Eclipse Time Clock Maintenance

Release 8.6.5 (Eterm)

Legal Notices

Activant® Eclipse™ 8.6.5 (Eterm) Online Help System

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Time Clock Overview

Time Clock, an Eclipse companion product, is an electronic time-tracking application providing employees a way to clock in when they begin work, account for breaks, and clock out at the end of the work day. Time Clock also tracks, logs, and reports on all employees' time for personal records and for manager tasks.

> **Note:** Use the **Time Clock Minutes** control maintenance record to determine whether to display hours information in either hours and minutes or hours and fractional hours.

You do not need access to Eclipse all day to use Time Clock. You can log onto the system at the beginning of the day to clock in and log on again at the end of the day to clock out.

Like a manual time card system, you can clock in and out several times a day. You can also set up the system to automatically clock out for you if you do not normally have access to the system at the end of the day. For example, if you normally make deliveries all day and are only at the warehouse in the morning, you can clock in before your deliveries, and then set up the system to clock you out daily at 4:30pm when your shift ends.

Before you begin using Time Clock, you need to check the setup requirements and define your time clock options. The time zone defined in your user maintenance record determines the time zone displayed on the screens. If you do not have permission to change your setup or options, see your manager.

Use Time Clock depending on your role:

- Tasks for employees

For employees
• Clock in and out. • View Time Sheets • Update Time Sheets • Report Accrued Time Off Taken • Account for Worked Time • Deduct Non-Work Time from Time Sheets • Check Time Off Availability

- Tasks for managers

For Managers

- Change Employee Types or Statuses.
- Change Auto-Prompts for Clocking In and Out.
- Set Auto Clock-Out Times.
- Set Auto Deductions.
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- For A/P personnel

For AP Personnel

- Export data for ADP.
- Maintain time off accrual rates.
- Check time off hours available.
- Run the Time Clock Report.
- Check time clock setup requirements.

With additional software, you can also use Time Clock to export employee hours to automated payroll services. For more information about this software, please see your Eclipse inside salesperson.

Setup Requirements for Time Clock

(For administrators)

Following are the control maintenance records and authorization keys used for Time Clock.

> **Note:** If you notice that your time zone is incorrect, have your system administrator correct it in User Maintenance.

Control Maintenance Records

Set the following control maintenance records:

- Default Time Clock In/Out Response
- Time Clock Employee Types
- Time Clock Minutes
- Time Clock Snap On Manual Entry
- Time Off Category Maintenance
- Valid Departments

Authorization Keys

Assign the following authorization keys:

- TIME.CLOCK.ADJUST
- TIME.CLOCK.NOTE.EDIT

Clocking In and Out of Eclipse

(For all employees)

Time Clock tracks your total working time using your clock in and clock out entries. Use Time Clock to clock in and clock out from any system terminal. You do not need to be continuously logged onto the system for Time Clock to track your hours.

Note: If you notice that your time zone is incorrect, have your system administrator correct it in User Maintenance. The time zone defined in your User Maintenance record determines the time zone displayed on these screens.

Clocking In and Out When Prompted

If Automatic Prompt In and Automatic Prompt Out are set to **Y** in your User Maintenance record, the system prompts you to clock in and clock out when you log on and log off of the system.

The Clock In screen and the Clock Out screen display the system server time, which the system records as your clock-in and clock-out time on the Time Clock Report.

To clock in or clock out when prompted:

1. Log on or log off Eclipse.
2. Type **Y** and press **Enter** at the "Do you want to clock in?" or "Do you want to clock out?" prompt, as appropriate.

Clocking In and Out Manually

If Automatic Prompt In and Automatic Prompt Out are set to **N** in your User Maintenance record, you must clock in and clock out manually when you log on and log off Eclipse.

To clock in manually:

1. From the **A/P > Time Clock** menu, select **Clock In** to display the Clock In screen.

   Note: If you are already clocked in, the following message displays:"You are already clocked in. Press Enter." Press **Enter** and return to the Time Clock menu.

2. Type **Y** and press **Enter** to clock in.

To clock out manually:

1. From the **A/P > Time Clock** menu, select **Clock Out** to display the Clock Out screen.

   Note: If you are already clocked out, the following message displays: "Clock Out Error: The user <user ID> is not clocked in!" Press **Enter** and return to the Time Clock menu.

2. Type **Y** and press **Enter** to clock out.

Viewing Time Sheets

(For all employees)

View your time sheet to verify that entries are correct. For example, if you are unsure of your clock-in or clock-out time for a specific day, you can verify the information through Time Sheet Maintenance.

Time Sheet Maintenance provides information by user, day, and time for all entries in a specified time period. By default, the system checks the last seven day period. You can also drill into an entry to view, add, or edit notes.

> **Note:** Use the **Time Clock Minutes** control maintenance record to indicate whether to display hours information in either hours and minutes or hours and fractional hours.

To display a time sheet entry:

1. From the **A/P > Time Clock** menu, select **Time Sheet Maintenance** to display the Time Sheet Maintenance screen.

   By default, the system displays the user ID of the person logged in. You can edit this, if necessary.

2. Using the **Start Date** and **End Date** fields, enter the date range for which you want to view detail entries. By default, the system uses the date seven days previous to the current date at 12:00am and the current date at 11:50pm.

   For example, if you want to view all entries for a work day between September 1, 2007 and September 7, 2007, type **09/01/07 08:00am** in the **Start Date** field and **09/07/07 05:00am** in the **End Date** field.

   By default, the **Start Date** populates with the date seven days prior to the current date and time. The **End Date** field populates with the current date and time.

3. Press **Enter** to display the results of your search.

   The following columns display:

Column	Description
Day Period	The date the entry took place in Day/Month/Year format, such as 22 January 2008.
In	The earliest clock-in time of the day.
Out	The latest clock-out time of the day.
Hours	Summary of hours for the day, including the time clocked-in and any deductions entered.

4. Use the **Add Entry** hot key to access Time Sheet Maintenance to modify your time sheet.
5. Use the **Detail** hot key to view individual clock-in or clock-out times within the period displayed.
6. Press **Esc** to save changes and exit the screen.

Updating Time Sheets

(For all employees)

Use Time Sheet Entry Maintenance to enter individual clock-in or clock-out times within a period on your time sheet.

This program is used to account for different activities that you perform during the day, such as training or research. Update your time sheet so that all activities, including non-work activities are accounted for and your time sheet is accurate.

To update a time sheet:

1. Display the time sheet for the day you need to update time.
2. Place the cursor on the line item you want to update.
3. Use the **Detail** hot key to display the Time Sheet Detail Maintenance screen.
4. Use the following hot keys to edit the entry:

Hot Key	Description
Add Entry	Add an additional entry for the time period shown using Time Sheet Entry Maintenance to account for time worked for a specific event, such as Training.
Add Deduction	Deduct time for any time that you need to subtract from your time sheet, such as breaks, lunches, or any time that you are not "on the clock."
Edit	Change or update an entry using Time Sheet Entry Maintenance.
Delete	Delete the entry that your cursor is on. You are prompted to confirm that you want to delete that entry.
Expand Notes	Add notes to the current entry using the Notes screen. Use this field to explain any abnormal entries, such as a delayed clock-out entry. All notes entered in the **Notes** field display on the Time Clock Report.
Show Deleted	Displays any deleted entries for the period shown. In the **Notes** field, the system displays a message indicating who and when the entry was deleted. • Use the **Expand Notes** hot key to view the entire message. • Use the **Hide Deleted** hot key to remove the display of deleted entries. All notes display on the Time Clock Report regardless if they are hidden.
Log	View the changes to the time sheet through the Maintenance Log Viewing screen.
Total	(View only) Displays the total amount of time you are clocked in for the specified time period.

5. Press **Esc** to save your changes.

Reporting Accrued Time Off Taken

(For all employees)

Use Time Sheet Entry Maintenance to report time off you have taken that comes from your accrued time-off pool, such as vacation or sick time.

To report accrued time off taken:

1. Display the time sheet for which you need to add an accrual entry.
2. Use the **Add Entry** hot key to display the Time Sheet Entry Maintenance screen.

   By default, the system display the current user's ID.
3. Do one of the following:

To...	Do this...
add an entry based on a specific date and time	use the **Start Date/Start Time** and **End Date/End Time** fields to indicate when the event began and finished. For example, you know you took an extended time for a training session which began at 9:30am and you returned to work at 12:00pm. In the **Start Time** field, type **09:30am**. In the **End Time** field, type **12:00pm**.
add an entry based on the amount of time	use the **Amount of Time _____ Hours** field to indicate for how long the event took place. In the **Start Time** field, enter the time which the event you are entering started. For example, you were at a seminar for 4 hours which began at 10:00am. In the **Amount of Time** field, type **4**. In the **Start Time** field, enter **10:00am**.

   Note: If you need to deduct time or remove a portion of an event, such as breaks or lunch, see Deducting Time.

4. In the **Time Off Category** field, enter a code for the entry for which you are accounting the time off, such as Vacation or Sick. Press **F10** to see a list of valid entries.
5. In the **Notes** field, enter any relevant information you feel needs to be included. For example if you are taking a partial day for sick time and you need to note when you are leaving.

   Note: Information entered in this field displays on the Time Clock Report.

6. Press **Esc** to save your changes and return to the Time Sheet Maintenance screen.

Accounting for Worked Time

(For all employees)

Based on how your company accounts for time, add a new entry for each time period event. For example, if you need to include a training class you attended or a time spent doing research on a project, use Time Sheet Entry Maintenance to add entries as needed.

To add an entry to a time sheet:

1. Display the time sheet for the day you need to add an entry.
2. Place the cursor on the line item to which you want to add an entry.
3. Use the **Detail** hot key to display the Time Sheet Detail Maintenance screen.
4. Use the **Add Entry** hot key to display the Time Sheet Entry Maintenance screen.
5. Do one of the following:

To:	Do this:
Add an entry based on a specific date and time	Use the **Start Date/Start Time** and **End Date/End Time** fields to indicate when the event began and finished. For example, you know you took an extended time for a training session which began at 9:30am and you returned to work at 12:00pm. In the **Start Time** field, type **09:30am**. In the **End Time** field, type **12:00pm**.
Add an entry based on the amount of time	Use the **Amount of Time _____ Hours** field to indicate for how long the event took place. In the **Start Time** field, enter the time which the event you are entering started. For example, you were at a seminar for 4 hours which began at 10:00am. In the **Amount of Time** field, type **4**. In the **Start Time** field, enter **10:00am**.

6. Leave the **Time Off Category** field blank. This field is only for reporting accrued time off from your time sheet.
7. In the **Department** field, change the depart if you were acting in a different department's capacity for the event.
8. In the **Notes** field, enter any comment to account for the time, such as Training Session, the name of the seminar, or Research. These notes display on the Time Clock Report which managers run.
9. Press **Esc** to save your changes.

Deducting Non-Work Time from Time Sheets

(For all employees)

Edit your time sheet to make sure that your time off has been recorded for any time that you need to subtract from your time sheet, such as breaks, lunches, or any time that you are not "on the clock" and for time that you do not accrue. Use Deduction Maintenance to make time adjustments for non-accrued time.

Note: You cannot deduct time for a period in which you are not clocked in.

Use the **Time Off Category Maintenance** control maintenance record to sets the deduction category to use for automatic deductions. For example, you set your time sheet to deduct 30 minutes for every 4 hours of work. The setting in this control maintenance record is the deduction category used for those deductions. You can choose from any of the categories set up in Deduction Maintenance.

To deduct time from a time sheet:

1. Display the time sheet for which you need to deduct time.
2. Select the entry you want to adjust.
3. Use the **Detail** hot key and then the **Add Deduction** hot key to display the Deduction Maintenance screen.
4. In the **Deduction Amount** field, enter the number of minutes you want to deduct from your time sheet. For example, if you need to deduct 15 minutes, enter **15**. Or if you need to deduct an hour and a half, enter **90**.

   Note: You can change **Minutes** to **Hours**, if needed. Use the tab key when your cursor is in the **Deduction Amount** field to move the cursor to the **Minutes** field and press **F10**.

5. In the **Start Date** field, adjust the start date, if needed. By default, the system populates this field with the current date.
6. In the **Start Time** field, enter the time that your time off started. By default, the system uses your time zone as entered in User Maintenance.
7. In the **Deduction Category** field, press **F10** and select a category to which to apply the time you are recording.
8. In the **Notes** field, enter any further information you want to add to the time off you are recording.

   Note: Information entered in this field displays on the Time Clock Report.

9. Press **Esc** to save the changes and return to Time Sheet Detail Maintenance.

Deducting Time Automatically from Time Sheets

You can deduct time automatically from your time sheet so you do not have to enter each day's non-work time. For example, if you take lunch daily and need to deduct that time, you can set your system to subtract one hour for each day, or 30 minutes for each four hours of work.

Use the **Time Off Category Maintenance** control maintenance record to sets the deduction category to use for automatic deductions. For example, you set your time sheet to deduct 30 minutes for every 4 hours of work. The setting in this control maintenance record is the deduction category used for those deductions. You can choose from any of the categories set up in Deduction Maintenance.

To automatically deduct time from a time sheet:

1. From the **Files** > **User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the user ID for which you want to set up automatic deductions.
3. Use the **Addl** hot key to display the Additional Data screen, and use the **Time Clock** hot key to display the Time Clock Options screen.
4. In the **Auto Deduction (Min)** field, enter the amount of time you want to automatically deduct from the user's time sheet.
5. In the **After (Hrs)** field, enter the amount of time after which the time entered in the **Auto Deduction** field will be subtracted.

   For example, you want to deduct thirty minutes for every four hours of work. In the **Auto Deduction** field, enter 30 and in the **After** field, enter 4.
6. Press **Esc** to save your changes and exit the screen.

See Also:

Deducting Non-Work Time from Time Sheets

Checking Time Off Availability

Checking Time Off Availability

(For all employees)

Before you record your time off or plan to take time off, you can check your time off availability.

Use this program to answer questions such as "How much vacation time do I have?" and "I need to report for Jury Duty. How much time do I get?"

> **Note:** If you change or add an event or entry that alters information on a date in the past, there may be a delay while the system rebuilds the cached information.

To check your time off availability:

1. From the **A/P > Time Clock** menu, select **Time Off Summary** to open the Time Off Summary screen.

   The system displays the logged-in user's information by default in the **User** and **Time Zone** fields.

2. In the **As of Date** field and the **As of Time** field, change the date if you want to view the available hours as of a different date or time.

   The system displays the summary of available hours in the **Time Off Code** and **Available Hours** fields.

3. To view information on a specific line item, move the cursor to the line and use the **Detail** hot key to display the Time Off Detail Maintenance screen.

4. Use the **Toggle Non-Standard** hot key to display time-off categories that are logged on the time sheet but do not match the current set of time-off categories.

Changing Employee Types or Statuses

(For managers or supervisors)

If your employee has had a change in job role, you can change their type, such as full time, part time, or seasonal. Or you can update their status, such as Exempt or Hourly, so that their paycheck and accrual rate are updated accordingly.

Employee types are determined by the settings in the **Time Clock Employee Types** control maintenance record.

To change an employee type or status:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the ID of the user or user group for which you are setting Time Clock options.
3. Use the **Addl** hot key to display the Additional Data screen.
4. From the Additional Data screen, select **Time Clock** to display the Time Clock Options screen.
5. In the **Employee Type** field, enter the employee type, such as full time or part time. Press **F10** to select from a validated list.
6. In the **Employee Status** field, one of the following pay statuses to use for employee reports and direct download to payroll processors:
   - **Exempt –** Paid by annual salary.
   - **Hourly –** Paid by hourly wages.
7. Press **Esc** to save your changes and return to the Time Clock options screen.
8. Press **Esc** twice to exit User Maintenance and save your changes.

Changing Auto-Prompts for Clocking In and Out

(For managers or supervisors)

By default, the system prompts a user during clock in and clock out to ensure that the user has not accidentally logged off the system. However, you can change the automatic prompting, if needed. For example, you may have an employee who continuously need to log off and then back on because of the job role. You can turn off the clock in and out prompt so that the job is more efficient.

To change an auto-prompt for clocking in or out:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the ID of the user or user group for which you are setting Time Clock options.
3. Use the **Addl** hot key to display the Additional Data screen.
4. From the Additional Data screen, select **Time Clock** to display the Time Clock Options screen.
5. In the **Auto Prompt In (Y/N)** field, select **Yes** or **No**.
6. In the **Auto Prompt Out (Y/N)** field, select **Yes** or **No**.
7. Press **Esc** to save your changes and return to the Time Clock options screen.
8. Press **Esc** twice to exit User Maintenance and save your changes.

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Setting Auto Clock-Out Times

(For managers or supervisors)

Use the auto-clock out function to assist employees who are normally out of the office or away from terminals at the end of their shifts.

For example, if your delivery agents normally go directly home after their delivery times of 4:30pm, you can ensure that the system clocks them out at 4:30pm daily. In this way, the employees are not required to find a terminal or return to the dock to log in and clock out.

To set an auto clock-out time:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the ID of the user or user group for which you are setting Time Clock options.
3. Use the **Addl** hot key to display the Additional Data screen.
4. From the Additional Data screen, select **Time Clock** to display the Time Clock Options screen.
5. In the **Auto Clock Out (Y/N)** field, enter **Yes** or **No** appropriately. By selecting **Yes**, the system activates the next two fields.
6. In the **After** field, enter the time after which the system should clock the user out. If the user is still clocked in after the time set, the system clocks the user out.
7. In the **Set to** field, enter the time to which the system should set the standard clock out time for the user. For example, if you want the user to be clocked out daily at 4:45pm, enter 04:45pm.
8. Press **Esc** to save your changes and return to the Time Clock options screen.
9. Press **Esc** twice to exit User Maintenance and save your changes.

Setting Auto Deductions

(For managers or supervisors)

Use the auto-deduction program to ensure that your employees are entering time for regular or daily non-work situations, such as breaks or lunches. You can set the system so that for every four hours the employee is clocked in, the system deducts 15 minutes for a break.

To set an auto deduction:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the ID of the user or user group for which you are setting Time Clock options.
3. Use the **Addl** hot key to display the Additional Data screen.
4. From the Additional Data screen, select **Time Clock** to display the Time Clock Options screen.
5. In the **Auto Deduction (Min)** field, enter the number of minutes to deduct.
6. In the **After (Hrs)** field, enter the number of hours after which the system should deduct the time entered in the previous field.
7. Press **Esc** to save your changes and return to the Time Clock options screen.
8. Press **Esc** twice to exit User Maintenance and save your changes.

Snapping Login Times to Minute Marks

(For managers or supervisors)

Depending on how your billing works or how your accounts payable records require setup, you may need to ensure that clock in and clock out times round to whole increments. Use the Snap For Minutes program to snap a login time back to the increment you choose.

For example, if you use a five minute increment and if the employee:

- Clocks out at 1:04, Time Clock rounds back to 1:00.
- Clocks in at 1:37, Time Clock rounds back to 1:35.

All entries must evenly divide into 60 minutes. We recommend that you use an interval of 5, 6, or 10 minutes. You cannot set the minutes to snap forward.

To snap a log in time to a minute mark:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the ID of the user or user group for which you are setting Time Clock options.
3. Use the **Addl** hot key to display the Additional Data screen.
4. From the Additional Data screen, select **Time Clock** to display the Time Clock Options screen.
5. In the **Snap For Minutes** field, enter the increment to which you want the time to snap. The default is 5.
6. Press **Esc** to save your changes and return to the Time Clock options screen.
7. Press **Esc** twice to exit User Maintenance and save your changes.

Verifying Pay Rates for Employees

(For managers or supervisors)

If your employee has had a change in job role, you can verify their pay rate is set accordingly so that the accounts payable agents have accurate information.

To verify an employee's pay rate:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the ID of the user or user group for which you are setting Time Clock options.
3. Use the **Addl** hot key to display the Additional Data screen.
4. From the Additional Data screen, select **Time Clock** to display the Time Clock Options screen.
5. Use the **Addl Data** hot key to display the Additional Data screen.
6. In the **Pay Rate** field, verify or update the dollars per hour that the employee should be accruing. This field is set to use decimals. For example, you can enter 12.50 or 10.00.
7. Press **Esc** to save your changes and return to the Time Clock options screen.
8. Press **Esc** twice to exit User Maintenance and save your changes.

Creating User-Defined Data Labels for Employees

(For managers or supervisors)

You can define additional data elements to help you further limit any report you might run on time clock data. The data elements you define here can be printed on the Time Clock Report.

For example, you want to run one report for all your employees regardless of the shift on which they work. Use the Usr Def #1 to indicate their shift, such as Shift A or Shift C. When you run the Time Clock Report, you can add a column to display the value listed in the Usr Def #1.

To define a data element for employees:

1. From the **System > System Files > User Control** menu, select **User Maintenance** to display the User Maintenance screen.
2. In the **User ID** field, enter the ID of the user or user group for which you are setting Time Clock options.
3. Use the **Addl** hot key to display the Additional Data screen.
4. From the Additional Data screen, select **Time Clock** to display the Time Clock Options screen.
5. In the **Usr Def #1** - **Usr Def #5** fields, enter any identifying data elements that you want to assign.

   Be sure to enter the same element in the same field on each employee's record. For example, use Usr Def #1 for shift identification and Usr Def #2 for employee type identification.
6. Press **Esc** to save your changes and return to the Time Clock options screen.
7. Press **Esc** twice to exit User Maintenance and save your changes.

Maintaining Time Off Accrual Rates

(For managers or supervisors)

Use Time Off Accrual Rate Maintenance to manage your employees' time off accrual rates. While accrual rates are usually set once when the employee is hired, if that employee's status changes or they change jobs, you may need to adjust their accrual rate accordingly. For example, you have an employee who has moved from an hourly employee to a salaried employee. Because of the move, the employee's vacation time accrues at a different rate. Use the Time Off Accrual Rate Maintenance screen to adjust the employee type and the accrual rate.

In addition, a manager or other authorized person can enter new information for a new employee or copy one employee's information to another's file. For example, if you hire a new hourly employee to work in your warehouse, you can copy another hourly employees setup so that you do not have reenter all the information. Any changes or additions to the accrual rates apply when you exit the screen so that information is immediately updated.

You must have the TIME.CLOCK.ADJUST. authorization key to make changes to accrual rates.

To change the time off accrual rate information:

1. From the **A/P > Time Clock Management** menu, select **Time Off Accrual Rate Maintenance** to open the Time Off Summary screen.
2. In the **User** field, enter the ID for the user whose information you want to update.

   The system displays the following information for the user. Move the cursor to different line items to view the appropriate information for totals.

Field	Description
User	The user that is logged in. Enter the user whose information you want to update.
Employee Type	The employee's status, such as full time, part time, or hourly.
Add Accrual Every	The frequency which available time-off hours are added to the employee's time-off accrual totals. For example, a salaried employee accrues 1.2 hours per pay period. If the employee is paid every week, but the accrual rate is for every two weeks, then 2.4 hours is added to the accrual balance every two weeks. **Note:** Normally, accrual periods apply at the same frequency that the employee is paid.
Starting On	The date when the employee begins to accrue time off.
Time Off Code	The type of accrual to which the hours displayed on the current line apply.
Annual Accrual Hours	The number of hours accrued annually for the current line's time-off category.

3. Update the fields, as needed.
4. Press **Esc** to save your changes and exit this screen.

To copy another user's information for a new file:

1. From the **A/P > Time Clock Management** menu, select **Time Off Accrual Rate Maintenance** to open the Time Off Summary screen.
2. In the **User** field, enter the ID for the user whose information you want to create.
3. Use the **Copy Another User** hot key to apply another user's information to this file.

> **Important:** Using the **Copy Another User** hot key replaces *all* values in the file with those of another. You are prompted to confirm the action.

4. At the prompt, type **Y** and press Enter.
5. At the **Choose User to Copy:** prompt, enter the user whose information you want to use for the new file.
6. Press **Esc** to save your changes.

Checking Employee Clocked-In Statuses

(For managers or supervisors)

Use Time Clock Status to check who is currently clocked in at any time. You can view all employees at an entire branch or department, or all employees of one type or status. Checking a user's clock-in status can be useful at the end of the day to verify if anyone has forgotten to clock out.

To check an employee's clocked-in status:

1. From the **A/P > Time Clock** menu, select **Clocked In User Status** to display the Time Clock Status screen.
2. In the **Branch** field, enter the branch, branches, or territories for which you want to list employees status and press **Enter**. You can either select one branch or all branches.
3. In the **Department** field, enter the department at the selected branch whose time sheet or status you want to display or press **F10** to select from a list of valid departments. To view all the departments, type **All**.
4. In the **Employee Type** field, enter the employee type, such as **Full Time**. If you do not want to view by employee type, leave this field blank.
5. In the **Employee Status** field, enter **Hourly** or **Exempt** to indicate the employee status. If you do not want to view by employee status, leave this field blank.

   The system displays the following information:

Column	Description
Name	The name of the user clocked in.
Date	The date the user clocked in. Use this date to monitor if a user has forgotten to clock out. For example, if the displayed date is last Friday's date and it is Monday morning, the user did not clock out Friday.
Time	The time the user clocked in.

6. Press **Esc** to exit the window.

More Options for Using Time Clock Status

The Time Clock Status screen also offers these options:

To...	Use this hot key...
adjust a user's time clock entries	**Edit**
find a user within the displayed list	**Find** Enter the user's ID at the prompt. The system returns you to the Time Clock Status screen with the user's name in the list highlighted. If the user is not clocked in, the system returns you to the Time Clock Status screen without highlighting a user.

Checking Time Off Availability

(For all employees)

Before you record your time off or plan to take time off, you can check your time off availability.

Use this program to answer questions such as "How much vacation time do I have?" and "I need to report for Jury Duty. How much time do I get?"

> **Note:** If you change or add an event or entry that alters information on a date in the past, there may be a delay while the system rebuilds the cached information.

To check your time off availability:

1. From the **A/P > Time Clock** menu, select **Time Off Summary** to open the Time Off Summary screen.

   The system displays the logged-in user's information by default in the **User** and **Time Zone** fields.

2. In the **As of Date** field and the **As of Time** field, change the date if you want to view the available hours as of a different date or time.

   The system displays the summary of available hours in the **Time Off Code** and **Available Hours** fields.

3. To view information on a specific line item, move the cursor to the line and use the **Detail** hot key to display the Time Off Detail Maintenance screen.

4. Use the **Toggle Non-Standard** hot key to display time-off categories that are logged on the time sheet but do not match the current set of time-off categories.

Reviewing Employee Time Sheets

(For Managers)

Use the Time Sheet Review Maintenance screen to review users clock-in and clock-out times and evaluate that activity hours are being reported and used properly. In addition, you can edit time entries and time deductions, if needed.

To review an employee time sheet:

1. From the **A/P** > **Time Clock Management** menu, select **Time Sheet Review Maintenance** to display the Time Sheet Review Maintenance screen.
2. In the **User ID** field, enter the ID for the user whose time sheet you want to review.
3. In the **Start** field and the **End** field, change the date or time if you want to view the details for a different period of time than the default. The default is a 90 day period from the current day.

   Entries on the screen are grouped by date.
4. Press **Enter** to populate the screen.

   The total hours accounted for on the time sheet display in the **Total:** field at the bottom of the screen.
5. Use the following to manage the time sheet:

To...	Do the following:
add an entry to the time sheet using Time Sheet Entry...	Use the **Add Entry** hot key.
deduct time that has not been worked using Time Sheet Deduction Entry...	Use the **Add Deduction** hot key.
adjust or change an entry on the time sheet using Time Sheet Entry...	Use the **Edit** hot key.
delete an entry...	Use the **Delete** hot key. These entries are designated by an asterisk (*) in the **D** column.
view an entire note that runs out of the viewable area...	Use the **Expand Notes** hot key.
show any deleted entries for the time sheet...	Use the **Show Deleted** hot key.
review the users who have made adjustments on the time sheet...	Use the **Log** hot key.
review the changes to the displayed time sheet...	Use the **Log** hot key.
view entries by activity, such as time off categories or work activities...	Scroll through the **Activity** column.

6. Press **Esc** to save your entries and changes and exit the screen.

Running the Time Clock Report

(For managers or supervisors and AP personnel)

Run the Time Clock Report to gather information about Time Clock entries. You can include up to four different pay periods in a single report.

To run a Time Clock Report, you need to complete the following tasks:

- Limit the report results.
- Format the report.

  Note: Use the Time Clock Report function to generate Equipment Profit Reports that detail the amount of time an employee used a piece of equipment.

For a description of the report, see What the Report Shows at the end of the topic.

To limit the report results:

1. From the **A/P** > **Time Clock** menu, select Time Clock Report to display the Time Clock Report screen.
2. Use the following fields to limit the report time frame on which you want to report:

Field	Description
Start Date	Enter the date for which you want to start the report data collection.
Start Time	By default, the system uses 12:00am for the date you entered in the previous field. Change this time, if needed. For example, if you have no shifts beginning until 6:00am, you can enter 06:00am in this field.
End Date	By default, the system uses the date seven days from the start date. For example, if you enter 02/26/2008 in the **Start Date** field, the system populates the end date with 03/03/2008.
End Time	By default, the system uses 11:59pm for the date entered in the **End Date** field. Change this time, if needed. For example, if you have no shifts clocked in after 8:00pm, you can enter 08:00pm in this field.
Period 1 - 4	Populate the above fields for each pay period for which you would like to report.

3. In the **Daily OT** field, enter the number of hours equal to a full work day in order to calculate overtime.

   For example, enter **8** if your company's full work day equals eight hours. When your report generates, any amount of time greater than eight hours in a single day displays as overtime for that pay period.

   Note: To see a daily total on the report, select **Break on Day** when formatting your report.

4. In the **Period OT** field, enter the number of hours equal to a full work week in order to calculate overtime.

   For example, enter 40 if your company's work week equals 40 hours. When your report generates, any amount of time greater than 40 hours in one week displays as overtime for that pay period.

5. Use the following fields for each pay period, as needed:

Field	Description
Br/Tr/All	Enter the branch or territory you want to include the report: • Enter multiple branches or territories separated by commas. • Enter **All** to include all branches and territories in the report.
Department	Enter the department you want to include in the report: • Enter **All** to include all departments on the report. • Use the **Departments** hot key to include multiple departments.
Time Off	Enter the time off category for which you want to include in the report. For example, if you only want to view a report including only the time off category of SICK, then enter SICK. Leave this field blank to run the report for all time off codes.
Employee	Enter an employee ID if you want to limit the report to one user. Leave this field blank to run the report for all employees.
Sort By	Indicate how you want to sort the report: Department or Employee.
Employee Type	Enter the employee type for which you want to limit the report. For example, if you want to run a report for just your seasonal employees, select **Seasonal**. Leave this field blank to run the report for all employee types.
Employee Status	Enter the employee status for which you want to limit the report, such as **Hourly**. Leave this field blank to run the report for all employee statuses.

6. Use the **Additional Data** hot key to further limit the report by Employee # or user defined data labels.
7. Use the **Format** hot key to set how you want to report to print.
8. Set options, if needed, and generate the report.

To format the Time Clock Report:

1. From the **A/P** > **Time Clock** menu, select Time Clock Report to display the Time Clock Report screen.
2. Limit the report options, as described above.

3. Use the **Format** hot key to display the Time Clock Report Format screen and populate the fields as follows:

Field	Description
Summary/Detail	Determines what type of report runs, a Summary report or a Detail report. If you have **Break of Day** set to **Y**, the Summary report lists the total and grand total hours for the selected user names, branch numbers, departments, employee types, and dates. The Detail report lists the daily and total hours for the selected user names, branch numbers, departments, employee types, adjustments, and dates. The Detail report also includes any notes you enter on the Time Clock Detail screen. The default is **Detail**.
Break on Day? (Y/N)	Indicates how to display the total hours per person. Type **Y** to total the hours daily per person, or **N** to total the hours per person for the selected time period. The default is **No**. **Note:** The **Break on Day** field must be set to **Y** for the Daily OT option to display the amount of overtime per day on your report.
Break on Branch? (Y/N)	Determines if the report includes total hours for the selected branch. Enter **Y** to total the hours, or **N** to omit this total from your report. The default is **No**.
Break on Department? (Y/N)	Determines if the report includes the total hours for the selected department. Enter **Y** to total the hours, or **N** to omit this total from your report. The default is **No**.
Page Break on User? (Y/N)	Determines where the page breaks occur in a Detail report. Enter **Y** to run a Detail report with each user is printed on a separate page, or **N** to run a Detail report with multiple users on a single page, and page breaks occurring naturally at the bottom of a page. The default is **No**. This option is not applicable to reports run in Summary mode.
Show Clocking Times? (Y/N)	Determines if users' clock in and clock out times are included in a Detail report. The default is **No**. This option is not applicable to reports run in Summary mode.
Show Hours and Minutes? (Y/N)	Determines how clocked-in time displays in the report. Enter **Y** to display clocked-in time in an hour/minute format, or enter **N** to display the times in decimal format. The default is **No**. For example, if an employee is clocked in for five hours and fifteen minutes and you enter **Y**, the time displays as 5:15. If you enter **N**, the time displays as 5.25.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Display adjustment code columns? (Y/N)</td><td>Enter one of the following to determine whether the report displays adjustment code columns on the report:

Yes –The report displays detail information and includes the following columns:

Reg Tm – Hours to pay at regular pay rates using the selected overtime boundary.
Over Tm –Hours to pay at overtime pay rates using the selected overtime boundary.
Adj Reg – Adjustment hours as to regular time. All adjustment hours for adjustments with the O/T Pay column set to no.
Adj Ovr – Adjustment hours as to overtime. All adjustment hours for adjustments with O/T Pay column set to yes.
Total Reg – Regular overtime plus adjustment time.
Total Ovr – Overtime plus adjustment time.

No – The report does not display detail information and includes only the Total Reg and Total Ovr columns.

The default is No.</td></tr>
</table>

4. Press **Esc** to save your changes and return to the Time Clock Report screen.

What the Report Shows

The Time Clock Report shows the following information:

Column	Description
Reg Tm	Hours to pay at regular pay rates.
Over Tm	Hours to pay at overtime rates.
Adj Reg	Regular adjustment hours.
Adj Ovr	Overtime adjustment hours.
Total Reg	Hours to pay at regular pay rates plus regular adjustment hours.
Total Ovr	Hours to pay at overtime rates plus overtime adjustment hours.
Day Reg	Hours to pay at regular pay rates using the daily overtime boundary.
Day Ovr	Hours to pay at overtime rates using the daily overtime boundary.
Per Reg	Hours to pay at regular pay rates using the period overtime boundary.
Per Ovr	Hours to pay at overtime rates using the period overtime boundary.
Total Day Reg	Total hours to pay at regular pay rates using the daily overtime boundary plus regular adjustment hours.
Total Day Ovr	Total hours to pay at overtime rates using the daily overtime boundary plus overtime adjustment hours.
Total Per Reg	Total hours to pay at regular pay rates using the period overtime boundary.

Column	Description
Total Per Ovr	Total hours to pay at overtime pay rates using the period overtime boundary.

Exporting Data for ADP

(For AP personnel)

You can convert and download Time Clock data for use with Automatic Data Processing, Inc. (ADP) payroll software. You can also schedule ADP file conversions to run at indicated intervals.

To convert Time Clock files for ADP:

1. From the **A/P > Time Clock Management** menu, select **ADP Conversion** to display the ADP File Conversion screen.
2. In the **Start Date** and **End Date** fields, enter the range for which you want to run the file.
3. Repeat step 2 for each pay period for which you want to run the file.
4. In the **Daily OT** field, enter the number of hours equal to a full work day to calculate overtime.

   For example, enter **8** if your company's full work day equals eight hours. When your report generates, any amount of time greater than eight hours in a single day displays as overtime for that pay period.

   Note: To see a daily total on the file, select **Break on Day** when formatting your file.

5. In the **Period OT** field, enter the number of hours equal to a full work week in order to calculate overtime. For example, enter 40 if your company's work week equals 40 hours. Any amount of time greater than 40 hours in one week displays as overtime for that pay period.
6. Use the following fields for each pay period, as needed:

Field	Description
Br/Tr/All	Enter the branch or territory you want to include the file: • Enter multiple branches or territories separated by commas. • Enter **All** to include all branches and territories in the report.
Department	Enter the department you want to include in the file: • Enter **All** to include all departments on the reports. • Use the **Departments** hot key to include multiple departments.
Adj Code	Enter the adjustment code for which you want to include in the file. For example, if you only want to view a report including adjustment codes for BREAK. • Use the **Adjustment Codes** hot key to run the report for more than one adjustment code. • Leave the field blank to run the report for all.
Employee	Enter an employee ID if you want to limit the report to one user. Leave the field blank to run the file for all employees.

Field	Description
Sort By	Indicate how you want to sort the file. Press **F10** for a valid sorting list.
Employee Type	Enter the employee type for which you want to limit the file. For example, if you want to run a report for just your seasonal employees, use **Seasonal**. • Use the **Employee Types** hot key to run the report for more than one employee type. • Leave the field blank to run the report for all.
Employee Status	Enter the employee status for which you want to limit the file, such as **Hourly**. Leave the field blank to run the report for all.

7. Use the **ADP Options** hot key to run the file with any of the following options defined:

Field	Description
File ID	A two-character file identification that a customer assigns.
Company code	A three-character company code that ADP assigns.
Batch ID	The batch identification number when generating reports in a batch process.
Export Dictionary	The dictionary where the converted file is downloaded.

ADP Format	The format of the ADP file. Press **F10** to select from one of the following predefined ADP formats:
	• **EPIP v4 –** Not in use at this time.
	• **EPIP v5 –** Not in use at this time.
	• **CSV - PC/Payroll** – Does not subtract the hours applied to adjustment codes out of the regular hours on the report. For example, with this setting, if your employee has 9 regular hours and 4 vacation hours, then the report displays the following:
	  • Regular Hours: 13.00 hours
	  • V code (Adjustment): 4.00 hours
	• **Adjustment Split CSV - PC/Payroll** – Subtracts the hours applied from the regular hours on the file. For example, with this setting, if your employee has 9 regular hours and 4 vacation hours, then the report displays the following:
	  • Regular Hours: 9.00 hours
	  • V code (Adjustment): 4.00 hours
	
	Note: These formats do not affect overtime calculations. You determine whether or not adjustment codes are included in overtime calculation by the setting in the **Time Off Category Maintenance** control maintenance record.

8. Press **Esc** to save the settings and return to the ADP File Conversion screen.
9. Use one of the following hot keys to process the file conversion.
   - **Download –** Downloads the converted file to the directory defined in the **Export Directory** field.
   - **Hold –** Sends a copy of the converted file to you Hold file.
   - **Schedule –** Displays the Time Clock Scheduler screen, which you can use to schedule the file conversion to run at a later time or on a regular basis.

Maintaining Time Off Accrual Rates

(For managers or supervisors)

Use Time Off Accrual Rate Maintenance to manage your employees' time off accrual rates. While accrual rates are usually set once when the employee is hired, if that employee's status changes or they change jobs, you may need to adjust their accrual rate accordingly. For example, you have an employee who has moved from an hourly employee to a salaried employee. Because of the move, the employee's vacation time accrues at a different rate. Use the Time Off Accrual Rate Maintenance screen to adjust the employee type and the accrual rate.

In addition, a manager or other authorized person can enter new information for a new employee or copy one employee's information to another's file. For example, if you hire a new hourly employee to work in your warehouse, you can copy another hourly employees setup so that you do not have reenter all the information. Any changes or additions to the accrual rates apply when you exit the screen so that information is immediately updated.

You must have the TIME.CLOCK.ADJUST. authorization key to make changes to accrual rates.

To change the time off accrual rate information:

1. From the **A/P > Time Clock Management** menu, select **Time Off Accrual Rate Maintenance** to open the Time Off Summary screen.
2. In the **User** field, enter the ID for the user whose information you want to update.

   The system displays the following information for the user. Move the cursor to different line items to view the appropriate information for totals.

Field	Description
User	The user that is logged in. Enter the user whose information you want to update.
Employee Type	The employee's status, such as full time, part time, or hourly.
Add Accrual Every	The frequency which available time-off hours are added to the employee's time-off accrual totals. For example, a salaried employee accrues 1.2 hours per pay period. If the employee is paid every week, but the accrual rate is for every two weeks, then 2.4 hours is added to the accrual balance every two weeks. **Note:** Normally, accrual periods apply at the same frequency that the employee is paid.
Starting On	The date when the employee begins to accrue time off.
Time Off Code	The type of accrual to which the hours displayed on the current line apply.
Annual Accrual Hours	The number of hours accrued annually for the current line's time-off category.

3. Update the fields, as needed.
4. Press **Esc** to save your changes and exit this screen.

To copy another user's information for a new file:

1. From the **A/P > Time Clock Management** menu, select **Time Off Accrual Rate Maintenance** to open the Time Off Summary screen.
2. In the **User** field, enter the ID for the user whose information you want to create.
3. Use the **Copy Another User** hot key to apply another user's information to this file.

Important: Using the **Copy Another User** hot key replaces *all* values in the file with those of another. You are prompted to confirm the action.

4. At the prompt, type **Y** and press Enter.
5. At the **Choose User to Copy:** prompt, enter the user whose information you want to use for the new file.
6. Press **Esc** to save your changes.

Checking Time Off Availability

(For all employees)

Before you record your time off or plan to take time off, you can check your time off availability.

Use this program to answer questions such as "How much vacation time do I have?" and "I need to report for Jury Duty. How much time do I get?"

> **Note:** If you change or add an event or entry that alters information on a date in the past, there may be a delay while the system rebuilds the cached information.

To check your time off availability:

1. From the **A/P > Time Clock** menu, select **Time Off Summary** to open the Time Off Summary screen.

   The system displays the logged-in user's information by default in the **User** and **Time Zone** fields.

2. In the **As of Date** field and the **As of Time** field, change the date if you want to view the available hours as of a different date or time.

   The system displays the summary of available hours in the **Time Off Code** and **Available Hours** fields.

3. To view information on a specific line item, move the cursor to the line and use the **Detail** hot key to display the Time Off Detail Maintenance screen.

4. Use the **Toggle Non-Standard** hot key to display time-off categories that are logged on the time sheet but do not match the current set of time-off categories.

Running the Time Clock Report

(For managers or supervisors and AP personnel)

Run the Time Clock Report to gather information about Time Clock entries. You can include up to four different pay periods in a single report.

To run a Time Clock Report, you need to complete the following tasks:

- Limit the report results.
- Format the report.

  Note: Use the Time Clock Report function to generate Equipment Profit Reports that detail the amount of time an employee used a piece of equipment.

For a description of the report, see What the Report Shows at the end of the topic.

To limit the report results:

1. From the **A/P** > **Time Clock** menu, select Time Clock Report to display the Time Clock Report screen.
2. Use the following fields to limit the report time frame on which you want to report:

Field	Description
Start Date	Enter the date for which you want to start the report data collection.
Start Time	By default, the system uses 12:00am for the date you entered in the previous field. Change this time, if needed. For example, if you have no shifts beginning until 6:00am, you can enter 06:00am in this field.
End Date	By default, the system uses the date seven days from the start date. For example, if you enter 02/26/2008 in the **Start Date** field, the system populates the end date with 03/03/2008.
End Time	By default, the system uses 11:59pm for the date entered in the **End Date** field. Change this time, if needed. For example, if you have no shifts clocked in after 8:00pm, you can enter 08:00pm in this field.
Period 1 - 4	Populate the above fields for each pay period for which you would like to report.

3. In the **Daily OT** field, enter the number of hours equal to a full work day in order to calculate overtime.

   For example, enter **8** if your company's full work day equals eight hours. When your report generates, any amount of time greater than eight hours in a single day displays as overtime for that pay period.

   Note: To see a daily total on the report, select **Break on Day** when formatting your report.

4. In the **Period OT** field, enter the number of hours equal to a full work week in order to calculate overtime.

   For example, enter 40 if your company's work week equals 40 hours. When your report generates, any amount of time greater than 40 hours in one week displays as overtime for that pay period.

5. Use the following fields for each pay period, as needed:

Field	Description
Br/Tr/All	Enter the branch or territory you want to include the report: • Enter multiple branches or territories separated by commas. • Enter **All** to include all branches and territories in the report.
Department	Enter the department you want to include in the report: • Enter **All** to include all departments on the report. • Use the **Departments** hot key to include multiple departments.
Time Off	Enter the time off category for which you want to include in the report. For example, if you only want to view a report including only the time off category of SICK, then enter SICK. Leave this field blank to run the report for all time off codes.
Employee	Enter an employee ID if you want to limit the report to one user. Leave this field blank to run the report for all employees.
Sort By	Indicate how you want to sort the report: Department or Employee.
Employee Type	Enter the employee type for which you want to limit the report. For example, if you want to run a report for just your seasonal employees, select **Seasonal**. Leave this field blank to run the report for all employee types.
Employee Status	Enter the employee status for which you want to limit the report, such as **Hourly**. Leave this field blank to run the report for all employee statuses.

6. Use the **Additional Data** hot key to further limit the report by Employee # or user defined data labels.
7. Use the **Format** hot key to set how you want to report to print.
8. Set options, if needed, and generate the report.

To format the Time Clock Report:

1. From the **A/P > Time Clock** menu, select Time Clock Report to display the Time Clock Report screen.
2. Limit the report options, as described above.

3. Use the **Format** hot key to display the Time Clock Report Format screen and populate the fields as follows:

Field	Description
Summary/Detail	Determines what type of report runs, a Summary report or a Detail report. If you have **Break of Day** set to **Y**, the Summary report lists the total and grand total hours for the selected user names, branch numbers, departments, employee types, and dates. The Detail report lists the daily and total hours for the selected user names, branch numbers, departments, employee types, adjustments, and dates. The Detail report also includes any notes you enter on the Time Clock Detail screen. The default is **Detail**.
Break on Day? (Y/N)	Indicates how to display the total hours per person. Type **Y** to total the hours daily per person, or **N** to total the hours per person for the selected time period. The default is **No**. **Note:** The **Break on Day** field must be set to **Y** for the Daily OT option to display the amount of overtime per day on your report.
Break on Branch? (Y/N)	Determines if the report includes total hours for the selected branch. Enter **Y** to total the hours, or **N** to omit this total from your report. The default is **No**.
Break on Department? (Y/N)	Determines if the report includes the total hours for the selected department. Enter **Y** to total the hours, or **N** to omit this total from your report. The default is **No**.
Page Break on User? (Y/N)	Determines where the page breaks occur in a Detail report. Enter **Y** to run a Detail report with each user is printed on a separate page, or **N** to run a Detail report with multiple users on a single page, and page breaks occurring naturally at the bottom of a page. The default is **No**. This option is not applicable to reports run in Summary mode.
Show Clocking Times? (Y/N)	Determines if users' clock in and clock out times are included in a Detail report. The default is **No**. This option is not applicable to reports run in Summary mode.
Show Hours and Minutes? (Y/N)	Determines how clocked-in time displays in the report. Enter **Y** to display clocked-in time in an hour/minute format, or enter **N** to display the times in decimal format. The default is **No**. For example, if an employee is clocked in for five hours and fifteen minutes and you enter **Y**, the time displays as 5:15. If you enter **N**, the time displays as 5.25.

Field	Description

Display adjustment code columns? (Y/N)	Enter one of the following to determine whether the report displays adjustment code columns on the report:
	• **Yes** –The report displays detail information and includes the following columns:
	  • **Reg Tm** – Hours to pay at regular pay rates using the selected overtime boundary.
	  • **Over Tm** –Hours to pay at overtime pay rates using the selected overtime boundary.
	  • **Adj Reg** – Adjustment hours as to regular time. All adjustment hours for adjustments with the O/T Pay column set to no.
	  • **Adj Ovr** – Adjustment hours as to overtime. All adjustment hours for adjustments with O/T Pay column set to yes.
	  • **Total Reg** – Regular overtime plus adjustment time.
	  • **Total Ovr** – Overtime plus adjustment time.
	• **No** – The report does not display detail information and includes only the **Total Reg** and **Total Ovr** columns.
	The default is **No**.

4. Press **Esc** to save your changes and return to the Time Clock Report screen.

What the Report Shows

The Time Clock Report shows the following information:

Column	Description
Reg Tm	Hours to pay at regular pay rates.
Over Tm	Hours to pay at overtime rates.
Adj Reg	Regular adjustment hours.
Adj Ovr	Overtime adjustment hours.
Total Reg	Hours to pay at regular pay rates plus regular adjustment hours.
Total Ovr	Hours to pay at overtime rates plus overtime adjustment hours.
Day Reg	Hours to pay at regular pay rates using the daily overtime boundary.
Day Ovr	Hours to pay at overtime rates using the daily overtime boundary.
Per Reg	Hours to pay at regular pay rates using the period overtime boundary.
Per Ovr	Hours to pay at overtime rates using the period overtime boundary.
Total Day Reg	Total hours to pay at regular pay rates using the daily overtime boundary plus regular adjustment hours.
Total Day Ovr	Total hours to pay at overtime rates using the daily overtime boundary plus overtime adjustment hours.
Total Per Reg	Total hours to pay at regular pay rates using the period overtime boundary.

Column	Description
Total Per Ovr	Total hours to pay at overtime pay rates using the period overtime boundary.

Adjusting Time Clock Closing Dates

(For AP personnel)

Use Time Clock Period Closing Maintenance to adjust dates for the pay period. You can set different closing dates for each branch in your company, if required.

Use Time Clock Period Closing to lock out changes prior to a specific date. For example, right before you run your payroll, you can move the date to cover the range you are about to pay for. This setting locks the period so that after the period has been paid, no changes are allowed to be made to the time clock entries set prior to that date.

To a change time clock closing date:

1. From the **A/P > Time Clock Management** menu, select **Time Clock Period Closing Maintenance** to display the Time Clock Period Closing Maintenance.

   The current closing date displays for each branch.

2. Move the cursor to the branch for which you want to change the closing date.
3. In the **New Date** field, enter the new date you want to use for the end of the pay period.
4. Press **Esc** to save your changes and exit the screen.

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