

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.

Setup tab, Shifts

Click this box ONLY if you want to set a restriction for how early employees can clock in.

If you do not want the restriction to apply to clock outs (restricting employees from clocking out later than the margin), do not enter an "Out" time on the shift.

Shift	Times						Time Limits	Tracking	Remove
Shift Name: Day Shift	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 checked="" type="checkbox"/> Track Early Out <input type="checkbox"/> Track Late Out <input type="checkbox"/> Email when tardy	<input type="checkbox"/> Remove	
Description:	Sun					Late / Early Margin: 15 Minutes	(Enter Email address or leave blank to send to the company contact email)		
	Mon	8:30 AM							
	Tue	8:30 AM							
	Wed	8:30 AM							
	Thu	8:30 AM							
	Fri	9:30 AM					Late / Early Margin: 5 Minutes		
	Sat								

Set times for In, Out, Break, or Lunch, depending on what you want to track or restrict.

Here you can choose your margin of restriction.

Setup tab, Assign Shift

Employee	Shift
Bathory, Elizabeth	Day Shift ▼
Berkowitz, David	Day Shift ▼
Fish, Albert	Day Shift ▼
Manuel, Peter	Day Shift ▼
Norris, Roy	Night Shift ▼
Sutcliff, Peter	Night Shift ▼
West, Rose	Day Shift ▼

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

Viewing Reports

Reports tab, Summary

View totals and export.

Date Filter		People Filter		Hours Filter		Export		
Pay Period 7/29/2018 - 8/11/2018 14 Days, 10 Weekdays		Date Range 7/29/2018 - 8/11/2018 <input type="button" value="Change Date"/>		Display <input type="text" value="Active"/> Location <input type="text" value="Busico"/> Dept. Group <input type="text" value="All"/> Department <input type="text" value="All"/> Employee <input type="text" value="Norris, Roy"/>		Hours <input type="text" value="All"/> Proj. Group <input type="text" value="All"/> Project <input type="text" value="All"/> PTO <input type="text" value="All"/>		Print Report Export to Excel Export to Excel (CSV) <u>Export Tardies (CSV)</u> Export to Sage Peachtree

Employee	Pay Period	Payroll	Tardies
Norris, Roy	49h 14m Wrk	49h 14m RR	Tardy In 4
	6h 5m OT	6h 5m OT	Early Out 3
	55h 19m Total	55h 19m Total	Total 7

	A	B	C	D	E	F
1	Employee	Early In	Tardy In	Early Out	Tardy Out	Total Tardy
2	Norris, Roy		4	3		7
3						

Reports tab, Detailed

Late punches (tardies) indicated with a "T"

Early punches indicated with an "E"

Employee	Date	In	Out
Norris, Roy	Mon 7/30/2018	(T) 8:34 AM	5:56 PM
Norris, Roy	Tue 7/31/2018	8:02 AM	5:45 PM
Norris, Roy	Wed 8/1/2018	(T) 8:16 AM	(E) 5:12 PM
Norris, Roy	Thu 8/2/2018	(T) 8:22 AM	5:52 PM
Norris, Roy	Fri 8/3/2018	(T) 8:58 AM	(E) 5:32 PM
Norris, Roy	Mon 8/6/2018	8:03 AM	(E) 5:17 PM

Reports tab, Time Punch Conflict

View all early and late punches, as well as missed clock outs.

Employee	Date	In	Out	Hours	Type	Action
Norris, Roy	Mon 7/30/2018	(T) 8:34 AM				Edit
Norris, Roy	Wed 8/1/2018	(T) 8:16 AM	(E) 5:12 PM	8h 56m	Work	Edit
Norris, Roy	Thu 8/2/2018	(T) 8:22 AM				Edit
Norris, Roy	Fri 8/3/2018	(T) 8:58 AM	(E) 5:32 PM	8h 34m	Work	Edit
Norris, Roy	Mon 8/6/2018		(E) 5:17 PM	9h 14m	Work	Edit
Norris, Roy	Wed 8/8/2018	8:01 AM		0h 0m	Work	Edit

Reports tab, Shift Comparison

Compare punch times to shift times and find the shift differential.

Pay Period: 7/29/2018 - 8/11/2018

Name: Norris, Roy

Employee #: 4

Tardies: Tardy In 4, Early Out 3 Total 7

Date	In	Out	Hours	Type	Time Card Hours	Shift Name	Shift Start	Shift End	Shift Hours	Total Shift Difference	Hours Within Shift
Sun 7/29						Day Shift					
Mon 7/30	(T) 8:34 AM	5:56 PM	9h 22m	Work	9h 22m Wrk	Day Shift	8:00 AM	5:45 PM	9h 45m	-0h 23m	9h 11m
Tue 7/31	8:02 AM	5:45 PM	9h 43m	Work	9h 43m Wrk	Day Shift	8:00 AM	5:45 PM	9h 45m	-0h 2m	9h 43m
Wed 8/1	(T) 8:16 AM	(E) 5:12 PM	8h 56m	Work	8h 56m Wrk	Day Shift	8:00 AM	5:45 PM	9h 45m	-0h 49m	8h 56m
Thu 8/2	(T) 8:22 AM	5:52 PM	9h 30m	Work	9h 30m Wrk	Day Shift	8:00 AM	5:45 PM	9h 45m	-0h 15m	9h 23m
Fri 8/3	(T) 8:58 AM	(E) 5:32 PM	8h 34m	Work	2h 29m Wrk 6h 5m OT 8h 34m Total	Day Shift	8:00 AM	5:45 PM	9h 45m	-1h 11m	8h 34m
Sat 8/4						Day Shift					
Week 1 Totals					40h 0m Wrk 6h 5m OT 46h 5m Total				48h 45m	-2h 40m	45h 47m