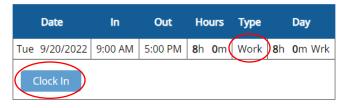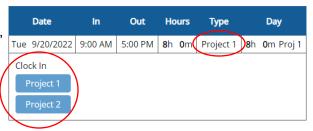Projects are used to track employee time spent on specific **jobs** or **locations**, and can track **unpaid time off**.

How Projects Work

By default, when employees clock in, the system assigns that time to a default of "Work."

Date	In	Out	Hours	Type	Day
Tue 9/20/2022	9:00 AM	5:00 PM	8h 0m	Work	8h 0m Wrk

Clock In

By creating and assigning one or more Projects, the "Clock In" button is removed and replaced by buttons for the new Project(s). The time card will reflect time clocked under the Project, rather than defaulting to Work.

Date	In	Out	Hours	Type	Day
Tue 9/20/2022	9:00 AM	5:00 PM	8h 0m	Project 1	8h 0m Proj 1

Clock In

Project 1

Project 2

See instructions below for setting up **Projects for clocking into**, and a **Project for tracking unpaid time off**.

Setting up Projects

Features menu: Projects

Step 1: Create new Projects, saving between each one.

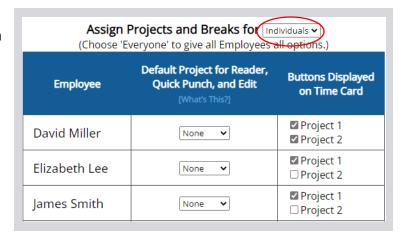| Full Name for Reports and Clock In Button	Abbreviated Name	Internal Note	RR/Exempt Hours Export Code	Button Width	Pay Type	Pay Rate	Button Status	Remove
Project 1	Proj 1		N/A	Auto	Regular Rate	N/A	● Active ○ Disabled	☐
Project 2	Proj 2		N/A	Auto	Regular Rate	N/A	● Active ○ Disabled	☐

Features menu: Assign Projects or Breaks

Step 2: Assign to Employees

If all employees should have access to all Projects, leave the page set to "Everyone."

Assign Projects and Breaks for Everyone
(Choose 'Everyone' to give all Employees all options.)

If some employees shouldn't have access to certain Projects, set the page to "Individuals" and assign accordingly.

Assign Projects and Breaks for Individuals
(Choose 'Everyone' to give all Employees all options.)

Employee	Default Project for Reader, Quick Punch, and Edit [What's This?]	Buttons Displayed on Time Card
David Miller	None	☑ Project 1 ☑ Project 2
Elizabeth Lee	None	☑ Project 1 ☐ Project 2
James Smith	None	☑ Project 1 ☐ Project 2

Setting up Unpaid Time Off

	Features menu: Projects

Step 1: Create a Project and set Pay Type to Non-Pay Time Off

Full Name for Reports and Clock In Button	Abbreviated Name	Internal Note	RR/Exempt Hours Export Code	Button Width	Pay Type	Pay Rate	Button Status	Remove
Unpaid Sick Day	Sick			Auto ▾	Non-Pay Time Off ▾	0.00	⦿Active ○Disabled	☐

Features menu: Assign Projects or Breaks

Step 2: Unassign from Employees

Set page to "Individuals" and leave **all boxes unchecked!**

This will make the system keep the "Clock In" button for Default Work for all employees, as they have nothing else available to clock into.

Meanwhile, you will have the option to enter unpaid time from the Time Card Edit page.

Assign Projects and Breaks for Individuals ▾
(Choose 'Everyone' to give all Employees all options.)

Employee	Default Project for Reader, Quick Punch, and Edit [What's This?]	Buttons Displayed on Time Card
David Miller	None ▾	☐ Unpaid Sick Day
Elizabeth Lee	None ▾	☐ Unpaid Sick Day
James Smith	None ▾	☐ Unpaid Sick Day
Jennifer Harris	None ▾	☐ Unpaid Sick Day
Mary Taylor	None ▾	☐ Unpaid Sick Day
Robert Johnson	None ▾	☐ Unpaid Sick Day

Other Options for Projects

Full Name for Reports and Clock In Button	Abbreviated Name	Internal Note	RR/Exempt Hours Export Code	Button Width	Pay Type	Pay Rate	Button Status
Weekend Work	Wknd	time and a half Sat/Sun	N/A	Auto ▾	Overtime Rate ▾	0.00	⦿Active ○Disabled

Pay Type offers Regular Rate, Overtime, Double Time, Exempt from overtime, and Non-Pay.

Pay Rate can be used to track gross pay. It will override any employee pay rates.

This step is required to track gross pay!

⭐ When tracking Projects, make sure to set the account to "Total for Each Project" for a better breakdown of hours in reports. This can be found in Setup, Report Setup.

Report Overtime and Double Time [What's This?]

○ Single Total Display (No Projects)
⦿ Total For Each Project
○ Total Divided Equally Between All Projects