

Overview – Allows employers to monitor attendance for each employee. This feature can help limit overtime hours and monitor work habits to identify any problems or concerns before it becomes an issue in the work force. Select more than one option to combine Time Limits and Tracking to monitor your employee’s work habits.

To track time on break and at lunch, go to Project Maintenance | Project Break Button Setup page. The break (paid time) and lunch (unpaid time) buttons can be assigned to display according to the assigned shift.

Time Limits

Limit Clock In and Clock Out Times (blank times have no limits)

Late / Early Margin:

5 Minutes

1. **Time Limits** – Restricting overtime. If your wanting to not allow an employee to work more than the shift scheduled, setup the shift limits and assign the employees to the shift.

- a. Select **Check the box** to set **Time Limits**.
- b. Set the **Late/Early Margins** allows the staff to clock in early or clock out late a few minutes without being restricted from clocking in/out.
- c. In the **New Shift** fields, create the shift(s). In the **Shift** column, type in the shift “**Shift Name**” .
- d. In the “**Description**” type in the full name of the shift description. (For example: **7AM-5PM**)
- e. In the **Limits** column type in the **o’clock time** schedule for the shift for “**In**”, “**First Break**,” “**Lunch**,” “**Second Break**,” “**Out**”. (For Example: 10:00AM or 7:00pm). The break/lunch buttons will display in the employee’s time card according to the time of day it is scheduled.
- f. **Save Changes**. You can create more than one shift.
- g. Next go to the **Assign Shift** page to assign each employee to the shift. Only one shift can be assign at a time. **Save Changes**.

Employee	Assigned Shift
Bill Jones	1st Shift ▾
Bridge, Carol	1st Shift ▾
John, Paul	1st Shift ▾
Jones, John	2nd Shift ▾
Karen Paul	2nd Shift ▾
Reese, Bob	1st Shift ▾

2. **Tracking** - Monitor and report attendance habits to see if your employees is working a full shift. In the reports, there is a “**T**” next to each clock in or out that is considered tardy or early out.

- a. In the **New Shift** fields, create the short “**Shift Name**” and full “**Description**”.
- b. In the **Time Limits** column type in the time schedule for the shift for clocking in and out, etc. (1:00 AM or PM)
- c. In the **Tracking** column select **one or more options- Early In & Early Out (E), Late In (T), Late Out (T)**.
- d. Indicate the minutes allowed for the **Late/Early Margin** (For example: 5 minutes or more is considered tardy (9:05 AM) *Optional*
- e. **Check the box** for activating the **Email Notify** and type in the supervisor’s email address to receive the email notifications. ****Entering multiple email addresses separated by a semi-colon(;)**.
- f. **Save Changes**.
- See Detailed Report sample below and the Summary Report on the right.

Tracking

Track Early In

Track Late In

Track Early Out

Track Late Out

Email when tardy

sample@email.com

(Enter Email address or leave blank to send to the company contact email)

Late / Early Margin:

5 Minutes

Office Warehouse	Jones, John	Mon 11/21/2011	* (E) 8:00 AM	* (T) 6:00 PM
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Department	Employee	Employee #	Pay Period	Payroll Hours	Pay Rate	Gross Pay	Tardies
Warehouse	Reese, Bob	546	9h 0m Sales 0h 15m Bk-1 9h 15m Tot	9h 18m RR	\$20.00	\$186.00 RR	Tardy In 1 Tardy Out 1 Total 2

3. Then go to the **Assign Shift** page to assign each employee to the shift. Save changes.

Shift	Times					Time Limits	Tracking	Remove
Name:	In	First Break	Lunch	Second Break	Out	Limit Clock In and Clock Out Times (blank times have no limits)	<input type="checkbox"/> Track Early In <input checked="" type="checkbox"/> Track Late In <input checked="" type="checkbox"/> Track Early Out <input checked="" type="checkbox"/> Track Late Out <input checked="" type="checkbox"/> Email when tardy sample@email.com (Enter Email address or leave blank to send to the company contact email)	<input type="checkbox"/>
1-CL=7 hrs	Sun 1:00 PM	3:00 PM	5:00 PM	6:30 PM	8:30 PM			
Description: 1pm to 8pm=7hrs	Mon 1:00 PM	3:00 PM	5:00 PM	6:30 PM	8:30 PM			
	Tue 1:00 PM	3:00 PM	5:00 PM	6:30 PM	8:30 PM			
	Wed 1:00 PM	3:00 PM	5:00 PM	6:30 PM	8:30 PM			
	Thu 1:00 PM	3:00 PM	5:00 PM	6:30 PM	8:30 PM			
	Fri 1:00 PM	3:00 PM	5:00 PM	6:30 PM	8:30 PM			
	Sat 1:00 PM	3:00 PM	5:00 PM	6:30 PM	8:30 PM			