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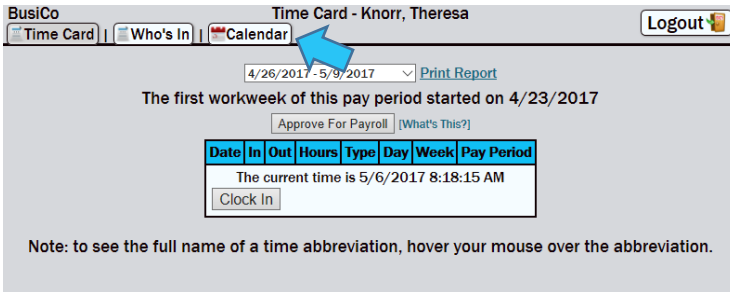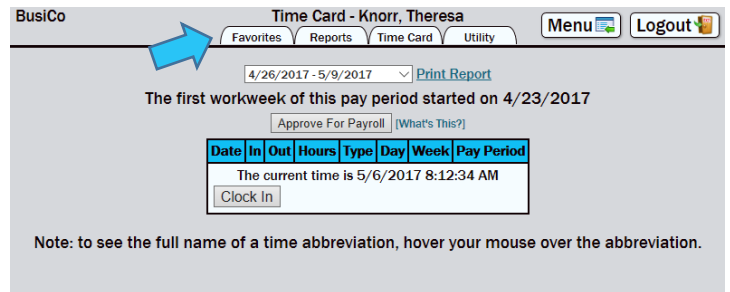
So your Admin has made you a Supervisor in the Easy Time Clock system… Now what?

Your login used to look like this:
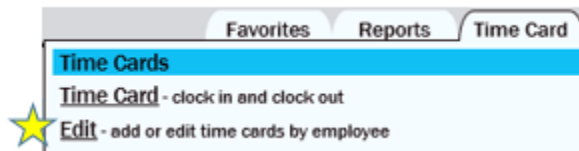

Now it looks like this:

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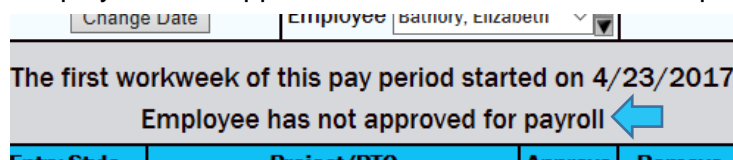
Otherwise, you will have the option to approve at the Supervisor level, or remove the Employee's approval. If removed, the Employee will need to re-approve before the Supervisor approval will be available again.

EasyTimeClock.com
Cloud-Based Time & Attendance System

Edit

Favorites | Reports | Time Card

Time Cards
Time Card - clock in and clock out
⭐ Edit - add or edit time cards by employee
Edit by Date - add or edit all employees' daily time cards
Holiday Creator - post parallel time card entries to several employees at once
Change Request - approve or disapprove employee requests

Each employee may be assigned to a Location or Department.

Choose Pay Period or Date Range.

Time Card Edit

Menu | Logout

Favorites | Reports | Time Card | Utility

Date Filter		People Filter	Hours Filter	Help Links
Pay Period	Date Range	Location BusiCo	Project All	
4/26/2017 - 5/9/2017	4/26/2017 - 5/9/2017	Department All	PTO All	
14 Days, 10 Weekdays	Change Date	Employee Bathory, Elizabeth		

The first workweek of this pay period started on 4/23/2017
Employee has not approved for payroll

Approvals

Date	In	Out	Hours	Entry Style	Project/PTO	Approve	Remove	Day	Week	Pay Period
Fri 4/28/2017	8:58 AM	5:42 PM	8h 44m	In/Out	Sales (Project)		☐ Remove	8h 44m Sales RR	8h 44m Sales RR	8h 44m Sales RR
Mon 5/8/2017			8h 0m	Hours	Sick (PTO 0 Hrs Avail.)		☐ Remove	8h 0m Sick PTO	8h 0m Sick PTO	8h 44m Sales RR 8h 0m Sick PTO 16h 44m Total

New Time Card Entries [?]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Sun 5/7/2017	9am	530pm		In/Out	Client Management (Project)
Tue 5/9/2017			8h m	Hours	Vacation 2-4 (PTO 23.717 Hrs Avail.)
Tue 5/9/2017				In/Out	Client Management (Project)
Tue 5/9/2017				In/Out	Client Management (Project)
Tue 5/9/2017				In/Out	Client Management (Project)

Enter new time card entries and assign to a Project or PTO category.

Change the **Entry Style** to "Hours" to enter straight hours without specific times (ie. PTO entries).

Save Changes

To apply changes, **Save Changes** at the bottom of the page.

What do the asterisks (*) mean?

This indicates the time has been edited by the Employee, a Supervisor, or the Admin.

Tue 5/9/2017	10:21 AM	*	5:08 PM

_____

Entering Lunch

1. No Specified Time – Easy Edit

New Time Card Entries [?]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 5/9/2017 ⌄			-0h 30m	30 Min Lunch ⌄	Client Management (Project) ⌄

Tue 5/9/2017	10:21 AM	5:08 PM	6h 47m	In/Out ⌄	Client Management (Project) ⌄
			-0h 30m	30 Min Lunch ⌄	Client Management (Project) ⌄

2. Specified Time – Employee Clocks Out and Back In

Tue 5/9/2017	10:21 AM	12:00 PM	1h 39m	In/Out ⌄	Client Management (Project) ⌄
	12:30 PM	5:08 PM	4h 38m	In/Out ⌄	Client Management (Project) ⌄

3. Specified Time – Employee Uses Lunch Button

Tue 5/9/2017	10:21 AM	12:00 PM	1h 39m	In/Out ⌄	Client Management (Project) ⌄
	12:00 PM	12:30 PM	0h 30m	In/Out ⌄	Lunch (Lunch) ⌄
	12:30 PM	5:08 PM	4h 38m	In/Out ⌄	Client Management (Project) ⌄

Entering PTO

New Time Card Entries [?]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Mon 5/8/2017 ⌄			8 h m	Hours ⌄	Sick (PTO 8 Hrs Avail.) ⌄

Once entered, the available balance will adjust.

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Mon 5/8/2017			8 h 0 m	Hours ⌄	Sick (PTO 0 Hrs Avail.) ⌄

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Reports

Most Popular Reports ➡️

Favorites	Reports	Time Card

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

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   Menu 📇 Logout 🚪

Favorites	Reports	Time Card	Utility

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

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	Edit

What do the blue cells mean?

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

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

BusiCo   **Summary Report**   Menu 📇 Logout 🚪

Favorites	Reports	Time Card	Utility

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