

Time clock System Option Set-up

The time clock system has a number of options that can be set that may make your viewing experience with the software better. First, click on the *Options* button in upper right in the *Individual Hours* or the *Group Hours* screen.

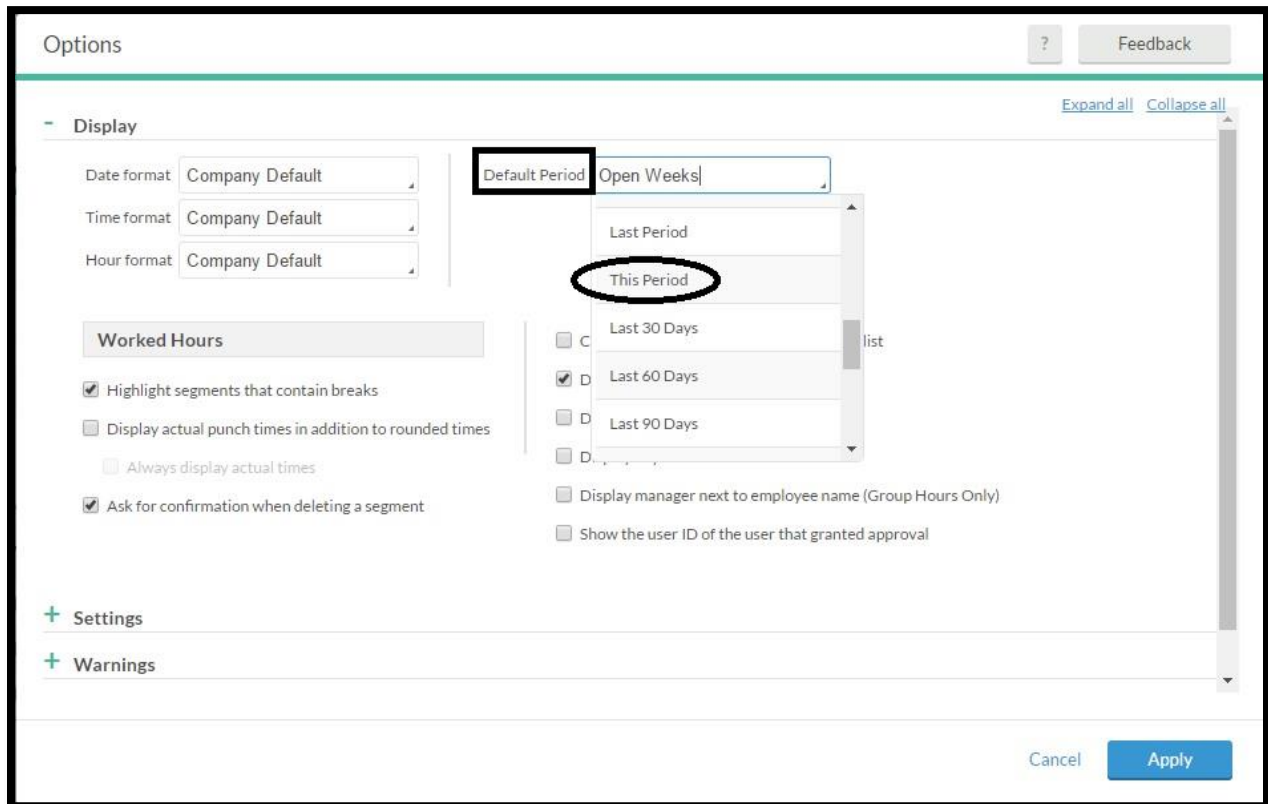


Figure 1: Time clock Options: Default Period

Changing the **Default Period** will impact what date range will be displayed when looking at employee records. The default is *Open Weeks*. Two possible options that are helpful in our environment are:

- If you change to display *Last Period*, then you will default to the last pay period. This is a good choice if you access the system on Monday or Tuesday after the pay period has closed to approve time cards. If you set your default to *Last Period* you will have change the date range to *This Period* in order to see the current payroll week(s).
- If you change the display to *This Period*, then you will default see the current week. This is a good choice if you like to access the system throughout the pay period, reviewing time cards as they are entered. If you set your default to *This Period* you will have change the date range to *Last Period* in order to see the past two weeks when approving timecards.

Options ? Feedback

[Expand all](#) [Collapse all](#)

- Display

Date format: Default Period:

Time format:

Hour format:

Worked Hours

- Highlight segments that contain breaks
- Display actual punch times in addition to rounded times
 - [Always display actual times](#)
- Ask for confirmation when deleting a segment

- Combine rates and shift premiums in the list
- Display job description in the list
- Display total hours for each day
- Display day of week for each time in/out
- Display manager next to employee name (Group Hours Only)
- Show the user ID of the user that granted approval

+ Settings

+ Warnings

Cancel

Figure 2: Time clock Options: Actual times

To set the Individual or Group Hours **display for actual time in / out**, go to *Options/Display*, and select *Actual punch time in addition to rounded times* and *Always display actual times*. Once these options are selected, you will see 2 additional columns – showing the actual time the employee clocked in / out. *Time in / Time out* show the rounded times.

Showing 4 records of 4 Selected 0 records

	Notes	Edited	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Job Code
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/13/2017 02:15 PM	2/13/2017 02:12 PM	2/13/2017 02:15 PM	2/13/2017 02:14 PM	0:00	0:00		1 - Test Job Athletic Director
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/13/2017 02:15 PM	2/13/2017 02:17 PM	2/13/2017 02:15 PM	2/13/2017 02:17 PM	0:00	0:00		1 - Test Job Athletic Director
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2/13/2017 02:45 PM	2/13/2017 02:51 PM	2/13/2017 02:45 PM	2/13/2017 02:51 PM	0:00	0:00		1 - Test Job Athletic Director
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Y	2/15/2017 09:15 AM	2/15/2017 09:09 AM	2/15/2017 04:15 PM	2/15/2017 04:15 PM	7:00	7:00	7:00	1 - Test Job Athletic Director

Figure 3: Time clock Options: Actual times displayed

To set the Individual or Group Hours display for **Daily hours total**, go to *Options/Display*, and select *Display total hours for each day*. Once these options are selected, you will see 1 additional column – showing the hourly totals for a day. This is helpful is an employee clocks in and out multiple times per day.

Figure 4: Time clock Options: Display total hours for each day

Showing 3 records of 3 Selected 0 records

				Notes	Edited		Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job	Rate
					Y		Mon 7/17/2017 09:00 AM	Mon 7/17/2017 12:00 PM	3:00	3:00	3:00		1 - Office Assistant Math	0.00
					Y		Tue 7/18/2017 09:00 AM	Tue 7/18/2017 12:00 PM	3:00	3:00	3:00		1 - Office Assistant Math	0.00
					Y		Thu 7/20/2017 09:00 AM	Thu 7/20/2017 12:00 PM	3:00	3:00	3:00	9:00	1 - Office Assistant Math	0.00

Figure 5: Time clock Options: Total hours for each day

To set the Individual or Group Hours display for **day of the week**, go to *Options/Display*, and select *Display day of week for each time in /out*. Once these options are selected, you will see the day of the week before the date on Time in / Time out.

The screenshot shows the 'Options' dialog box with the 'Display' section expanded. Under the 'Worked Hours' sub-section, the checkbox 'Display day of week for each time in/out' is checked and highlighted with a black rectangular box. Other options include 'Combine rates and shift premiums in the list', 'Display job description in the list', 'Display total hours for each day', 'Display manager next to employee name (Group Hours Only)', and 'Show the user ID of the user that granted approval'. The 'Date format', 'Time format', and 'Hour format' are all set to 'Company Default'. The 'Default Period' is set to 'This Period'. At the bottom right, there are 'Cancel' and 'Apply' buttons.

Figure 6: Time clock Options: Day of the Week

The screenshot shows a table with 3 records. The 'Time In' and 'Time Out' columns are circled in black. The data is as follows:

	Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Job
<input type="checkbox"/>		Y	Mon 7/17/2017 09:00 AM	Mon 7/17/2017 12:00 PM	3:00	3:00		1 - Office Assistant Math
<input type="checkbox"/>		Y	Tue 7/18/2017 09:00 AM	Tue 7/18/2017 12:00 PM	3:00	3:00		1 - Office Assistant Math
<input type="checkbox"/>		Y	Thu 7/20/2017 09:00 AM	Thu 7/20/2017 12:00 PM	3:00	3:00	9:00	1 - Office Assistant Math

Figure 7: Time clock Options: Day of the Week Display

To set the Individual or Group Hours display to show **row shading**, go to *Options/Colors*, and select a *Row shading color*. You can choose to have the row shading on every other line (*Even row shading*) or have row shading per date (*Shade alternating date groups in list*). Once these options are selected, you will see bands of contrasting color that will help in reading the lines of data.

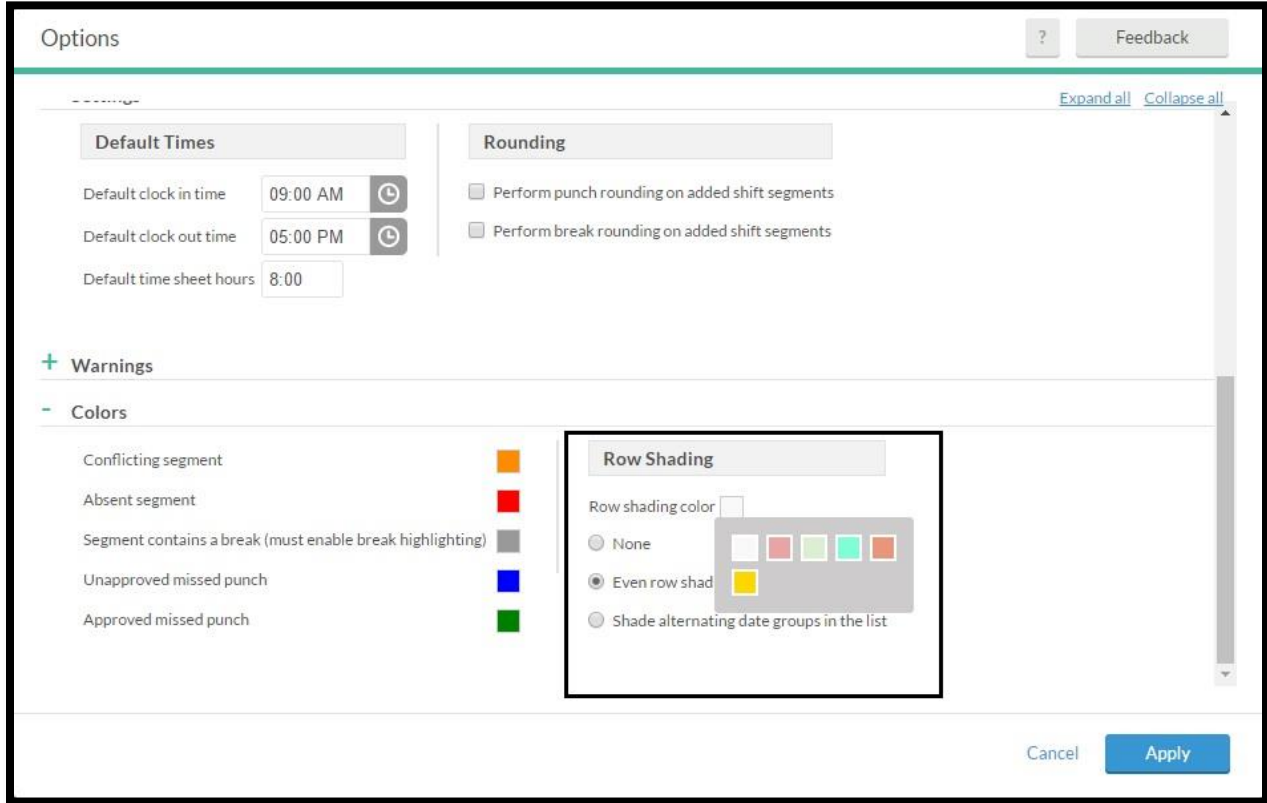


Figure 8: Time clock Options: Row Shading

Showing 4 records of 4 Selected 0 records

								Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited	<input type="checkbox"/>	Mon 7/17/2017 09:00 AM	Mon 7/17/2017 12:00 PM	3:00	3:00	3:00		1 - Office Assistant Math
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	Tue 7/18/2017 09:00 AM	Tue 7/18/2017 12:00 PM	3:00	3:00	3:00		1 - Office Assistant Math
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	Wed 7/19/2017 09:00 AM	<< Time sheet >>	10:00	10:00	10:00		8000101 - Vacation Leave - Union (VA3)
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	<input type="checkbox"/>	Thu 7/20/2017 09:00 AM	Thu 7/20/2017 12:00 PM	3:00	3:00	3:00	19:00	1 - Office Assistant Math

Figure 9: Time clock Options: Row Shading Display