

**Project Time Tracking: Allowing Employees To Enter Their Time Manually**

Below are instructions on how to configure the time clock to allow the employee(s) to enter their own time manually for project time tracking. Go to Project Maintenance and setup the project names and then assign the project names to each employee.

Project Setup - Create project names

Assign Project Clock In Buttons - Assign projects to people for clocking in

Go to **Main Menu | Employee Maintenance | Employee Access** and select Time Card Edit for the employees that you want to manually enter their time card and click the “Update” button to save changes.

Settings For All

Out Button Menu Accessible  
 Change Password Menu Accessible  
 Message Center Menu Accessible

Settings For Each Employee

Employee	PTO Usage Report	Time Card Edit
Bill (Supervisor)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Frank	<input type="checkbox"/>	<input type="checkbox"/>
Sue	<input type="checkbox"/>	<input type="checkbox"/>

**Employee's Time Card**

When Brenda logs into her time card she will see a second row of links appear called Time Card Edit as shown below:

**Your Company - Time Card - Brenda**

[Time Card](#) | [Time Card Edit](#) | [Paid Time Off](#) | [Paid Time Off Usage Report](#) | [Out Button](#) | [Change Password](#) | [Who's In](#) | [Message](#)

Brenda will only be allowed to view time card and no one else's.

**Sample of Time Card:**

Employee can use the Clock In and Out buttons or edit their time card to input the hours and minutes on each project.

October 10, 2008

**PROJECT TIME TRACKING – MANUAL ENTRY OPTION**

Easy Time Clock Help Files

10/16/2008 - 10/31/2008 ▾

Approve Time Card

Date	In	Out	Hours	Type	Day	Week	Pay Period	Payroll Hours
Thu 10/30/2008	10:05:40 AM	12:05:40 PM	2h 0m 8h 15m	Sales Meeting	2h 0m Sales 8h 15m Meeting 10h 15m Tot	2h 0m Sales 8h 15m Meeting 10h 15m Tot	2h 0m Sales 8h 15m Meeting 10h 15m Tot	10h 15m RR
<input type="button" value="Clock In"/> 10/30/2008 1:51:11 PM								