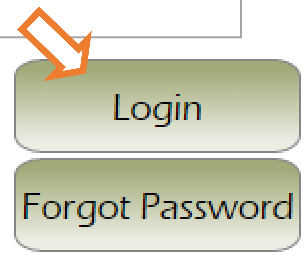
## Follow these instructions after you have created your account.

**SETUP INSTRUCTIONS –** This document will provide basic instructions for setting up your new time clock. Many default settings are put in place for your convenience, but can be modified at any time to suit your company's needs. For a quick, easy setup, you can skip the optional features and return later to customize your account. Feel free to contact customer service for assistance at 405-314-2436.



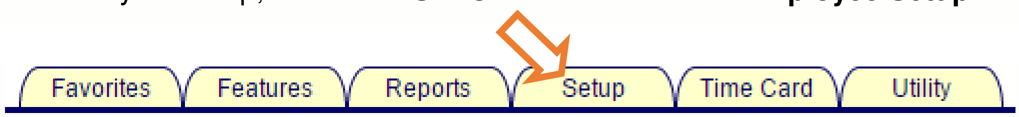

**STEP 1** – After you have created your account, **Login** as Admin

- Once you create an account, you will automatically go to a login screen called "**Standard Login.**" Your **Company Login** and **Username** "**Admin**" should already be filled in. All you need to do is type in the Admin password that you have just created. The password is case sensitive. If you have forgotten your password, click on the "Forgot Password" link and type in the email address assigned to the Admin account to send a password reset link.

**How to Log In Later:** Click on the **Login** link located on our main website or type this link in your browser address box. **https://www.easytimeclock.com/Login.aspx**

**STEP 2** – Select the **SETUP** Tab

- There is a group of menu tabs at the top of the page. Click each tab to view the list of pages in that section. To start your setup, select the '**SETUP**' tab and click on '**Employee Setup**'.




## Employee Setup page

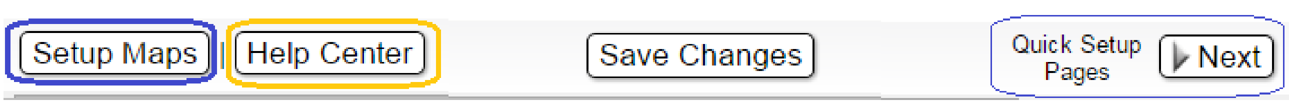
- Type in your employee's username (required). Adding Password and Email are optional. If Password is left blank, employees will be prompted to create their own at first login.

When adding many new employees, you can select Employee Import to import your list of employees from a comma delimited file format (.csv).

Add New Employee (Bulk import or remove users with the Employee Import page)

| Username | Password | Email (Optional) | Department | Status |
|---|---|---|---|---|
| | | | None | Active<br>Inactive |

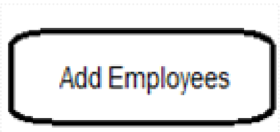
- At the bottom right corner of the page, click on the **Next Arrow** to go to the next setup page.




**For an explanation of each feature, follow the** [Help] **and** [What's This?] **links on each page.**

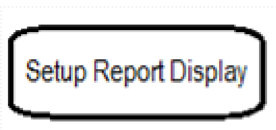
# QUICK ACCOUNT SETUP MAP


## STEP 1 – Add Employees




- **Employee Import** – Import the employees list into time clock
- **Employee Setup** – Enter in the employee usernames
- **Payroll Setup** – Enter in the employee ID number, hire date
- **Employee Monitor** – Email notification alerts, limit access control
- **Employee Access** – Assign access to user's time card

## STEP 2 – Setup Report Display



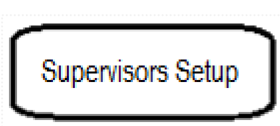

- **Report Setup** – Select your pay period, overtime, time display options
- **Location Setup**- Select time zone and maximum workday hours
- **General Options Setup –** Select the reports and time card display options
- **Title Setup –** Customize the column header names

## STEP 3– Login Setup and Clock In Restrictions


- **Login Setup** – Customize your login page options
- **Clock In Restriction**- Restrict access by Network IP address or by Computer
- **Mobile App Access**-Select which employees can use the mobile app

## OPTIONAL FEATURES: Go to the Features tab and select the features you want to use


## OPTION 1 – Do you need supervisors to monitor their department employees?




- **Department Setup** – Create the department names-(location or group name)
- **Assign Department**
  - **Assign Employees to a Department** – Assign employees as a member of a department
  - **Assign your supervisor username** to departments with or without edit access to their department employee's time cards.
- **Supervisor Access** – Give supervisors additional page access
- **Administrative Access** – Give additional administrative page access to supervisors

**OPTION 2** – Do you need to track paid time off and leave accrual, usage and available totals?

Leave Setup

- **PTO Category Setup** – Create your leave categories, (vacation, holiday, sick,.etc.)
- **PTO Assignment and Accrual Settings** – Enter in your accrual earning rules
- **PTO Balances** – Enter in the start date and available balances as of the last payroll run.
- **Leave Setup** – Setup sick leave for 1 hour for every 30 hours worked.
- **Assign Leave** – Assign employees that use that leave category

**OPTION 3** – Do you need to track how much time is worked on a project or job?

Project Tracking

- **Project Setup** – Create individual projects names
- **Assign Project Buttons** – Assign the projects you want each employee to see in their time card

**OPTION 4** – Do you want to track how much time is spent on unpaid or paid lunch or break?

Break/Lunch Setup

- **Project Break/Lunch Button Setup** – Track paid break, unpaid lunch
- **Assign Project Buttons** – Assign the projects you want each employee to see in their time card

**OPTION 5** – Do you have a large list of changing project names and you want your employee to manually type the project number or name they are working on?

Manual Project Setup

- **Manual Entry Project Setup** – Allows users to type in the project name or work order number in their time card before they clock in to track time on multiple projects.

**OPTION 6** – Do you want to group projects for filtering and reporting time totals?

Group Projects

- **Group Project** – Create a group of projects used for report filtering locations or regions (Optional)

**Continued on next page…**

**OPTION 7** – Out Button Setup – Clock out buttons to add or subtract time from the day total

Out Button Setup

- **Out Button Setup** – Create out buttons to add or subtract time from the day total.
- **Assign Out Button** – Give users access to use the out clock out button.

**OPTION 8** – Do you need to track where the employees are working?

Worksite Setup

- **Worksite Setup** – Create location names to sort and filter people and displays in Detailed Report
- **General Options Setup** – Activate the worksite column in the reports

**OPTION 9** – Do you want to track if your employees are working within their assigned shift?

Shift Setup

- **Shift Setup** – Create multiple shifts used and schedule break times
  - Activate tardy tracking

  And/or
  - Limit clock in/out outside shift assignment
- **Assign Shift** – Assign users to a shift by the week

## Need Help? Customer Service at 405-314-2436