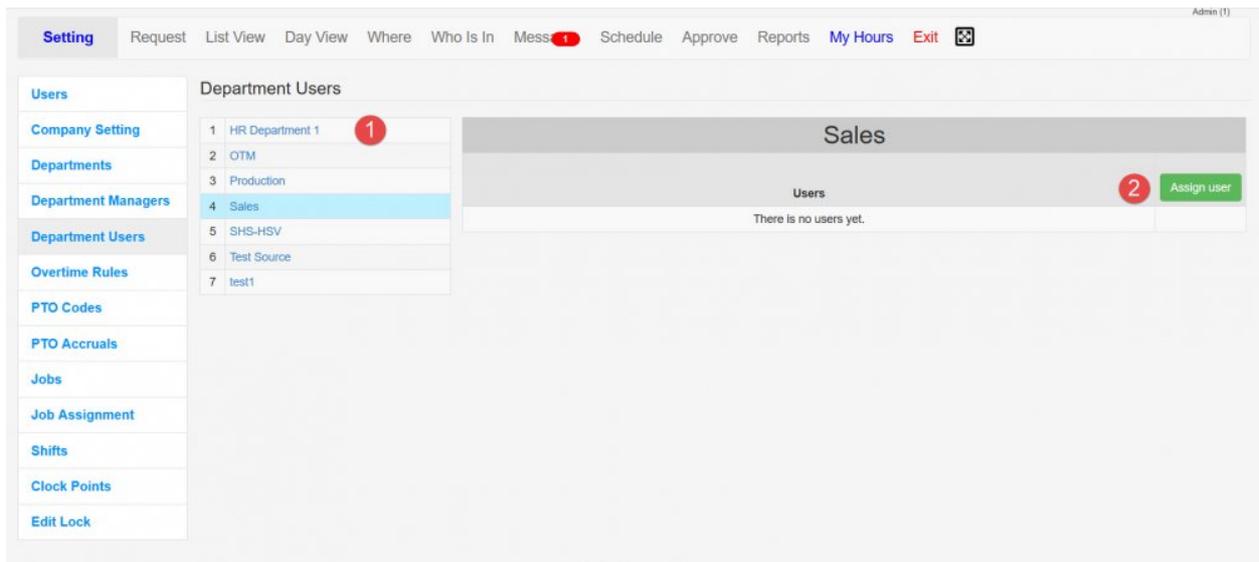
Department Managers
Department Users
Overtime Rules
Overtime Rule Users
PTO Names

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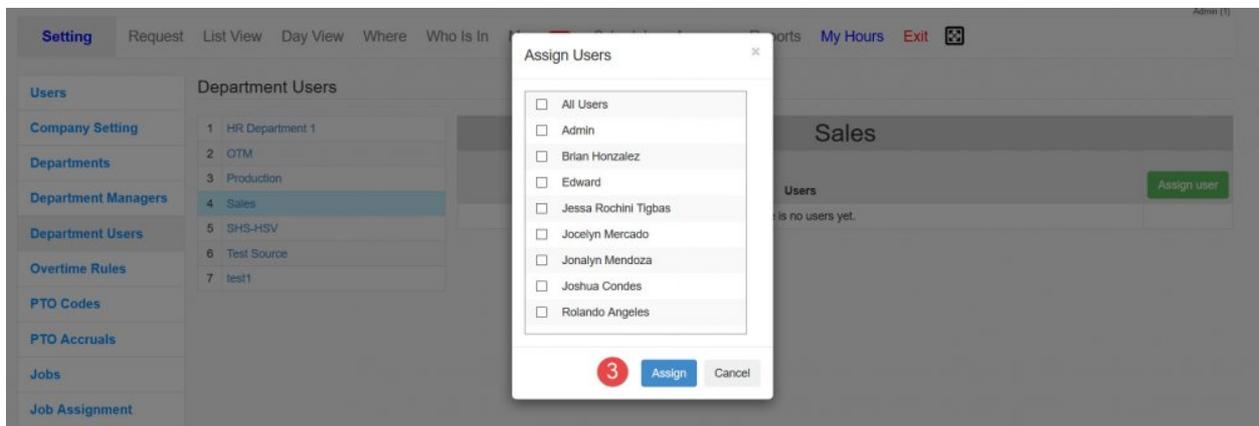
Department Users

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.



3. Select the user/person and add them



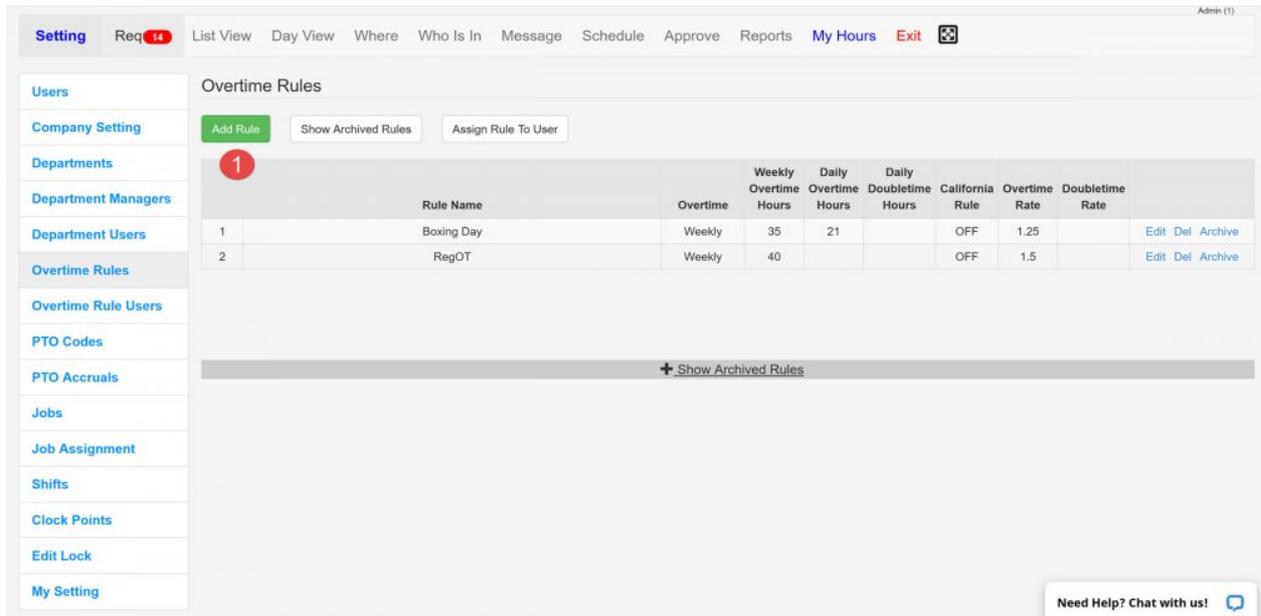
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Overtime Rules

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

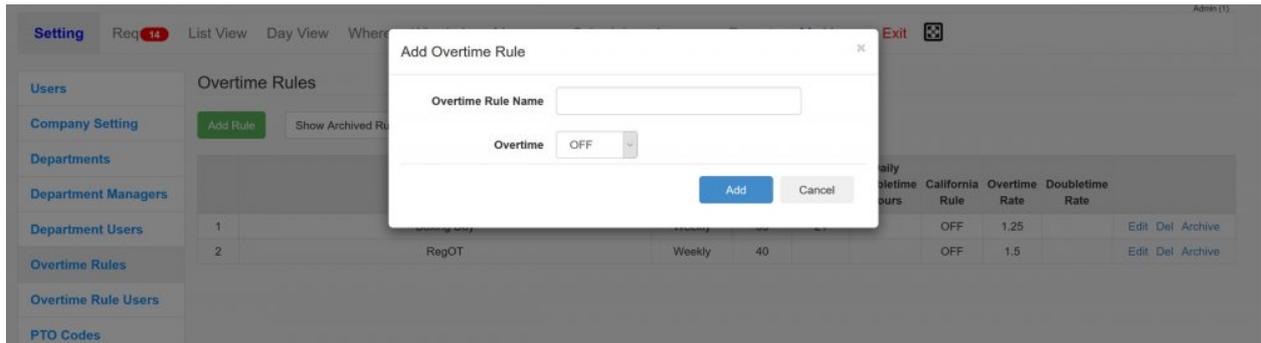
To add an overtime:

1. Select " Add Rule"



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



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

Overtime ▼

Daily Overtime ▼

Overtime x rate

Double Time x rate

Weekly overtime is after hours

Special Week Days ▼

Special Calendar Days ▼

▼

2024-01-01 ✕ 2023-12-25 ✕ 2023-11-23 ✕ 2023-09-05 ✕

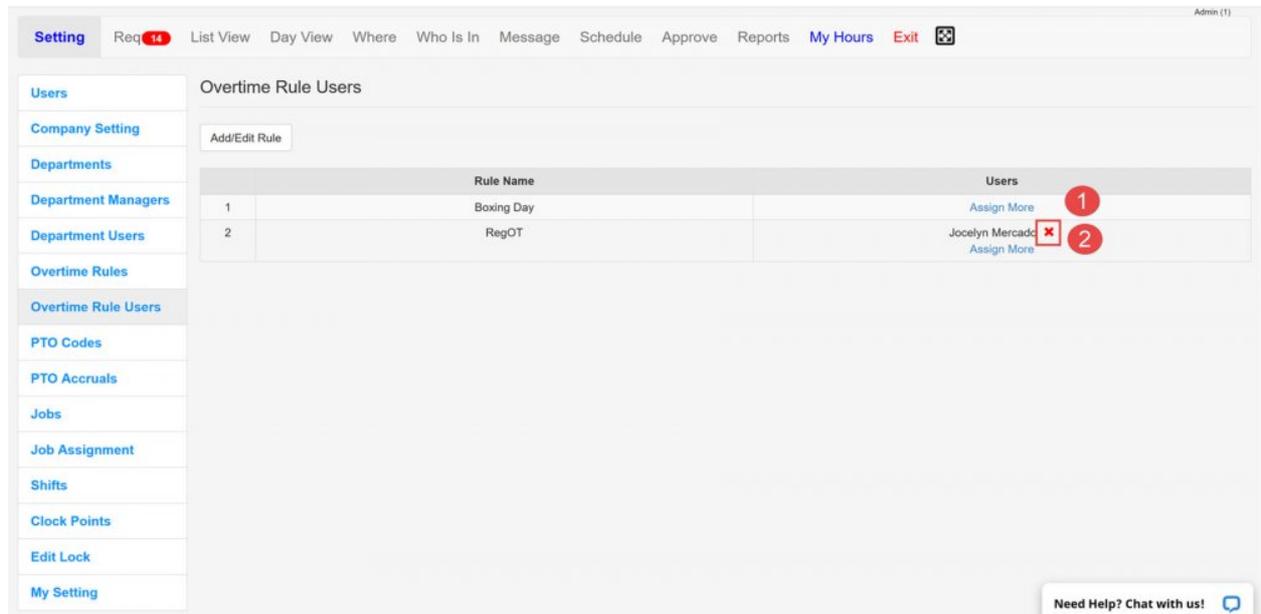
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Overtime Rule Users

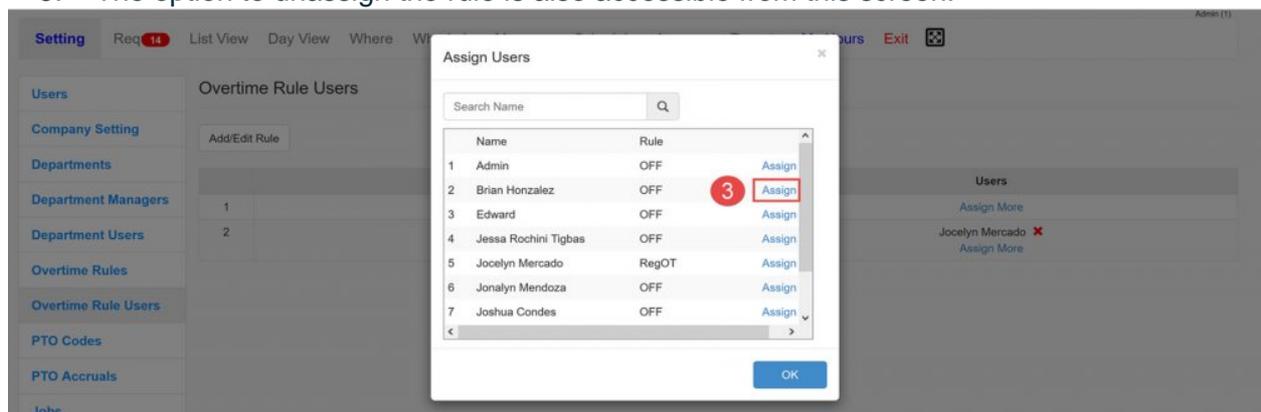
The Overtime Rule Users tab is where the Admin can assign overtime rules to a users/ employees.

To assign or delete an overtime rule:

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



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.



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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.

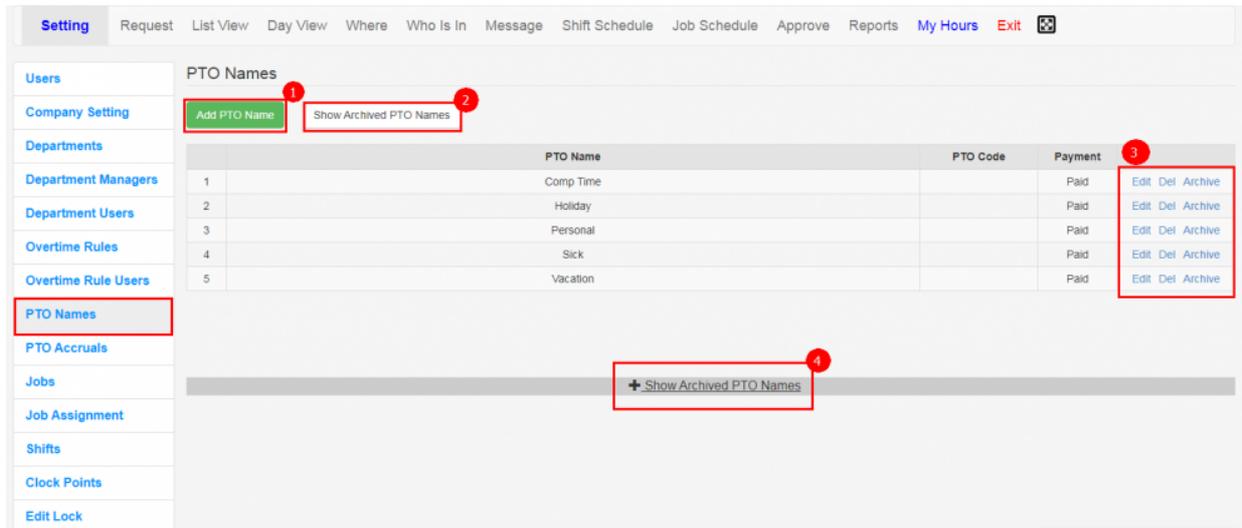
To Create a PTO Code:

1. Add PTO Code and Name

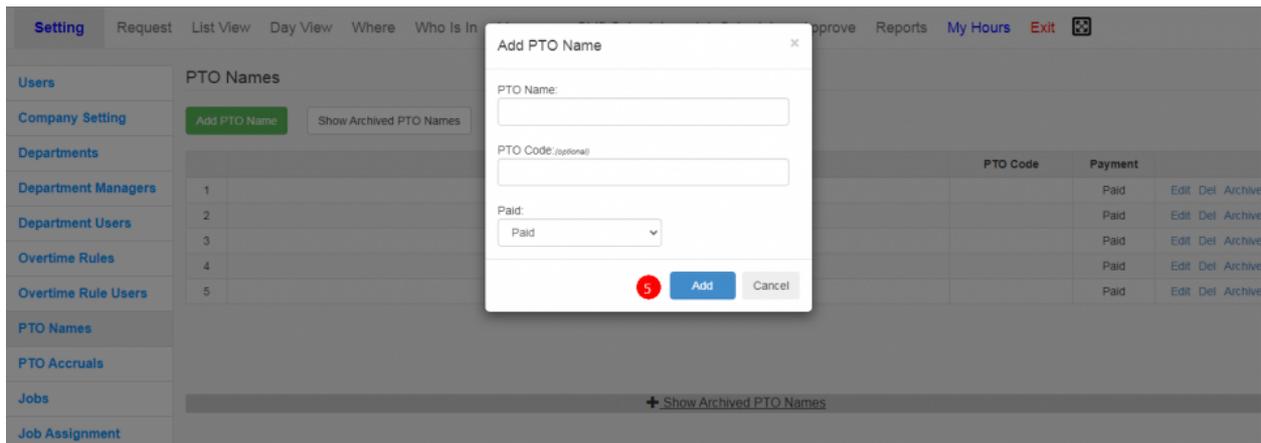
To show Archived PTO Names

- 2 & 4. Show Archived PTO Names

If you wish to edit, delete or archive the PTO
3. Select the option



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



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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.

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

Users
Company Setting
Departments
Department Managers
Department Users
Overtime Rules
Overtime Rule Users
PTO Names
PTO Accruals
Projects
Jobs
Job Assignment
Shifts
Shift Assignment
Edit Lock

PTO Accrual Import Balance from Excel

Department: All Departments
Employee: Admin

End Date: 08/23/2024 Only calculate hours from [Carryover Date] to [08/23/2024].

Balance For [Admin] 0 - 200 + 0 = -200 hours

PTO Code	Accrual Rule	Date Range	Carryover	Accrued	Used	Balance	Edit
Paid Vacation			0	0	0	0	Edit
Personal			0	0	64	-64	Edit
Sick			0	0	40	-40	Edit
Statutory Sick Pay			0	0	0	0	Edit
Vacation			0	0	96	-96	Edit

+ Show Change History

Activate Windows
Go to Settings to activate Windows

2. Filter out the PTO you wish to access.

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

Users
Company Setting
Departments
Department Managers
Department Users
Overtime Rules
Overtime Rule Users
PTO Names
PTO Accruals
Projects
Jobs
Job Assignment
Shifts
Shift Assignment
Edit Lock

PTO Accrual Import Balance from Excel

Department: All Departments
Employee: Admin

End Date: 08/23/2024 Only calculate hours from [Carryover Date] to [08/23/2024].

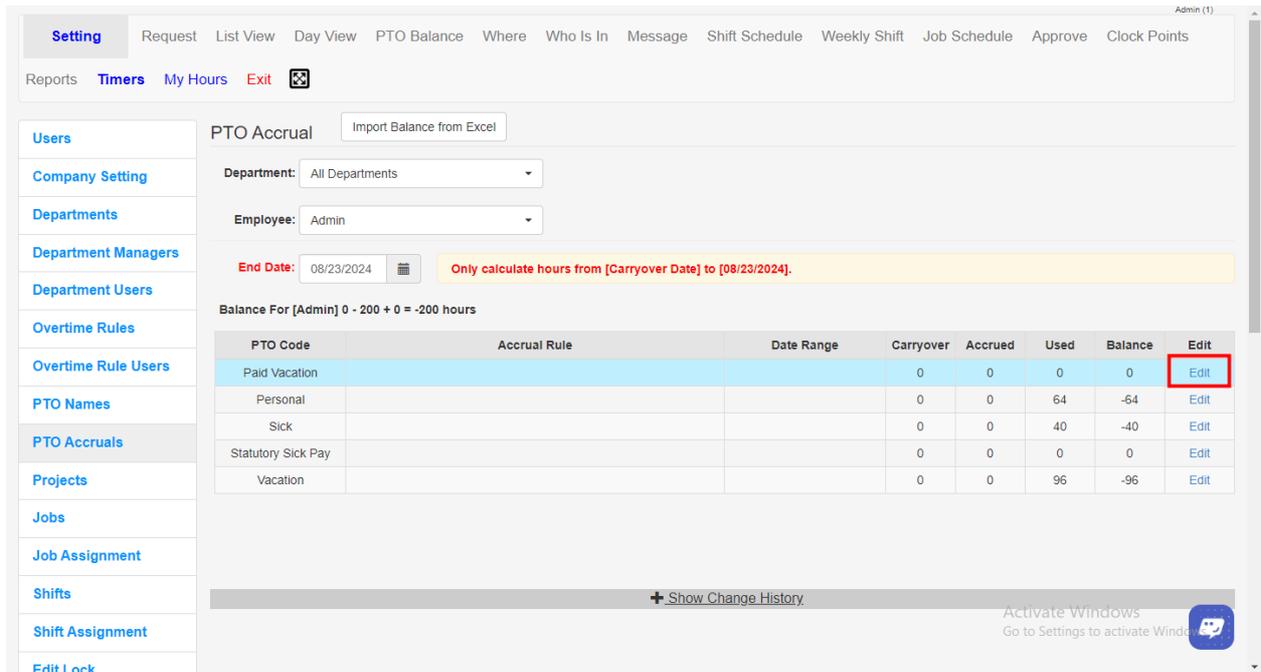
Balance For [Admin] 0 - 200 + 0 = -200 hours

PTO Code	Accrual Rule	Date Range	Carryover	Accrued	Used	Balance	Edit
Paid Vacation			0	0	0	0	Edit
Personal			0	0	64	-64	Edit
Sick			0	0	40	-40	Edit
Statutory Sick Pay			0	0	0	0	Edit
Vacation			0	0	96	-96	Edit

+ Show Change History

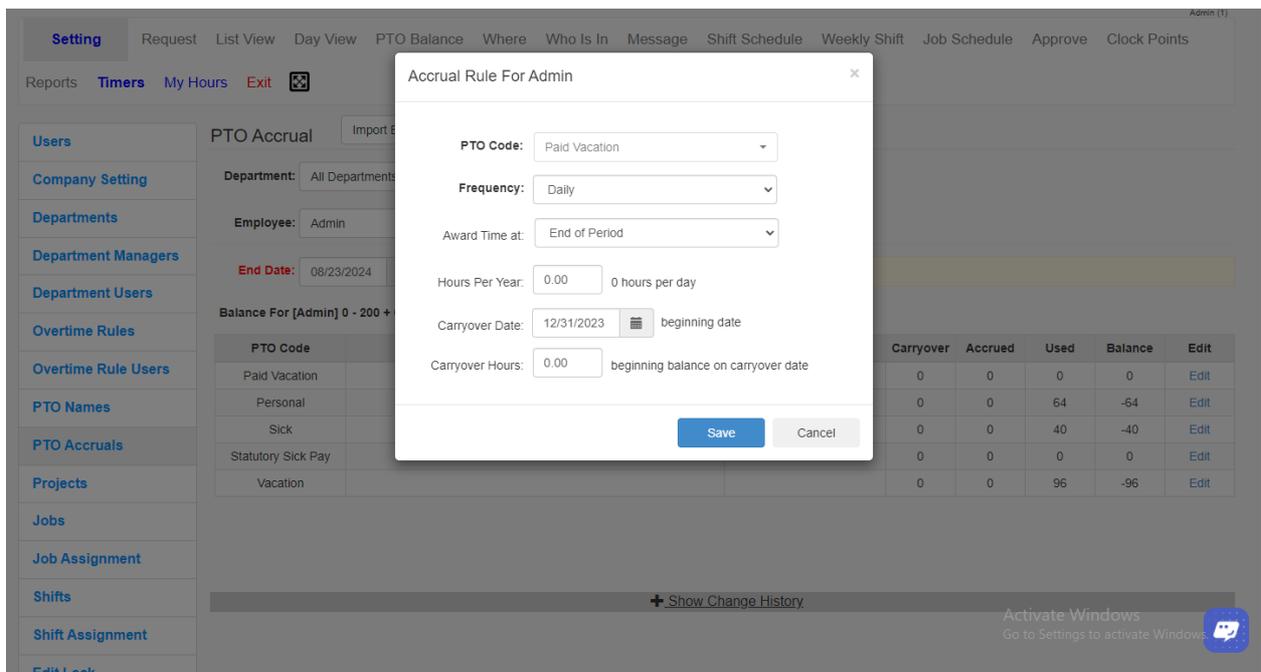
Activate Windows
Go to Settings to activate Windows

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



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



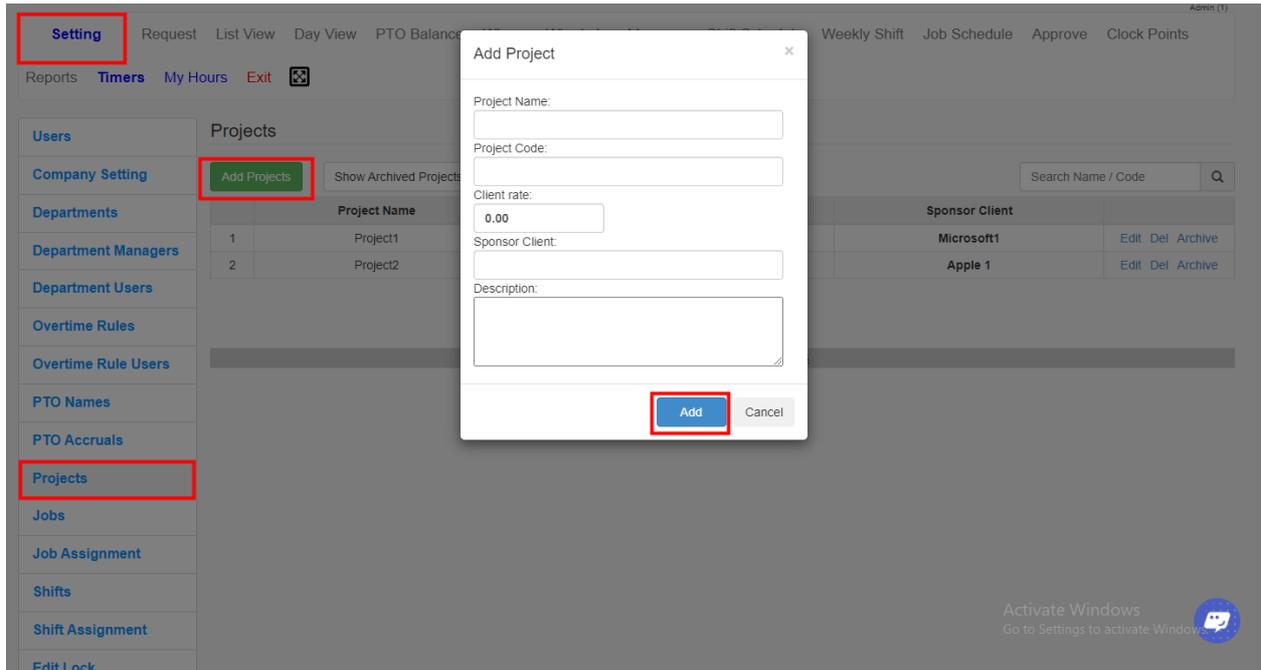
Projects

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.

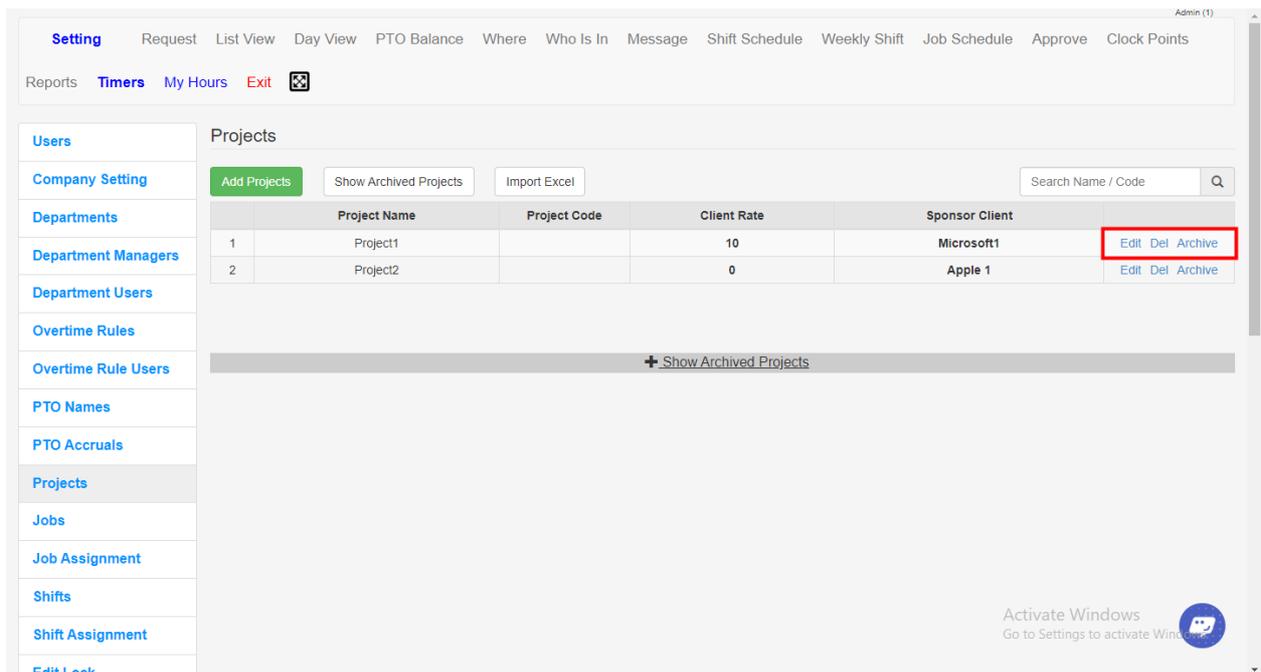
To Create a Project:

1. Add Project

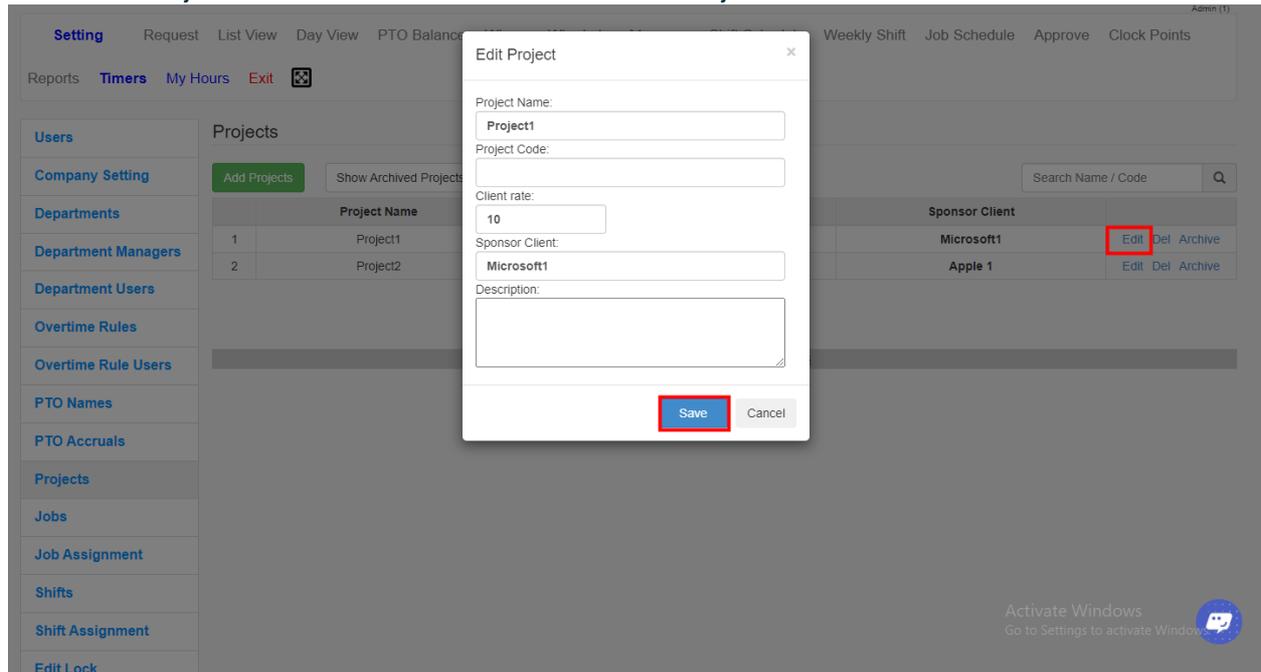
If you wish to edit, delete or archive



2. Select the option



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



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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, or not paid. Jobs off can be paid, partially paid, or not paid.

To Create a Job Code:

1. Add Job

If you wish to edit, delete or archive

2. Select the option

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Weekly Shift Job Schedule Approve Clock Points

Reports **Timers** My Hours Exit

Users Jobs note: if your employees need to clock in and out for working departments, you can use "Jobs" for the same purpose.

Company Setting **Add Job** Show Archived Jobs Assign Job To User Import Excel Search Name / Code Q

	Job Name	Job Code	Payment	
1	Sample Job 1	1	Paid	Edit Archive
2	Sample Job 2	2	Paid	Edit Archive
3	Sample Job 3	3	Paid	Edit Archive
4	Sample Job 4	4	Paid	Edit Archive

+ Show Archived Jobs

Activate Windows Go to Settings to activate Windows

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

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

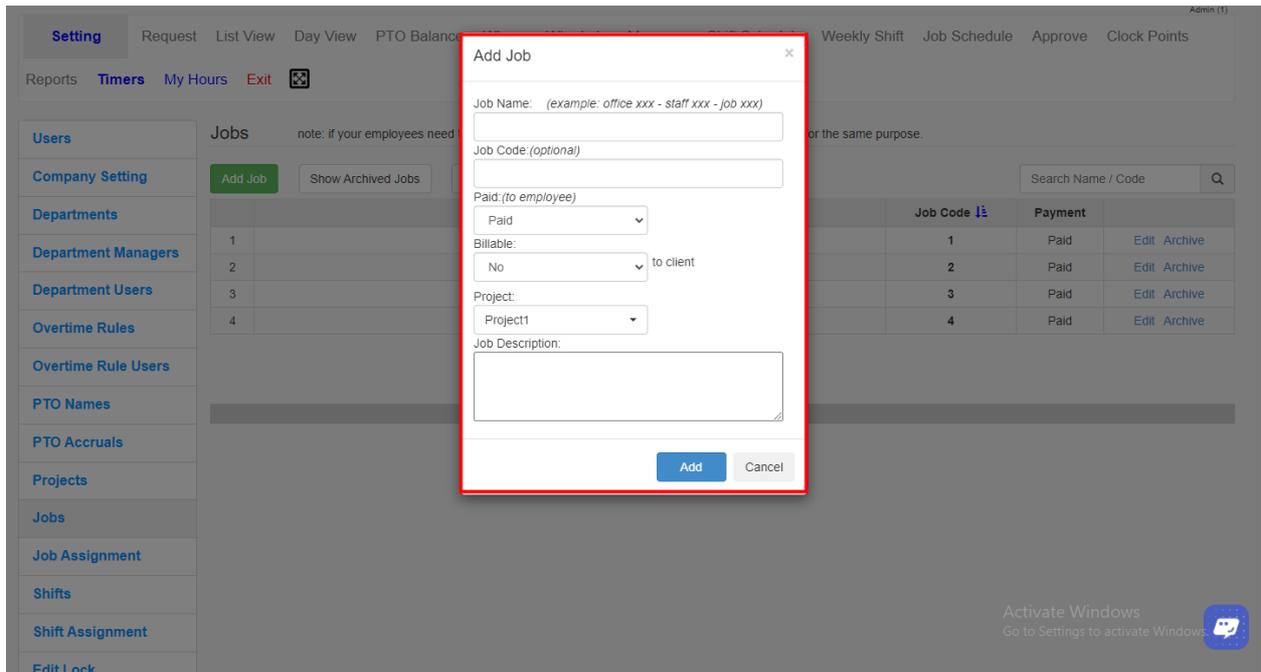
Users Jobs note: if your employees need to clock in and out for working departments, you can use "Jobs" for the same purpose.

Company Setting **Add Job** Show Archived Jobs **Assign Job To User** **Import Excel** Search Name / Code Q

	Job Name	Job Code	Payment	
1	Sample Job 1	1	Paid	Edit Archive
2	Sample Job 2	2	Paid	Edit Archive
3	Sample Job 3	3	Paid	Edit Archive
4	Sample Job 4	4	Paid	Edit Archive

+ Show Archived Jobs

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

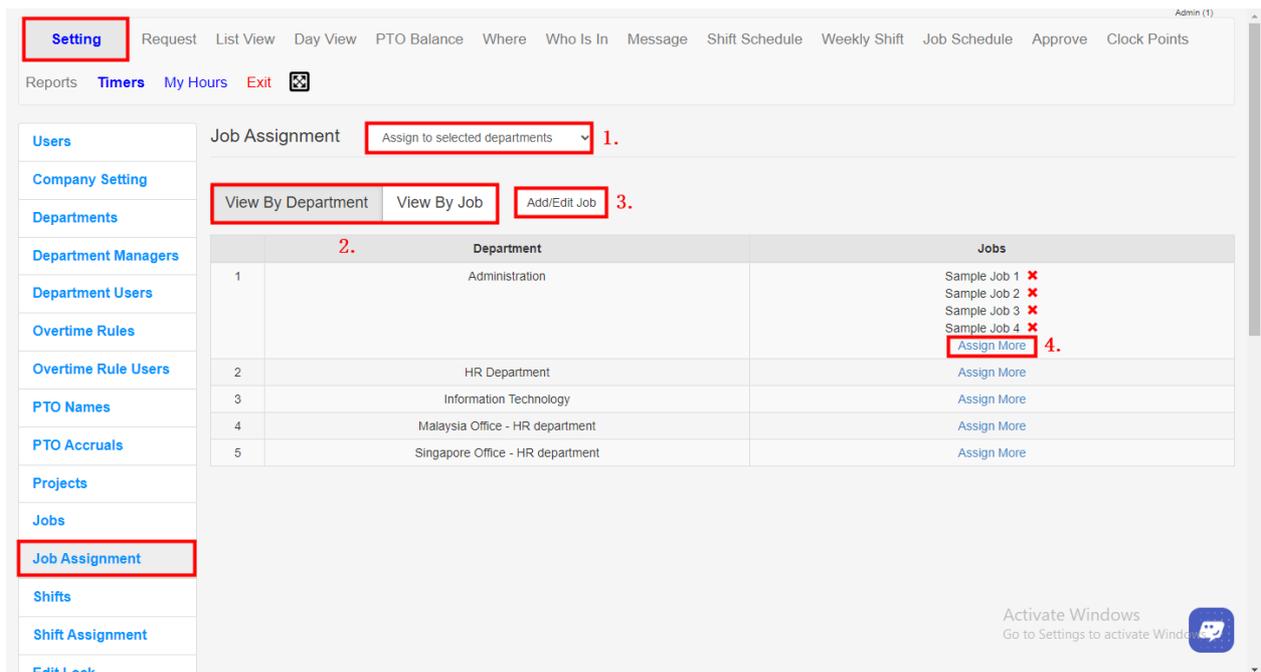


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Job Assignments

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.



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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).

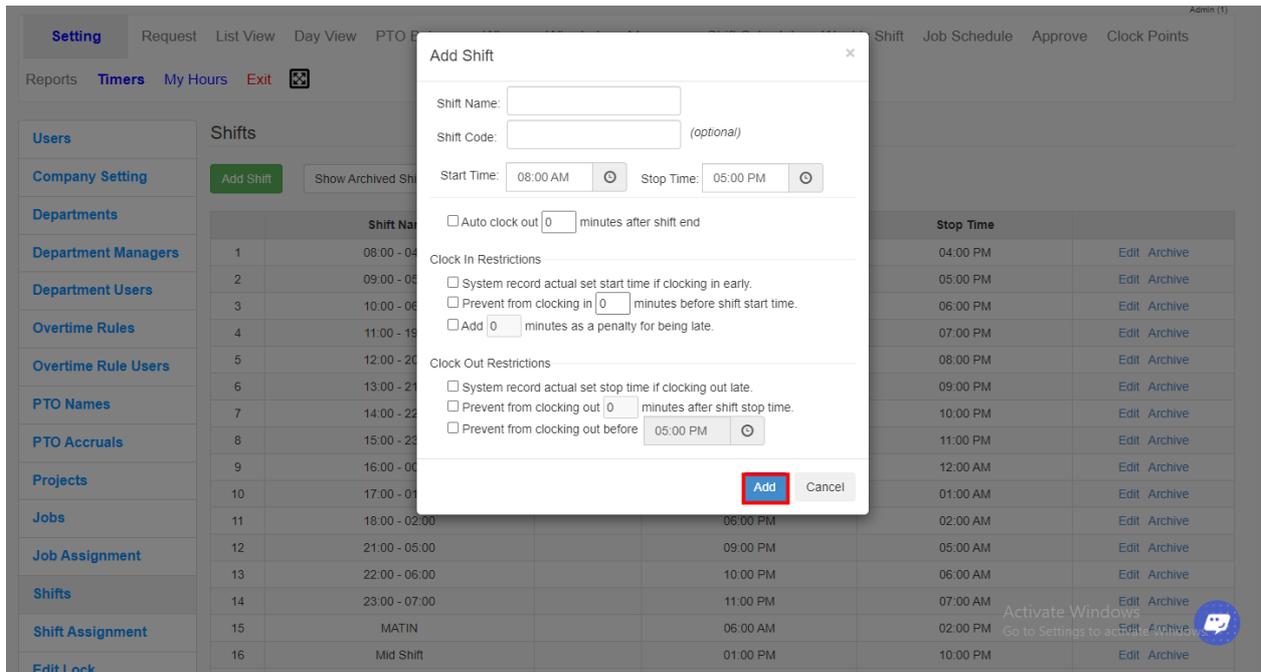
The main functions here are to:

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

The screenshot shows the 'Shifts' management interface. The 'Setting' menu item is highlighted in red. The 'Add Shift' button is highlighted in green with a red '1.' next to it. The 'Edit' button for the 14th shift is highlighted in red with a red '2.' next to it. The table below shows 16 shifts with columns for Shift Name, Shift Code, Start Time, and Stop Time.

	Shift Name	Shift Code	Start Time	Stop Time	
1	08:00 - 04:00		08:00 AM	04:00 PM	2. Edit Archive
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
4	11:00 - 19:00		11:00 AM	07:00 PM	Edit Archive
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
7	14:00 - 22:00		02:00 PM	10:00 PM	Edit Archive
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
10	17:00 - 01:00		05:00 PM	01:00 AM	Edit Archive
11	18:00 - 02:00		06:00 PM	02:00 AM	Edit Archive
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
14	23:00 - 07:00		11:00 PM	07:00 AM	Edit Archive
15	MATIN		06:00 AM	02:00 PM	Edit Archive
16	Mid Shift		01:00 PM	10:00 PM	Edit Archive

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

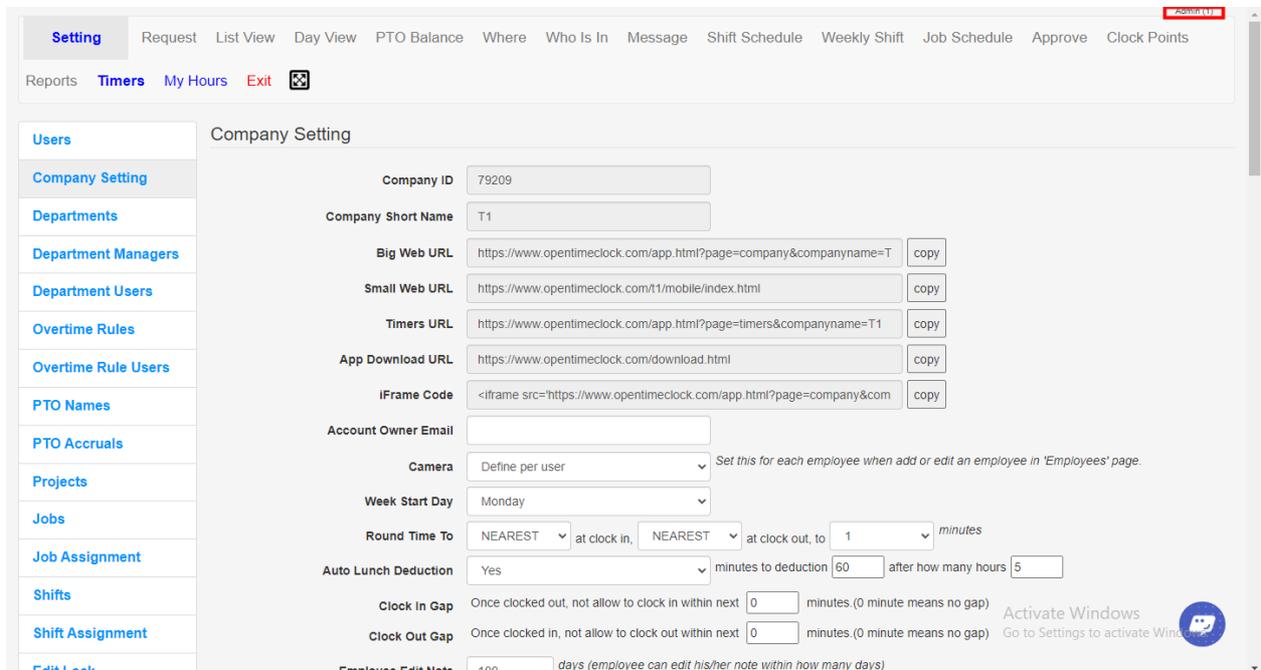


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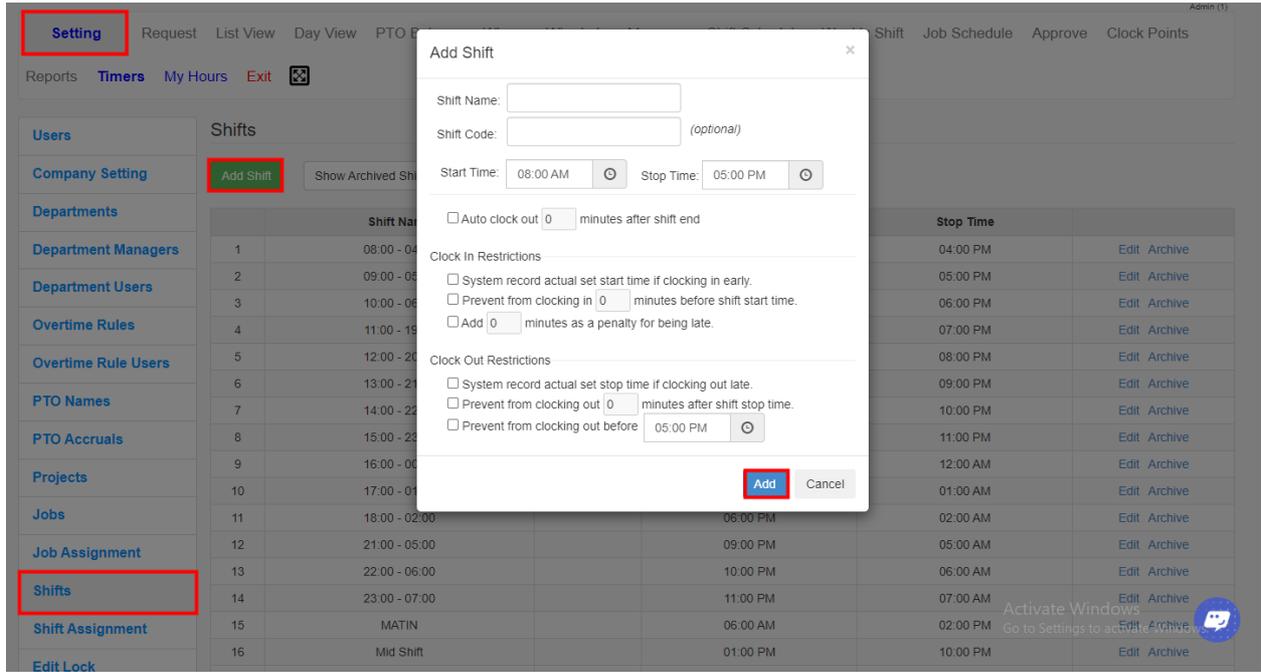
How to Add/Assign Shift Schedule

Please follow the steps below on how to CREATE AND ASSIGN SHIFT SCHEDULE

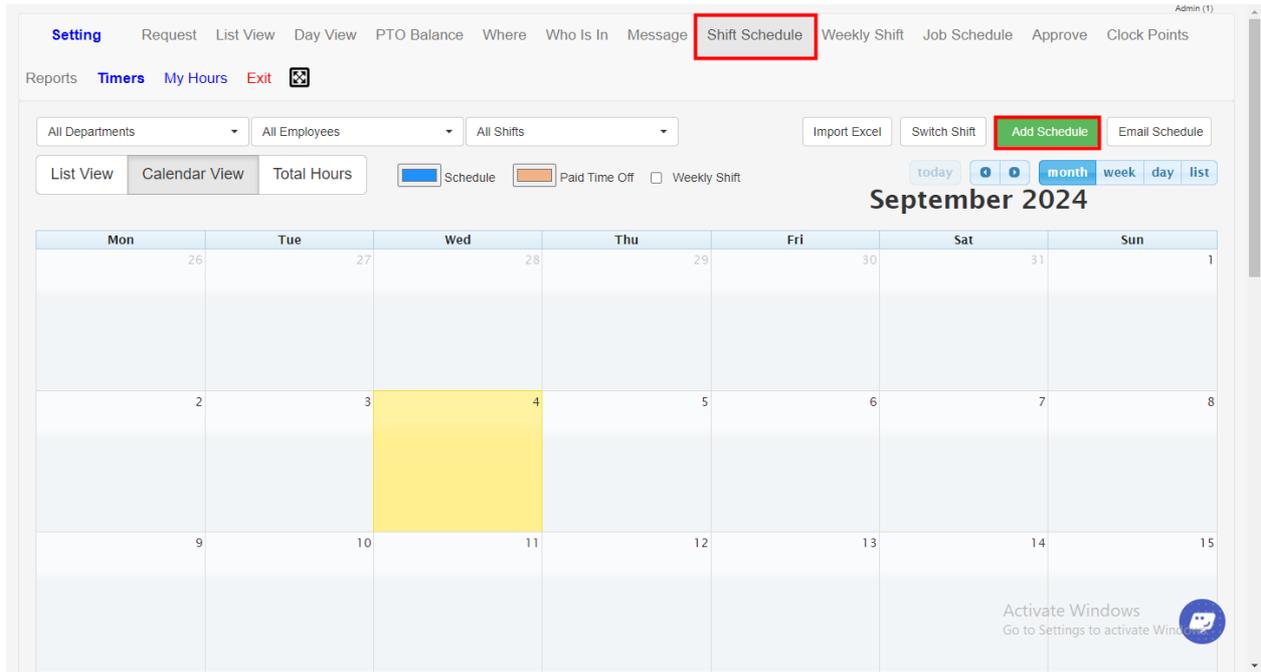
Step 1: Please login to your admin/manager access account.

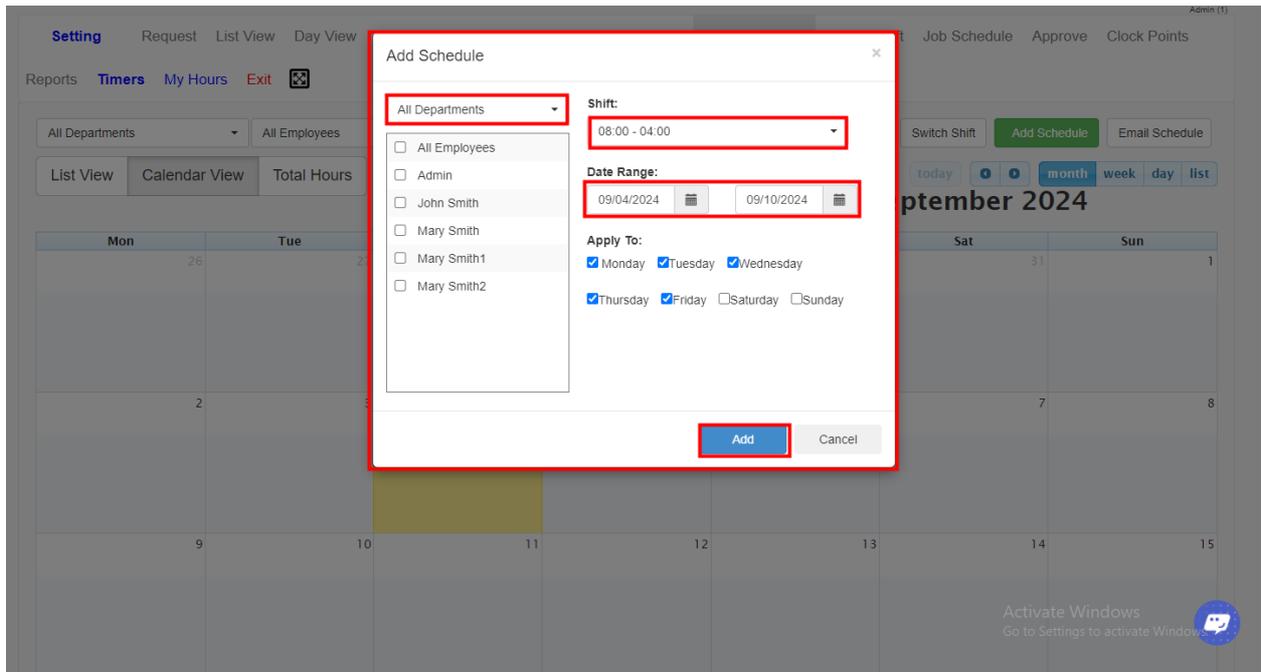


Step 2: Go to the SETTING>SHIFTS tab (you must first create a SHIFTS).



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

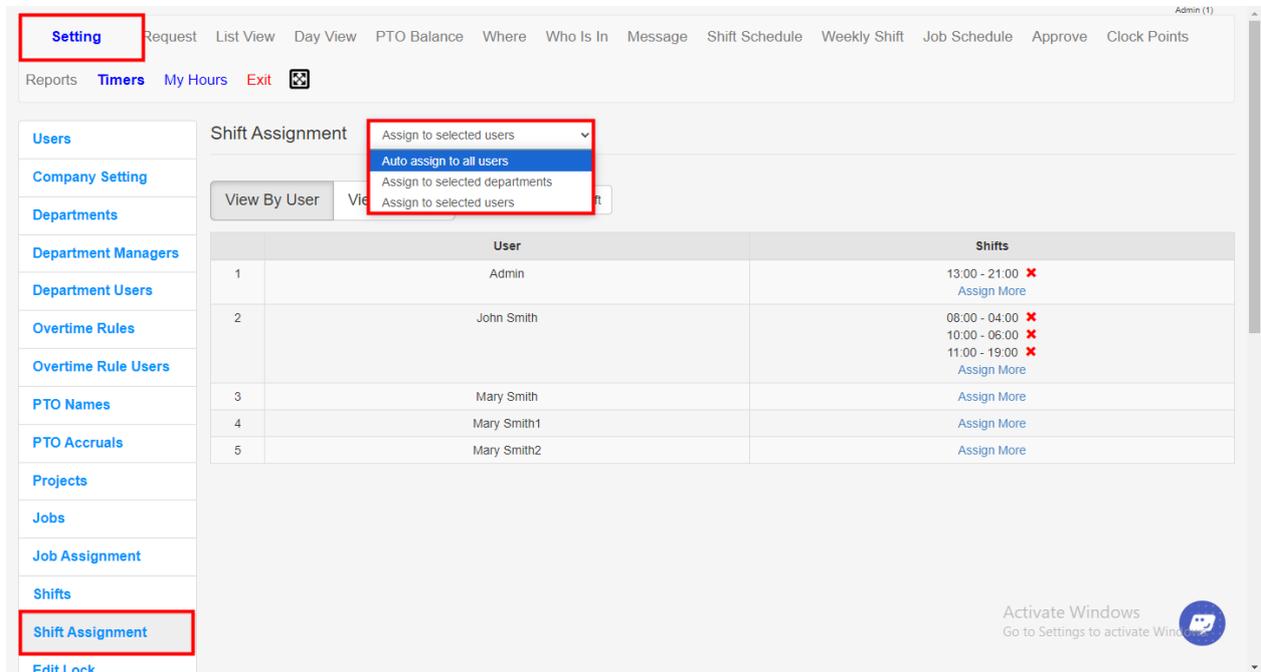


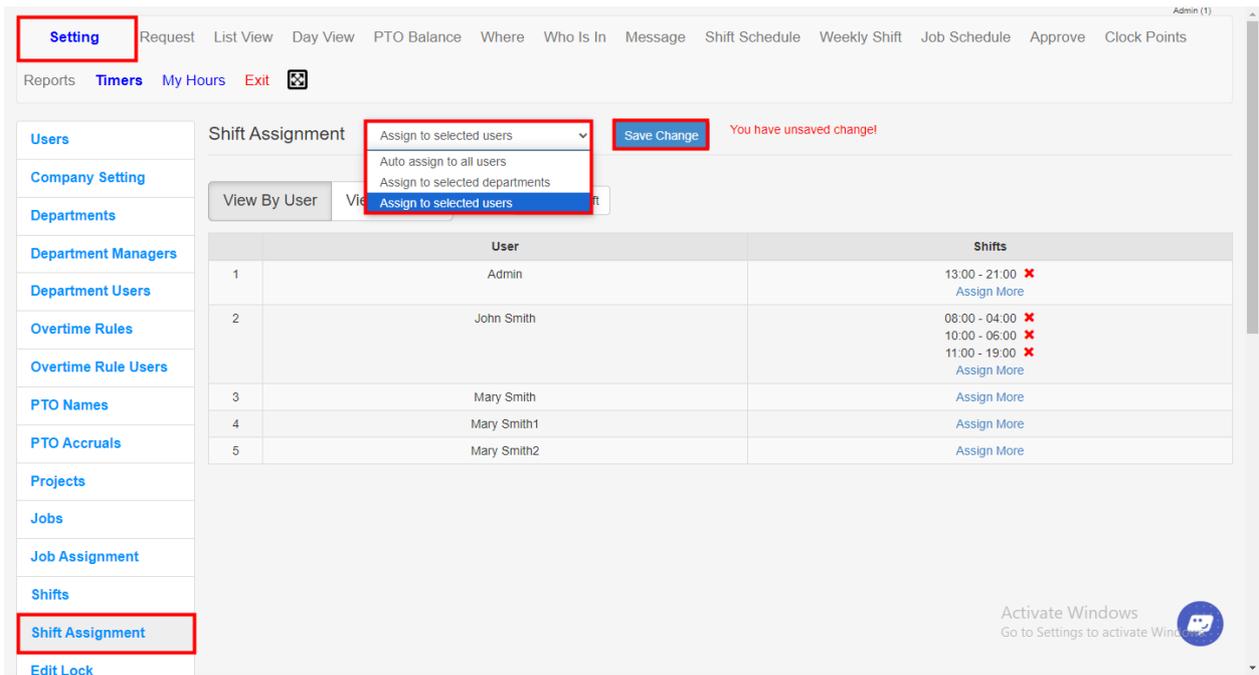
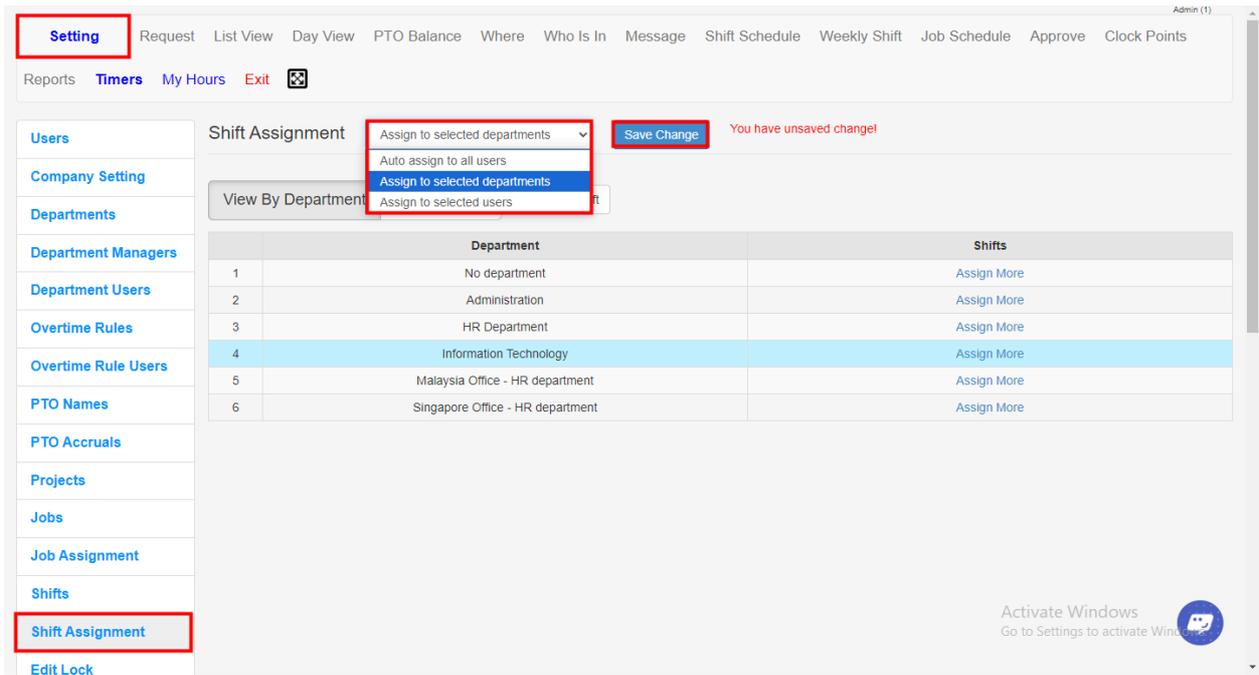


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How to Add/Assign Shifts

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





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.
2. The Admin can also filter out those tools not required.
3. The Add and Edit functionality are the same screen.

Manual for Opentimeclock

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

Permitted Clock Points Feature ON - Each Department List Import Excel

1. Add Device Add IP Add WIFI Add GPS **2.** Device IP WIFI GPS search by name ...

Administration			
	Name	Type	Device ID / WIFI ID / IP Address / GPS
1	Device Sample	device	8292
2	GPS Sample	gps	lat: 15.4567, lon: 120.9532, radius: 500 meters (1640 feet)
3	IP Sample	ip	180.191.3.54

3. Edit Archive

+ Show Archived Clock Points

small web

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

Setting Request List View Day View PTO Balance Weekly Shift Job Schedule Approve Clock Points

Reports **Timers** My Hours Exit

Permitted Clock Points Feature ON - Each Department List Import Excel

1. Add Device Add IP Add WIFI Add GPS **2.** Device IP WIFI GPS search by name ...

Edit Device

Device ID: (you can find your Device ID in login page.)
8292

Clock Point:
Device Sample

Save Cancel

Setting Request List View Day View PTO Balance Weekly Shift Job Schedule Approve Clock Points

Reports **Timers** My Hours Exit

Permitted Clock Points Feature ON - Each Department List Import Excel

1. Add Device Add IP Add WIFI Add GPS **2.** Device IP WIFI GPS search by name ...

Map Satellite Search Location

GPS Clock Point Name:
GPS Sample

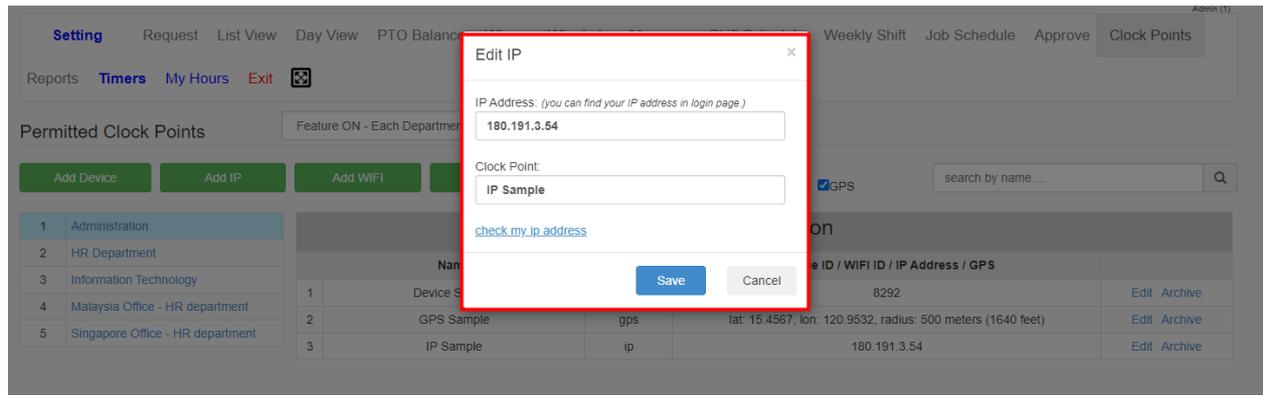
Location (latitude, longitude):
15.4567, 120.9532

GPS Zone Radius:
500 meters (1640 feet)

Save this GPS Zone

Cancel

Note: please drag the marker to your office in the map.



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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

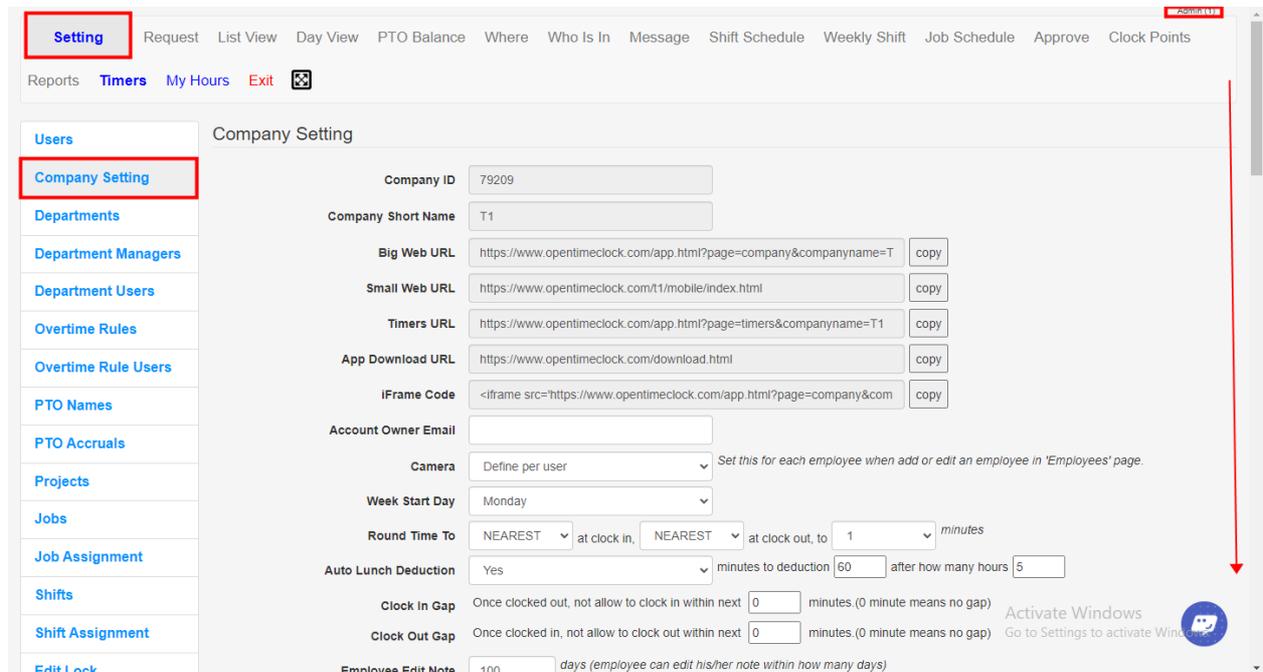
Step 3: Click the ADD LOCATION drop-down box to start adding permitted locations for each users

(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.



Project: Feature ON

Job Schedule: Feature ON

Overtime Rule: Feature ON

PTO: Feature ON

PTO Accruals: Feature ON

Approve (Verify All Hours): Employee and manager

Manager can approve his own time records.

Force employee to approve previous time 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 in.

Notifications: Feature ON - One List to All Users

Employee Self Notifications: Feature ON - Switch Each User OFF/ON

Feature ON - Each Department List (employee can set to receive email when clock in)

Feature ON - Each User List

Bulletin Board: Feature OFF

Weekly Shift Plan: Feature ON

Company Logo: *Company Logo* Upload Remove (option, max height: 40 pixels)

Account Created: Jun 01, 2019

Save Change Cancel

Activate Windows
Go to Settings to activate Windows

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Edit Lock

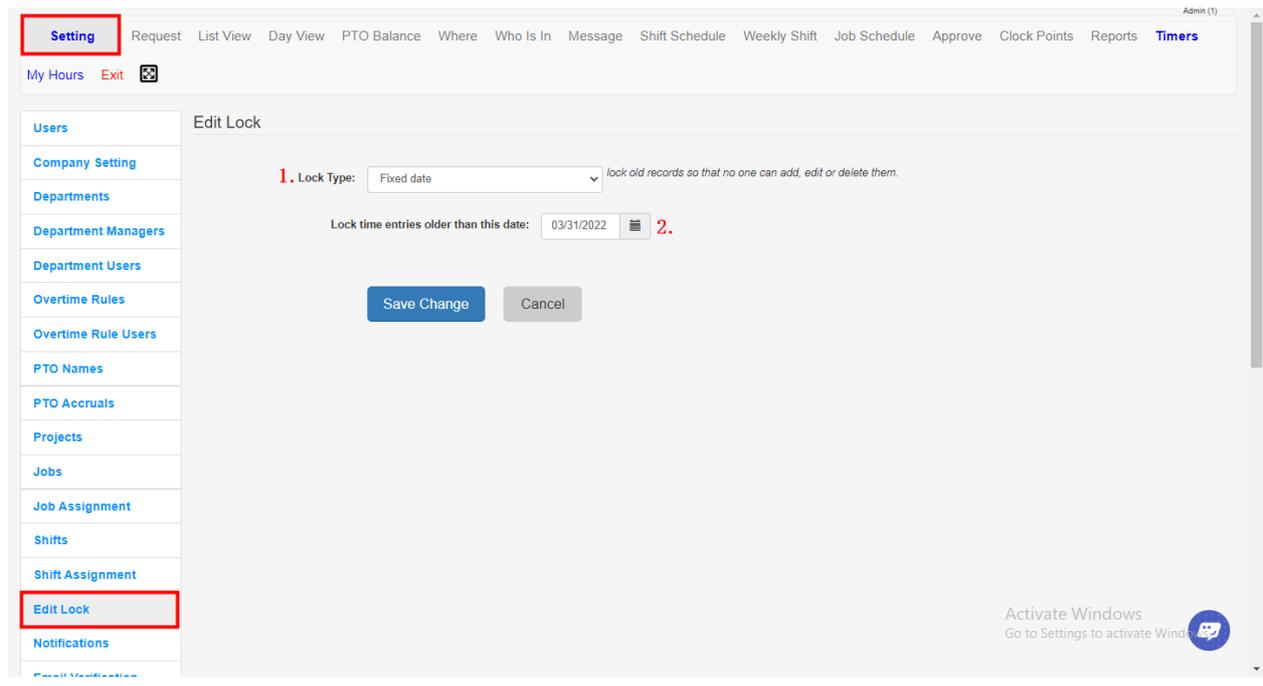
The OpenTimeClock.com system allows Admins to freeze the time period for which entries can be edited. This period can be “ Fixed” or “ Dynamic” .

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.

1. Select the type of “ Edit Lock” you wish to apply
2. Select the duration of the lock (based on the type of “ Edit Lock”

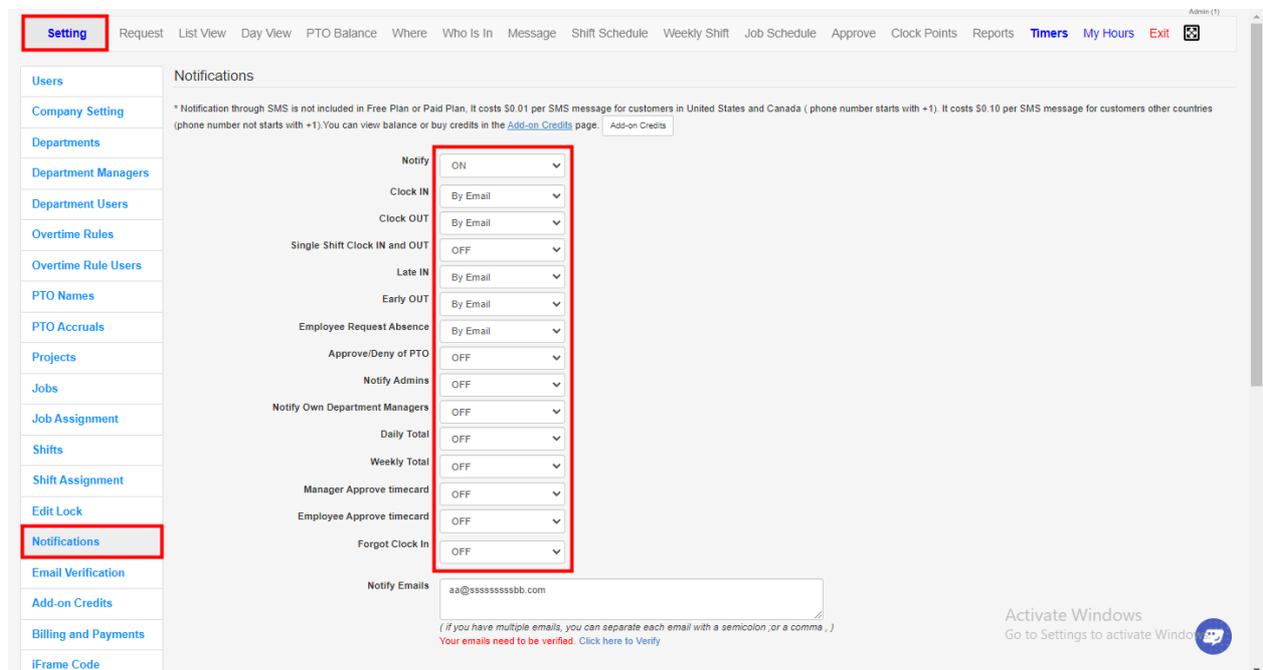


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Notifications

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.



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.

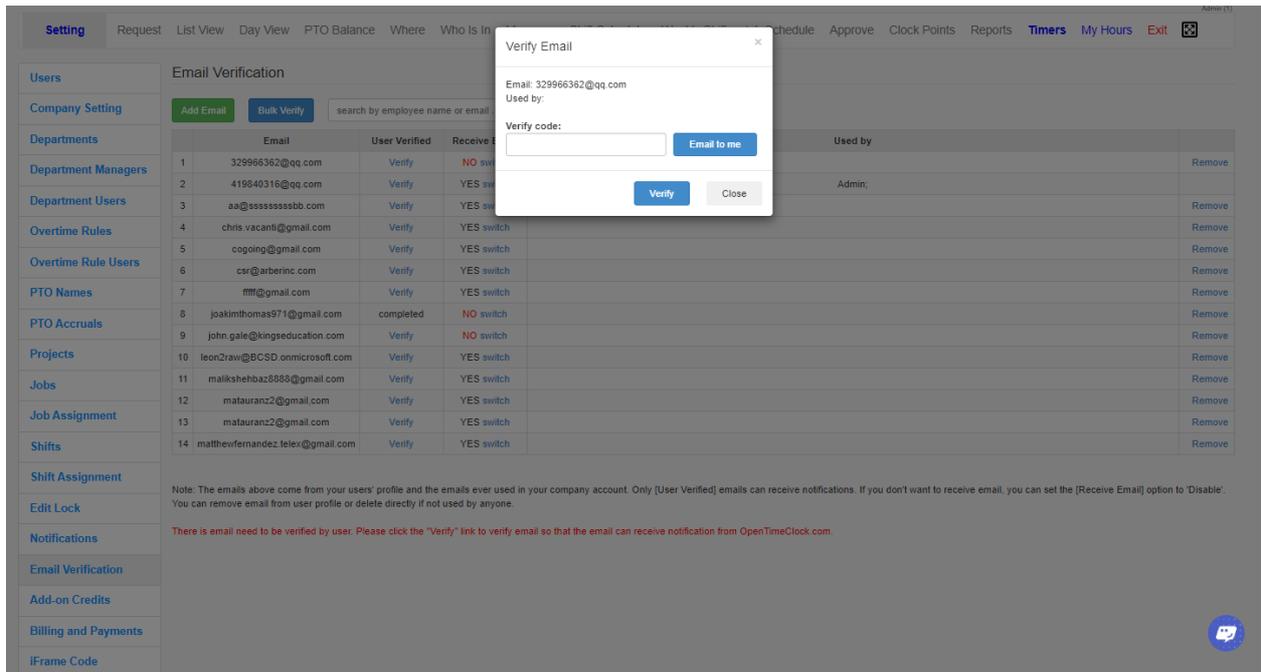
Click the **Verify** button on the second column and click **email to me** so that our system would generate an email to send you the verification code. After placing the verification code, your email should appear as **Completed** and will be ready to receive notifications/codes.

The screenshot displays the 'Email Verification' page. At the top, there are navigation tabs: 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, and Exit. The 'Setting' tab is active and highlighted with a red box. Below the navigation, there are buttons for 'Add Email' (highlighted in red) and 'Bulk Verify'. A search bar is present with the placeholder text 'search by employee name or email ...'. The main content is a table with the following data:

	Email	User Verified	Receive Email	Used by
1	329966382@qq.com	Verify	NO switch	
2	419840316@qq.com	Verify	YES switch	Admin,
3	aa@ssssssssbb.com	Verify	YES switch	
4	chris.vacanti@gmail.com	Verify	YES switch	
5	cogoling@gmail.com	Verify	YES switch	
6	csr@arberinc.com	Verify	YES switch	
7	ffff@gmail.com	Verify	YES switch	
8	joakimthomas971@gmail.com	completed	NO switch	
9	john.gale@kingseducation.com	Verify	NO switch	
10	leon2raw@BCSD.onmicrosoft.com	Verify	YES switch	
11	malikshehbaz8888@gmail.com	Verify	YES switch	
12	matauran2@gmail.com	Verify	YES switch	
13	matauran2@gmail.com	Verify	YES switch	
14	matthewfernandez.telex@gmail.com	Verify	YES switch	

Below the table, there is a note: 'Note: The emails above come from your users' profile and the emails ever used in your company account. Only [User Verified] emails can receive notifications. If you don't want to receive email, you can set the [Receive Email] option to 'Disable'. You can remove email from user profile or delete directly if not used by anyone.' A red message states: 'There is email need to be verified by user. Please click the "Verify" link to verify email so that the email can receive notification from OpenTimeClock.com.'

The sidebar on the left contains the following items: Users, Company Setting, Departments, Department Managers, Department Users, Overtime Rules, Overtime Rule Users, PTO Names, PTO Accruals, Projects, Jobs, Job Assignment, Shifts, Shift Assignment, Edit Lock, Notifications, Email Verification (highlighted in red), Add-on Credits, Billing and Payments, and iFrame Code.

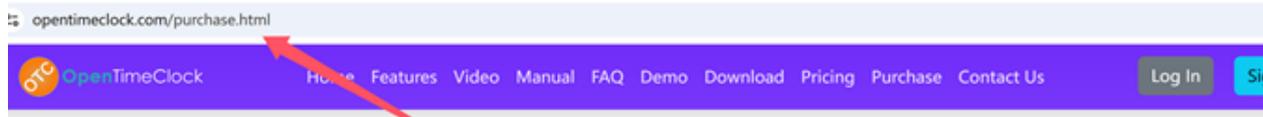


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Billings and Payments

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.

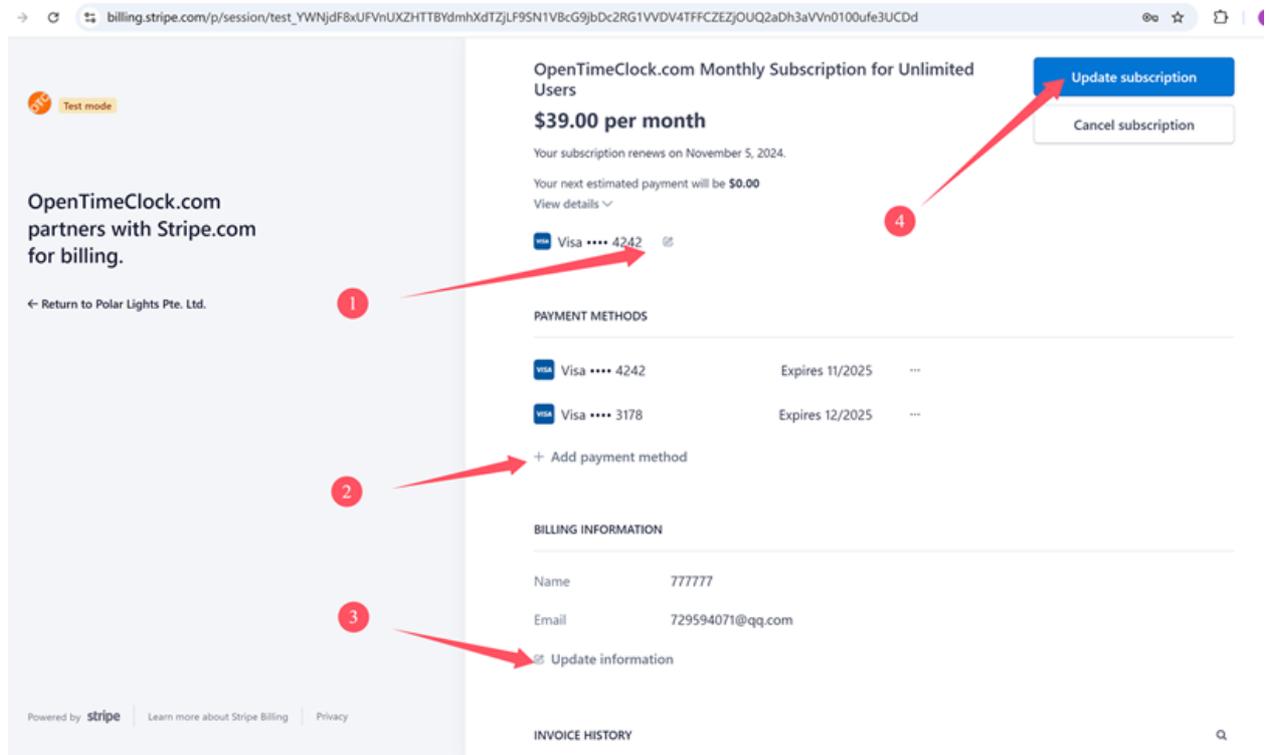
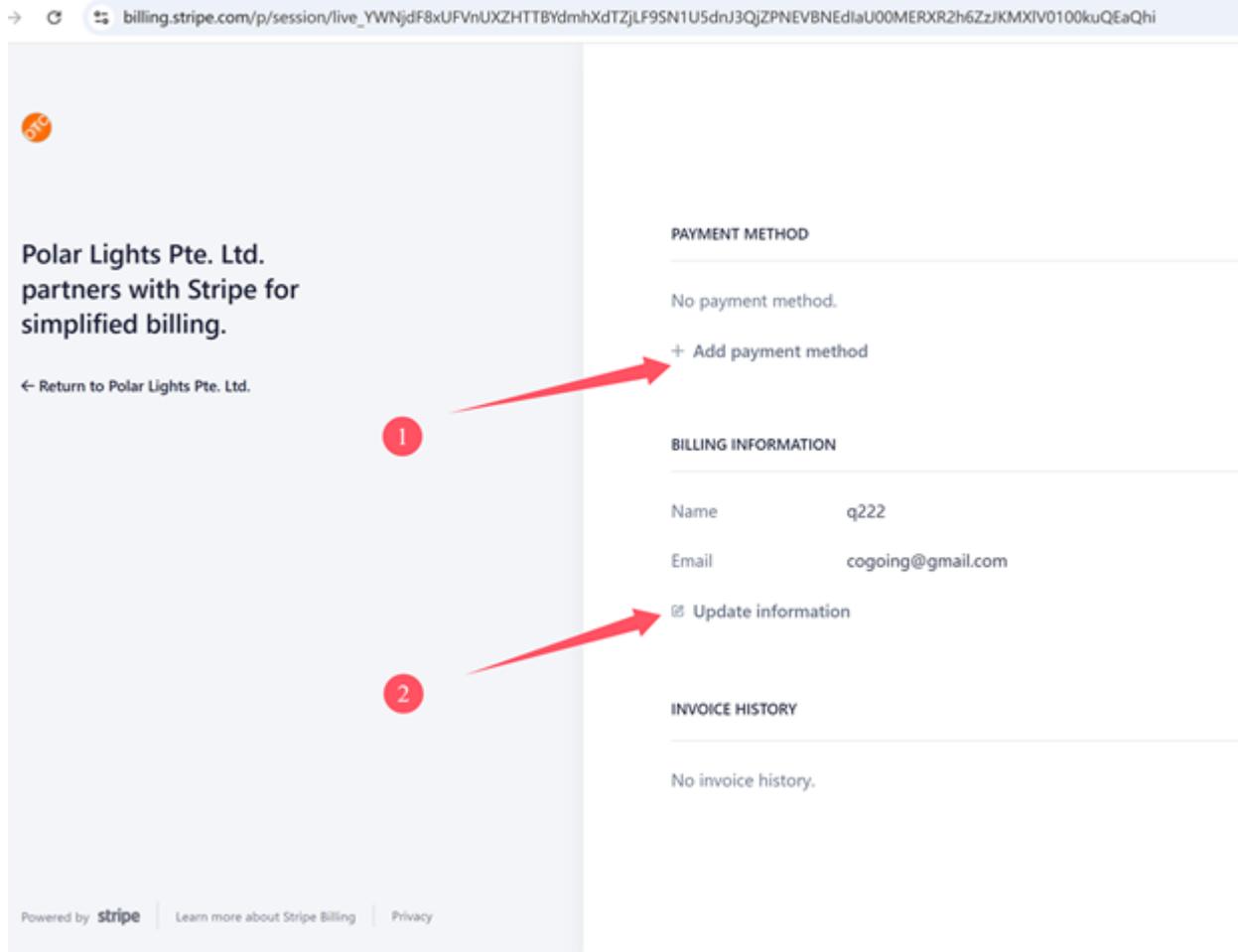


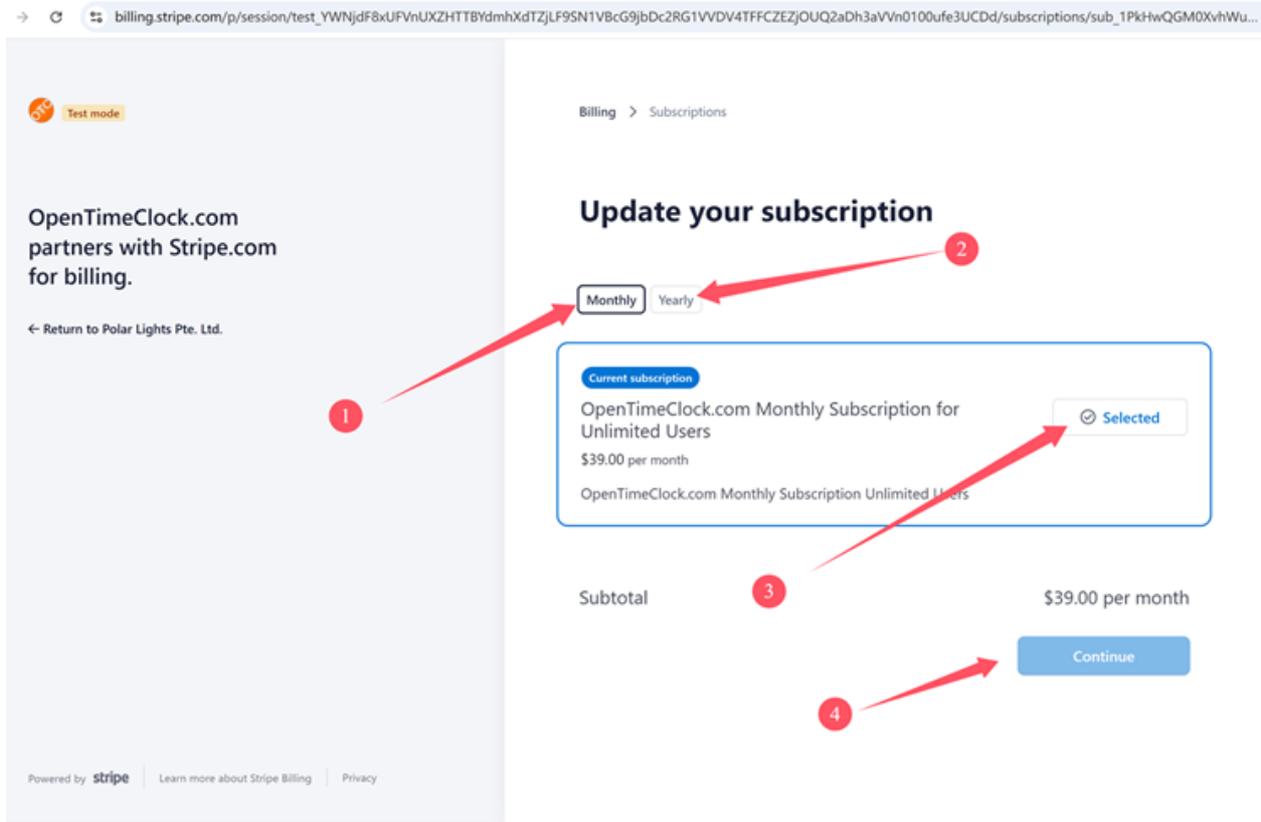
Purchase

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

The form is titled "Please verify your account before payment". It contains three input fields: "Company Name:", "Login Username:", and "Password:". Below the fields is a blue "Log In" button and a yellow padlock icon. A red arrow points from the "Log In" button to a red circle with the number '2'.

The screenshot shows the "Billing and Payments for Your Account" page. The URL is `https://www.opentimeclock.com/payment.html`. A modal titled "Add Subscription" is open, showing two options: "Monthly Subscription, \$39 per Month for Unlimited Users" and "Yearly Subscription, \$399 per Year for Unlimited Users (saved \$69/year)". The modal has a "CHECK BILLING INFO" link and "Add Subscription" and "Cancel" buttons. A red arrow points from the "Purchase" link in the header to a red circle with the number '1'. Another red arrow points from the "Add Subscription" button in the modal to a red circle with the number '2'. A third red arrow points from the "CHECK BILLING INFO" link to a red circle with the number '3'. A fourth red arrow points from the "Add Subscription" button on the page to a red circle with the number '4'.



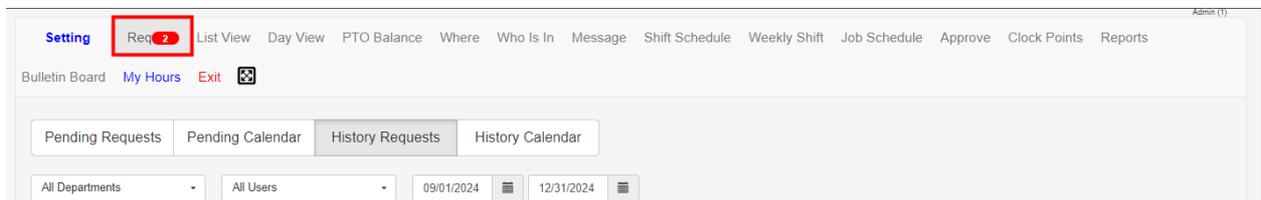


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Request

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.



Pending Requests

Pending Requests are requests for time off/alterd that have yet to be approved or denied. The page allows you to filter by department or user to narrow down the search.

To approve or deny a request from the “ Pending Request” tab.

1. Select the item to be approved or denied.
2. Select the action you wish to take.

Once an action is taken the item will move over to the “ Historical Requests” section.

The screenshot shows the OpenTimeClock web interface. At the top, there is a navigation menu with items like 'Setting', 'Req', 'List View', 'Day View', 'PTO Balance', 'Where', 'Who Is In', 'Message', 'Shift Schedule', 'Weekly Shift', 'Job Schedule', 'Approve', 'Clock Points', and 'Reports'. Below this is a sub-menu with 'Bulletin Board', 'My Hours', and 'Exit'. The main content area has tabs for 'Pending Requests', 'Pending Calendar', 'History Requests', and 'History Calendar'. The 'Pending Requests' tab is active and highlighted with a red box and a '2.' annotation. Below the tabs are two dropdown menus for 'All Departments' and 'All Users', followed by 'Approve' and 'Deny' buttons. The 'Approve' button is highlighted with a red box and a '1.' annotation. Below the buttons is a table with the following data:

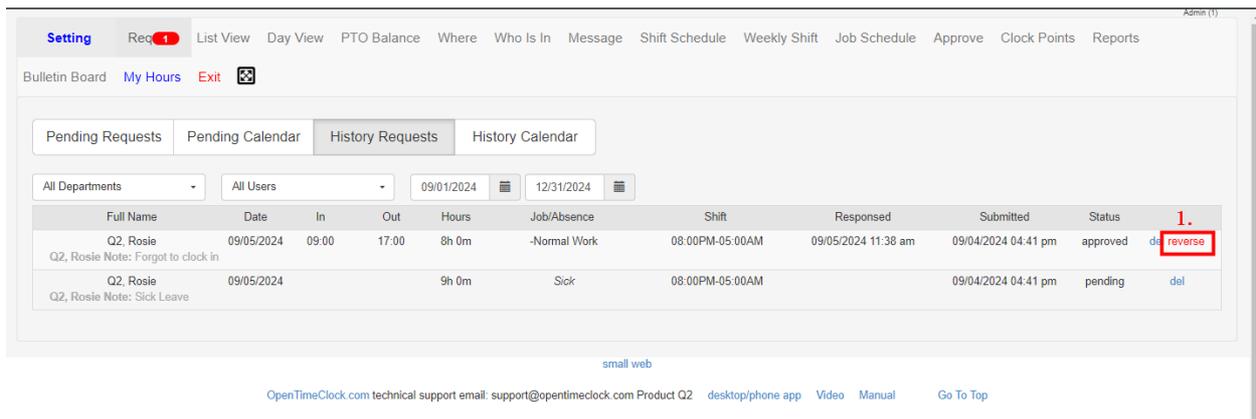
<input type="checkbox"/> Select All	Full Name	Date	In	Out	Hours	Job/Absence	Shift	Submitted	
<input type="checkbox"/>	Q2, Rosie	09/05/2024	09:00 AM	05:00 PM	8h 0m	-Normal Work	08:00PM-05:00AM	09/04/2024 04:41 pm	Edit
<input type="checkbox"/>	Q2, Rosie	09/05/2024			9h 0m	Sick	08:00PM-05:00AM	09/04/2024 04:41 pm	Edit Check Balance

At the bottom of the page, there is a footer with 'Activate Windows' and 'Go to Settings to activate Windows' text, and a small logo. The page also has a 'small web' link and a footer with 'OpenTimeClock.com technical support email: support@opentimeclock.com Product Q2 desktop/phone app Video Manual Go To Top'.

Reverse Approved Request

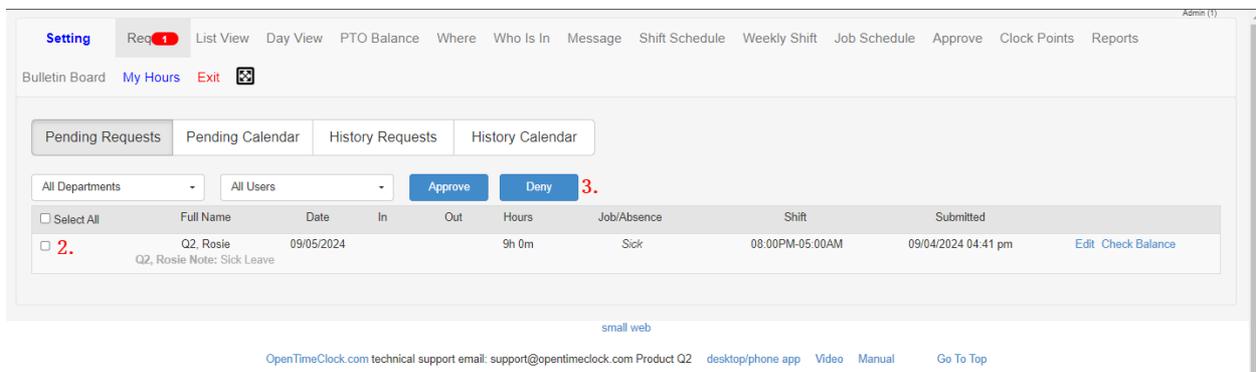
To reverse a previously approved request.

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



Return to the “ Pending Requests” tab.

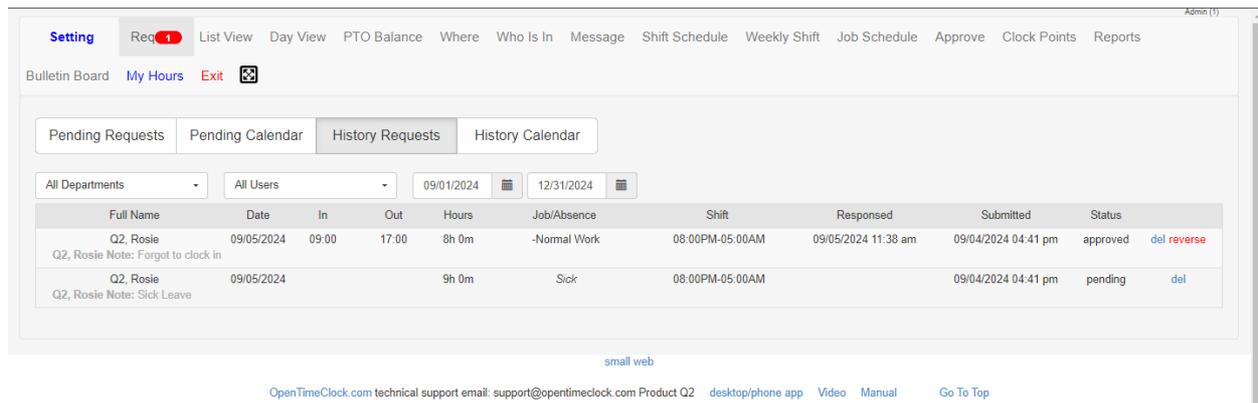
2. Select the time period to reverse
3. Deny the request



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.

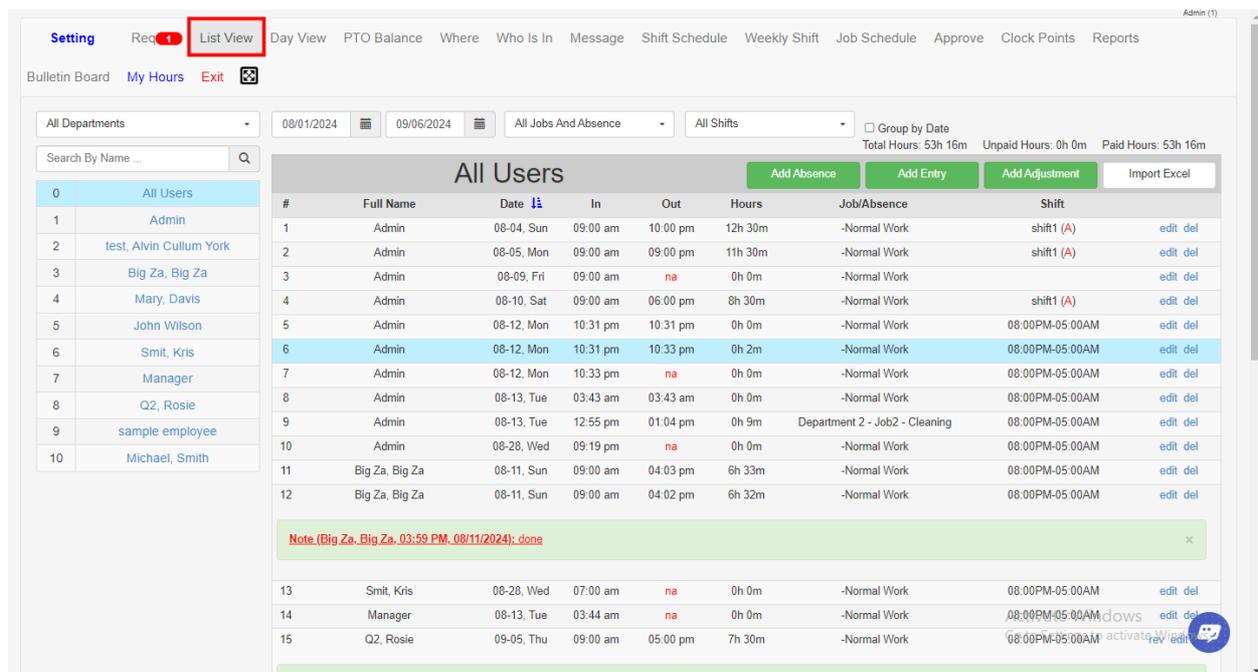
Just make sure to select the date range that you want to see for the history request.



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List View

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.

The screenshot shows the 'All Users' page in the Opentimeclock application. The 'List View' tab is selected and highlighted with a red box. The 'Add Absence' button is also highlighted with a red box. The main table shows user records with columns for #, Full Name, Date, In, Out, Hours, Job/Absence, and Shift.

#	Full Name	Date	In	Out	Hours	Job/Absence	Shift
1	Admin	08-04, Sun	09:00 am	10:00 pm	12h 30m	-Normal Work	shift1 (A)
2	Admin	08-05, Mon	09:00 am	09:00 pm	11h 30m	-Normal Work	shift1 (A)
3	Admin	08-09, Fri	09:00 am	na	0h 0m	-Normal Work	
4	Admin	08-10, Sat	09:00 am	06:00 pm	8h 30m	-Normal Work	shift1 (A)
5	Admin	08-12, Mon	10:31 pm	10:31 pm	0h 0m	-Normal Work	08:00PM-05:00AM
6	Admin	08-12, Mon	10:31 pm	10:33 pm	0h 2m	-Normal Work	08:00PM-05:00AM
7	Admin	08-12, Mon	10:33 pm	na	0h 0m	-Normal Work	08:00PM-05:00AM
8	Admin	08-13, Tue	03:43 am	03:43 am	0h 0m	-Normal Work	08:00PM-05:00AM
9	Admin	08-13, Tue	12:55 pm	01:04 pm	0h 9m	Department 2 - Job2 - Cleaning	08:00PM-05:00AM
10	Admin	08-28, Wed	09:19 pm	na	0h 0m	-Normal Work	08:00PM-05:00AM
11	Big Za, Big Za	08-11, Sun	09:00 am	04:03 pm	6h 33m	-Normal Work	08:00PM-05:00AM
12	Big Za, Big Za	08-11, Sun	09:00 am	04:02 pm	6h 32m	-Normal Work	08:00PM-05:00AM
13	Smit, Kris	08-28, Wed	07:00 am	na	0h 0m	-Normal Work	08:00PM-05:00AM
14	Manager	08-13, Tue	03:44 am	na	0h 0m	-Normal Work	08:00PM-05:00AM
15	Q2, Rosie	09-05, Thu	09:00 am	05:00 pm	7h 30m	-Normal Work	08:00PM-05:00AM

The screenshot shows the 'Add PTO Entry' dialog box. The 'Add' button is highlighted with a red box. The dialog shows a calendar for September 2024 and a list of users to select from.

Add PTO Entry

All Departments: [Dropdown] Shift: [Dropdown]

September 2024

Su Mo Tu We Th Fr Sa

25 26 27 28 29 30 31

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 1 2 3 4 5

Today

All Users

Admin

test, Alvin Cullum York

Big Za, Big Za

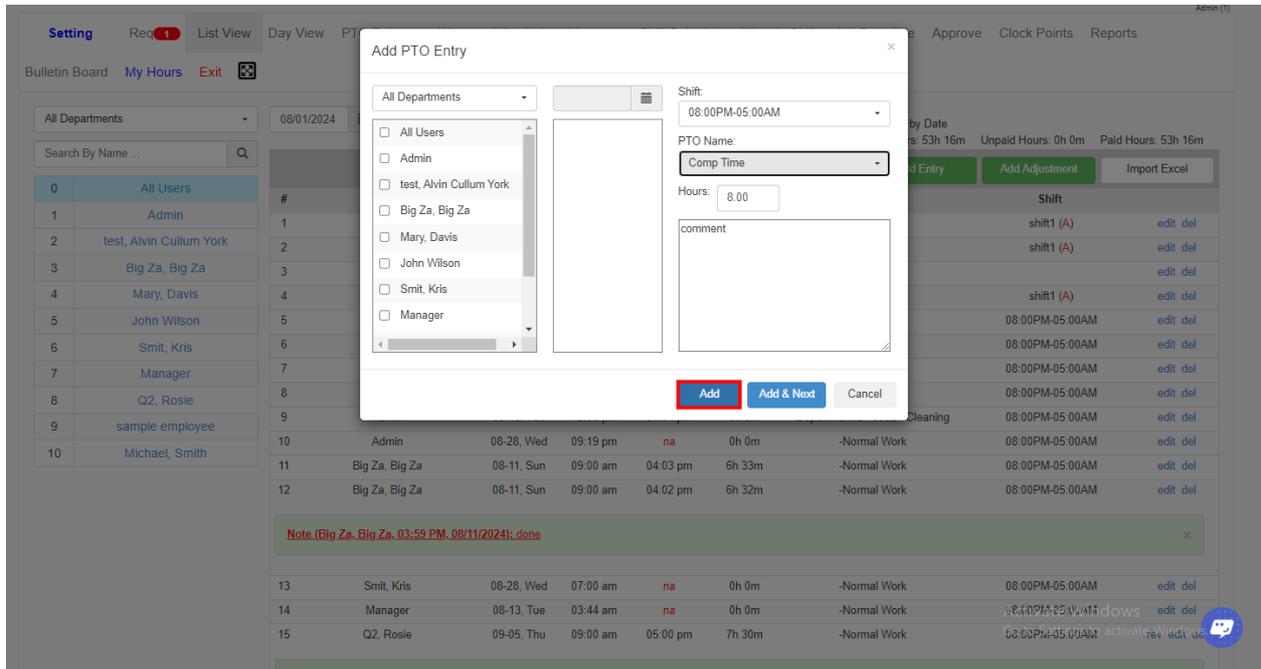
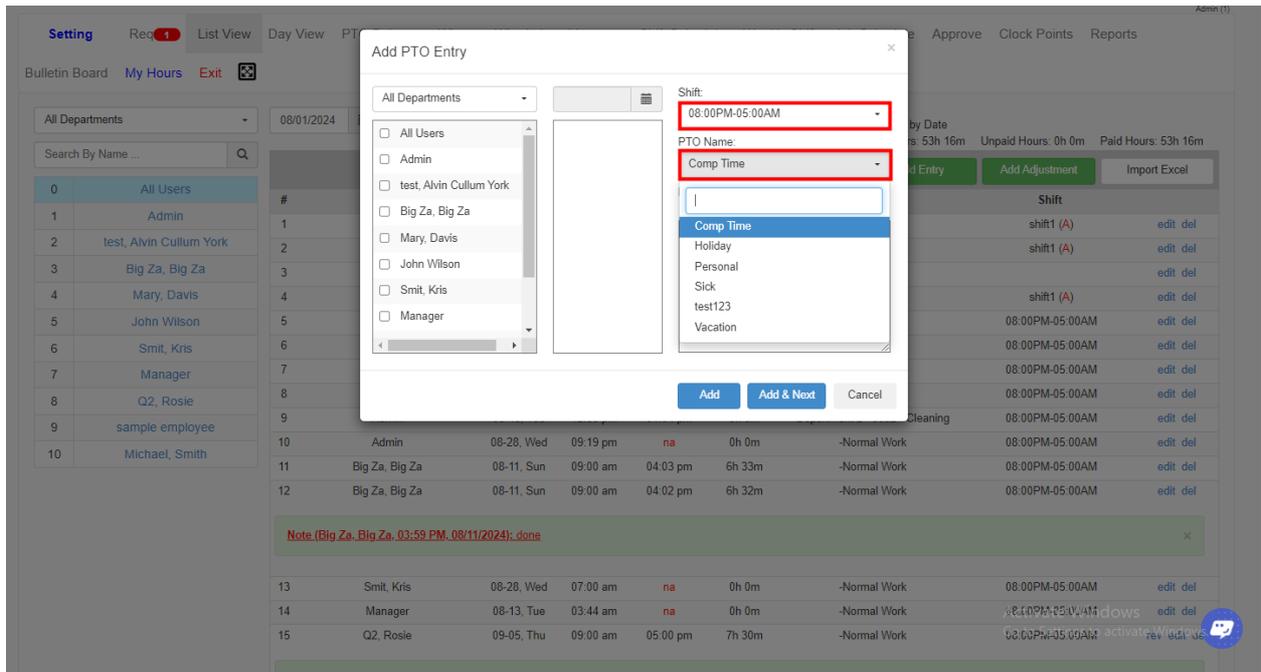
Mary, Davis

John Wilson

Smit, Kris

Manager

Add **Add & Next** **Cancel**



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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

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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]

Setting Req List View Day View PTO Balance Where Who Is In Message Shift Schedule Weekly Shift Job Schedule Approve Clock Points Reports

Bulletin Board My Hours Exit

1. 08/01/2024 09/30/2024 All Departments Admin Approve Not Approved Yet Group by Date

Admin Total Hours: 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
Sun 08/04	09:00 am	10:00 pm	12h 30m				12h 30m	0h 0m	12h 30m	-Normal Work	shift1 (A)
Mon 08/05	09:00 am	09:00 pm	11h 30m				11h 30m	0h 0m	11h 30m	-Normal Work	shift1 (A)
Tue 08/06											add edit del
Wed 08/07											add
Thu 08/08											add
Fri 08/09	09:00 am	na					0h 0m	0h 0m	0h 0m	-Normal Work	
Sat 08/10	09:00 am	06:00 pm	8h 30m				8h 30m	0h 0m	8h 30m	-Normal Work	shift1 (A)
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
Tue 08/13	10:31 pm	10:33 pm	0h 2m				0h 2m	0h 0m	0h 2m	-Normal Work	08:00PM-05:00AM
Wed 08/14											add
Thu 08/15											add
Fri 08/16											add
Sat 08/17											add
Sun 08/18											add
Mon 08/19											add
Tue 08/20											add
Wed 08/21											add

2. add edit del

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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

Setting Req List View Day View PTO Balance Where Who Is In Message Shift Schedule Weekly Shift Job Schedule Approve Clock Points Reports

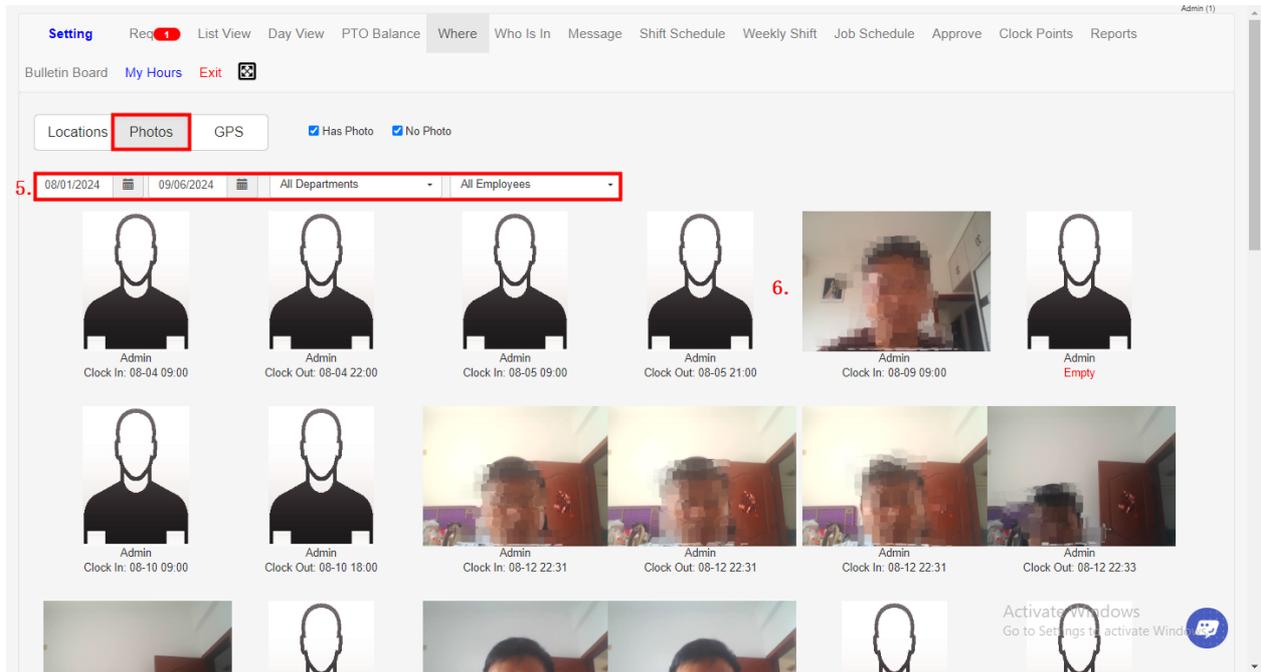
Bulletin Board My Hours Exit

1. Locations Photos GPS 2. Edit Clock Points

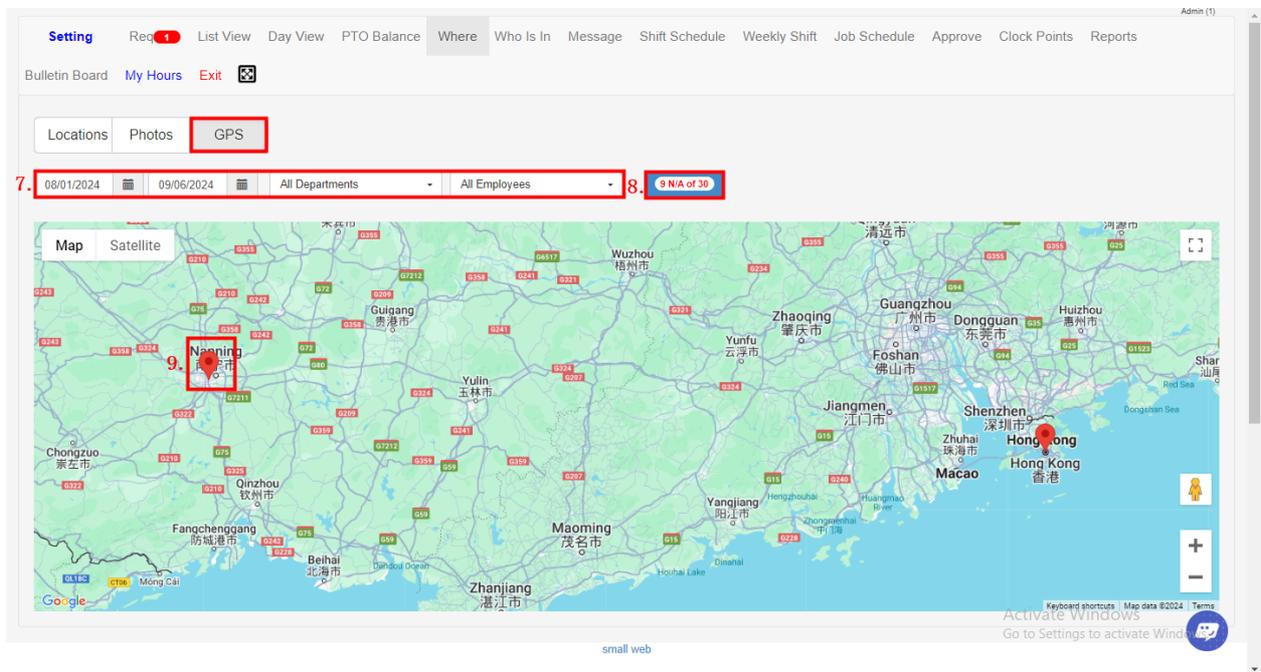
3. 08/01/2024 09/06/2024 All Departments All Employees Get Address

Name	I/O	Date Time	IP	Device Type	Device ID	WIFI ID	GPS Address
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)]
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)]
Admin	IN	08/13/2024 12:55 PM		desktop offline clc	99 (99)		
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



Who Is In

Who Is In provides the admin with a quick overview of the status of employees to identify who is currently clocked in and who is not currently working.

The screenshot shows the 'Who Is In' interface. At the top, there is a navigation bar with 'Who Is In' highlighted. Below it, there are filters for 'All Departments', 'Refresh', 'Include IN', 'Include OUT', and 'Summary'. The summary table shows:

Department Name	Number of Employees	Working Now (IN)	Not Working (OUT)
1 department2	5	0	5
2 No department	5	0	5

Below the summary table is a detailed list of employees with columns for Name, In / Out, Date, Time, Job / Pto Code, and Device ID.

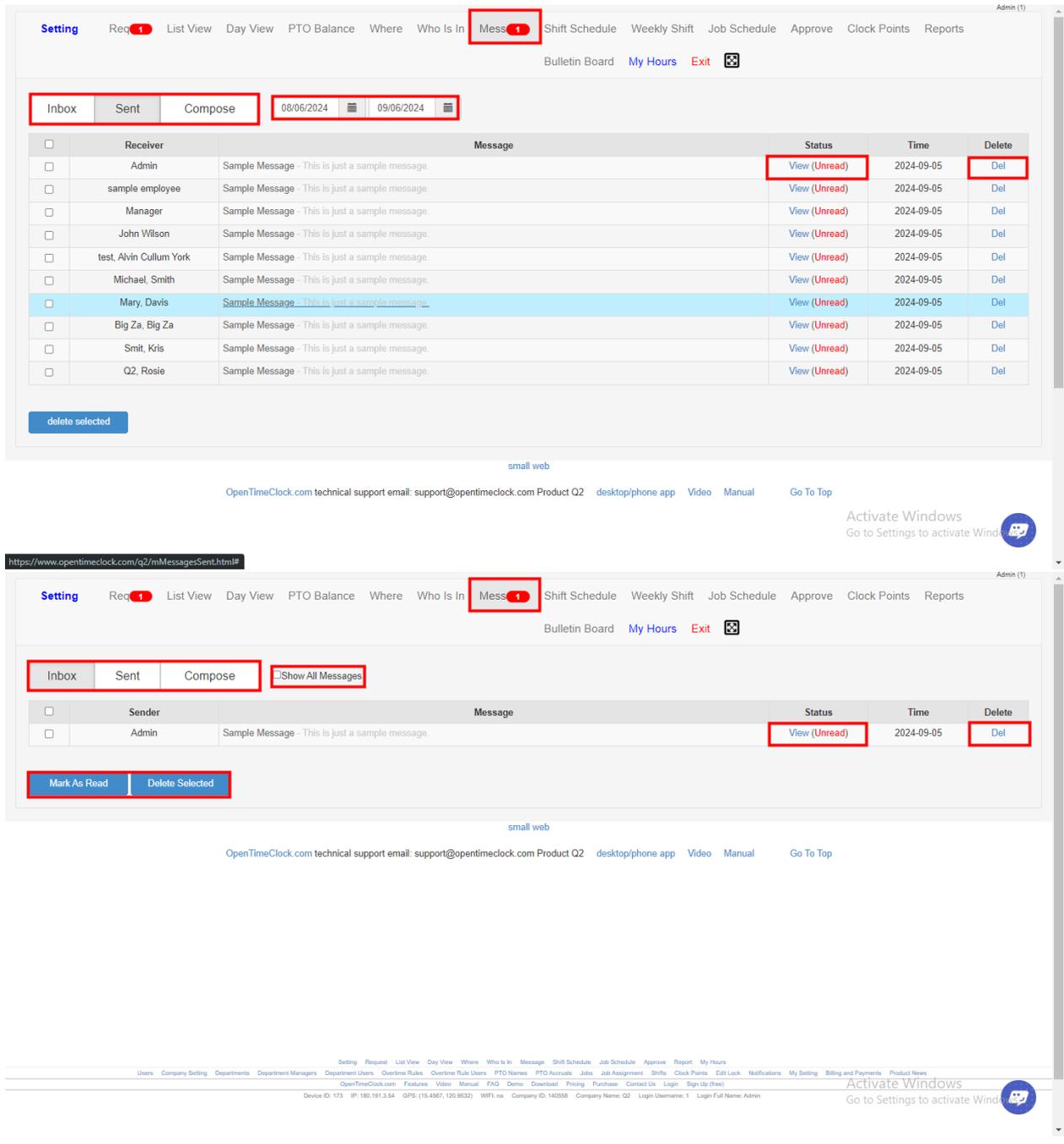
Name	In / Out	Date	Time	Job / Pto Code	Device ID
Admin	OUT				
test, Alvin Cullum York	OUT				
Big Za, Big Za	OUT				
Mary, Davis	OUT				
John Wilson	OUT				
Smit, Kris	OUT				
Manager	OUT				
Q2, Rosie	OUT	2024-09-05	05:00 PM	-Normal Work	
sample employee	OUT				
Michael, Smith	OUT				

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Message

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

The screenshot shows the 'Message' interface. At the top, 'Message' is highlighted in the navigation bar. Below it, there are tabs for 'Inbox', 'Sent', and 'Compose'. The 'Compose' tab is active. The interface includes a 'Subject' field with 'Sample Message', a 'Message' text area with 'This is just a sample message.', and a 'Send' button. A list of recipients is shown on the left, with checkboxes for each name: Admin, test, Alvin Cullum York, Big Za, Big Za, Mary, Davis, John Wilson, Smit, Kris, Manager, Q2, Rosie, sample employee, and Michael, Smith. All checkboxes are checked.

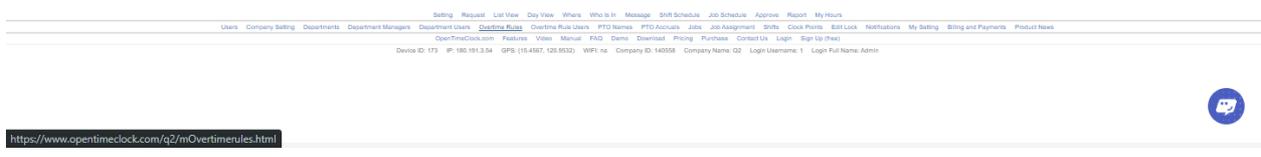
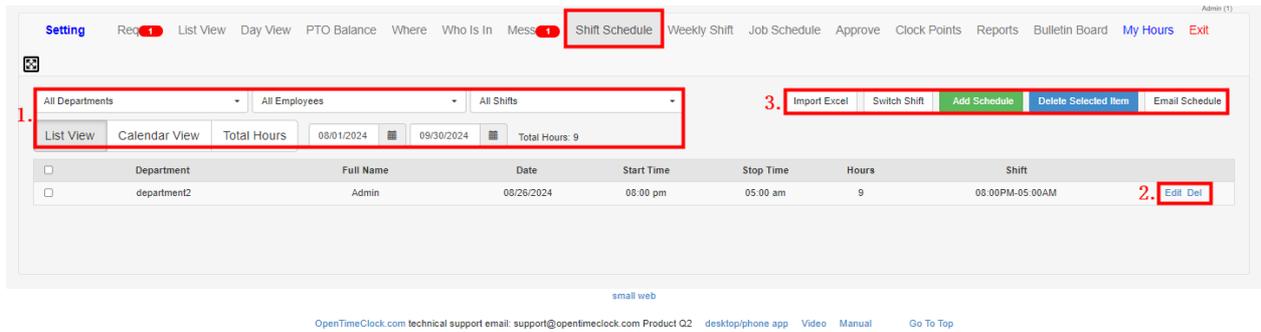


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Shift Schedule

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.

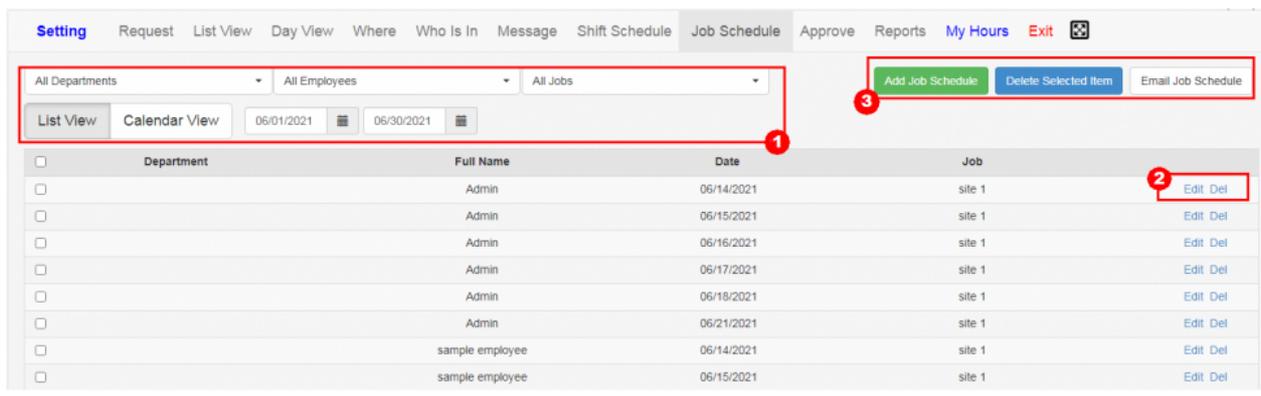


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Job Schedule

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.

The screenshot shows the 'Admin' interface of the Opentimeclock system. At the top, there is a navigation bar with options like 'Setting', 'Rec', 'List View', 'Day View', 'PTO Balance', 'Where', 'Who Is In', 'Mess', 'Shift Schedule', 'Weekly Shift', 'Job Schedule', 'Approve', 'Clock Points', 'Reports', 'Bulletin Board', and 'My Hours'. The 'Approve' button is highlighted with a red box and labeled '2.'. On the left, a sidebar shows a list of departments and employees, with 'Admin' selected and highlighted by a red box labeled '1.'. The main area displays a table of shifts for the 'Admin' department. The table has columns for 'Select', 'Date', 'In', 'Out', 'Hours', 'Job/Absence', 'Shift', 'By Manager', and 'By Employee'. A row for Sunday, 09/15, is highlighted in blue and has a red box labeled '3.' around its 'Select' checkbox. The 'Hours' column for this row shows '8h 0m'. At the bottom of the table, there is a summary row with a yellow background, showing '0h 0m' and '8h 0m', with a red box labeled '4.' around it. A note at the bottom left says 'Note: oldest unverified record: Admin, 2024-06-17', with a red box labeled '5.' around it. On the right side of the table, there are 'add edit del' buttons, with a red box labeled '6.' around them.

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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

Setting Rec... List View Day View PTO Balance Where Who Is In Mess... Shift Schedule Weekly Shift Job Schedule Approve Clock Points **Reports** Bulletin Board My Hours

Exit

[Download Sample Reports](#)

- CSV:**
 - ADP Attendance ☆ ADP Paydata ☆ ADP Payroll ☆ Audit log time cards ☆ Jobs ☆ Millennium Payroll ☆
 - PayChex Payroll ☆ PayChex Payroll 2019 ☆ Paylocity Payroll ☆ QuickBooks (overtime) ☆ Salaried Employees ☆ Time cards ☆
 - Time Cards(archived employees) ☆ Time Tracking (QuickBooks) ☆ Users ☆ Users Edit Log ☆
- 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 ☆ 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 ☆
 - Tactic Payroll ☆ Time card by job ☆ Time cards (hours minutes) ☆ Time Duration ☆ Total Hours by Date ☆
- Project:**
 - 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 ☆
 - Tactic Payroll ☆ Time card by job ☆ Time cards (hours minutes) ☆ Time Duration ☆ Total Hours by Date ☆ Who is in ☆
- Project:**
 - Department Billable ☆ Project Detail by Department ☆ Project Notes ☆ Project Summary by Department ☆ Project Summary by User ☆ Projects User Summary ☆
 - Timesheet List ☆ Timesheets ☆ User Billable ☆ User Time Conformance ☆ User Time Records ☆ User Weekly Status ☆
- Other:**
 - QuickBooks Payroll .iff ☆
- Customized:**
 - Bi-Weekly Payroll (excel) ☆ Daily Attendance Report ☆ Employee Jobs (excel) ☆ Island Payroll (.csv) ☆ Job Hours (excel) ☆ Simple Payroll (Shift Summary) ☆
 - Time Cards Rounded (.xlsx) ☆

If all above pre-formatted reports do not meet your need, Please send us a sample report. We charge a one time fee of US\$390 to customize new report according to your requirement. Our support email is "support@opentimeclock.com".
- Developer API:**
 - API Document ☆ Developer Token ☆

small web

OpenTimeClock.com technical support email: support@opentimeclock.com Product Q2 desktop/phone app Video Manual Go To Top

Activate Windows Go to Settings to activate Windows

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CSV Reports

Here are sample for the CSV reports that we have.

CSV:

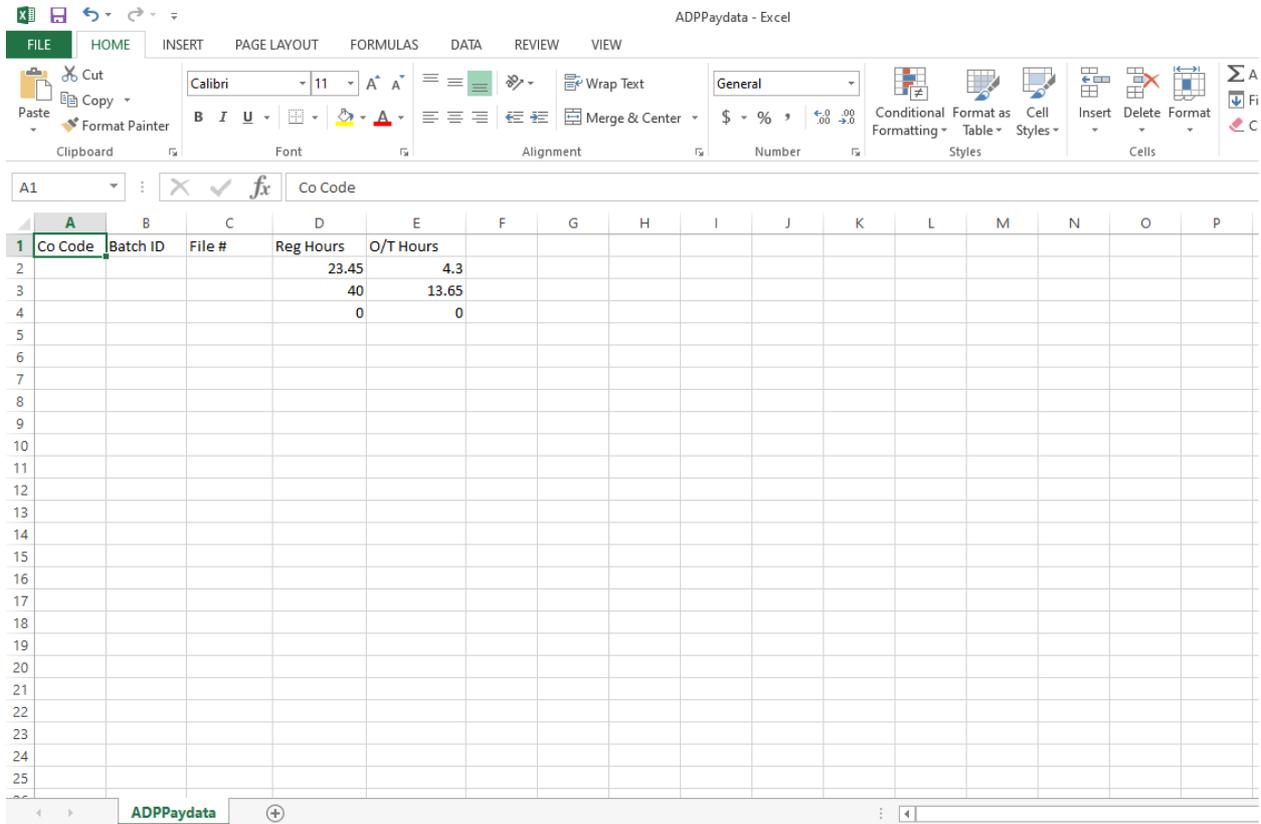
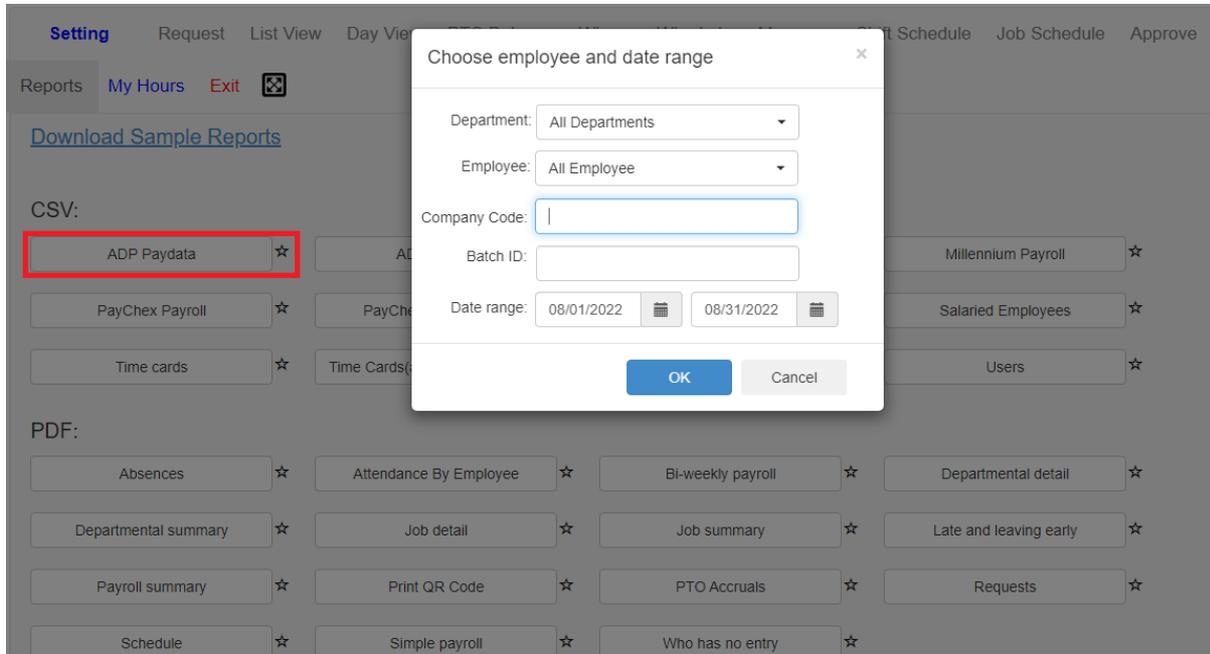
- ADP Attendance ☆ ADP Paydata ☆ ADP Payroll ☆ Audit log time cards ☆ Jobs ☆ Millennium Payroll ☆
- PayChex Payroll ☆ PayChex Payroll 2019 ☆ Paylocity Payroll ☆ QuickBooks (overtime) ☆ Salaried Employees ☆ Time cards ☆
- Time Cards(archived employees) ☆ Time Tracking (QuickBooks) ☆ Users ☆ Users Edit 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 **OK**



ADP Payroll Report

Here is a sample of the ADP Payroll Report

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

1	Date range	8/1/2022	8/31/2022	InTime	OutTime	Hours	Hours (ho Unpaid)	Job/Absence	Employee Manager	Comment
2	Employee Name	Employee No	Date	InTime	OutTime	Hours	Hours (ho Unpaid)	Job/Absence	Employee Manager	Comment
3	Admin		8/4/2022	10:09 PM	11:09 PM	1	1:00	Gold Testing		
4	Admin		8/9/2022	11:34 AM	12:00 AM	12.43	12:26	Gold Testing		
5	Admin		8/10/2022	10:13 AM		0	0:00	Gold Testing		test
6	Admin		8/11/2022	4:55 PM	4:55 PM	0	0:00	Gold Testing		test
7	Admin		8/11/2022	4:55 PM	4:56 PM	0.02	0:01	Gold Testing		test
8	Admin		8/11/2022	5:34 PM	5:34 PM	0	0:00	Gold Testing		
9	Admin		8/11/2022	7:47 PM	7:47 PM	0	0:00	Gold Testing		
10	Admin		8/11/2022	7:47 PM	5:38 AM	9.85	9:51	Gold Testing		
11	Admin		8/12/2022	12:58 PM	12:59 PM	0.02	0:01	Gold Testing		
12	Admin		8/12/2022	7:20 PM		0	0:00	Gold Testing		
13	Admin		8/13/2022	3:46 PM		0	0:00	Gold Testing		
14	Admin		8/15/2022	9:53 AM	11:04 AM	1.18	1:11	Gold Testing		
15	Admin		8/15/2022	5:54 PM	5:54 PM	0	0:00			
16	Admin		8/16/2022	12:00 AM		8	8:00	8 Personal		
17	Admin		8/16/2022	12:00 AM		0	0:00			
18	Admin		8/16/2022	1:02 PM	7:17 PM	6.25	6:15			
19	Admin		8/17/2022	8:46 PM	8:46 PM	0	0:00			
20	Anthony Stark		8/1/2022	12:00 AM		8	8:00	General PTO		
21	Anthony Stark		8/4/2022	9:00 AM		9	9:00	General PTO		
22	Allison		8/1/2022	12:00 AM		8	8:00	General PTO		
23	Allison		8/12/2022	12:00 AM		8	8:00	8 Other		
24	Allison		8/12/2022	9:00 AM	6:00 PM	9	9:00	client 1		forgot to clock out
25	Allison		8/15/2022	9:00 AM	11:39 PM	14.65	14:39			

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 **OK**

The screenshot shows the 'Setting' page with a navigation bar at the top containing 'Request', 'List View', 'Day View', 'PTO Balance', 'Where', 'Who Is In', 'Message', 'Shift Schedule', 'Job Schedule', and 'Approve'. Below the navigation bar, there are tabs for 'Reports', 'My Hours', and 'Exit'. A link for 'Download Sample Reports' is visible. The main content area is divided into 'CSV:' and 'PDF:' sections. In the 'CSV:' section, the 'Audit log time cards' option is highlighted with a red box. Other options include ADP Paydata, ADP Payroll, Millennium Payroll, PayChex Payroll, PayChex Payroll 2019, Paylocity Payroll, Salaried Employees, Time cards, Time Cards(archived employees), Time Tracking (QuickBooks), and Users. The 'PDF:' section includes options like 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, and Requests.

The screenshot shows the same 'Setting' page as above, but with a modal dialog box titled 'Choose employee and date range' open in the center. The dialog box has a close button (X) in the top right corner. It contains three fields: 'Department:' with a dropdown menu set to 'All Departments', 'Employee:' with a dropdown menu set to 'All Employee', and 'Date range:' with two date pickers set to '08/01/2022' and '08/31/2022'. At the bottom of the dialog box, there are two buttons: 'OK' (in blue) and 'Cancel' (in grey). The background of the page is dimmed.

1	Date range	8/1/2022	8/31/2022										
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
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		
4	Admin	Admin	Add	8/3/2022 3:01	8/1/2022 0:00				182.253.159.245	3594	-1		
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		
6	Admin	Admin	Add	8/18/2022 8:46	8/16/2022 0:00				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		
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		
9	Admin	Admin	Add	8/18/2022 8:48	8/16/2022 0:00				49.37.44.255	3790	-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		
11	Admin	Anthony Stark	Add	8/3/2022 3:01	8/1/2022 0:00				182.253.159.245	3594	-1		
12	Admin	Anthony Stark	Add	8/4/2022 21:00	8/4/2022 9:00				184.177.53.175	3618	-1		
13	Admin	Allison	Add	8/16/2022 13:53	8/16/2022 0:00				65.168.64.11	3764	-1		
14	Admin	Allison	Add	8/16/2022 13:53	8/16/2022 9:00	8/16/2022 18:00			65.168.64.11	3764	-1		
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		
16	Admin	Allison	Add	8/16/2022 13:54	8/17/2022 9:00	8/17/2022 18:00			65.168.64.11	3764	-1		
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		
18	Admin	Allison	Add	8/16/2022 13:54	8/18/2022 9:00	8/18/2022 18:00			65.168.64.11	3764	-1		
19	Admin	Allison	Add	8/3/2022 3:01	8/1/2022 0:00				182.253.159.245	3594	-1		
20	Admin	Allison	Add	8/15/2022 11:39	8/15/2022 9:00		8/15/2022 9:00		180.191.22.87	3743	-1	15.6515	120.77
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	8/12/2022 0:00				124.105.178.78	3701	-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		
24	Admin	Allison	Add	8/11/2022 17:19	8/19/2022 0:00				124.105.178.78	3701	-1		
25	Admin	Allison	Add	8/18/2022 8:46	8/16/2022 0:00				49.37.44.255	3790	-1		
26	Admin	Allison	Add	8/18/2022 8:48	8/16/2022 0:00				49.37.44.255	3790	-1		
27	Admin	Test User	Add	8/3/2022 3:01	8/1/2022 0:00				182.253.159.245	3594	-1		
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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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**

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports **My Hours** Exit

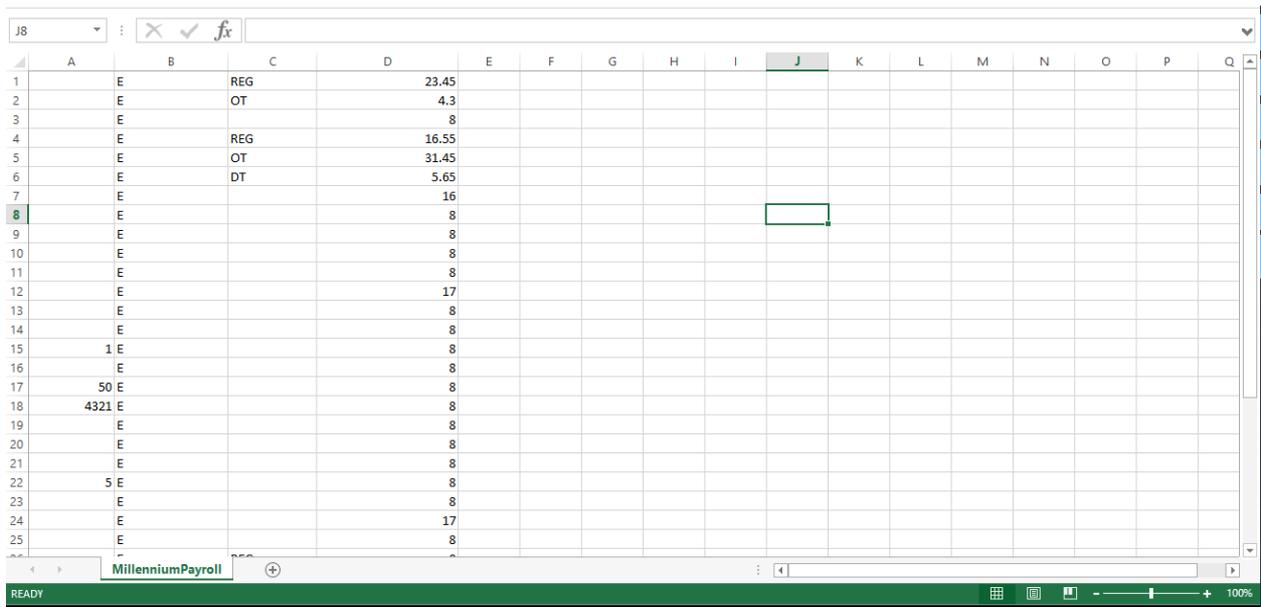
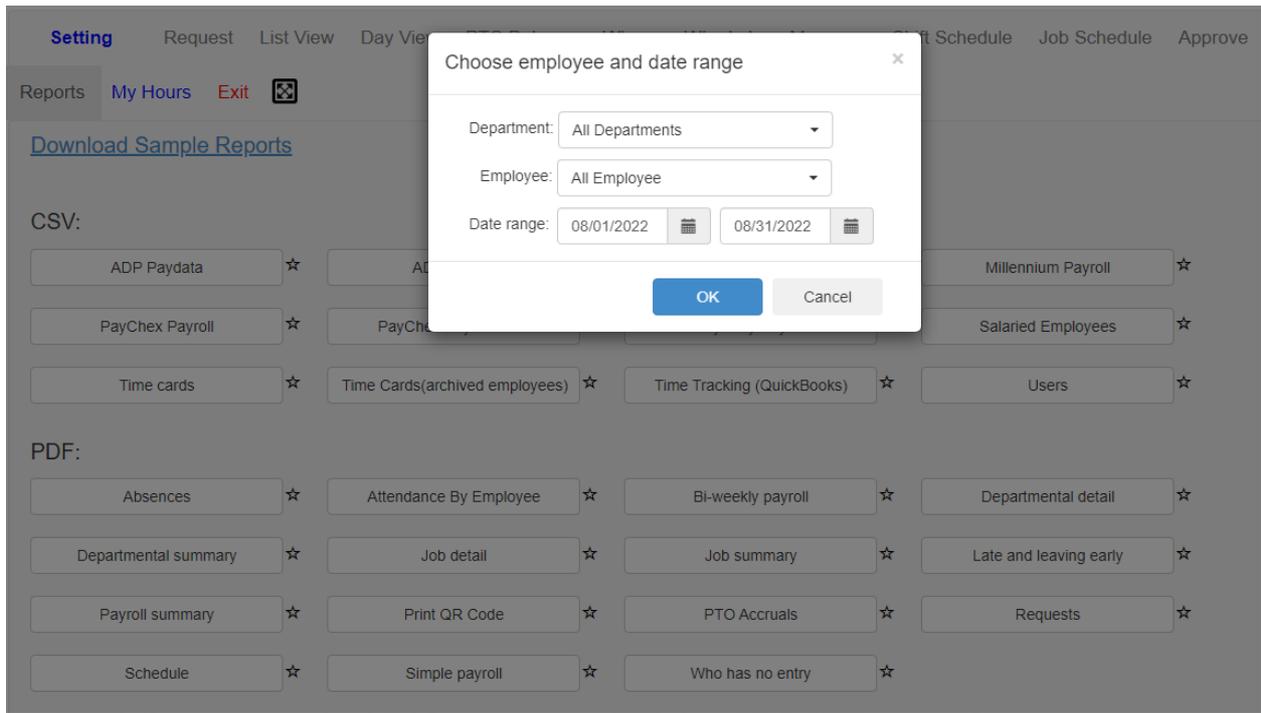
[Download Sample Reports](#)

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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Paychex Payroll

Here is a sample Screenshot of Paychex Report

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

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports **My Hours** Exit

[Download Sample Reports](#)

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 ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports **My Hours** Exit

[Download Sample Reports](#)

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 ☆	

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

A1		Department											
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Department	Name	Regular	OT	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		MEOU MEOU	0	0	0	8	8	0	8				
21	New Dept	mnguser	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				

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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 **OK**

Setting
Request
List View
Day View
PTO Balance
Where
Who Is In
Message
Shift Schedule
Job Schedule
Approve

Reports
My Hours
Exit
✖

[Download Sample Reports](#)

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 ☆

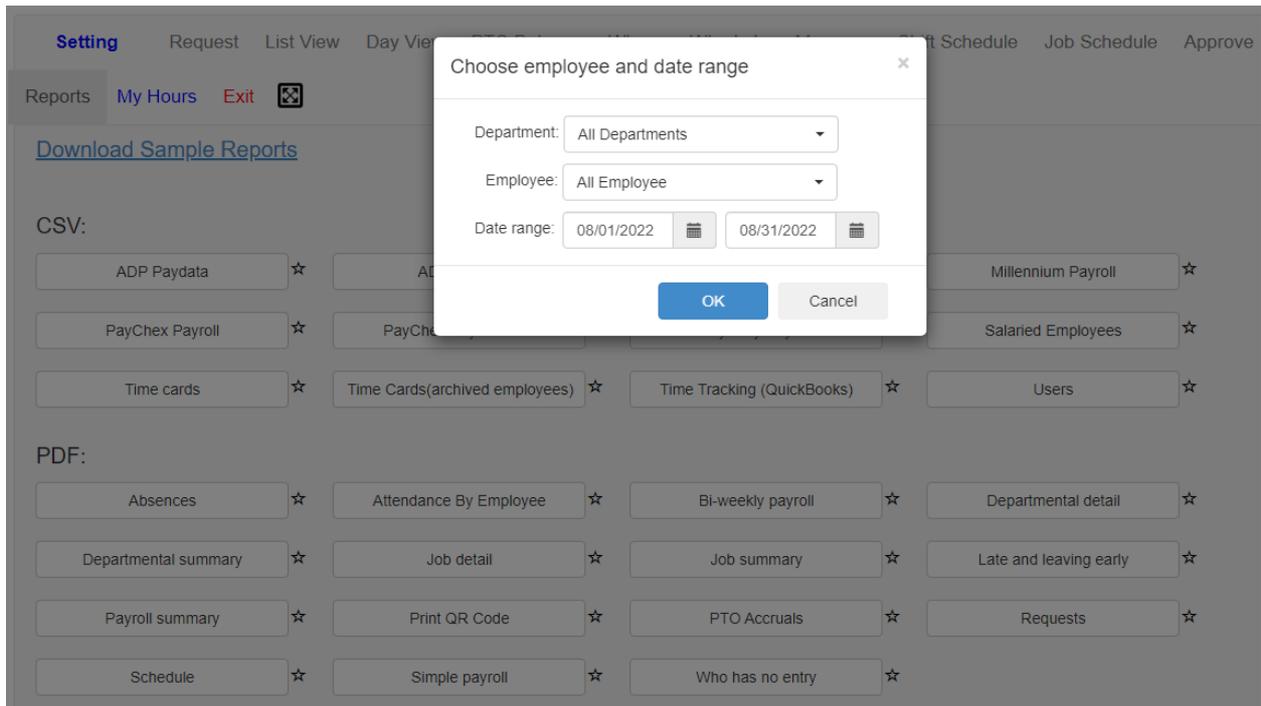
Late and leaving early ☆

Payroll summary ☆

Print QR Code ☆

PTO Accruals ☆

Requests ☆



1	Department	EmployeeNo	Name	Regular	General P	Holidays	1 Other	Personal	PTO	Sick	Statutory	Vacation	Vacay	Total
2			Admin	27.75	0	0	0	8	0	0	0	0	0	35.75
3	sample		Allison	53.65	16	0	8	8	0	0	0	0	0	85.65
4	Gold		Allison1	0	8	0	8	0	0	0	0	0	0	16
5	Gold		Anthony Stark	0	17	0	0	0	0	0	0	0	0	17
6	Sample		Bubba	0	8	0	0	0	0	0	0	0	0	8
7			Bud Wiser	0	8	0	0	0	0	0	0	0	0	8
8	office	1	Cedrik Bertin	0	8	0	0	0	0	0	0	0	0	8
9			Craig	0	8	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	8
11		4321	Filthy	0	8	0	0	0	0	0	0	0	0	8
12	New Dept		Gallespie, Dizzie	0	8	0	0	0	0	0	0	0	0	8
13	Service Dept		Godfrey Awasi	0	8	0	0	0	0	0	0	0	0	8
14	New Dept		Guy Light	0	8	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	8
16	Paint		Mary Smith	0	8	0	0	0	0	0	0	0	0	8
17			Matt1	0	17	0	0	0	0	0	0	0	0	17
18	Shop		Matt123	0	8	0	0	0	0	0	0	0	0	8
19	New Dept		MattOTC	0	8	0	0	0	0	0	0	0	0	8
20			MEOW MEOW	0	8	0	0	0	0	0	0	0	0	8
21	New Dept		mnguser	0	8	0	0	0	0	0	0	0	0	8
22			Sample Emp	0	8	0	0	0	0	0	0	0	0	8
23	New Dept		test test123	0	8	0	0	0	0	0	0	0	0	8
24			Test User	0	8	0	0	0	0	0	0	0	0	8
25			Test123	0	8	0	0	0	0	0	0	0	0	8

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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 **OK**

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports **My Hours** Exit

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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 ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports **My Hours** Exit

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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 ☆
Schedule ☆	Simple payroll ☆	Who has no entry ☆	

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Employee No	Employee Name	Earning	Type	Hours	Department	Pay rate
Admin	Admin	E	REG	23.45		0
Admin	Admin	E	OT	4.3		0
Allison	Allison	E	REG	40	sample	0
Allison	Allison	E	OT	8	sample	0
Allison	Allison	E	DT	5.65	sample	0
Allison1	Allison1	E	REG	0	Gold	0
Anthony Stark	Anthony Stark	E	REG	0	Gold	0
Bubba	Bubba	E	REG	0	Sample	0
Bud Wisner	Bud Wisner	E	REG	0		0
1 Cedrik Bertin	1 Cedrik Bertin	E	REG	0	office	0
Craig	Craig	E	REG	0		0
50 D&R User	50 D&R User	E	REG	0	office	0
4321 Filthy	4321 Filthy	E	REG	0		0
Gallespie, Dizzie	Gallespie, Dizzie	E	REG	0	New Dept	0
Godfrey Awasi	Godfrey Awasi	E	REG	0	Service Dept	0
Guy Light	Guy Light	E	REG	0	New Dept	0
5 Haris Khan	5 Haris Khan	E	REG	0	New Dept	0
Mary Smith	Mary Smith	E	REG	0	Paint	0
Matt1	Matt1	E	REG	0		0
Matt123	Matt123	E	REG	0	Shop	0
MattOTC	MattOTC	E	REG	0	New Dept	0
MEOOW MEOOW	MEOOW MEOOW	E	REG	0		0
mnguser	mnguser	E	REG	0	New Dept	0
Sample Emp	Sample Emp	E	REG	0		0

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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 **OK**

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports **My Hours** Exit

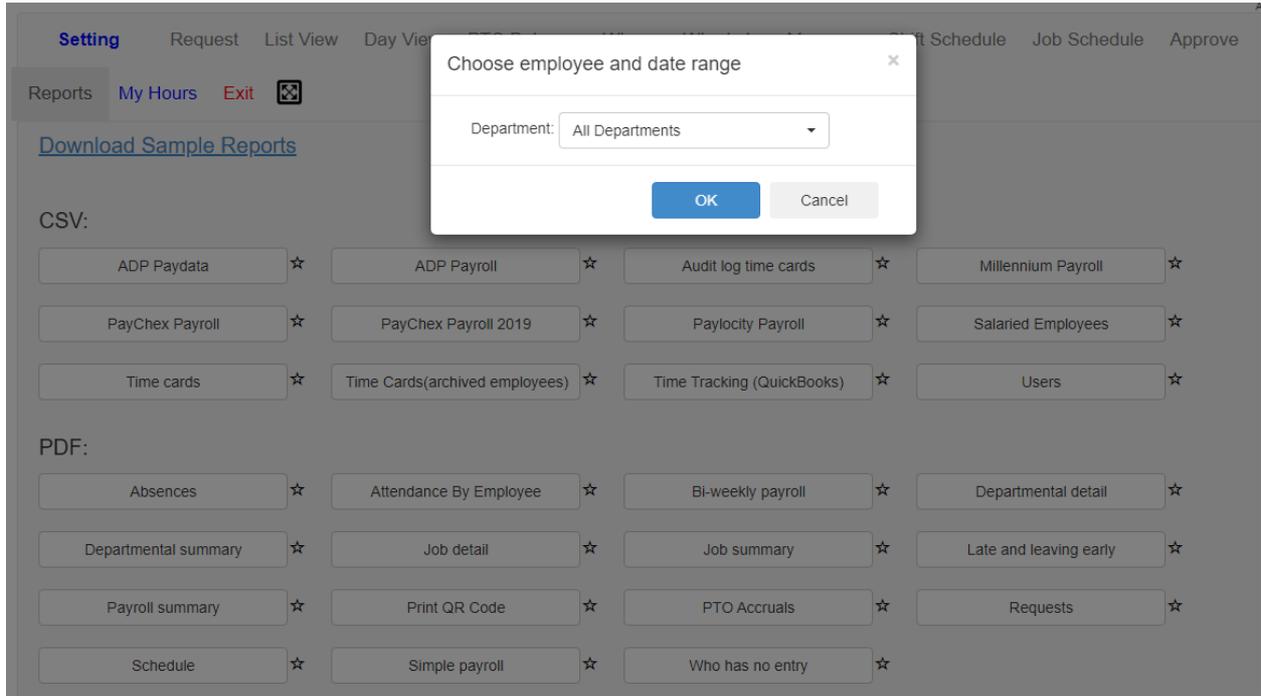
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CSV:

- 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 ☆



Department	Employee Name	Period Type	Salary Amoi	Plan Hour	Average Hourly Rate
Admin	Admin	Weekly	\$0	40	0
Gold	Anthony Stark	Weekly	\$0	40	0
sample	Allison	Weekly	\$0	40	0
	Test User	Weekly	\$0	40	0
office	D&R User	Weekly	\$0	40	0
	MEOOW MEOOW	Weekly	\$0	40	0
Sample	Bubba	Weekly	\$0	40	0
	Filthy	Weekly	\$0	40	0
office	Cedrik Bertin	Monthly	\$1,450	40	36.25
Paint	Mary Smith	Weekly	\$0	40	0
	Matt1	Weekly	\$0	40	0
Shop	Matt123	Weekly	\$0	40	0
Gold	Allison1	Weekly	\$0	40	0
	Test123	Weekly	\$0	40	0
	Sample Emp	Weekly	\$0	40	0
New Dept	TEst1234	Weekly	\$0	40	0
New Dept	testt12333	Weekly	\$0	40	0
New Dept	Mathtc	Weekly	\$0	40	0
New Dept	test test123	Weekly	\$0	40	0
New Dept	Haris Khan	Monthly	\$270,000	40	6750
New Dept	Gallespie, Dizzle	Weekly	\$0	40	0
Service Dept	Godfrey Awasi	Weekly	\$0	40	0
New Dept	mnguser	Monthly	\$3,000	40	75
PM	testing otc	Weekly	\$0	40	0
	Craig	Weekly	\$0	40	0
	Bud Wiser	Weekly	\$0	40	0
New Dept	Guy Light	Semi-Monthly	\$0	40	0

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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 Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports My Hours Exit

[Download Sample Reports](#)

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 ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports My Hours Exit

[Download Sample Reports](#)

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 ☆	

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports **My Hours** Exit

[Download Sample Reports](#)

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 ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports **My Hours** Exit

[Download Sample Reports](#)

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 ☆	

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

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

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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 **OK**

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve

Reports **My Hours** Exit

[Download Sample Reports](#)

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 ☆

1	DepartmentName	Email	UserName	Role	EmployeeNo	TimeZone	Digit ID
2	Admin	419840316@qq.com		1 Admin		America/New_York	
3	sample	Allison	ashrack	Employee		Asia/Taipei	4444
4	Gold	Allison1	ash	Employee		Asia/Taipei	10
5	Gold	Anthony Stark		Employee	90210	America/New_York	
6	Sample	Bubba	Bubba	Employee		America/Detroit	4221
7		Bud Wisser	Bud	Employee		America/Detroit	55555
8	office	Cedrik Bertin	CECE	Employee		1 Europe/Paris	0
9		Craig	Craig	Employee		America/Detroit	12345
10	office	D&R User		Employee	10	50 Europe/London	4321
11		Filthy	McNasty	Employee		America/Detroit	2345
12	New Dept	Gallespie, Dizzie	csr@arberinc.com	DGallespie		Africa/Abidjan	9666
13	Service Dept	Godfrey Awasi		gawasi		Africa/Kampala	
14	New Dept	Guy Light		Glight		America/Detroit	
15	New Dept	Haris Khan		Haris		5 Asia/Karachi	123456789
16	Paint	Mary Smith		Msmith		America/New_York	
17		Matt1		M1tt		America/New_York	
18	Shop	Matt123		M1234		America/New_York	
19	New Dept	MattOTC		MOTC123		America/Detroit	1234567
20		MEOOW MEOOW		J WATSON		America/Detroit	
21	New Dept	mnguser		mng		Africa/Accra	
22		Sample Emp		Se123		America/Detroit	
23	New Dept	Test for demo		tdemo		America/Detroit	123411
24	New Dept	test test123		tst123		America/Detroit	
25		Test User			106	America/Detroit	1212

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PDF Reports

Here are sample for the PDF reports that we have.

PDF:

<input type="checkbox"/> Absences ☆	<input type="checkbox"/> Attendance By Employee ☆	<input type="checkbox"/> Bi-weekly payroll ☆	<input type="checkbox"/> Departmental detail ☆	<input type="checkbox"/> Departmental summary ☆	<input type="checkbox"/> Job detail ☆
<input type="checkbox"/> Job summary ☆	<input type="checkbox"/> Late and leaving early ☆	<input type="checkbox"/> Payroll summary ☆	<input type="checkbox"/> Print QR Code ☆	<input type="checkbox"/> PTO Accruals ☆	<input type="checkbox"/> Requests ☆
<input type="checkbox"/> Schedule ☆	<input checked="" type="checkbox"/> Simple payroll ☆	<input type="checkbox"/> Who has no entry ☆			

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Absences

Here is a sample Screenshot of Absences Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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CSV:

ADP Paydata ☆ ADP Payroll ☆ Millennium Payroll ☆

PayChex Payroll ☆ PayChex Payroll 2019 ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Return

Print to PDF

Absences

2022-08-01 — 2022-08-31

Employee No	Name	Date	Paid	Unpaid	Total	Reason
	Admin	2022-08-16	0.00	8.00	8.00	Personal
		sub total:	0.00	8.00	8.00	
	Allison	2022-08-01	8.00	0.00	8.00	General PTO
	Allison	2022-08-12	0.00	8.00	8.00	Other
	Allison	2022-08-16	0.00	8.00	8.00	Personal
	Allison	2022-08-16	8.00	0.00	8.00	General PTO
		sub total:	16.00	16.00	32.00	
	Allison1	2022-08-01	8.00	0.00	8.00	General PTO
	Allison1	2022-08-12	0.00	8.00	8.00	Other
		sub total:	8.00	8.00	16.00	
	Anthony Stark	2022-08-01	8.00	0.00	8.00	General PTO
	Anthony Stark	2022-08-04	9.00	0.00	9.00	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	
	Bud Wisser	2022-08-01	8.00	0.00	8.00	General PTO
		sub total:	8.00	0.00	8.00	
1	Cedrik Bertin	2022-08-01	8.00	0.00	8.00	General PTO
		sub total:	8.00	0.00	8.00	
	Craig	2022-08-01	8.00	0.00	8.00	General PTO
		sub total:	8.00	0.00	8.00	

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 **OK**

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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CSV:

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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 ☆

Schedule ☆ Simple payroll ☆ Who has no entry ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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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 ☆

Schedule ☆ Simple payroll ☆ Who has no entry ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

Show location: YES

OK Cancel

Return

Print to PDF

Attendance By Employee

Admin

2022-08-01 - 2022-08-31

Day	Date	Start	Stop	TOTAL	Device ID	Start Location	Stop Location
Thu	08/04	10:09 PM	11:09 PM	1h 0m	3619, 3619	3555 Asbury Church Road, Lincolnton, North Carolina 28092, United States	3555 Asbury Church Road, Lincolnton, North Carolina 28092, United States
				Week Ending	08/07/2022	Total hours 1h 0m	
Tue	08/09	11:34 AM	12:00 AM	11h 26m	3667		
Wed	08/10	10:13 AM		0h 0m	3685, -1	32, NS,	
<i>Admin Comment: test</i>							
Thu	08/11	04:55 PM	04:55 PM	0h 0m	3701, 3701		
<i>Admin Note: test</i>							
	08/11	04:55 PM	04:56 PM	0h 1m	3701, 3701		
<i>Admin Note: test</i>							
	08/11	05:34 PM	05:34 PM	0h 0m	3526, 3526		
	08/11	07:47 PM	07:47 PM	0h 0m	3707, 3707		
	08/11	07:47 PM	05:38 AM	8h 51m	3707, 3711		
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	

Bi-weekly payroll

Here is a sample Screenshot of Bi-weekly payroll Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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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 ☆

Schedule ☆ Simple payroll ☆ Who has no entry ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Start date: 08/01/2022

Overtime after: 40 hours weekly

Hours in reports: Hour minute letter (0h 0m)

Pay for breaks that are less than 30 minutes

note: since the overtime rule is different to "day view" page, the overtime hours will be different here in this report.

OK Cancel

Return

Bi-Weekly Payroll Report

2022-08-01 - 2022-08-14

Print to PDF

Admin

Day	Date	Start	Stop	Regular	OT	DT	Leave	Paid	Unpaid	Total	Job / Pto
Thu	08/04	10:09 PM	11:09 PM	1h 0m				1h 0m		1h 0m	Gold Testing
Weekly Ending		08/07/2022		1h 0m				1h 0m		1h 0m	
Tue	08/09	11:34 AM	12:00 AM	8h 0m	3h 26m			11h 26m		11h 26m	Gold Testing
Wed	08/10	10:13 AM									Gold Testing
Admin Comment:		test									
Thu	08/11	04:55 PM	04:55 PM								Gold Testing
Admin Note:		test									
	08/11	04:55 PM	04:56 PM	0h 1m				0h 1m		0h 1m	Gold Testing
Admin Note:		test									
	08/11	05:34 PM	05:34 PM								Gold Testing
	08/11	07:47 PM	07:47 PM								Gold Testing
	08/11	07:47 PM	05:38 AM	7h 59m	0h 52m			8h 51m		8h 51m	Gold Testing
Fri	08/12	12:58 PM	12:59 PM	0h 1m				0h 1m		0h 1m	Gold Testing
	08/12	07:20 PM									Gold Testing
Sat	08/13	03:46 PM									Gold Testing
Weekly Ending		08/14/2022		16h 1m	4h 18m			20h 19m		20h 19m	
Total Hours				17h 1m	4h 18m			21h 19m		21h 19m	rate of rate dt rate total pay
Job Summary				17h 1m	4h 18m			21h 19m		21h 19m	Gold Testing

I declare these are my true and accurate hours worked and I have received all breaks and lunches.

Departmental Detail

Here is a sample Screenshot of Departmental Detail Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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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 ☆

Schedule ☆ Simple payroll ☆ Who has no entry ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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CSV:

ADP Paydata ☆ ADP Payroll ☆ 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 ☆

Choose employee and date range

Department: All Departments

Date range: 08/01/2022 08/31/2022

OK Cancel

[Return](#) [Print to PDF](#)

Departmental Detail

2022-08-01 - 2022-08-31

Gold				Name	Regular	OT	OT	Leave	Paid	Unpaid	Hours	Cost
Day	Date	Start	Stop									
Mon	08/01	12:00 AM	12:00 AM	Anthony Stark				8.00	8.00		8.00	\$400.00
				Allison1				8.00	8.00		8.00	\$0.00
Thu	08/04	09:00 AM		Anthony Stark				9.00	9.00		9.00	\$450.00
Week Ending 08/07/2022								25.00	25.00		25.00	\$850.00
Fri	08/12	12:00 AM		Allison1					8.00		8.00	\$0.00
Week Ending 08/14/2022										8.00	8.00	\$0.00
Total Hours								25.00	25.00	8.00	33.00	\$850.00
New Dept				Name	Regular	OT	OT	Leave	Paid	Unpaid	Hours	Cost
Day	Date	Start	Stop									
Mon	08/01	12:00 AM	12:00 AM	TEst1234				8.00	8.00		8.00	\$0.00
				testt12333				8.00	8.00		8.00	\$0.00
				MattOTC				8.00	8.00		8.00	\$0.00
				test test123				8.00	8.00		8.00	\$0.00
				Haris Khan				8.00	8.00		8.00	\$45000.00
				Gallespie, Dizzie				8.00	8.00		8.00	\$0.00
				mnguser				8.00	8.00		8.00	\$600.00
				Guy Light				8.00	8.00		8.00	\$0.00
Week Ending 08/07/2022								64.00	64.00		64.00	\$45600.00
Mon	08/15	10:57 AM	10:57 AM	MattOTC								\$0.00
Week Ending 08/21/2022												\$0.00
Total Hours								64.00	64.00		64.00	\$45600.00

Departmental Summary

Here is a sample Screenshot of Departmental Summary Report

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

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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CSV:

ADP Paydata ☆ ADP Payroll ☆ Millennium Payroll ☆

PayChex Payroll ☆ PayChex Payroll 2019 ☆ 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 ☆

Choose employee and date range

Department: All Departments

Date range: 08/01/2022 08/31/2022

Include archived users

OK Cancel

[Return](#)

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T1

Departmental Summary

2022-08-01 - 2022-08-31

	Regular	OT	DT	Leave	Paid	Unpaid	Total hours	Total cost
Gold	0.00			25.00	25.00	8.00	33.00	\$850.00
New Dept	0.00			64.00	64.00		64.00	\$45600.00
office	0.00			16.00	16.00		16.00	\$450.00
Paint	0.00			8.00	8.00		8.00	\$0.00
PM	0.00			8.00	8.00		8.00	\$0.00
Sample	0.00			8.00	8.00		8.00	\$0.00
sample	40.00	8.00	5.65	16.00	69.65	16.00	85.65	\$16.00
Service Dept	0.00			8.00	8.00		8.00	\$0.00
Shop	0.00			8.00	8.00		8.00	\$32.00
Unassign Department	31.49	8.30	7.95	73.00	120.74	8.00	128.74	\$360.00
Hours	71.49	16.30	13.60	234.00	335.39	32.00	367.39	\$47308.00

Note: Not include archived users

Job Detail

Here is a sample Screenshot of Job Detail Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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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 ☆

Schedule ☆ Simple payroll ☆ Who has no entry ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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ADP Paydata ☆ ADP Payroll ☆ Millennium Payroll ☆

PayChex Payroll ☆ PayChex Payroll 2019 ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

[Return](#) [Print to PDF](#)

Job Detail

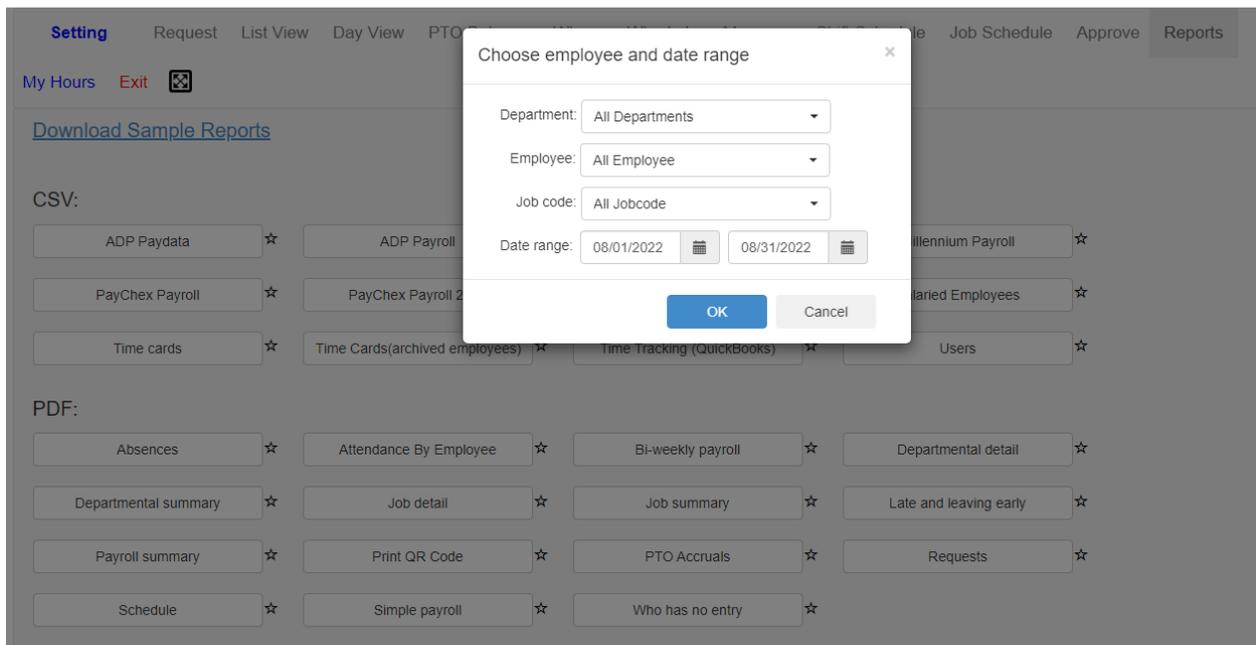
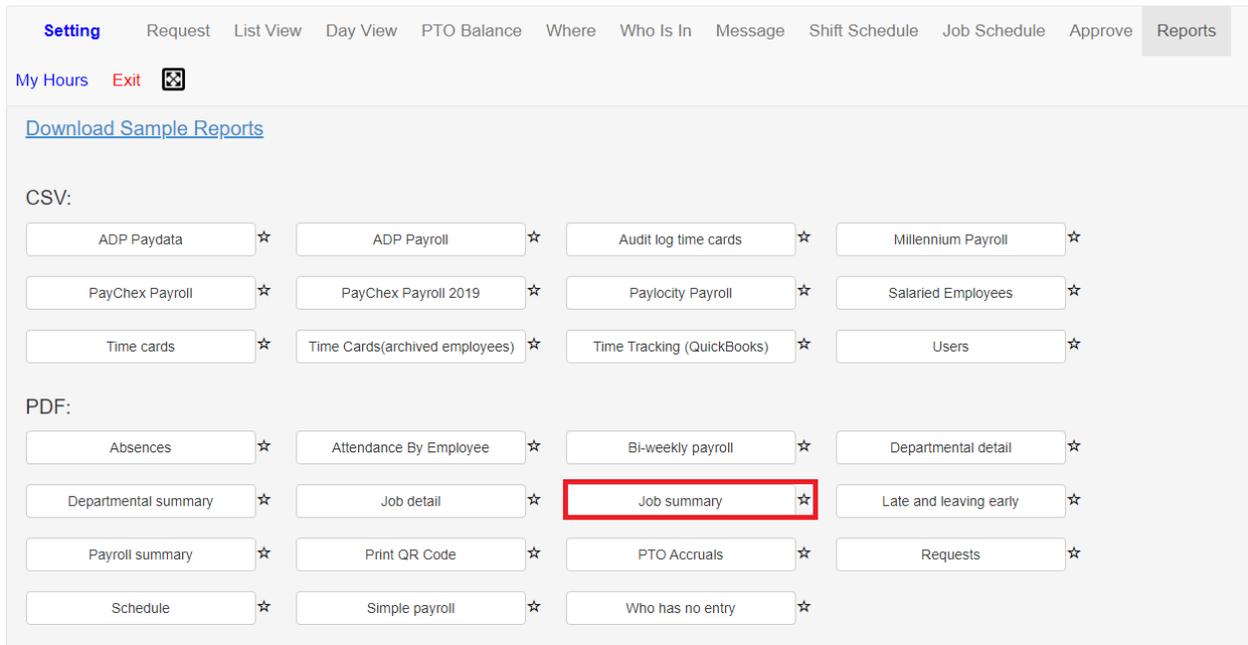
2022-08-01 - 2022-08-31

client 1				Name	Regular	OT	DT	Paid	Unpaid	Hours	Cost
Day	Date	Start	Stop								
Fri	08/12	09:00 AM	06:00 PM	Allison	8.00			8.00		8.00	\$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				Name	Regular	OT	DT	Paid	Unpaid	Hours	Cost
Day	Date	Start	Stop								
Thu	08/04	10:09 PM	11:09 PM	Admin	1.00			1.00		1.00	\$0.00
Week Ending 08/07/2022					1.00			1.00		1.00	\$0.00
Tue	08/09	11:34 AM	12:00 AM	Admin	8.00	3.43		11.43		11.43	\$0.00
Wed	08/10	10:13 AM		Admin				0.00		0.00	\$0.00
Thu	08/11	04:55 PM	04:55 PM	Admin				0.00		0.00	\$0.00
		04:55 PM	04:56 PM	Admin	0.02			0.02		0.02	\$0.00
		05:34 PM	05:34 PM	Admin				0.00		0.00	\$0.00
		07:47 PM	07:47 PM	Admin				0.00		0.00	\$0.00
		07:47 PM	05:38 AM	Admin	7.98	0.87		8.85		8.85	\$0.00
Fri	08/12	12:58 PM	12:59 PM	Admin	0.02			0.02		0.02	\$0.00
		07:20 PM		Admin				0.00		0.00	\$0.00
Sat	08/13	03:46 PM		Admin				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	Admin	1.18			1.18		1.18	\$0.00
		10:57 AM	10:57 AM	MattOTC				0.00		0.00	\$0.00
Week Ending 08/21/2022					1.18			1.18		1.18	\$0.00
Total Hours					18.20	4.30		22.50		22.50	\$0.00

Job Summary

Here is a sample Screenshot of Job Summary Report

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



Return

Print to PDF

Job Summary							
2022-08-01 - 2022-08-31							
	Name	Regular	OT	DT	Paid	Unpaid	Total hours Total cost
client 1							
Person Summary	Allison	8.00	—	—	8.00	—	8.00 \$0.00
Total Hours		8.00			8.00		8.00 \$0.00
Gold Testing							
Person Summary	Admin MattOTC	18.20	4.30	—	22.50	—	22.50 \$0.00
Total Hours		18.20	4.30		22.50		22.50 \$0.00

Late and Leaving Early

Here is a sample Screenshot of Late and Leaving early Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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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 ☆

Schedule ☆ Simple payroll ☆ Who has no entry ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

CSV:

ADP Paydata ☆ ADP Payroll ☆ Millennium Payroll ☆

PayChex Payroll ☆ PayChex Payroll 2019 ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

[Return](#)

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Late and leaving early

2022-08-01 - 2022-08-31

Department	Name	Clock In	Clock Out	Hours	Plan In	Plan Out	Plan Hours	Late(min)	Leave early(min)
Admin	Admin	08/04 22:09	08/04 23:09	1.00	08:00	17:00	9.00	0	1071
Admin	Admin	08/09 11:34	08/10 00:00	12.43	08:00	17:00	9.00	214	0
Admin	Admin	08/10 10:13	Missing		08:00	17:00	9.00	133	0
Admin	Admin	08/11 16:55	08/11 16:55		08:00	17:00	9.00	535	5
Admin	Admin	08/11 16:55	08/11 16:56	0.02	08:00	17:00	9.00	535	4
Admin	Admin	08/11 17:34	08/11 17:34		08:00	17:00	9.00	0	1406
Admin	Admin	08/11 19:47	08/11 19:47		08:00	17:00	9.00	0	1273
Admin	Admin	08/11 19:47	08/12 05:38	9.85	08:00	17:00	9.00	0	682
Admin	Admin	08/12 12:58	08/12 12:59	0.02	08:00	17:00	9.00	298	241
Admin	Admin	08/12 19:20	Missing		08:00	17:00	9.00	0	0
Admin	Admin	08/13 15:46	Missing		08:00	17:00	9.00	466	0
Admin	Admin	08/15 09:53	08/15 11:04	1.18	08:00	17:00	9.00	113	356
Admin	Admin	08/15 17:54	08/15 17:54		08:00	17:00	9.00	0	1386
Admin	Admin	08/16 13:02	08/16 19:17	6.25	08:00	17:00	9.00	302	0
Admin	Admin	08/17 20:46	08/17 20:46		08:00	17:00	9.00	0	1214
Admin	Admin	08/18 14:56	08/18 23:12	8.27	08:00	17:00	9.00	416	0
Admin	Admin	08/18 23:42	08/19 13:23	13.68	08:00	17:00	9.00	0	217
Admin	Admin	08/19 15:45	08/19 15:46	0.02	08:00	17:00	9.00	465	74
Admin	Admin	08/20 09:56	08/20 09:56		08:00	17:00	9.00	116	424
Admin	Admin	08/20 09:57	08/20 09:58	0.02	08:00	17:00	9.00	117	422
Admin	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

Payroll Summary

Here is a sample Screenshot of Payroll Summary Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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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 ☆
- Schedule ☆
- Simple payroll ☆
- Who has no entry ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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- ADP Payroll ☆
- 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

Hours in reports: Hour minute letter (0h 0m)

Hide employee who has no data

OK Cancel

Return

Print to PDF

Payroll Summary Report

2022-08-01 - 2022-08-31

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

Supervisor _____ Date _____

Print QR Code

Here is a sample Screenshot of Print QR Code

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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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
Schedule	Simple payroll	Who has no entry	

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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CSV:

ADP Paydata	ADP Payroll	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	

Choose employee and date range

Department: All Departments

Employee: All Employee

OK Cancel

Return

Print to PDF

Print QR Code

 Allison	 Allison1	 Bubba	 Bud Wiser	 Cedrik Bertin
 Craig	 D&R User	 Filthy	 Gallespie, Dizzie	 Haris Khan
 MattOTC	 Test for demo	 Test User	 Test123	

PTO Accruals

Here is a sample Screenshot of PTO Accruals Report

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

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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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 ☆

Schedule ☆ Simple payroll ☆ Who has no entry ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

CSV:

ADP Paydata ☆ ADP Payroll ☆ Millennium Payroll ☆

PayChex Payroll ☆ PayChex Payroll 2019 ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Pagination: All in one page

Date range: 08/22/2022

OK Cancel

Return

PTO Accruals

End Date: 2022-09-22

Print to PDF

Name	PTO code	Carryover date	Accrual rule	Accrued hours	Used hours	Carryover hours	Balance	
Admin	General PTO	2022-01-01	Manually Entered	0	48	0	-48	
Admin	Holidays 1	2022-01-01	0 year @ 40 hrs/year	0	8	0	-8	
Admin	Other	2021-01-08	2 year @ 10 hrs/year	20	24	10	6	
Admin	Personal	2021-01-01	1328.3027 hrs worked @ 0.375 /hr	498.1135	24	0	474.1135	
	1 year @ 40 hrs/year	40	78	0	-38	Admin	Sick 2020-09-21	
		0	0	0	0	Admin	Vacaciones 2020-04-01	
		0	16	0	-16	Admin	Vacation 2020-04-01	
		310.1185 hrs worked @ 0.0333 /hr	10.3269	0	12	22.3269	Admin	Vacay 2022-03-10
Anthony Stark	General PTO	2022-07-01	0 hrs worked @ 0.05 /hr	0	17	0	-17	
Filthy	Holidays 1	2022-01-01	Manually Entered	20	0	0	20	
Matt1	Vacation	2022-03-01	8 hrs worked @ 0.05 /hr	0.4	0	10	10.4	
Matt123	General PTO	2022-01-01	Manually Entered	50	8	0	42	
Test User	PTO	2022-01-01	62 hrs worked @ 0.05 /hr	3.1	0	10	13.1	
Test User	Vacation	2021-10-21	1 year @ 112 hrs/year	112	48	70	134	

Requests

Here is a sample Screenshot of Request Report

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

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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CSV:

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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 ☆**

Schedule ☆ Simple payroll ☆ Who has no entry ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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CSV:

ADP Paydata ☆ ADP Payroll ☆ Millennium Payroll ☆

PayChex Payroll ☆ PayChex Payroll 2019 ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Return

Print to PDF

Requests

2022-08-01 - 2022-08-31

Full Name	Date	In	Out	Hours	Job/Absence	Shift	Employee Note	Manager Comment	Status
Anthony Stark	08/04			9h 0m	General PTO	1			approved
Matt1	08/05			9h 0m	General PTO	1			approved
Matt1	08/05			9h 0m	General PTO	1			denied

Schedule

Here is a sample Screenshot of Schedule Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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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 ☆

Schedule ☆ Simple payroll ☆ Who has no entry ☆

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

CSV:

ADP Paydata ☆ ADP Payroll ☆ Millennium Payroll ☆

PayChex Payroll ☆ PayChex Payroll 2019 ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Return

Print to PDF

Schedule

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 Wisser	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	Godfrey 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	MatHOTC	08/01/2022	1	08:00	17:00
	MEOUW MEOUW	08/01/2022	1	08:00	17:00
New Dept	mnguser	08/01/2022	1	08:00	17:00
	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 otc	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
Sample	Bubba	08/02/2022	1	08:00	17:00
	Bud Wisser	08/02/2022	1	08:00	17:00
office	Cedrik Bertin	08/02/2022	1	08:00	17:00
	Craig	08/02/2022	1	08:00	17:00

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Simple Payroll

Here is a sample Screenshot of Simple Payroll Report

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

Who has no Entry

Here is a sample Screenshot of Who has no Entry Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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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 ☆

Schedule ☆ Simple payroll ☆ **Who has no entry ☆**

Setting Request List View Day View PTO Balance Where Who Is In Message Shift 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 ☆

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 ☆**

Choose department and date range

Department: All Departments

Date range: 08/01/2022 08/31/2022

Ignore these days:

monday tuesday wednesday thursday

friday saturday sunday

OK Cancel

Return

Print to PDF

Who has no entry

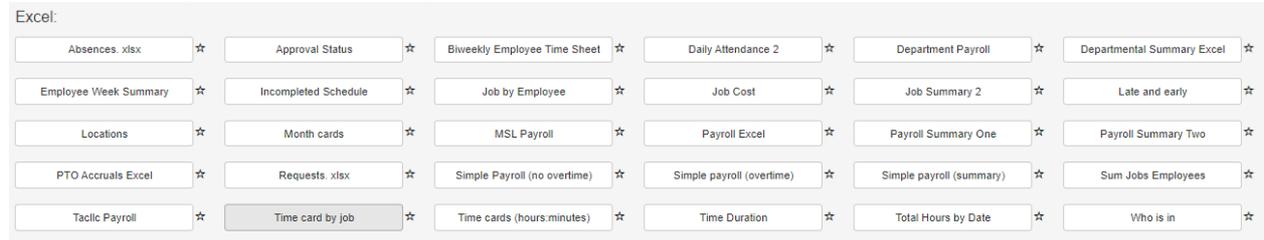
2022-08-01 - 2022-08-31
Ignore days:(none)

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.



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Absences

Here is a sample Screenshot of Absences Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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CSV:

ADP Paydata ☆ ADP Payroll ☆ Millennium Payroll ☆

PayChex Payroll ☆ PayChex Payroll 2019 ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Return

Print to PDF

Absences

2022-08-01 — 2022-08-31

Employee No	Name	Date	Paid	Unpaid	Total	Reason
	Admin	2022-08-16	0.00	8.00	8.00	Personal
		sub total:	0.00	8.00	8.00	
	Allison	2022-08-01	8.00	0.00	8.00	General PTO
	Allison	2022-08-12	0.00	8.00	8.00	Other
	Allison	2022-08-16	0.00	8.00	8.00	Personal
	Allison	2022-08-16	8.00	0.00	8.00	General PTO
		sub total:	16.00	16.00	32.00	
	Allison1	2022-08-01	8.00	0.00	8.00	General PTO
	Allison1	2022-08-12	0.00	8.00	8.00	Other
		sub total:	8.00	8.00	16.00	
	Anthony Stark	2022-08-01	8.00	0.00	8.00	General PTO
	Anthony Stark	2022-08-04	9.00	0.00	9.00	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	
	Bud Wisser	2022-08-01	8.00	0.00	8.00	General PTO
		sub total:	8.00	0.00	8.00	
1	Cedrik Bertin	2022-08-01	8.00	0.00	8.00	General PTO
		sub total:	8.00	0.00	8.00	
	Craig	2022-08-01	8.00	0.00	8.00	General PTO
		sub total:	8.00	0.00	8.00	

Bi-weekly Employee Time Sheet

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

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

CSV:

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- PayChex Payroll ☆
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- 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 ☆ Requests ☆

Schedule ☆ Simple payroll ☆

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- Sum Jobs Employees ☆
- Time card by job ☆
- Time Duration ☆
- Total Hours by Date ☆
- Who is in ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/22/2022

OK Cancel

A1		Biweekly Employee Time Sheet																																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y									
1	Biweekly Employee Time Sheet																																	
2																																		
3	Employee Name: Admin																																	
4																																		
5	Manager Name: Admin																																	
6																																		
7	Week Starting: 2022-08-01																																	
8																																		
9																																		
10	Day of Week	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Total (h:mm)	Regular (h:mm)	Overtime (h:mm)	General PTO (h:mm)	Holidays (h:mm)	Other (h:mm)	Personal (h:mm)	PTO (h:mm)	Sick (h:mm)	Statutory Sick	Vacation (h:mm)	Vacay (h:mm)													
11	2022-08-01									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								
12	2022-08-02									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								
13	2022-08-03									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	2022-08-04	10:09 PM	11:09 PM							1.00	01:00	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	2022-08-05									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	2022-08-06									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	2022-08-07									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																																		
19	2022-08-08									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	2022-08-09	11:34 AM	12:00 AM							11.43	08:00	03:26	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	2022-08-10	10:13 AM								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	2022-08-11	04:55 PM	04:55 PM	04:55 PM	04:56 PM	05:34 PM	05:34 PM	07:47 PM	07:47 PM	0.02	0:01	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	2022-08-12	12:50 PM	12:59 PM							0.02	0:01	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								
24	2022-08-13	03:46 PM								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								
25	2022-08-14									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								
26											Total (h:mm)	09:02	03:26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
27											Total \$:	8.93	2.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00									
28											FlateHr:	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									
29											Total \$:	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									
30																																		
31	Employee Signature											Date											Grand Total \$:	0.00										
32																																		

Department Payroll

Here is a sample Screenshot of Depatrment Payroll Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 ☆
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- Payroll Summary One ☆
- Payroll Summary Two ☆
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- 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 ☆

Choose employee and date range

Date range: 08/15/2022

Hide employee who has no data

OK Cancel

		Department:Gold																
		Week One Total Hours							Week Two Total Hours									
Employee No.	Employee Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Week 2	Total for Pay Period
	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
	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
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
		Department:New Dept																
Employee No.	Employee Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Week 2	Total for Pay Period
	Galleppie, Ditzie	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
	005 Coy 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
	005 Han 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
	005 ManDTC	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
	005 mnguser	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
	005 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
	005 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
	005 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
	005 test12333	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
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
		Department:office																

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Departmental Summary Excel

Here is a sample Screenshot of Departmental Summary Excel Report

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

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 **OK**

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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CSV:

- ADP Paydata ☆
- ADP Payroll ☆
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- 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Admin	Regular Hours	Overtime Hours	Double Overtime Hou	Daily Total	Paid Time Off	Employee Note	Manager Comment	In Device ID	Out Device ID			
1	2022-08-01												
2	2022-08-02												
3	2022-08-03												
4	2022-08-04	1.00	0.00	0.00	1.00	0.00			3619	3619			
5	2022-08-05												
6	2022-08-06												
7	2022-08-07												
8	Weekly Total	1.00	0.00	0.00	1.00	0.00							
9	2022-08-08												
10	2022-08-09	8.00	3.43	0.00	11.43	0.00			3667				
11	2022-08-10	8.00	2.43	0.00	10.43	0.00		test	3685	-1			
12	2022-08-11	0.00	0.00	0.00	0.00	0.00	test		3701	3701			
13	2022-08-11	0.02	0.00	0.00	0.02	0.00	test		3701	3701			
14	2022-08-11	0.00	0.00	0.00	0.00	0.00			3526	3526			
15	2022-08-11	0.00	0.00	0.00	0.00	0.00			3707	3707			
16	2022-08-11	7.98	0.87	0.00	8.85	0.00			3707	3711			
17	2022-08-12	0.02	0.00	0.00	0.02	0.00			3715	3715			
18	2022-08-12	0.02	0.00	0.00	0.02	0.00			3721				
19	2022-08-13	0.02	0.00	0.00	0.02	0.00			3724				
20	2022-08-14												
21	Weekly Total	24.06	6.73	0.00	30.79	0.00							
22	2022-08-15	1.18	0.00	0.00	1.18	0.00			3741	3743			
23	2022-08-15	0.00	0.00	0.00	0.00	0.00			3737	3737			
24	2022-08-16	0.00	0.00	0.00	0.00	0.00			3790	3790			
25	2022-08-16	0.00	0.00	0.00	0.00	0.00			3790	3790			

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Incompleted Schedule

Here is a sample Screenshot of Incompleted Schedule Report

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

Manual for Opentimeclock

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My Hours Exit

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- Time Duration ☆
- Total Hours by Date ☆
- Who is in ☆

Departmental summary ☆ Job detail ☆ Job summary ☆ Late and leaving early ☆

Payroll summary ☆ Print QR Code ☆ Requests ☆

Schedule ☆ Simple payroll ☆

Excel:

Absences.xlsx ☆ Biweekly Employee Time Sheet ☆ Departmental Summary Excel ☆

Employee Week Summary ☆ Incompleted Schedule ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Report Name:	Incompleted Schedule								
Date Range:	08/01/2022	08/31/2022							
Department	Full Name	Date	Shift Schedule	Shift Clock	Job Schedule	Job Clock			
sample	Allison	08/02/2022	1 (08:00 - 17:00)	No					
		08/03/2022	1 (08:00 - 17:00)	No					
Gold	Allison1	08/02/2022	1 (08:00 - 17:00)	No					
		08/03/2022	1 (08:00 - 17:00)	No					
		08/18/2022			Lights Electrical works	No			
		08/19/2022			Lights Electrical works	No			
		08/22/2022			Lights Electrical works	No			
		08/23/2022			Lights Electrical works	No			
		08/24/2022			Lights Electrical works	No			

Job By Employee

Here is a sample Screenshot of Job By Employee Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 ☆ Requests ☆

Schedule ☆ Simple payroll ☆

Excel:

Absences. xlsx ☆ Biweekly Employee Time Sheet ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

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

Name:		Date range:		Department:		Job code:	
Admin		2022-08-01 2022-08-31				Gold Testing	
Date	In	Out	Hours	Employee Note	Manager Comment		
2022-08-04	10:09 PM	11:09 PM	1				
2022-08-09	11:34 AM	12:00 AM	11.4333				
2022-08-10	10:13 AM		0	test			
2022-08-11	04:55 PM	04:55 PM	0	test			
2022-08-11	04:55 PM	04:56 PM	0.0167	test			
2022-08-11	05:34 PM	05:34 PM	0				
2022-08-11	07:47 PM	07:47 PM	0				
2022-08-11	07:47 PM	05:38 AM	8.85				
2022-08-12	12:58 PM	12:59 PM	0.0167				
2022-08-12	07:20 PM		0				
2022-08-13	03:46 PM		0				

Job Cost

Here is a sample Screenshot of Job Cost Report

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

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 **OK**

Late and Early

Here is a sample Screenshot of Late and Early Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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- 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 ☆
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- 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 ☆ Requests ☆

Schedule ☆ Simple payroll ☆

Excel:

Absences. xlsx ☆ Biweekly Employee Time Sheet ☆ Departmental Summary Excel ☆

Employee Week Summary ☆ Incompleted Schedule ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

A1 : Late and leaving early

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Late and leaving early													
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			08:00	17:00		9	133	0			
7		Admin	08/11 16:55	08/11 16:55		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		08:00	17:00		9	0	1406			
10		Admin	08/11 19:47	08/11 19:47		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			08:00	17:00		9	0	0			
14		Admin	08/13 15:46			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		08:00	17:00		9	0	1386			

Locations

Here is a sample Screenshot of Locations Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

CSV:

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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 ☆
- 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 ☆ Requests ☆

Schedule ☆ Simple payroll ☆

Excel:

Absences.xlsx ☆ Biweekly Employee Time Sheet ☆ Departmental Summary Excel ☆

Employee Week Summary ☆ Incompleted Schedule ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Name	MO	Date Time	IP	Device Type	Device ID	WiFi ID	GPS Address
Admin	IN	08/04/2022 10:09 PM	108.203.127.193(108.203.127.19)	web user clock	3619(3619)		[3555 Asbury Church Road, Lincolnton, North Carolina 28032, United States (35.4877, -81.1762)]
Admin	OUT	08/04/2022 11:09 PM	108.203.127.193(108.203.127.19)	web user clock	3619(3619)	132492	[3555 Asbury Church Road, Lincolnton, North Carolina 28032, United States (35.4877, -81.1762)]
Admin	IN	08/09/2022 11:34 AM	43.145.227.68(43.145.227.68)	web user clock	3667(3667)	31	
Admin	OUT	08/10/2022 12:00 AM		web			
Admin	IN	08/10/2022 10:10 AM	180.191.22.87(180.191.22.87)	web	3685	18567	[32, NS, (45.2778, 13.7974)]
Admin	OUT	08/11/2022 04:55 PM	124.105.178.78(124.105.178.78)	web			
Admin	IN	08/11/2022 04:55 PM	124.105.178.78(124.105.178.78)	web user clock	3701	31540	
Admin	OUT	08/11/2022 04:55 PM	124.105.178.78(124.105.178.78)	web user clock	3701	31540	
Admin	IN	08/11/2022 04:56 PM	124.105.178.78(124.105.178.78)	web user clock	3701	2757	
Admin	IN	08/11/2022 05:34 PM	124.105.178.78(124.105.178.78)	web user clock	3526	2	
Admin	OUT	08/11/2022 05:34 PM	124.105.178.78(124.105.178.78)	web user clock	3526	2760	
Admin	IN	08/11/2022 07:47 PM	187.250.65.225	web user clock	3707	550	
Admin	OUT	08/11/2022 07:47 PM	187.250.65.225	web user clock	3707	12512	
Admin	IN	08/11/2022 07:47 PM	187.250.65.225	web user clock	3707	12512	
Admin	OUT	08/12/2022 05:38 AM	43.124.135.21	phone user clock	3711	10(10)	
Admin	IN	08/12/2022 12:59 PM	115.135.26.197	phone face clock	3715	309	[Jalan Astana A 13/A, Bandar Puncak Alam, Bandar Puncak Alam (3.2448, 101.4236)]
Admin	OUT	08/12/2022 12:59 PM	115.135.26.197	phone face clock	3715	309	[Jalan Astana A 13/A, Bandar Puncak Alam, Bandar Puncak Alam (3.2450, 101.4237)]
Admin	IN	08/12/2022 07:20 PM	173.14.35.229	web user clock	3721	4	
Admin	OUT			web			
Admin	IN	08/13/2022 03:46 PM	105.67.157	phone user clock	3724	60477(60477)	[The Montgomerie MARRAKECH, Mechouar Kasbah, Marakech-Safi 40, Morocco (31.5901, -8.0064)]
Admin	OUT			web			
Admin	IN	08/15/2022 09:53 AM	199.18.4.114	web user clock	3741	118974	[NCSC Kehoe Center, 174 Mansfield Ave, Shelby, Ohio 44875, United States (40.8700, -82.6423)]
Admin	OUT	08/15/2022 11:04 AM	180.191.22.87(180.191.22.87)	web user clock	3743	130610	
Admin	IN	08/15/2022 05:54 PM	180.191.22.87(180.191.22.87)	web user clock	3737	130610	
Admin	OUT	08/15/2022 05:54 PM	180.191.22.87(180.191.22.87)	web user clock	3737	427	
Admin	IN	08/16/2022 01:02 PM	207.54.106.201	phone user clock	3762	452	[1035 Wilton Grove Road, London, Ontario N6W 1C3, Canada (42.3273, -81.1634)]
Admin	OUT	08/16/2022 07:17 PM		web			
Admin	IN	08/17/2022 08:46 PM	24.137.133.137	phone user clock	3783	5	

Month Cards

Here is a sample Screenshot of Month Cards Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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		test		
17			04:55 PM	04:56 PM	0.02	0.00	0.00	0.02	0.02	0.02					
18			05:34 PM	05:34 PM	0.00	0.00	0.00	0.00	0.00	0.00					
19			07:47 PM	07:47 PM	0.00	0.00	0.00	0.00	0.00	0.00					

MSL Payroll

Here is a sample Screenshot of MSL Payroll Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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- 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 ☆
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- 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Department	Name	Employee Numb	Pay rate	Regular Hour	Overtime Ho	PTO	Total Pay
Gold	Allison1		0.00	0.00	0.00	16.00	0.00
Gold	Anthony Stark		50.00	0.00	0.00	17.00	850.00
New Dept	Gallespie, Dizzie		0.00	0.00	0.00	8.00	0.00
New Dept	Guy Light		0.00	0.00	0.00	8.00	0.00
New Dept	Haris Khan	005	5625.00	0.00	0.00	8.00	45000.00
New Dept	MattOTC		0.00	0.00	0.00	8.00	0.00
New Dept	mnguser		75.00	0.00	0.00	8.00	600.00
New Dept	Test for demo		0.00	0.00	0.00	0.00	0.00
New Dept	test test123		0.00	0.00	0.00	8.00	0.00
New Dept	TEst1234		0.00	0.00	0.00	8.00	0.00
New Dept	testt12333		0.00	0.00	0.00	8.00	0.00
office	Cedrik Bertin	1	36.25.00	0.00	0.00	8.00	290.00
office	D&R User	50	20.00	0.00	0.00	8.00	160.00
Paint	Mary Smith		0.00	0.00	0.00	8.00	0.00
PM	testing otc		0.00	0.00	0.00	8.00	0.00
Sample	Bubba		0.00	0.00	0.00	8.00	0.00
sample	Allison		0.40.00	13.65	0.00	32.00	16.00

Payroll Excel

Here is a sample Screenshot of Payroll Excell Report

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

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve **Reports**

My Hours Exit

[Download Sample Reports](#)

CSV:

- ADP Paydata ☆
- ADP Payroll ☆
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- 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 ☆
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- 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 ☆
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- Simple payroll (overtime) ☆
- Simple payroll (summary) ☆
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- Time Duration ☆
- Total Hours by Date ☆
- Who is in ☆

Departmental summary ☆ Job detail ☆ Job summary ☆ Late and leaving early ☆

Payroll summary ☆ Print QR Code ☆ Requests ☆

Schedule ☆ Simple payroll ☆

Excel:

Absences. xlsx ☆ Biweekly Employee Time Sheet ☆ Departmental Summary Excel ☆

Employee Week Summary ☆ Incompleted Schedule ☆ 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 ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Payroll Summary One							
The Medicine Cabinet, 2022-08-01 through 2022-08-31							
#	Employee Num1	Name	Total Hrs	Category	Job	Pay Rate	Pay
1		Admin	18.2	Regular	Gold Testing	0	0
2			4.3	Overtime	Gold Testing	0	0
3			0		BONUS		8
4			8	Personal		0	0
5			30.5				8
6	2	Allison	8	Regular	client 1	0	0
7			0		BONUS		16
8			16	General PTO		0	0
9			8	Other		0	0
10			8	Personal		0	0
11			40				16
12	3	Allison1	8	General PTO		0	0
13			8	Other		0	0
14			16				0

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 **OK**

Manual for Opentimeclock

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My Hours Exit

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- Paylocity Payroll ☆
- Salaried Employees ☆
- Time cards ☆
- Time Cards(archived employees) ☆
- Time Tracking (QuickBooks) ☆
- Users ☆

PDF:

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- 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 ☆
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- Job Cost ☆
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- Time Duration ☆
- Total Hours by Date ☆
- Who is in ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

Hours in reports: Hour minute letter (0h 0m)

OK Cancel

Payroll Summary Report										
2022-08-01 through 2022-08-31										
Employee Numt	Name	Regular	OT	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		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	17h 0m	50	\$850.00
8	Bubba				8h 0m	8h 0m	8h 0m	8h 0m	0	\$0.00
9	Bud Wiser				8h 0m	8h 0m	8h 0m	8h 0m	0	\$0.00
10	Cedrik Bertin				8h 0m	8h 0m	8h 0m	8h 0m	36.25	\$290.00
11	Craig				8h 0m	8h 0m	8h 0m	8h 0m	0	\$0.00
12	D&R User				8h 0m	8h 0m	8h 0m	8h 0m	20	\$160.00
13	Filthy				8h 0m	8h 0m	8h 0m	8h 0m	4	\$32.00
14	Gallespie, Dizzie				8h 0m	8h 0m	8h 0m	8h 0m	0	\$0.00
15	Godfrey Awasi				8h 0m	8h 0m	8h 0m	8h 0m	0	\$0.00
16	Guy Light				8h 0m	8h 0m	8h 0m	8h 0m	0	\$0.00
17	Haris Khan				8h 0m	8h 0m	8h 0m	8h 0m	5625	\$45000.00
18	Mary Smith				8h 0m	8h 0m	8h 0m	8h 0m	0	\$0.00
19	Matt1				17h 0m	17h 0m	17h 0m	17h 0m	0	\$0.00
20	Matt123				8h 0m	8h 0m	8h 0m	8h 0m	4	\$32.00

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PTO Accruals Excel

Here is a sample Screenshot of PTO Accruals Excel Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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- Salaried Employees ☆
- Time cards ☆
- Time Cards(archived employees) ☆
- Time Tracking (QuickBooks) ☆
- Users ☆

PDF:

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- Attendance By Employee ☆
- Bi-weekly payroll ☆
- Departmental detail ☆
- Departmental summary ☆
- Job detail ☆
- Job summary ☆
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- Total Hours by Date ☆
- Who is in ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/22/2022

OK Cancel

Name	PTO code	Carryover date	Accrual rule	Accrued hours	Used hours	Carryover hours	Balance
Admin	General PTO	2022-01-01	Manually Entered	0	48	0	-48
Admin	Holidays 1	2022-01-01	0 year @ 40 hrs/year	0	8	0	-8
Admin	Other	2021-01-08	2 year @ 10 hrs/year	20	24	10	6
Admin	Personal	2021-01-01	1328.3027 hrs worked @ 0.375 /hr	498.1135	24	0	474.1135
Admin	Sick	2020-09-21	1 year @ 40 hrs/year	40	78	0	-38
Admin	Vacaciones	2020-04-01		0	0	0	0
Admin	Vacation	2020-04-01		0	16	0	-16
Admin	Vacay	2022-03-10	310.1185 hrs worked @ 0.0333 /hr	10.3269	0	12	22.3269
Anthony Stark	General PTO	2022-07-01	0 hrs worked @ 0.05 /hr	0	17	0	-17
Filthy	Holidays 1	2022-01-01	Manually Entered	20	0	0	20
Matt1	Vacation	2022-03-01	8 hrs worked @ 0.05 /hr	0.4	0	10	10.4
Matt123	General PTO	2022-01-01	Manually Entered	50	8	0	42
Test User	PTO	2022-01-01	62 hrs worked @ 0.05 /hr	3.1	0	10	13.1
Test User	Vacation	2021-10-21	1 year @ 112 hrs/year	112	48	70	134

Requests

Here is a sample Screenshot of Requests.xlsx Report

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

Simple Payroll (Overtime)

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

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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- Users ☆

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- Time Duration ☆
- Total Hours by Date ☆
- Who is in ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Date	Day	Worked	Regular	Over time 1	Over time 2	Absence
08/01/22	Mon	0.00	0.00	0.00	0.00	0.00
08/02/22	Tue	0.00	0.00	0.00	0.00	0.00
08/03/22	Wed	0.00	0.00	0.00	0.00	0.00
08/04/22	Thu	1.00	1.00	0.00	0.00	0.00
08/05/22	Fri	0.00	0.00	0.00	0.00	0.00
08/06/22	Sat	0.00	0.00	0.00	0.00	0.00
08/07/22	Sun	0.00	0.00	0.00	0.00	0.00
	Sub Total:	1.00	1.00	0.00	0.00	0.00
08/08/22	Mon	0.00	0.00	0.00	0.00	0.00
08/09/22	Tue	11.43	8.00	3.43	0.00	0.00
08/10/22	Wed	0.00	0.00	0.00	0.00	0.00
08/11/22	Thu	0.00	0.00	0.00	0.00	0.00
		0.02	0.02	0.00	0.00	0.00
		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

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

Simple Payroll (no Overtime)

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

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

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Departmental summary ☆ Job detail ☆ Job summary ☆ Late and leaving early ☆

Payroll summary ☆ Print QR Code ☆ Requests ☆

Schedule ☆ Simple payroll ☆

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Total Hours by Date ☆ Who is in ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

Name:																	
Date range:	2022-08-01 To 2022-08-16																
Department:																	
Date	Day	InTime	OutTime	Hours	Hours (Ihc Employee Manager	JobCode	Shift	Report									
2022-08-04	Thu	10:09 PM	11:09 PM	1.000	1h 0m			Gold Testing	1								
2022-08-09	Tue	11:34 AM	12:00 AM	11.433	11h 26m			Gold Testing	1								
2022-08-10	Wed	10:13 AM		0.000	0h 0m		test	Gold Testing	1								
2022-08-11	Thu	04:55 PM	04:55 PM	0.000	0h 0m	test		Gold Testing	1								
2022-08-11	Thu	04:55 PM	04:56 PM	0.017	0h 1m	test		Gold Testing	1								
2022-08-11	Thu	05:34 PM	05:34 PM	0.000	0h 0m			Gold Testing	1								
2022-08-11	Thu	07:47 PM	07:47 PM	0.000	0h 0m			Gold Testing	1								
2022-08-11	Thu	07:47 PM	05:38 AM	8.850	8h 51m			Gold Testing	1								
2022-08-12	Fri	12:58 PM	12:59 PM	0.017	0h 1m			Gold Testing	1								
2022-08-12	Fri	07:20 PM		0.000	0h 0m			Gold Testing	1								
2022-08-13	Sat	03:46 PM		0.000	0h 0m			Gold Testing	1								
2022-08-15	Mon	09:53 AM	11:04 AM	1.183	1h 11m			Gold Testing	1								
2022-08-15	Mon	05:54 PM	05:54 PM	0.000	0h 0m				1								
2022-08-16	Tue	Absence	Absence	8.000	8h 0m			Personal	1								
2022-08-16	Tue			0.000	0h 0m												
2022-08-16	Tue	01:02 PM	07:17 PM	5.250	5h 15m				1								

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Sum Jobs Employees

Here is a sample Screenshot of Sum Jobs Employees Report

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

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Time card by Job

Here is a sample Screenshot of Time card by Job Report

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

Time Duration

Here is a sample Screenshot of Time Duration Report

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

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Total Hours by Date

Here is a sample Screenshot of Total Hours by Date Report

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

Manual for Opentimeclock

[Setting](#)
[Request](#)
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[Day View](#)
[PTO Balance](#)
[Where](#)
[Who Is In](#)
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[Shift Schedule](#)
[Job Schedule](#)
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- Time Duration ☆
- Total Hours by Date** ☆
- Who is in ☆

Report Name	Date range: 2022-08-01 - 2022-08-31	Total Hours by Date				
Day	Date	Clock In	Clock Out	Hours	Full Name	
Mon	August 01	12:00 am		8	Anthony Stark	
		12:00 am		8	Allison	
		12:00 am		8	Test User	
		12:00 am		8	D&R User	
		12:00 am		8	MEOW MEOW	
		12:00 am		8	Bubba	
		12:00 am		8	Filthy	
		12:00 am		8	Cedrik Bertin	
		12:00 am		8	Mary Smith	
		12:00 am		8	Matt1	
		12:00 am		8	Matt123	
		12:00 am		8	Allison1	
		12:00 am		8	Test123	
		12:00 am		8	Sample Emp	
		12:00 am		8	TEST1234	
		12:00 am		8	test12333	
		12:00 am		8	MattOTC	
		12:00 am		8	test test123	
		12:00 am		8	Haris Khan	
		12:00 am		8	Gallespie, Dizzie	
		12:00 am		8	Godfrey Awasi	
		12:00 am		8	mmguser	
		12:00 am		8	testing otc	
		12:00 am		8	Craig	
		12:00 am		8	Bud Wiser	
		12:00 am		8	Guy Light	
			Sub Total:	208		
Thu	August 04	10:09 pm	11:09 pm	1	Admin	
		09:00 am		9	Anthony Stark	
			Sub Total:	10		
Fri	August 05	09:00 am		9	Matt1	
			Sub Total:	9		
Tue	August 09	11:34 am	12:00 am	12.43	Admin	
			Sub Total:	12.43		
Wed	August 10	10:13 am		0	Admin	
Thu	August 11	04:55 pm	04:55 pm	0	Admin	
		04:55 pm	04:56 pm	0.02	Admin	
		05:34 pm	05:34 pm	0	Admin	
		07:47 pm	07:47 pm	0	Admin	
		07:47 pm	05:38 am	9.85	Admin	
			Sub Total:	9.87		
Fri	August 12	12:58 pm	12:59 pm	0.02	Admin	
		07:20 pm		0	Admin	
		12:00 am		8	Allison	
		09:00 am	06:00 pm	9	Allison	
		12:00 am		8	Allison1	
			Sub Total:	25.02		
Sat	August 13	03:46 pm		0	Admin	
Mon	August 15	09:53 am	11:04 am	1.18	Admin	
		05:54 pm	05:54 pm	0	Admin	
		09:00 am	11:39 pm	14.65	Allison	
		10:57 am	10:57 am	0	MattOTC	
			Sub Total:	15.83		
Tue	August 16	12:00 am		8	Admin	

Who Is In

Here is a sample Screenshot of Who Is In Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 ☆**

Choose employee and date range

Department: All Departments

Employee: All Employee

OK Cancel

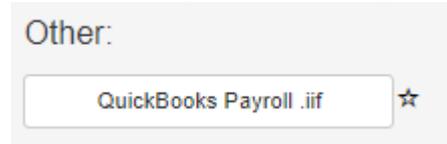
Report Name: Who is in

Employee Full Name	Department	In/Out	Status	Schedule	Date/Time
Admin		Out		Morning	22/08/2022 08:00
Allison	sample	Out	1		18/08/2022 18:00
Allison1	Gold	Out			
Anthony	Gold	Out			
Bubba	Sample	Out			
Bud Wise		Out			
Cedrik Be office		Out			
Craig		Out			
D&R User office		Out			
004321 Filthy		Out			
Gallespie New Dept		Out			
Godfrey A Service Dr		Out			
Guy Light New Dept		Out			
005 Haris Kha New Dept		Out			
Mary Smil Paint		Out			
Matt1		Out			
Matt123 Shop		Out			

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Other Reports

Here are sample for Other reports that we have.



Created with the Personal Edition of HelpNDoc: [Effortlessly Create Professional Documentation with HelpNDoc's Clean UI](#)

QuickBooks Payroll.iif

Here is a sample Screenshot of QuickBooks Payroll.iif Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 ☆

Other:

QuickBooks Payroll .if ☆

PTO Accruals Excel ☆ Requests.xlsx ☆ Simple payroll (overtime) ☆
 Simple payroll (summary) ☆ Sum Jobs Employees ☆ Time Duration ☆
 Total Hours by Date ☆ Who is in ☆

Other:

QuickBooks Payroll .if ☆

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 meet your need, Please send us a sample report. We charge a one time fee of US\$390 to customize new report according to your requirement. Our support email is "support@opentimeclock.com".

Developer API:

API Document ☆ Developer Token ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

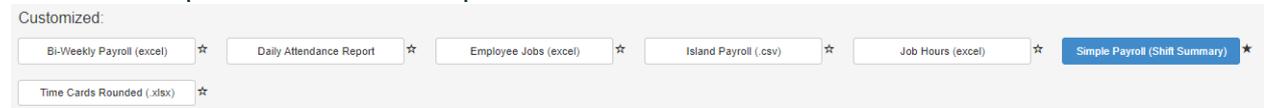
QuickBooksPayroll - Notepad

TIMEACT	DATE	JOB	EMP	ITEM	PITEM	DURATION	PROJ	NOTE	XFERTOPAYROLL	BILLINGSTATUS
TIMEACT	2022-08-16	Absence	Admin	Hourly	Personal	0h 0m			0	
TIMEACT	2022-08-01	Absence	Anthony Stark	Hourly	General PTO	8h 0m			0	
TIMEACT	2022-08-04	Absence	Anthony Stark	Hourly	General PTO	9h 0m			0	
TIMEACT	2022-08-01	Absence	Allison	Hourly	General PTO	8h 0m			0	
TIMEACT	2022-08-12	Absence	Allison	Hourly	Other	0h 0m			0	
TIMEACT	2022-08-16	Absence	Allison	Hourly	Personal	0h 0m			0	
TIMEACT	2022-08-16	Absence	Allison	Hourly	General PTO	8h 0m			0	
TIMEACT	2022-08-01	Absence	Test User	Hourly	General PTO	8h 0m			0	
TIMEACT	2022-08-01	Absence	D&R User	Hourly	General PTO	8h 0m			0	
TIMEACT	2022-08-01	Absence	MEOW MEOW	Hourly	General PTO	8h 0m			0	
TIMEACT	2022-08-01	Absence	Bubba	Hourly	General PTO	8h 0m			0	
TIMEACT	2022-08-01	Absence	Filthy	Hourly	General PTO	8h 0m			0	

Created with the Personal Edition of HelpNDoc: [Effortlessly Support Your Windows Applications with HelpNDoc's CHM Generation](#)

Customized

Here are sample for Customized reports that we have.



Created with the Personal Edition of HelpNDoc: [Revolutionize your documentation process with HelpNDoc's online capabilities](#)

Bi-Weekly Payroll (Excel)

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

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

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

CSV:

- ADP Paydata ☆
- ADP Payroll ☆
- Audit log time cards ☆
- Millennium Payroll ☆
- PayChex Payroll ☆
- PayChex Payroll 2019 ☆
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- 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 ☆

Other:

- QuickBooks Payroll .lif ☆

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 (summary) ☆ Sum Jobs Employ ... Time Duration ☆

Total Hours by Date ☆ Who is in

Other:

- QuickBooks Payroll .lif ☆

Customized:

- Bi-Weekly Payroll (excel) ☆
- Daily Attendance Report ☆
- Employee Jobs (excel) ☆
- Island Payroll (.csv) ☆
- Job Hours (excel) ☆
- Time Cards Rounded (.xlsx) ☆

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/22/2022

OK Cancel

If all above pre-formatted reports do not meet your need, Please send us a sample report. We charge a one time fee of US\$390 to customize new report according to your requirement. Our support email is "support@opentimeclock.com".

Manual for Opentimeclock

Report Name	08 Weekly Payroll Report																	
Date Range	08/14/2022																	
Roll Code	Employee	08/01/2022	08/02/2022	08/03/2022	08/04/2022	08/05/2022	08/06/2022	08/07/2022	08/08/2022	08/09/2022	08/10/2022	08/11/2022	08/12/2022	08/13/2022	08/14/2022	None		
Gold Testing	Admin	0h 0m	0h 0m	0h 0m	1h 0m	0h 0m	0h 0m	0h 0m	0h 0m	11h 26m	0h 0m	8h 52m	0h 1m	0h 0m	0h 0m	(best, best)		
Total=22h 59m																		
Client 1	Allison	0h 0m																
General PTO	Allison	0h 0m																
Other	Allison	0h 0m	[forgot to clock out]															
Total=0h 0m																		
General PTO	Allison1	0h 0m																
Other	Allison1	0h 0m																
Total=0h 0m																		
General PTO	Anthony Stark	0h 0m																
Total=0h 0m																		
General PTO	Bubba	0h 0m																
Total=0h 0m																		
General PTO	Bud Wiser	0h 0m																
Total=0h 0m																		
General PTO	Cedrik Bertin	0h 0m																
Total=0h 0m																		
General PTO	Craig	0h 0m																
Total=0h 0m																		
General PTO	D&S User	0h 0m																
Total=0h 0m																		
General PTO	Fitshy	0h 0m																
Total=0h 0m																		

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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 **OK**

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve **Reports**

My Hours Exit

[Download Sample Reports](#)

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 ☆		

Other:

QuickBooks Payroll .lif ☆

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 ☆ Locations ☆ Month cards ☆

MSL Payroll ☆ Payroll Excel ☆ roll Summary Two ☆

PTO Accruals Excel ☆ Requests. xlsx ☆ e payroll (overtime) ☆

Simple payroll (summary) ☆ Sum Jobs Employ ☆ Time Duration ☆

Total Hours by Date ☆ Who is in ☆

Other:

QuickBooks Payroll .lif ☆

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 meet your need, Please send us a sample report. We charge a one time fee of US\$390 to customize new report according to your requirement. Our support email is "support@opentimeclock.com".

Developer API:

API Document ☆	Developer Token ☆
----------------	-------------------

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

Hide employee who has no data

OK Cancel

Emp No	Name	Job Code	Department Name	Digi ID	Date	Time In	Time Out	Hours	Absence	Manager Comment	Latitude (For Time In)	Longitude (For Time In)	Latitude (For Time Out)	Longitude (For Time Out)	Time (D)	Latitude (For Time In)	Longitude (For Time In)	Time (D)	Latitude (For Time Out)	Longitude (For Time Out)
1	Adnan	Gold Testing			08/04/2022	22:09:00	23:00:00	01:00			3676 (3676)	100.203 127.193	35.4877	-61.1762	3676 (3676)	100.203 127.193	35.4877	-61.1762		
2	Adnan	Gold Testing			08/09/2022	11:34:00	00:00:00	12:26			3667 (3667)	49 145 227 68								
3	Adnan	Gold Testing			08/10/2022	10:13:00	0:00	0:00		renamed by Admin	3685	180 191 22 87								
4	Adnan	Gold Testing			08/10/2022	16:55:00	16:55:00	0:00		note by Admin	3701	124 105 178 78								
5	Adnan	Gold Testing			08/11/2022	16:55:00	16:56:00	0:01		note by Admin	3701	124 105 178 78								
6	Adnan	Gold Testing			08/11/2022	17:34:00	17:34:00	0:00			3626	124 105 178 78								
7	Adnan	Gold Testing			08/11/2022	19:47:00	19:47:00	0:00			3707	187 250 65 225								
8	Adnan	Gold Testing			08/11/2022	19:47:00	05:38:00	09:51			3707	187 250 65 225								
9	Adnan	Gold Testing			08/12/2022	12:58:00	12:59:00	0:01			3745	115 135 26 197	3.2448	101 4236					3.2450	101 4237
10	Adnan	Gold Testing			08/12/2022	15:20:00	0:00	0:00			3721	173 14 35 229								
11	Adnan	Gold Testing			08/12/2022	15:46:00	0:00	0:00			3724	165 87 1 57								
12	Adnan	Gold Testing			08/15/2022	08:53:00	11:04:00	01:11			3741	183 18 4 114	40.8700	-82 6423					3743	180 191 22 87
13	Adnan	Gold Testing			08/15/2022	17:54:00	17:54:00	0:00			3737	180 191 22 87								
14	Adnan	Gold Testing			08/16/2022	00:00:00	00:00:00	0:00	Personal		3790	49 37 44 255								
15	Adnan	BONUS+88			08/16/2022	00:00:00	0:00	0:00			3790	49 37 44 255								
16	Adnan	BONUS+88			08/16/2022	13:02:00	19 17:00	06 15			3762	207 54 136 201	42 5273	-61 1894					3763	24 137 133 137
17	Adnan	BONUS+88			08/17/2022	20:46:00	20:46:00	0:00			3763	24 137 133 137								
18	Adnan	BONUS+88			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
19	Adnan	BONUS+88			08/18/2022	23:42:00	13 23:00	13 41			3799	174 208 160 137								
20	Adnan	BONUS+88			08/19/2022	15:45:00	15:46:00	0:01			3805	70 182 143 121								
21	Adnan	BONUS+88			08/20/2022	09:56:00	09:56:00	0:00			3809	89 142 79 167								
22	Adnan	BONUS+88			08/20/2022	09:57:00	09:58:00	0:01			3809	89 142 79 167								
23	Adnan	BONUS+88			08/20/2022	13:48:00	0:00	0:00			3811	174 233 2 21	42 4349	-71 5277					3809	89 142 79 167
24	Adnan	BONUS+88			08/22/2022	07:44:00	08:00:00	0 16			3819	114 125 82 163								
25	Allison	sample		4444	08/01/2022	00:00:00	00:00:00	00:00	General PTO		3594 (3594)	182 253 153 245							3594 (3594)	182 253 153 245
26	Allison	sample		4444	08/12/2022	00:00:00	00:00:00	00:00	Other		3701	124 105 178 78								
27	Allison	client 1	sample	4444	08/12/2022	09:00:00	10:00:00	09:00		y Allison forgot to c	3701	124 105 178 78								
28	Allison	client 1	sample	4444	08/15/2022	09:00:00	23 23:00	14 39			3743	180 191 22 87							8 8851	-41 9636
29	Allison	client 1	sample	4444	08/16/2022	00:00:00	00:00:00	00:00	Personal		3790	49 37 44 255								
30	Allison	BONUS+88	sample	4444	08/16/2022	00:00:00	0:00	0:00			3790	49 37 44 255								
31	Allison	BONUS+88	sample	4444	08/16/2022	00:00:00	00:00	00:00	General PTO		3764	65 168 64 11								
32	Allison	BONUS+88	sample	4444	08/16/2022	09:00:00	10:00:00	09:00			3764	65 168 64 11								
33	Allison	BONUS+88	sample	4444	08/17/2022	09:00:00	10:00:00	09:00			3764	65 168 64 11								
34	Allison	BONUS+88	sample	4444	08/17/2022	09:00:00	10:00:00	09:00			3764	65 168 64 11								
35	Allison	BONUS+88	sample	4444	08/18/2022	09:00:00	10:00:00	09:00			3764	65 168 64 11								
36	Allison	BONUS+88	sample	4444	08/18/2022	09:00:00	10:00:00	09:00			3764	65 168 64 11								
37	Allison	BONUS+88	sample	4444	08/19/2022	00:00:00	0:00	0:00			3701	124 105 178 78								
38	Allison1	Gold		10	08/01/2022	00:00:00	00:00:00	00:00	General PTO		3594 (3594)	182 253 153 245							3594 (3594)	182 253 153 245
39	Allison1	Gold		10	08/12/2022	00:00:00	00:00:00	00:00	Other		3701	124 105 178 78								
40	Anthony Stark	Gold			08/01/2022	00:00:00	00:00:00	00:00	General PTO		3594 (3594)	182 253 153 245							3594 (3594)	182 253 153 245
41	Anthony Stark	Gold			08/04/2022	09:00:00	09:00	09:00	General PTO											

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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 **OK**

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours **Exit** 

[Download Sample Reports](#)

CSV:

ADP Paydata ☆	ADP Payroll ☆	Audit log time cards ☆	Millennium Payroll ☆
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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 ☆	

Excel:

Absences .xlsx ☆	Biweekly Employee Time Sheet ☆	Department Payroll ☆	Departmental Summary Excel ☆
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Job Summary 2 ☆	Late and early ☆	Locations ☆	Month cards ☆
MSL Payroll ☆	Payroll Excel ☆	Payroll Summary One ☆	Payroll Summary Two ☆
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Simple payroll (summary) ☆	Sum Jobs Employees ☆	Time card by job ☆	Time Duration ☆
Total Hours by Date ☆	Who is in ☆		

Other:

QuickBooks Payroll .lif ☆

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 ☆ Locations ☆ Month cards ☆

MSL Payroll ☆ Payroll Excel ☆ Payroll Summary Two ☆

PTO Accruals Excel ☆ Requests .xlsx ☆ Simple payroll (overtime) ☆

Simple payroll (summary) ☆ Sum Jobs Employees ☆ Time Duration ☆

Total Hours by Date ☆ Who is in ☆

Other:

QuickBooks Payroll .lif ☆

Customized:

Bi-Weekly Payroll (excel) ☆	Daily Attendance Report ☆	Employee Jobs (excel) ☆	Island Payroll (.csv) ☆
Job Hours (excel) ☆	Time Cards Rounded (.xlsx) ☆		

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

If all above pre-formatted reports do not meet your need, Please send us a sample report. We charge a one time fee of US\$390 to customize new report according to your requirement. Our support email is "support@opentimeclock.com".

Developer API:

API Document ☆	Developer Token ☆
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Island Payroll

Here is a sample Screenshot of Island Payroll Report

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve **Reports**

My Hours **Exit**

[Download Sample Reports](#)

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 ☆		

Other:

QuickBooks Payroll .iif ☆			
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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 ☆ Locations ☆ Month cards ☆

MSL Payroll ☆ Payroll Excel ☆ Payroll Summary Two ☆

PTO Accruals Excel ☆ Requests. xlsx ☆ Simple payroll (overtime) ☆

Simple payroll (summary) ☆ Sum Jobs Employees ☆ Time Duration ☆

Total Hours by Date ☆ Who is in ☆

Other:

QuickBooks Payroll .iif ☆			
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Customized:

Bi-Weekly Payroll (excel) ☆	Daily Attendance Report ☆	Employee Jobs (excel) ☆	Island Payroll (.csv) ☆
Job Hours (excel) ☆	Time Cards Rounded (.xlsx) ☆		

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

Minimum Pay Rate: 8.5

OK Cancel

If all above pre-formatted reports do not meet your need, Please send us a sample report. We charge a one time fee of US\$390 to customize new report according to your requirement. Our support email is "support@opentimeclock.com".

Developer API:

API Document ☆	Developer Token ☆
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Job Hours

Here is a sample Screenshot of Job Hours Report

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

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve Reports

My Hours Exit

[Download Sample Reports](#)

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 ☆		

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 ☆ Locations ☆ Month cards ☆

MSL Payroll ☆ Payroll Excel ☆ Payroll Summary Two ☆

PTO Accruals Excel ☆ Requests.xlsx ☆ Simple payroll (overtime) ☆

Simple payroll (summary) ☆ Sum Jobs Employ ☆ 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) ☆		

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

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Developer API:

API Document ☆	Developer Token ☆
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Time Cards Rounded (.xlsx)

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

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

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve **Reports**

My Hours Exit

[Download Sample Reports](#)

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 ☆		

Other:

QuickBooks Payroll .liff ☆

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 ☆ Locations ☆ Month cards ☆

MSL Payroll ☆ Payroll Excel ☆ Payroll Summary Two ☆

PTO Accruals Excel ☆ Requests. xlsx ☆ Simple payroll (overtime) ☆

Simple payroll (summary) ☆ Sum Jobs Employ ☆ Time Duration ☆

Total Hours by Date ☆ Who is in ☆

Other:

QuickBooks Payroll .liff ☆

Customized:

Bi-Weekly Payroll (excel) ☆	Daily Attendance Report ☆	Employee Jobs (excel) ☆	Island Payroll (.csv) ☆
Job Hours (excel) ☆	Time Cards Rounded (.xlsx) ☆		

Choose employee and date range

Department: All Departments

Employee: All Employee

Date range: 08/01/2022 08/31/2022

OK Cancel

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Developer API:

API Document ☆	Developer Token ☆
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Developer API

Here are sample for Developer API files that we have.



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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.

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve **Reports**

My Hours Exit

[Download Sample Reports](#)

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 ☆		

Other:

QuickBooks Payroll .iif ☆			
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Customized:

Bi-Weekly Payroll (excel) ☆	Daily Attendance Report ☆	Employee Jobs (excel) ☆	Island Payroll (.csv) ☆
Job Hours (excel) ☆	Time Cards Rounded (.xlsx) ☆		

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Developer API:

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opentimeclock.com/t1/SampleReports/T1API.pdf

Incognito (2)

Other bookmarks

T1API.pdf 1 / 4 100%

API Document, Version 1

1. Query Time Cards data:

Sample Code in javascript with jQuery post:

```
function post(data, handler) {
    var url = "https://api1.opentimeclock.com/T1-TimeClockFree"; //api url
    $.post(url, JSON.stringify(data), handler, 'json');
}

function getTimeCards() {
    //pass in JSON parameters:
    post({
        "cmd": "api1QueryTimeCards", //This passed in command means query time cards records. We may have add
        or modify command later.
    });
}
```

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 token generated for you.

Manual for Opentimeclock

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve **Reports**

My Hours Exit 

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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 ☆
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 ☆
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Simple payroll (summary) ☆	Sum Jobs Employees ☆	Time card by job ☆	Time Duration ☆
Total Hours by Date ☆	Who is in ☆		

Other:

QuickBooks Payroll .lif ☆			
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Customized:

Bi-Weekly Payroll (excel) ☆	Daily Attendance Report ☆	Employee Jobs (excel) ☆	Island Payroll (.csv) ☆
Job Hours (excel) ☆	Time Cards Rounded (.xlsx) ☆		

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Developer API:

API Document ☆	Developer Token ☆
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← →   opentimeclock.com/t1/mReports.html  Incognito (2)  Other bookmarks

Job Summary 2 ☆ Late and early ☆ Locations ☆ Month cards ☆

MSL Payroll ☆ Payroll Excel ☆ Payroll Summary Two ☆

PTO Accruals Excel ☆ Requests.xlsx ☆ Simple payroll (overtime) ☆

Simple payroll (summary) ☆ Sum Jobs Employees ☆ Time Duration ☆

Total Hours by Date ☆ Who is in ☆

Other:

QuickBooks Payroll .lif ☆			
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Customized:

Bi-Weekly Payroll (excel) ☆	Daily Attendance Report ☆	Employee Jobs (excel) ☆	Island Payroll (.csv) ☆
Job Hours (excel) ☆	Time Cards Rounded (.xlsx) ☆		

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Only Admin can see developer token

Admin login username:

Password:

View Token Close

API for Product 2004

API Document, for product 2004

<https://www.opentimeclock.com/manual/APIforProduct2004.html>

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<https://www.opentimeclock.com>

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 List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve **Reports**

My Hours Exit 

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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 ☆
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 ☆		

Other:

QuickBooks Payroll. .lif ☆			
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Customized:

Bi-Weekly Payroll (excel) ☆	Daily Attendance Report ☆	Employee Jobs (excel) ☆	Island Payroll (.csv) ☆
Job Hours (excel) ☆	Time Cards Rounded (.xlsx) ☆		

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Developer API:

API Document ☆	Developer Token ☆
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Only Admin can see developer token

Admin login username:

Password:

View Token Close

Job Summary 2 ☆ Late and early ☆ Locations ☆ Month cards ☆

MSL Payroll ☆ Payroll Excel ☆ Payroll Summary Two ☆

PTO Accruals Excel ☆ Requests. xlsx ☆ Simple payroll (overtime) ☆

Simple payroll (summary) ☆ Sum Jobs Employees ☆ Time Duration ☆

Total Hours by Date ☆ Who is in ☆

Other:

QuickBooks Payroll. .lif ☆

Customized:

Bi-Weekly Payroll (excel) ☆ Daily Attendance Report ☆ Employee Jobs (excel) ☆ Island Payroll (.csv) ☆

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API for Product 2008

API Document, for product 2008

<https://www.opentimeclock.com/manual/APIforProduct2008.html>

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<https://www.opentimeclock.com>

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 List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve **Reports**

My Hours Exit 

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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 ☆
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 ☆		

Other:

QuickBooks Payroll. .lif ☆			
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Customized:

Bi-Weekly Payroll (excel) ☆	Daily Attendance Report ☆	Employee Jobs (excel) ☆	Island Payroll (.csv) ☆
Job Hours (excel) ☆	Time Cards Rounded (.xlsx) ☆		

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Developer API:

API Document ☆	Developer Token ☆
----------------	--------------------------

opentimeclock.com/t1/mReports.html

Only Admin can see developer token

Admin login username:

Password:

View Token Close

Job Summary 2 ☆ Late and early ☆ Locations ☆ Month cards ☆

MSL Payroll ☆ Payroll Excel ☆ Payroll Summary Two ☆

PTO Accruals Excel ☆ Requests. xlsx ☆ Simple payroll (overtime) ☆

Simple payroll (summary) ☆ Sum Jobs Employees ☆ Time Duration ☆

Total Hours by Date ☆ Who is in ☆

Other:

QuickBooks Payroll. .lif ☆

Customized:

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

<https://www.opentimeclock.com/manual/APIforProductT1.html>

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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 PHP [□](#)

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 PHP [□](#)

Sample returned data in JSON to query users data [□](#)

Where to find Developer Token [□](#)

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve **Reports**

My Hours Exit

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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 ☆
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 ☆		

Other:

QuickBooks Payroll. .lif ☆			
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Customized:

Bi-Weekly Payroll (excel) ☆	Daily Attendance Report ☆	Employee Jobs (excel) ☆	Island Payroll (.csv) ☆
Job Hours (excel) ☆	Time Cards Rounded (.xlsx) ☆		

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Developer API:

API Document ☆	Developer Token ☆
----------------	--------------------------

opentimeclock.com/t1/mReports.html

Only Admin can see developer token

Admin login username:

Password:

View Token Close

Job Summary 2 ☆ Late and early ☆ Locations ☆ Month cards ☆

MSL Payroll ☆ Payroll Excel ☆ Payroll Summary Two ☆

PTO Accruals Excel ☆ Requests. xlsx ☆ Simple payroll (overtime) ☆

Simple payroll (summary) ☆ Sum Jobs Employees ☆ Time Duration ☆

Total Hours by Date ☆ Who is in ☆

Other:

QuickBooks Payroll. .lif ☆

Customized:

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

<https://www.opentimeclock.com/manual/APIforProductQ2.html>

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<https://www.opentimeclock.com>

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 PHP [□](#)

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 PHP [□](#)

Sample returned data in JSON to query users data [□](#)

Where to find Developer Token [□](#)

Setting Request List View Day View PTO Balance Where Who Is In Message Shift Schedule Job Schedule Approve **Reports**

My Hours Exit 

[Download Sample Reports](#)

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 ☆		

Other:

QuickBooks Payroll. .lif ☆			
----------------------------	--	--	--

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 meet your need, Please send us a sample report. We charge a one time fee of US\$390 to customize new report according to your requirement. Our support is "support@opentimeclock.com".

Developer API:

API Document ☆	Developer Token ☆
----------------	--------------------------

opentimeclock.com/t1/mReports.html

Only Admin can see developer token

Admin login username:

Password:

View Token Close

Job Summary 2 ☆ Late and early ☆ Locations ☆ Month cards ☆

MSL Payroll ☆ Payroll Excel ☆ Payroll Summary Two ☆

PTO Accruals Excel ☆ Requests. xlsx ☆ Simple payroll (overtime) ☆

Simple payroll (summary) ☆ Sum Jobs Employees ☆ Time Duration ☆

Total Hours by Date ☆ Who is in ☆

Other:

QuickBooks Payroll. .lif ☆

Customized:

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.

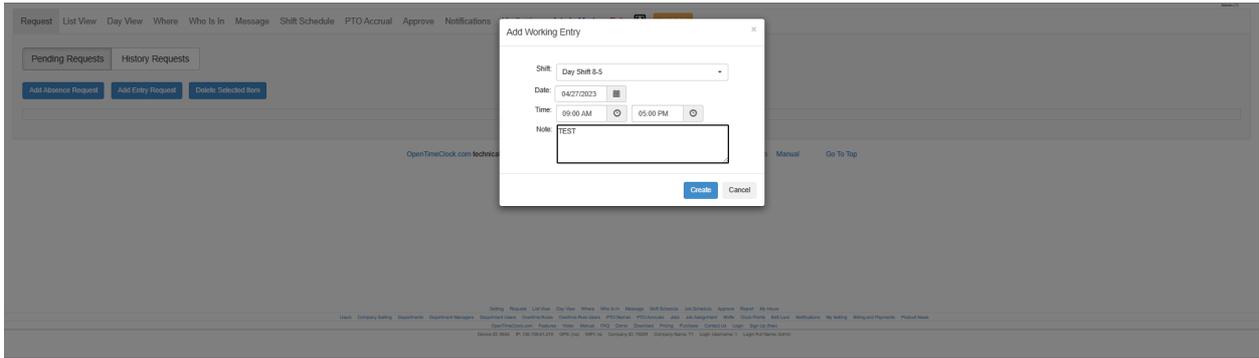
Data Fields:

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

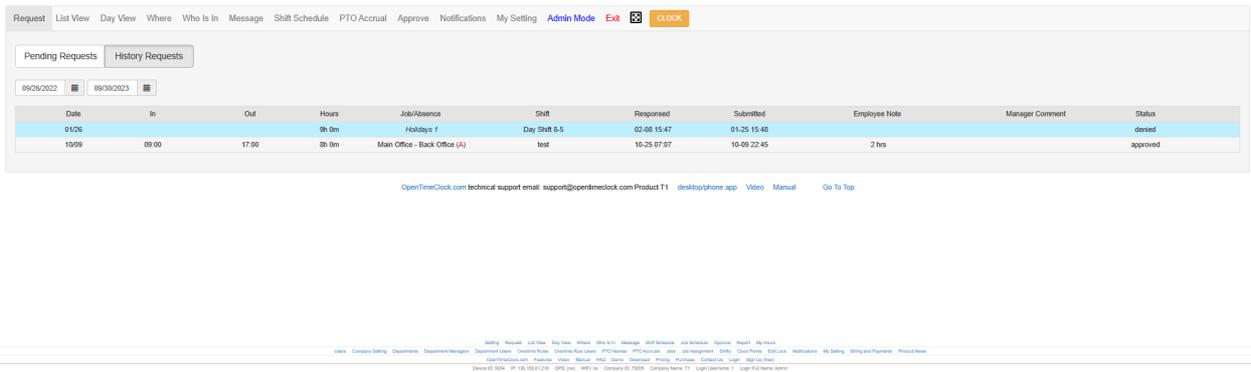
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Request Page

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



History Request lets you see all previous requests you have made.



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List View and Day View

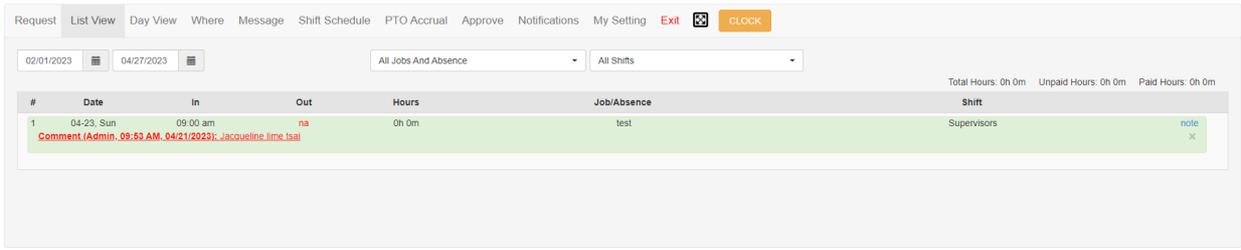
List View and Day View page is the Timecard. Lets you see your worked hours.

List View

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



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



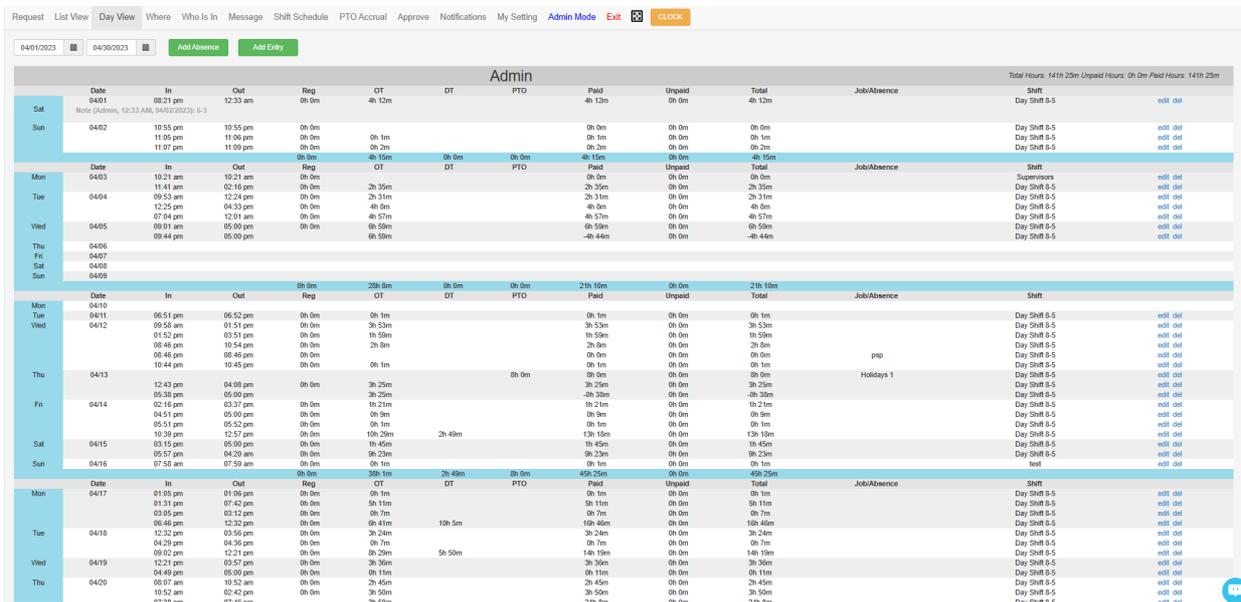
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There is also an option to filter your timecard per Job/Absence, or even Shift. Make sure to utilize these buttons for efficiency.

Day View

It has the same function as the List View page.

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



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

mttest													Total Hours: 0h 0m Unpaid Hours: 0h 0m Paid Hours: 0h 0m	
Date	In	Out	Reg	OT	DT	PTO	Paid	Unpaid	Total	Job/Absence	Shift			
Sat 04/01	04:02													
Sun 04/02														
Mon 04/03														
Tue 04/04														
Wed 04/05														
Thu 04/06														
Fri 04/07														
Sat 04/08														
Sun 04/09														
Mon 04/10														
Tue 04/11														
Wed 04/12														
Thu 04/13														
Fri 04/14														
Sat 04/15														
Sun 04/16														
Mon 04/17														
Tue 04/18														
Wed 04/19														
Thu 04/20														
Fri 04/21														
Sat 04/22														
Sun 04/23	09:00 am	na					0h 0m	0h 0m	0h 0m	test	Supervisors	note x		
Comment (Admin_09:53 AM_04/21/2023): Jacqueline Lima Tsai														
Mon 04/24														
Tue 04/25														

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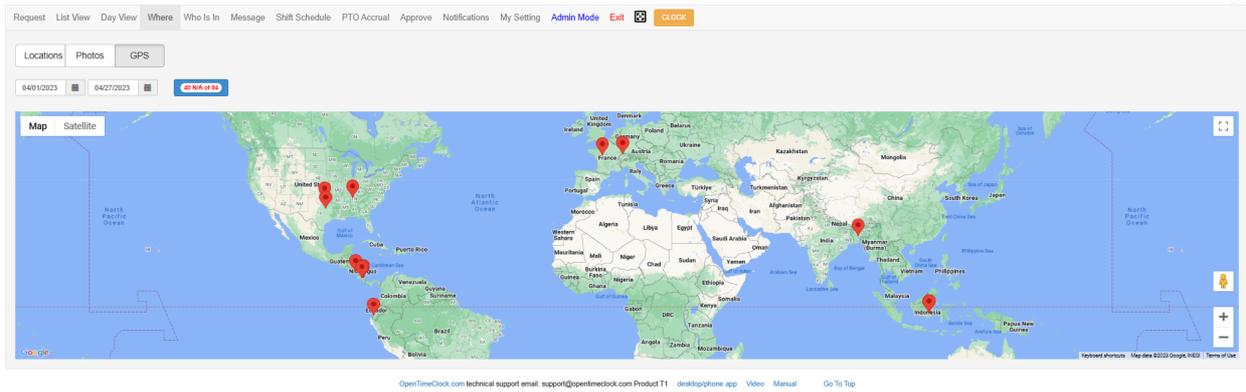
Where

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 icon to select the date range to see the dates you only want to see.

Name	ID	Date Time	IP	Device Type	Device ID	WiFi ID	GPS Address
Admin	IN	04/26/2023 01:13 PM	107.182.74.162	phone user clock	3430		
Admin	OUT	04/26/2023 05:00 PM		Auto clock			
Admin	IN	04/26/2023 05:09 PM	107.77.207.140	phone user clock	3430	60477 (60477)	
Admin	OUT	04/26/2023 05:09 PM		Auto clock			
Admin	IN	04/26/2023 06:36 PM	72.210.16.120	web user clock	5709		
Admin	OUT	04/26/2023 08:17 PM	107.182.74.162	phone user clock	3430		

Has Photo	No Photo
<input checked="" type="checkbox"/>	<input type="checkbox"/>

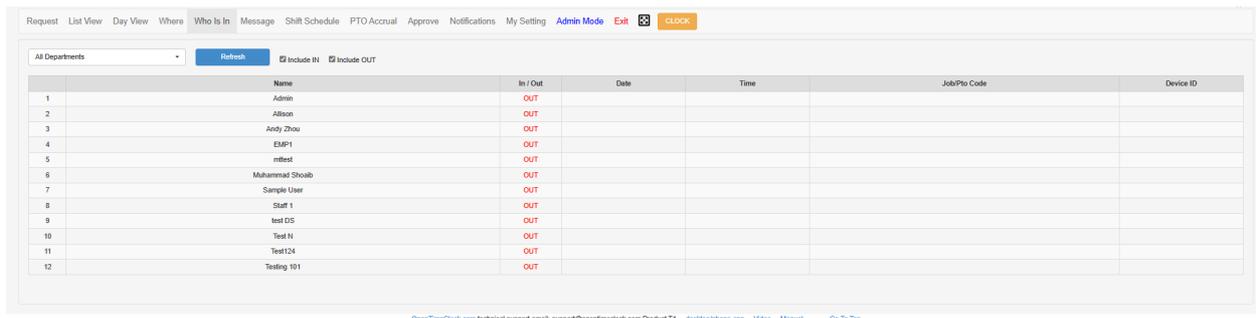
Clock In: 04-26 13:13	Clock Out: 04-26 17:00	Clock In: 04-26 17:09	Clock Out: 04-26 17:00	Clock In: 04-26 18:36	Clock Out: 04-26 20:17



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Who is In

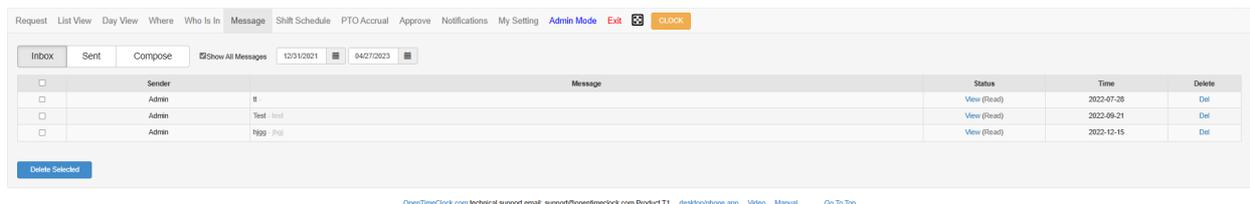
Who is in page lets you see who is currently clocked in/out. It can either be within your department or other departments as well, depending on the permission your admin has provided your account



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Message

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



Request List View Day View Where Who is In Message Shift Schedule PTO Accrual Approve Notifications My Setting Admin Mode Exit GLOCK

Inbox Sent Compose 01/01/2020 04/27/2023

Receiver	Message	Status	Time	Delete
Admin	N: N	View (Read)	2020-01-02	Del
Admin	Re: N - system	View (Read)	2020-01-03	Del
Admin	1 - 1	View (Read)	2020-04-13	Del
Admin	Re: 1 - hola	View (Read)	2020-05-04	Del
Admin	hola - non akeadiao?	View (Read)	2020-07-14	Del
Admin	hola - non hoolg@openfiling	View (Read)	2020-07-14	Del
Admin	Re: hola - cc	View (Read)	2020-11-13	Del
Admin	tt	View (Read)	2022-07-28	Del
Admin	Test test	View (Read)	2022-09-21	Del
Admin	Hggg Pgg	View (Read)	2022-12-15	Del
N: N	1 - 1	View (Unread)	2020-01-02	Del
1 - 1		View (Unread)	2020-04-13	Del
N: N		View (Unread)	2020-01-02	Del
test	stata	View (Unread)	2020-01-03	Del
dd	dd	View (Unread)	2020-04-13	Del
Re: dd - ddadad		View (Unread)	2020-04-13	Del
1 - 1		View (Unread)	2020-04-13	Del
N: N		View (Unread)	2020-01-02	Del
1 - 1		View (Unread)	2020-04-13	Del
N: N		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

Request List View Day View Where Who is In Message Shift Schedule PTO Accrual Approve Notifications My Setting Admin Mode Exit GLOCK

Inbox Sent Compose

All Departments

Search Name

Select All Recipients

- Admin
- Alison
- Andy Zhou
- EMP1
- nttest
- Muhammad Shoab
- Sample User
- Staff 1
- test DS
- Test N
- Test124
- Testing 101

Subject:

Message:

Send

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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 View Day View Where Who is In Message Shift Schedule PTO Accrual Approve Notifications My Setting Admin Mode Exit GLOCK

All Shifts

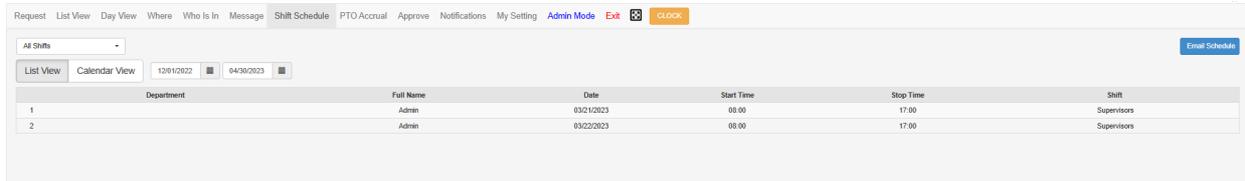
List View Calendar View

April 2023

tooty | month | week | day | list

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23

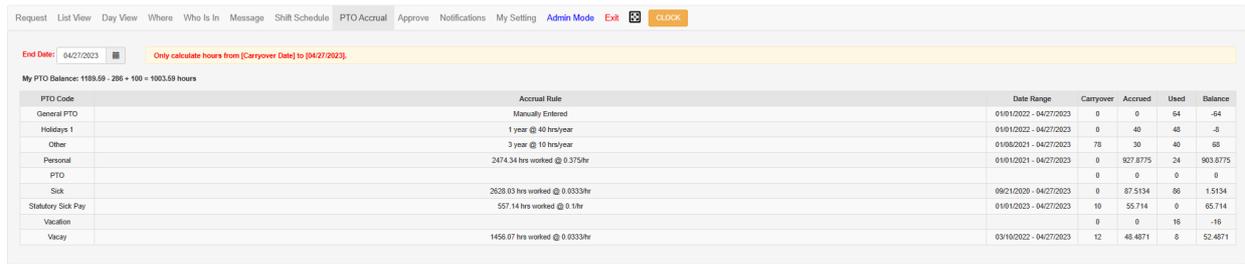
NOTE* Make sure to use the calendar Icon to select the date range to see the dates you only want to see.



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PTO Accruals

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



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 Icon 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.

Select	Date	In	Out	Hours	Job/Absence	Shift	By Manager	By Employee	Admin Note:
<input type="checkbox"/>	Sat 04/01	08:21 pm	12:33 am	4h 12m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Sun 04/02	10:55 pm	10:55 pm			Day Shift 8-5	no	no	
<input type="checkbox"/>	Sun 04/02	11:05 pm	11:06 pm	0h 1m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Sun 04/02	11:07 pm	11:09 pm	0h 2m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Mon 04/03	10:21 am	10:21 am			Supervisors	no	no	
<input type="checkbox"/>	Tue 04/04	09:53 am	12:24 pm	2h 31m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Tue 04/04	12:25 pm	04:33 pm	4h 8m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Tue 04/04	07:04 pm	12:01 am	4h 57m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Wed 04/05	09:01 am	05:00 pm	8h 59m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Thu 04/06	09:44 pm	05:00 pm			Day Shift 8-5	no	no	
<input type="checkbox"/>	Fri 04/07								
<input type="checkbox"/>	Sat 04/08								
<input type="checkbox"/>	Sun 04/09								
				21h 10m					
<input type="checkbox"/>	Mon 04/10	05:51 pm	05:52 pm	0h 1m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Tue 04/11	09:58 am	01:51 pm	3h 53m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Wed 04/12	01:52 pm	03:51 pm	1h 59m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Wed 04/12	08:46 pm	08:46 pm	0h 0m	pip	Day Shift 8-5	no	no	
<input type="checkbox"/>	Wed 04/12	08:46 pm	10:54 pm	2h 8m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Wed 04/12	10:44 pm	10:45 pm	0h 1m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Thu 04/13	12:43 pm	04:08 pm	3h 25m	Holidays 1	Day Shift 8-5	no	no	
<input type="checkbox"/>	Thu 04/13	05:38 pm	05:00 pm			Day Shift 8-5	no	no	
<input type="checkbox"/>	Fri 04/14	02:16 pm	03:37 pm	1h 21m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Fri 04/14	04:51 pm	05:00 pm	0h 9m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Fri 04/14	05:51 pm	05:52 pm	0h 1m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Fri 04/14	10:39 pm	12:57 pm	13h 18m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Sat 04/15	03:15 pm	05:00 pm	1h 45m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Sat 04/15	05:57 pm	04:20 am	9h 23m		Day Shift 8-5	no	no	
<input type="checkbox"/>	Sun 04/16	07:58 am	07:59 am	0h 1m		test	no	no	
				49h 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 have 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.

Notifications

Notify:

Clock IN:

Clock OUT:

Your email needs to be verified. [Click here to Verify](#)

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My Setting

The My Setting page allows you to edit your own profile. From your username, up unto changing passwords, photo (for face clock).

Request List View Day View Where Who is In Message Shift Schedule PTO Accrual Approve Notifications My Setting Admin Mode Exit CLOCK

My Setting

Username 1

Change Password

Current Password

New Password

Confirm New Password

Email Verify

Default Page Listview

Base Photo

SAMPLE PHOTO

FACE ONLY

Upload Photo

Camera Capture

Save 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.

- <https://youtu.be/bPJ5BbjPRig>

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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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Others

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