

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.

ile	Edit View Actions Report	s Configure Hel				
ntry E	ditor Add Entry Add Leave	Report	s Export Approval	Mess	aging 🗸 🗒 Backup	ۍ کې Config
n	Name	Status	Date	Time	Elapsed	Msgs
	Allerton, Mary	Front Counter	Тодау	8:29 AM	2:35	
	Browne, Peter	Front Counter	Today	8:30 AM	2:34	
	Doty, Edward	Lunch	Today	10:30 AM	0:34	1
6	English, Thomas	Paid Break	Today	10:30 AM	0:34	
	Howland, John	Out	Thu, Nov 30	5:01 PM		3
	Rigsdale, Alice	Front Counter	Today	8:30 AM	2:34	2
	Standish, Rose	Front Counter	Today	8:30 AM	2:34	
	Story, Elias	Front Counter	Today	10:30 AM	0:34	2
	Wilder, Roger	Out	Thu, Nov 30	5:02 PM		1

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**.

🚇 Entry Editor						×
File Edit View Actio	ons Help					
Ω≡ [6			×
Select Entries Edit	Entry Add Entries Add Lea	ve Ins	sert Break Insert Lunch			Delete
Name	Start Date	Start Time	Stop Date	Stop Time	Activity	Hours
Allerton, Mary	Wed 12/6/2023	8:29 AM			Front Counter	^
Browne, Peter	Wed 12/6/2023	8:30 AM			Front Counter	
Doty, Edward	Wed 12/6/2023	8:32 AM	Wed 12/6/2023	10:30 AM	Front Counter	2.00
Doty, Edward	Wed 12/6/2023	10:30 AM			Lunch	
English, Thomas	Wed 12/6/2023	9:00 AM	Wed 12/6/2023	10:30 AM	Front Counter	1.50
English, Thomas	Wed 12/6/2023	10:30 AM			Paid Break	
Rigsdale, Alice	Wed 12/6/2023	8:30 AM			Front Counter	
Standish, Rose	Wed 12/6/2023	8:30 AM			Front Counter	
Story, Elias	Wed 12/6/2023	10:30 AM			Front Counter	



Double-click an entry to display the Editing Window.



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



Timecards can also be edited from the toolbar of the report preview 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 uses the Entry Editor (see below) to enter the correct stop time and uncheck "Stop Error" checkbox for a missed clock out. Click to learn more about the <u>missed</u> stop feature.

Modify Entry	
Name:	Roger Wilder
Activity:	Front Counter v
Shift:	Unassigned \vee
Date:	12/05/23
Start:	8:00 AM
Stop:	8:00 AM
Note:	User estimated stop: 5 Actual Stop: 11:08 AM 12/6/2023.
Car	ncel Save

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**.

Ad	d Manual Entries Users				
	Allerton, Mary	Start: 8:00 AM 🛉 12/06/23 🛊 🛗			
	Browne, Peter	Stop: 5:00 PM + 12/06/23 + ∰			Manual entries are
	Doty, Edward		-((~) ⁻ -	
	English, Thomas	✓ Lunch: 12:00 PM	1		flagged with an 'A' on
	🗌 Howland, John	Activity: Front Counter 🗸 🗸		U I	timecard reports.
	Rigsdale, Alice				
	Standish, Rose	Shift: Unassigned ~			
	Story, Elias	Note:			
	🖂 Wilder, Roger				
	All None	Cancel 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**. Click to learn how to <u>assign leave awards to users</u>.

Ad	d Leave Entry		
	Users	Leave:	Holiday ~
	Allerton, Mary	Time Per Day:	8 Hours ~
	Browne, Peter		
	Doty, Edward	How many Days:	1 Skip Saturdays
	🖂 English, Thomas		Skip Sundays
	🖂 Howland, John	Start Date:	12/25/23 🗧 🛗
	Rigsdale, Alice	End Date:	Monday, December 25, 2023
	🖂 Standish, Rose	End Date.	Monday, December 25, 2025
	Story, Elias	Shift:	Unassigned \vee
	☑ Wilder, Roger	Note:	Christmas
	All None	Cancel	Create



Leave awards and categories can be added in the **Configure** window.

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 to print or save timecards as a PDF.

ile	Edit View Actions Reports	s Configure He		Messa	ging 🗸 🔒	နိုင်္ပိန o Configure
n	Name	Status 📰 1	imecard Detail	Time	Elapsed	Msgs
	Allerton, Mary		Timecard Summary	3:29 AM	2:46	~
	Browne, Peter	Front Cou	Norker Leave	3:30 AM	2:45	
e	Doty, Edward		dit Report Favorites):30 AM	0:45	1
6	English, Thomas	Paid Break	Today	10:30 AM	0:45	
	Howland, John	Out	Thu, Nov 30	5:01 PM		3
	Rigsdale, Alice	Front Counter	Today	8:30 AM	2:45	2
	Standish, Rose	Front Counter	Today	8:30 AM	2:45	
	Story, Elias	Front Counter	Today	10:30 AM	0:45	2
	Wilder, Roger	Out	Yesterday	8:00 AM		1



Timecard Detail is the default worker timecard.



Timecard reports can be customized by clicking **Report Writer** in the **Configure** window.

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

Timecard reports 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. Click to learn more about <u>exporting report data in Virtual TimeClock</u>.

Payroll Approval

Payroll approval is what you do when you're ready to review timecards, generate a payroll report, export the hours to a payroll program, and close the payroll period. The Payroll Approval dashboard will automatically calculate all regular, overtime, and paid leave hours for the current payroll period. Click to learn more about <u>payroll approval in Virtual TimeClock</u>.

imecard Review & Payro Edit View Actions		gure Help				×		
Current period:	11/16/2023 t	o 11/30/202	23			•	~	Electronic timecard approval ca
Vame	Regular	Overtime	Leave	Total	Salaried	Manager Sign Off	-(~)-	be enabled by going to
Allerton, Mary	71.75		16.00	87.75		✓ ^	· · · · · · · · · · · · · · · · · · ·	Configure Payroll Settings.
Browne, Peter	71.50	0.25	16.00	87.75		\checkmark	U U	<u> </u>
Doty, <mark>E</mark> dward	47.75	0.25	40.00	88.00		\checkmark		
English, Thomas			16.00	16.00	Yes	\checkmark		
Howland, John	71.75		16.00	87.75		\checkmark	~	You can still view timecards an
Rigsdale, Alice			16.00	16.00	Yes	\checkmark	-(~)-	payroll reports from prior period
Refresh	72.00		16.00	Mes	ssaging	 ✓ All Timecards 		clicking the calendar icon.
1 Review & App	ove Hours	•	Manager Ap	prove All		Remove Sign Off	÷	
2 Run a Payroll H	lours Report					View Report	- <u>(</u>)-	Timecard errors will have to be corrected before you can perfo
3 Create a Payro	ll Integration I	File				Save File		payroll approval and close the See Clearing entry errors in
4 Close Your Pay						Close Period		Administrative actions for detai

Review & Approve Timecards

Click **Timecards** to quickly review the hours worked for each employee in more detail, including the individual punch times. If electronic timecard approval is enabled for managers, you can approve all timecards in the group at once by clicking **Approval** or individually by clicking each worker name. Sign off indicates that the timecard is finished with edits and is ready for payroll processing. You can sign off all timecards in the group at once by clicking **Sign Off** or individually by clicking each worker name.

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.

Export 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 - Alice Rigsdale			×
File Edit View Message Help			
New Open	Reply Reply All Forward		Print Delete
Subject	From	Date	Time
Vacation day 12/18?	Elias Story	Tue, Nov 28	5:00 PM ^
New Ink Cartridges are In	Alice Rigsdale	Wed, Nov 29	2:42 PM

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

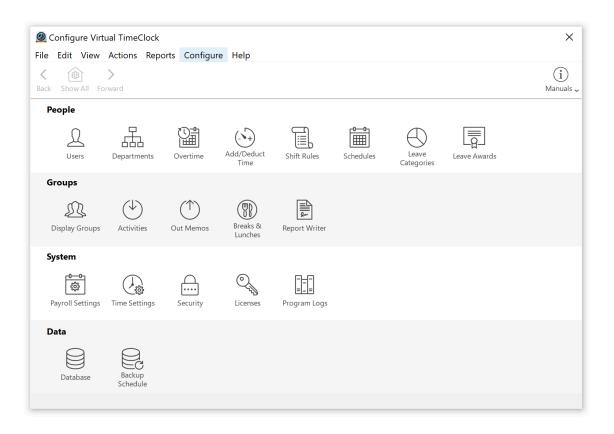
Use these settings to create and edit display groups, create activities, create out memos, configure breaks & lunches, and customize report options.

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, managers who need to monitor their worker's activities, and time clock administrators who have unlimited access to all time clock functions. Users can be added manually or imported.

Configure Users				>	×	
File Edit View Actions Repo	orts Configure Help					
< 📦 >	2			i)	
Back Show All Forward 0	Groups			Manual	ls 🗸	Each user must have a first
						and last name. All other
Everyone	Nam	e: Mary Allerton	ı			
Allerton, Mary	Addres	s: 48 Main Street Fresno, CA 93704				information is optional and
Browne, Peter	Ema		•		¥ .	can be added anytime.
Doty, Edward		e 454-2582				\$
English, Thomas	Mobil					
Howland, John	Birthda					
Rigsdale, Alice		l: 123-45-6781				
Standish, Rose	Emergence	y: Isaac 360-3285		Edit		Click the Notes tab to
Story, Elias	Lineigenc	7. Isaac 500-5205				record things like safety
Wilder, Roger						training, wage history and
	Acc	ess	Employment	Notes	U U	training, wage history, and employee reviews.
	Password			User is member of a group		employee reviews.
	******	Clear	Modify	that requires an assigned PIN.		
	<i>c</i>	User	~	Display Group Member		
	Status:	User	Ť	Pin Interface		
				All TimeClock Users		Use the Show button at the
						bottom of the User list to
						filter which users are
					v	displayed.
						alopiayea.
				Edit		
Number Delete			Rev	ert Apply		
New User 👻 Delete	•		T(C)	, they		

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

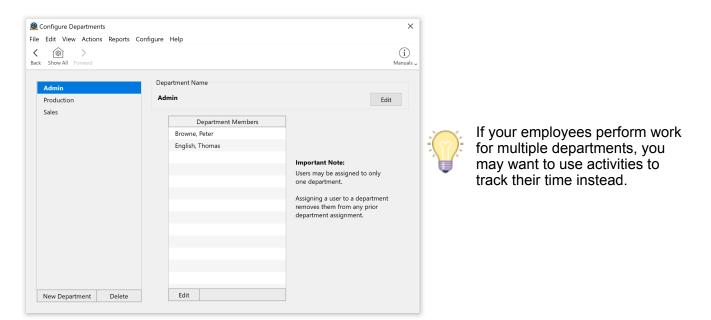
When using the In & Out Board display group interface, new users will be prompted to create a password the first time they select their name. When using the PIN or Passcode interfaces, the user's first password will have to be created for them.

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.



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 After Hour	Rate 2 After Hour
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
🗌 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.

Edit View Act	ions Reports	Configure Help			
Show All Forward	d				(i) Manual
30 Minutes Ded	luction	Rule Name:	30 Minutes Deduction		
		Туре:	Time Deduction $\qquad \qquad \lor$	Assigned Users	
		Minutes:	30	Allerton, Mary	
				Browne, Peter	
		Hours Worked:	6.00	Doty, Edward	
		Rule Summary			
		from each shi	ill be automatically deducted ft where the employee works for us hours without an unpaid		
		There	er may only be assigned to one rule. efore, assigning a user to a rule ves them from any prior assignment.	Edit	
New Rule	Delete			Revert Apply	,



Example: Automatically deduct lunch breaks from your warehouse workers while still requiring other workers to clock in and out for lunch breaks.

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.

Clock In	
Elly Gerry	
	esy clock in before your shift starts? In work when my shift begins at 8:00 AM.
Start Time:	8:00 AM
Activity:	Binding ~
Password:	
	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.

Configure Shifts		×	
File Edit View Actions Reports Cor	nfigure Help		
K Image: Show All Forward Schedules	D Groups	(i) Manuals 🗸	
Days (8AM-5PM)	Shift Name Days (8AM-5PM)	Edit	 All automatic clock outs record the stop time as the shift end time.
	Shift Start: 8:00 AM		
	Clock In Rules	Clock Out Rules	 Clock in and out restrictions are not needed to track
	Courtesy early start acknowledging shift start time Prevent early shift start		employee tardiness or use the auto clock out feature.
	Prevent early shirt start minutes before shi Prevent late start minutes after shift begins Prevent start if shift will exceed hours paid		
New Shift 🗸 Delete	Revert	Apply	

Schedules

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

Configure Schedules File Edit View Actions Reports Co Sector Schow All Forward Shifts	nfigure Help		X (j) Manuals v	
Allerton, Mary Browne, Peter Doty, Edward English, Thomas Howland, John Rigsdale, Alice Standish, Rose Story, Elias Wilder, Roger	Tuesday: Wednesday: Thursday: Friday: Saturday:	Assigned Shift Days (8AM-5PM) Days (8AM-5PM) Days (8AM-5PM) Days (8AM-5PM) Days (8AM-5PM) Unscheduled Unscheduled Clear Schedule	Apply	"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>.

Edit View Actions Reports		(Ma
Holiday	Category Name	
Personal	Holiday	Edit
Sick Leave		
Vacation	Calculations	
	Paid	
	O Paid up to a limit of hours per entry.	
	() Unpaid	

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.

Configure Leave Awards	×	
File Edit View Actions Repo	orts Configure Help	
< <a> 		
Back Show All Forward L	eave Categories Accrual Report Manuals 🗸	
Allerton, Mary Browne, Peter	Leave Category: Vacation Vacation	
Doty, Edward English, Thomas	Frequency Monthly Award	Run the Accrual Report to find
Howland, John	Frequency: Monthly Award V	- out how much leave each user
Rigsdale, Alice	Hours Per Year: 40	
Standish, Rose		has remaining at the end of their
Story, Elias		benefit year.
Wilder, Roger		benefit year.
	3.33333333 hours awarded every month of the benefit year	
	Anniversary: January V 1 V Benefit year starting day	
	Anniversary: January 1 Benefit year starting day	
	Carryover Hours: Beginning balance for this 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 how to <u>assign leave awards to users</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
- <u>Assign shifts and shift rules</u> 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

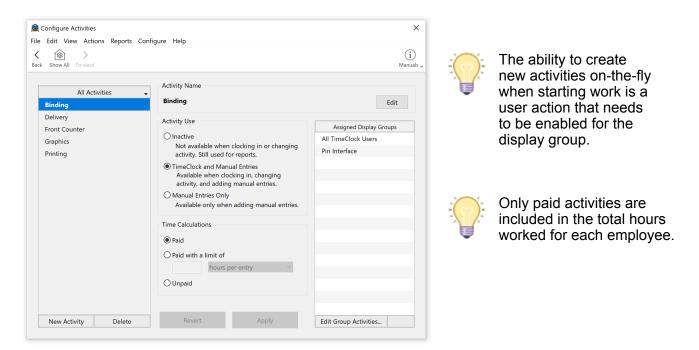
Configure Display Groups	×
File Edit View Actions Reports Configure Help	
Image: Show All Forward Image: Shifts	() Manuals -
Pin Interface	A user can be assigned to more than one display group.
TimeClock Use Password is required to use the timeclock Show 'Break' button and menu Show 'Lunch' button and 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	
Shift Rules First Shift: No Rule Second Shift: No Rule Third Shift: No Rule	
New Group Delete Revert App	hy

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 Overview of Activity Tracking Knowledge Base article on our website.



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.

Rose Standish			
	11:26 AM		
	Wednesday, December 6		
Out Memo:	Out for the Day	~	
	Out for the Day		
	Custom Memo		
	Stop		
	Cancel		



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.

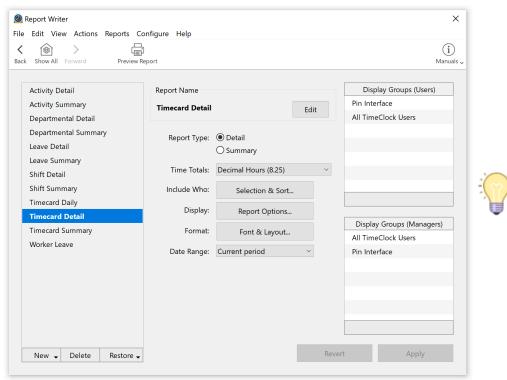
Configure Breaks & Lunches File Edit View Actions Reports Configure Help	×
Show All Forward	i) Manuals "
Break Button Report Label: Paid Break	Lunch Button Report Label: Lunch
Paid	() Paid
Paid with a limit of minutes per break. Paid with a limit of minutes per shift.	Paid with a limit of minutes per lunch. Paid with a limit of minutes per shift.
O Unpaid	Outpaid
	Revert Apply

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.

Report Writer

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



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.

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



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.

k Show All Forward	Man
Payroll Frequency Semi-Monthly ~ 1st Period Start: 1st ~ 16th ~	Electronic Timecard Approval Hourly worker timecard approval Salaried worker leave approval
Current Payroll Period Start Date: 11/16/23 : 11/30 : 11/30/23 : 11/30/23 : 11/30/23 : 11/30 : 11/	Payroll Export None Setup 3

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.

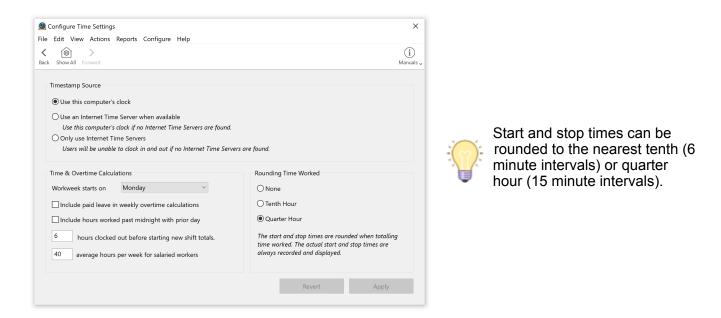
Electronic Timecard Approval

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.

a ninecard	Detail H	Report (Page 1	ot 2)						_		Х
le Edit V	view Ac	tions Help									
Ê	∫↑									PDF	Ę
	Refresh									Save	Pri
My elect	tronic tir	mecard accurat	ely reflects a	II hours wor	ked. I was p	rovided	with				
		t periods, excep						Ap	pprove T	imecard	
			1	imecard De	etail Report						
				Redcort Sof	ftware Inc.						
			DC	D Box 25764 Fi	CA 0272	5					
				000000000	lesho CA 9572						
				11/1/2023 -							
Aller	ton, Ma	ry									
Aller Day	ton, Ma	ry <u>Start</u>	Stop			Leave	Regular	Weekly OT	Total Paid		
Day		-		11/1/2023 -	11/15/2023		Regular 4.50	Weekly OT	<u>Total Paid</u>		
Day	Date	<u>Start</u> 8:03 AM 12:26 PM	<u>Stop</u> 12:26 PM 1:29 PM	11/1/2023 - <u>Activity</u> Binding Lunch	11/15/2023		4.50	Weekly OT			
Day	Date	Start 8:03 AM	<u>Stop</u> 12:26 PM	11/1/2023 - <u>Activity</u> Binding	11/15/2023 <u>Unpaid</u>			Weekly OT	<u>Total Paid</u> 8.00		
<u>Dav</u> Wed	Date	<u>Start</u> 8:03 AM 12:26 PM	<u>Stop</u> 12:26 PM 1:29 PM	11/1/2023 - Activity Binding Lunch Graphics	11/15/2023 <u>Unpaid</u>		4.50	Weekly OT			
<u>Dav</u> Wed	<u>Date</u> 11/1	<u>Start</u> 8:03 AM 12:26 PM 1:29 PM 8:03 AM 11:55 AM	Stop 12:26 PM 1:29 PM 5:01 PM 11:55 AM 12:57 PM	11/1/2023 - Activity Binding Lunch Graphics Delivery Lunch	11/15/2023 <u>Unpaid</u>		4.50 3.50 4.00	<u>Weekly OT</u>			
<u>Dav</u> Wed	<u>Date</u> 11/1	<u>Start</u> 8:03 AM 12:26 PM 1:29 PM 8:03 AM	Stop 12:26 PM 1:29 PM 5:01 PM 11:55 AM	11/1/2023 - <u>Activity</u> Binding Lunch Graphics Delivery Lunch Graphics	11/15/2023 <u>Unpaid</u> 1.00		4.50	Weekly OT			

Time Settings

These settings control where the time clock gets its time stamp, when the workweek starts, and <u>how start and stop times are rounded</u> 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 Security File Edit View Actions Reports Configure Help	(i) Maruals v	
Password is required to turn on Administration Program Administrators Howland, John	Password Rules □ Users can modify their password □ Forbid user name in password □ Minimum password length □ □ Case sensitive passwords □ Require strong passwords - At least 8 characters long, - contains an uppercase letter, - a lowercase letter, - a lowercase letter,	
Edit Manager and User security settings are configured within each Display Group.	e a number, e and a special character. Revert Apply	

PIN interface users are only affected by the minimum password length rule.

If enabled, users can change their passwords from the **Actions** menu of their **User Status** window.

Licenses

The registered company name and address will appear on the top of all reports. To change your company name or address, please contact Redcort Software. If you have not purchased a license, visit our <u>store page</u> for pricing information or <u>contact us</u> for a copy of your already purchased license.

Licenses File Edit View Actions Reports Configure Help	X
Back Show All Forward	j Manuals
Company Info Redcort Software Inc.	License Program Key: NHSC 6604 Premier Support: Active to Fri, Mar 22, 2024 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		×
File Edit View Actions Reports Co	nfigure Help	
< <a> 		(i)
Back Show All Forward	N	Aanuals 🗸
Back Show All Forward	17	
Audit Logs Audit.log	Recorded Time:12/6/2023 8:30 AM Actual Time:12/6/2023 10:30 AM	^
Audit.log Archive.2.log	2023-12-06 10:34:39 AM [2310151] - Administrator Mode activated by John Howland	
Audit.log Archive.1.log	2023-12-06 11:04:08 AM [2310151] - Audit Notification for Sample Opened ().	
🖻 📰 Backup Logs	2023-12-06 11:08:28 AM [2310151] - Manual timecard entry added by Security Disable	ed
Error Logs	(verified by password). Record ID: 21468	
🗄 🚞 Information Logs	User: Roger Wilder	
	Start: 8:00 AM 12/5/2023	
	No Stop time recorded Activity: Front Counter	
	Activity: Front Counter	
	2023-12-06 11:08:44 AM [2310151] - Recorded Missed Clock Out.	
	Record ID: 21468	
	User: Roger Wilder Timecard Entry: 12/5/2023	
	Start: 8:00 AM	
	Actual Stop: 11:08 AM, 12/6/2023	
	Reported: 5Note: User estimated stop: 5 Actual Stop: 11:08 AM 12/6/2023.	
	2023-12-06 11:17:35 AM [2310151] - Timecard Sign Off	
	Performed by:	
	Period: 11/16/2023 to 11/30/2023	
	User IDs: 20, 17, 14, 2, 8, 16, 11, 18, 9	
	2023-12-06 11:30:32 AM [2310151] - Payroll Settings reopened a closed period.	
	Any overnight entries were split for 11/1/2023 - 11/15/2023	
		~
Export Dele	te 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.

Edit View Ad	rd		Man
Database			
Name:	Sample TimeClock Database.vtcData		
Location:	C:\Users\Public\Documents\TimeClock Data\Sample Data\		
Created:	Wednesday, December 6, 2023 at 10:28 AM		
File Size:	3.21 MB		
Schema:	619	Verify	
Security:	Database file is encrypted	Compact	
SQL Engine: 3.	3.39.4	Compact	
-		Reindex	

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.

Edit View Action	s Reports Configure Help	(i)
k Show All Forward		Manuals 🗸
Scheduled Backups		
Schedule:	No scheduled backups	
	OBackup Every Day at 1:35 AM	
	O Backup every 4 hours	
History:	Keep the last 3 backup files	
Backup Folder:	No backup folder selected.	Select
Next Backup:	N/A Run Schedul	ed Backup
	Revert	Apply

You should periodically check the program logs to verify your backup is successful.



Don't store backups on the same computer as your database. If your computer crashes, it will take the database and 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.

30 days free technical support is included 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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