EasyTimeClock.com
Cloud-Based Time & Attendance System

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Track and filter employees' time using **Projects**. This is an optional feature. Step One will discuss creating Projects, and Step Two will discuss assigning Projects to specific employees.

Step One:
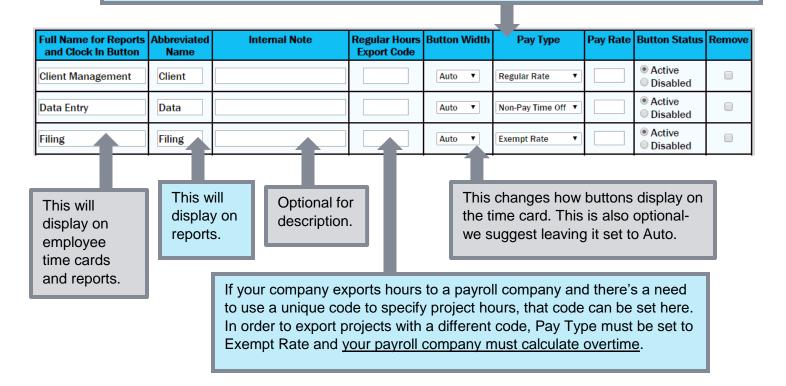
Features tab, **Projects**

Create Projects

Give your project a Full Name, Abbreviated Name, and choose a Pay Type.

Save Changes

> There are 5 different Pay Type options. **Regular Rate**, **Overtime Rate**, and **Double Time Rate** are all fairly self-explanatory.
> **Exempt Rate** means that hours earned under this project are exempt from overtime rules.
> **Non-Pay Time Off** can be used for tracking absences or other unpaid time.

Full Name for Reports and Clock In Button	Abbreviated Name	Internal Note	Regular Hours Export Code	Button Width	Pay Type	Pay Rate	Button Status	Remove
Client Management	Client			Auto ▼	Regular Rate ▼		◉ Active ○ Disabled	☐
Data Entry	Data			Auto ▼	Non-Pay Time Off ▼		◉ Active ○ Disabled	☐
Filing	Filing			Auto ▼	Exempt Rate ▼		◉ Active ○ Disabled	☐

This will display on employee time cards and reports.

This will display on reports.

Optional for description.

This changes how buttons display on the time card. This is also optional- we suggest leaving it set to Auto.

If your company exports hours to a payroll company and there's a need to use a unique code to specify project hours, that code can be set here. In order to export projects with a different code, Pay Type must be set to Exempt Rate and your payroll company must calculate overtime.

Notes:
Creating any projects will **override the default project of "Work"**. If employees should still have access to a standard work project, create a new project called "Work".

Using a Non-Pay Time Off project is the only way to **track absences** in Easy Time Clock.

If you want a project that only the Admin and Supervisors have access to (such as an **unpaid absence** category), create a project and don't assign it to any employees, you can still use it on Time Card Edit. See next page for further instruction on how to unassign projects.
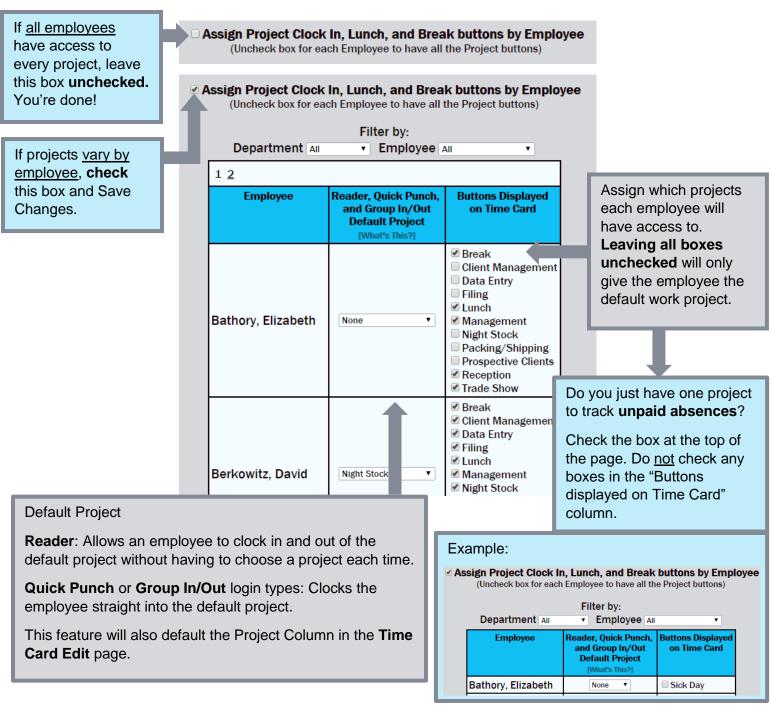
Step Two:

Assign Projects to Employees

Features tab, **Assign Projects or Breaks**

If all employees have access to every project, leave this box **unchecked.** You're done!

☐ **Assign Project Clock In, Lunch, and Break buttons by Employee**
(Uncheck box for each Employee to have all the Project buttons)

If projects vary by employee, **check** this box and Save Changes.

☑ **Assign Project Clock In, Lunch, and Break buttons by Employee**
(Uncheck box for each Employee to have all the Project buttons)

Filter by:
Department [All ▼] Employee [All ▼]

1 2

Employee	Reader, Quick Punch, and Group In/Out Default Project [What's This?]	Buttons Displayed on Time Card
Bathory, Elizabeth	None ▼	☑ Break ☐ Client Management ☐ Data Entry ☐ Filing ☑ Lunch ☑ Management ☐ Night Stock ☐ Packing/Shipping ☐ Prospective Clients ☑ Reception ☑ Trade Show
Berkowitz, David	Night Stock ▼	☑ Break ☑ Client Managemen ☑ Data Entry ☑ Filing ☑ Lunch ☑ Management ☑ Night Stock

Assign which projects each employee will have access to. **Leaving all boxes unchecked** will only give the employee the default work project.

Do you just have one project to track **unpaid absences**?

Check the box at the top of the page. Do not check any boxes in the "Buttons displayed on Time Card" column.

Default Project

Reader: Allows an employee to clock in and out of the default project without having to choose a project each time.

Quick Punch or **Group In/Out** login types: Clocks the employee straight into the default project.

This feature will also default the Project Column in the **Time Card Edit** page.

Example:

☑ **Assign Project Clock In, Lunch, and Break buttons by Employee**
(Uncheck box for each Employee to have all the Project buttons)

Filter by:
Department [All ▼] Employee [All ▼]

Employee	Reader, Quick Punch, and Group In/Out Default Project [What's This?]	Buttons Displayed on Time Card
Bathory, Elizabeth	None ▼	☐ Sick Day

For further assistance with Projects contact Customer Service.

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