

Track time spent on different jobs or departments with **Projects**. This is an optional feature.

Need to track unpaid absences? Follow steps one and two, then make sure to check out the last page!

Step One:

Features tab, Projects

Create Projects

Give your Project a Full Name, Abbreviated Name, and choose a Pay Type.

Save Changes

The "Clock In" button that employees see on the time card will be replaced with buttons that state the Project name.

Choose a Pay Type:
Regular Rate, Overtime Rate, Double Time Rate
Exempt Rate - hours earned under this Project are exempt from overtime rules
Non-Pay Time Off - used for tracking absences or other unpaid time

Full Name for Reports and Clock In Button	Abbreviated Name	Internal Note	Exempt Hours Export Code	Button Width	Pay Type	Pay Rate	Button Status	Remove
Client Management	CM			Auto	Regular Rate	0.00	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Data Entry	Data			Auto	Regular Rate	0.00	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Saturday Time	Sat			Auto	Overtime Rate	0.00	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Sick Day	Sick			Auto	Non-Pay Time Off	0.00	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>

Internal Note – Optional for description

Exempt Hours Export Code - Designated export codes are only compatible with an "Exempt Rate" Pay Type. Overtime calculations will need to be handled by your payroll company if using this feature.

Leave blank to keep standard earning codes.

Button Width – Choose a number of pixels to make all Project buttons the same width. Keep on "Auto" to auto-fit width based on length of Project name.

Pay Rate – When tracking gross pay totals, designate pay rates per Project.

Employee Time Card with Projects

Date	In	Out
Fri 9/15/2017	9:57 AM	Time So F
The current time		
Clock In		
Client Management		
Data Entry		
Saturday Time		

Employee Time Card without Projects

Date	In	Out
Fri 9/15/2017	9:58 AM	Time So
The current time		
Clock In		



Step Two:

Assign Projects to Employees

Features tab, Assign Projects or Breaks

Assign Projects and Breaks for **Everyone** ▼
(Choose 'Everyone' to give all Employees all options.)

If all employees have access to every Project, leave this set to **“Everyone.”** You’re done!

Assign Projects and Breaks for **Individuals** ▼
(Choose 'Everyone' to give all Employees all options.)

If Projects vary by employee, set to **“Individuals.”**

Filter by:
Department All ▼ Employee All ▼

Employee	Reader, Quick Punch, and Group In/Out Default Project [What's This?]	Buttons Displayed on Time Card
Bathory, Elizabeth	<input type="text" value="None"/> None ▼	<input checked="" type="checkbox"/> Client Management <input checked="" type="checkbox"/> Data Entry <input type="checkbox"/> Saturday Time
Berkowitz, David	<input type="text" value="None"/> None ▼	<input checked="" type="checkbox"/> Client Management <input checked="" type="checkbox"/> Data Entry <input checked="" type="checkbox"/> Saturday Time
Bianchi, Kenneth	<input type="text" value="Data Entry"/> Data Entry ▼	<input type="checkbox"/> Client Management <input checked="" type="checkbox"/> Data Entry <input type="checkbox"/> Saturday Time

Assign which Projects each employee will have access to.

Leaving all boxes unchecked will give the employee the standard “Clock In” button and record all time as “Work.”

Default Project

Reader: Allows an employee to clock in and out of the default Project without having to choose a Project with the FKeys.

Quick Punch or **Group In/Out** login types: Clocks the employee straight into the default Project.

Time Card Edit page: Will make manual entries quick and easy if employee has a more commonly worked Project.

Unpaid Sick Time

Whether or not you are tracking jobs through Projects, you can create a Project for unpaid hours to track absences or sick days.

Follow steps one and two. For absence tracking, employees probably don't need a button to clock into on the time card. Follow these steps to make sure they do not see the button.

Assign Projects and Breaks for Individuals ▾ Set to "Individuals"
(Choose 'Everyone' to give all Employees all options.)

Using other Projects:

Check all Projects that apply. Do not check the Sick Day category.

Employee	Reader, Quick Punch, and Group In/Out Default Project <small>[What's This?]</small>	Buttons Displayed on Time Card
Elizabeth	None ▾	<input checked="" type="checkbox"/> Client Management <input checked="" type="checkbox"/> Data Entry <input checked="" type="checkbox"/> Saturday Time <input type="checkbox"/> Sick Day

Using no other Projects:

Do not check any boxes.

Employee	Reader, Quick Punch, and Group In/Out Default Project <small>[What's This?]</small>	Buttons Displayed on Time Card
Elizabeth	None ▾	<input type="checkbox"/> Sick Day

Employees See:

Clock In

Client Management

Data Entry

Saturday Time

Employees See:

Clock In

You See:

Hours	Entry Style	Project/PTO
8h m	Hours ▾	Sick Day (Project) ▾
	In/Out ▾	Sick Day (Project)
	In/Out ▾	Client Management (Project)
		Data Entry (Project)
		Saturday Time (Project)

You See:

Hours	Entry Style	Project/PTO
8h m	Hours ▾	Work ▾
	In/Out ▾	Work
		Sick Day (Project)