

Administrator Quick Reference

Virtual TimeClock Pro[®]

Your time clock program runs in either User or Administration mode. User mode is where workers clock in and out and view their timecard. Administration mode is where program administrators and managers edit and print timecards, close payroll, and configure the time clock options. This quick reference guide covers the Administrative mode of Virtual TimeClock.

Turning Administration On

To enter Administration mode, select **Turn Administration On** from the *File* menu. If security is enabled, you will be required to enter your administrator or manager password to turn on Administration.

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Administrative Actions

The administration window consists of an administrative toolbar and an in & out list of users showing their current status. Each administrative action is discussed below.

•••	Virtual TimeClock Pro Adr	ninistration • 1:01 Pl	N		
Entry Editor Add Entry Add Leave	Reports v Expo	ort Approval	Messa	ging Backup	ද်ိုင်ငံ Configure
In Name	Status	Date	Time	Elapsed	Msgs
Allerton, Mary	Out for the Day	Yesterday	1:39 PM		
Browne, Peter	Binding	Today	8:15 AM	4:46	
Doty, Edward	Graphics	Today	8:00 AM	5:01	1
English, Thomas	Paid Break	Today	11:56 AM	1:05	
Howland, John	Printing	Today	8:00 AM	5:01	3
🚔 Rigsdale, Alice	Lunch	Today	12:58 PM	0:03	2
Standish, Rose	Out	Thu, Nov 30	5:02 PM		
Story, Elias	Front Counter	Today	8:00 AM	5:01	2
Wilder, Roger	Graphics	Today	8:15 AM	4:46	1
Administration Mode	John Howland (Ac	Iministrator)	Sample Dat	a	0

Editing & Deleting Entries

Entries can be selected by worker for any date range. Once the selected entries have been displayed, you can modify or delete them. Click **Entry Editor**.

•••		Ent	ry Editor			
Select Entries	Edit Entry Add Entries Add	Leave Ir	nsert Break Insert Lur	nch		× Delete
Name	Start Date	Start Time	Stop Date	Stop Time	Activity	Hours
Browne, Peter	Tue 12/5/23	8:15 AM			Binding	
Doty, Edward	Tue 12/5/23	8:00 AM			Graphics	
English, Thomas	Tue 12/5/23	8:30 AM	Tue 12/5/23	11:56 AM	Front Counter	3.50
English, Thomas	Tue 12/5/23	11:56 AM			Paid Break	
Howland, John	Tue 12/5/23	8:00 AM			Printing	
Rigsdale, Alice	Tue 12/5/23	8:01 AM	Tue 12/5/23	12:58 PM	Front Counter	5.00
Rigsdale, Alice	Tue 12/5/23	12:58 PM			Lunch	
Story, Elias	Tue 12/5/23	8:00 AM			Front Counter	
Wilder, Roger	Tue 12/5/23	8:15 AM			Graphics	



Double-click an entry to edit the punch time.



Modified entries are flagged with an 'M' on timecard reports.



Timecards can also be edited from the toolbar of the report window.

Clearing Entry Errors

Virtual TimeClock will automatically prompt users returning to work when they have missed a prior clock out. The entry is flagged and marked with an error on their timecard. A time clock manager or administrator can use the Entry Editor (see below) to enter the correct stop time and uncheck "Stop Error" checkbox for a missed clock out. Learn more about the <u>missed stop</u> feature.

		Entry Editor		
	Name:	Edward Doty		
Name	Activity:	Graphics	ctivity	Hours
Allerton, Mary			Front Counter	0.25
Allerton, Mary	Shift:	Unassigned	Paid Break	0.00
Browne, Peter	Date:	12/04/23 🗘 🛗	Front Counter	0.00
Browne, Peter	Start	8:00 AM	3inding	
Doty, Edward	otart.		Graphics	Error
English, Thomas	Stop:	8:00 AM 🔶 🗹 Stop Error	Front Counter	3.50
English, Thomas	Note:	User estimated stop: 5 Actual Stop:	Paid Break	
Howland, John		1:11 PM 12/5/23.	Printing	
Rigsdale, Alice			Front Counter	5.00
Rigsdale, Alice	Ca	ncel Save	_unch	
Story, Elias			Front Counter	
Wilder, Roger	Tue 12/5/23	8:15 AM	Graphics	

Adding Manual Entries

Sometimes you'll need to record timecard entries manually, like to give a worker credit for time worked offsite or when they forget to clock in. Click **Add Entry**.

	Add Manual	Entries			
Users					
Allerton, Mary	Start:	7:55 AM 🤤	12 / 11 / 23 🤤 🏢		
Browne, Peter	Stop:	4:50 PM 🗘	12 / 11 / 23 🗘 🛗		Manual entries are
Doty, Edward				-(m)-	flogged with on 'A' or
English, Thomas	Lunch:	11:30 PM 🤤 t	o 12:40 PM 🗘		timeserd reports
Howland, John	Activity:	Binding		U U	limecaru repons.
Rigsdale, Alice					
Standish, Rose	Shift:	Unassigned			
Story, Elias	Note:				
Wilder, Roger					
All None	С	ancel	Create		

Adding leave entries

You can add leave entries for holidays, personal time, sick leave, vacation, or any leave category you've created. Click **Add Leave**. Learn how to <u>assign leave awards to users</u>.

	Add Leave Entry				
Users	Leave:	Vacation	٢		
Allerton, Mary	Time Per Day:	8 Hours			
Browne, Peter	,				Leave awards and
Doty, Edward	How many Days:	1 Skip Satur	days	-(💬)-	
English, Thomas		Skip Sund	ays	TA / 5	categories can be
Howland, John	Start Date:	12 / 25 / 23 🗘 🛗			added in the Configure
Rigsdale, Alice	End Date:	Manday December 2	- 2022	•	window.
Standish, Rose	End Date:	Monuay, December 2:	5, 2023		
Story, Elias	Shift:	Unassigned	0		
Wilder, Roger	Note:				
	1000.				
All None	Cancel	Cr	reate		

Printing Timecards

Virtual TimeClock comes with built-in reports that allow you to print employee timecards by activity, department, leave category, shift, or person. You can also print summary reports for management, accounting, or payroll entry. Click the **Reports** menu and select a report to print or save timecards as a PDF.

$(\bullet \bullet \bullet)$	Virtual TimeClock Pro Adr	ministration • 1:36 P	M				
Entry Editor Add Entry Add Leave	Reports V Exp	ort Approval	Mess	aging Backup	ද်္နိုင် Configure		
In Name	Status Timeca	ard Detail	Time	Elapsed	Msgs		
Allerton, Mary	Out for 🗐 Timeca	ard Summary	1:39 PM			H(\cap) -	Timecard Detail is the
Browne, Peter	Binding	Leave	8:15 AM	5:21			default worker timecard.
Doty, Edward	Out Accrue	d and Used Leave	8:00 AM		1		
🗑 English, Thomas	Paid B Edit Report	t Favorites	11:56 AM	1:40			
Howland, John	Printing	Today	8:00 AM	5:36	3		Timecard reports can be
🖮 Rigsdale, Alice	Lunch	Today	12:58 PM	0:38	2		customized by clicking
Standish, Rose	Out	Thu, Nov 30	5:02 PM				Report Writer in the
Story, Elias	Front Counter	Today	8:00 AM	5:36	2		Configure window.
Wilder, Roger	Graphics	Today	8:15 AM	5:21	1		
Administration Mode	John Howland (Ad	dministrator)	Sample Da	ta	0		

Program reports

User contact lists, telephone lists, late arrival, user status and profile reports can also be printed from the **Reports** menu.

Editing report favorites

Reports that you run often can be added to the toolbar so they're easy to find and print. Click **My Reports**.

Exporting Reports

Employee hours can be exported to a text file for analysis or imported into your payroll program by clicking **Export**. Click the **Setup** button in the Export window to choose the file format and select what fields to export. Learn more about <u>exporting report data in Virtual TimeClock</u>.

Payroll Approval

Payroll approval is the process of reviewing timecards, making any timecard modifications, generating a payroll report, and closing the payroll period. The Approval dashboard will automatically calculate all regular, overtime, and paid leave hours for the current payroll period. Learn more about payroll approval in Virtual TimeClock.

		Time	card Review	w & Payroll /	Approval		
Ē	Current period	d: 11/1/23 to 11	/15/23				0
	Name	Regular	Overtime	Leave	Total	Salaried	Manager Sign Off
	Allerton, Mary	88.00			88.00		✓
	Browne, Peter	88.25			88.25		✓
	Doty, Edward	88.25	0.25		88.50		✓
	English, Thomas			0.00	0.00	Yes	✓
	Howland, John	88.00			88.00		✓
	Rigsdale, Alice			0.00	0.00	Yes	~
	Refresh	0775			Mes	saqinq	All Timecards
ï							
	1 Review & App	prove Hours	 	Manager A	pprove All	R	emove Sign Off
Ì	2 Run a Payroll	Hours Report					View Report
-							
	3 Create a Payr	roll Integration	File				Save File
	4 Close Your Pa	ayroll Period					Close Period

Review & Approve Hours

Click **All Timecards** to quickly review the hours worked for each employee in more detail, including the individual punch times. You can click **Sign off All** to approve all hours at once, or sign off timecards individually by clicking on an employees name. Signing off indicates that the hours are accurate and ready for payroll processing.

Payroll Hours Report

The Payroll Summary report provides a permanent record of all hours worked for the payroll period grouped by hourly workers, salaried workers, workers with no hours for the payroll period, and workers with timecards that have not been signed off.

Payroll Integration File

You can export a specially formatted file of employee hours that can be imported into several popular payroll programs. If you're not set up for payroll integration, you can still print the Payroll Report for a listing of employee hours that can be manually entered into your payroll system or called in to your payroll processor.

Close Period

Once all hours for a payroll period have been reviewed, the Payroll Summary report printed, and employee hours exported, the payroll period should be closed. Hours for all workers must be signed off before closing the payroll period. Closing the payroll period will automatically advance the current period starting and ending dates to the next payroll period based on your payroll settings.

Why closing payroll periods is important

Virtual TimeClock will use the stored totals from a closed payroll period when running timecards rather than recalculating the totals again based on the current settings for each employee. This is important since wages, overtime, and time deduction rules may have changed. Click to learn more about <u>closing periods in Virtual TimeClock</u>.

Messaging

Messaging functions like a simple, self-contained email system. Workers can use messaging to notify managers of a missed punch time or request a day off. Managers can communicate directly with workers or broadcast notices of meetings or other company information. Click **Messaging** to open your mailbox. Click to learn more about the <u>messaging feature of Virtual TimeClock</u>.

Mailbox - John Howland		
くう くう ごう Reply Reply All Forward		Print Delete
From	Date	Time
Alice Rigsdale	Fri, Nov 24	4:20 PM
Elias Story	Tue, Nov 28	5:00 PM
Alice Rigsdale	Wed, Nov 29	2:42 PM
	Mailbox - John Howland	Mailbox - John Howland Reply Reply All Forward From Date Alice Rigsdale Fri, Nov 24 Elias Story Tue, Nov 28 Alice Rigsdale Wed, Nov 29

Configuration Overview

The Configure window is where you set up and customize your time clock. You can open the Configure window from the administrative toolbar. Configuration settings are grouped in the categories shown below.

People

Use these settings to create and edit time clock users, create shifts & schedules, assign leave awards, create and assign departments, configure and assign overtime rules, and create and assign auto time deductions.

Groups

Use these settings to create and edit display groups, create activities, create out memos, configure breaks & lunches, and customize report options.

System

Use these settings to define your payroll period, set time & rounding rules, configure global security settings, view your company registration information, and review program logs.

Data

Use these settings to troubleshoot your database and schedule database backups.



Users

Virtual TimeClock users include employees who use the time clock to punch in and out, <u>managers</u> who need to monitor their worker's activities, and time clock <u>administrators</u> who have unlimited access to all time clock functions. Users can be added manually or imported.

Back Show All Forward Everyone Allerton, Mary Browne, Peter Doty, Edward English, Thomas Howland, John Rigsdale, Alice	Configure Users Croups Croups Name: Mary Allerton Address: 48 Main Street Email: Phone 454-2582 Mobile: Birthday:	Each user must have a first and last name. All other information is optional and can be added anytime.
Standish, Rose Story, Elias Wilder, Roger New User • Delete	Social: 123-45-6781 Emergency: Isaac 360-3285 Access Employment Note: Password Display Group Passcode Interf Sample Data Status: User C Edit Revert	Click the Notes tab to record things like safety training, wage history, and employee reviews. Use the Show button at the bottom of the User list to filter which users are displayed.

Importing users

Users can be imported from a .CSV or QuickBooks .IIF file. Click **Add**, then **Import Users** and follow the instructions for creating the import file.

Groups

Users must be assigned to at least one display group in order to clock in and out. Managers can be assigned to multiple display groups as both a display group user and a display group manager. Administrators only need to be assigned to a display group if they'll be keeping track of their time.

Password

When using the In & Out Board display group interface, new users will be prompted to create a password the first time they select their name. When using the PIN or Passcode interfaces, the user's first password will have to be created for them.

Making users inactive

Making a user inactive will remove the employee from all display groups, but you'll still be able to view their timecard history. Deleting the user will also delete their entire timecard history. Click to learn more about <u>inactivating time clock users</u>.

Departments

Departments allow users to be grouped by role, shift, or location so you can run reports for labor costing and productivity analysis. The department assigned to the user receives credit for all activities performed by that user.

	Configure Departments	
k Show All Forward		(i) Manuals -
Admin	Department Name	5-14
Production	Admin	Edit
Sales	Department Members	
	Browne, Peter	
	English, Thomas	
		Important Note:
		Users may be assigned to only
		one department.
		Assigning a user to a department
		department assignment.
	Edit	



If your employees perform work for multiple departments, you may want to use activities to track their time instead.

Overtime

You can set the rate and threshold that overtime hours are calculated at. If no overtime rule is assigned to a worker, then all daily and weekly hours are calculated as regular hours worked. Click to learn more about <u>tracking overtime in Virtual TimeClock</u>.

Overtime Rule			
Rule Name: Daily & Weekly			
Rate 1	Rate 2		
Rate 1.5 times base pay	Rate times base pay		
Weekly 40	Weekly		
Daily	Daily		
Monday 8	Monday		
Tuesday 8	Tuesday		
Wednesday 8	Wednesday		
Thursday 8	Thursday		
Friday 8	☐ Friday		
Saturday 8	Saturday		
Sunday 8	Sunday		
Consecutive Workweek Days	Consecutive Workweek Days		
C 6th Day	6th Day		
Tth Day	Tth Day		
Cancel	Save		



Since you can assign a different overtime rule to each user, it's easy to place employees on alternative work schedules.

Auto Time Additions & Deductions

Auto time additions and deductions allow you to automatically add or deduct time from employee timecards without those employees interacting with the TimeClock.

Show All Forward				(i) Manuals 🗸
30 Minutes Deduction	Rule Name:	30 Minutes Deduction		
	Type:	Time Deduction	Assigned Users	
	Minutes	30	Allerton, Mary	
	Windtes.	30	Browne, Peter	
	Hours Worked:	6.00	Doty, Edward	
	Rule Summary 30 minutes will deducted from employee work	be automatically each shift where the s for 6.00 continuous		
	hours without a	an unpaid break.		
	A user m Therefor removes	ay only be assigned to one rule. e, assigning a user to a rule them from any prior assignment.	Edit	
New Pule Delete			Revert Appl	v



Shifts

Shifts are clock in and clock out rules that help you control unnecessary overtime because you can set what happens when employees punch in or out outside of their scheduled work hours. Shifts can also be used to track employee tardiness and automatically clock out employees who forget to clock out on their own.

Court	esy clock in before yeart work when my shift be	our shift star egins at 8:00 Al	ts? M.
Start Time:	8:00 AM		
Activity:	Binding		\$
Password:	Password Required]
		Cancel	Start

Setting up shifts

Setting up shifts is a two-step process: First, create the new shift and define your restrictions. There are two types of clock in and out restrictions. The first type of restriction allows employees to clock in early but records their actual start time as their shift start time. The second type of restriction prevents employees from clocking in before their shift starts within a defined grace period. Clock out restrictions work the same way except the rules are applied to employee stop times. Find more information in the <u>Shifts and Schedules article</u> on our website.

Show All Forward Schedules Groups Manue) als ~
Days (8AM-5PM) Shift Name	
Days (8AM-5PM) Edit Shift Start: 8:00 AM ♀ Shift End: 5:00 PM ♀	All automatic clock outs record the stop time as the shift end time.
Lunch: 60 minutes Differential: No Differential Pay	Clock in and out restrictions are not needed to track employee tardiness or use
Clock In Rules Lunch Rules Clock Out Rules Courtesy early start acknowledging shift start time Courtesy early start acknowledging shift start time	the auto clock out feature.
 Prevent early shift start minutes before shift begins Prevent late start minutes after shift begins 	
Prevent start if shift will exceed hours paid for the	

Schedules

The second step is to assign a shift to the user schedule for each day of the week.

			Manuals 🗸
Schedule for Mary A	llerton		
	Assigned Shift		
Monday:	Days (8AM-5PM)	0	
Tuesday:	Days (8AM-5PM)	٢	
Wednesday:	Days (8AM-5PM)	٢	
Thursday:	Days (8AM-5PM)	٢	
Friday:	Days (8AM-5PM)	٢	
Saturday:	Unscheduled	٢	
Sunday:	Unscheduled	0	
	Clear Schedule		
	Schedule for Mary A Monday: Tuesday: Wednesday: Thursday: Friday: Saturday: Sunday:	Schedule for Mary Allerton Assigned Shift Monday: Days (8AM-5PM) Tuesday: Days (8AM-5PM) Wednesday: Days (8AM-5PM) Thursday: Days (8AM-5PM) Friday: Days (8AM-5PM) Saturday: Unscheduled Sunday: Unscheduled	Schedule for Mary Allerton Assigned Shift Monday: Days (8AM-5PM) Tuesday: Days (8AM-5PM) Wednesday: Days (8AM-5PM) Thursday: Days (8AM-5PM) Friday: Days (8AM-5PM) Saturday: Unscheduled Sunday: Unscheduled Clear Schedule

"Unscheduled" will automatically be assigned to each day that's left without an assigned shift.

Leave Categories

Virtual TimeClock includes several common leave categories. These are holiday, personal, sick leave, and vacation. You can add as many additional leave categories as you want and designate how they are paid. Click to learn how to <u>create additional leave categories</u>.

	Configure Leave Categories	
★ ŵ >	rds	(i) Manuals 🗸
Holiday Personal Sick Leave Vacation	Category Name Holiday Calculations Paid Paid up to a limit of hours per entry. Unpaid	Edit
New Category Delete	Revert	Apply

Leave Awards

Leave benefits can be accrued daily, monthly, given as a yearly allotment, or calculated based on hours worked. There are several built-in leave reports available from the **Reports** menu.

Back Show All Forward Le	Configure Leave Awards	
Allerton, Mary Browne, Peter Doty, Edward English, Thomas Howland, John Rigsdale, Alice Standish, Rose Story, Elias Wilder, Roger	Leave Category: Holiday Holiday Award for Mary Allerton Frequency: Yearly Award Hours Per Year: 40 40 hours awarded each January 1 Anniversary: January 1 Benefit year starting day Carryover Hours: 0 Beginning balance for this benefit year.	Run the Accrual Report to find out how much leave each user has remaining at the end of their benefit year.
	Revert Apply	

Adding leave awards

Select a leave category to assign an award frequency, number of hours awarded, and anniversary day. Click to learn more about <u>adding leave entries in Virtual TimeClock</u>.

Leave carryover

Leave balances can be carried over from a previous benefit year and entered into the **Carryover Hours** field for each leave category. Click to learn how to <u>carryover hours in Virtual</u> <u>TimeClock</u>.

Groups Configuration

Display Groups

<u>Display groups</u> allow you to set what program rules are in use for your time clock, including what interface employees will use to open their user status window.

Benefits of display groups

Use display groups to:

- · Limit what activities and out memos workers can select when recording time
- Control <u>user</u> and <u>manager access</u> to program features
- Assign shifts and shift rules to groups of users
- Choose what reports users and managers can view and print
- Set the default activity, out memo, and worker timecard for the group
- <u>Change the time clock interface</u> from an In/Out Board list to PIN or Passcode

	Configure Display Groups		
Ack Show All Forward Users	Shifts	(i) Manuals v	
Passcode Interface Sample Data	Group Name: Sample Data	Edit	
	Settings Users Managers Activities Mem	os Reports	
	Interface: In/Out Board Optio	ns	
	Security: Password required to login to group		
	TimeClock Use		
	Password is required to use the timeclock		
	Show 'Break' button and menu		
	Show 'Lunch' button and menu		
	Show 'Entry Note' field when clocking in and out		
	Show 'Entry Note' option in user menus Users & Managers		
	✓ 'Missed Stop' error when elapsed time exceeds	12 hours	
	Shift Rules		
	First Shift: No Rule	8	
	Second Shift: No Rule	٥	
	Third Shift: No Rule	٥	
New Group Delete	Revert	Apply	



A user can be assigned to more than one display group.

	~
1	1-
	·]-
Х	1.
1	-

TimeClock Users is the default program display group.

Changing Display Groups

Change the display group by selecting Logout of Display Group from the File menu.

Activities

All time clock entries are recorded with an activity, which allows employees to assign time to specific tasks, jobs, projects, functions, or locations. To learn more about activities, review the <u>Overview of Activity Tracking Knowledge Base article</u> on our website.

• • •	Configure Activities		
K Back Show All Forward		(i) Manuals 🗸	
All Activities Binding Delivery Front Counter Graphics Printing	Activity Name Binding Activity Use Inactive Not available when clocking in or changing activity. Still used for reports.	Edit Assigned Display Groups Passcode Interface Sample Data	The ability to create new activities on-the-fly when starting work is a user action that needs to be enabled for the display group.
	 TimeClock and Manual Entries Available when clocking in, changing activity, and adding manual entries. Manual Entries Only Available only when adding manual entries. Time Calculations Paid Paid Paid Paid Paid Paid points per entry 		Only paid activities are included in the total hours worked for each employee.
New Activity Delete	Revert Apply	Edit Group Activities	

Activity status

The activity status determines when an activity can be selected. Most activities should be available when clocking in but some activities should only be available when adding manual entries, like when giving a worker credit for travel time or offsite training.

Out Memos

Out memos are temporary notes that are left when an employee stops working and are not included on employee timecards.

ogan Pau	Ison			
Stop Time:	12:51 PM			
Out Memo:	Out Out for the day			
Password:	Custom Memo			
		Cancel	Sto	р

Users can create a one-time custom memo when stopping work, like "Back by 3 PM"

The ability to create custom memos is a user action that needs to be enabled for the display group.

Breaks & Lunches

Going on break or taking a lunch automatically records a stop time for the existing activity. Employees can choose a new activity or continue an existing one when returning.

Setting break limits

Since only paid breaks and lunches are included in the total hours worked for each employee, you can limit paid breaks and lunches until a maximum time threshold is reached.

•	Configure Breaks & Lunches			
Bad	k Show All Forward	(j) Manuals v		
	Break Button	Lunch Button		
	Report Label: Paid Break	Report Label: Lunch		
	O Paid	○ Paid		
	O Paid with a limit of minutes per break.	O Paid with a limit of minutes per lunch.		
	O Paid with a limit of minutes per shift.	O Paid with a limit of minutes per shift.		
	O Unpaid	O Unpaid		
		Revert Apply		

Report Writer

The built-in Report Writer allows you to create, copy, and customize timecard reports.

Activity Dotoil	Papart Nama		Display Groups (Usors)
Activity Detail	Report Name		Warehouse
Activity Summary	Timecard Deta	il Edit	TimeClock Users
Departmental Summary Leave Detail	Report Type:	DetailSummary	
Shift Detail	Time Totals:	Decimal Hours (8.25)	
Shift Summary Timecard Daily	Include Who:	Selection & Sort	
Timecard Detail	Display:	Report Options	
Timecard Summary	Format:	Font & Layout	Display Groups (Managers) TimeClock Users
Worker Leave	Date Range:	Current period	Warehouse

If you have a default report that you've customized and wish to keep, change the report name before restoring default reports.

Time Totals

Total hours on reports can either be displayed as decimal hours (8.25) or hours and minutes (8:15).

Include Who

Click the **Selection & Sort** button to choose what timecard entries are to be selected, and how they are to be grouped and sorted for each timecard report.

Display

Click the **Report Options** button to include subtotals, gross wages, leave and activity summaries, employee identification numbers, social security numbers, timecard notes, optional report columns, and signature lines.

Керо	T Options			
 Report Totals Subtotal Daily Hours Subtotal Weekly Hours Subtotal Group Hours Total Unpaid Hours 	Include Activities Breaks & Lunches Employee ID Leave In Separate Column			
 Total Salaried Worker Hours Total Gross Wages Show Hourly Wage/Salary 	 Page Break Between Groups Social Security Number Timecard Entry Notes Workers With No Hours 			
Summary Totals	Signatures			
Activity Summary	Supervisor Signature			
Leave Summary	Worker Signature			
Shift Summary	Signature Text			
Some report options may be disabled because of Selection & Sort settings.				
Cancel	Save			

You can customize your worker signature line by clicking the **Signature**

Text button.

Format

Click the **Font & Layout** button to change the page layout for each timecard report, including margins, font size, line spacing, font, and the orientation of the report.

Date Range

You can set the default date range for the report. In most cases, this will be the current period.

Restoring default reports

Click the **Tools** button to restore the original settings of the default reports if they are lost through customization or accidentally deleted.

System Configuration

Payroll Settings

The payroll period settings define your payroll period frequency (how often you get paid), allow you to set your current payroll period, and enable electronic timecard approval. For more information about payroll periods, review this article.

Configure P	ayroll Settings
Show All Forward	(j) Manuals v
Payroll Frequency Semi-Monthly	Electronic Timecard Approval Hourly worker timecard approval Salaried worker laste approval
16th	Manager timecard approval
Current Payroll Period Start Date: 11/01/23 End Date: 11/15/23 Reopen Prior Period	Payroll Export None Setup ?
	Revert Apply

Reopening a closed payroll period

If a payroll period is closed early, any new entries for the closed period are recorded but not totaled when timecards are printed. You also can't edit entries until the period is reopened. Select **Reopen Prior Period** to edit entries in a past payroll period.

Note: If you reopen a prior period, current time clock settings will apply to the entries.

Electronic Timecard Approval

When electronic timecard approval is enabled for hourly workers, the default user timecard report will contain an approval header that allows users to electronically approve their timecard. Salaried workers will have the option to approve their paid leave time for the payroll period. When electronic timecard approval is enabled for managers, the Payroll Approval dashboard will contain the option for managers to approve timecards for workers within their group. Approval is simply a way to document that the timecard has been reviewed.

			Timeca	d Detail R	eport (Pa	ge 1 o	f 2)			
Report Dates	↓ Refrest	1							PDF	Print
My elec with all	My electronic timecard accurately reflects all hours worked. I was provided with all meal and rest periods, except as noted on my timecard.									
Timecard Detail Report Nathan's Company - Free Evaluation License (176 entries remain) Contact Redcort Software at (559) 434-8544 or support@redcort.com for assistance.										
	11/16/23 - 11/30/23									
Allerton, Mary										
Day	Date	Start	Stop	Activity	Unpaid	Leave	Regular	Weekly OT	Total Paid	
Thu	11/16	8:01 AM	12:04 PM	Binding			4.00			
		12:04 PM 1:03 PM	1:03 PM 5:02 PM	Lunch Delivery	1.00		4.00		8.00	

Time Settings

These settings control where the time clock gets its time stamp, when the workweek starts, and how start and stop times are rounded on timecards.



Security

Password protecting administrative features will prevent employees from editing their own timecards, overriding shift restrictions, and buddy punching. You can also set what password rules are in use for your time clock.

Configure Securit	y (i) Manuals -	PIN interface users
Password is required to turn on Administration	Password Rules	are only affected by the minimum
Program Administrators	💟 Users can modify their password	password length rule.
Howland, John	Forbid user name in password	
	Minimum password length	Lisers can change their
	Case sensitive passwords	- passwords from the
	Require strong passwords	Actions menu of their
	 At least 8 characters long, contains an uppercase letter, a lowercase letter 	User Status window.
Edit	 a number, and a special character. 	
Manager and User security settings are configured within		
each Display Group.	Revert Apply	

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•••	Lice	enses
Show All Forward		(j) Manuals v
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Redcort Software Inc		Free Trial: 176 entries remaining
	Modify	Enter License Key

Program Logs

Program Logs are a valuable resource when determining what system processes occurred, who initiated the process, and when.

	Program Logs
K 🔞 > Back Show All Forward	(i) Manuais
 Audit Logs Audit.log Backup Logs Fror Logs Information Logs 	Record ID: 21463 User: Edward Doty Original Entry Entry Date: 12/4/23 Stop Original: 8:00 AM 12/4/23 Stop Original: Yes. Entry Modifications Stop Modified: 5:00 PM 12/4/23 Stop Error Original: Yes. Entry Modified: No. 2023-12-05 1:46:07 PM [2310151] - Timecard Sign Off Performed by: John Howland Period: 12/1/23 to 12/15/23 User IDs: 14 2023-12-05 1:46:01 PM [2310151] - Payroll Settings reopened a closed period. Any overnight entries were split for 11/1/23 - 11/30/23 2023-12-05 1:46:08 PM [2310151] - Timecard Sign Off Performed by: John Howland Period: 11/1/23 to 11/15/23 User IDs: 20, 17, 14, 2, 8, 16, 11, 18, 9 2023-12-05 2:31:25 PM [2310151] - Closed Payroll Period. Closed by: John Howland (verified by password). Closed From: 11/1/23 Closed Through: 11/15/23 2023-12-05 2:33:18 PM [2310151] - Administrator Mode activated by John Howland 2023-12-05 2:36:06 PM [2310151] - Administrator Mode activated by John Howland
Export De	ete Print

Audit logs

Use the audit logs to view modifications to timecards, when manual entries are added, and when payroll periods are closed.

Backup logs

Use the backup logs to verify scheduled backups were successful.

Error logs

The error logs may help in determining the events surrounding an unexpected program termination or other uncharacteristic program behavior.

Information logs

The information logs record general program information.

Database

Virtual TimeClock uses an embedded SQL database engine that manages your company data file which contains all user information, timecard entries, messages, and configuration settings.

You can create and use multiple company data files, but most companies will create a single data file that is used by all workers.

		Configure Database		
く Back	Show All Forw	ard		(i) Manuals 🗸
	Database			
	Name: Location:	Sample TimeClock Database.vtcData /Users/Shared/TimeClock Data/Sample Data		
	Created: File Size: Schema: Security: SQL Engine:	Friday, December 1, 2023 at 3:14 PM 3.21 MB 619 Database file is encrypted 3.39.4	Verify Compact Reindex	
			Close Database File	

Troubleshooting

If Virtual TimeClock begins to produce unexpected results, the first thing to do is quit and restart the program. If that doesn't resolve the problem, shut down and restart the computer and then test the functionality of Virtual TimeClock again.

If the above steps don't help, you can **Verify** your database file is in good working order and **Reindex** the database tables.

Backup Schedule

The built-in backup utility allows you to schedule daily or repeating backups. Click to learn how to backup your time clock data.

	Configure Backup Schedule			
Scheduled Back	ins	(j) Manuals v		You should periodically check the program logs
Schedule:	No scheduled backups Backup Every Day at 1:35 AM Backup every 4 hours		Ĵ.	to verify your backup is successful.
History: Backup Folder:	Keep the last 3 backup files	Select		Don't store backups on the same computer as
Next Backup:	N/A	Run Scheduled Backup	Ŭ	computer crashes, it will take the database and
	(Revert Apply		the backups with it.

Moving and restoring your time clock data

You may need to restore your database from a backup file for a variety of reasons. The two most common are hardware failure and needing to move Virtual TimeClock to another computer. Review the <u>Pro Edition Moving Guide</u> for more information.

Assistance & Technical Support

See the **Help** menu for online support resources, blogs and troubleshooting articles. We include 30 days of complimentary technical support with your new software license. Our optional annual Software Maintenance & Support program provides ongoing technical support and free software upgrades. If you are not enrolled in Maintenance and Support and need assistance, a technical support incident may be purchased at any time.

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