

When figuring multiple Project/Job cost, it is important to be able to track and report how much time is spent working each job. Easy Time Clock project tracking feature will track and report time spent working on multiple tasks. All of the reports will sort by project name to display the total hours worked on an individual project or all projects together. All reports can filter to display by project, department or employee.

### PROJECT TIME TRACKING - Automatic Project Time Tracking

Create multiple project button names to track time on specific projects plus assign the project buttons to only the employees that will be using that project button. When that project button is no longer needed, all you do is unchecked the box next to the employee's name and the button is no long available to use.

### Go to Project Maintenance | Project Clock In Button Setup

The following are steps on how to create project buttons and to assign the project buttons to the employees. We appreciate your feedback. Let me know if this feature is beneficial to for your company.

### PROJECT CLOCK IN BUTTON SETUP – Create Project Names

- Log in as Admin
- Click on **Main Menu** link in the upper right corner
- Click on **Project Maintenance** on the left and **Project Setup** on the right
- **Report Short Name** – Type in an abbreviation for the project name. This name will be viewed in the reports. It is best to use 2-4 letter abbreviations if possible.
- **Button Full Name** – **Type in the full name of the project.** Your employees will see the full project name in their time card. (Example: **Warehouse | Training | Sales**)
- **Administrator Reference** - description of project for history or reference. This reference field is displayed only for the administrator.
- **Button Width.** Automatic will pick the width that fits the description. You can shorten or lengthen the button to match all of the other project buttons so they are lined up the same. This option is for display only.
- **Button Status - Active** = the project button is available to be assigned to an employee or available for all of the employees. **Disable**=removes the project button from the employee's time card so it cannot be used by any of the employees. Do not delete the project after it has been used to keep your history in tacked.
- **Save Changes** to save updates then click on the **Assign Projects Clock In Button** link.

Report/Short Name	Button/Full Name	Administrator Reference	Button Width	Pay Type	Button Status
DH1	Dalen Hays1	Dalen Hays Design 5-24-08 !	Auto	Regular Rate	<input checked="" type="radio"/> Active <input type="radio"/> Disabled
DJ	Johnson Project	D Johnson Project 2-4-10 St	Auto	Regular Rate	<input checked="" type="radio"/> Active <input type="radio"/> Disabled
Reg	Regular Work	Regular Time	Auto	Regular Rate	<input checked="" type="radio"/> Active <input type="radio"/> Disabled
<b>New Project</b>					
			Auto	Regular Rate	<input checked="" type="radio"/> Active <input type="radio"/> Disabled

**ASSIGN PROJECT CLOCK IN BUTTONS - Employee Assigned Project Buttons**

- Click on the **Assign Project Clock In Buttons** link
- Check in the box to **Assign Project Buttons by Employee** if you want to assign projects per employee.
- **Uncheck the box** if you want all of the employees to be assigned the entire project button list.
- **To assign individual projects per employee** put a check in the box next to the project button. You can assign multiple projects to an employee.
- **Save Changes**

Sample of Assign Project Clock In Button page:

Assign Project Clock In Buttons By Employee  
(uncheck for each Employee to have all the projects)

Employee	Projects
Bill (Supervisor)	<input checked="" type="checkbox"/> Dalen Hays1 <input type="checkbox"/> Johnson Project <input checked="" type="checkbox"/> Regular Work
Brenda	<input checked="" type="checkbox"/> Dalen Hays1 <input checked="" type="checkbox"/> Johnson Project <input checked="" type="checkbox"/> Regular Work
Frank	<input type="checkbox"/> Dalen Hays1 <input type="checkbox"/> Johnson Project <input checked="" type="checkbox"/> Regular Work
Sue	<input type="checkbox"/> Dalen Hays1 <input type="checkbox"/> Johnson Project <input checked="" type="checkbox"/> Regular Work

Sample of the employee time card: The project button will appear in the employee's time card to clock in to track the time spent on that project. The reports will show the time totals for each project in the pay period column and payroll hours as a grand total of work hours. You can bill clients for time off these reports.

5/28/2010 - 6/11/2010 ▾

Date	In	Out	Hours	Type	Day	Week	Pay Period	Payroll Hours
Fri 5/28/2010	7:42 AM	10:22 AM	2h 40m	DH1	2h 40m DH1	2h 40m DH1	2h 40m DH1	8h 20m RR
	10:23 AM	11:03 AM	0h 40m	DJ	0h 40m DJ	0h 40m DJ	0h 40m DJ	
	12:03 PM	5:03 PM	5h 0m	Reg	5h 0m Reg	5h 0m Reg	5h 0m Reg	
				Reg	8h 20m Tot	8h 20m Tot	8h 20m Tot	

The current time is 5/28/2010 5:04:55 PM

Clock In

Note: to see the full name of a time abbreviation, hover your mouse over the abbreviation