

Shifts are used for **tracking early or late clock ins/outs**, **restricting early clock ins** and late clock outs, and **hiding Break and Lunch buttons** until designated times.

★ Important: Shifts are meant for static, recurring schedules. Employees can only be assigned to **one Shift**.

Step One: Shift Settings

Setup menu: Shifts

Tracking Early or Late Clock Ins/Outs

Shift	Times	Time Limits	Tracking	Remove																								
Shift Name: <input type="text" value="Day Shift"/> Description: <input type="text"/>	<table border="1"> <thead> <tr> <th></th> <th>In Time</th> <th>Out Time</th> </tr> </thead> <tbody> <tr> <td>Sun</td> <td>--:-- --</td> <td>--:-- --</td> </tr> <tr> <td>Mon</td> <td>09:00 AM</td> <td>05:00 PM</td> </tr> <tr> <td>Tue</td> <td>09:00 AM</td> <td>05:00 PM</td> </tr> <tr> <td>Wed</td> <td>09:00 AM</td> <td>05:00 PM</td> </tr> <tr> <td>Thu</td> <td>09:00 AM</td> <td>05:00 PM</td> </tr> <tr> <td>Fri</td> <td>09:00 AM</td> <td>05:00 PM</td> </tr> <tr> <td>Sat</td> <td>--:-- --</td> <td>--:-- --</td> </tr> </tbody> </table>		In Time	Out Time	Sun	--:-- --	--:-- --	Mon	09:00 AM	05:00 PM	Tue	09:00 AM	05:00 PM	Wed	09:00 AM	05:00 PM	Thu	09:00 AM	05:00 PM	Fri	09:00 AM	05:00 PM	Sat	--:-- --	--:-- --	<p>* Readers are not fully compatible with this feature.</p> <p><input type="checkbox"/> Limit Clock In and Clock Out Times * (blank times have no limits)</p> <p>Grace Period: <input type="text" value="5"/> Minutes</p>	<p><input type="checkbox"/> Track Early In</p> <p><input checked="" type="checkbox"/> Track Late In</p> <p><input type="checkbox"/> Track Early Out</p> <p><input type="checkbox"/> Track Late Out</p> <p><input checked="" type="checkbox"/> Email when tardy</p> <p><input type="text" value="supervisor@legitco.com"/></p> <p>(Enter Email address or leave blank to send to the company contact email)</p> <p>Grace Period: <input type="text" value="10"/> Minutes</p>	<input type="checkbox"/> Remove
	In Time	Out Time																										
Sun	--:-- --	--:-- --																										
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Sat	--:-- --	--:-- --																										

Create one or more Shifts and set the "In Time" and "Out Time"

1. Choose what to track in the **Tracking** section.
2. Choose "Email when tardy" if you want to be notified each time there's a Shift discrepancy.
3. Grace Period represents what constitutes Early and Late. *ex. In this example, an employee who clocks in at 9:08am will not be considered late, as it's within the 10-minute grace period.*

Restrict Early Clock Ins

*Not fully compatible with the use of readers

Shift	Times	Time Limits	Tracking	Remove																								
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	In Time	Out Time																										
Sun	--:-- --	--:-- --																										
Mon	09:00 AM	--:-- --																										
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Sat	--:-- --	--:-- --																										

Create one or more Shifts and set the "In Time"

Setting "Out Time" will restrict the employee from clocking out after a certain point.

Check the box in the **Time Limits** section.

The Grace Period will allow the employee to clock in within that time period. *ex. In this example, an employee would not be able to clock in at 8:49, but would be able to clock in at 8:50.*

Hide Lunch/Break Buttons

*Not compatible with the use of readers

*First make sure you have Breaks or Lunch set up in **Features: Breaks / Lunch**, and that they're assigned to employees in **Features: Assign Projects or Breaks**.

Shift	Times					Time Limits	Tracking
Shift Name: <input type="text" value="Day Shift"/> Description: <input type="text"/>	In Time	1st Break	Lunch	2nd Break	Out Time	* Readers are not fully compatible with this feature. <input checked="" type="checkbox"/> Limit Clock In and Clock Out Times * (blank times have no limits) Grace Period: <input type="text" value="5"/> Minutes	<input type="checkbox"/> Track Early In <input type="checkbox"/> Track Late In <input type="checkbox"/> Track Early Out <input type="checkbox"/> Track Late Out <input type="checkbox"/> Email when tardy <input type="text"/> (Enter Email address or leave blank to send to the company contact email) Grace Period: <input type="text" value="4"/> Minutes
Sun	--:--	--:--	--:--	--:--	--:--		
Mon	--:--	10:45 AM	12:00 PM	02:30 PM	--:--		
Tue	--:--	10:45 AM	12:00 PM	02:30 PM	--:--		
Wed	--:--	10:45 AM	12:00 PM	02:30 PM	--:--		
Thu	--:--	10:45 AM	12:00 PM	02:30 PM	--:--		
Fri	--:--	10:45 AM	12:00 PM	02:30 PM	--:--		
Sat	--:--	--:--	--:--	--:--	--:--		

Create one or more Shifts and set the "1st Break" / "Lunch" / "2nd Break" times

Because you will be using the Time Limits feature, only use the "In Time" and "Out Time" columns if you want employees blocked from clocking in too early and/or late.

"1st Break" and "2nd Break" refers to the "Pay Type" column in Features: Breaks / Lunch

Check the box in the Time Limits section

Unlike restricting early clock ins/outs, the Grace Period does not apply to Break or Lunch times.
ex. In this example, the 1st Break button will not show as an option to the employee until exactly 10:45am.

Step Two: Assignment

Setup menu: Assign Shifts

Employee	Shift
David Miller	Day Shift ▼
Elizabeth Lee	Day Shift ▼
James Smith	Night Shift ▼
Jennifer Harris	Day Shift ▼
Mary Taylor	Night Shift ▼
Robert Johnson	Night Shift ▼

Each employee can be assigned to one Shift.

Step Three: View in Reports

The "Tracking" column in Shift Setup will track punches in reports as **(E)** for early and **(T)** for tardy.

Employee	Date	In	Out
David Miller	Mon 3/13/2023	9:01 AM	(T) 5:14 PM
David Miller	Tue 3/14/2023	(T) 9:16 AM	5:02 PM
David Miller	Wed 3/15/2023	(E) 8:53 AM	5:00 PM

Reports menu: Shift Comparison

Pay Period: 3/12/2023 - 3/15/2023
 Name: David Miller
 Employee #: 27
 Tardies: Early In 1, Tardy In 1, Tardy Out 1 Total 3

Date	In	Out	Hours	Type	Lunch Hours	Time Card Hours	Shift Name	Shift Start	Shift End	Shift Lunch	Shift Hours	Total Shift Difference	Hours Within Shift
Sun 3/12							Day Shift						
Mon 3/13	9:01 AM	(T) 5:14 PM	8h 13m	Work	0h 0m	8h 13m Wrk RR	Day Shift	9:00 AM	5:00 PM	0h 0m	8h 0m	0h 13m	8h 13m
Tue 3/14	(T) 9:16 AM	5:02 PM	7h 46m	Work	0h 0m	7h 46m Wrk RR	Day Shift	9:00 AM	5:00 PM	0h 0m	8h 0m	-0h 14m	7h 46m
Wed 3/15	(E) 8:53 AM	5:00 PM	8h 7m	Work	0h 0m	8h 7m Wrk RR	Day Shift	9:00 AM	5:00 PM	0h 0m	8h 0m	0h 7m	8h 0m
Week 1 Totals					0h 0m	24h 6m Wrk RR					24h 0m	0h 6m	23h 59m
Pay Period Totals					0h 0m	24h 6m Wrk RR				0h 0m	24h 0m	0h 6m	23h 59m
Payroll Totals					0h 0m	24h 6m RR				0h 0m	24h 0m	0h 6m	23h 59m

The Shift Comparison Report will display how many earlies and tardies an employee has had, as well as hours worked within the Shift and the total Shift differential.

FAQ

How can I restrict early clock ins without restricting Break or Lunch times?

Follow the Restrict Early Clock Ins instructions, and just leave the Breaks and Lunches columns empty.

How can I restrict early clock ins without restricting when employees can clock out?

Follow the Restrict Early Clock Ins instructions and make sure to only use the "In Time" column.

What happens if I set up the Restrict Early Clock Ins instructions, and my employees clock in early using a fingerprint reader?

The reader will say "Punch accepted," but will not clock the employee in. It will then send an email to the Admin about the attempted clock in.

What happens if I set up the Hiding Lunch/Break Buttons instructions, and my employees use buttons on a fingerprint reader to clock in and out of lunch?

This will have no effect. Employees will not be restricted from using the Break or Lunch buttons on the reader.

I set up Shifts but it isn't working...

Make sure you have assigned a Shift to your employees in the **Setup menu: Assign Shifts**.