

**Overview:** 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, by department or by employee.

**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 Features tab and select Project Clock In Button Setup**

The following are steps on how to create project buttons and to assign the project buttons to the employees.

Display as  Buttons  Select List

Add New Project

Report Display	Clock In Button	Internal Note	Button Width	Pay Type	Pay Rate	Button Status
P3	Project 3 x		Auto v	Regular Rate v	N/A	<input checked="" type="radio"/> Active <input type="radio"/> Disabled

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

- Log in as **Admin**
- Mouse over the **Features** tab and select **Project Clock In Button Setup**
- **Check display option** either Buttons or Select List. Display as  Buttons  Select List
- **Report Display** – Type in an abbreviation for the project name. This name will be viewed in the reports. It is best to use a short number/letter abbreviation if possible.
- **Clock In Button** – Type in the full name of the project. Your employees will see the full project name in their time card. (Example: **Warehouse | Training | Sales**)
- **Internal Note** – optional text box field for the administrator’s notes.
- **Display Export Code and Pay Rate** (Optional)- If you want to enter an export code to import hours into your payroll software or track the pay rate for each project, go to **Setup** tab and select **Report Setup** page then go to the **Report Overtime** options to select **Total for Each Project** to activate the export code and pay rate columns.

- Report Overtime and Double Time [What's This?]
- Displayed In Payroll Column Only
  - Single Total Display (Recommended)
  - Total For Each Project
  - Total Divided Equally Between All Project

Export Code	Button Width	Pay Type	Pay Rate
	Auto v	Regular Rate v	0.00
	Auto v	Regular Rate v	0.00

- **Button Width** (Optional)- 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.
- **Pay Type** -
  - **Regular Pay Rate** (Default Setting),
  - **Overtime Pay Rate** (Used for Special Occasional Pay Options. Holiday/Nights/Weekend Extra Pay),
  - **Double Time Pay Rate** (Used for Special Occasional Pay Options. Holiday/Nights/Weekend Extra Pay),
  - **Exempt Rate** (Pay Rate - Not included in calculating overtime)
  - **Non Paid Time Off** (Used to track absent hours not at work.)
- **Pay Rate** (Optional) – Enter in the hourly pay rate for each project to track labor cost.
- **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 Button** link.

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

- Go to the Features tab and select **Assign Project Buttons** link
- **Unchecked box** will give all of the employees all of the project buttons. (set as the default.)

**Assign Project Clock In, Lunch, and Break buttons by Employee**  
 (Uncheck box for each Employee to have all the project buttons)

- **Check in the box** and **save changes** to open the option to **Assign Project Buttons to each employee**

**Assign Project Clock In, Lunch, and Break buttons by Employee**  
 (Uncheck box for each Employee to have all the project buttons)

- **Check the box** next to the project buttons you want the individual employee to use in their time card. You can assign multiple projects to an employee and **Save Changes**. If no project buttons are assigned, the system gives them a default Work Clock In button.

**Assign Project Clock In, Lunch, and Break buttons by Employee**  
 (Uncheck box for each Employee to have all the project buttons)

Employee	Project List
Bill (Supervisor)	<input checked="" type="checkbox"/> Project 1 <input checked="" type="checkbox"/> Project 2
Brenda	<input type="checkbox"/> Project 1 <input type="checkbox"/> Project 2
Frank	<input type="checkbox"/> Project 1 <input type="checkbox"/> Project 2
Sue	<input type="checkbox"/> Project 1 <input type="checkbox"/> Project 2

See Sample of Assign Project Clock In Button page:

Next Page you will see a 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.

### Employee's Time Card

Click on the Project you are working on to **clock in** then **clock out** when you are finished on that project or if you are going to lunch. **Clock in** again if you come back to work and select the project you are working on.

7/8/2014 - 7/22/2014 [Print Report](#)

The first workweek of this pay period started on 7/6/2014

Date	In	Out	Hours	Type	Day	Week	Pay Period	Payroll Hours
Fri 7/11/2014	9:01 AM 12:31 PM	11:59 AM 5:29 PM	2h 58m 4h 58m	Work Work	7h 56m Wrk	7h 56m Wrk	7h 56m Wrk	7h 56m RR
The current time is 7/12/2014 5:31:06 AM								
Clock In								
Project 1								
Project 2								

7/8/2014 - 7/22/2014 [Print Report](#)

The first workweek of this pay period started on 7/6/2014

Date	In	Out	Hours	Type	Day	Week	Pay Period	Payroll Hours
Fri 7/11/2014	9:01 AM 12:31 PM	11:59 AM 5:29 PM	2h 58m 4h 58m	Work Work	7h 56m Wrk	7h 56m Wrk	7h 56m Wrk	7h 56m RR
Sat 7/12/2014	5:33 AM	<u>Time So Far</u>	0h 0m	Project 1		7h 56m Wrk	7h 56m Wrk	7h 56m RR
The current time is 7/12/2014 5:33:26 AM								
Clock Out								