Employee Time Tracker User Guide

Version 1.1.10.5

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Company: CAND, LLC

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Table of Contents

Getting Started

Accessing the Time Tracker

1. Open your web browser (Chrome, Firefox, Edge, or Safari recommended)
2. Navigate to the Time Tracker URL provided by your administrator
3. You'll automatically be in Employee Mode (the default view)

System Requirements

- Modern web browser with JavaScript enabled
- Internet connection (for external logo display if configured)
- Screen resolution of 1024x768 or higher recommended

Setting Up Your Profile

Entering Your Name

1. In the header section, locate the **"Employee Name"** field

2. Enter your full name as it should appear on timesheets
3. Your name will be saved automatically and remembered for future sessions

Setting Your Daily Target

1. Find the **"Daily Target (hours)"** field in the header
2. Enter your standard work hours per day (default is 8 hours)
3. This helps track your daily progress

Selecting a Pay Period

1. Click the **"Pay Period"** dropdown
2. Select the current pay period or the period you want to track
3. The system will display:
    - Period date range
    - Timesheet due date
    - Pay day
    - Days remaining
    - Holidays in the period

Using the Timer

Starting the Timer

1. Ensure your name is entered first
2. Select a **Category** from the dropdown:
    - Work (default)
    - Overhead
    - Travel
    - PTO
    - Sick
    - Holiday
    - Bereavement
    - Jury Duty
3. Enter a **Project name** (optional but recommended)

4. Click the green **"Start"** button
5. The timer will begin counting up

Timer Button Appearance

- **Start Button**: Solid green background
- **Stop Button**: Solid red background
- Both buttons have enhanced shadow effects for better visibility

Stopping the Timer

1. Click the red **"Stop"** button
2. Your time entry will be automatically saved
3. The duration will be rounded to the nearest half hour

Today's Progress Tracker

- Shows hours completed today vs. your daily target
- Visual progress bar indicates completion percentage
- Updates in real-time while timer is running

Managing Time Entries

Viewing Your Entries

- **Detailed View**: Shows all individual time entries with full details
- **Daily Summary**: Groups entries by date with total hours

Editing an Entry

1. Find the entry in the time entries table
2. Click the **"Edit"** button
3. Modify any field:
   - Date
   - Category
   - Project
   - Start/End times
   - Duration

- Description

4. Click **"Save"** to confirm changes
5. Click **"Cancel"** to discard changes

Deleting an Entry

1. Click the **"Delete"** button next to the entry
2. Confirm the deletion when prompted
3. **Note**: Deletions cannot be undone

Adding Manual Entries

Currently, manual entries must be added by:

1. Starting and stopping the timer, then editing the entry
2. Or importing entries via CSV

Pay Periods and Holidays

Understanding Pay Period Information

The system displays:

- **Period Range**: Start and end dates
- **Timesheet Due**: Deadline for submission
- **Pay Day**: When payment will be processed
- **Days Remaining**: Countdown to timesheet due date

Adding Holidays to Your Timesheet

1. Select the appropriate pay period
2. If holidays exist in the period, click **"Select Holidays"**
3. Check the holidays you took
4. Click **"Save Selected Holidays"**
5. Each holiday adds an 8-hour entry automatically

Period Statistics

The dashboard shows:

- **Period Hours**: Total hours logged in the period
- **Total Period Days**: Number of days in the period
- **Days Worked**: Number of unique days with entries
- **Days Elapsed**: Days passed since period start

Exporting Your Data

Export to CSV

1. Click the **"Export CSV"** button above the entries table
2. Your browser will download a CSV file containing:
   - All your entries for the selected period
   - Formatted for easy import to other systems
3. File naming: `timesheet_[YourName]_[Date].csv`

Import from CSV

1. Click the **"Import CSV"** button
2. Select a properly formatted CSV file
3. Required CSV columns:
   - Employee, Date, Category, Project, Start Time, End Time, Duration, Description

Clear All Data

1. Click **"Clear All"** button (use with caution!)
2. Confirm the action
3. All your time entries will be permanently deleted

Troubleshooting

Common Issues and Solutions

Timer won't start

- Ensure you've entered your name first
- Check that JavaScript is enabled in your browser

Entries not saving

- Check browser's local storage isn't full
- Try refreshing the page
- Ensure cookies are enabled

Can't edit/delete entries

- Your administrator may have disabled these features
- Contact your admin if you need these permissions

Pay period not showing

- Select a pay period from the dropdown
- If none available, contact your administrator

Holidays not appearing

- Ensure you've selected a pay period first
- Holidays must be configured by your administrator

Data Storage

- All data is stored locally in your browser
- Clearing browser data will delete your entries
- Regular exports are recommended for backup

Browser Compatibility

Best experience on:

- Chrome 90+
- Firefox 88+
- Edge 90+
- Safari 14+

Getting Help

If you encounter issues not covered here:

1. Try refreshing the page
2. Clear browser cache and try again
3. Contact your system administrator

4. Provide details about the issue and any error messages

Tips for Effective Time Tracking

1. **Log time daily**: Don't wait until period end
2. **Use descriptive project names**: Helps with reporting
3. **Select appropriate categories**: Ensures accurate classification
4. **Export regularly**: Create backups of your data
5. **Review before submission**: Check entries for accuracy
6. **Set realistic daily targets**: Adjust based on your schedule
7. **Use the timer**: More accurate than manual entry
8. **Add descriptions**: Helpful for future reference

Privacy and Security

- Your time entries are stored locally on your device
- No data is sent to external servers
- Only you can see your entries in Employee Mode
- Administrators can view consolidated data in Admin Mode
- Regular backups via export are your responsibility

License Information

This software may display a watermark if unlicensed. If your organization has purchased a license ($49.95), the watermark will be removed and company branding will be displayed. Contact your administrator for license status.

Version 1.1.10.5 Updates

- Start button now solid green
- Stop button now solid red
- Project input field is 25% wider
- Updated footer format: © CAND, LLC
- License price: $49.95

Footer Information

The application footer displays:

- **Version**: Time Tracker v1.1.10.5
- **Created**: August 24 2025
- **Modified**: August 30 2025
- **Copyright**: © CAND, LLC

End of Employee User Guide v1.1.10.5