

The **Out Button** can be used to easily **add (+) or subtract (-)** a certain amount of time from the time card when the employee clocks out at the end of the day.

This can be helpful for:

- ⊕ Running errands
- ⊕ Entering lunch when clocking out
 - ⊕ Employees with no access to internet between clocking in and out
 - ⊕ Forgot to clock out for lunch
- ⊕ Adding blocks of time for projects or meetings

Step One:

Set up the Out Button

Features tab, Alternate Out Buttons

Name the button that will display on time cards.

Choose which project the time will be assigned to.

Clock Out Button	Add(+) or Subtract(-) Minutes	Project	Entry Note	Width	Remove
Out with 15 Minute Break	-15 ▼	Current Project ▼	15 Minutes	Auto ▼	<input type="checkbox"/>
Out with 30 Minute Lunch	-30 ▼	Current Project ▼	30 Minutes	Auto ▼	<input type="checkbox"/>
Post Office	25 ▼	Current Project ▼	Errand	Auto ▼	<input type="checkbox"/>
Add New Out Button					
	10 ▼	Current Project ▼		Auto ▼	

Time can be added...

Or subtracted!

Enter a descriptive Entry Note to clarify additional or subtracted time on time card and, or reports.

Manage Entry Note Display

Setup Tab, General Setup Options

To display only on Time Card Edit page: Go to the **Time Card Edit** section, check the box **Entry Note column (not displayed on reports)** and **Save Changes**.

To display on reports: Go to the **Employee Time Card** section, check the box **Entry Note text box available (displayed on reports)** and **Save Changes**.

Step Two:

Assign the Out Button

Features tab, Assign Out Button
Employee Time Card section

Employee	Out Buttons
Bathory, Elizabeth	<input checked="" type="checkbox"/> Out with 15 Minute Break <input checked="" type="checkbox"/> Out with 30 Minute Lunch <input type="checkbox"/> Post Office
Berkowitz, David	<input type="checkbox"/> Out with 15 Minute Break <input type="checkbox"/> Out with 30 Minute Lunch <input checked="" type="checkbox"/> Post Office
Bianchi, Kenneth	<input checked="" type="checkbox"/> Out with 15 Minute Break <input type="checkbox"/> Out with 30 Minute Lunch <input type="checkbox"/> Post Office

What will it look like on employee time card?

Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period	Payroll Hours
Thu 4/21/2016	8:00 AM	1:57 PM	5h 57m	Client Management	• 30 Minutes	5h 27m Client	5h 27m Client	5h 27m Client	5h 27m RR
	2:04 PM	<u>Time So Far</u>	-0h 30m	Client Management					
			0h 00m	Client Management					

The current time is 4/21/2016 2:05:43 PM

Clock In

- Client Management
- Prospective Clients
- Trade Show

1st Break

2nd Break

Lunch

Clock Out

- Out with 15 Minute Break
- Out with 30 Minute Lunch

This is how 30 Minute Break appears. 30 minutes deduct from the time card.

Out Buttons appear with the Clock out Button.

Date	In	Out	Hours	Type	Entry Note	Day	Week	Pay Period
Thu 4/21/2016	9:00 AM	12:00 PM	3h 0m	Client Management	•	7h 21m Client	7h 21m Client	7h 21m Client
	1:04 PM	5:00 PM	3h 56m	Client Management				
			0h 25m	Client Management				

This is how added time appears. Employee clocked out at 5:00 pm, and an additional 25 minutes was added at clock-out.

For further assistance with Out Buttons, contact Customer Service.

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