

Track time spent on different jobs or departments with **Projects**. This is an optional feature.

Need to track unpaid absences? Follow steps one and two, then make sure to check out the last page!

### Step One:

Features tab, Projects

Create Projects

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

Save Changes

The "Clock In" button that employees see on the time card will be replaced with buttons that state the Project name. Choose a Pay Type: Regular Rate, Overtime Rate, Double Time Rate Exempt Rate - hours earned under this Project are exempt from overtime rules Non-Pay Time Off - used for tracking absences or other unpaid time

Full Name for Reports and Clock In Button	Abbreviated Name	Internal Note	Exempt Hours Export Code	Button Width	Pay Type	Pay Rate	Button Status	Remove
Client Management	СМ			Auto 🔻	Regular Rate 🔻	0.00	<ul> <li>Active</li> <li>Disabled</li> </ul>	
Data Entry	Data			Auto 🔻	Regular Rate 🔻	0.00	<ul> <li>Active</li> <li>Disabled</li> </ul>	
Saturday Time	Sat			Auto 🔻	Overtime Rate <ul> <li>Image: The second se</li></ul>	0.00	<ul> <li>Active</li> <li>Disabled</li> </ul>	
Sick Day	Sick			Auto 🔻	Non-Pay Time Off 🔻	0.00	<ul> <li>Active</li> <li>Disabled</li> </ul>	

Internal Note – Optional for description

**Exempt Hours Export Code** - Designated export codes are only compatible with an "Exempt Rate" Pay Type. Overtime calculations will need to be handled by your payroll company if using this feature.

Leave blank to keep standard earning codes.

**Button Width** – Choose a number of pixels to make all Project buttons the same width. Keep on "Auto" to auto-fit width based on length of Project name.

Pay Rate – When tracking gross pay totals, designate pay rates per Project.

	Date	In	Out				
Employee Time Card	Fri 9/15/2017	9:57 AM	Time So Fa	Employee Time Card	Date	In	Out
with Projects		The	current time	without Projects	Fri 9/15/2017	9:58 AM	Time So
	Clock In					The cur	rent time
	Client Manage	ement			Clock In		
	Data Entry						
	Saturday Time	е					



Two:				
gn Projects to Employees		Features tab	, Assi	gn Projects or Breaks
Assign Projects and Breaks for Everyone  (Choose 'Everyone' to give all Employees all options.) If <u>all employees</u> have acc to every Project, leave this set to "Everyone." You're done!				ery Project, leave this • " <b>Everyone.</b> "
Assign Projects and Breaks for Individuals  (Choose 'Everyone' to give all Employees all options.) If Projects vary by employee, set to "Individuals."				
Filter by: Department All T Employee All T				
Employee	Reader, Quick Punch, and Group In/Out Default Project [What's This?]	Buttons Display on Time Card		
Bathory, Elizabeth	None <b>v</b>	<ul> <li>✓ Client Manager</li> <li>✓ Data Entry</li> <li>Saturday Time</li> </ul>	nent	Assign which Projects each employee will have access to.
Berkowitz, David	None <b>v</b>	<ul> <li>✓ Client Manager</li> <li>✓ Data Entry</li> <li>✓ Saturday Time</li> </ul>	Saturday Time th	
		Client Management		standard "Clock In" button and record all

# Default Project

**Reader**: Allows an employee to clock in and out of the default Project without having to choose a Project with the FKeys.

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

**Time Card Edit** page: Will make manual entries quick and easy if employee has a more commonly worked Project.



# **Unpaid Sick Time**

Whether or not you are tracking jobs through Projects, you can create a Project for unpaid hours to track absences or sick days.

Follow steps one and two. For absence tracking, employees probably don't need a button to clock into on the time card. Follow these steps to make sure they do not see the button.



# **Using other Projects:**

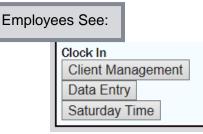
# Using no other Projects:

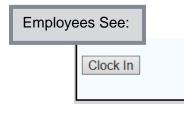
Check all Projects that apply. Do not check the Sick Day category.

Employee	Reader, Quick Punch, and Group In/Out Default Project [What's This?]	Buttons Displayed on Time Card		
Elizabeth	None <b>v</b>	<ul> <li>Client Management</li> <li>Data Entry</li> <li>Saturday Time</li> <li>Sick Day</li> </ul>		

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

Do not check any boxes.





You See:		
Hours	Entry Style	Project/PT0
8 <b>h</b> m	Hours •	Sick Day (Project)
	In/Out •	Sick Day (Project) Client Management (Project)
	In/Out •	Data Entry (Project) Saturday Time (Project)

You See:	[?]	
Hours	Entry Style	Project/PT0
8h m	Hours •	Work •
	In/Out •	Work Sick Day (Project)