



FULL FEATURE ACCOUNT SETUP

Need Help Call Customer Service 405-314-2436

Welcome! You have created an account with **Easy Time Clock**. You will need to configure your time clock to fit your company's pay period settings.

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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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 **"How To Manual"** at <http://www.easytimeclock.com/Setuptools.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> .

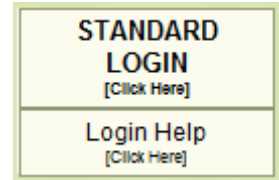
Advance Features – Go to **Main Menu** and select the following configuration pages on the left to access the advance feature pages. Some of the features will require a two step process to create the category and then assign the category to an employee.

- **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

BASIC SETUP INSTRUCTIONS: Let us get started!



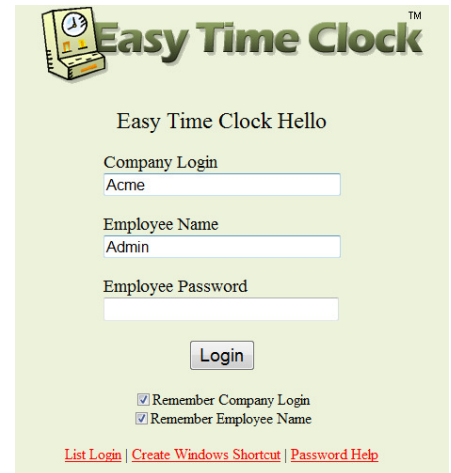
- a) **Login Instructions** - Log In into Your Time Clock Account As “Admin”
Click on the **Standard Login** link located on our main website or copy this link
<https://www.easytimeclock.com/Login.aspx>



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.

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.



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.)

Sample Company - Time Card Detailed Report

[Detailed Report](#) | [Summary Report](#) | [Individual Report](#) | [Time Card Edit](#) | [Time Card Change Request](#) | [Workweek Report](#) | [PTO Usage](#)

“**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	



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1. Location Maintenance

Click on the “**Location Setup**” link. This will take you to your location setup page. If you have office locations in different time zones or have locations that have more than one pay period, you can create multiple report configurations within your company account and select individual report configurations for each location, such as, different time zones, overtime rules, multiple pay period configurations, etc. Each location is a separate configuration within one account.

By default the first location is the company name. After you create the new location, a drop down list will appear to select different locations. Select each location to set the time zone, maximum hours in a work day then click the “Update” button to save changes. Go to the Report Setup page to select each location’s pay periods dates and save changes.

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

- 1) **Select location from drop down list.**
- 2) **Create your location name** that will display on the report header.
- 3) **Set your time zone** for your office location.
- 4) **Daylight Saving Time** setting – if your area uses daylight savings, select adjust automatically.
- 5) **Set the maximum hours** in a single time punch to indicate the maximum hours in a work day.
- 6) **Create New Location- only if your company has office locations in different time zones or overtime rules.** Select each location from the drop down list and follow Steps 1-5, 7 and then select Assign Location to each employee.
- 7) Click the “**Update**” button to save changes or settings for each location.

Select Location
Easy Time Clock ▾

Location Name 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.

Time Zone [What's This?] Central Time (UTC -06:00) ▾

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

Maximum Hours In A Single Time Punch [What's This?] 14

Create a new location

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?]
 None (manual only)
 Weekly (one per week)
 Biweekly (every two weeks)
 Semimonthly (twice a month)
 Monthly (one per month)

Automatic Pay Period Start Date [What's This?] 1/1/2011

Pay Period Adjustment [What's This?] 0 ▾

Manual Pay Periods (Optional) <small>[What's This?]</small>	Additional Start Date	End Date
First Day of the Workweek <small>[What's This?]</small>	<input checked="" type="radio"/> Sunday/ Monday/ Tuesday/ Wednesday	<input type="radio"/> Thursday/ Friday/ Saturday

Overtime Settings (All Reports) [What's This?]
 Daily Overtime After 8
 Workweek Overtime After 40 ▾

Double Time Settings (All Reports) [What's This?]
 Daily Double Time After No DT
 Workweek Double Time After 56 ▾

In/Out Time Format [What's This?]
 12 hour clock (2:30 PM)
 24 hour clock (14:30)

Time Rounding (select a column to see the amount options) [What's This?]
 No rounding
 In/out time column
 Daily hours column
 Payroll Hours column

Time Totals Format [What's This?]
 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:

Screenshot of the 'Optional Column Setup' page showing settings for various reports like Time Card Detailed Report, Time Card Summary Report, etc., with checkboxes and dropdown menus for column selection.

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:

Table with 2 columns: Column Name and Description. Rows include Employee, Employee Number, Site, Clock In Button, and Out Of Office Column.



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2. Company Maintenance

a) Company Setup

- 1) 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.

- 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.

[Privacy Commitment](#)

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 login page message, company login name, employee list login display or create 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 <input type="text" value="http://www.easytimeclock.com"/>
Login Page Message [What's This?]	<input type="text" value="Easy Time Clock"/>
Company Login	<input type="text" value="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?]	<input type="checkbox"/> 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) Location Access Setup – Limit access to the time clock by location.

- **Time Clock Location Access** - Select which option you want to use.
- **Grant Access by IP Address Setup** – Static IP address recommended. (Limit by Location: To capture your location router IP address click on to auto fill your router IP address
- **Grant Access by Subnet Group Setup** – Static IP address is recommended. Click on the button to capture your Subnet Group address.
- **Grant Access by Standard Browser** - Grant Access to individual computers using the selected standard browser. (Internet Explorer, Firefox, Chrome, Apple Safari, etc.). **Required:** Cookies must be able to be saved in the browser. 1. Type in a new password to grant access to individual computers then click on the Update button to save. 2. Next click on Grant Access link to activate using the new password. In the time clock access control screen type in the Company Login and the new grant access password and



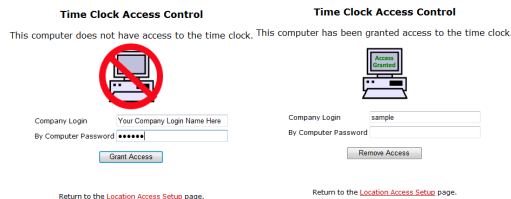
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click on the Grant Access button. **(Keep this password confidential and do not share it with any of the employees.)**

Use the [Grant Access](#) page with any of these passwords:

New Password	Description
kdis398	Front Office Computer - Safari Browser



- **Grant Access by Easy Time Clock Browser** – (Recommended if no static IP address is available.) Create a password to activate the browser on the computer. Then download the Easy Time Clock Browser and save the file to the desktop on each computer that you want to have access. Then type in the company login name and the new browser authorization password to activate the browser. The Easy Time Clock program can only be accessed within the Easy Time Clock Browser. All other standard browsers on any other computer will be blocked.

Time Clock Location Access [\[What's This?\]](#)

Unlimited
 By IP Address (Each Office Location)
 By Subnet Group (Each Office Location)
 By Standard Browser (Individual Computers)
 By Easy Time Clock Browser (Individual Computers)

Grant Access By IP Address Setup [\[What's This?\]](#)
 (Grant access to each office location)

New Address	Description
00.123.456.78	Corp Office

[Get IP Address](#)

Grant Access By Subnet Group Setup [\[What's This?\]](#)
 (Grant access to each office location)

New Network	Subnet.Mask	Description

[Get Network](#)

Grant Access By Standard Browser [\[What's This?\]](#)
 (Grant access to individual computers with Internet Explorer, Firefox, Chrome, Apple Safari, etc)

Use the [Grant Access](#) page with any of these passwords:

Password	Description
	Branch Office Computer

[Edit Password](#)

New Password: _____ Description: _____

Grant Access By Easy Time Clock Browser [\[What's This?\]](#)
 (Grant access to individual computers with a browser downloaded from Easy Time Clock)

Download the [Easy Time Clock](#) browser with any of these passwords:

Password	Allow Login	Description
	All Logins	Warehouse Computer

[Edit Password](#)

New Password: _____ Allow Login: _____ Description: _____

- f) **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.
- g) **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



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- h) **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:

- i) **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.

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

See Sample:

Old Password

New Password

Retype new password

- k) **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 AM hours so that there is little to no impact to your services. During our scheduled maintenance, you can use our backup website to have your employee's clock in and out.



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3. Time Card Maintenance – This is where can setup your reimbursement, mileage, notes and export file.

a) **Note Category Setup** - This page allows you to create your own categories for separately tracking several reimbursements, mileage and note columns as needed. Category setup is unlimited. When an employee types in a note or reimbursement amount or both, the notes column will display with the category. The columns will add totals for the pay period. The style can be setup as text, number, dollar or mileage combination fields.

See Sample:

Style	Name	Administrator Reference	Export Code	Style	Status
Mileage Only	Mileage	Mileage	E4	Mileage Only	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Text Only	Notes	Notes		Text Only	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Number Only	Reimburse	Reimbursement	E5	Dollar & Text	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Number & Text	Travel	Time Travel	E6	Number & Text	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Dollar Only	New Note Category				
Dollar & Text				Text Only	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Mileage Only					
Mileage & Text					

b) **Export File Setup** - This page allows you to create an export file for importing employee hours into your payroll software. If you have ADP or another software package that requires company ID in the export, contact us at services@easytimeclock.com to request a customized export to payroll adjustment at no additional charge. We will customize the export file to match your payroll software configuration so you can import your employee’s hours with ease.

See Sample:

- Select Payroll Company** type from one of our templates or select “Other” and email us the name of your payroll software you are using and we can setup your export to match their import integration requirements at no additional charge.
- File Name** - Type in the file name to whatever you want with the extension as .txt
- Link Title**- Type in the name of the payroll software. If the field is grayed out, the template will automatically name the link.
- Show export code on PTO Category Setup** - Select “Yes” if your software requires PTO codes for Vacation, Sick, or Holiday. This may be automatically selected as “Yes” if using a template. Click on the PTO Setup link after you have finished your export setup to enter in the export codes for the PTO categories. See Sample:



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5) Click the Update button to save.

Note: When you have completed your Export File setup, go to Main Menu | PTO Maintenance | PTO Category Setup to enter the codes and save changes.

1) Enter Your Payroll Software **Export Codes** in the **PTO Maintenance | PTO Category Setup** page and save changes.

See Sample

PTO Menu Accessible To Employee [What's This?]
Use the [PTO Assignment and Accrual Settings](#) page to start using the PTO Categories

Short Name	Full Name	Administrator Reference	Export Code	Group PTO Payroll Hours	Status	Remove
Hol	Holiday		05	<input type="radio"/> Grouped <input checked="" type="radio"/> Not Grouped	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Sic	Sick		04	<input type="radio"/> Grouped <input checked="" type="radio"/> Not Grouped	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Vac-1	Vacation-1Year	40 hours	03	<input type="radio"/> Grouped <input checked="" type="radio"/> Not Grouped	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Vac-2	Vacation-2Years	80 hours	03	<input checked="" type="radio"/> Grouped <input type="radio"/> Not Grouped	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
New Paid Time Off Category						
				<input type="radio"/> Grouped <input checked="" type="radio"/> Not Grouped	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	

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

Active Status
 Everyone
 Active Status
 Inactive Status

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		

b) **Payroll Setup** - This page sets up the payroll information for each employee. The fields do not have to be filled out completely. If you want to have the time clock calculate the gross pay, you will need to type in the pay rates. If you want to receive an email notification for employee’s anniversary, fill out the hired date. Click “Save Changes”

See Sample:

Employee	Employee #	Hire Date	Status Change Date	Tax Status	Exemptions	Pay Type	Pay Rate	Information
Bridge, Carol	230	12/1/2005	12/1/2008	Married	3	<input checked="" type="radio"/> Hourly <input type="radio"/> Salary	20.00	Promotion to Manag
Jones, John	561	2/1/2010		Single	0	<input checked="" type="radio"/> Hourly <input type="radio"/> Salary	15.00	
Reese, Bob	546	3/1/2011		Married	1	<input checked="" type="radio"/> Hourly <input type="radio"/> Salary	10.00	



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4. PTO Maintenance

a) **PTO Category Setup** - Create the Paid Time Off categories that your company uses. (For example: vacation, holiday and sick.) Only create what you need. You can create as many categories as needed. Click on the “Save Changes” button.

(Optional) Put a check in the box to give employees access to a “Paid Time Off” link in their time card. This will enable employees to type in their own PTO hours during the pay period. Grouped or Not Grouped totals in the Summary Report.

See Sample:

PTO Menu Accessible To Employee
Use the [PTO Assignment and Accrual Settings](#) page to start using the PTO Categories

Short Name	Full Name	Administrator Reference	Export Code	Group PTO Payroll Hours	Status	Remove
Hol	Holiday		05	<input type="radio"/> Grouped <input checked="" type="radio"/> Not Grouped	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Sic	Sick		04	<input type="radio"/> Grouped <input checked="" type="radio"/> Not Grouped	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Vac-1	Vacation-1Year	40 hours	03	<input type="radio"/> Grouped <input checked="" type="radio"/> Not Grouped	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Vac-2	Vacation-2Years	80 hours	03	<input type="radio"/> Grouped <input checked="" type="radio"/> Not Grouped	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
New Paid Time Off Category						
				<input type="radio"/> Grouped <input checked="" type="radio"/> Not Grouped	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	

b) **PTO Assignment and Accrue Setup** – Setup accrue amounts to start tracking the employee's paid time off.

This page is where you assign the PTO category to each employee to track the accruing and available PTO hour totals. Put a check in the box next to each employee then click “Save Changes” button to activate the accrual type column. If no PTO is assigned to an employee, the time clock will not track accrual or available for that employee.

- 1) Put a check mark to the assigned PTO category.
- 2) Click Save Changes to activate the PTO accrual.

See Sample:

Employee	PTO Assign	Automatic Accrual Type
Bill (Supervisor)	<input checked="" type="checkbox"/> Holiday <input checked="" type="checkbox"/> Sick <input type="checkbox"/> Vacation 1yr <input checked="" type="checkbox"/> Vacation 2yr	Not assigned Not assigned Not assigned Not assigned
Brenda	<input checked="" type="checkbox"/> Holiday <input checked="" type="checkbox"/> Sick <input checked="" type="checkbox"/> Vacation 1yr <input type="checkbox"/> Vacation 2yr	Not assigned Not assigned Not assigned Not assigned

3) After the PTO category is activated, fields in the columns will appear. You can then decide if you want to use the PTO accrue feature or not. If you leave the PTO setup as is showing Automatic Accrual Type as “None”, your employees can enter paid time off, but the time clock will not accrue the PTO hours earned. The time clock will only track the used PTO hours and available PTO hours.

Employee	PTO Assign	Automatic Accrual Type	Accrual Hours	Min. Weekly Hours Req.	Max. PTO Hours Allowed	Employed Min. Months	Employed Max. Months
Bill (Supervisor)	<input checked="" type="checkbox"/> Holiday <input checked="" type="checkbox"/> Sick <input type="checkbox"/> Vacation 1yr <input checked="" type="checkbox"/> Vacation 2yr	None None Not assigned None					

NOTE: See advance setup instructions for the Automatic PTO Assignment and Accrual Setup. If you would like to activate the PTO to automatically accrue hours for tracking your employee’s paid time off hours. Follow the



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setup instructions available on the [What's This] link.

If you select the "None" accrual type for your PTO categories you can still enter the available hours and the date you want the start counting PTO for this year.

See Sample:

Employee	PTO Assign	Automatic Accrual Type	Accrual Hours	Min. Weekly Hours Req.	Max. PTO Hours Allowed	Employed Min. Months	Employed Max. Months
Bill (Supervisor)	<input checked="" type="checkbox"/> Holiday	None					
	<input checked="" type="checkbox"/> Sick	None					
	<input type="checkbox"/> Vacation 1yr	Not assigned					
	<input checked="" type="checkbox"/> Vacation 2yr	None					
Brenda	<input checked="" type="checkbox"/> Holiday	Annually	48	Not weekly type			
	<input checked="" type="checkbox"/> Sick	Biweekly	40				
	<input checked="" type="checkbox"/> Vacation 1yr	Biweekly	1.53	32	40	3	12
	<input checked="" type="checkbox"/> Vacation 2yr	Biweekly	3.07	32	80	13	

C. PTO Balances Setup – Setup the PTO available hours and the date you want it to start accruing.

- 1) Each Assigned PTO Category's has a column named "This Year's Start Date." Type in the date you want the system to start accruing to display, usage and available balances.
- 2) The "Available Before Start Date". Type in the beginning balance or available earned hours the employee has as of today.
- 3) **Edit Hours Earned** is a ledger of the earned PTO hours for each category during the year. It is for viewing and editing if needed. Do not enter used PTO hours in this screen. Enter PTO hours used in the Time Card Edit page.

Sample of PTO Balances page.

Employee	PTO	Automatic Accrual Type	This Year's Start Date	Available Before Start Date	Earned After Start Date	Used After Start Date	Available	Edit Hours Earned
Bill (Supervisor)	Holiday	None	1/1/2010	32	0h 0m	0h 0m	32h 0m	Edit Holiday
	Sick	None	1/1/2010	18	0h 0m	0h 0m	18h 0m	Edit Sick
	Vacation 2yr	None	1/1/2010	16	0h 0m	0h 0m	16h 0m	Edit Vacation 2yr
Brenda	Holiday	Annually	1/1/2010	32	0h 0m	0h 0m	32h 0m	Edit Holiday
	Sick	Biweekly	10/1/2009	32	16h 0m	0h 0m	48h 0m	Edit Sick
	Vacation 1yr	Biweekly	10/1/2009	16	16h 0m	0h 0m	32h 0m	Edit Vacation 1yr
	Vacation 2yr	Biweekly	10/1/2009	0	0h 0m	0h 0m	0h 0m	Edit Vacation 2yr

NOTE: See manual for additional setup instructions for the Automatic PTO Assignment and Accrual Setup. If you would like to activate the PTO to automatically accrue hours for tracking your employee's paid time off hours. Follow the setup instructions available on the [What's This] link.

Sample of PTO Assignment and Accrue Settings



FULL FEATURE ACCOUNT SETUP
Need Help Call Customer Service 405-314-2436

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.

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.