TimeClick

Help Contents Manual

TimeClick 18

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WHAT TO EXPECT WITH THIS MANUAL

This manual takes you through the many features of TimeClick. Each navigation bar tab in admin options has a section that describes all the features available within it.

Resources Found on Website and Blog

You can find additional documentation such as the FAQs page and Video Tutorials on the Support Center on our website.

The blog is another great resource for tips with the software and documentation on using advanced features.

TimeClick Blog Features: https://www.timeclick.com/blog/category/timeclick-features/
TimeClick Blog Technical Support: https://www.timeclick.com/blog/category/technical-support/

Contact Customer Support Team

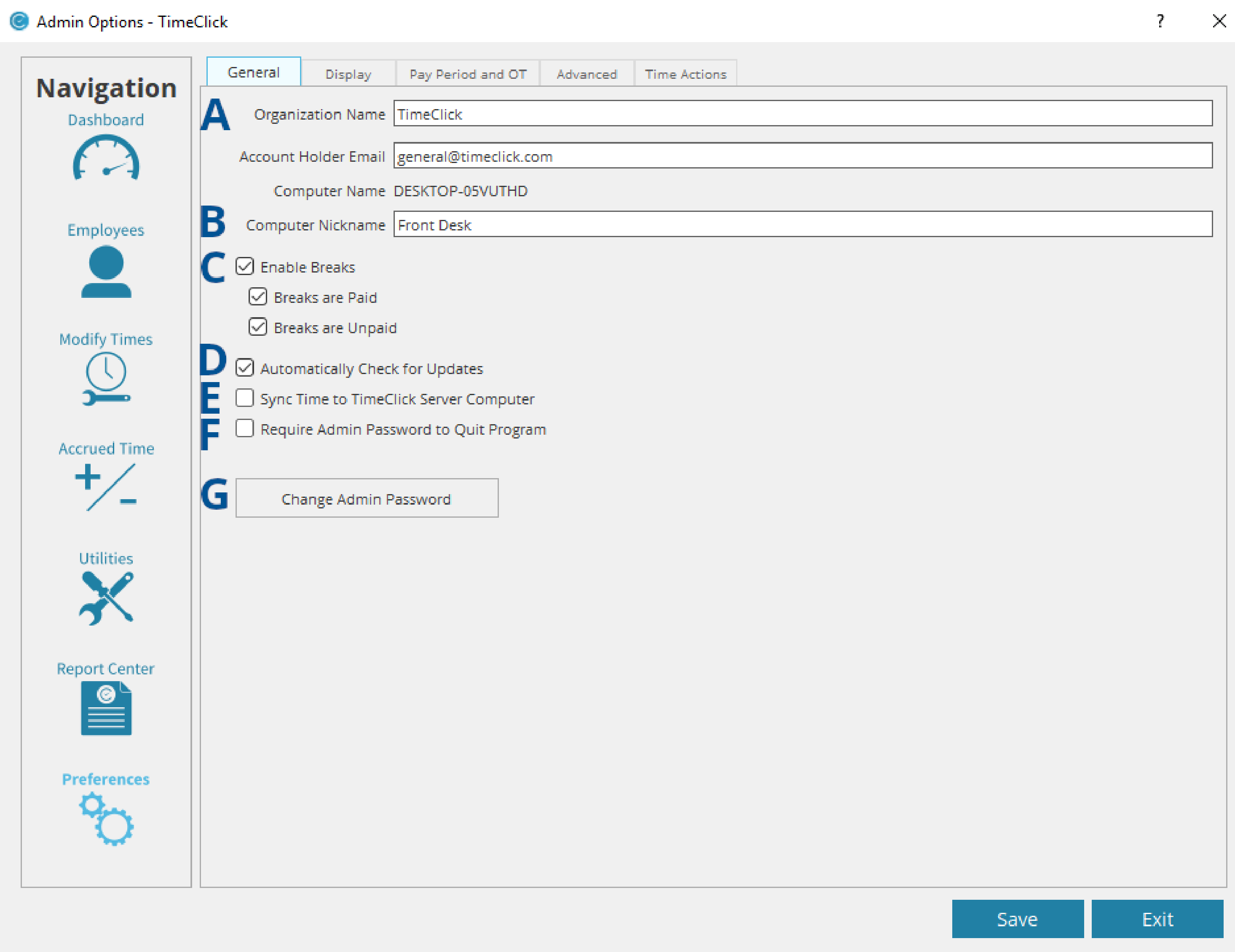
Our support team is happy to assist. Contact them by emailing support@timeclick.com or calling (435)753-4102. Live chat is available through our website at timeclick.com.

PREFERENCES

General Preferences

Break Down of General

A.	Organization Name:	Specifies the organization name that will appear on reports
B.	Computer Nickname:	Allows you to name this computer for easier tracking of changes
C.	Enable breaks:	Allows you to enable breaks and set them as paid and/or unpaid
D.	Automatically Check for Updates:	TimeClick checks to see if our developers have released an update of the software – updates found under Help on the main display
E.	Sync Time to TimeClick Server Computer:	Allows you to prevent time theft by syncing the workstation time to the time on the TimeClick server (only found on workstations)
F.	Require Admin Password to Quit Program:	Adds a requirement to enter admin password before TimeClick can be closed
G.	Change Admin Password:	Allows you to change the admin password

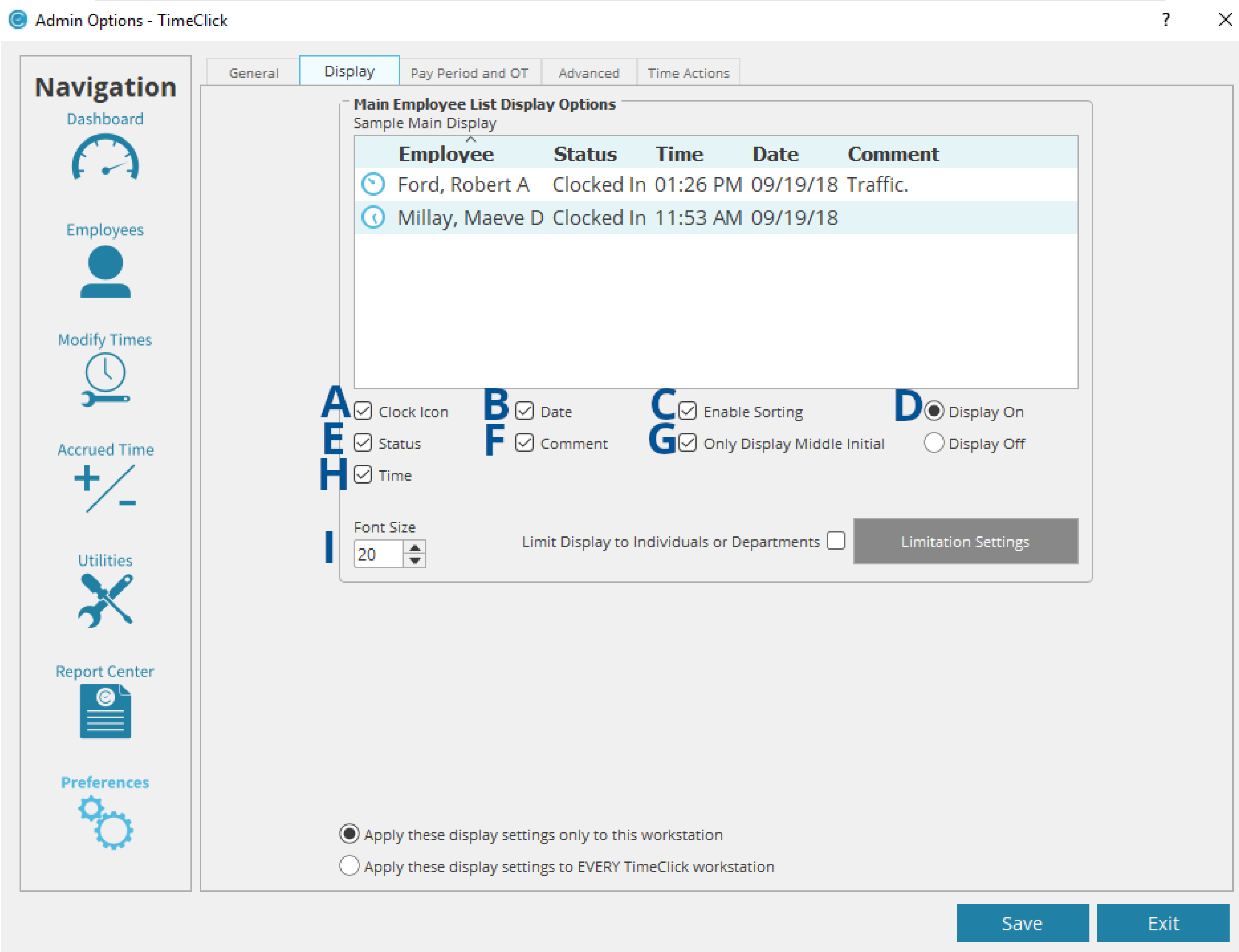


Display

Main Employee List Display Options

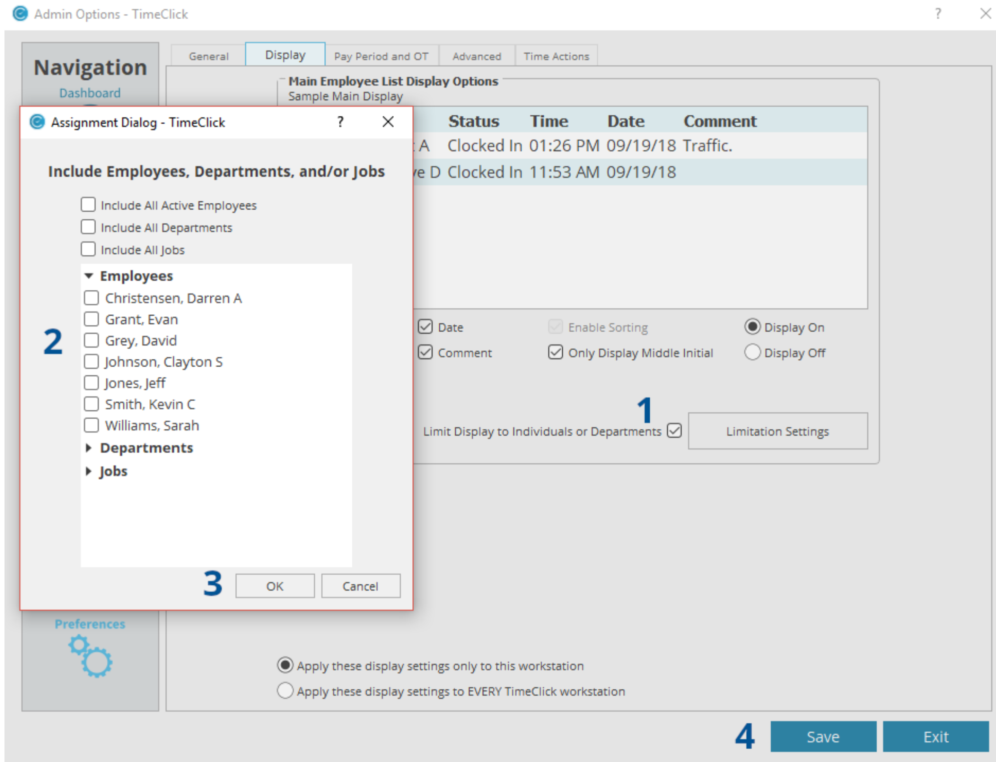
After making your changes make sure to click **Save** to save the new settings.

A.	Clock Icon:	Adds or removes clock icon next to employee name
B.	Date:	Adds or removes date from display
C.	Enable Sorting:	Allows the user to change if the list is sorted by name, time, etc.
D.	Display On/Off:	Controls whether or not the display is turned on or off
E.	Status:	Adds or removes employee status from display
F.	Comment:	Adds or removes any comments associated with the entry
G.	Only Display Middle Initial:	Shortens employee name by only displaying the middle initial instead of the whole middle name
H.	Time:	Adds or removes the entry time from display
I.	Font Size:	Modifies how big or how small the font will be on the main screen



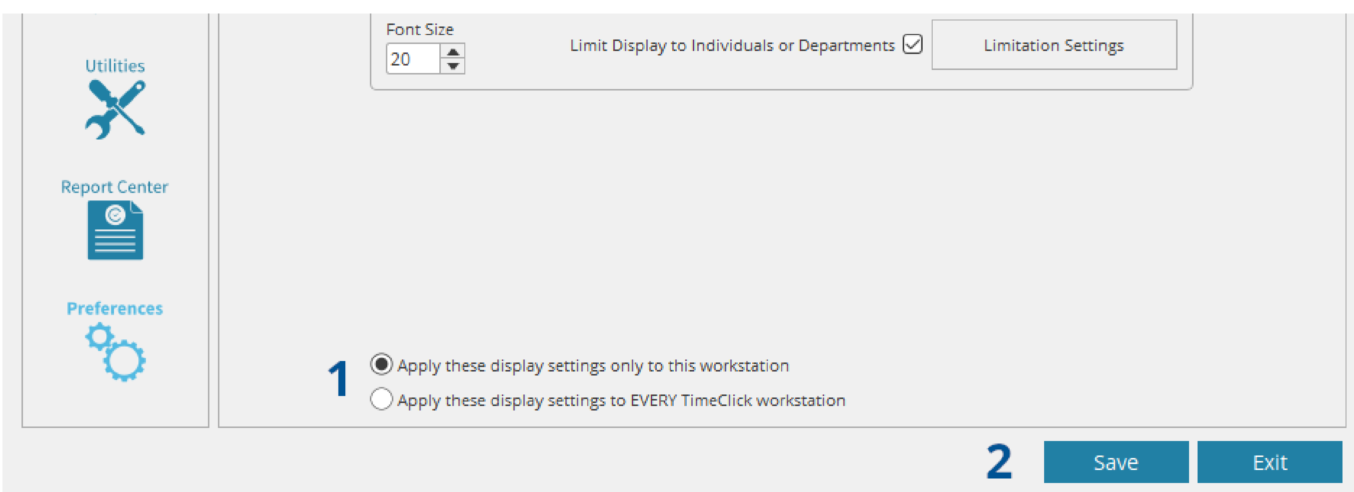
Limit Which Employees Appear on the Display Screen of a Workstation

1. Check the box next to **Limit Display to Individuals or Departments.**
2. Check all individuals, departments, or jobs you would like to be displayed on the main screen of TimeClick.
3. Click **OK.**
4. Click **Save.**



Select Which Workstations These Display Settings Apply To

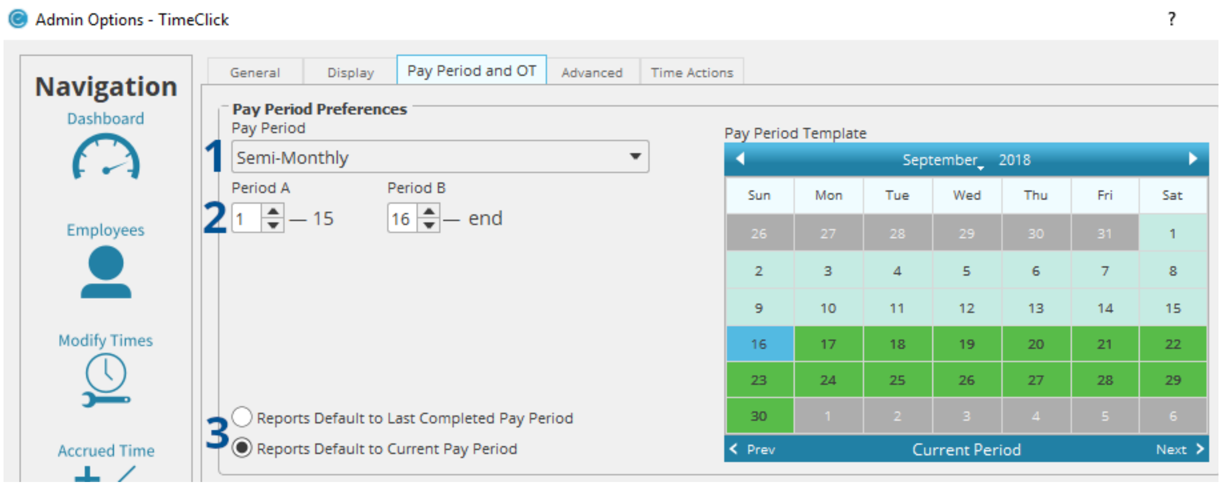
1. Choose the option to apply display settings to **EVERY** workstation or **only to this** workstation.
2. Click the **Save** button.



Pay Period and OT

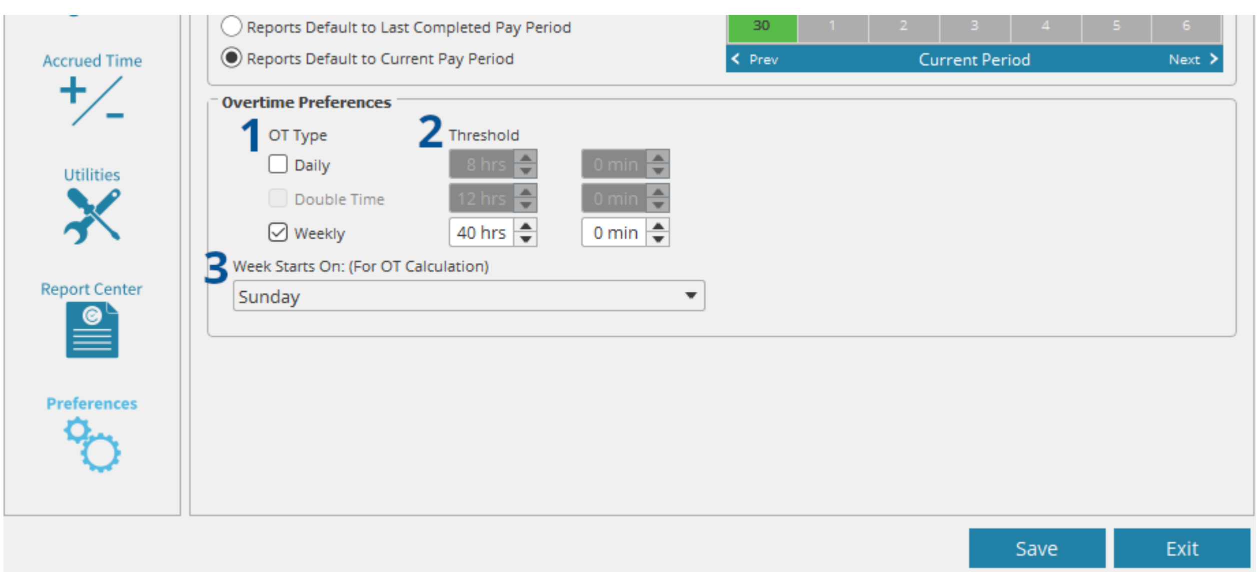
How to Set Pay Period Preferences

1. Select the type of pay period.
2. Fill in the required information about when the pay period starts. The end date will adjust automatically according to length of the pay period.
3. Select either **Reports Default to Last completed Pay Period** or **Reports Default to Current Pay Period**. This refers to what date range is displayed first by default in the Report Center.
4. Click **Save.**



How to Set Overtime Preferences

1. Check the box next to the different type(s) of overtime calculations your office uses.
2. Set the threshold of hours at which overtime begins to be counted.
3. Set the day when the week starts.
4. Click **Save.**

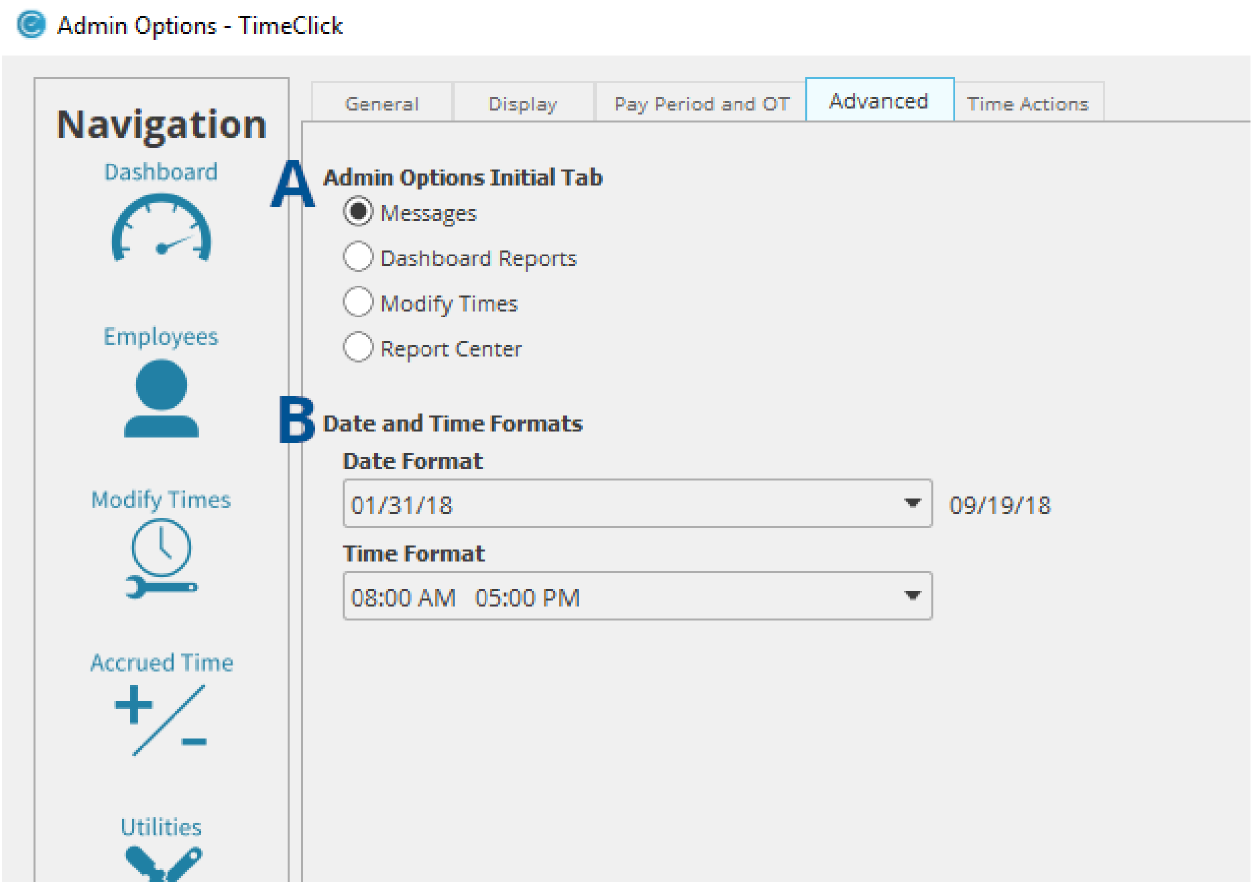


Advanced

Break Down of Advanced

A. **Admin Options Initial Tab:** This controls where admin options will open to when logging into admin mode.

B. **Date and Time Formats:**
This changes the default format for the date and time.
Click **Save** after all settings have been set.

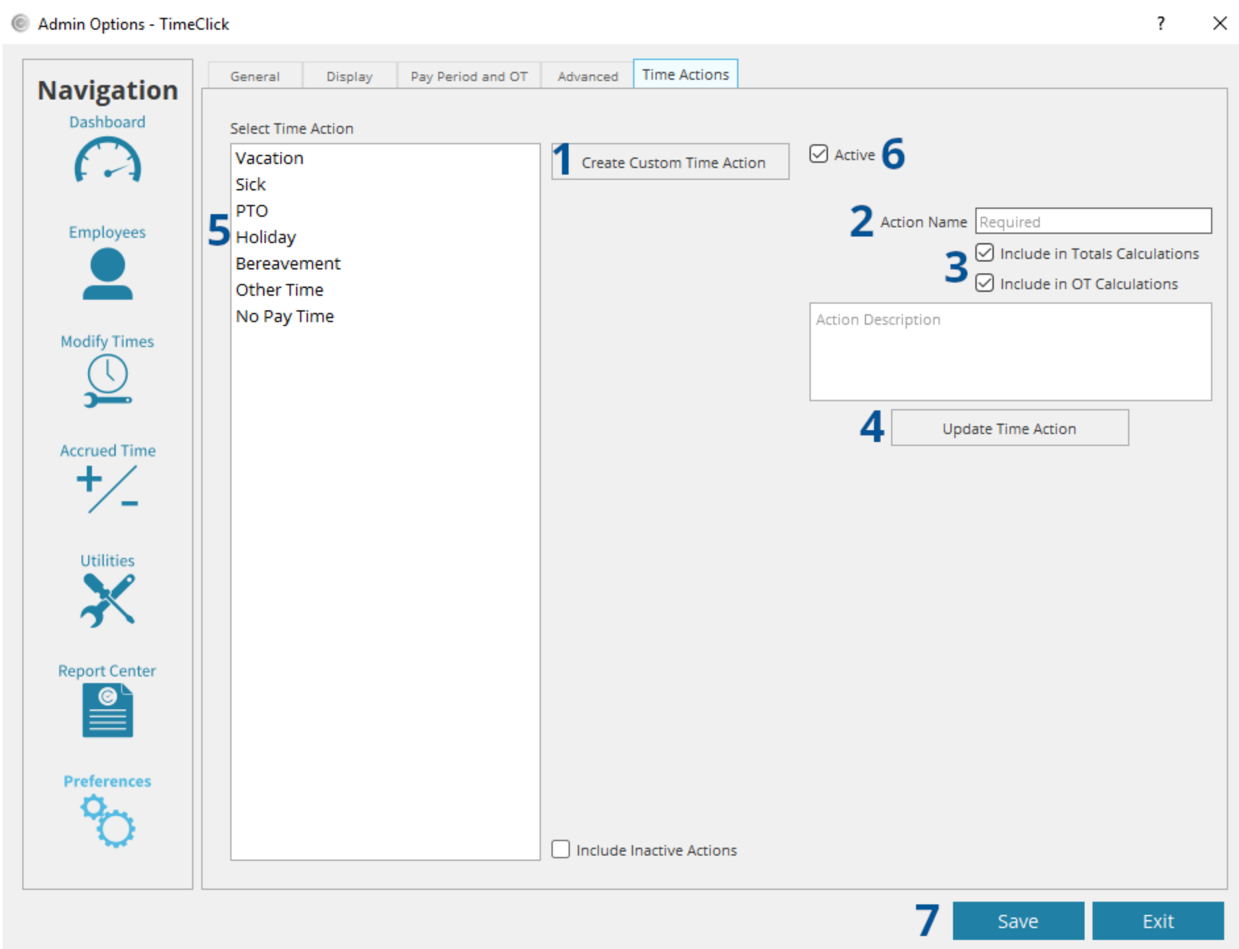


Time Actions

How to Set Time Actions

1. To create your own time actions, select **Create Custom Time Action.**
2. Input a name for your custom time action.
3. Select to include or exclude this time action in total calculations and overtime calculations.
4. Select **Update Time Action.**
5. To modify, or remove an existing time action select the time action from the list.
6. If you wish to remove this time action, deselect **Active** then **Update Time Action.**

Click **Save** after all time actions have been set.



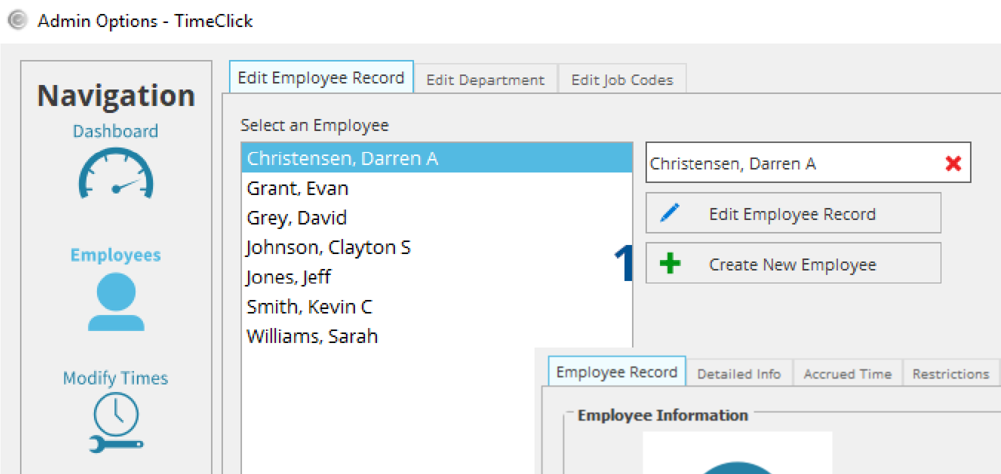
EMPLOYEES

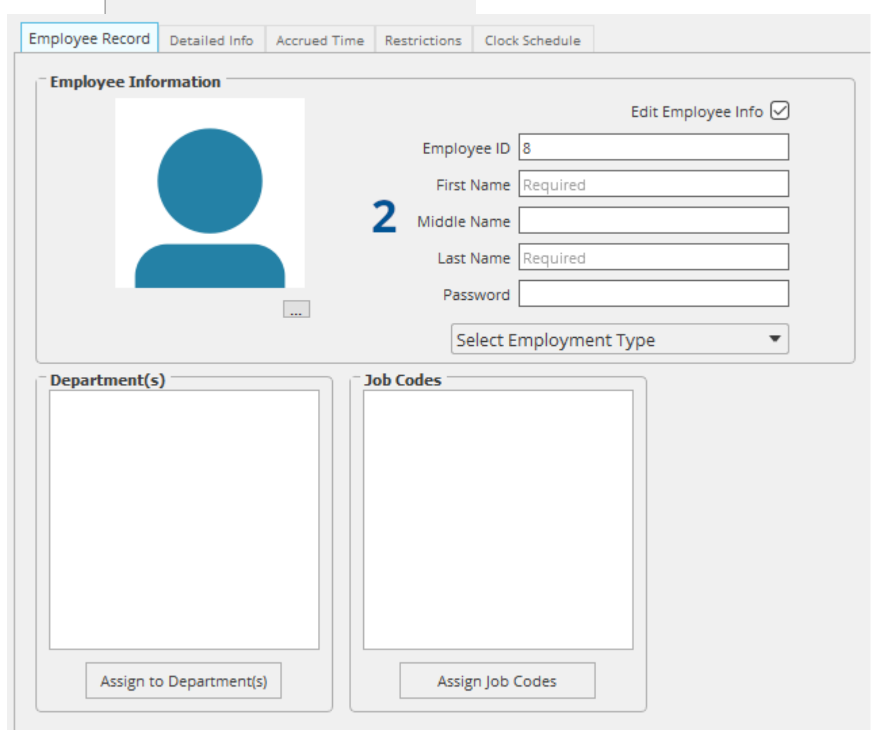
Edit Employee Record

Create a New Employee

1. Click the **Create New Employee** button.
2. Fill in the **First Name, Last Name,** and **Password** fields.
3. Click **OK.**

To make edits to an employee's name, password, or other info, double-click their name in the employee list or click **Edit Employee Record** after selecting their name. Mark the box **Edit Employee Record** above the Employee ID field, make your changes, and click OK.





Assigning Employees to Departments

Make sure you have departments created before proceeding. Here is the link to the section about Creating or Editing a Department.

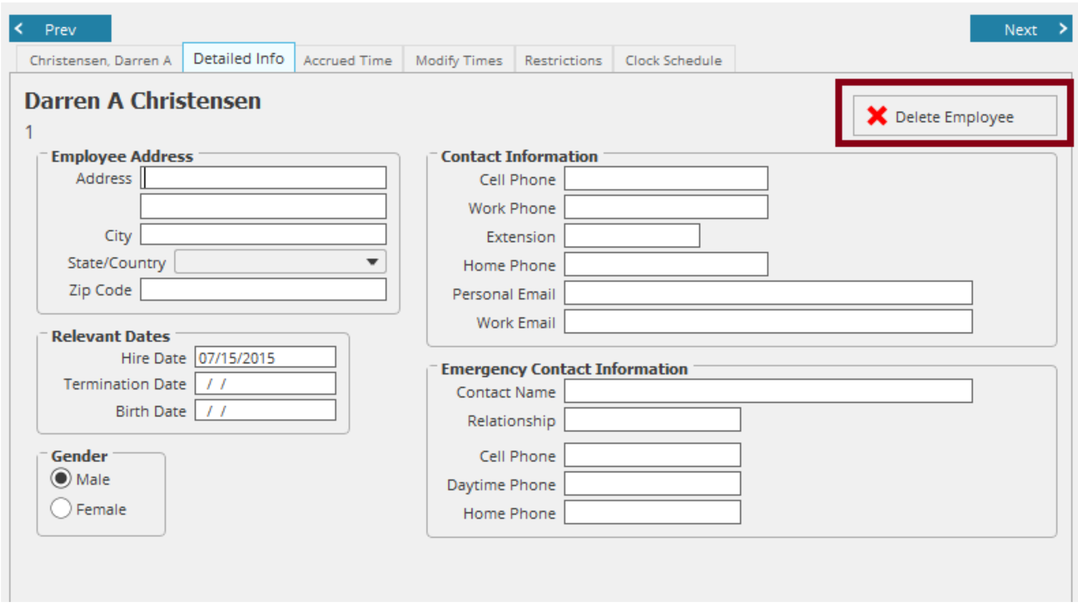
1. Click on **Assign to Department(s)** in the employee record**.**
2. Check the box next to all the departments you would like to assign this employee to.
3. Click **OK**.

Detailed Info

How to Delete an Employee Record Permanently

Note: Deleting an employee will remove all records regarding the employee. There is no way to retrieve that information.

In the employee's record go into the **Detailed Info** tab. The **Delete** button is in the top right corner



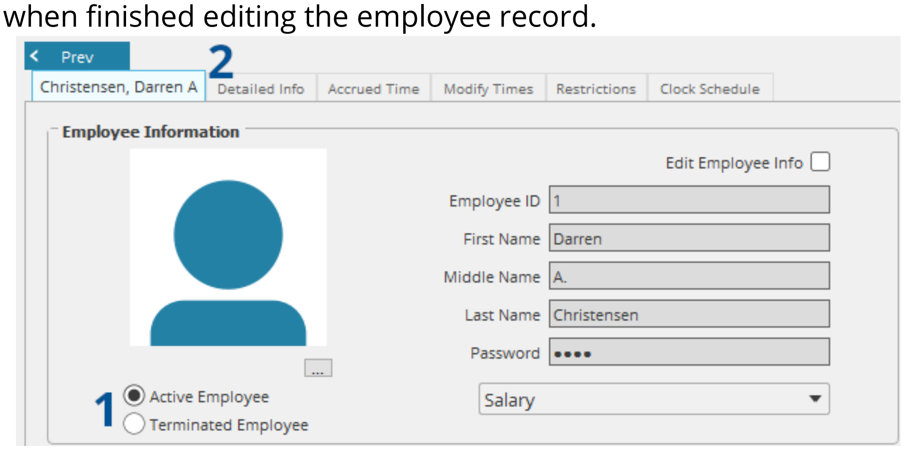
Mark the Employee as a Terminated Employee

Terminating an employee, prevents the employee from displaying on the employee main screen and from displaying on reports unless otherwise specified. It does, however, save the employees information and data for future use in the case of a company audit or a dispute for fair compensation.

In the employee's record go into the tab with their name.

1. Click the bubble that says **Terminated Employee.**
2. (Optional) Click the Detailed Info tab and enter a termination date.

Click **OK** when finished editing the employee record.



Accrued Time in Employee Record

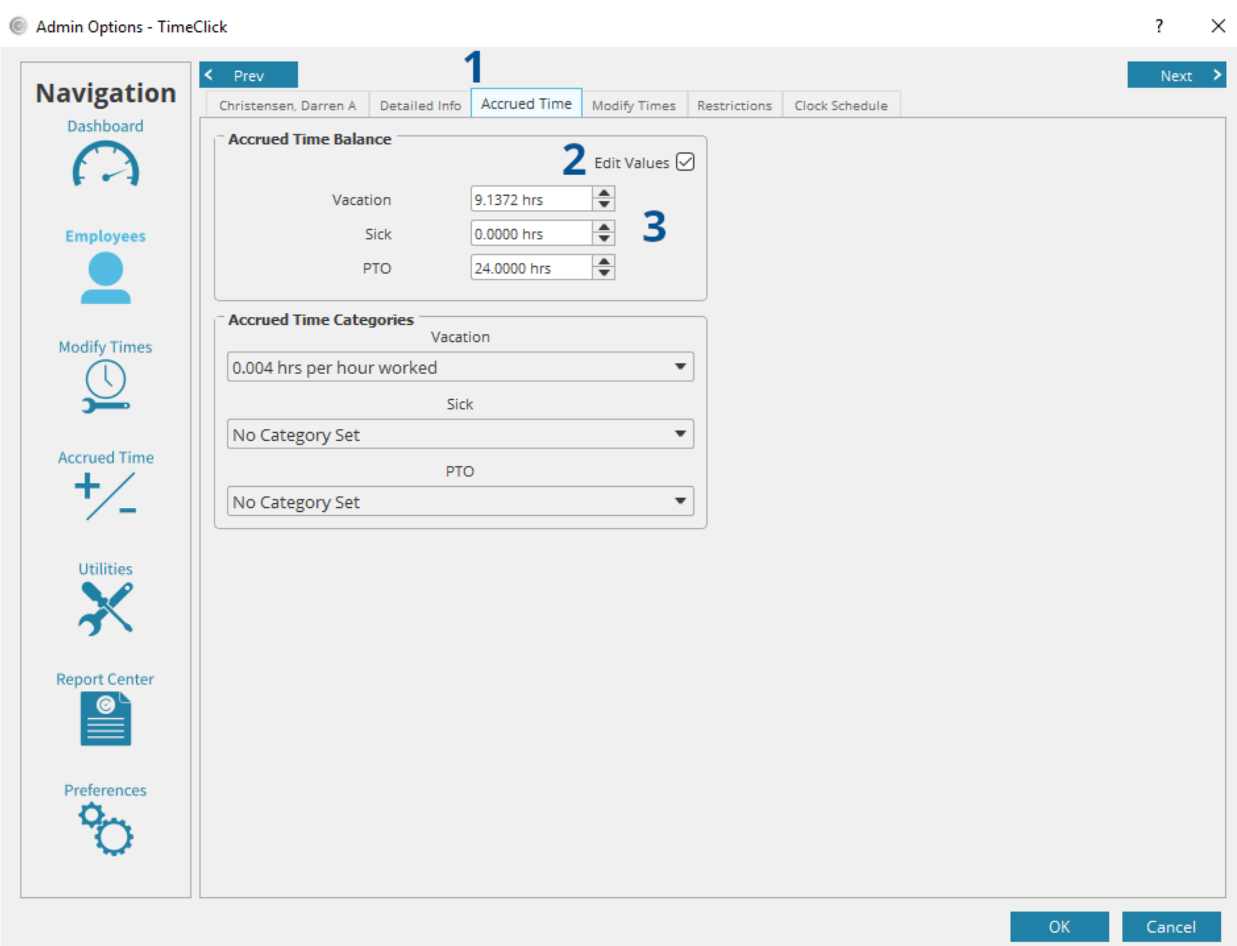
Initializing and Editing an Existing Employee's Accrued Time Totals.

Please note, you will not see this tab until accrued time has been enabled in the Accrued Time portion of the Admin mode.

Navigate to Employees and select the appropriate employee.

1. Go into the **Accrued Time** Tab.
2. Check the box next to **Edit Values**.
3. Enter the **Vacation, Sick, PTO** times with values that reflect their total accrued times for the year, or at the moment you input these values.

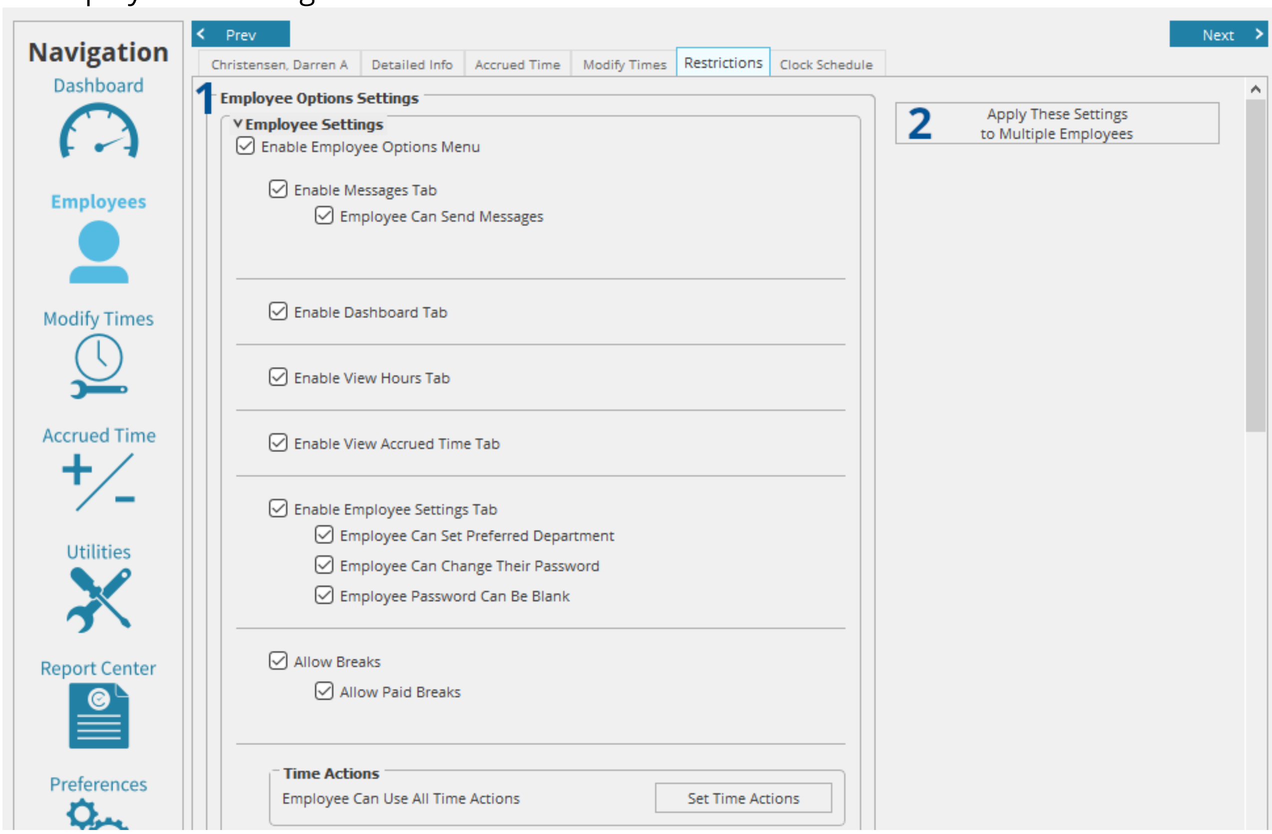
Note: You can also assign **Accrued Time Categories** here. For details on how to create and edit those categories visit our comprehensive Accrued Time section. Click **OK** when finished editing the employee record.



Restrictions

How to Put Restrictions on What an Employee Can Do

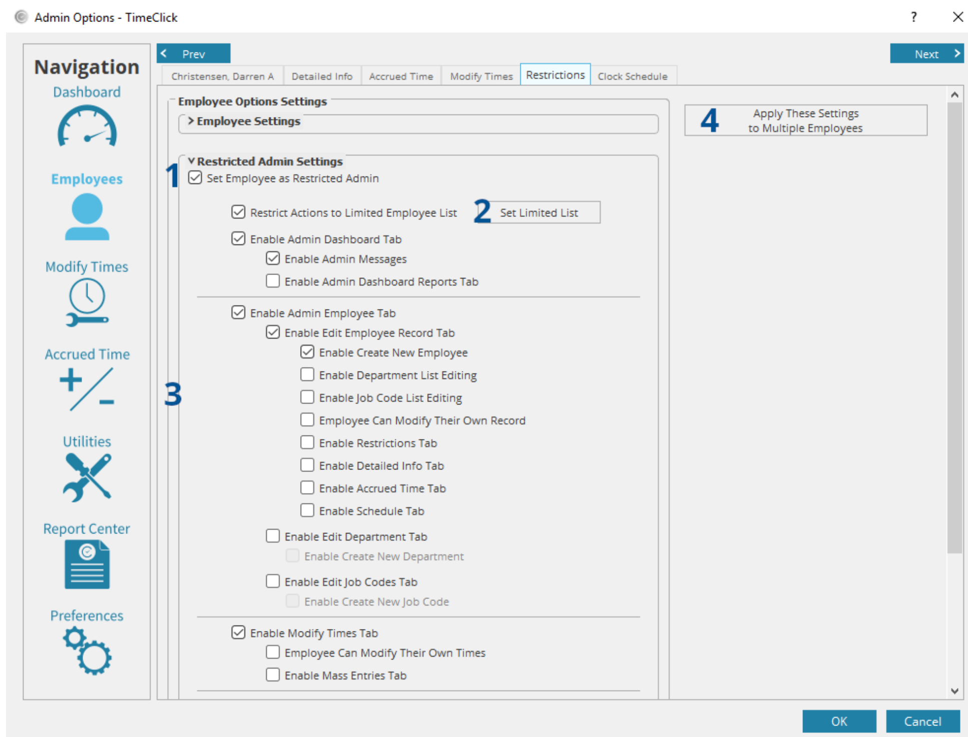
In the employee's record go into the **Restrictions** tab.



1. Select or unselect all the options you want or don't want employees to access in their Employee Options.
2. Select **Apply These Settings to Multiple Employees** if you wish to apply these settings to more than one employee.
   When finished editing employee record click **OK**.

How to Make an Employee a Restricted Admin

In the employee's record go to the **Restrictions** tab and scroll down to the Restricted Admin Settings.



1. Mark the box **Set Employee as Restricted Admin**
2. If you want the restricted admin to only have access to specified employees, select **Set Limited List** and choose who this employee can manage.
3. Select all the options you want this employee to access in their Employee Options. These options determine what sections of the admin menu this employee has access to. <u>Note: If you selected **Limited List**, this employee can only access these options for the selected employees.</u>
4. If you wish to apply these settings to more than one employee, select **Apply These Settings to Multiple Employees**.

When finished editing the employee record click **OK.** Employees are now able to access administrative privileges through the employee options menu.

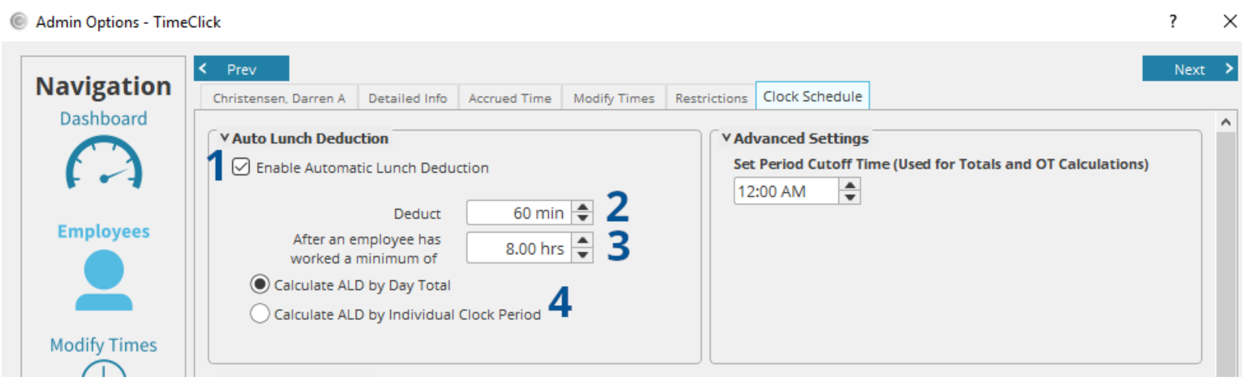
Clock Schedule

Setting up Auto Lunch Deduction

In the employee record go to the **Clock Schedule Tab**.

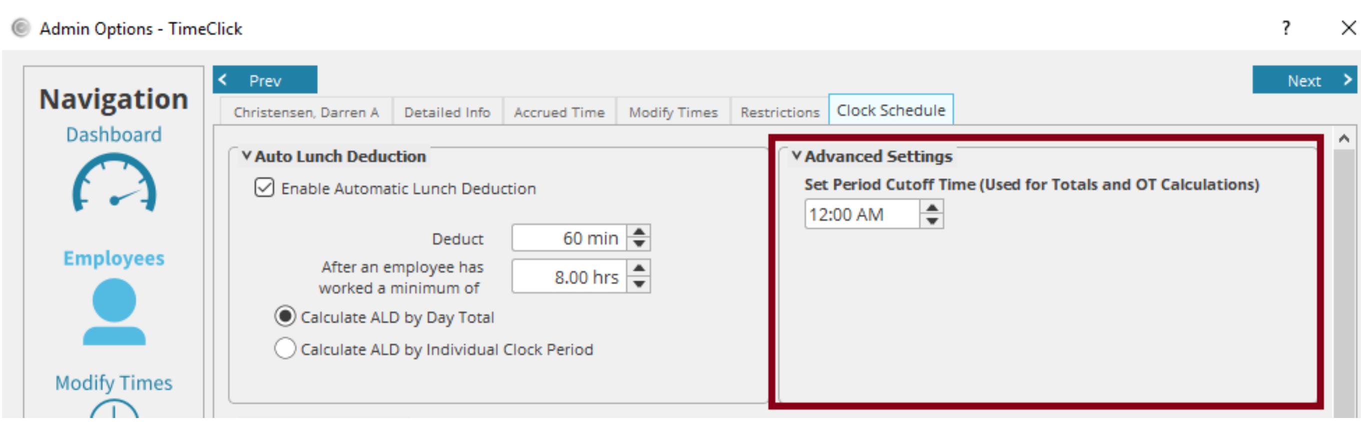
1. Check the box next to **Enable Automatic Lunch Deduction.**
2. Select the amount of time to be deducted in minutes.
3. Select the minimum number of hours an employee has to work before the auto lunch deduction feature kicks in.
4. Select if automatic lunch deduction is calculated by day total, or individual clock period. *Day total* automatically deducts the time if the threshold is met during the entire day. *Individual Clock* Period deducts the time if the time between any given clock in and out reaches the threshold to prevent a double deduction of time if the employee accidentally clocks out for lunch.

When finished editing the employee record click **OK**.



Set Period Cutoff Time

This is used for employees who have regular cross-midnight shifts. Set the time this employee's week of seven consecutive, 24-hour periods begin and end for calculating weekly overtime. Do not change the period cutoff time frequently. Frequent change of this time to avoid overtime costs results in a failure to comply with Federal overtime laws.

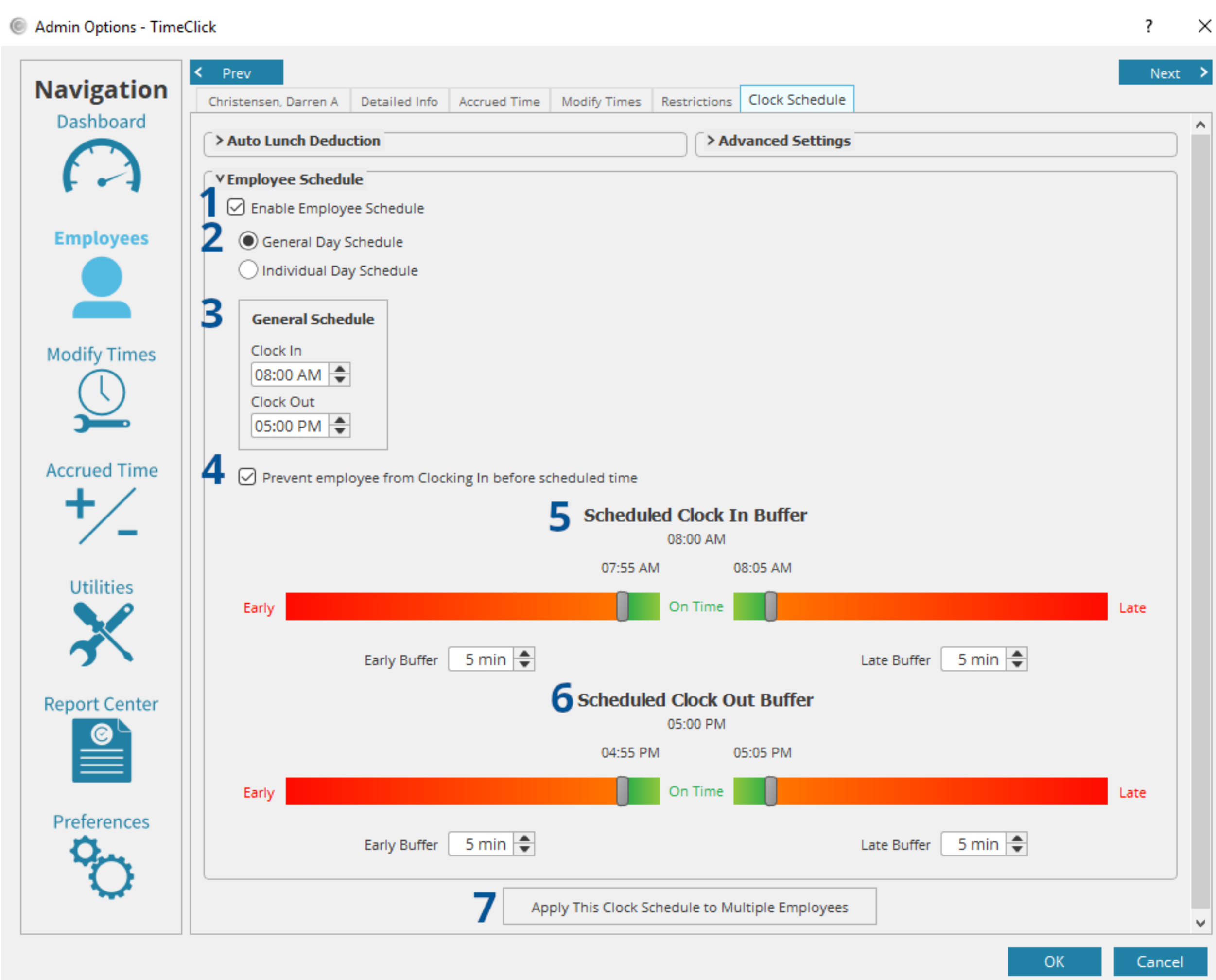


Setting up the Employee Schedule Feature (General Day Schedule)

In the employee's record go into the **Clock Schedule** tab to **Employee Schedule**.

1. Check the box next to **Enable Employee Schedule.**
2. Select the bubble next to **General Day Schedule.**
3. Under **General Schedule**, put in the employee's hours.
4. (Optional) check the **Prevent employee from clocking in before scheduled time** box if you would like to restrict the employee from clocking in before the buffer zone.
5. Under **Scheduled Clock In Buffer** use the **Early Buffer** field to specify when a clock in is marked as early or late. For example - my early buffer is set to 5 minutes so any time between 7:55 a.m. – 8:05 a.m. will be marked *on time*. If I clock in at 7:54am it will be marked as *early*.
6. Under **Scheduled Clock Out Buffer** use the **Late Buffer** fields to specify when a clock out is marked as early or late.
7. Select **Apply This Clock Schedule to Multiple Employees** if you wish to apply the same schedule to more than one employee.

When finished click **OK.**



Setting up Employee Scheduling Feature (Individual Day Schedule)

In the employee's record go into the **Schedule** tab and scroll to **Employee Schedule**.

1. Check the box next to **Enable Employee Schedule.**
2. Select the bubble next to **Individual Day Schedule.**
3. Deselect the days when the employee does not work.
4. Enter the regular work schedule of the days that the employee works.
5. Use the **Early Buffer** field to specify when a clock in is marked as early or late. For example, my early buffer is set to 5 minutes so any time between 7:55am – 8:05am will be marked *on time*. If I clock in at 7:54am it will be marked as *early*.
6. Use the **Late Buffer** field to specify when a clock out is marked as early or late.

If you wish to apply the same schedule to more than one employee, select **Apply This Clock Schedule to Multiple Employees**. When finished click **OK.**

Edit Departments

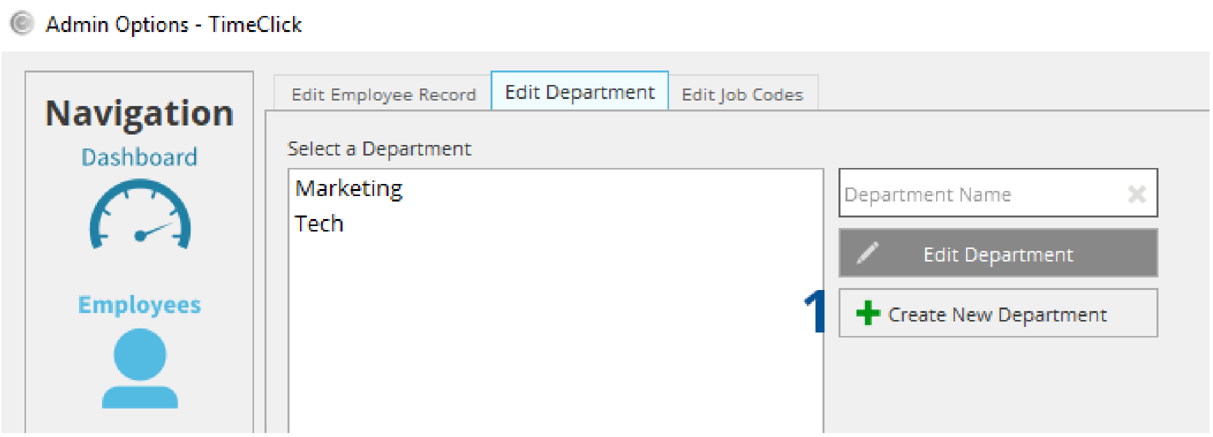
Creating or Editing a Department

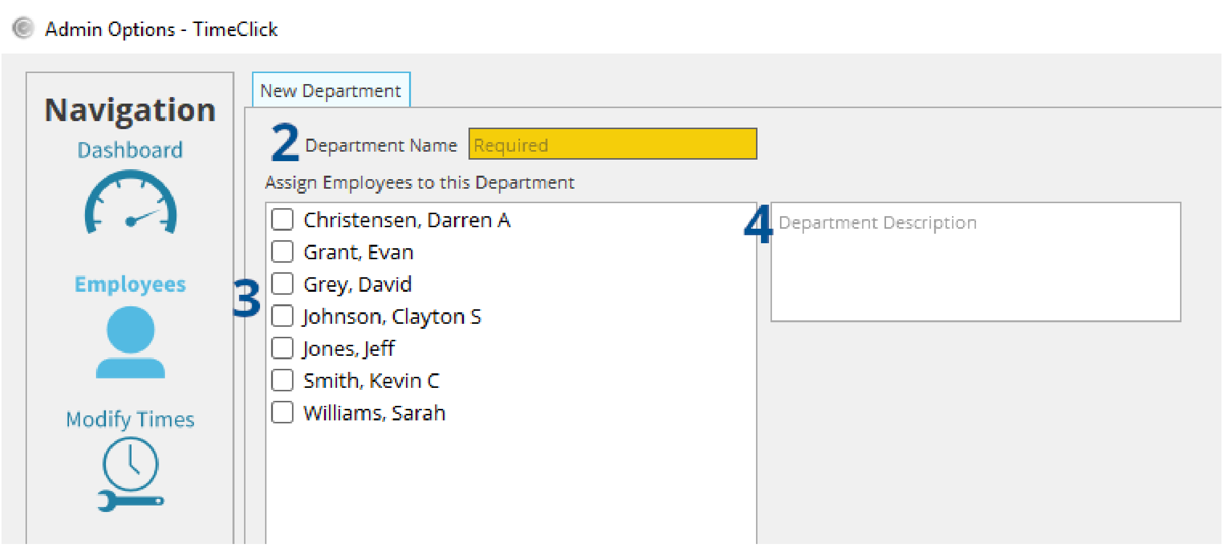
In the Employees options select the Edit Department Tab.

1. Click the **Create New Department** button.
2. Fill in the **Department Name.**
3. Out of the list of employees select employees to assign to the department.
4. (Optional) add a **Department Description.**

To edit a department, select the existing department from the list of departments and click the **Edit Department** button and follow instructions 2 – 5 again.

Note: If you wish to delete a department that was previously created, select **Delete** when in the Edit Department tab after selecting an existing department. Deleting a department cannot be undone. Click the **OK** button.





Edit Job Codes

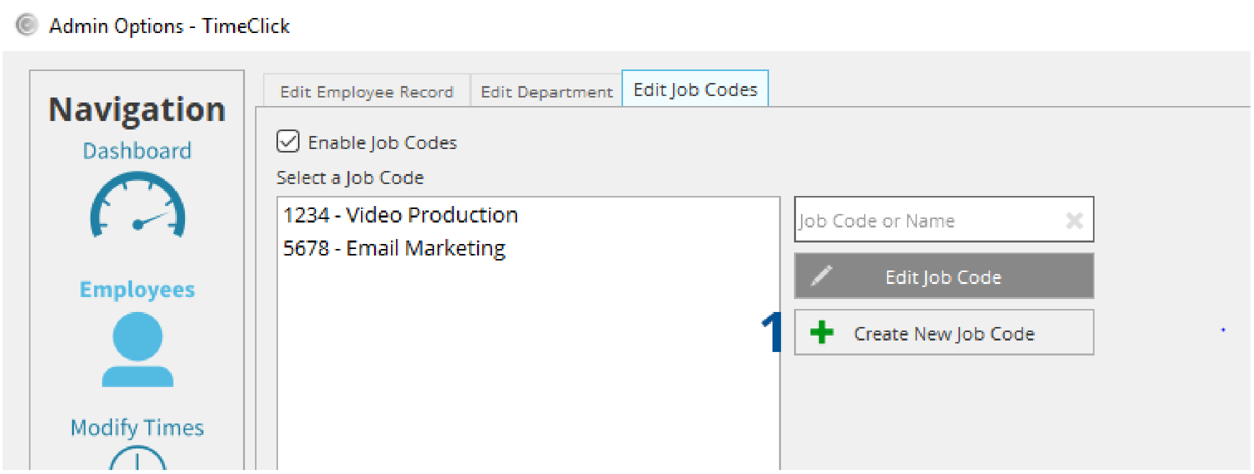
Creating a Job Code

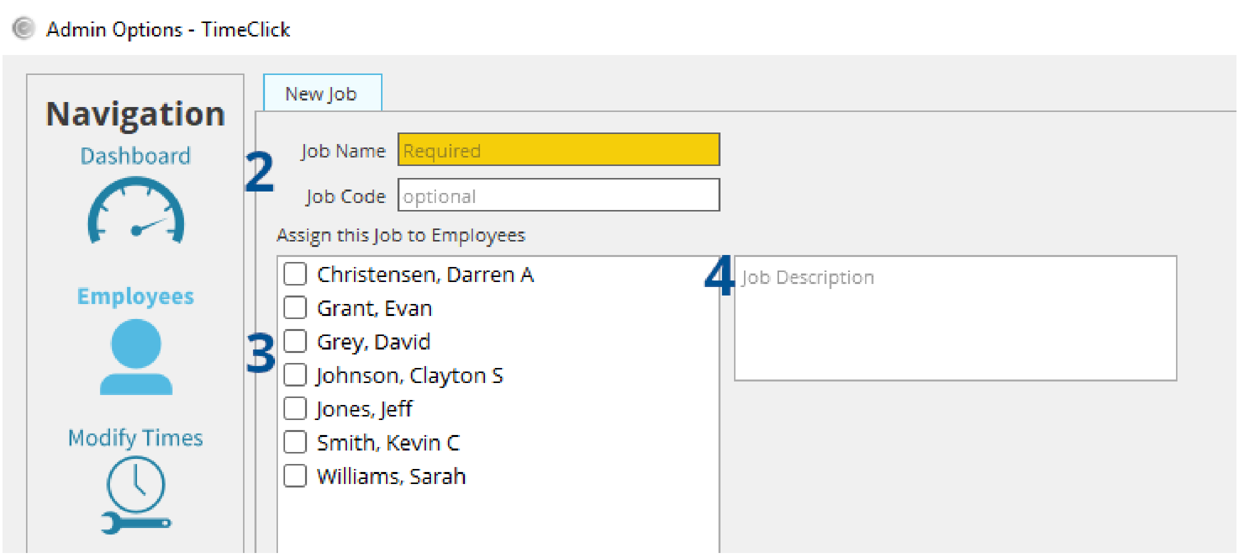
In the Employees options select the Edit Job Codes tab,

1. Click the button that says **Create New Job Code.**
2. Enter a **Job Name** and the optional **Job Code.**
3. Out of the list of employees select employees to assign to the job.
4. (Optional) Enter a **Job Description.**

Click the **OK** Button.

To edit a job code, select the job code from the list and click the **Edit Job Code** button. Then follow instructions 2-4.



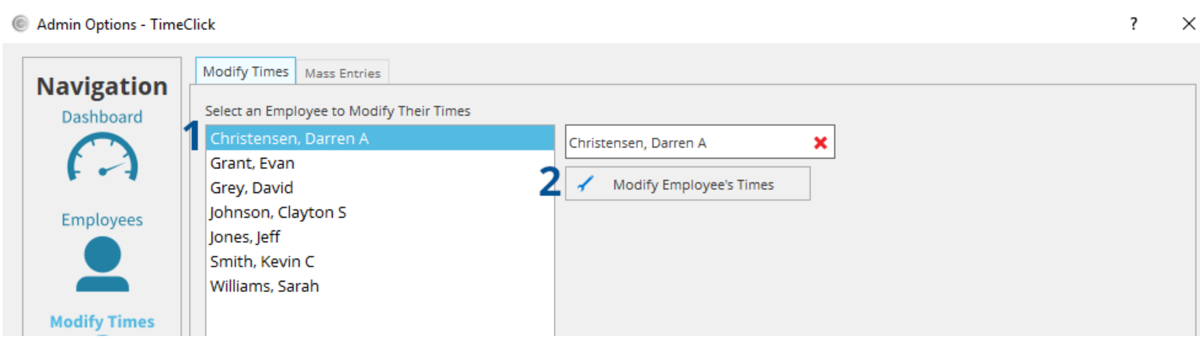


MODIFY TIMES

Modify Times Tab

How to add an Employee's Times

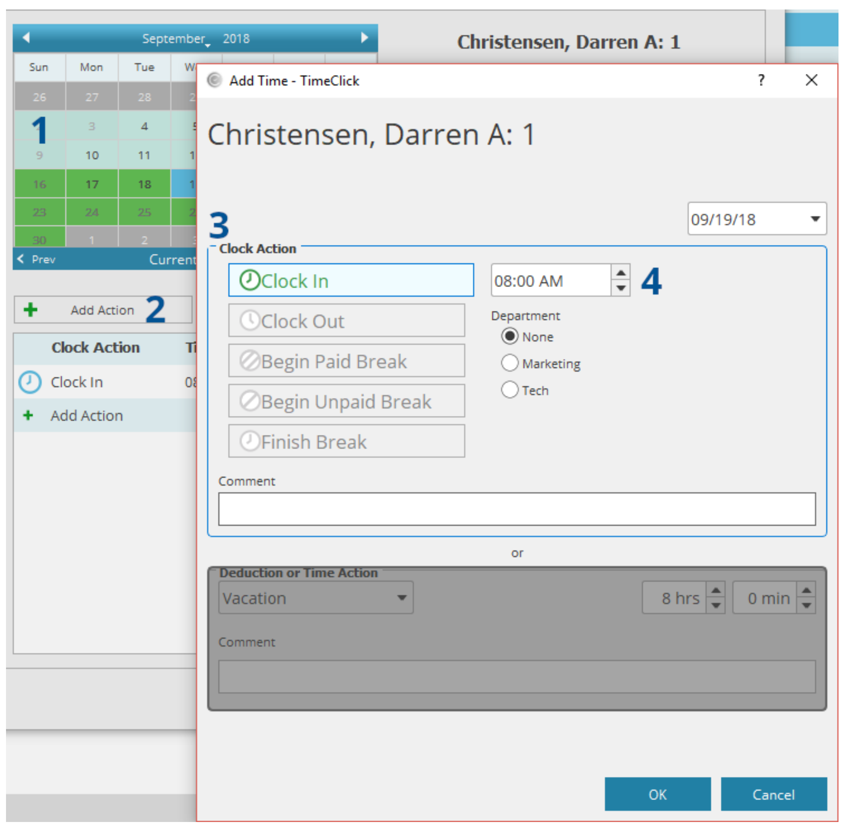
1. Select the employee out of the list of employees.
2. Click **Modify Employee's Times.**



Using the "Add Action" button

1. Select the date from the list on the left, or use the calendar to select the date.
2. Click the **Add Action** button.
3. Select the type of action you will add by clicking the top or bottom section of the window.
4. Put in the clock in/out Time, or if in **Choose other Action** put in the total time and any other needed info.

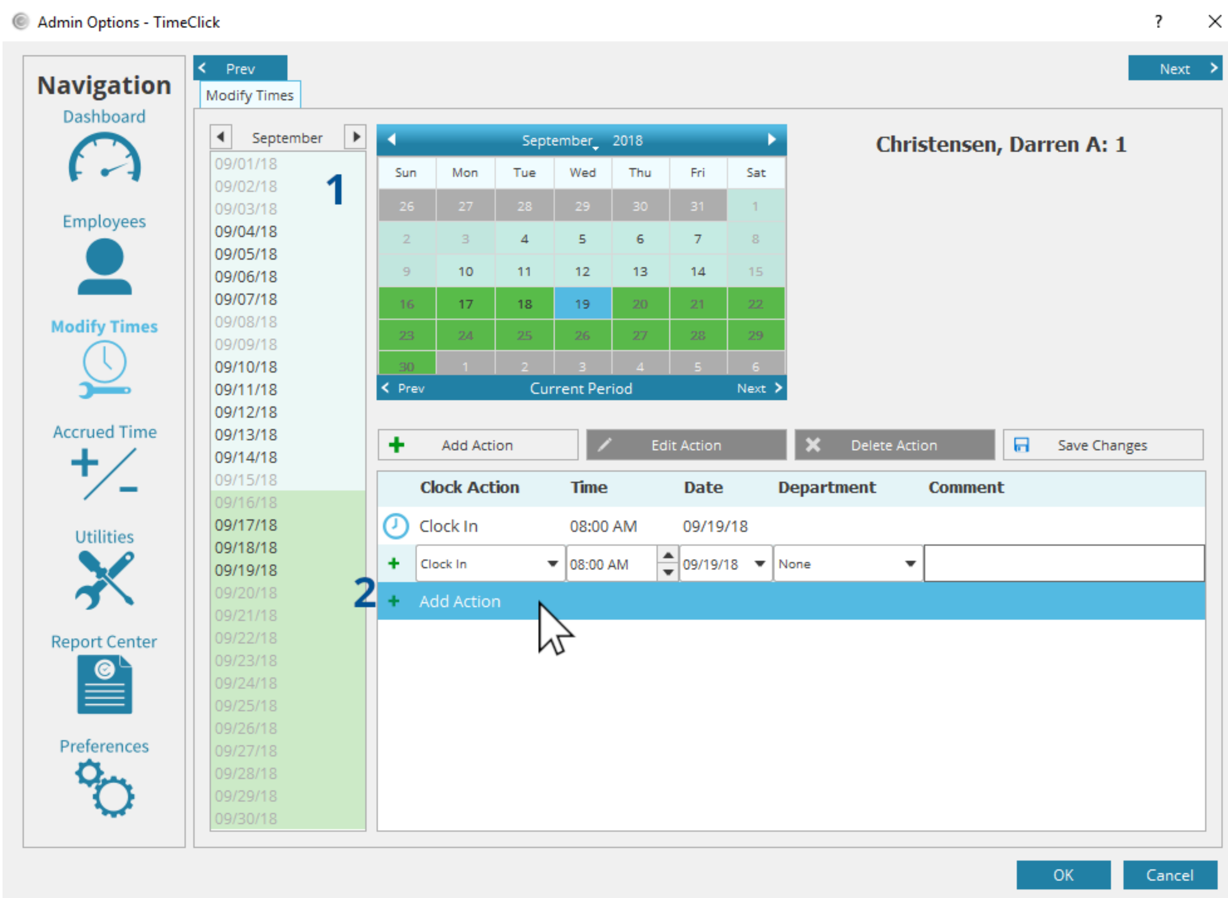
Click the **OK** button.



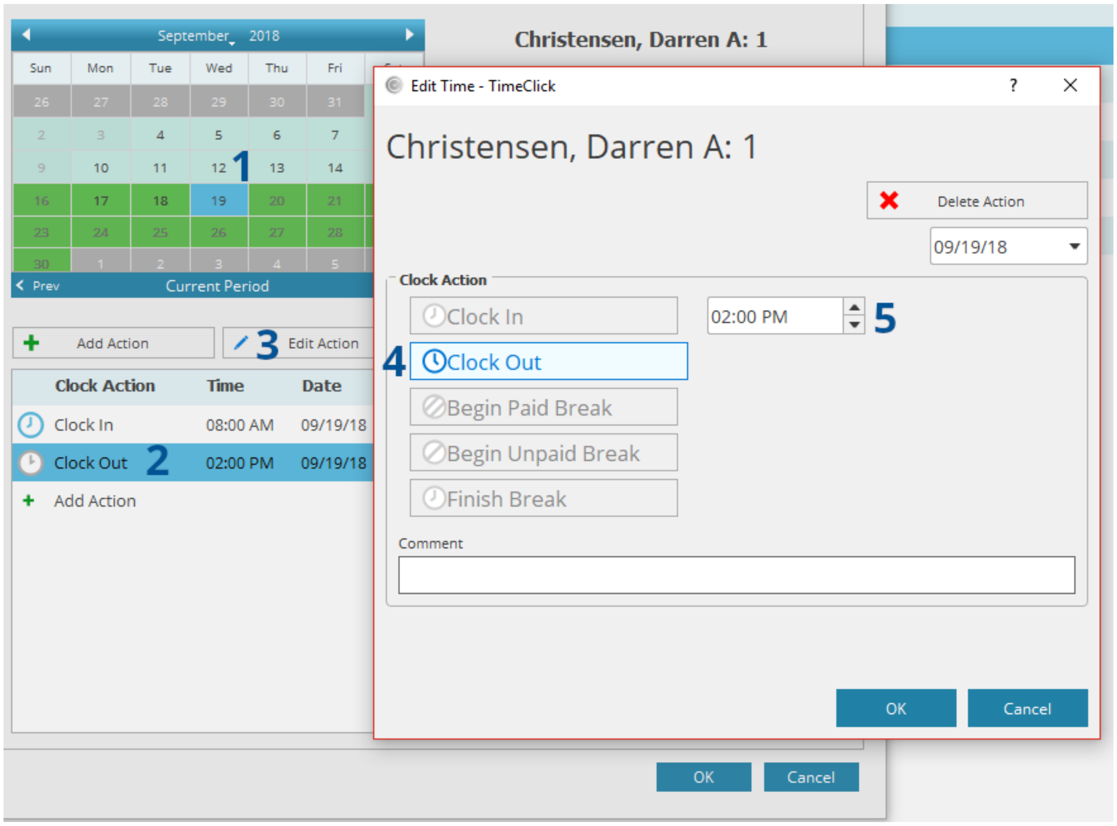
Using the Shift + Click Add Option

1. Select the date from the list on the left or use the calendar to select the date.
2. Shift + click the **Add Action** line.
3. Select the type of clock action, Time, and if needed add a comment.

Click the **Ok** button when finished modifying this employee's times.



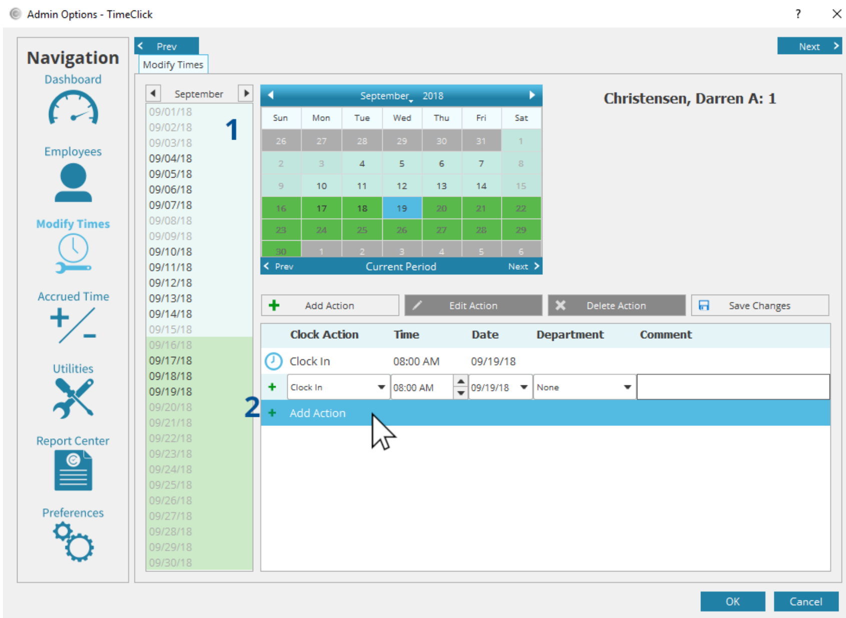
Modifying an Existing Time



1. Select the date from the list on the left or use the calendar to select the date.
2. Select the **Clock Action** you wish to edit.
3. Click the **Edit Action** button.
4. Modify the clock action to what is needed.
5. Put in the correct time.
6. Click the **OK** button.

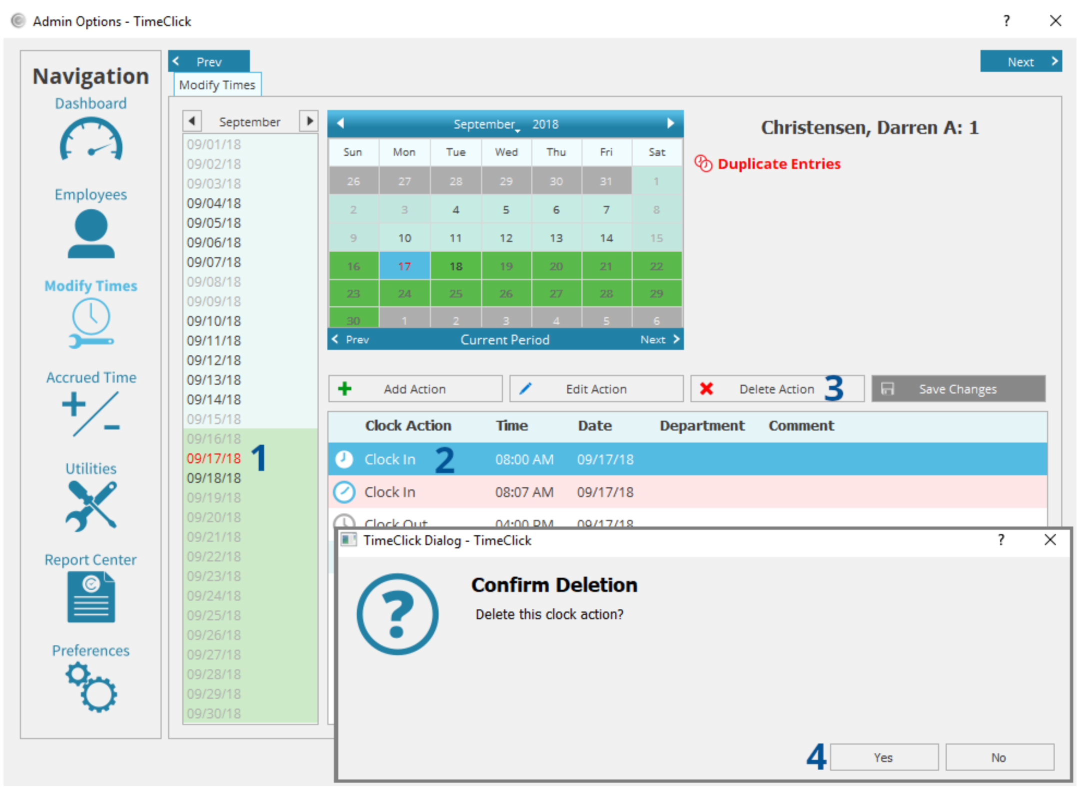
Modifying Times with Shift + Click

1. Select the date from the list on the left or use the calendar to select the date.
2. Hold Shift on the keyboard while clicking on one of the **Clock Actions** to edit the clock action.
3. Hold Shift + click on the clock actions **Time** to edit it.
4. When finished click the **Save Changes** button.
5. Click the **Ok** button.



How to Delete a Clock Action

1. Select the date from the list on the left or use the calendar to select the date.
2. Select the **Clock Action** from the list.
3. Click the **Delete Action** button.
4. Click **Yes** to confirm the deletion. Note**:** Deleting an action cannot be undone.
5.

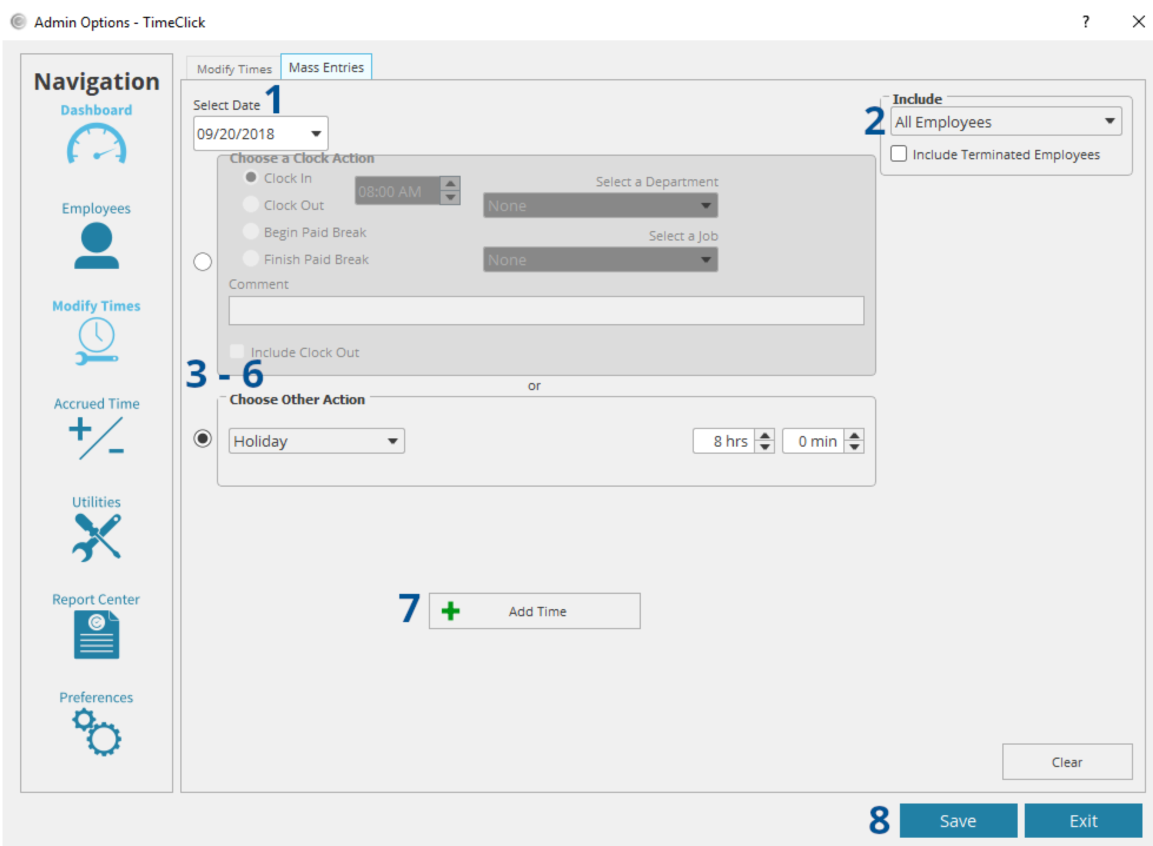


Mass Entries

Adding a Mass Clock Action Entry

1. Select the **Date.**
2. Select all the employees that will be included.
3. Select **Choose a Clock Action** or **Choose Other Action**.
4. Select the correct action.
5. Enter the Time.
6. (Optional) For **Choose a Clock Action** fill in the other necessary information.
7. Click the **Add Time** button.
8. Click the **Save** button.

Note: The Add Time button is hot. It will add the time you entered to all employees selected. Be sure to double check that all the time information and employee list are correct. There is no mass delete button.



ACCRUED TIME

Initial Set-up

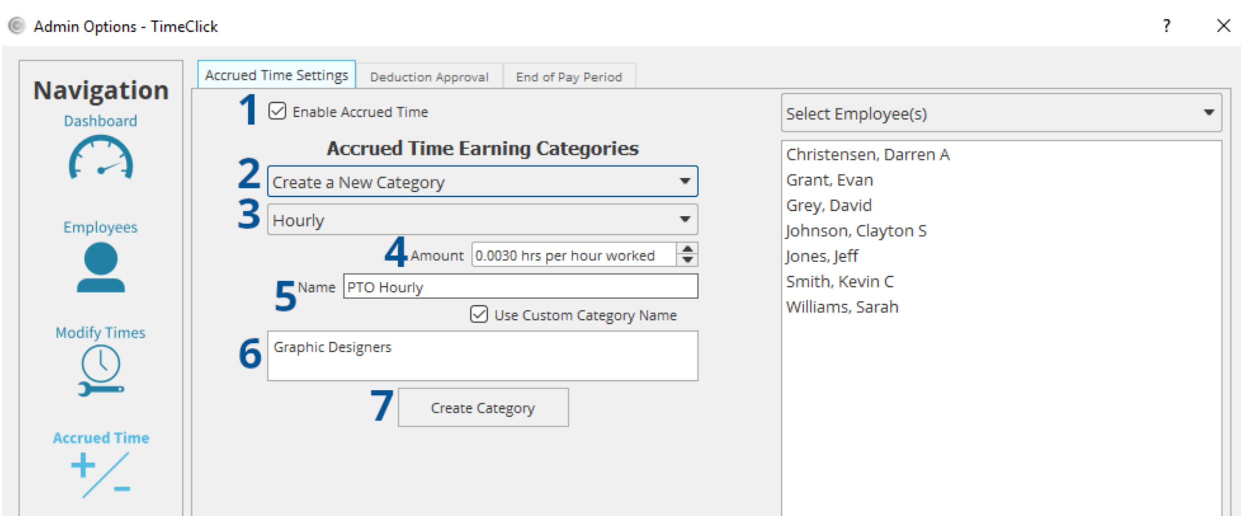
Enable Accrued Time

1. Make sure that Enable Accrued Time is checked.

Setting up Categories

2. Choose **Create Category** under the drop-down **Select Category Field**
3. Click **Select Type** to set how the time is accrued, either hourly, by pay period, or annually.
4. Enter the amount to be accrued. E.g. If I was accruing by hour and I put in .003, then for every hour worked the employee would gain .003 hours Paid Time Off.
5. (Optional) Set the name of the category. To set the name, check the User Custom Category Name and then enter the name.
6. (Optional) Enter a brief description of the category or any notes that are needed.
7. Click Create Category.

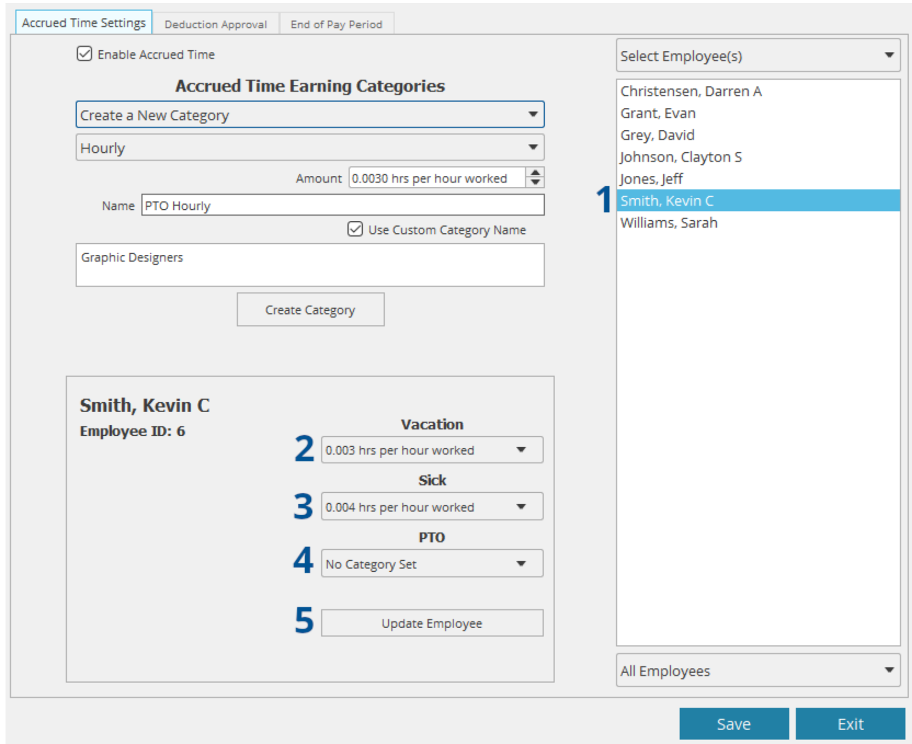
Repeat these steps until you have all needed categories accounted for (Paid Time Off (PTO), Vacation, and Sick).



Assigning Employees to Categories

1. Select the employee name from the list.
2. Under **Vacation** select the category that you edited/created.
3. Under **Sick** select the category that you edited/created.
4. Under **PTO** select the category that you edited/created.
5. Click the **Update Employee** button which will attach the categories to the employee's record.

Repeat steps for all eligible employees.



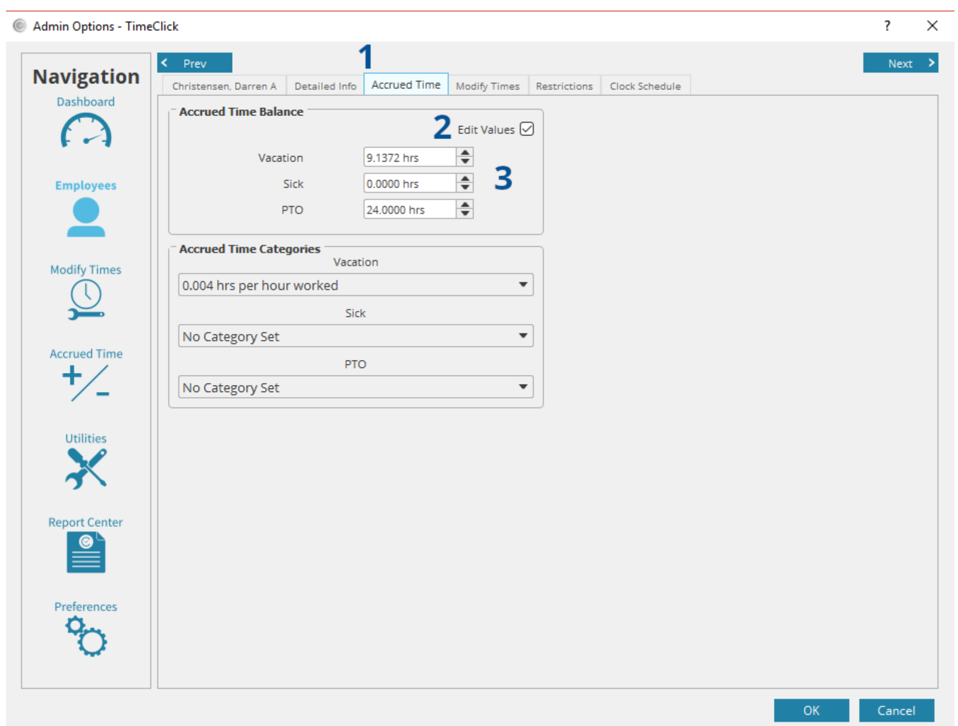
Initializing and Editing an Existing Employee's Accrued Time Totals.

To initialize an existing employee's Accrued Time Totals. Go into Employees and select the employee to be initialized or edited.

1. Go into the **Accrued Time** Tab.
2. Check the **Edit Values** box in **Accrued Time Totals.**
3. Enter the **Vacation, Sick, PTO** times with values that reflect their total accrued times for the year.

Click the **Ok** button.

Note: You can also assign **Accrued Time Categories** for this employee here.

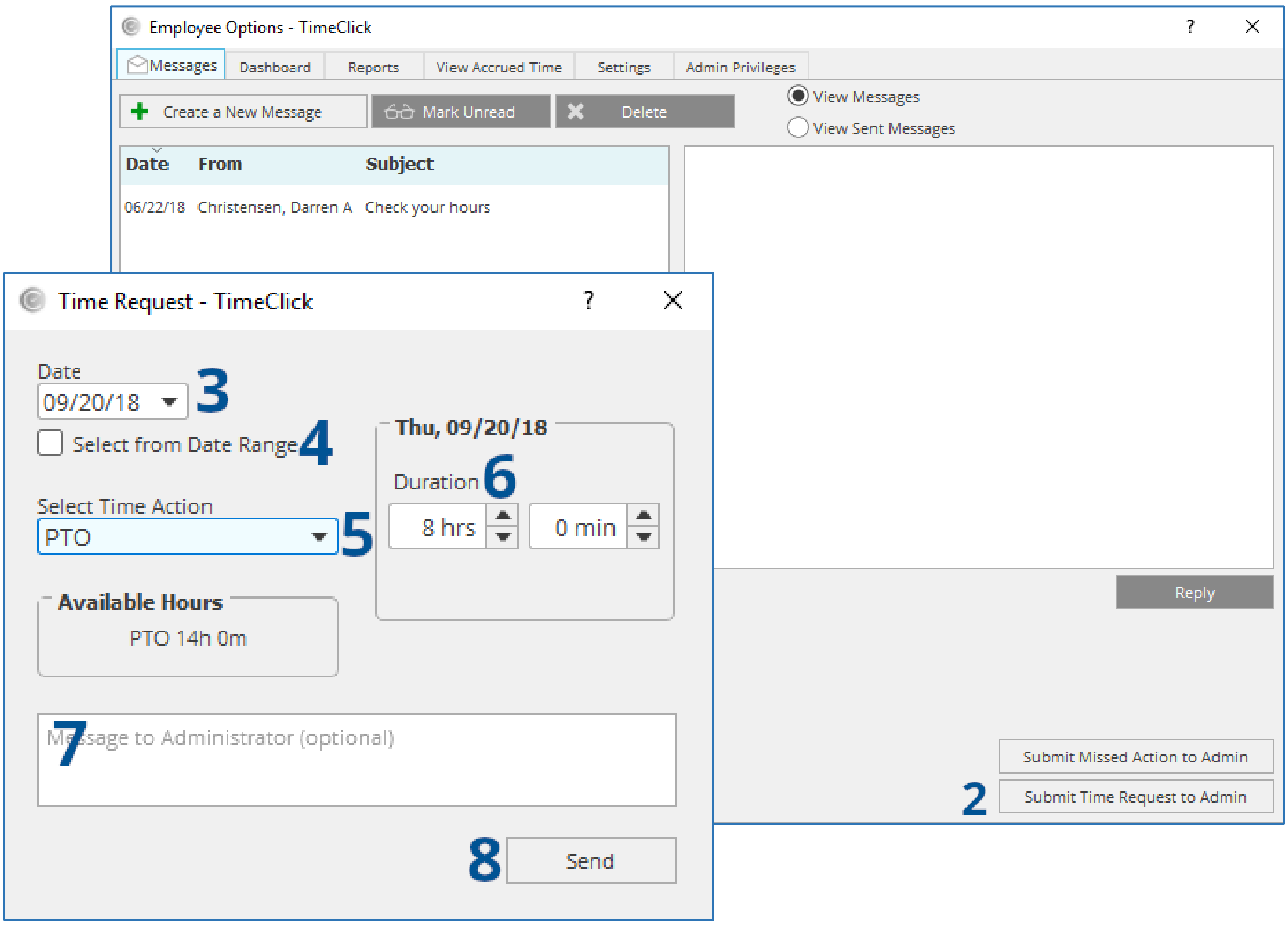


Launch Employee Options

How Employees Request Time Off

Double click on your name in the main screen and enter your employee password.

1. Click the **Launch Employee Options** button.
2. In the bottom right corner click **Submit Time Request to Admin.**
3. Select the date of the event.



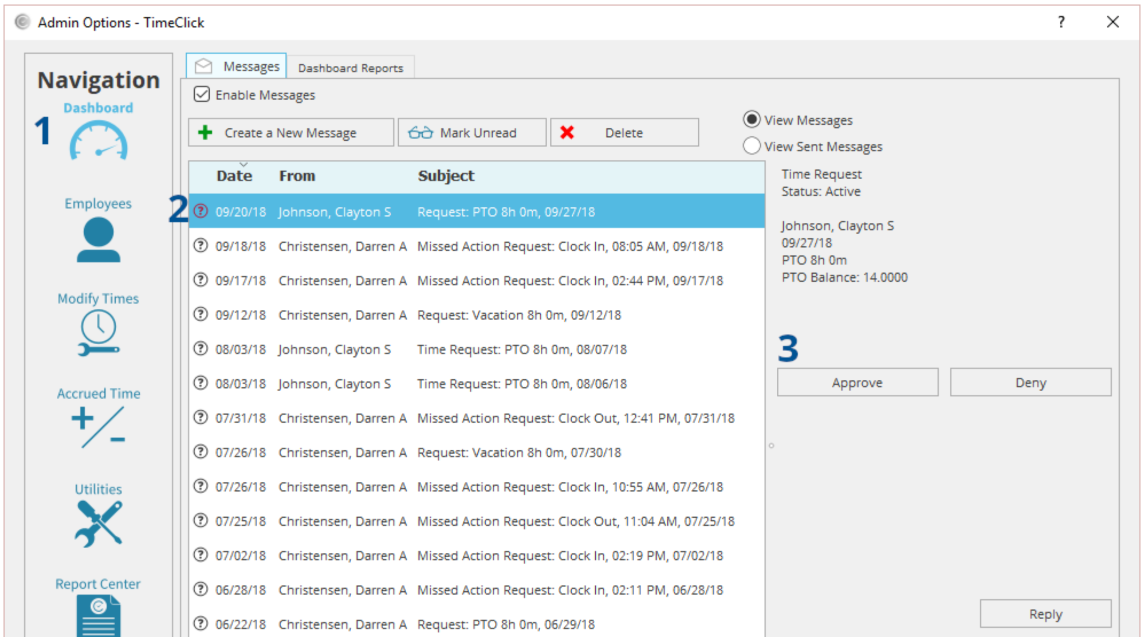
4. (Optional) If the time request spans multiple days, check the **Select from Date Range** button.
5. Select the **Time Action.**
6. Put in the Total Time under the **Duration** box.
7. (Optional) Type a message for the Admin.
8. Click **Send** in the bottom right corner.

Admin: Accepting a Time Request:

When you first open Admin Options, you will discover that for every approval request there is a new message. The Admin will approve these requests in one of two ways; through the **Dashboard Messages** or in **Accrued Time >> Deduction Approval**.

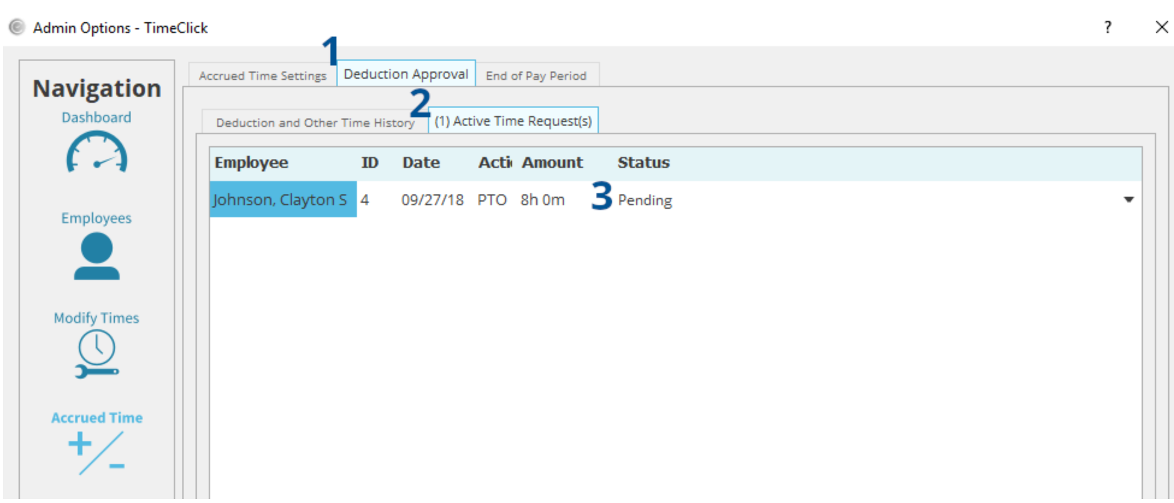
Dashboard Messages:

1. Open Admin mode to the **Dashboard.**
2. Select the time request.
3. Click Approve or Deny.



Accrued Time Deduction Approval Tab

1. Navigate to **Accrued Time >> Deduction Approval.**
2. Select Active Time Requests.
3. Change pending to either approved or denied under Status.



Click the button Save Changes that appears in the bottom left

It will then ask you if you would like to notify the employee of your decision. After which the request will be removed from the list. If you selected Approve then the time has been deducted from the employee's existing accrued time. If you deny the request then nothing changes on their accrued time record.

You can use this to edit approvals if after having approved/denied a request a change needs to be made.

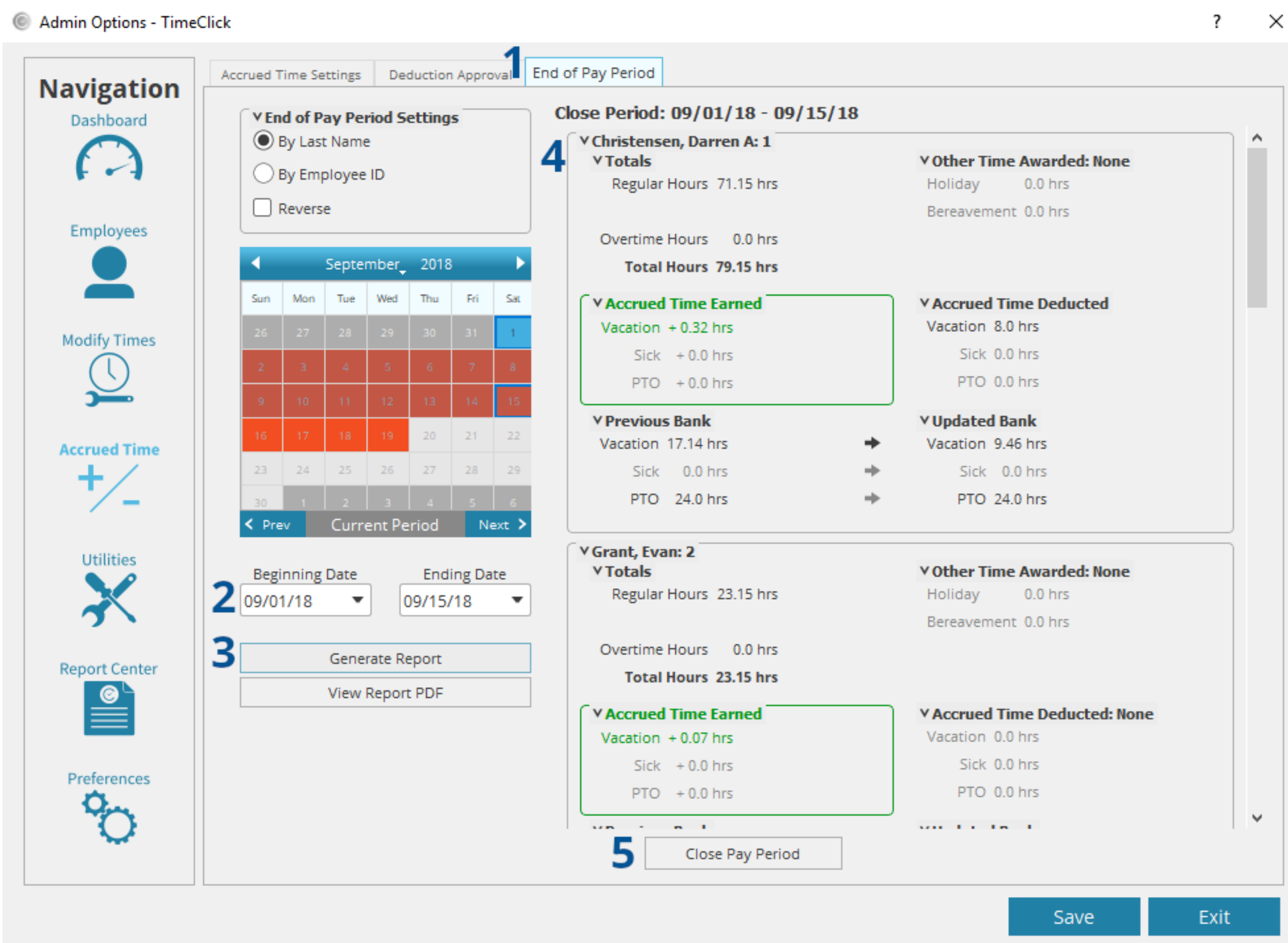
When requests are approved, the time approved is deducted immediately from that employee's total accrued time balance in the corresponding category.

Time that is earned through accrued time categories is reflected in the employee's accrued time bank when the pay period is closed (explained in the section below).

End of Pay Period

Updating Employees Accrued Time Earned

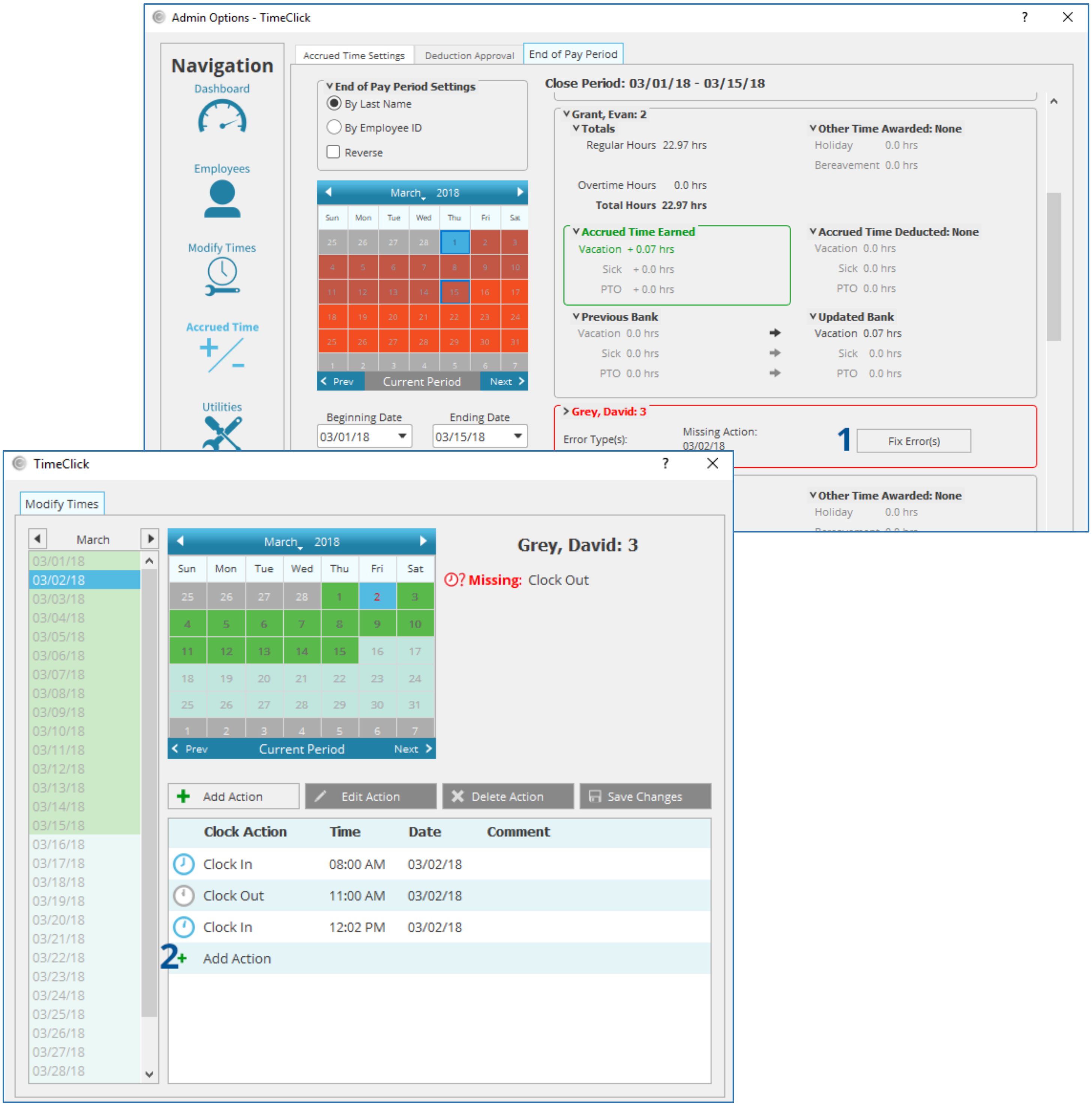
1. Navigate to the end of pay period tab.
2. Select the correct pay period. Note: pay periods that have not been updated and closed are highlighted in red.
3. Click the **Generate Report** button.
4. Review the information.
5. Click the **Close Pay Period** button to finalize the calculations. Please note: any changes that need to be made after the pay period has been closed must be made manually for individual employees.



How to Fix Errors within the Accrued Times Report

1. Click the button that says **Fix Errors** if one appears by an employee's name.
2. Fix the error in the window that comes up. In this case we are just missing a clock out.

You will need to Generate the report again to see the updated report.



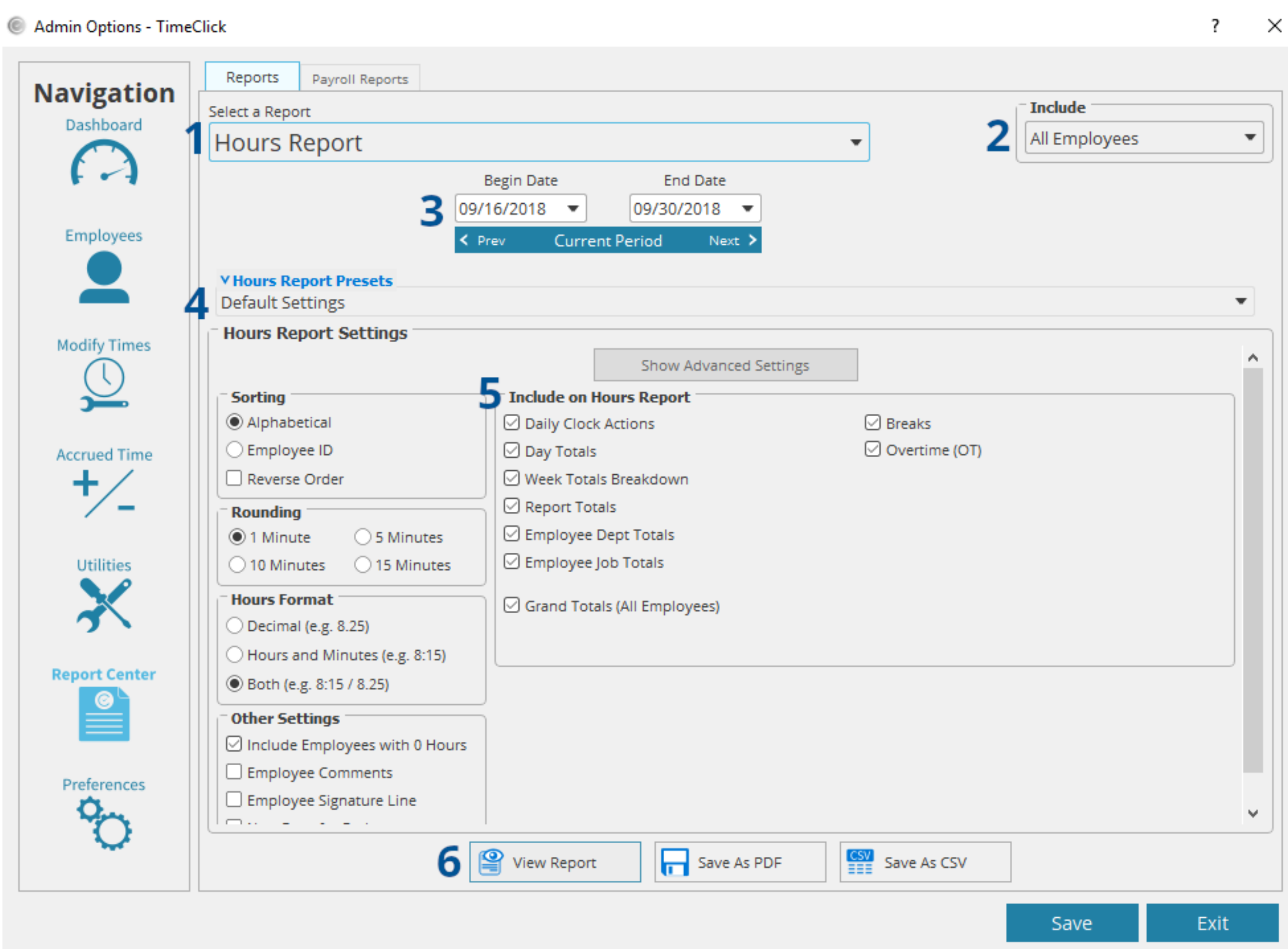
REPORT CENTER

Reports

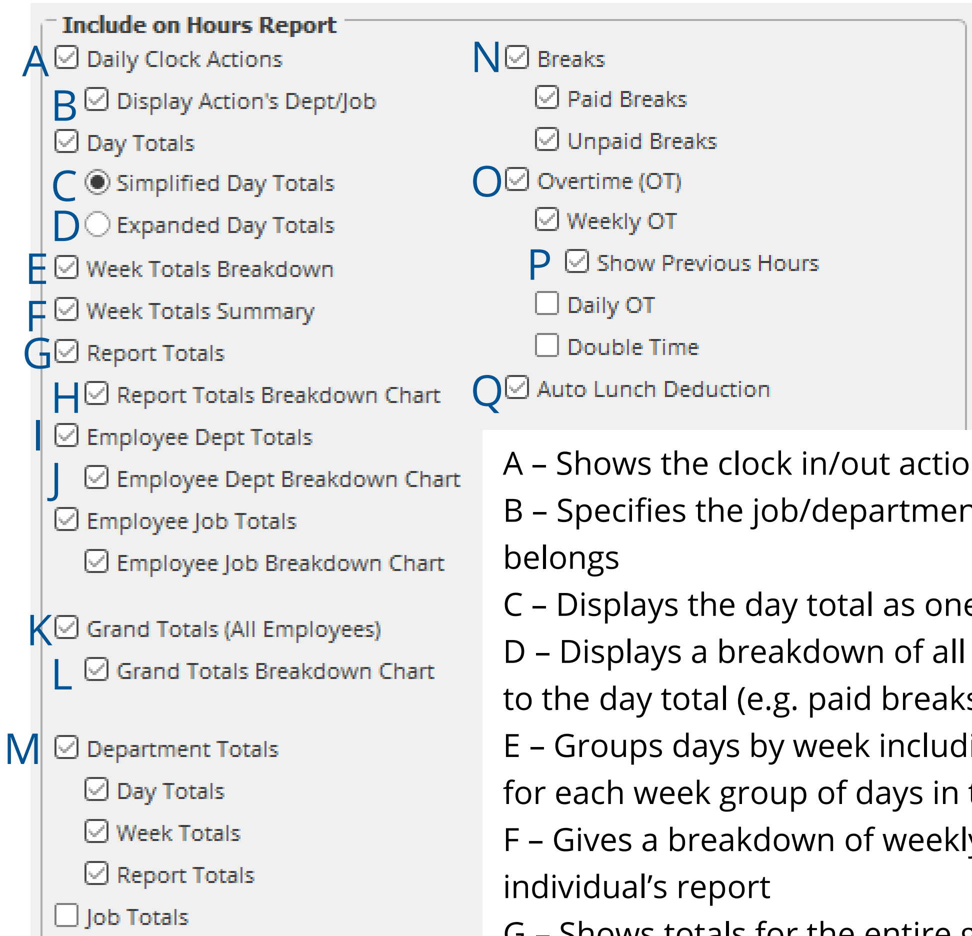
How to Run a Report

1. Select a Report.
2. Choose who to include in the report.
3. If prompted enter a beginning and ending date, or use the **Prev** and **Next** buttons to select other pay periods.
4. (Optional) Select the report preset with pre-saved report settings if you have created a preset.
5. Set **Report Settings.**
6. Click **View Report.**

Note: If you wish to customize your report more, you may click **Show Advanced Settings** to allow more report options. Details regarding the Advanced Settings are in the key below.



Advanced Settings



A – Shows the clock in/out actions that occur daily
B – Specifies the job/department to which each clock action belongs
C – Displays the day total as one number
D – Displays a breakdown of all the sub-totals that contributed to the day total (e.g. paid breaks, sick time, etc.)
E – Groups days by week including a Week Total Breakdown for each week group of days in the date range
F – Gives a breakdown of weekly totals at the end of an individual's report
G – Shows totals for the entire given date range
H – Graphically displays the proportions of time spent by an employee in each hour type
I – Shows the total hours spent by an employee in each department
J – Graphically displays the proportions of time spent by an employee in each department
K – Gives a total of all hours worked by all employees during a given date range
L – Graphical representation of proportion of Grand Totals worked by each employee
M – Shows total hours worked by all employees assigned to a department
N – Shows daily breaks (if tracked). Breaks available for tracking are paid, unpaid, or both.
O – Display total overtime hours weekly, daily, and double time (if tracked according to your State laws)
P – Show the days/hours from the previous period, or earlier in the week, that contribute to weekly overtime if the date range for the report ends in the middle of an overtime calculation week (previous period hours shown in blue font)
Q – Shows the amount of time deducted daily and weekly for automatic lunch deduction if that feature is enabled. Totals will appear in daily totals and weekly breakdown if enabled.

Advanced Settings in Action

Hours Report
TimeClick

P
(07/15/18* - 07/16/18 - 07/23/18) 08/13/18

Employees

Christensen, Darren A: 1

Week 1 (07/15/18* - 07/21/18)

Mon 07/16/18	A	Clock In	08:00 AM	Clock Out	12:00 PM		4:00	4.00
				Dept: Marketing		B		
		Clock In	01:00 PM	Clock Out	05:07 PM		4:07	4.12
				Dept: Tech				
				Total Mon 07/16/18		C (D)	**8:07**	**8.12**
Tue 07/17/18				PTO Used			8:00	8.00
				Total Tue 07/17/18			**8:00**	**8.00**
Wed 07/18/18		Clock In	07:55 AM	Clock Out	07:00 PM		11:05	11.08
				Dept: Tech				
	N	Paid Break	12:00 PM	End Break	01:00 PM		1:00	1.00
		Clock In	07:55 AM	Clock Out	07:00 PM		11:05	11.08
				Dept: Tech				
				Total Wed 07/18/18			**11:05**	**11.08**
Thu 07/19/18		Clock In	08:00 AM	Clock Out	08:00 PM		12:00	12.00
				Total Thu 07/19/18			**12:00**	**12.00**
Fri 07/20/18		Clock In	08:00 AM	Clock Out	12:03 PM		4:03	4.05
		Clock In	01:00 PM	Clock Out	07:00 PM		6:00	6.00
				Total Fri 07/20/18			**10:03**	**10.05**

Week 1 Totals (07/15/18 - 07/21/18) E

	Regular Hours	40:00	40.00
	Paid Break	*1:00*	*1.00*
	PTO Used	8:00	8.00
O	Weekly OT	1:15	1.25
	Total	**49:15**	**49.25**

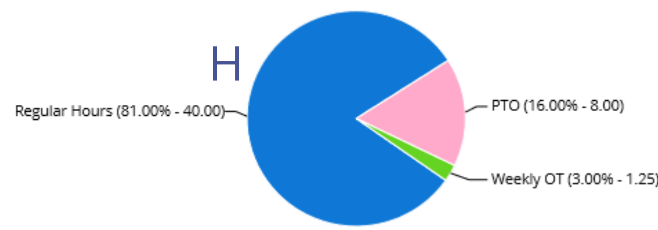
Week 1 Totals Summary (07/15/18 - 07/21/18) F

Regular Hours	40:00	40.00
Paid Break	*1:00*	*1.00*
PTO Used	8:00	8.00
Weekly OT	1:15	1.25
Total	**49:15**	**49.25**

Report Totals (07/16/18 - 07/23/18) G **Christensen, Darren A: 1**

Regular Hours	40:00	40.00
Paid Break	*1:00*	*1.00*
Unpaid Break	*1:00*	*1.00*
PTO Used	8:00	8.00
Weekly OT	1:15	1.25
Total	**49:15**	**49.25**

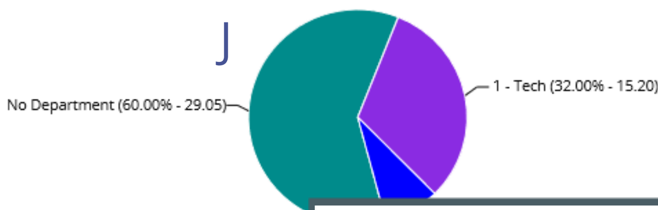
H



Employee Department Totals — **Christensen, Darren A: 1**

2 - Marketing	4:00	4.00
1 - Tech	15:12	15.20

J



M

Departments

2 - Marketing

Christensen, Darren A: 1 07/16/18	4:00	4.00
Marketing Totals Mon 07/16/18	**4:00**	**4.00**
Williams, Sarah: 7 07/17/18	8:00	8.00
Marketing Totals Tue 07/17/18	**8:00**	**8.00**
Williams, Sarah: 7 07/19/18	8:00	8.00
Marketing Totals Thu 07/19/18	**8:00**	**8.00**

Marketing Week 1 Totals (07/15/18 - 07/21/18)

Christensen, Darren A: 1	Week 1	4:00	4.00
Williams, Sarah: 7	Week 1	16:00	16.00
	Total	**20:00**	**20.00**

Report Totals (07/16/18 - 07/25/18) — **Marketing**

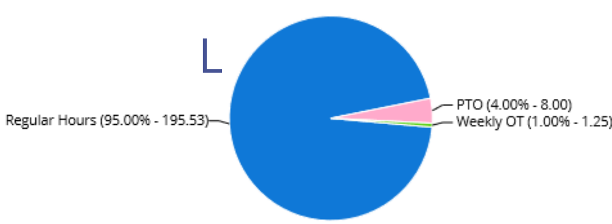
Christensen, Darren A: 1	**4:00**	**4.00**
Williams, Sarah: 7	**16:00**	**16.00**
Total	**20:00**	**20.00**

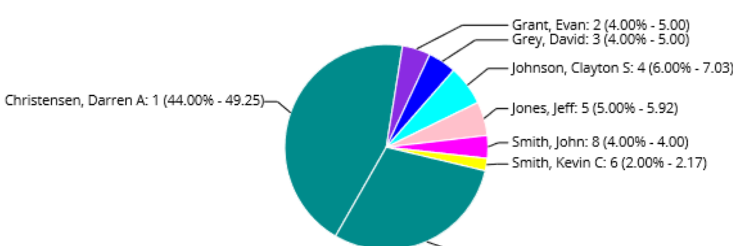
Grand Totals (07/16/18 - 07/25/18)

K

Regular Hours	195:32	195.53
Paid Break	*1:00*	*1.00*
PTO Used	8:00	8.00
Vacation Earned	*0:19*	*0.32*
Sick Earned	*0:04*	*0.07*
PTO Earned	*0:07*	*0.12*
Weekly OT	1:15	1.25
Total	**205:47**	**205.78**

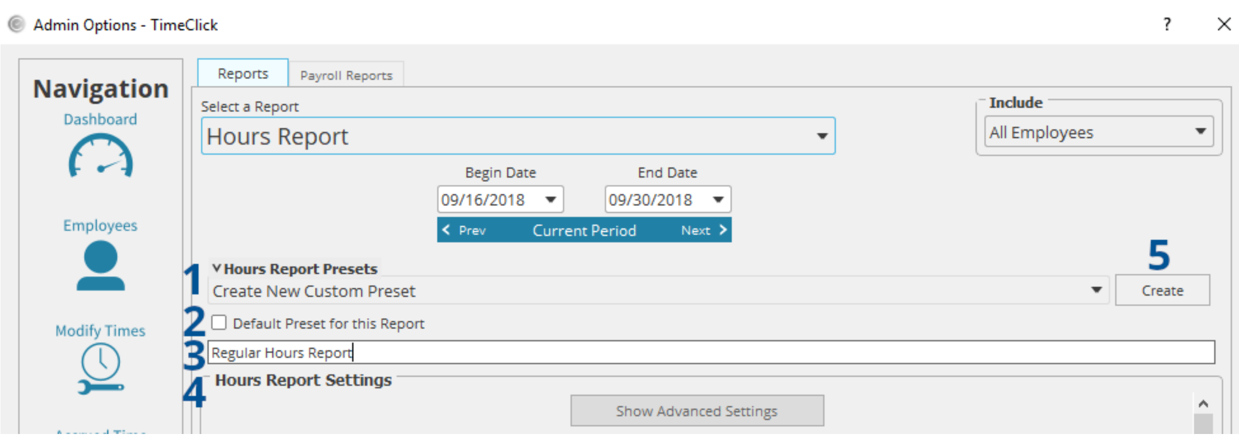
L





How to Create a Report Preset

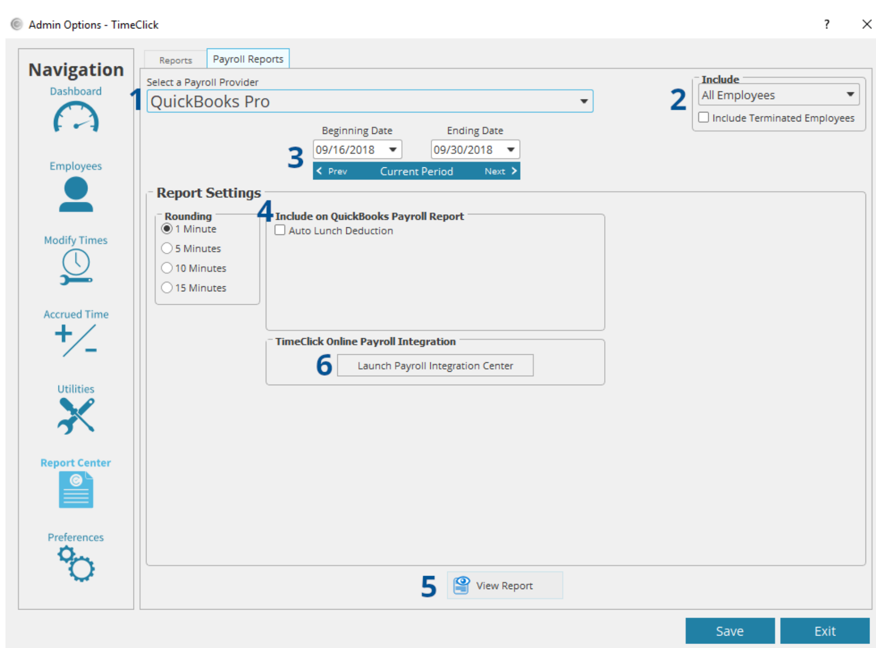
1. Click on **Report Presets** to drop down a menu and select **Create Custom Settings.**
2. (Optional) If this going to be default settings for you check the box next to **Default Preset for this Report.**
3. In the **Report Preset Name** field type in the desired name of the custom settings category.
4. Under **Report Settings** choose the settings you would like.
5. Click the **Create** button.



Payroll Reports

How to Run a Payroll Integration Report

1. Select a Payroll Provider.
2. Select which employees are to be included.
3. Select the correct date range, or use the **Prev** and **Next** buttons to navigate to different pay periods.
4. Select desired **Report Settings.**
5. (Optional) Click **Generate Report.**
6. Click the **Launch Payroll Integration Center** button.



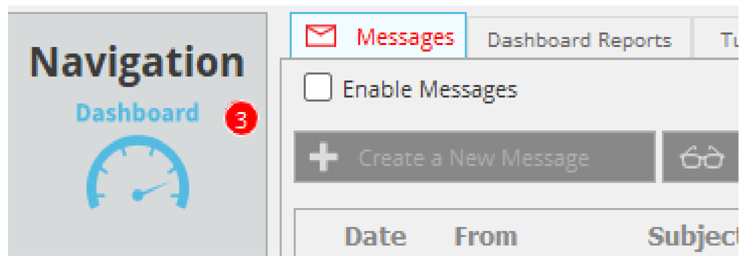
Follow the integration steps specific to your payroll provider.

DASHBOARD

Messages

How to Disable or Enable Messages

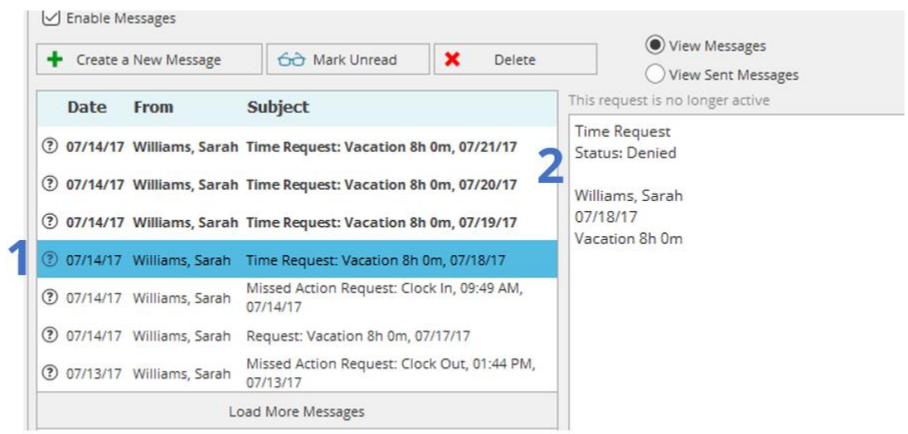
Check the **Enable Messages** button to enable and uncheck to disable in the entire program.



How to Read a Message

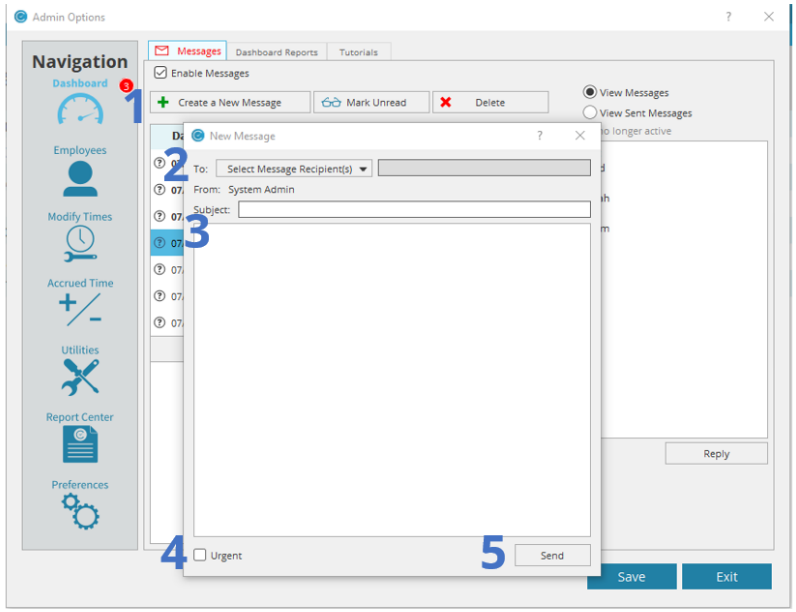
To read a message on the message board:

1. Select the message from the list of messages. Bold means unread.
2. The message will display to the right of the list of messages on the message and it will open in a separate window.
3. To open the message in a new window. Simply double click it.



How to Create a New Message

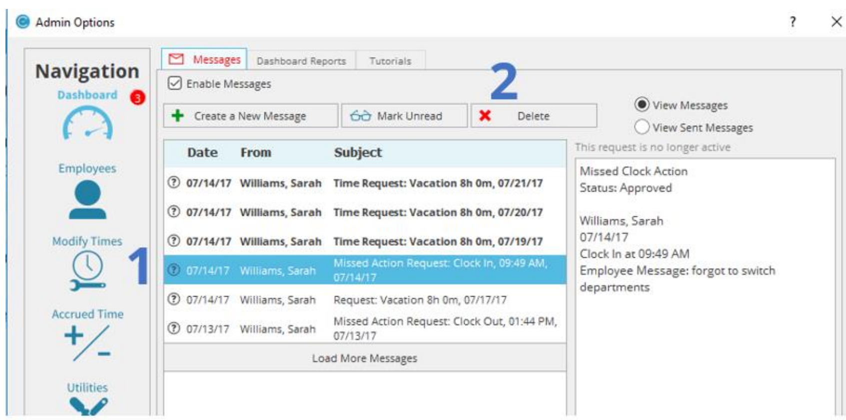
1. Click **Create a New Message.**
2. Select **Message Recipients.**
3. Type a subject and a message.
4. (Optional) If urgent click the **Urgent** check box which makes it so that the recipient has to look at the message before clocking in or out.
5. Click **Send.**



How to Delete a Message

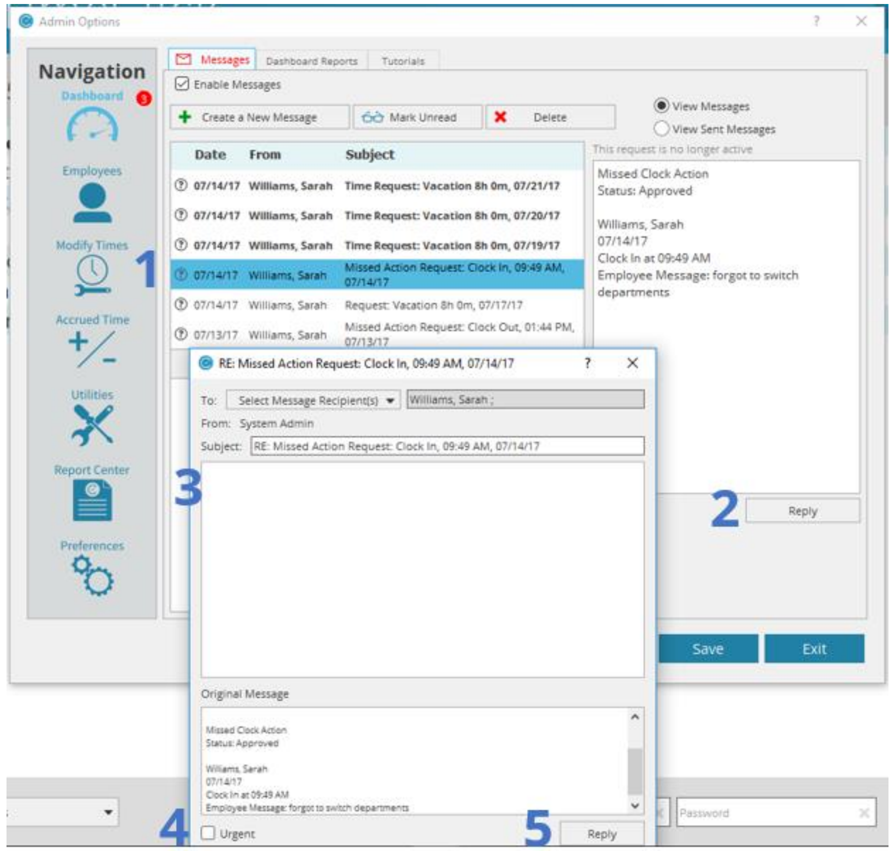
1. Select the message you would like to delete.
2. Click the **Delete** button.

NOTE: When a message has been deleted, it cannot be retrieved.



How to Reply to a Message

1. Select the message.
2. Click **Reply.**
3. Type in a message.
4. (Optional) if urgent select **Urgent** and it will make the message pop up before the employee can clock in and out.
5. Click **Reply.**



Dashboard Reports

Brief Overview

The Dashboard Reports give you a brief overview of how close employees are to overtime for the day or the week. The report will default to the current day and current week. It lists the employees in whichever order you prefer and has a percentage bar next to each name. If the employee approaches the overtime threshold the bar will turn yellow. If they pass the overtime threshold it will turn red.

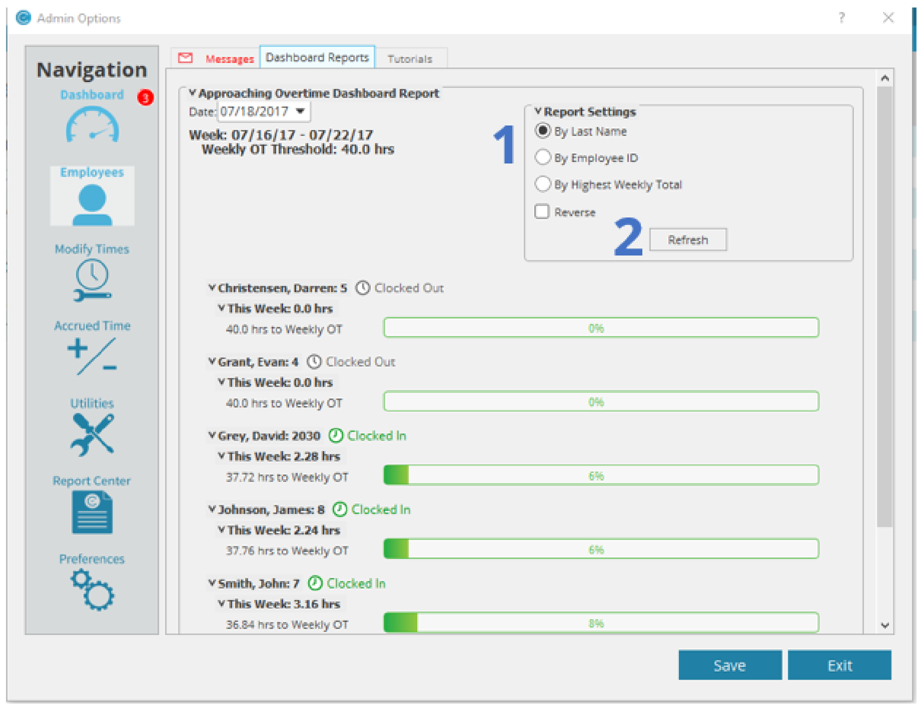
How to Change the Order of Employees

Use the radio buttons under Report Settings to change the order of the employees displayed. You can sort them by Last name, Employee ID, Highest Weekly Total and even reverse the order by checking the reverse box.

To sort the report

1. Select the means for sorting using **Report Settings**.
2. Click the **Refresh** button.

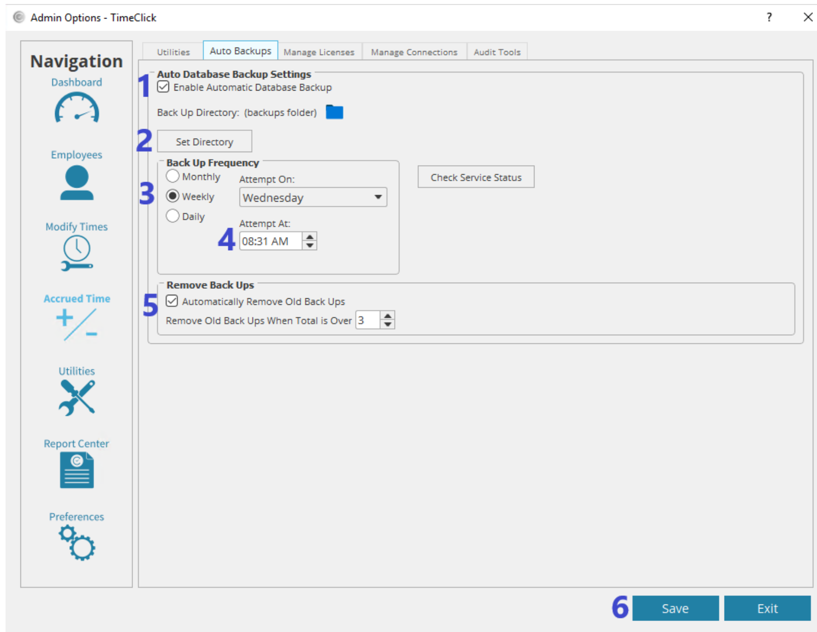
Note: Changing the date in the top left corner to an earlier date will show you how close an employee was to overtime on that day.



UTILITIES

Manage Database

How to back up the Database Automatically



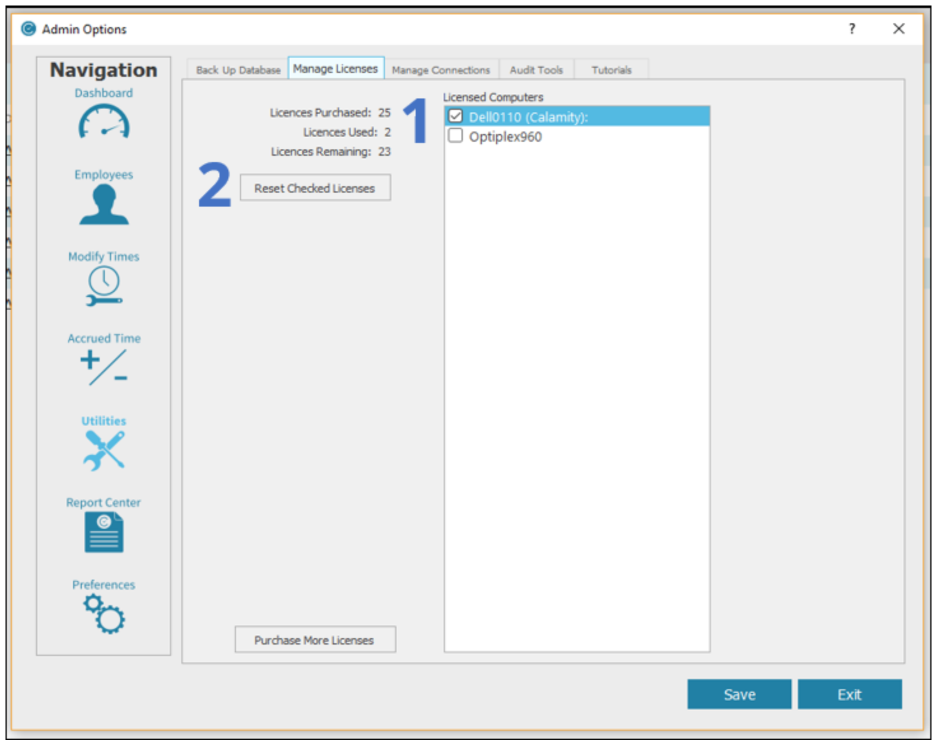
1. Check the **Enable Automatic Database Backup** box.
2. Click the **Set Directory** button and select the location of where you want the backup to be stored.
3. Select one of the three options for frequency of backup.
   Monthly: Use the “Attempt On:” field to select a date to backup.
   Weekly: Use the “Attempt On:” field to select a day to backup.
   Daily: Select the time to backup.
4. Using the **Attempt At:** field set the time of day to attempt a backup.
5. Under the **Remove Back Ups** you can select whether you want old copies of backups to be deleted after you’ve saved a certain number of newer backups.
6. Click **Save** to save settings.

Manage Licenses

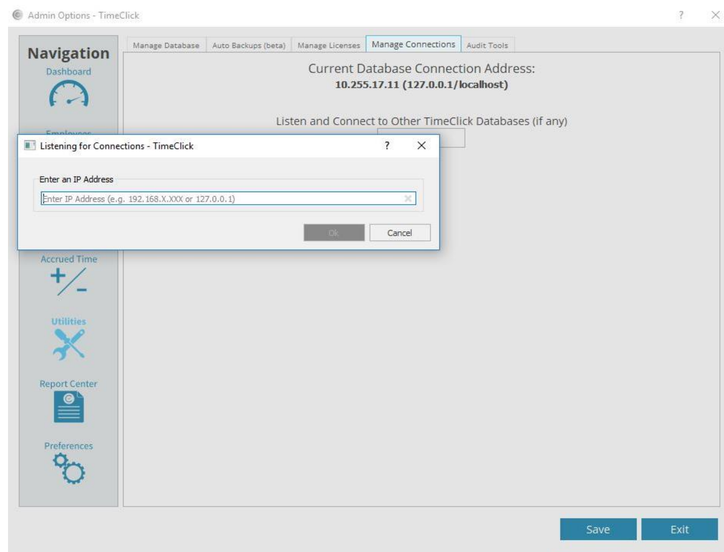
Reset License Count

1. In the list of licensed computers select the old or now unwanted computers by checking the box next to the corresponding name. If you don't know which ones are old then select all the listed computers.
2. Click the **Reset Checked Licenses** button, this will remove the license.

Note: if you remove a license of a computer which will continue having TimeClick installed, then that computer will be added back to the list when TimeClick is reopened on that computer.



Manage Connections



How to Switch the Database where TimeClick Connects or Manually Connect to a Database

Click on the button **Listen**. This will cause a search for the TimeClick database. If it finds a database, or multiple databases on the network it will list the database's IP address directly underneath the "Choose Database Connection" text. Select the desired database IP and click Connect.

To manually connect a database

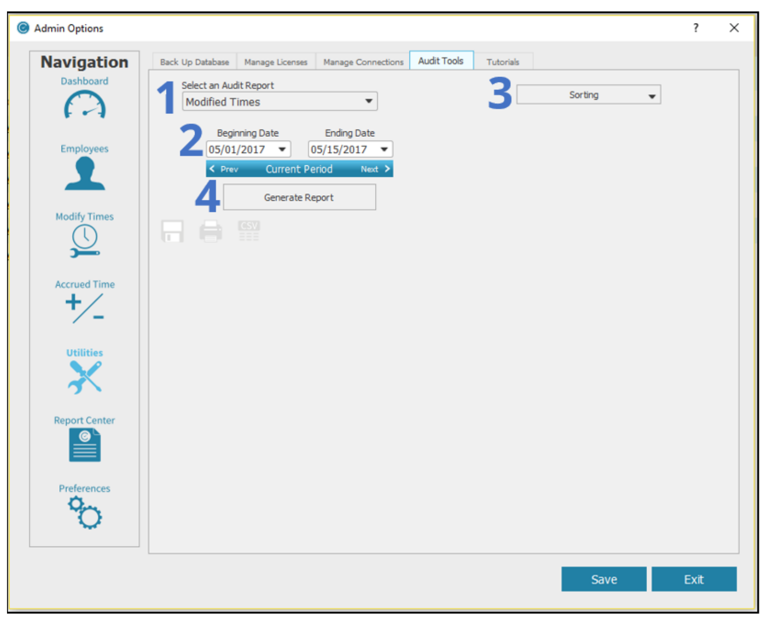
1. Enter the Internal IP Address of the computer with the TimeClick database using the **Manually Enter IP Address** field.
2. Click the **Ok** button to connect to the database.

Note: In normal circumstances, you should not have more than two databases on your network. If more than one database is listed there will be confusion of times and data entries potentially will be in separate databases causing inconsistency with payroll if workstations are connecting to different databases when they shouldn't be. If you find there are two databases on your network, contact our tech support team.

Audit Tools

Modified Times Audit Report

1. Select Modified Times under **Select an Audit Report**.
2. Put in the date range of what days you want the report to display.
3. (optional) Using the **Sorting** field select a means for sorting the report.
4. Click the **Generate Report** button.

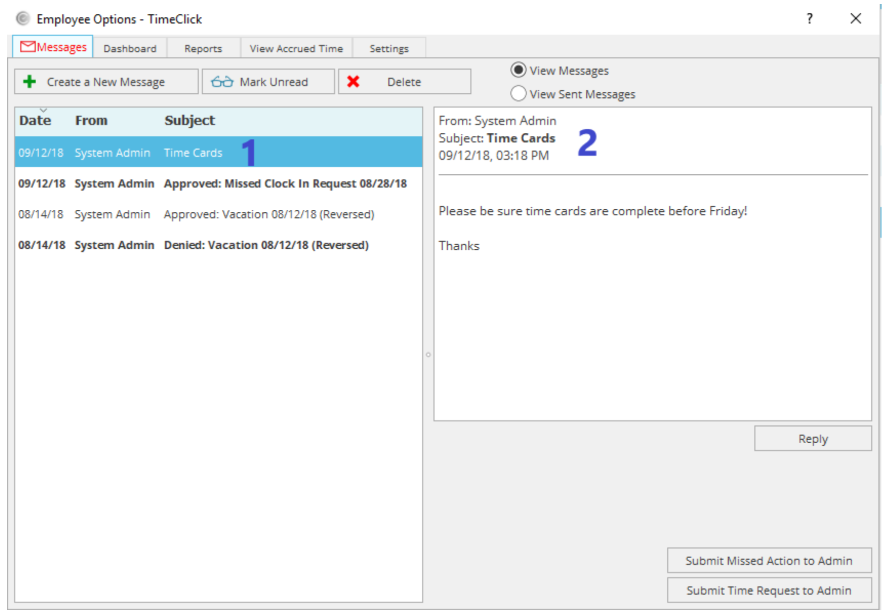


EMPLOYEE OPTIONS

Messages Tab

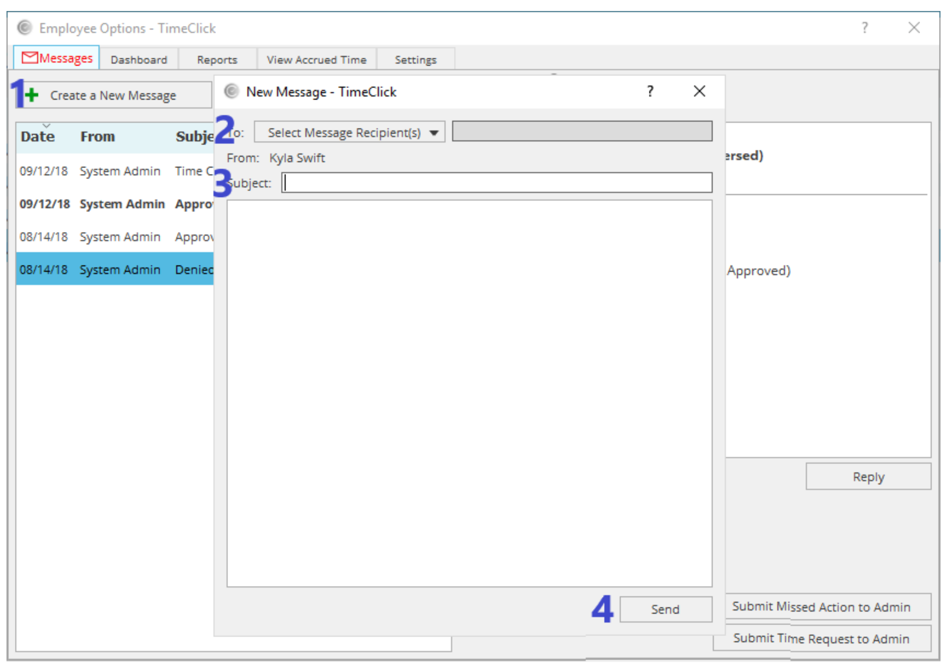
How to read a message

1. To read a message, select the message from the list of messages. Bold means unread.
2. The message will display to the right of the list of messages.
3. Double click on the message and it will open in a separate window.



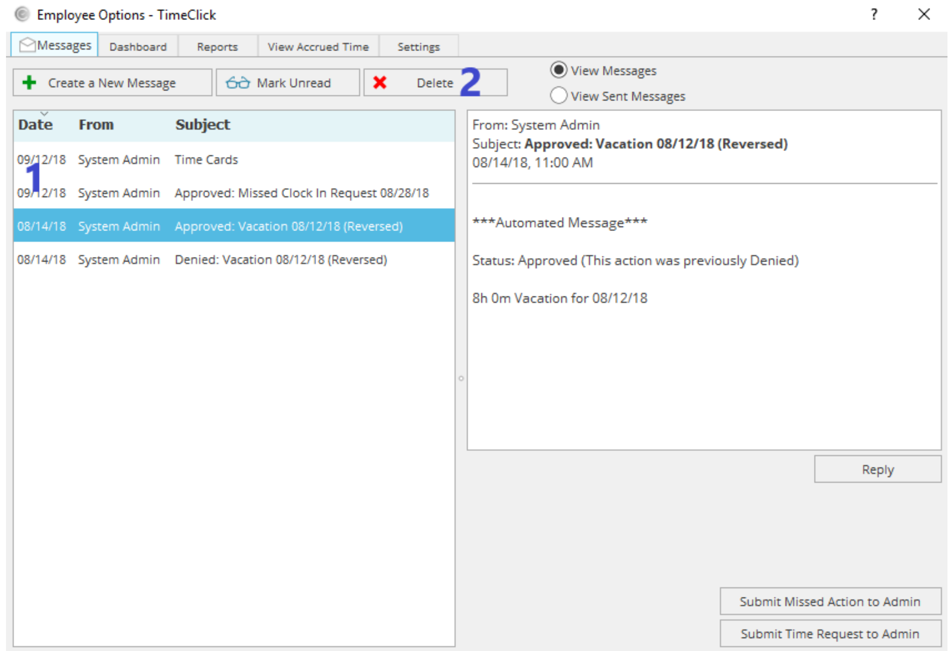
How to create a new message

1. Click **Create a New Message.**
2. Select **Message Recipients.**
3. Type a subject and a message.
4. Click **Send.**



How to delete a message

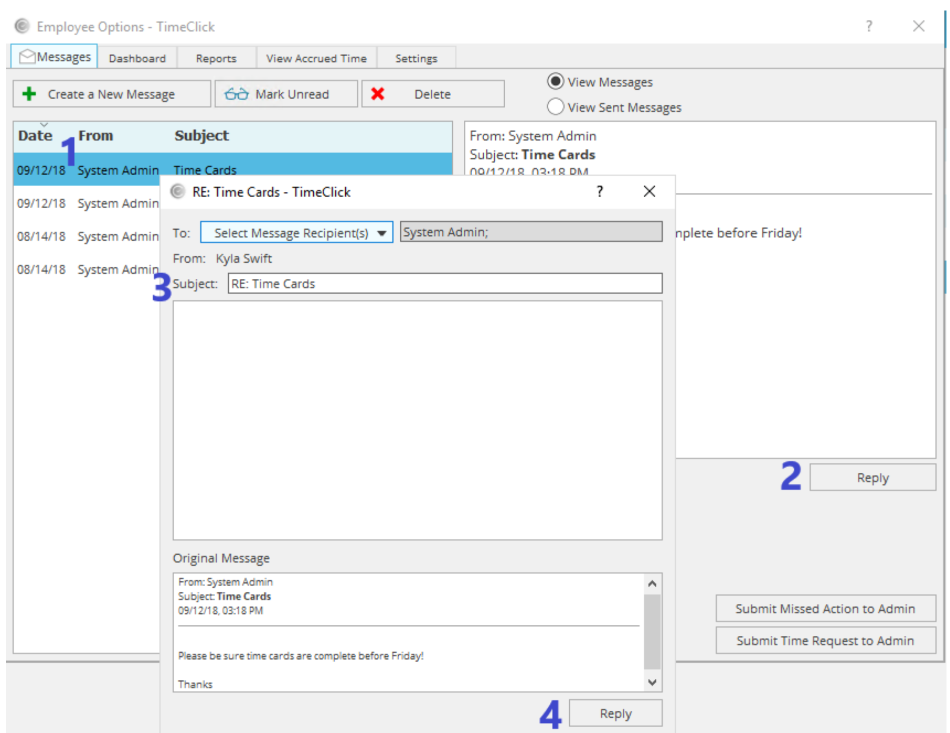
1. Select the message you would like to delete.
2. Click the **Delete** button.



Note: when a message has been deleted, it cannot be retrieved.

How to Reply to a Message

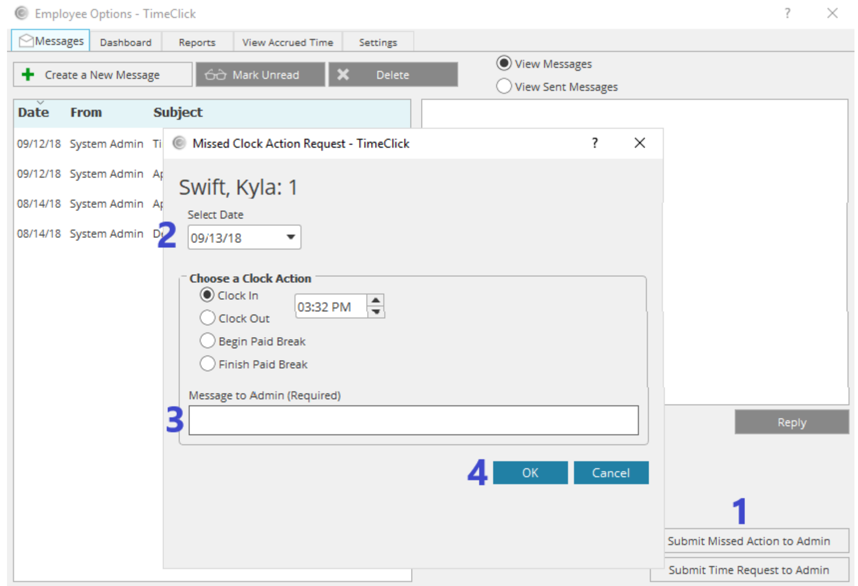
1. Select the message.
2. Click **Reply.**
3. Type in a message.
4. Click **Reply.**



How to Submit a Missed Action to Admin

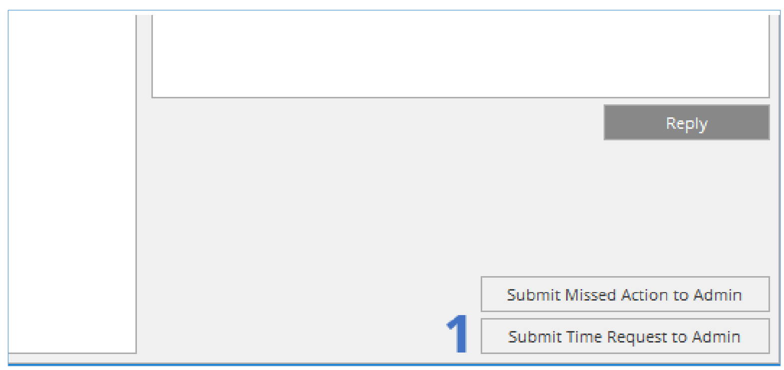
Missed actions are very common, an example would be if an employee forgot to clock out yesterday and came in and clocked in. They could save the Admin time by submitting a missed action for the Admin to review and accept.

1. Click the **Submit Missed Action to Admin** button.
2. Select the correct date and select the **Clock Action** and time.
3. Type in a quick message.
4. Click **OK**.



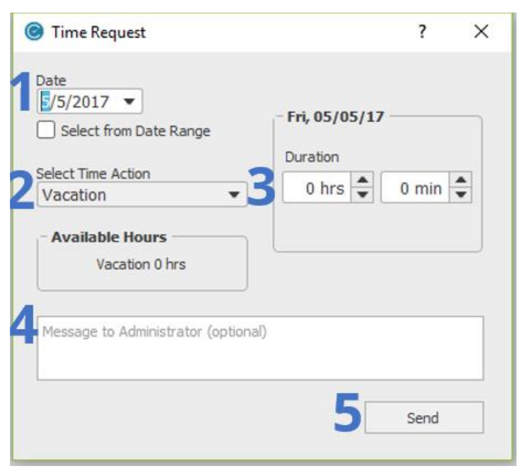
How to Submit a Time Request to Admin

1. Click the **Submit Time Request to Admin** button.



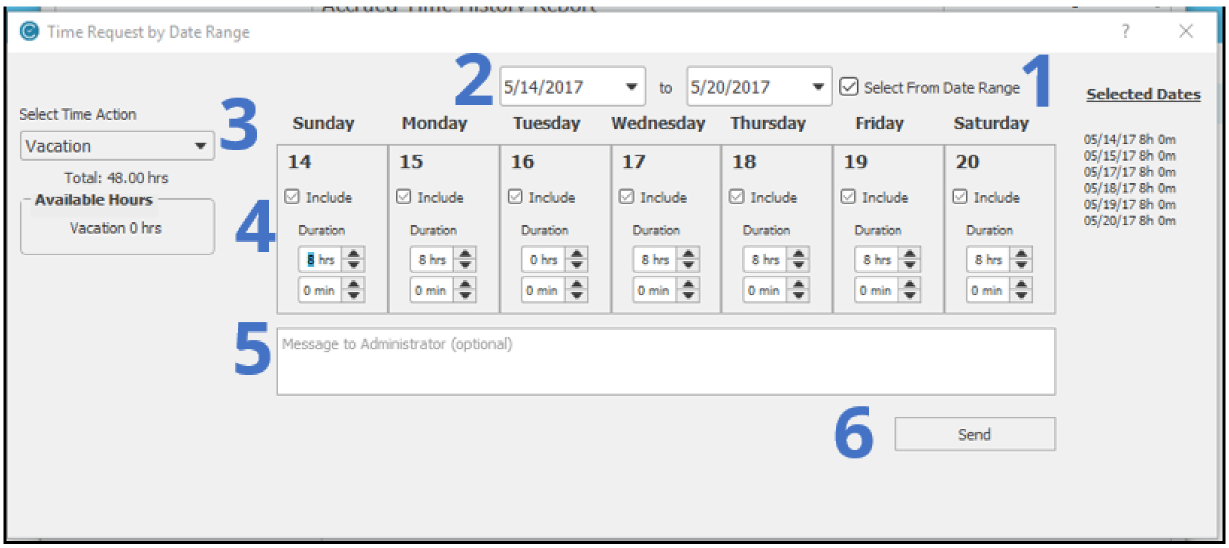
Submitting a Single Day Approval Request:

1. Select the date of the event.
2. Select the **Time Action.**
3. Put in the Total Time under the **Duration** box.
4. (Optional) Type a message for the Admin.
5. Click **Send** in the bottom right corner.



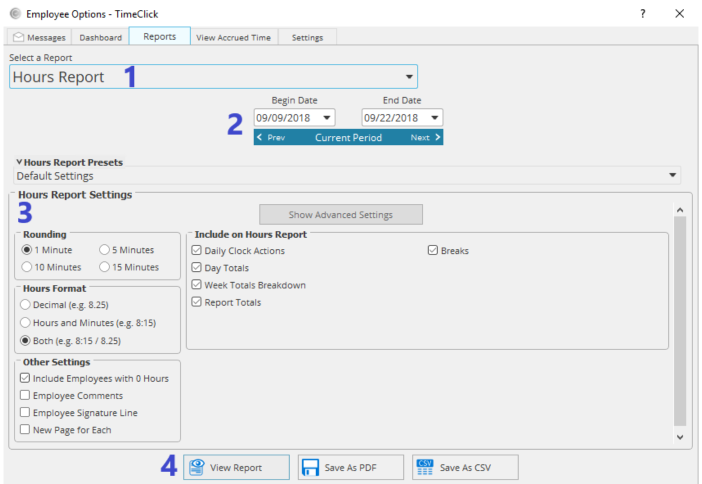
Submitting a Multiple Day Approval Request:

1. Within the above Time Request window, check the box that says **Select from Date Range.**
2. Change the dates to the correct date range.
3. Select the correct Time Action.
4. Enter the correct amount of time for each individual day.
5. (Optional) Write a message to the Admin.
6. Click **Send.**



View Hours Tab

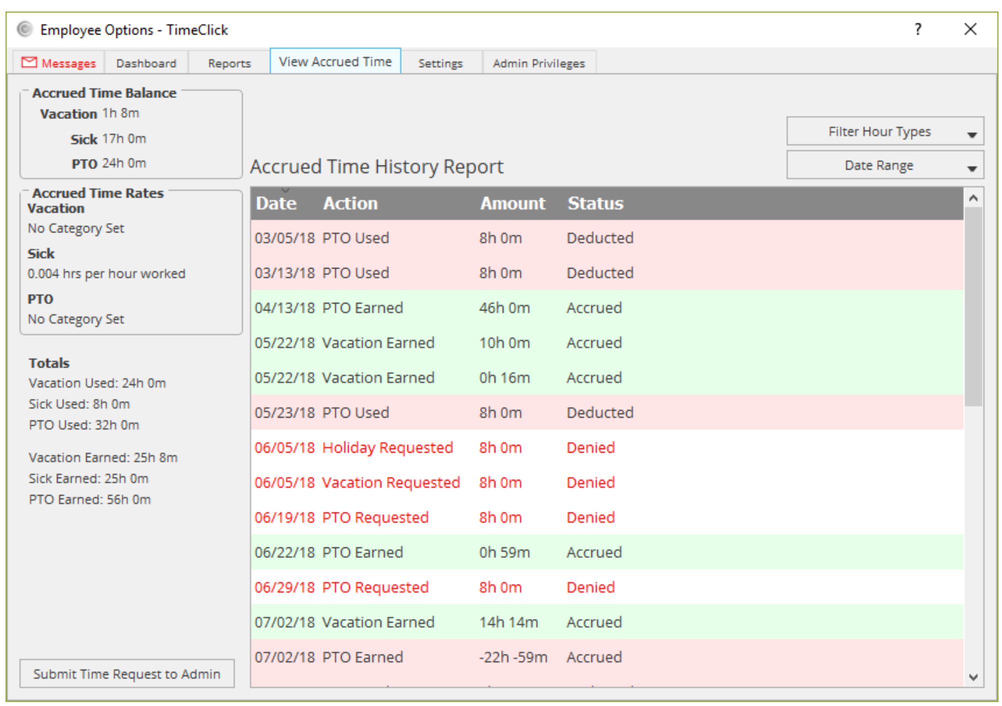
How to run a report



1. Select a Report from the drop-down menu.
2. If prompted enter a beginning and ending date, or use the **Prev** and **Next** buttons to select other pay periods.
3. Set **Report Settings.**
4. Click **Generate Report.**

View Accrued Time Tab

In this tab you are able to review your current accrued time balance, the rate at which you accrue time, the total amount of time used and earned, and your accrued time history. You may also submit a time-off request to the admin from this window.



Settings Tab

How to change my password

1. Click the **Change Password** button.
2. Enter your current password.
3. Enter your new password and re-enter it.
4. Click the **OK** button.

Admin Privileges Tab

The employee Admin Privileges tab is available to only those who have been made Restricted Administrators, by the Main Administrator.
To enter **Restricted Admin Mode** Click the **Launch Restricted Admin Mode** button.