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# Time Cards & Payroll Reports - Overview



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2 years ago · Updated

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***For owners, managers and payroll administrators.***

This guide explains the features and functions in the Time Cards & Payroll Reports page, which is comprised of three sections:

- [Today's Activity](#)
- [Payroll](#)
- [Time Cards](#)

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

Help



At the top of the three different sections you will find 5 filtering options:

A screenshot of the filtering options at the top of the report sections. It includes four main controls: 'Search Employees' with a text input for 'First / Last Name'; 'Filter by task' with a dropdown menu labeled 'Select one or many tasks'; 'Filter by store' with a dropdown menu labeled 'Select one or many stores'; and 'Hide Inactive Employees' with a checked checkbox. Below these is a date selector showing 'Tuesday, July 23, 2019' with left and right navigation arrows and a refresh icon.

- 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: depending on the section you are in, the date criteria varies:
  - Today's activity displays daily data.
  - Payroll displays data based on your business's pay period.
  - Time cards display weekly data, based on your business's start/end week days.

## TODAY'S ACTIVITY

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: First / Last Name  
 Filter by task: Select one or many tasks  
 Filter by store: Select one or many stores  
 Hide Inactive Employees: ☐

< 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

## PAYROLL

This section allows you to identify, at a glance, the total Regular and Over Time hours every employee has worked in a pay period. The default time is based on your business' payroll dates, you can use the calendar filter to move through past periods or select a specific date range.

The screenshot shows the TIMECLOCK interface with the following elements:

- Navigation:** Tabs for "Today's Activity", "Payroll", and "Time Cards".
- Search and Filter:**
  - Search Employees:** Input field for "First / Last Name".
  - Filter by task:** Input field for "Select one or many tasks".
  - Filter by store:** Input field for "Select one or many stores".
  - Hide Inactive Employees:** Checkbox.
- Date Range:** A calendar icon and a date range "July 14, 2019 - July 27, 2019" with navigation arrows and a refresh button.
- Actions:** Buttons for "Print All Timesheets" and "Export Payroll".
- Employee List:** A table listing employees with their status and time card data.
 

Employee	Status	Time Card Data
+ Bäversjö, Johan	Unapproved	8:00 (green), 1:16 (red), 9:16 (grey)
+ Elfgrén, Sven	Unapproved	7:42 (green), 7:42 (grey)
+ Lyrén, Adam	Unapproved	76:30 (green), 4:07 (red), 80:37 (grey)
+ Nye, Josh	Unapproved	6:16 (green), 6:16 (grey)
+ Owner, Subwaimac	Unapproved	0:00 (grey)

Clicking on an employee will display a detailed report of their time card over the selected time period. If an employee forgot to clock out, the associated period will not be listed here, nor will it be part of the time summaries.

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

☐

< July 14, 2019 - July 27, 2019 >

↺

Show Totals

Print All Timesheets

Export Payroll

+ Elfgrén, Sven

Unapproved

7:42

7:42

- Lyrén, Adam

Unapproved

76:30

4:07

80:37

Export to CSV

Print

Auto-refresh

↺

Date >	Start Time >	End Time >	Department >	Store >	Task >	Duration >
07/15/19	9:00:00 AM	5:00:00 PM	Default	Main	Default	8:00:00
07/16/19	9:00:00 AM	5:00:00 PM	Default	Main	Default	8:00:00
07/17/19	9:00:00 AM	5:00:00 PM	Default	Main	Default	8:00:00
07/18/19	9:00:00 AM	5:00:00 PM	Default	Main	Default	8:00:00
07/19/19	9:00:00 AM	5:00:00 PM	Default	Main	Default	8:00:00
07/20/19	9:00:00 AM	5:00:00 PM	Default	Main	Default	8:00:00
07/21/19	9:00:00 AM	12:00:00 PM	Default	Main	Default	3:00:00
07/21/19	12:30:00 PM	5:30:00 PM	Default	Main	Default	5:00:00
07/22/19	9:00:00 AM	6:00:00 PM	Default	Main	Default	9:00:00
07/22/19			Default	Store 2	Default	3:00:00
07/23/19	1:09:58 PM	1:10:08 PM	Default	Main	Default	0:00:10
07/23/19	1:10:20 PM	1:10:35 PM	Default	Main	Default	0:00:15
07/23/19	1:22:32 PM	9:30:00 PM	Default	Main	Default	8:07:28
07/24/19			Default	Main	Default	4:30:00

+ Nye, Josh

Unapproved

6:16

6:16

This section offers two options for Printing and Exporting time card reports.

- By employee: print and export an individual report for the time period selected.

Export to CSV

Print

- Global: print all employee time cards at once and download with multiple options for aggregated reports that you can import into your payroll software via a CSV file. By default, these reports are in decimal hours, but can be toggled to

display in minutes.

[Print All Timesheets](#)[Export Payroll](#)

Time Summary  
by Employee

Time Summary per Store  
by Employee

Time & Labor Summary  
by Employee

Time & Labor Summary per Store  
by Employee

Time Summary  
by Employee, Store, Labor Code &  
Earnings Code

Time Summary  
by Employee, Store, Department &  
Earnings Code

[In Decimal](#)[Export CSV](#)[Print](#)

\* The Over Time is attributed to each individual "time period", so in case your state requires Over Time after 40 hours per week, any "period" after the first 40 hours will have that time labeled as Over Time regardless of the store it was accumulated at.

## TIME CARDS

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 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.

+ Bäversjö, Johan							7:22	7:22
+ Elfgrén, Sven							8:00	1:43 9:43
- Lyrén, Adam							31:32	1:01 32:33
							<a href="#">Click to review</a>	
Wed 07/17	Thu 07/18	Fri 07/19	Sat 07/20	Sun 07/21	Mon 07/22	Tue 07/23		
Paid 8:00 Unpaid 0:30 <small>(edited)</small>	Paid 0:09 Unpaid 0:00	Paid 9:01 Unpaid 0:00 <small>(edited)</small>	Paid 7:30 Unpaid 0:30 <small>(edited)</small>	Paid 14:59 Unpaid 0:00 <small>(edited)</small>	Paid 7:53 Unpaid 0:00 <small>(edited)</small>	Empty Card		
+ Nye, Josh							15:42	15:42
+ Owner, Subwailimac							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.





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