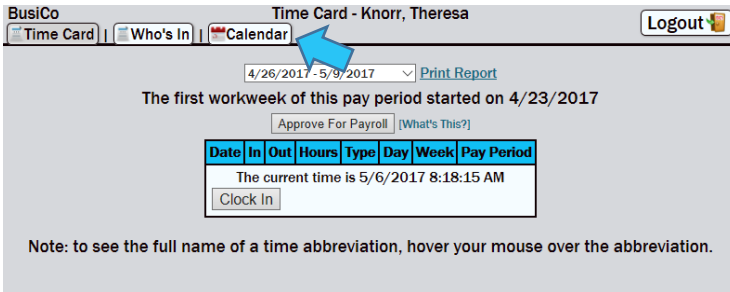
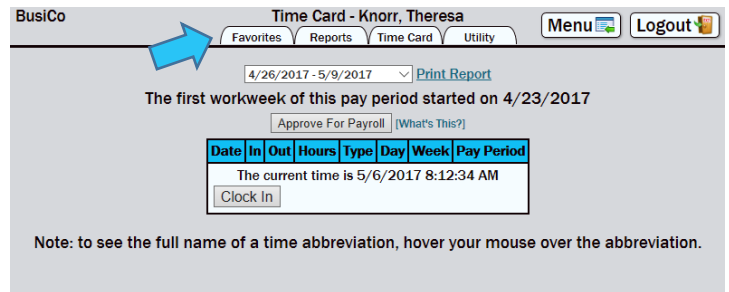


So your Admin has made you a Supervisor in the Easy Time Clock system... Now what?

Your login used to look like this:

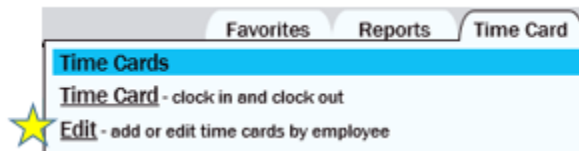


Now it looks like this:



These new tabs can help you navigate to reports, time cards, and other various tools. Let's look at a few!

Approvals



Approvals display on the **Edit** page (Time Card tab), between the filters and the time card. Once approved, the time card is locked and no changes can be made unless the approval is removed.

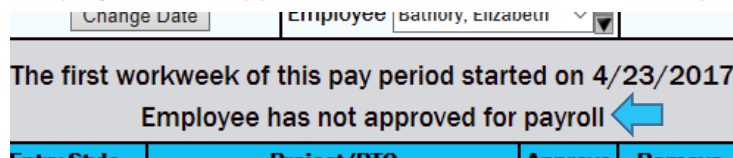
There are 2 types of approvals:

Supervisor Only

Employee and Supervisor

When set to **Supervisor Only**, you will always have the option to approve on the Edit page.

When set to **Employee and Supervisor**, the Employee must approve the time card first. If the Employee has not approved yet, the time card will specify.



Otherwise, you will have the option to approve at the Supervisor level, or remove the Employee's approval. If removed, the Employee will need to re-approve before the Supervisor approval will be available again.

[Approve For Payroll](#) [\[What's This?\]](#) [Remove Approval For Payroll](#) [\[What's This?\]](#)

Reports

Favorites Reports Time Card

Time Card

- Detailed** - totaled report of all time card entries
- Summary** - pay period totals for payroll and export
- Individual** - detailed report displayed by individual
- Authorization** - individual report with space for employee and supervisor signatures
- Workweek** - employee totals displayed by day, week, and pay period

Most Popular Reports →

Detailed Report – View all clock-in details and daily, weekly, and pay period totals.

Filter by Location, Department, or Employee.

View all hours or specify OT, PTO, or Projects.

Reports display by Pay Period, but you can adjust a Date Range.

Detailed Report

Favorites Reports Time Card Utility Menu Logout

Date Filter		People Filter		Hours Filter		Export	
Pay Period	Date Range	Display	Location	Hours	Project	Print Report	
4/26/2017 - 5/9/2017 14 Days, 10 Weekdays	4/26/2017 - 5/9/2017 Change Date	Active	BusiCo	All	All	Export to Excel	
		Department	All	PTO	All	Export to Excel (CSV)	
		Employee	All	Approvals	Hide		

The first workweek of this pay period started on 4/23/2017 at 12:00 AM

Employee	Date	In	Out	Hours	Type	Day	Week	Pay Period	Action
Bathory, Elizabeth	Fri 4/28/2017	8:58 AM	5:42 PM	8h 44m	Sales	8h 44m Sales RR	8h 44m Sales RR	8h 44m Sales RR	Edit
Bathory, Elizabeth	Mon 5/8/2017			8h 0m	Sick	8h 0m Sick PTO	8h 0m Sick PTO	8h 44m Sales RR 8h 0m Sick PTO 16h 44m Total	Edit
Berkowitz, David	Thu 4/27/2017	9:02 AM	4:48 PM	7h 46m	Client Management	7h 46m CM RR	7h 46m CM RR	7h 46m CM RR	Edit
Berkowitz, David	Fri 4/28/2017	9:14 AM	6:22 PM	9h 8m	Client Management	9h 8m CM RR	16h 54m CM RR	16h 54m CM RR	Edit
Berkowitz, David	Mon 5/8/2017	8:58 AM		0h 0m	Client Management		16h 54m CM RR	16h 54m CM RR	Edit

What do the blue cells mean?

The Week column is color coded to indicate a new workweek within the pay period. Overtime starts over on each new workweek.

Summary Report – View totals only and export to your payroll company.

BusiCo Summary Report

Favorites Reports Time Card Utility Menu Logout

Date Filter		People Filter		Hours Filter		Export	
Pay Period	Date Range	Display	Location	Hours	Project	Print Report	
4/26/2017 - 5/9/2017 14 Days, 10 Weekdays	4/26/2017 - 5/9/2017 Change Date	Active	BusiCo	All	All	Export to Excel	
		Department	All	PTO	All	Export to Excel (CSV)	
		Employee	All			Export Tardies (CSV)	
						Export to SurePayroll	

4/26/2017 - 5/9/2017 with 2 people
The first workweek of this pay period started on 4/23/2017

Employee	Pay Period	Tardies	Approval
Bathory, Elizabeth	8h 44m Sales RR 8h 0m Sick PTO 16h 44m Total		None
Berkowitz, David	16h 54m CM RR		None

Click the export link that specifies your payroll company. This will download a file onto your computer that you can use to import into your payroll software.