EasyTimeClock.com™
Cloud-Based Time & Attendance System

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**Group Projects** can offer further filtering options on reports. With this feature, you can look at all time worked in multiple projects, or all time used for different PTO categories.

You can find a link to Group Projects/PTO in the Features tab, **PTO Categories** and **Projects**.

**Project Setup** – Track how much time is spent on each Project. Create multiple Project names. [What's This?]
For more filtering options, try Group Projects/PTO
Do your Project change day to day? Try Manual Projects
Next: Assign Project Clock In Buttons

Display as: ● Buttons ○ Select List

**Add New Project**

| Full Name for Reports and Clock In Button | Abbreviated Name | Internal Note | Button Width | Pay Type | Pay Rate | Button Status |
|---|---|---|---|---|---|---|
|  |  |  | Auto ▼ | Regular Rate ▼ | N/A | ● Active ○ Disabled |

Enter a Project Group name and **Save Changes**. Check the boxes to assign, then **Save Changes**.

| Project Group | Internal Note | Group Members | |
|---|---|---|---|
| Absent |  | Client Management ☐ DataEntry ☐ Filing ☐ Holiday ☑ Lunch ☐ Sick (Unpaid) ☑ Vacation 1 ☑ Vacation 2-4 ☑ Vacation 5+ ☑ | Group non-pay projects like "Sick" with all PTO categories to see all absent time. |
| FT Positions |  | Client Management ☑ DataEntry ☑ Filing ☐ Holiday ☐ Lunch ☐ Sick (Unpaid) ☐ Vacation 1 ☐ Vacation 2-4 ☐ Vacation 5+ ☐ | Group positions together for estimated payroll. |
| Vacation |  | Client Management ☐ DataEntry ☐ Filing ☐ Holiday ☐ Lunch ☐ Sick (Unpaid) ☐ Vacation 1 ☑ Vacation 2-4 ☑ Vacation 5+ ☑ | If employees accrue at different rates, group all "Vacation" time together. |

Now you have a new filter to use in reports.

| Date Filter | | | | People Filter | | Hours Filter | | Export |
|---|---|---|---|---|---|---|---|---|

**Date Filter**

| Pay Period | Date Range |
|---|---|
| 7/15/2018 - 7/28/2018 ▾ | 7/15/2018 - 7/28/2018 |
| 14 Days, 10 Weekdays | Change Date |

**People Filter**

Display [Everyone ▾]
Location [Business Co ▾]
Dept. Group [All ▾]
Department [All ▾]
Employee [All ▾]

**Hours Filter**

Hours [All ▾]
Proj. Group [Vacation ▾]
Project [None ▾]
PTO [None ▾]
Approvals [Hide ▾]

**Export**

Print Report
Export to Excel
Export to Excel (CSV)

| Employee | Date | In | Out | Hours | Type | Day | Week | Pay Period | Action |
|---|---|---|---|---|---|---|---|---|---|
| Bathory, Elizabeth | Tue 7/17/2018 | | | 4h 30m | Vacation 5+ | 4h 30m Vaca 5+ PTO | 4h 30m Vaca 5+ PTO | 4h 30m Vaca 5+ PTO | Edit |
| Fish, Albert | Fri 7/20/2018 | | | 8h 0m | Vacation 2-4 | 8h 0m Vaca 2-4 PTO | 8h 0m Vaca 2-4 PTO | 8h 0m Vaca 2-4 PTO | Edit |
| Manuel, Peter | Tue 7/17/2018 | | | 6h 32m | Vacation 1 | 6h 32m Vaca 1 PTO | 6h 32m Vaca 1 PTO | 6h 32m Vaca 1 PTO | Edit |