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Time Cards & Payroll Reports - Time Cards



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2 years ago · Updated

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For owners, managers and payroll administrators.

To access these functions, start by clicking the Time Cards & Payroll Reports module



Time Cards & Payroll Re...

This section allows you to easily identify Over Time and errors per week as well as make edits. The week's start/end time is

Help

determined by your workweek settings, which makes it easy to verify that Over Time is correctly calculated.

If an employee forgets to clock out, that time period will not be part of the total hours until it is corrected, nor will it be visible in the payroll. Easily find these errors with the warnings displayed by the employee's name, and in the individual day the errors took place.

+ Bälversjö, Johan							7:22	7:22
+ Elfgrén, Sven							8:00	1:43 9:43
- Lyrén, Adam							31:32	1:01 32:33
<div>Click to review</div>								
<div> <div>Wed 07/17</div> <div>Paid 8:00</div> <div>Unpaid 0:30 (edited)</div> </div>	<div> <div>Thu 07/18</div> <div>Paid 0:09</div> <div>Unpaid 0:00</div> </div>	<div> <div>Fri 07/19</div> <div>Paid 9:01</div> <div>Unpaid 0:00 (edited)</div> </div>	<div> <div>Sat 07/20</div> <div>Paid 7:30</div> <div>Unpaid 0:30 (edited)</div> </div>	<div> <div>Sun 07/21</div> <div>Paid 14:59</div> <div>Unpaid 0:00 (edited)</div> </div>	<div> <div>Mon 07/22</div> <div>Paid 7:53</div> <div>Unpaid 0:00 (edited)</div> </div>	<div> <div>Tue 07/23</div> <div>Empty Card</div> </div>		
+ Nye, Josh							15:42	15:42
+ Owner, Subwaimac							No data for this week	

To edit a time card, simply click the day card that needs editing.

In the example below, a lunch period needs to be added.

1. Click the editing icon in the last column of the current time entry. (In this case the 9am-5pm row)
2. Enter the time in and out period. (In this case we will do 12pm-1230pm)
3. Select the type of job/break. (In this case lunch)
4. Add.

Lyrén, Adam < 7/20/2019 > Audit log

Time In - Out >	Duration >	Station >	Store >	Type >	Edit
9:00am - 5:00pm	8:00:00	Counter 1	Main	Default	

☒ Clock In/Out ☐ Duration

Time In 12:00 PM
Time Out 12:30 PM
Duration 0:30:00
Job/Break Lunch
Department Default

Store Main
Station
Notes

Cancel Add

* You can add periods with specific in/out times or simple durations.

The added entry will split the 9am-5pm period into two segments:

Lyrén, Adam < 7/20/2019 > Audit log

Time In - Out >	Duration >	Station >	Store >	Type >	Edit
9:00am - 12:00pm	3:00:00	Counter 1	Main	Default	
12:00pm - 12:30pm	0:30:00		Main	Lunch	
12:30pm - 5:00pm	4:30:00	Counter 1	Main	Default	

Add time entry

Notice how now the times in this time card are highlighted in red. This indicates the card was adjusted. Click the Audit log blue button on the top right to view the details.

Filters

Today's Activity

Payroll


Time Cards


Search Employees

Filter by task

Filter by store

Hide Inactive Employees
☒

<  July 22, 2019 - July 28, 2019 >



- Search employees: allows you to find a particular employee by name, one at a time.
- Filter by task: if your business is set up with tasks, you can narrow your search by selecting one or multiple tasks.
- Filter by store: allows you to look at one or multiple stores at a time.
- Hide inactive employees: you may have employees who are not required to clock in/out, if this setting is checked, those employees will not be displayed.
- Date selector: displays weekly data, based on your business's start/end week days.



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