

Clocker

A Informative Document

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Calendars & Calendar Times

Purpose

Calendars are used to give better results to the generated reports for employees. Calendars are assigned to employees, to determine when employees are required to work i.e:

- what days they work on a particular week
- What days of the week are included in a particular workweek.
- What times employees are required to work

One is required to add times for each day in a particular workweek, to get the best reporting results as possible. One is however not required to have to fill out 52 weeks, the number of weeks that are assigned to a calendar will cycle from the lowest to highest week. E.g. If one were to create a calendar with 2 weeks assigned to it, the weeks will cycle automatically from the first to the second and so forth.

View Calendars, Calendar Times

Purpose

Being able to view created calendars allows one to perform 1 of 2 actions:

- Update
- Delete

Updating the Calendar/Calendar Times allows for one to be able to change Calendar/Calendar Times details accordingly if an event were to occur that requires a created Calendar/Calendar to be manipulated.

By pressing "Update" one would be taken to the "Update Calendar" / "Update Calendar Times" screen depending on which action is selected, where they will be required to fill out the required update information then complete by pressing "Update Calendar" / "Update Times".

Deleting a calendar requires that the calendar be unassigned from all employees currently assigned to said calendars. Once this action is performed the calendar and its connected calendar times will be removed from the system.

By deleting a calendar time, it will be removed from the assigned Calendar, this is needed for changes in employee work times, days, weeks.

Unassign Calendar From Employee

Purpose

This allows one to un-assign employees from calendars, in order to be able to delete calendars, also for if employees required working days change drastically so that a more accurate calendar could be created to suit the new working times of the employee

Add Card

Purpose

This allows for all cards that are going to be used by either admins, managers, employees to be created, all users of the system will be required to use cards to access and use the system, without a card, users won't be able to make use of the system.

View Cards

Purpose

Being able to view created cards gives one the ability to be able to update card information, this becomes extremely useful when companies have cards that are programable, should the information on the card change, they will easily be able to update it through the system. One would also be able to delete cards should a card go missing or if any other extreme event should occur.

One is also able to view cards currently assigned to employees, and will be provided with 2 actions that one could perform ("Deactivate", "Unassign"),

Deactivate

If an employee should be going under any disciplinary action and they shouldn't be allowed access to the system. They can be "Deactivated".

Unassign

Should an employee, unfortunately, leave the company they would have to be unassigned from their card, so that a new employee may make use of the said card to access the system.

Add Employee

Purpose

This is where all users of the system will be created, during creation a user can either be marked as “Admin” / “Reporting Admin” or both. By marking an employee as an admin this will grant them access to the entire admin side of the system:

- Calendars
- Cards
- Employees
- Processes
- Reasons

By marking an employee as a “Reporting Admin” this will grant them access to the reports side of the system. For normal creation of users that will make use of the clocking system, leave both “Admin”, “Reporting Admin” fields unticked.

View Employees

Purpose

This will allow admins to update employee information, should it change e.g. if a user now becomes a reporting admin / should their last name change if they got married. One would also be able to delete users from the system and be able to restore users, if one would want to permanently delete a user from the system, that user would first have to be deleted, then one would have to click “Show Deleted Employees” and press “Delete Permanently”. This is an action that has to be taken seriously, because by permanently deleting an employee will permanently remove all information regarding that employee from the system.

Assign Card To Employee

Purpose

This is the phase where all cards will be assigned to employees, the process has been created in such a way to allow for both the creation of cards and employees.

- 1) One is required to either create a card or select a card from a list of previously created cards
- 2) An employee must then be selected from the list of unassigned employees, by searching an employee's name, if the employee does not exist one would be able to create the desired employee
- 3) Once both the card, the employee has been selected all that's left to do is to double-check the information selected and press “Assign” this will assign the card to the employee for general use of the system.

Assign Calendar To Calendar Times

Purpose

This is the phase where all times created, will be assigned to a created calendar. Similar to the “Assign Card To Employee” process, both calendars, calendar times can be created during the process for easier use.

- 1) One is required to either create a calendar or select a calendar from a list of previously created calendars.
- 2) A Calendar time must then be selected from a list of created calendar times, one is able to search by starting time, should a time that is not created be needed, one is able to create said time.
- 3) Once both calendar, calendar time has been selected all that's left to do is to double-check the information selected and press “Assign” this will assign the card to the calendar, which will aid in the reporting results for each user, once the calendar is assigned to the desired employee.

Assign Calendar To Employee

Purpose

This is the phase where all calendars created will be assigned to a created employee. Similar to the “Assign Card To Employee” process, both calendars, employees. It can be created during the process for easier use.

- 1) One is required to either create a calendar or select a calendar from a list of previously created calendars.
- 2) An employee must then be selected from the list of unassigned employees, by searching an employee's name, if the employee does not exist one would be able to create the desired employee
- 3) Once both the calendar, the employee has been selected all that's left to do is to double-check the information selected and press “Assign” this will assign the card to the calendar, which will aid in the reporting results for each user, once the calendar is assigned to the desired employee.

During the process, if one has seen that the information that has been selected isn't the desired information, one could simply press on the appropriate step of the process, to go back and change that selected information. This applies to all three processes:

- Assign Card To Employee
- Assign Calendar To Calendar Times
- Assign Calendar To Employee

Add Reason

Purpose

This is where all the reasons that are going to be used for clocking out will be created. By using reasons for clocking out this greatly improves the reports that will be generated which helps admins see where employee time is being used during working hours. When creating a reason a reason can be selected as “Work-Related”, “Active”. By selecting that a reason is work-related this will mean when an employee clocks out using said reason that they are leaving the premises for work matters. By checking a reason as active this will make the reason available for use for clocking out, non-active reasons will not be able to be chosen from when clocking out.

View Reasons

Purpose

This allows one to be able to see all created reasons and allow them to either “Update”, “Deactivate” and “Delete” a reason

By updating a reason, allows for a change in the reason to cater to new circumstances without having to create a new reason.

By deactivating a reason this will ensure that employees can't use said the reason for clocking out purposes.

Deleting a reason this will remove the reason and all times an employee has used the reason for clocking out, this should only be done where extremely necessary as it will greatly affect the reports that are generated for employees.

Generate Employee Reports

Purpose

This is where all reports for employees will be generated. At this phase, one will be required to select an employee/s, a time range i.e. “This week” for whom they wish to generate reports. Once the required information is entered, reports will automatically be generated, which will aid in the admin/management decision-making process.

Reports Created

- Where Time Spent
 - This will provide information on:
 - Hours worked
 - Time spent clocked out for non-work purposes
 - Time spent clocked out for work purposes
- Reasons for time not worked
 - This will indicate which reasons are mostly used for employee clock outs that aren't work-related
- Reasons for time worked
 - This will indicate which reasons are mostly used for employee clock outs that are work-related
- Overtime VS Time not clocked out
 - This will show all time that has been used clocking out for work-related purposes and time for not clocking out
- Rank of Reasons
 - This will show a rank of reasons used for clocking out, this will aid in indicating which reason is used mostly for clocking out, of which employees are probably exploiting for leaving the workplace.
- Rank of Employees
 - This will show the rank of employees for time that has been spent outside the workplace, this will aid in finding out who is spending most of their work time outside of the workplace.
- Clocked In Employees
 - This will provide information for employees who are currently clocked in
- Clocked out Employees
 - This will provide information for employees who are currently clocked out.