# Administrator Quick Reference
## Virtual TimeClock® Basic

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.
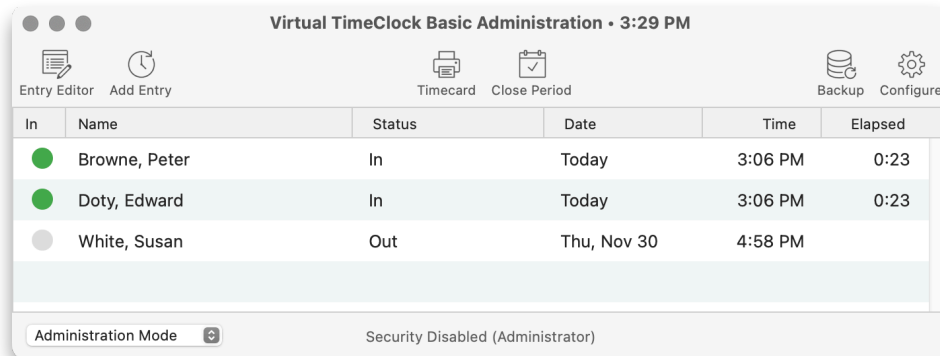
## Turning Administration On
To enter Administration mode, select **Turn Administration On** from the *File* menu. If security is enabled, you will be required to enter your administrator or manager password to turn on Administration.
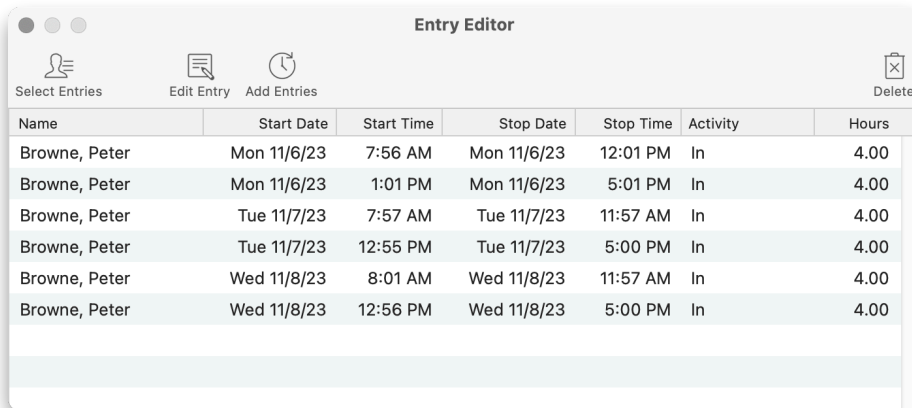
**What's In This Quick Reference?**

# 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.

| In | Name | Status | Date | Time | Elapsed |
|---|---|---|---|---|---|
| 🟢 | Browne, Peter | In | Today | 3:06 PM | 0:23 |
| 🟢 | Doty, Edward | In | Today | 3:06 PM | 0:23 |
| ⚪ | White, Susan | Out | Thu, Nov 30 | 4:58 PM | |

Administration Mode 　　Security Disabled (Administrator)

*Virtual TimeClock Basic Administration • 3:29 PM*
Entry Editor　Add Entry　　Timecard　Close Period　　Backup　Configure

# 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**

Select Entries　Edit Entry　Add Entries　　　　Delete

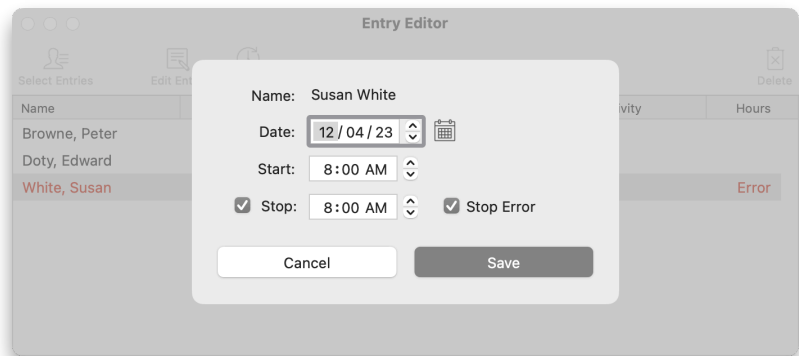| Name | Start Date | Start Time | Stop Date | Stop Time | Activity | Hours |
|---|---|---|---|---|---|---|
| Browne, Peter | Mon 11/6/23 | 7:56 AM | Mon 11/6/23 | 12:01 PM | In | 4.00 |
| Browne, Peter | Mon 11/6/23 | 1:01 PM | Mon 11/6/23 | 5:01 PM | In | 4.00 |
| Browne, Peter | Tue 11/7/23 | 7:57 AM | Tue 11/7/23 | 11:57 AM | In | 4.00 |
| Browne, Peter | Tue 11/7/23 | 12:55 PM | Tue 11/7/23 | 5:00 PM | In | 4.00 |
| Browne, Peter | Wed 11/8/23 | 8:01 AM | Wed 11/8/23 | 11:57 AM | In | 4.00 |
| Browne, Peter | Wed 11/8/23 | 12:56 PM | Wed 11/8/23 | 5:00 PM | In | 4.00 |

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

💡 Timecards can also be edited from the toolbar of the report preview window.
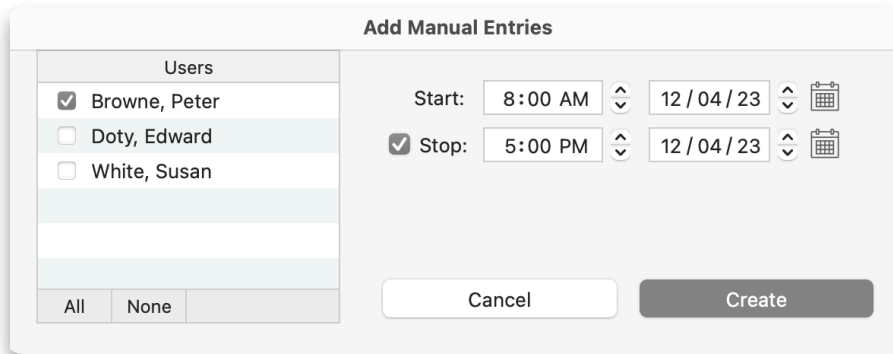
## Clearing entry errors

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 resolves the error by setting the proper end time and unchecking the **Stop Error** box. Click to learn more about the missed stop feature.

**Entry Editor**

Select Entries　Edit Ent...　　　　Delete

| Name | | | ivity | Hours |
|---|---|---|---|---|
| Browne, Peter | | | | |
| Doty, Edward | | | | |
| White, Susan | | | | Error |

Name: Susan White
Date: 12 / 04 / 23
Start: 8:00 AM
☑ Stop: 8:00 AM　☑ Stop Error

Cancel　　Save

## Adding Manual Entries

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



Manual entries are flagged with an 'A' on timecard reports.

## Printing Timecards

The timecard report displays each worker's hours and overtime for the selected dates. Click Timecard to print or save timecards as a PDF.

## Closing Periods

Closing the payroll period will automatically advance the current period to the next one based on your payroll frequency (how often you get paid).
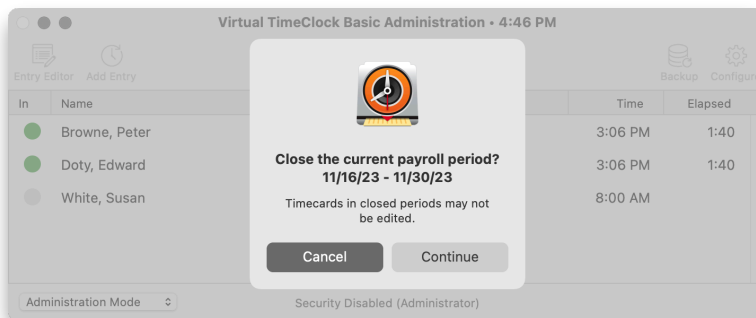
### End-of-period procedures
Most businesses follow these steps to close a payroll period:
- Review employee timecards
- If needed, edit employee hours
- Process payroll
- Close payroll period

**Why closing payroll periods is important**

Closing the payroll period will advance your reports to the next pay period, and archive old timecards so they can't be changed accidentally. This also keeps older timecards accurate in the case of updated overtime rules. Select **Close Period**, then **Continue** to close the period. Click to learn more about [closing periods in Virtual TimeClock](#).



If you've never closed a payroll period, verify your Payroll Settings in the Configure window.

## Backing Up Data

The built-in backup utility allows you to easily and quickly perform a backup. You should back up your time clock data routinely. Click to learn how to backup your time clock data.

Don't store backup files on the same hard disk as your database or a single disaster can wipe out all your data.

### 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 Basic Moving Guide for more information.

## Configuration Overview

The Configure window is where you set up and customize your time clock. Configuration settings are grouped in the categories shown below.

### People

Use these settings to create & edit time clock users and configure & assign overtime rules.

### System

Use these settings to define your payroll period, set time & rounding rules, assign user and manager security access, and view your company registration information.

### Data

Use these settings to manage or troubleshoot your database.
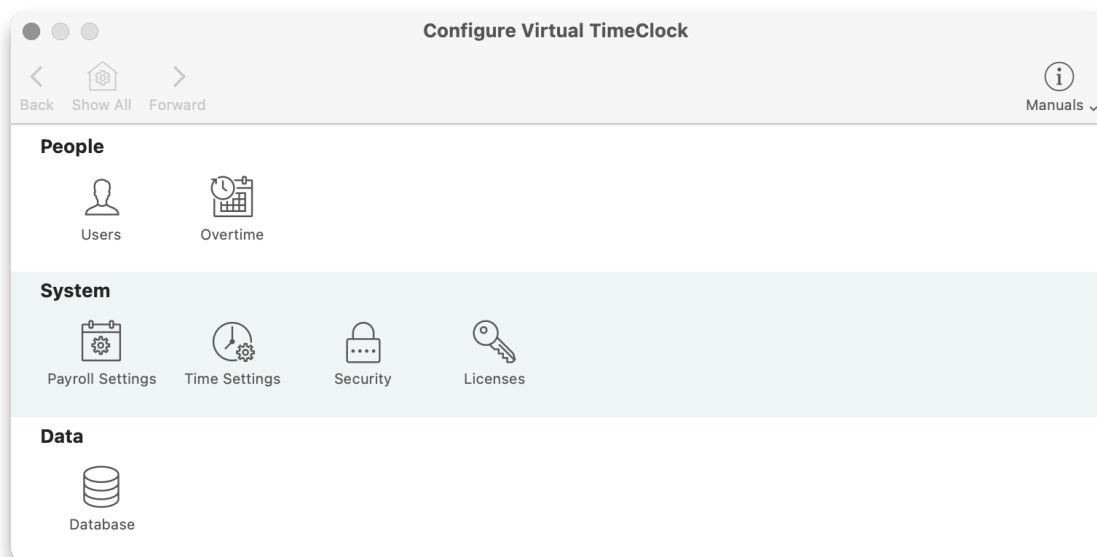
# Users

Virtual TimeClock Basic Edition allows you to add an administrator and up to three users. Users include employees who use the time clock to record work entries, and managers who may use the time clock to record time worked or just need to monitor worker activities. Time clock administrators have unlimited access to all time clock functions. Find out more about users, managers and administrators.



Each user must have a first and last name. All other information is optional and can be added anytime.

Click the **Notes** tab to record things like safety training, wage history, and employee reviews.

## Password

New users will be prompted to create a password the first time they select their name from the In & Out Board list.

## Making users inactive

Making a user inactive will remove the employee from all current user selection lists, 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 inactivating time clock users.

# Overtime

You can set the rate and threshold for when overtime hours are calculated. If no overtime rule is configured, then all daily and weekly hours are calculated as regular hours worked. Click to learn more about tracking overtime in Virtual TimeClock.



# Payroll Settings

The payroll period settings define your payroll period frequency (how often you get paid) and allow you to set your current payroll period.

**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 user and time clock rules will apply to the entries.

# 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.
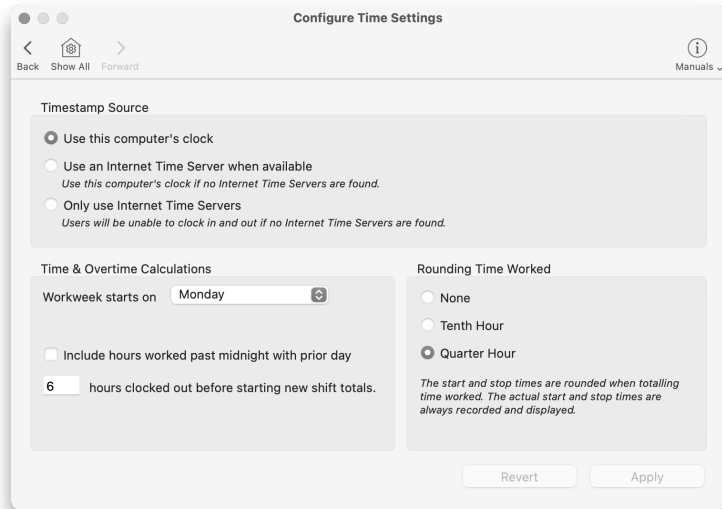


Start and stop times can be rounded to the nearest tenth (6 minute intervals) or quarter hour (15 minute intervals).

# Security

Password protecting administrative features will prevent employees from editing their own timecards and buddy punching. You can also set what program and password rules are in use for your time clock. Changes to the interface, user access, and manager permissions are also controlled in this area.
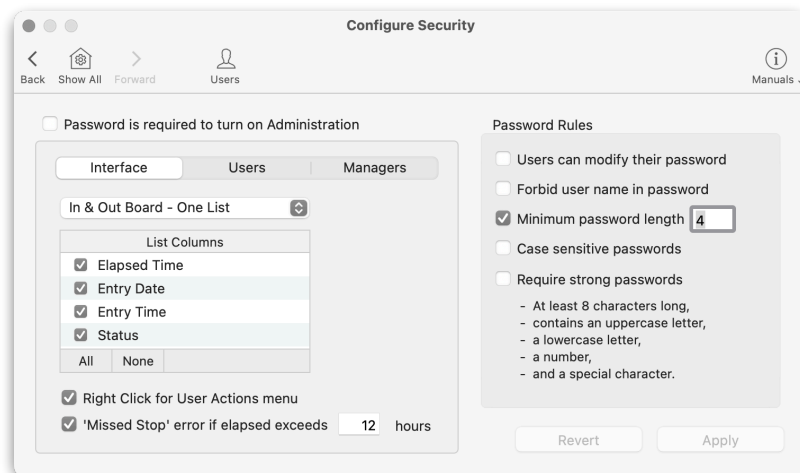


Although most users accept the default actions, you can customize user and manager access to program features.

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# Database

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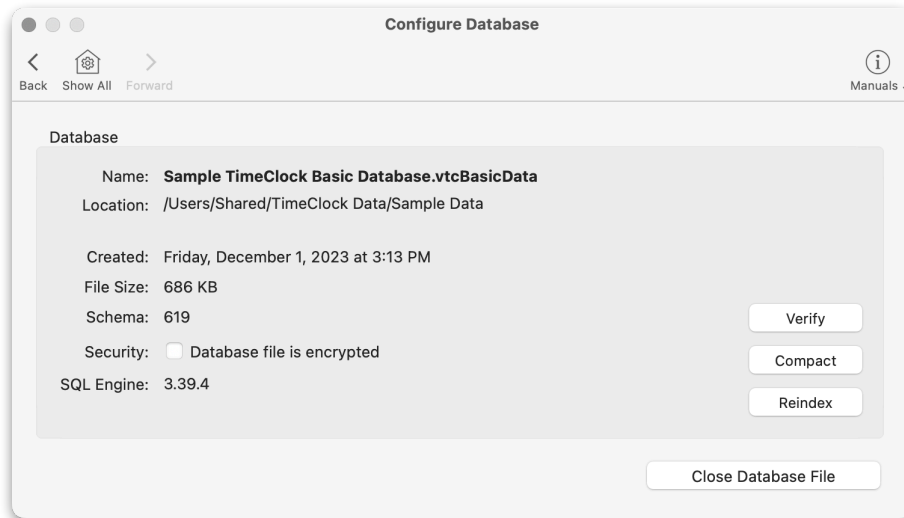


## Troubleshooting

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.

# Assistance & Technical Support

30 days free technical support is included with your new software license. You can purchase a support incident for help with any support needs.

See the **Help** menu for online support resources, blogs and troubleshooting articles.

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