

How to Time In and Time Out using Timecard

1. From the Payroll module, click **Timecards**.

The screenshot shows a window titled "Timecard" with a blue header bar containing "Save" and "Close" buttons. Below the header is a "Details" tab. The form contains the following fields:

- Employee No: (Select an Employee) [dropdown]
- Password: [text input]
- Name: [text input]
- Department: [dropdown]
- Job Code: [dropdown]
- System Date: 6/22/2016 [text input]
- Time: 11:00:20 AM [text input]
- Date In: (No Login) [text input]
- Time In: (No Login) [text input]
- Date Out: (No Logout) [text input]
- Time Out: (No Logout) [text input]

At the bottom of the window, there is a status bar with icons for help, refresh, lightbulb, and mail, followed by the text "Ready".

2. To log the Employee's time in or time out,
 - a. The Employee should select their **Employee No** from the dropdown field.
 - a. Upon selecting an employee, the following fields have default value
 - i. Department - First department in Department list

Departments	
Department	Description
Warehouse	Warehouse
IT	IT

- ii. Job Code - Hourly Rate or Fixed Amount
 - iii. WC Code - Workers Comp set to employee
Note: These fields are editable and values can be changed
- b. Then their password should be entered in the **Password** field.
 - c. **Name** field is read-only and will be automatically populated after selecting the **Employee No**.
 - f. **System Date** field is read-only and is based on the computer's system date.
 - g. **Time** field is also read-only and is the basis of the time in and time out when the time entry is saved.
 - h. **Time In** field is read-only and will display **No Login** as default value but will automatically change after saving the time in.
 - i. **Time Out** fields is also read-only and will display **No Logout** as default value but will automatically change after saving the time out.
3. Click the **Save** toolbar button.

4. A confirmation message will be displayed after saving time in.



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Login Successful!

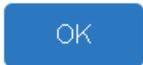


5. A confirmation message will be displayed after saving time out.



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Logout Successful!



6. Click **OK** button and the screen will exit.

- All employee time entries are listed in **Payroll > Employee screen > Timesheet Tab.**

Entity - Aaron P Ritter

New Save Search Refresh Delete Undo Additional Template Archived Reports API Key 2-Step Verification Close

Entity General **Employee** User Locations Contacts Comments (0) History Attachments (0) Messages Custom Audit Log (19)

Detail Taxes Earnings Deductions Time Off Time Entry Direct Deposit **Timesheet** Paychecks

Layout Filter Records (F3)

Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime	Payche
06/22/2016	Sales	REG	06/22/2016	6:00:00 AM	06/22/2016	11:00:00 PM	17	8	9	PCHK-1

- Time entries are to be approved in **Payroll > Time Approval** screen.

1. From the Payroll module, click **Timecards**.

Timecard

Save Close

Details

Employee No: (Select an Employee) ▾

Password:

Name:

Department: ▾

Job Code: ▾

System Date: 6/22/2016 Time: 11:00:20 AM

Date In: (No Login) Time In: (No Login)

Date Out: (No Logout) Time Out: (No Logout)

? Ready

2. To log the Employee's time in or time out,
 - a. The Employee should select their **Employee No** from the dropdown field.
 - b. Then their password should be entered in the **Password** field.
 - c. **Name** field is read-only and will be automatically populated after selecting the **Employee No**.
 - d. The Employee should select their **Departments** from the dropdown field which displays the department where the employee belongs to.
 - e. The Employee should also select their appropriate **Job Code** from the respective dropdown field.
 - f. **System Date** field is read-only and is based on the computer's system date.
 - g. **Time** field is also read-only and is the basis of the time in and time out when the time entry is saved.
 - h. **Date In** and **Time In** fields are read-only and will display **No Login** as default value but will automatically change after saving the time in.
 - i. **Date Out** and **Time Out** fields are also read-only and will display **No Logout** as default value but will automatically change after saving the time out.
3. Click the **Save** toolbar button.
4. A confirmation message will be displayed after saving time in.



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Login Successfull

OK

5. A confirmation message will be displayed after saving time out.



6. Click **OK** button and the screen will exit.

All employee time entries are listed in Payroll > Employee screen > Timesheet Tab.

The screenshot shows the "Entity - Aaron P Ritter" screen with the "Employee" tab selected. The "Timesheet" sub-tab is active, displaying a table of time entries. The table has columns for Date, Department, Job, Date In, Time In, Date Out, Time Out, Hours, Regular, Overtime, and Payche. A single entry is visible for 06/22/2016 in the Sales department, REG job, with a time in of 6:00:00 AM and a time out of 11:00:00 PM, totaling 17 hours, 8 regular, and 9 overtime hours.

Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime	Payche
06/22/2016	Sales	REG	06/22/2016	6:00:00 AM	06/22/2016	11:00:00 PM	17	8	9	PCHK-1

Time entries are to be approved in Payroll > Time Approval screen.

In this screen, the Employee logs in and out for their Timecards on day to day work. This will be used to create paychecks per pay period.

1. From the Payroll module > single click Timecards.

The Timecard login form includes fields for Employee No., Password, Name, Department, Job Code, System Date, and Time. The Employee No. field is populated with "PCRodriguez", the Name field with "Phylis C Rodriguez", and the Department field with "IT Department".

Employee No:	PCRodriguez
Password:	*****
Name:	Phylis C Rodriguez
Department:	IT Department
Job Code:	HOUR
System Date:	07/16/2015
Time:	7:51:24 AM

2. Upon the Employee comes in, he/ she needs to login their Time.

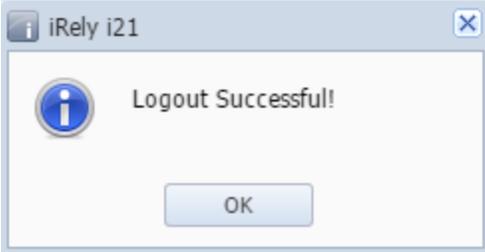
- The Employee should select their **Employee No.**
- Employee has their own password to log in and out and they need to enter it on **Password** field.
- Name** field is a read-only field and it automatically filled in after selecting the Employee No.
- The Employee should select the **Department** they are working on. It is a required field.
- The Employee should select the **Job Code**.
- System Date** field is a read-only field and it automatically field in based on the computer system date.

g. **Time** field is a read-only field and it automatically filled in and saved the Time In And Out of the Employee once they hit the Save toolbar button.

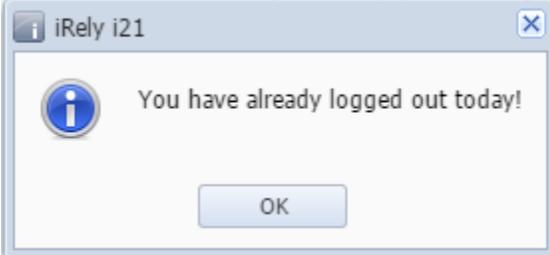
3. This is the confirmation message if the Employee logged in.



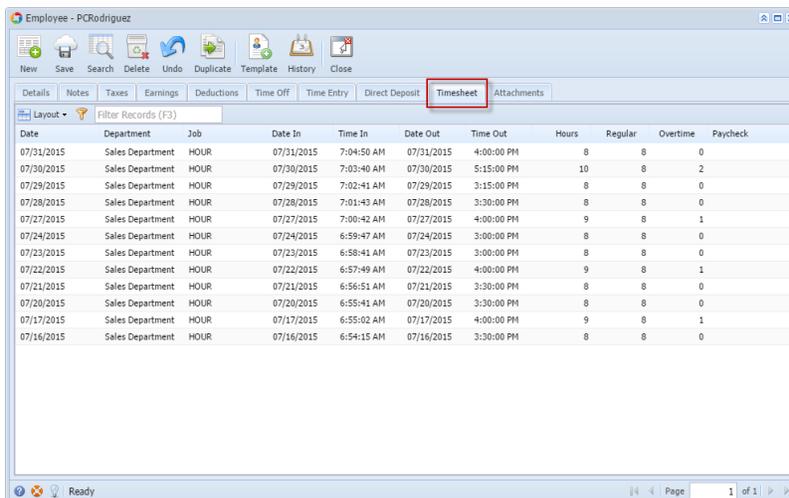
4. This is the confirmation message if the Employee logged out.



5. This is the confirmation message if the Employee tried to logout again.



 All the Employee Time Entries are displaying in the Employee screens > Timesheet tab.



The screenshot shows the "Employee - PCRodriguez" application window with the "Timesheet" tab selected. The window contains a table with the following columns: Date, Department, Job, Date In, Time In, Date Out, Time Out, Hours, Regular, Overtime, and Paycheck. The table lists 13 time entries for the month of July 2015.

Date	Department	Job	Date In	Time In	Date Out	Time Out	Hours	Regular	Overtime	Paycheck
07/31/2015	Sales Department	HOUR	07/31/2015	7:04:50 AM	07/31/2015	4:00:00 PM	8	8	0	
07/30/2015	Sales Department	HOUR	07/30/2015	7:03:40 AM	07/30/2015	5:15:00 PM	10	8	2	
07/29/2015	Sales Department	HOUR	07/29/2015	7:02:41 AM	07/29/2015	3:15:00 PM	8	8	0	
07/28/2015	Sales Department	HOUR	07/28/2015	7:01:43 AM	07/28/2015	3:30:00 PM	8	8	0	
07/27/2015	Sales Department	HOUR	07/27/2015	7:00:42 AM	07/27/2015	4:00:00 PM	9	8	1	
07/24/2015	Sales Department	HOUR	07/24/2015	6:59:47 AM	07/24/2015	3:00:00 PM	8	8	0	
07/23/2015	Sales Department	HOUR	07/23/2015	6:58:41 AM	07/23/2015	3:00:00 PM	8	8	0	
07/22/2015	Sales Department	HOUR	07/22/2015	6:57:49 AM	07/22/2015	4:00:00 PM	9	8	1	
07/21/2015	Sales Department	HOUR	07/21/2015	6:56:51 AM	07/21/2015	3:30:00 PM	8	8	0	
07/20/2015	Sales Department	HOUR	07/20/2015	6:55:41 AM	07/20/2015	3:30:00 PM	8	8	0	
07/17/2015	Sales Department	HOUR	07/17/2015	6:55:02 AM	07/17/2015	4:00:00 PM	9	8	1	
07/16/2015	Sales Department	HOUR	07/16/2015	6:54:15 AM	07/16/2015	3:30:00 PM	8	8	0	