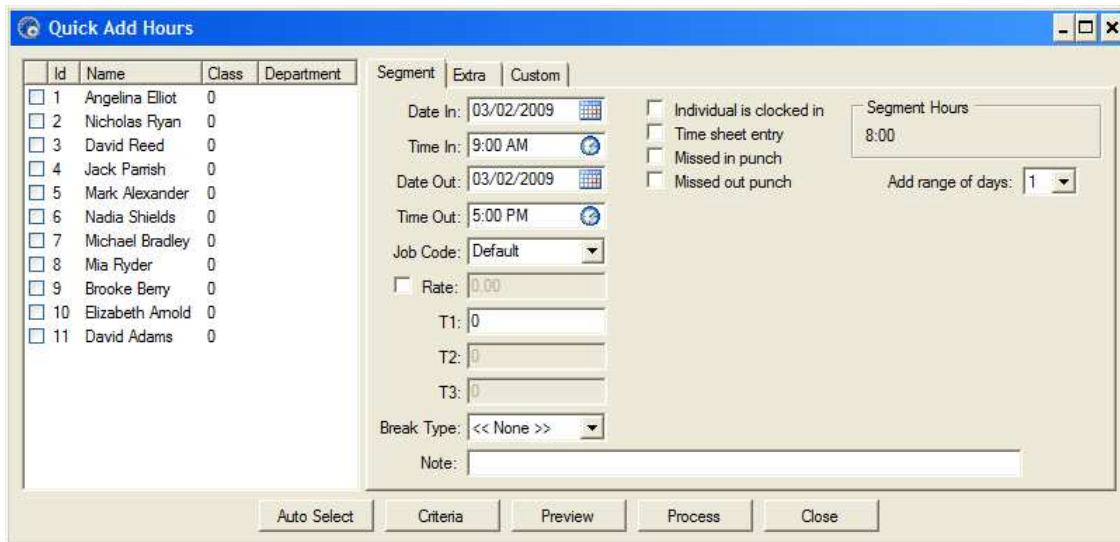


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Quick Add Hours

In contrast to Edit Hours, where hours may be entered on an individual basis, Quick Add Hours allows hours to be entered for several employees at a time. This is particularly useful when adding holiday hours or when clocking in several employees.

1. Launch **TimeClock Manager** (Start > Programs/All Programs > TimeClock Plus 6.0 > TimeClock Manager).
2. Select the company, if more than one company exists, and log in.
3. From the **Employee** menu, choose **Quick add hours**.



4. Select the employee(s) to whom you wish to add hours.



*If you wish to leave the employee clocked in then place a check next to **Individual is clocked in**, enter the date in and time in, then skip to step 6.*

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5. Enter the **date in, time in, date out, and time out.**
6. Select a **job code.**



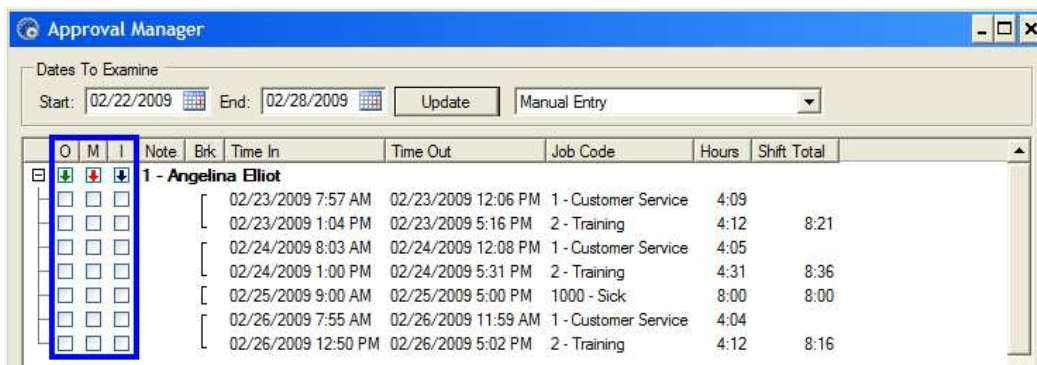
*If you wish to add the same shift to several days in a row then select the number of days next to **Add range of days.** This is useful when adding vacations or holidays.*

7. Click **Process.**
8. Click **Yes** to confirm.
9. Click **Close** to close the exception list.

Approval Manager

The Approval Manager provides a process for managers to quickly review and approve hours. Approval Manager allows you to approve hours for every one at a time. It can be configured to scan hours for every shift in the date range entered or just for shifts that need to be approved.

1. Launch **TimeClock Manager** (Start > Programs/All Programs > TimeClock Plus 6.0 > TimeClock Manager).
2. Select the company, if more than one company exists, and log in.
3. From the **Employee** menu, choose **Approval manager.**
4. Enter a **Start and End** date and click **Update.**
5. Place a check in the appropriate column next to the shift(s) you wish to approve.
 - **O** column – Other Approval (a user other than the manager and employee).
 - **M** column – Manager Approval.
 - **I** column – Individual (Employee) Approval.



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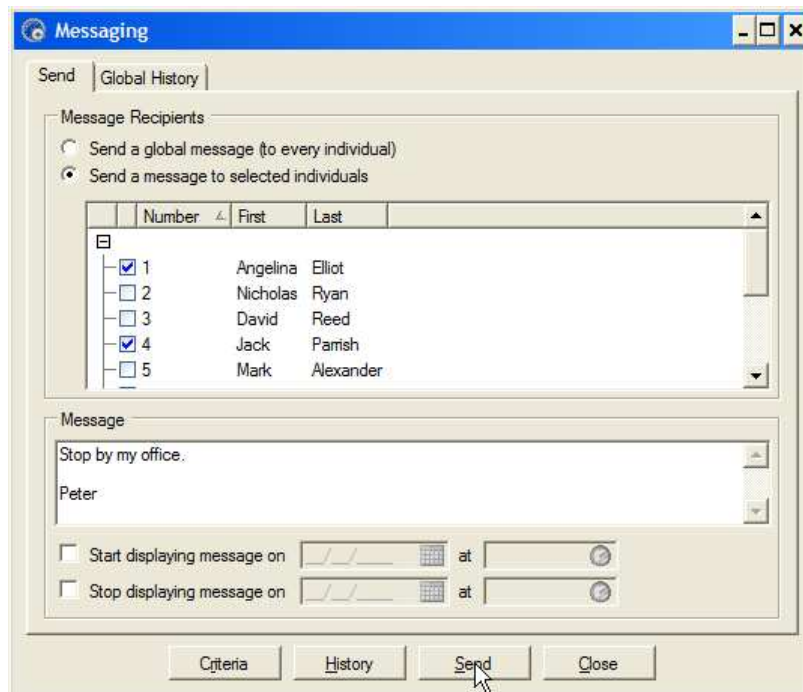
Messaging

Managers may send messages to selected individuals. The message will appear during every clock operation until the employee marks the message read. A global message (sent to every one) may also be sent and will appear during every clock operation until the message expires.

1. Launch **TimeClock Manager** (Start > Programs/All Programs > TimeClock Plus 6.0 > TimeClock Manager).
2. Select the company, if more than one company exists, and log in.
3. From the **Employee** menu, choose **Messaging**.

Individual Messaging

1. Select the option: **Send a message to selected individuals**.
2. Select the employee(s) you wish to send the message to.
3. In the **Message** field, enter the message you wish to send.



4. Click **Send**.
5. Click **Yes** to confirm the message.

Global Messaging

1. Select the option: **Send a global message (to every individual)**.
2. In the **Message** field, enter the message you wish to send.

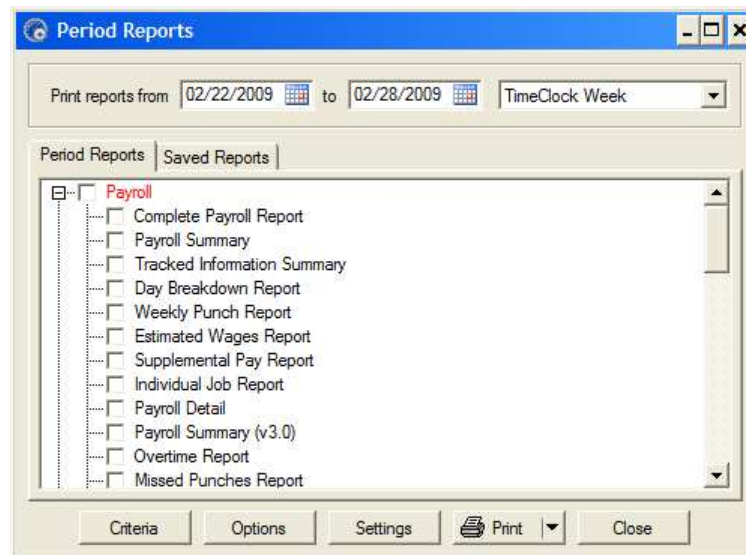
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3. If you wish for the message to automatically expire then place a check next to **Stop displaying message on** and enter the date and time.
4. Click **Send**.
5. Click **Yes** to confirm the message.

Reports

1. Launch **TimeClock Manager** (Start > Programs/All Programs > TimeClock Plus 6.0 > TimeClock Manager).
2. Select the company, if more than one company exists, and log in.
3. From the **Period** menu, choose **Reports**.



Breakdown of Reports

Payroll – Reports in the first section reflect hours on an employee basis in either a detailed breakdown or summary. Reports that reflect tracked information, estimated wages, supplemental pay, missed punches, and shift notes are also available in this section.

Job Code Reports – Reports in the second section reflect hours on a job code basis in either a detailed breakdown or summary. This turns the focus to your job codes, allowing you to see how time is being spent in each code.

Period Reports – The third section reflects hours for the period and can be configured to place hours for a selected job code in a separate column (up to two job codes/columns). For example, you could select your Sick job code for one column and Vacation code for the other.

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Scheduler – The fourth section reflects any absent and tardy activity as well as early and late arrivals. A few of the reports will also break down scheduled hours and actual hours. For these reports to be available, schedules must be created in TimeClock Scheduler.



*The number of minutes considered tardy and the number of minutes considered absent may be changed in TimeClock Manager (**Configuration > Preferences > Defaults > Scheduler Settings > Miscellaneous > Absent and Tardy** area).*

Accruals – Reports in the fifth section reflect hours that have been accrued (e.g., accrued Sick time). They include the amount of hours accrued, used, and remaining.

Miscellaneous – Reports in the last section reflect employee information including birthdays, hire date anniversaries, scheduled reviews, and several others.



*There is an option to save a report so a user can adjust the parameters of a report and save it for faster future retrieval (refer to **7.0.3. Saving a Report** in the user reference guide on the TimeClock Plus CD).*

Generating a Report

1. Enter the date range for the report.
2. Place a check next to the report(s) you wish to preview or print.
3. To choose which employees should be included in the report, click **Criteria**, choose a filter, configure it, and click **OK**. If you want to include everyone (that you have access to) then do not worry about the Criteria.
4. If you wish to change the settings of a report, highlight the report, and click **Settings**.
5. To preview the report, click on the **Print** button and choose **Print preview**. Only one preview will open at a time, so if you selected more than one report, the next preview will appear after you close the preview that is active.



If there is more than one page then use the arrows in the upper right corner of the preview to move between pages.

6. To print the report, click on the **Print** button and choose from the available outputs.
 - **Print to printer** – Sends the selected report(s) to your printer.
 - **Print to file** – Format for viewing in TimeClock Plus' Report Printer application.
 - **Print to PDF** – Format for viewing in Acrobat Reader.
 - **Print to HTML** – Format for viewing in a web browser.
 - **Print to Office OpenXML** – Format for viewing in applications such as Excel.
 - **Print to E-Mail** – PDF format attached to an E-Mail within TimeClock Manager.

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*Print to E-Mail will only be available if 1) you are not logged in as the supervisor, 2) your user has an E-mail address on file (refer to **12.2.2.1. Information Tab** in the user reference guide), and 3) the mail settings have been defined in the TimeClock Defaults (refer to **12.0.6. Mail Settings** in the user reference guide).*

Who's Here

Who's Here is used for monitoring employees in real time. It allows managers to know immediately the status of each employee and, from certain tabs, clock an employee out, put an employee on break, or move the employee to a different job code.

1. Launch **TimeClock Manager** (Start > Programs/All Programs > TimeClock Plus 6.0 > TimeClock Manager).
2. Select the company, if more than one company exists, and log in.
3. From the **Tools** menu, choose **Who's here**.

The screenshot shows the 'Who's Here' window with a search bar and filter options. Below the search bar are tabs for 'All', 'Clocked In', 'On Break', 'Auto Out', 'Not In', 'Last Punch', 'Hours', and 'Leave'. The 'All' tab is selected, displaying a table with columns: Number, First Name, Last Name, Note, Status, Job Code, Date In, Time In, and Location. The table contains 10 rows of employee data.

Number	First Name	Last Name	Note	Status	Job Code	Date In	Time In	Location
1	Angelina	Elliot		Clocked In	1 - Administration	10/10/2008	10:15 AM	On-Screen TimeClock on CHECKPOINT
2	Nicholas	Ryan		On Break	4 - Sales	10/10/2008	08:00 AM	On-Screen TimeClock on CHECKPOINT
3	David	Reed		Clocked In	4 - Sales	10/10/2008	07:57 AM	On-Screen TimeClock on CHECKPOINT
4	Jack	Parrish		Out				
5	Mark	Alexander		Auto Out	10 - Security	10/10/2008	07:58 AM	On-Screen TimeClock on CHECKPOINT
6	Nadia	Shields		On Break	6 - Shipping	10/10/2008	08:00 AM	On-Screen TimeClock on CHECKPOINT
7	Michael	Bradley		Clocked In	3 - Accounting	10/10/2008	08:03 AM	On-Screen TimeClock on CHECKPOINT
8	Mia	Ryder		Out				
9	Brooke	Berry		Clocked In	2 - Human Resources	10/10/2008	07:50 AM	On-Screen TimeClock on CHECKPOINT
10	Elizabeth	Arnold		Auto Out	10 - Security	10/10/2008	07:08 AM	On-Screen TimeClock on CHECKPOINT

Breakdown of Tabs

All – This tab lists all of the employees clocked in or otherwise. From here, the manager may clock an employee out, put an employee on break, move an employee to a different job code, or add a shift note to an employee.

Clocked In – This tab lists all of the employees who are clocked in. From here, the manager may clock an employee out, put an employee on break, move an employee to a different job code, or add a shift note to an employee.

On Break – This tab lists of all of the employees who are on a break.

Auto Out – This tab lists all of the employees who have been automatically clocked out (if Auto Out is enabled for their job code). These employees are technically on the clock, but a *Manager Essentials Usability Guide*

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time out was automatically entered. They will appear under this tab, to let you know they are working, until the time out that was entered has passed.

Not In – This tab lists all of the employees who are not clocked in.

Last Punch – This tab lists each employee’s current status, last clock in, and last clock out.

Hours – This tab lists the total hours worked by each employee for the day and their total hours for the week.

Leave – This tab lists all of the employees who are currently in a leave code (e.g., employees who are sick or on vacation right now). They will appear under this tab until the time out of their leave record has passed.



To change an employee’s job code or clock the employee out, right click on the record (if you highlight multiple records, right click on one of the records), and select the desired option. To put an employee on a break, select **Clock out** and choose a **Break type**.

Call List

The Call List is a list of each employee’s total hours for today and this week to help you avoid overtime and assist you with making staffing decisions. Employees, who have entered overtime, will appear in red.

1. Launch **TimeClock Manager** (Start > Programs/All Programs > TimeClock Plus 6.0 > TimeClock Manager).
2. Select the company, if more than one company exists, and log in.
3. From the **Tools** menu, choose **Call list**.

Number	First Name	Last Name	Hire Date	Day Hours	Week Hours	Phone Number	Cell Phone	Status	Note
4	Jack	Parrish	12/20/2005	31:07	31:07	(432) 277-3581	(432) 227-1571		Sick
6	Nadia	Shields	12/01/2003	4:09	31:50	(432) 942-1321	(432) 450-4540	On Break for 11 minutes	
1	Angelina	Elliot	01/01/2000	3:00	32:00	(432) 248-3771	(432) 532-1373	Clocked In	
3	David	Reed	11/13/2006	3:00	32:37	(432) 557-4949	(432) 450-1827	Clocked In	
2	Nicholas	Ryan	05/29/2007	3:28	35:03	(432) 450-0040	(432) 217-3877	On Break for 47 minutes	
10	Elizabeth	Arnold	05/13/2007	8:00	38:06	(432) 223-1717	(432) 212-3541	Auto Out	
5	Mark	Alexander	11/15/2004	8:00	39:01	(432) 277-1638	(432) 650-3237	Auto Out	
8	Mia	Ryder	01/01/2007	4:15	40:00	(432) 650-6870	(432) 212-2262		Sent home because of hours.
7	Michael	Bradley	01/03/2005	4:29	42:29	(432) 347-1811	(432) 223-1987	Clocked In	
9	Brooke	Berry	04/23/2007	4:00	44:13	(432) 577-6961	(432) 650-8828	Clocked In	

For assistance please call Customer Support at: (325) 223-9300
M-F, 9AM to 5PM CST, Excluding Holidays

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