



[SMRT Systems Help Center](#) > [Learning Center](#) > [Timeclock](#)

Search

Articles in this section



Time Cards & Payroll Reports - Today's Activity



Ross Medina

2 years ago · Updated

Follow

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 is a daily overview of everyone's time cards which allows you to quickly identify daily errors as well as those employees who are close to, or already reached Over Time.

These potential "issues" will display at the top of everyone's daily time cards, as warnings.

TIMECLOCK

Today's Activity

Payroll

Time Cards

Search Employees

Filter by task

Filter by store

Hide Inactive Employees

First / Last Name

Select one or many tasks

Select one or many stores

☐

<

Thursday, July 25, 2019

>

↺

Warnings

In Overtime

Johan Bäversjö - Clocked In

In	Out	Task	Time
7:00am	-	Default	9:13:58
		Paid	9:13:58
		Unpaid	0:00:00

Daily Overtime in 0:20:02

Sven Elfgrén - Clocked In

In	Out	Task	Time
8:34am	-	Default	7:39:58
		Paid	7:39:58
		Unpaid	0:00:00

Weekly Overtime in 0:16:02

Adam Lyrén - Clocked In

In	Out	Task	Time
1:00pm	-	Default	3:13:58
		Paid	3:13:58
		Unpaid	0:00:00

Employees

In Overtime

Johan Bäversjö - Clocked In

In	Out	Task	Time
7:00am	-	Default	9:13:58
		Paid	9:13:58
		Unpaid	0:00:00

Daily Overtime in 0:20:02

Sven Elfgrén - Clocked In

In	Out	Task	Time
8:34am	-	Default	7:39:58
		Paid	7:39:58
		Unpaid	0:00:00

Weekly Overtime in 0:16:02

Adam Lyrén - Clocked In

In	Out	Task	Time
1:00pm	-	Default	3:13:58
		Paid	3:13:58
		Unpaid	0:00:00

Josh Nye - Clocked In

In	Out	Task	Time
10:00am	-	Default	6:13:58
		Paid	6:13:58
		Unpaid	0:00:00

If you need to edit a time entry, click on the editing icon within the employee's time card.

Weekly Overtime in 0:16:02

Adam Lyrén - Clocked In

In	Out	Task	Time
1:00pm	-	Default	3:13:58
		Paid	3:13:58
		Unpaid	0:00:00

Filters

Today's Activity

Payroll

Time Cards

Search Employees

Filter by task

Filter by store

Hide Inactive Employees
☒

< Thursday, July 25, 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 daily data. by default. Use the arrows to move through other days.



Was this article helpful?

Yes

No

0 out of 0 found this helpful

Return to top ^

Recently viewed articles

[Time Cards & Payroll Reports - Payroll](#)

[Time Cards & Payroll Reports - Time Cards](#)

[Changing a Customer to Receive Monthly Statements](#)

[Monthly Billing / Sending Monthly Statements. >>OUTDATED<<](#)

[Set a Customer to Receive a Copy of Every Invoice with Their Statement](#)

Related articles

[Delivery Module](#)

[Time Clock FAQ](#)

[Employee Levels](#)

[Time Cards & Payroll Reports - Payroll](#)

[Time Cards & Payroll Reports - Overview](#)

Comments

0 comments



Be the first to write a comment.

SMRT Systems Help Center