



Welcome! You have created a Basic Feature Account with **Easy Time Clock**. This account will give you just the basic punch time to Clock In and Clock out with automatic time calculating and reporting to be able to quickly process payroll.

SETUP INSTRUCTIONS – This quick easy setup document will give you basic setup instructions for configuring your time clock so you can get started using your time clock without having to setup the more advanced features.

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Upgrade To Full Feature Account – If you need to use any of our other features like Paid Time Off to track holiday and vacation, mileage or reimbursement expenses, project time, shift maintenance or any of our other features, select the Upgrade to Full Feature Account button.

- **Company Maintenance** – Limit access by location setup for your office locations.
- **Time Card Maintenance** – Time Card Generator, Export File Setup, Note Category Setup for tracking reimbursement, mileage and notes.
- **Employee Maintenance** – Maintaining and monitoring individuals with access permissions.
- **Department Maintenance** – Filter your people by department or location name to assign supervisors
- **Project Maintenance** – Track time on projects, paid break or unpaid lunch for monitoring work habits.
- **Shift Maintenance** – Schedule individuals work shift to monitor tardy or limit overtime issues
- **PTO Maintenance** – Setup paid time off categories and accrue settings

Note: After setting up the basic features to get rolling, you can setup the more advance features at any time. The advance features give you more customizing options that will help assist in tracking time and monitoring your employee’s time at work. Review the “**Setup Manual**” at <http://www.easytimeclock.com/SetupManual.aspx> and click on the index links for more details on how to setup the advance features.

We have online help files available on our homepage at <http://www.easytimeclock.com> to help you with answering your questions. Also, see our “Create Shortcut to Desktop” instructions for quicker login access located on our main homepage at <http://www.easytimeclock.com/Help/Shortcut.aspx> .

We have 4 styles of login pages that will fit your needs. Go to <https://www.easytimeclock.com/Help/Companyloginsample.aspx> to view the different features.

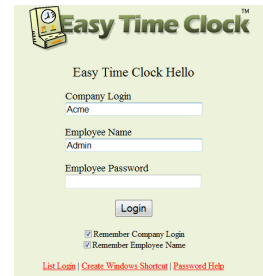
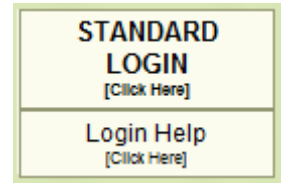
BASIC SETUP INSTRUCTIONS: Let us get started!

- a) **Login Instructions** - Log In into Your Time Clock Account As “Admin”
 Click on the **Standard Login** link is located on our main website or copy this link
<https://www.easytimeclock.com/Login.aspx>

Once you have created an account you will automatically go to a login screen called “**Standard Login**” that has your company name and employee name as “**Admin**” already filled in. All you need to do is type in the password that you have just created for the Administrator. The password is case sensitive. If you have forgotten your password, email support@easytimeclock.com to reset your password. See *Sample*:

Employee Login Instructions - Employees login using the same standard login page but will type in the employee name exactly how you typed it in the time clock and password and check the remember name boxes then login. Employees then click on the clock in or out button to register their time in the time card and then log out.

Note: We offer 4 login page options, standard login, list login, quick punch and group in/out. Click on the list login link to view the quick punch and group login pages.



How to navigate to the different configuration and maintenance pages to customize my time clock?

To get to your time clock Main Menu to setup your time clock configuration, click on the **Main Menu** link located in the upper right hand corner of the page.

[Main Menu](#) [Setup Help](#) [Logout](#)

** **Navigation Links** are located at the top of the page.

1. **Main Menu** – gives you access to all of the time clock configuration and setup pages.
2. **Setup Help** – gives you access to the help files with setup instructions for each feature.
3. **Log Out** – exit the administrator or employee time card to go back to the company login page.

** **Favorite Links** are located at top left of the page to give you quick access to pages used most often. (To setup favorites will be discussed below in the setup instructions.)

[Detailed Report](#) | [Summary Report](#) | [Individual Report](#) | [Time Card Edit](#)

“**Whats This**” links give additional page setup instructions located on each page.

** **Main Menu** page gives you access to all of the time clock configuration and maintenance pages for each feature.

1. “**Select a Menu**” link located on the left to access the configuration and maintenance pages on each feature.
2. “**Select a Page**” link on the right to access the reports and setup pages.

Select a Menu	Select a Page
Location Maintenance - Report configuration setup with column display options	Location Setup - Office location name and time zone
Company Maintenance - General and custom company setup with location access settings	Report Setup - Pay periods settings, over time / doubletime, and time display format
Reports - View all custom reports	Optional Column Setup - Optional columns and items to display on reports and the Time Card page
Time Card Maintenance - Edit and generate time card entries to include reimbursement tracking	Title Setup - Customize field titles used on reports and the login page
Employee Maintenance - General staff setup, monitoring and access controls	
Department Maintenance - Time card reporting and management	
Shift Maintenance - Schedule and assign shift work hours to monitor tardy or limit work hours	
Worksite Maintenance - Track hours by Worksite	
Project Maintenance - Track hours by project and/or scheduled paid break and unpaid lunch	
PTO Maintenance - Paid Time Off (PTO) categories with accrual setup options	
Payment Information - Pay here and see account history	



BASIC FEATURE ACCOUNT SETUP

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1. Location Maintenance

Click on the "Location Setup" link. This will take you to your location setup page to setup your time zone, max hours etc.

a) **Location Setup** - Click on "Main Menu | Account Maintenance | Location Setup" link –

- 1) **Create your location name** that will display on the report header.
- 2) **Set your time zone** for your office location.
- 3) **Daylight Saving Time** setting – if your area uses daylight savings, select adjust automatically.
- 4) **Set the maximum hours** in a single time punch to indicate the maximum hours in a work day.
- 5) Click the "Update" button to save changes.

Select Location
Easy Time Clock ▾

Location Name

Time Zone [What's This?]

Daylight Saving Time [What's This?] Don't Use It Adjust Automatically

Maximum Hours In A Single Time Punch [What's This?]

Sample Company

At the top of every report is a place for your location or company name. The space is limited to 15 character, so you may have to abbreviate if your company has a long name.

Update

b) **Report Setup** - This will take you to the page to select your pay period settings, start date, first day of your work week, setup overtime and double time settings, time display and rounding formats. Fill out the items needed and click the "Update" button to save changes. (Click on the "What's This" for learning more about the feature.) See Sample: Report Setup

Automatic Pay Period Type [What's This?]

Automatic Pay Period Start Date [What's This?]

Pay Period Adjustment [What's This?]

Manual Pay Periods (Optional) [What's This?]	Additional Start Date	End Date
	<input type="text"/>	<input type="text"/>

First Day of the Workweek [What's This?]

Overtime Settings (All Reports) [What's This?]

Double Time Settings (All Reports) [What's This?]

In/Out Time Format [What's This?]

Time Rounding (select a column to see the amount options) [What's This?]

Time Totals Format [What's This?]

None (manual only)

Weekly (one per week)

Biweekly (every two weeks)

Semimonthly (twice a month)

Monthly (one per month)

Sunday;Monday;Tuesday;Wednesday;Thursday;Friday;Saturday

Daily Overtime After
Workweek Overtime After

Daily Double Time After
Workweek Double Time After

12 hour clock (2:30 PM)

24 hour clock (14:30)

No rounding

In/out time column

Daily hours column

Payroll Hours column

Hours and minutes (2 and 1/2 hours = 2:30)

Hours and minutes with a letter (2 and 1/2 hours = 2h 30m)

Decimal format in 2 decimal places (2 and 1/2 hours = 2.50)

Decimal format in 3 decimal places (2 and 1/2 hours = 2.500)

Update



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c) **Optional Column Setup** - This will take you to the page that will allow you to select which columns you want to display in your reports and time cards. There are several report pages listed. Save changes after selecting which columns you want to use. (Click on the question mark to learn more about the feature.)

See Sample:

Time Card Detailed Report <small>[What's This?]</small>	<input type="checkbox"/> Display Hourly/Salary Pay Status Column <input type="checkbox"/> Display Site Column <input type="checkbox"/> Display Department Membership Column <input type="checkbox"/> Display Out of Office Note Column <input type="checkbox"/> Display workweek data from previous pay period Display Note Columns <small>[What's This?]</small> <small>Individual Columns</small>
Time Card Summary Report <small>[What's This?]</small>	<input type="checkbox"/> Display Department Membership Column <input type="checkbox"/> Display Employee # Column <input type="checkbox"/> Display Pay Rate Column (Administrator only) <input checked="" type="checkbox"/> Display Gross Pay Column (Administrator only) Display Note Columns <small>[What's This?]</small> <small>Individual Columns</small>
Time Card Individual Report <small>[What's This?]</small>	<input type="checkbox"/> Display Out of Office Note Column Display Note Columns <small>[What's This?]</small> <small>Individual Columns</small>
Time Card Edit <small>[What's This?]</small>	<input type="checkbox"/> Display Pay Period Column <input type="checkbox"/> Display Pay Hours Column
The Who's In Page <small>[What's This?]</small>	<input checked="" type="checkbox"/> No access to the Who's In page (and remove the edit box from the Employee Time Card.) <input type="checkbox"/> Display Status column based on the time card status <input type="checkbox"/> Display Status column based on the Out of Office Note <input checked="" type="checkbox"/> Display Project Column
Employee Time Card <small>[What's This?]</small>	<input type="checkbox"/> Display Hours Column <input type="checkbox"/> Display Type Column <input type="checkbox"/> Display Out of Office Note Column <input checked="" type="checkbox"/> Display Day Column <input type="checkbox"/> Display Week Column <input type="checkbox"/> Display Pay Period Column <input type="checkbox"/> Display Payroll Hours Column <input type="checkbox"/> Display Post Note Button (To post a "working" Out of Office Note while clocked in. This note will be overwritten at the next clock out. This allows the Out of Office Note feature to represent working out of the office instead of being clocked out and out of the office.) <input type="checkbox"/> Display Clock In buttons with the Clock Out buttons (This feature provides the ability to switch to a different project without having to clock out first.) Display Note Columns <small>[What's This?]</small> <small>Individual Columns</small> Automatic logout after clocking in or out <small>1 Minute</small> Display Approval For Payroll buttons <small>None</small>

a) **Title Setup** - This page allows you to customize your column headings in your reports. Each company has different ways of tracking their information. Easy time clock allows you to type in the column heading title to be displayed in all of the reports. The columns will need to be selected for display in the "Optional Column Setup Page" previously mentioned. Click "Update" button to save changes.

See Sample:

Employee	<input type="text" value="Employee"/> The time clock was designed for employees to log their time, but could also be used for other activities such as volunteers. This will change the word Employee on the login page and other places.
Employee Number	<input type="text" value="Employee #"/> The employee number, social security number, or phone number on the Time Card Individual Report.
Site	<input type="text" value="Site"/> The site can represent things like cities or schools.
Clock In Button	<input type="text" value="Clock In"/> This is the name of the clock in button on the time card page if you are not using project buttons to clock in.
Out Of Office Column	<input type="text" value="Out of Office Note"/> This can be used to post an out of office note after clock in or during clock out. If a not is posted after clock in, it will be replaced with the out of office note used during clock out. Enable or disable this feature on the Report Optional Column Setup page.



2. Company Maintenance

1) Company Setup

- a) This is where you input your company's name and main contact information. Your company's information is used for internal use only and is strictly confidential. We need your contact information to send email notifications to you about any time clock updates, sending employee anniversary and clock in/out email notifications (optional) and invoice posting notifications.

Easy Time Clock's Privacy Policy Commitment

We will not sell, give, or show your contact information to anyone for any reason without written consent. Your privacy is important to us. Here is a list of how your contact information is used.

[Privacy Commitment](#)

- Contact Name: used to address the administrator for your account when needing assistance with their time clock.
- Contact Phone number: used if help is needed in contacting the administrator to help configuring the time clock.
- Contact Email Address: used to send you an invoice once a month and to answer your requests for help. 95% of our communication is through email.
- After you have filled in all of the company information, click on the button to save your information.

Contact Name	Sample Company
Contact Phone Number	555-123-4562
Contact Email Address	sample@email.com
Company Name	Sample Company
Company Address	123 East Street Town, State 1234 Phone: 000-123-4562
Company Login	sample

- d) **Login Setup** - Next click on the "Login Setup" link. You can upload your company logo, type in your employee login page message, company login name, employee list login display or great a Group In/Out login. **Go to all of the features and select the settings you want. After selecting your login page setup and configuration, then select the "Update" button to save.



Easy Time Clock

Login Page Banner [What's This?]	<input type="radio"/> Text <input checked="" type="radio"/> Logo
Upload your logo	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
Link for Login Logo	http://www.easytimeclock.com
Login Page Message [What's This?]	Easy Time Clock
Company Login	sample
Employee List Login Page [What's This?]	<input checked="" type="checkbox"/> Allow use of the Employee List Login page <input checked="" type="checkbox"/> Display department list during login
Group In/Out Login Page [What's This?]	Group In/Out Employee name is active (To remove access to the Group In/Out Login page, delete the Employee named Group In/Out with the Employee Setup page)
<input type="button" value="Update"/>	

- e) **Fingerprint and Badge Terminal** – Easy Time Clock offers biometric fingerprint reader and proximity card readers that will directly interface with our website without having to be connected to a computer. You can purchase the readers directly from Easy Time Clock.

- f) **Color Setup** - You have the option to personalize your company's time clock colors by selecting the options available and choosing the color. The sample box on the right will show you what the color selection will look like before you save changes. Click the "Update" button to save.

Select the color type and then click on a color. The sample will show how the colors look together before you click update.

- Text Color
- Background Color
- Link Color
- Table Column Header Color
- Table Background Color



Sample Text and Background

[Sample Link](#)

Sample	Table	Text and Background
one	two	three
four	five	six



BASIC FEATURE ACCOUNT SETUP

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g) Menu Favorites Setup - This option works like your browser to add a favorite link to the top of your administrator pages. Put a check in the box next to the pages that you use most often and the shortcut links will appear on all of the administrator's time clock web pages. Click the "Save Changes" button.

Favorite Links
<input type="checkbox"/> Workweek Report
<input type="checkbox"/> PTO Usage
<input type="checkbox"/> Who's In
<input type="checkbox"/> Time Clock Access
<input type="checkbox"/> Report Setup
<input type="checkbox"/> Time Card Edit By Date
<input type="checkbox"/> Time Card Generator
<input type="checkbox"/> Message Center

See Sample:

h) Message Center - Send messages to your employees using the Message Center. Select the employee from the drop down menu by holding down the shift key and click on the name to highlight which employee you want to send a message. Also, you can send a message to communicate directly to our Easy Time Clock Support Staff if you have any questions.

Click the "Send Message" button to send the message. See Sample:

Date/Time	From/To	Subject	Status	Remove
11/30/2009 9:12:33 AM	To: Support	Type Subject	Sent	

Read and Sent Messages: [Remove All](#)

New Message

To: (Ctrl-Click for multiple select or click [here to select all](#))

- Easy Time Clock Support
- Bill (Supervisor)**
- Brenda
- Frank

Subject:

Message:

Type in message here and click send. Select all or individual employees. Remove message will be available after you read the message.

i) Change Password - This is where the Administrator can change the administrator's password. See Sample:

See Sample:

Old Password

New Password

Retype new password

j) Backup website available at www.EasyTimeClock.net to ensure 100% connection to clock in or out. To keep our servers running efficiently at top speed, twice a year we have scheduled server maintenance during off peak time weekend early in the early AM hours so that there are little to no impact to your services. During our scheduled maintenance, you can use our backup website to have your employees clock in and out.



3. Employee Maintenance- Add, monitor, and access permissions for individuals.

a) **Employee Setup** – From where you type in your employee’s names and password in the New Employee field and save changes. The password is case sensitive. You can change the filter to view the employee list by “Active” and “Inactive” status.

See Sample:

Everyone ▾

Employee	Password	Status	Last Login	Remove
Bridge, Carol	*****	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	7/27/2011 4:24:20 PM	<input type="checkbox"/>
Jones, John	*****	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	5/26/2011 9:30:12 PM	<input type="checkbox"/>
Reese, Bob	*****	<input checked="" type="radio"/> Active <input type="radio"/> Inactive	5/26/2011 9:19:37 PM	<input type="checkbox"/>
New Employee				
		<input checked="" type="radio"/> Active <input type="radio"/> Inactive		

Active Status ▾

Everyone

Active Status

Inactive Status

b) **Employee Restore** – If you accidentally delete an employee, you can easily restore that employee's data.
1) Check the box in the restore column next to the name of the employee you want to recover.
2) Click the Save Changes button to move the employee's name to the Employee Setup page.
3) Now click on the [Employee Setup](#) page to view the restored employee. The username will need to be in “Active” status to view their data in reports for processing payroll. You can change the status to “Inactive” to keep the information available for viewing at a later time. There is no charge for employees in inactive status and not using the system during the billing cycle.

4. Limited Feature Account –

This account was created as a **Limited Feature Account**. If you would like to upgrade to an **Unlimited Feature Account**, click the upgrade button below.

A **Limited Feature Account** will cost less, but will not have access to these features

Unlimited Account Features:

- Paid Time Off Accruing and Usage
- Daily Notes and Reimbursement/Expense Tracking
- Project Tracking
- Departments
- Shifts
- Employee Monitoring Features [\[See More\]](#)

With a **Limited Feature Account**, the cost is 50¢ per employee per month. For an **Unlimited Feature Account**, the cost is \$1.00 or less per employee per month depending on how many employees you have. You can use our [price calculator](#) page to see the exact cost based on the number of employees that you will have in the time clock.

If you would like to upgrade to an **Unlimited Feature Account**, login as Admin and go to Limited Feature Account and click on the "**Upgrade**" button.

NEED HELP WITH SETUP?

Our customer service representatives will be happy to assist. When email requests are sent to us, we will respond in a timely manner in most cases less than 1 hour. Your time is valuable to us and we will help you with your setup at anytime.

Did you get our email response? Here is an important note about spam and junk mail settings.

Some customers have anti-spam software that employs auto-response or challenge methods to block unwanted email. We have received some customer feedback that our e-mail replies were caught in their spam or junk file filters. If you don't receive a reply from Customer Service or Technical Support within 1-4 hours, please check your spam folders or contact your email administration. Feel free to use the message center to contact us.



Easy Time Clock

BASIC FEATURE ACCOUNT SETUP

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Contact Customer Service at **405-314-2436** or email services@easytimeclock.com if you have any questions or need assistance.

We are dedicated in giving you excellent customer service. We offer FREE customizing to add additional features to the time clock. Contact us with your request.