

Employee Status

To see if your employees are clocked in or out, go to Tools/ Employee Status:

The screenshot shows the TimeClock Plus interface. The top navigation bar includes Home, HOURS, REPORTS, and TOOLS. Under TOOLS, 'Employee Status' is selected. The page title is 'EMPLOYEE STATUS'. There are search and filter options. The status filter 'All' is selected. The table shows 2 records:

ID	First Name	Last Name	Note	Status	Job Code	Time In	Phone	Location	Call Note
90000999	Timeclock	Test		Out					Enter note
900001001	Payroll	Test Employee		Clocked In	1 - Test Job Athletic Director	02/15/2017 09:15 AM		Standalone Clock - Clock Operation on Facilities - Facilities	Enter note

Figure 1- Employee Status - All

The screenshot shows the TimeClock Plus interface with the 'Clocked In' status filter selected. The table shows 1 record:

ID	First Name	Last Name	Note	Job Code	Time In	Location
900001001	Payroll	Test Employee		1 - Test Job Athletic Director	02/15/2017 09:15 AM	Standalone Clock - Clock Operation on Facilities - Facilities

Figure 2- - Employee Status - Clocked In

An employee's status will be color coded if they are clocked in over 8 and 12 hours:

EMPLOYEE STATUS ☆

Options Download ? Feedback

Search Employee Filter Job Code Filter

All **Clocked In** On Break Not In Absent On Leave Last Punch Hours

Segment Refresh

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Over 8 hours Over 12 hours

Showing 1-100 records of 152 Selected 0 records

ID#	First Name	Last Name	Note	Job Code	Time In	Location
185684	Mark A.	Buck		15989 - Maintenance Engineer II	02/20/2017 03:00 PM	Standalone Clock - Clock Operation on heating plant - heating plant
404274	Yodit	Habtemichael		15582 - Custodian - 2nd Shift	02/20/2017 03:00 PM	Standalone Clock - Clock Operation on Facilities - Facilities
413923	Dragan	Loncar		15715 - Custodian - Floater 2nd Shift	02/20/2017 03:00 PM	Standalone Clock - Clock Operation on Facilities - Facilities
1010167	Mahdi A.	Mohamed		17202 - Custodian - Floater 2nd Shift	02/20/2017 03:00 PM	Standalone Clock - Clock Operation on Facilities - Facilities
1036059	Jordan O.	Black-Mathews		13235 - Student Supervisor - Level 1 A	02/20/2017 04:15 PM	Standalone Clock - Clock Operation on Athletics 1 - Athletics 1
1037321	Mahala G.	Miller		23079 - Help Desk Consultant - Tier 3	02/20/2017 03:30 PM	Standalone Clock - Clock Operation - ITS Helpdesk
1041175	Victoria P.	MacKinnon		29334 - Program Coordinator - Tier 3 C	02/20/2017 03:00 PM	WebClock - Clock Operation on 141.140.175.130
1043303	Isabela R.	Alesna		29583 - Acad Year Fundraiser Tier 3 An	02/20/2017 05:00 PM	WebClock - Clock Operation on 141.140.159.46
1043462	Ruth N.	Berman		22206 - Preceptor - TBD Math, Statisti	02/20/2017 04:30 PM	WebClock - Clock Operation on 141.140.176.152
1043513	Samantha G.	Bongiorno		12484 - Athletic Assistant Athletic Di	02/20/2017 05:30 PM	Standalone Clock - Clock Operation on Athletics 1 - Athletics 1

Figure 3 - Employee Status – Many clocked in Over 8 / Over 12 hour indicators