

Easy Time Clock offers a quick, easy way to track early and late time punches. You can choose what you'd like to track, view how many occurrences there are for each employee, and even export the report to Excel.

**Creating Shifts**

**Features tab, Shifts**

Here you can track employees clocking in early, clocking in late, clocking out early, and clocking out late by adding an email address.

Click this box ONLY if you want to set a restriction for how early or late your employees' clock in.

Shift	Times					Time Limits	Tracking	Remove
Shift Name: Work	In	First Break	Lunch	Second Break	Out	<input checked="" type="checkbox"/> Limit Clock In and Clock Out Times (blank times have no limits)	<input type="checkbox"/> Track Early In <input checked="" type="checkbox"/> Track Late In <input type="checkbox"/> Track Early Out <input type="checkbox"/> Track Late Out <input checked="" type="checkbox"/> Email when tardy	<input type="checkbox"/> Remove
Description: Normal Hours	Sun					Late / Early Margin: 15 Minutes	(Enter Email address or leave blank to send to the company contact email)	
	Mon	9:00 AM			5:00PM		Late / Early Margin: 5 Minutes	
	Tue	9:00 AM			5:00PM			
	Wed	9:00 AM			5:00PM			
	Thu	9:00 AM			5:00PM			
	Fri	9:00 AM			5:00PM			
	Sat							

Set the times of your employees' shifts.

Here you can choose your margin of restriction.

Here you can choose your margin of alerts.

Click next to navigate to the **Assign Shift** page.

Use the drop down box to apply shifts to specific employees.

Filter by:  
Department All Employee All

Employee	Shift
Bathory, Elizabeth	Work
Bittaker, Larry	Work
Brady, Ian	Work
Buono, Angelo	Work
Cianciulli, Leonarda	None
Dyer, Amelia	None
Gaskins, Donald H	Work
Haigh, John G	Work
Hindley, Myra	Work
Jones, Genene	None
Knorr, Theresa	None

**Viewing and Exporting Report**

Reports tab, Summary

Employee	Pay Period	Tardies	Mileage
Bathory, Elizabeth	62h 53m Night 5h 36m Mgmt 8h 0m Filing 0h 34m OT 8h 0m Holiday PTO <hr/> 85h 3m Total	Tardy Out 3	
Berkowitz, David	8h 0m Holiday PTO		
Bianchi, Kenneth	8h 0m Holiday PTO		
Bittaker, Larry	33h 22m Pack/Ship 5h 53m 2nd Break 1h 42m OT <hr/> 40h 57m Total	Tardy In 1 Tardy Out 1 <hr/> Total 2	

In the Tardies column, you can view all of the options you have chosen to track.

Date Filter		People Filter	Hours Filter	Export
Pay Period 4/16/2016 - 4/30/2016 15 Days, 10 Weekdays	Date Range 4/16/2016 - 4/30/2016 <input type="button" value="Change Date"/>	Display <input type="button" value="Active"/> Department <input type="button" value="All"/> Employee <input type="button" value="All"/>	Hours <input type="button" value="All"/> Proj. Group <input type="button" value="All"/> Project <input type="button" value="All"/> PTO <input type="button" value="All"/> Note <input type="button" value="All"/>	<input type="button" value="Print Report"/> <input type="button" value="Export to Excel"/> <input type="button" value="Export to Excel (CSV)"/> <input type="button" value="Export Tardies (CSV)"/> <input type="button" value="Export to Text"/>

To export, click Export Tardies (CSV) in the Export column.

Employee	Early In	Tardy In	Early Out	Tardy Out	Total Tardy
Bathory, Elizabeth					3
Berkowitz, David					
Bianchi, Kenneth					
Bittaker, Larry			1		1

If you need further assistance with Tardies, contact Customer Service.

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