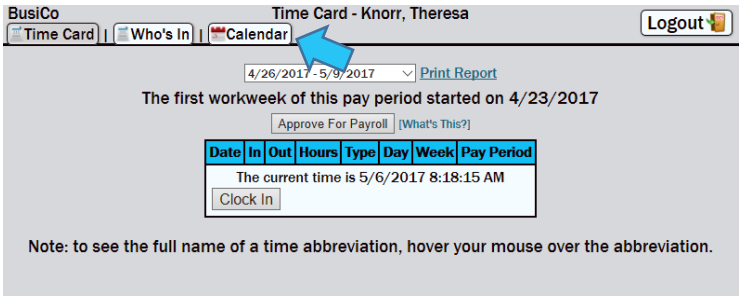
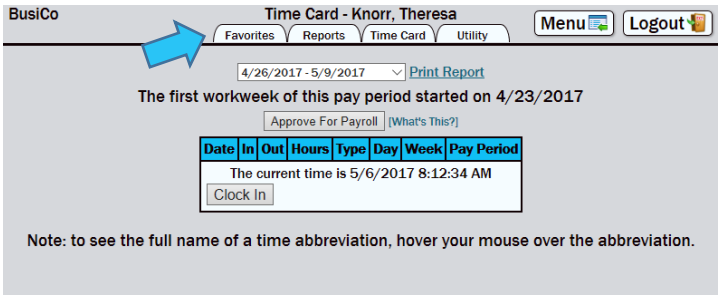
So your Admin has made you a Supervisor in the Easy Time Clock system… Now what?

Your login used to look like this:

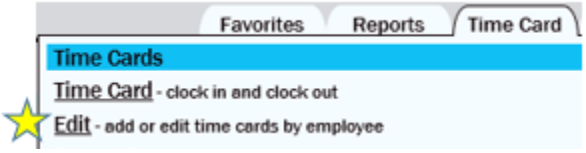


Now it looks like this:



These new tabs can help you navigate to reports, time cards, and other various tools. Let's look at a few!

Approvals

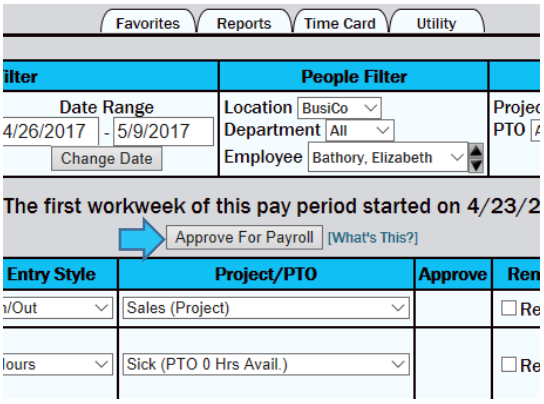


Approvals display on the **Edit** page (Time Card tab), between the filters and the time card. Once approved, the time card is locked and no changes can be made unless the approval is removed.

There are 2 types of approvals:

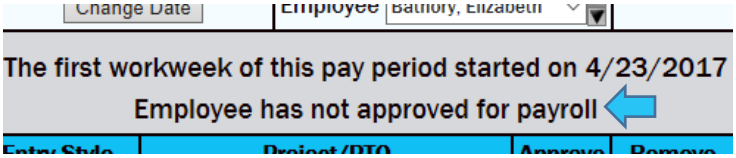
Supervisor Only

Employee and Supervisor

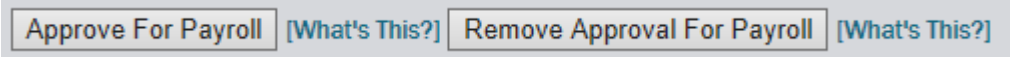


When set to **Supervisor Only**, you will always have the option to approve on the Edit page.

When set to **Employee and Supervisor**, the Employee must approve the time card first. If the Employee has not approved yet, the time card will specify.



Otherwise, you will have the option to approve at the Supervisor level, or remove the Employee's approval. If removed, the Employee will need to re-approve before the Supervisor approval will be available again.



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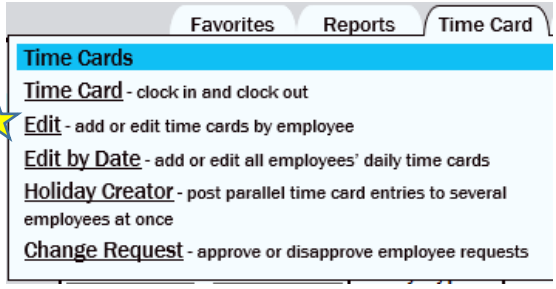
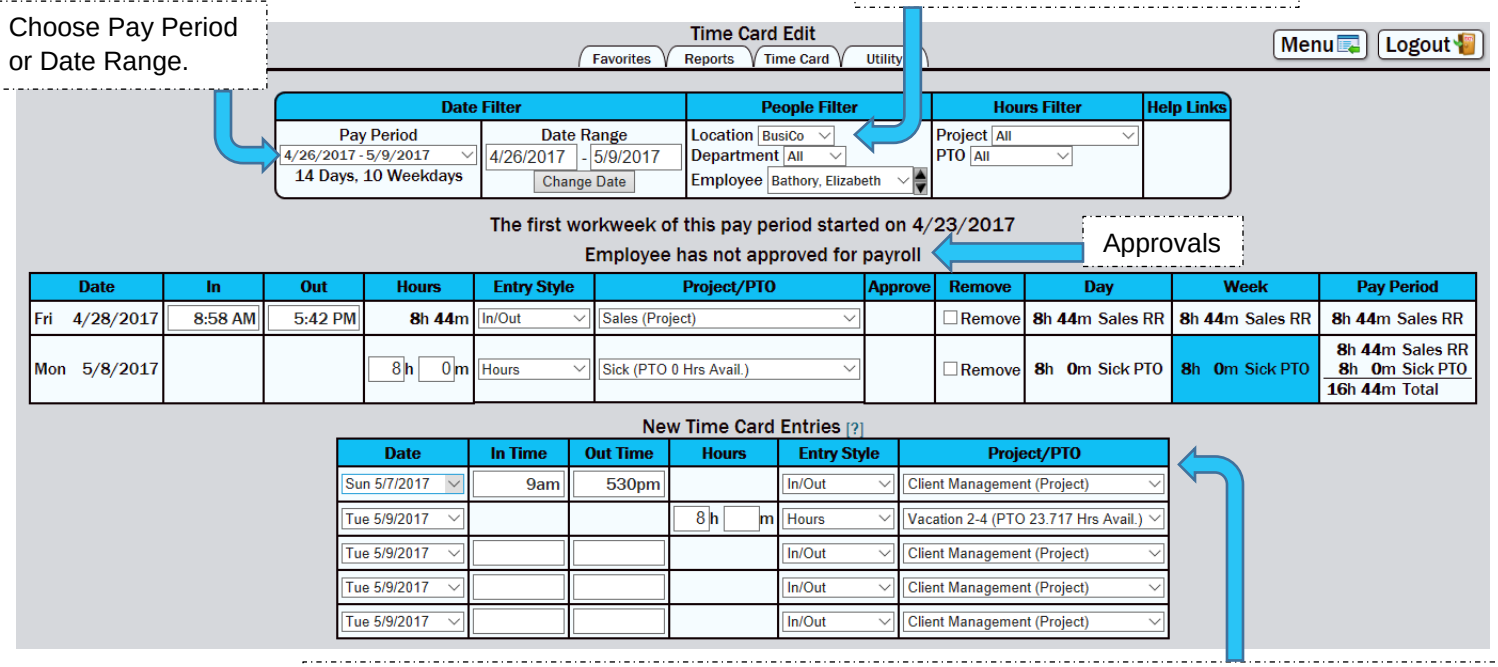
Edit



Each employee may be assigned to a Location or Department.

Choose Pay Period or Date Range.



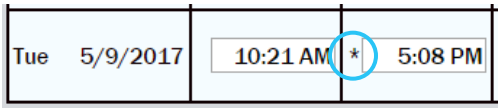
Enter new time card entries and assign to a Project or PTO category.

Change the **Entry Style** to "Hours" to enter straight hours without specific times (ie. PTO entries).

To apply changes, **Save Changes** at the bottom of the page.

What do the asterisks (*) mean?

This indicates the time has been edited by the Employee, a Supervisor, or the Admin.



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Entering Lunch

1. No Specified Time – Easy Edit

New Time Card Entries [?]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 5/9/2017			-0h 30m	30 Min Lunch	Client Management (Project)

Tue 5/9/2017	10:21 AM	5:08 PM	6h 47m	In/Out	Client Management (Project)
			-0h 30m	30 Min Lunch	Client Management (Project)

2. Specified Time – Employee Clocks Out and Back In

Tue 5/9/2017	10:21 AM	12:00 PM	1h 39m	In/Out	Client Management (Project)
	12:30 PM	5:08 PM	4h 38m	In/Out	Client Management (Project)

3. Specified Time – Employee Uses Lunch Button

Tue 5/9/2017	10:21 AM	12:00 PM	1h 39m	In/Out	Client Management (Project)
	12:00 PM	12:30 PM	0h 30m	In/Out	Lunch (Lunch)
	12:30 PM	5:08 PM	4h 38m	In/Out	Client Management (Project)

Entering PTO

New Time Card Entries [?]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Mon 5/8/2017			8 h m	Hours	Sick (PTO 8 Hrs Avail.)

Once entered, the available balance will adjust.

Mon 5/8/2017			8 h 0 m	Hours	Sick (PTO 0 Hrs Avail.)

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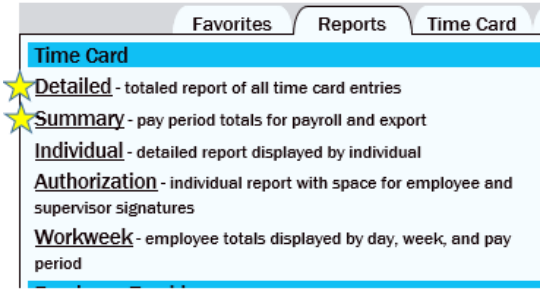
Reports

Most Popular Reports

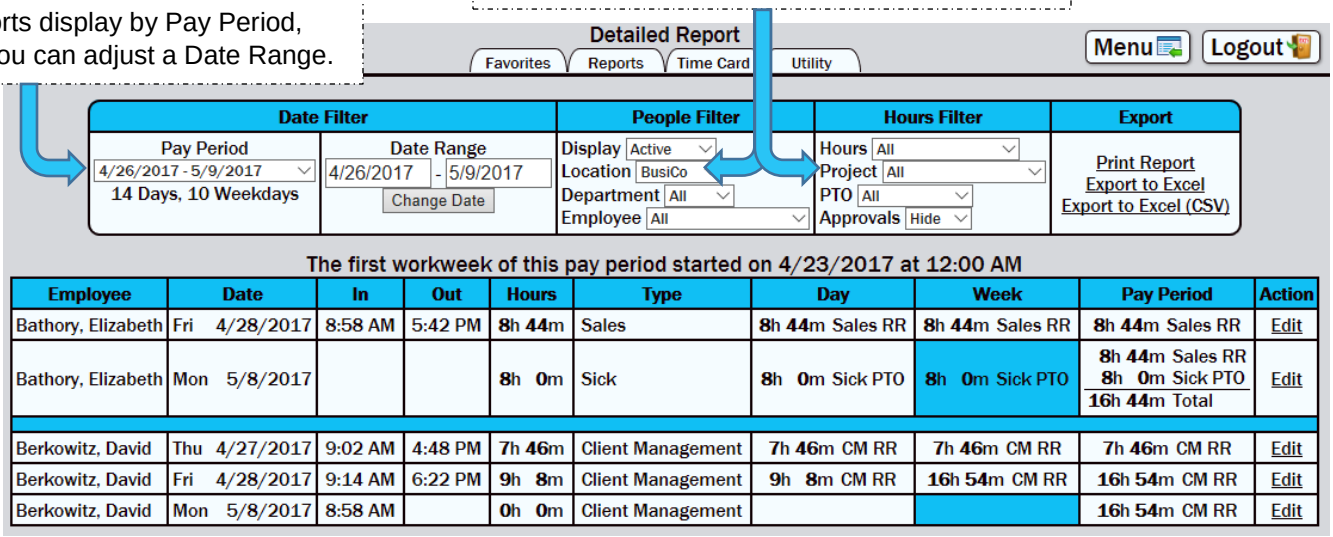


Detailed Report – View all clock-in details and daily, weekly, and pay period totals.

Filter by Location, Department, or Employee.

View all hours or specify OT, PTO, or Projects.

Reports display by Pay Period, but you can adjust a Date Range.

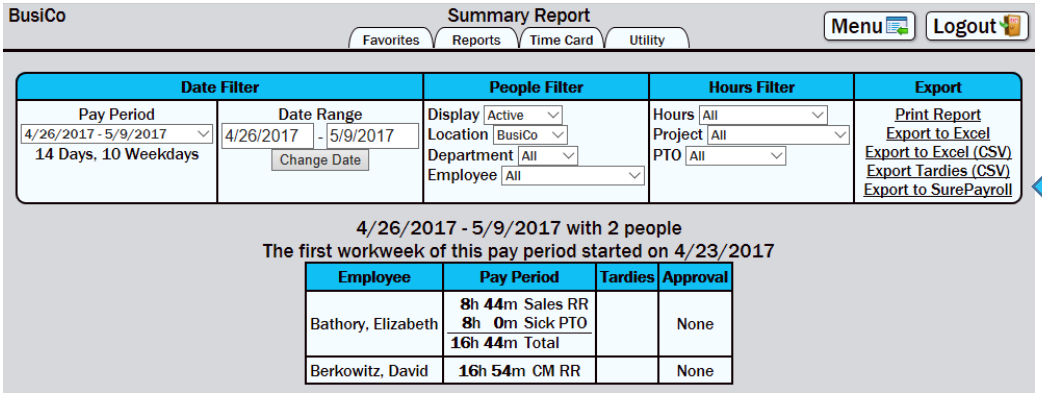


Employee	Date	In	Out	Hours	Type	Day	Week	Pay Period	Action
Bathory, Elizabeth	Fri 4/28/2017	8:58 AM	5:42 PM	8h 44m	Sales	8h 44m Sales RR	8h 44m Sales RR	8h 44m Sales RR	Edit
Bathory, Elizabeth	Mon 5/8/2017			8h 0m	Sick	8h 0m Sick PTO	8h 0m Sick PTO	8h 44m Sales RR 8h 0m Sick PTO 16h 44m Total	Edit
Berkowitz, David	Thu 4/27/2017	9:02 AM	4:48 PM	7h 46m	Client Management	7h 46m CM RR	7h 46m CM RR	7h 46m CM RR	Edit
Berkowitz, David	Fri 4/28/2017	9:14 AM	6:22 PM	9h 8m	Client Management	9h 8m CM RR	16h 54m CM RR	16h 54m CM RR	Edit
Berkowitz, David	Mon 5/8/2017	8:58 AM		0h 0m	Client Management			16h 54m CM RR	Edit

What do the blue cells mean?

The Week column is color coded to indicate a new workweek within the pay period. Overtime calculation starts over on each new workweek.

Summary Report – View totals only and export to your payroll company.



Employee	Pay Period	Tardies	Approval
Bathory, Elizabeth	8h 44m Sales RR 8h 0m Sick PTO 16h 44m Total		None
Berkowitz, David	16h 54m CM RR		None

Click the export link that specifies your payroll company. This will download a file onto your computer that you can use to import into your payroll software.

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