

Companies can better manage their staff when supervisors are able to monitor their employee's time and attendance habits in real-time. Tracking time and attendance data is essential for documenting your employee's time at work so supervisors can make better management decisions to assist in resolving any problems that need to be addressed.

Easy Time Clock's advance features include employee monitoring in the Unlimited Feature Account. Managers can be immediately notified by email in real-time so they can quickly identify and address any staff management issues.

Login as Admin and go to Main Menu | Employee Maintenance | Employee Monitor

The following are options that are now available. Check the box and save changes to activate the selected monitoring feature.

Employee	Notify Email	Notify Clock In	Notify Clock Out	Notify Close To OT	Anniversary Reminder	Exempt From Limit By Location	Include On Who's In Page
Bridge, Carol	sample@email.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jones, John	sample@email.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reese, Bob	sample@email.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save Changes

Notify Email – Type in the email address that you want the notification sent to. If the field is left blank, the administrator email address will be used. (You can send the email to your phone by typing in the phone email address)

Notify Clock In- The system will send an email when an employee clocks in each day.


Notify Clock Out – The system will send an email when an employee clocks out each day.

Notify Close To OT (Overtime)- Display a time card edit page alert message and send an email notification when an employee's work week hours are close to earning overtime. The program will alert when employees clock in 6 hours before overtime is earned. For example if you have OT set at over 40 hours in a work week, the system will alert when an employee clocks in at 34 hours. See sample below:

Sample 2 - Time Card Edit

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

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

 John, Paul could hit overtime today. There are 35h 30m hours worked so far this work week.

10/16/2011 - 10/30/2011 - John, Paul [What's This?]

Anniversary Reminder – The system will send an email on the employee's anniversary date and lists how many years that employee has been with the company.

Exempt From Limit by Location – If you have an employee that needs to get access to the time clock outside the office location, you can remove the limit access by location restriction for that employee's login.

Include on Who's In Page-This employee's name and login status will be displayed in the Who's In page. See sample:

Employee	Status	Project	Out Of Office Note
Bridge, Carol	Out	PTO: Holiday	
Jones, John	In	Clock In	
Reese, Bob			