

# Administrator Quick Reference

Virtual TimeClock<sup>®</sup> Network

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.

le Edit View Actions Reports Conf	figure Help				
try Editor Add Entry Add Leave	Reports	CSV V Export Approval		Messaging	ې کې Configu
n Name	Status	Date	Time	Elapsed	Msgs
<ul> <li>Allerton, Mary</li> </ul>	Front Counter	Today	8:29 AM	5:01	
Browne, Peter	Front Counter	Today	8:30 AM	5:00	
Doty, Edward	Lunch	Today	10:30 AM	3:00	1
🗑 English, Thomas	Paid Break	Today	10:30 AM	3:00	
Howland, John	Out	Thu, Nov 30	5:01 PM		3
<ul> <li>Rigsdale, Alice</li> </ul>	Front Counter	Today	8:30 AM	5:00	2
Standish, Rose	Front Counter	Today	8:30 AM	5:00	
Story, Elias	Front Counter	Today	10:30 AM	3:00	2
Wilder, Roger	Out	Yesterday	8:00 AM		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								2	×
File Edit View	Actions	Help							
£≡		J			6			Ľ	×
Select Entries	Edit Entry		Add Leave		isert Break Insert Lunc			Del	ete
Name		Start	Date	Start Time	Stop Date	Stop Time	Activity	Hours	_
Allerton, Mary		Wed 12/6/2	023	8:29 AM			Front Counter		1
Browne, Peter		Wed 12/6/2	023	8:30 AM			Front Counter		
Doty, Edward		Wed 12/6/2	023	8:32 AM	Wed 12/6/2023	10:30 AM	Front Counter	2.00	
Doty, Edward		Wed 12/6/2	023	10:30 AM			Lunch		
English, Thomas		Wed 12/6/2	023	9:00 AM	Wed 12/6/2023	10:30 AM	Front Counter	1.50	
English, Thomas		Wed 12/6/2	023	10:30 AM			Paid Break		
Rigsdale, Alice		Wed 12/6/2	023	8:30 AM			Front Counter		
Standish, Rose		Wed 12/6/2	023	8:30 AM			Front Counter		
Story, Elias		Wed 12/6/2	023	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 ~
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.
Ca	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**.

Users	
Allerton, Mary	Start: 8:00 AM 🗧 12/06/23 🖨 🛗
Browne, Peter	✓ Stop: 5:00 PM ÷ 12/06/23 ÷ 🗯
Doty, Edward	
English, Thomas	✓ Lunch: 12:00 PM + to 1:00 PM +
Howland, John	Activity: Front Counter
Rigsdale, Alice	
Standish, Rose	Shift: Unassigned ~
Story, Elias	Note:
☑ Wilder, Roger	



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

### **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>.

Leave Entry		
Users	Leave:	Holiday
Allerton, Mary		
Browne, Peter	Time Per Day:	8 Hours ~
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		
Story, Elias	Shift:	Unassigned $\vee$
✓ Wilder, Roger	Note:	Christmas
	Cancel	Country
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.

e l	Edit View Actions Reports Confi	gure Help				
try Ec	litor Add Entry Add Leave	Reports	Export Approval		Messaging	င်္သိ • Configur
n	Name	Status 📰 Tir	necard Detail	Time	Elapsed	Msgs
	Allerton, Mary	none count _	mecard Summary	8:29 AM	5:07	
	Browne, Peter	Front Count -	orker Leave	8:30 AM	5:06	
<b></b>	Doty, Edward		it Report Favorites	10:30 AM	3:06	1
6	English, Thomas	Paid Break	Today	10:30 AM	3:06	
	Howland, John	Out	Thu, Nov 30	5:01 PM		3
	Rigsdale, Alice	Front Counter	Today	8:30 AM	5:06	2
	Standish, Rose	Front Counter	Today	8:30 AM	5:06	
	Story, Elias	Front Counter	Today	10:30 AM	3:06	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>.

Timecard Review & Payr Edit View Actions		ıre Help				×		
Current period	l: 11/16/2023 to	11/30/202	23			0		Electronic timecard approval
Name	Regular	Overtime	Leave	Total	Salaried	Manager Sign Off	-( ~ )-	can be enabled by going to
Allerton, Mary	71.75		16.00	87.75		✓ ^	$\sim$	Configure Payroll Settings.
Browne, Peter	71.50	0.25	16.00	87.75		$\checkmark$	<b>U</b>	
Doty, Edward	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 and
Rigsdale, Alice			16.00	16.00	Yes	$\checkmark$	377	payroll reports from prior periods l
Refresh	72.00		16.00	Mes	saging	All Timecards	<b>U</b>	clicking the calendar icon.
1 Review & App	rove Hours		Manager Ap	oprove All		Remove Sign Off		The second second will be used as the
2 Run a Payroll	Hours Report					View Report		Timecard errors will have to be corrected before you can perform payroll approval and close the
3 Create a Payro	oll Integration Fi	ile				Save File	Ţ	period. See Clearing entry errors in Administrative actions for details
4 Close Your Pag	yroll Period					Close Period		

### **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 messaging feature of Virtual TimeClock.

Mailbox - Alice Rigsdale le Edit View Message Help			
ew Open	Reply Reply All Forward		Print Del
Subject	From	Date	Time
/acation 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

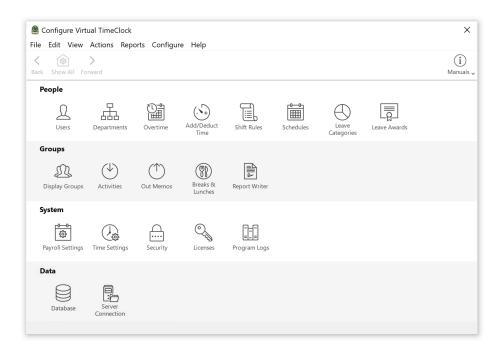
Use these settings to create and edit display groups, create activities, create out memos, configure breaks & lunches, and customize report options.

#### 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.

Q Configure Users     File Edit View Actions Reports Conf	figure Help	X (i) Manuals	_	
Everyone Allerton, Mary Browne, Peter Doty, Edward English, Thomas Howland, John Rigsdale, Alice	Name: <b>Mary Allerton</b> Address: 48 Main Street Freno, CA 93704 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	Social: 123-45-6781 Emergency: Isaac 360-3285 Access Employment Password Clear Modify	Edit Notes User is member of a group that requires an assigned PIN.		Click the <b>Notes</b> tab to record things like safety training, wage history, and employee reviews.
New User - Delete -	Status: User ~	Display Group Member Pin Interface All TimeClock Users Edit Edit	: []	Use the <b>Show</b> 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

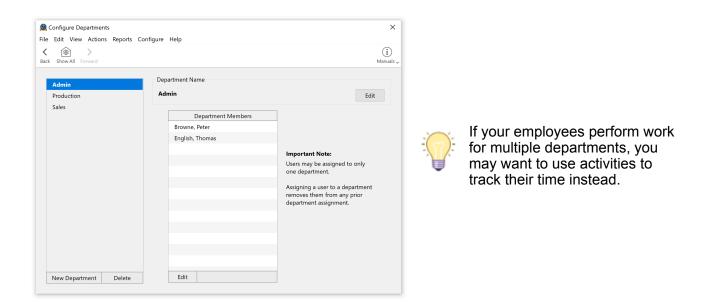
When using the In/Out Board display group interface, new users will be prompted to create a password the first time they select their name. When using the PIN or Passcode interfaces, the user's first password will have to be created for them.

#### 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.



## **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

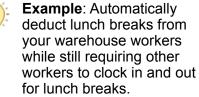


Since you can assign a different overtime rule to each user, it's easy to place employees on alternative work schedules.

# **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.

Show All Forward	Configure Help	(i) Manuals 🗸	
30 Minutes Deduction	Rule Name: 30 Minutes Deduction		
	Type: Time Deduction ~	Assigned Users	
	Minutes: 30	Allerton, Mary	
	Hours Worked: 6.00	Browne, Peter Doty, Edward	
	Rule Summary 30 minutes will be automatically deducted from each shift where the employee works for 6.00 continuous hours without an unpaid break.		
	A user may only be assigned to one rule. Therefore, assigning a user to a rule removes them from any prior assignment.	Edit	



## 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? art 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 ( ) ( ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) )	<u>A</u>	× (j) Manuals v	
Days (8AM-5PM)	Shift Name Days (BAM-SPM) Shift Start: 8:00 AM Shift Start: 8:00 PM Lunch: 60 minutes Differential: No Differential Pay Clock In Rules Clock In Rules Courtesy early start acknowledging shift start time Prevent early shift start minutes before s Prevent late start minutes after shift begin	Edit Clock Out Rules	All automatic clock outs record the stop time as the shift end time. Clock in and out restrictions are not needed to track employee tardiness or use the auto clock out feature.
New Shift - Delete	Revert	Apply	

## Schedules

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

le Edit View Actions Reports Cor	figure Help		
Ack Show All Forward Shifts			(i) Manual
Allerton, Mary	Schedule for Mary Aller	ton	
Browne, Peter		Assigned Shift	
Doty, Edward	Monday:	Days (8AM-5PM)	
English, Thomas Howland, John	Tuesday:	Days (8AM-5PM)	
Rigsdale, Alice	Wednesday:	Days (8AM-5PM)	
Standish, Rose	Thursday:	Days (8AM-5PM)	
Story, Elias Wilder, Roger	Friday:	Days (8AM-5PM) ~	
Wilder, Köger	Saturday:	Unscheduled ~	
	Sunday:	Unscheduled ~	
		Clear Schedule	
		Revert	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 Repo		,
Show All Forward L	Land Awards	( Ma
Holiday	Category Name	
Personal	Holiday	Edit
Sick Leave		
Vacation	Calculations	
	Paid	
	O Paid up to a limit of hours v per	entry.
	OUnpaid	
New Category Dele	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.

e Edit View Actions Report	rts Configure Help	
( 🙆 )	avve Categories Accrual Report Main	/
Allerton, Mary Browne, Peter	Leave Category: Vacation V	
Doty, Edward	Vacation Award for Mary Allerton	
English, Thomas	Frequency: Monthly Award V	
Howland, John Rigsdale, Alice	Hours Per Year: 40	
Standish, Rose		
Story, Elias		
Wilder, Roger	3.33333333 hours awarded every month of the benefit year	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	3.33333333 hours awarded every month of the benefit year Anniversary: January  1  Benefit year starting day	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
	Anniversary: January V 1 V Benefit year starting day	



Run the **Accrual Report** to find out how much leave each user has remaining at the end of their benefit year.

#### 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:

- Assign workers to only use specific time clocks
- 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, Passcode or Individual

Configure Display Grou		ure Help				
ck Show All Forward	Users Shifts					Man
All TimeClock Users Passcode Interface		Group Name: Pas	scode Interface			Edit
		Settings Use	ers Managers	Activities	Memos	Reports
		Interface: Passo	ode	~		
		Security: 🗌 Pa	ssword required to log	gin to group		
			Create Group Passw	vord		
TimeClock Use						
			uired to use the timed	lock		
		Show 'Break' bi	utton and menu			
		Show 'Lunch' b	utton and menu			
		Show 'Entry No	te' field when clocking	g in and out		
		Show 'Entry No	te' option in user mer	us Users &	Managers	$\sim$
		🗹 'Missed Stop' e	rror when elapsed tim	e exceeds	12	hours
		Shift Rules				
		First Shift:	No Rule			~ 🕜
		Second Shift:	No Rule			~
		Third Shift:	No Rule			~
New Group	Delete			Revert		Apply

group.

A user can be assigned to more than one display



TimeClock Users is the default program display group.

#### Group password

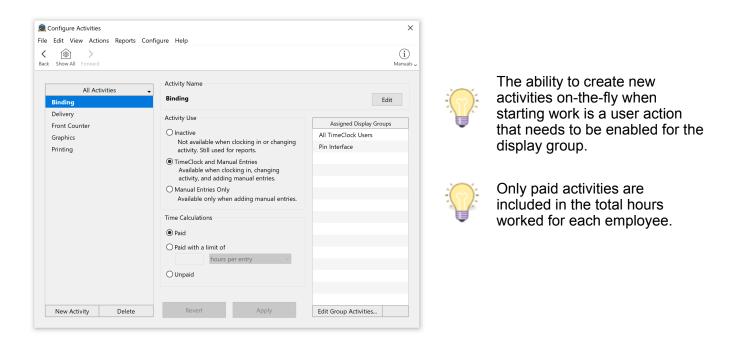
Although a group password is not required for a client login, it's a good idea to set one up if you're looking for additional security. With an individual interface, a user password is always required to login.

#### **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.



### 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     K     Show All Forward	× (j) Maruals v
Break Button Report Label: Paid Break Paid Paid Paid Paid Paid with a limit of minutes per break. Paid with a limit of minutes per shift. Unpaid	Lunch Button Report Label: Lunch Paid Paid Paid with a limit of minutes per lunch. Paid with a limit of minutes per shift.  Unpaid
	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.

Show All Forward Prev	iew Report		Ma
Activity Detail	Report Name		Display Groups (Users)
Activity Summary	Timecard Detail	Edit	Pin Interface
Departmental Detail			All TimeClock Users
Departmental Summary	Report Type:	<ul> <li>Detail</li> </ul>	
Leave Detail		○ Summary	
Leave Summary Shift Detail	Time Totals:	Decimal Hours (8.25)	
Shift Summary	Include Who:	Selection & Sort	
Timecard Daily		Selection & Solt	
Timecard Detail	Display:	Report Options	
Timecard Summary	Format:	Font & Layout	Display Groups (Managers) All TimeClock Users
Worker Leave	Date Range:	Current period	Pin Interface
	5		



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 Options		×		
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			You can customize your worke signature line by clicking the
Summary Totals Activity Summary Leave Summary Shift Summary Some report options may be disable Cancel	Signatures Supervisor Signature Worker Signature Signature Text ed because of Selection & Sort settings. Save		•	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.

Configure Payroll Settings     File Edit View Actions Reports Configure Help	×
Show All Forward	(j) Manuals v
Payroll Frequency Semi-Monthly ~ 1st Period Start: 1st ~ 16th ~	Electronic Timecard Approval  Hourly worker timecard approval Salaried worker leave approval Manager timecard approval
Current Payroll Period Start Date: 11/30/23 () () End Date: 11/30/23 () () 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.

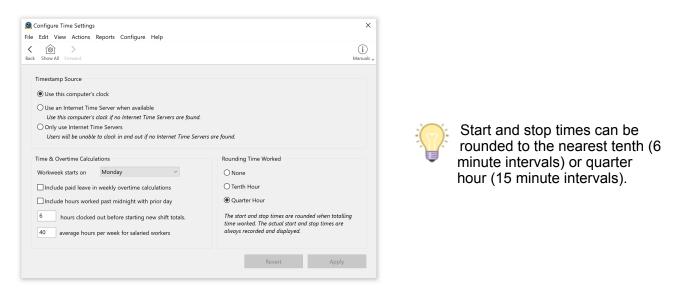
#### **Electronic Timecard Approval**

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.

g minecuru	Detail F	Report (Page 1	of 2)						-		×
le Edit V	/iew Ad	tions Help									
port Dates	↓  Refresh									PDF	۲ ۲
		mecard accurat t periods, excer				ovided	with	Ac	oprove Ti	imecard	
all meal	and res	t periods, excep	ot as noted t	on my umeca	aru.						
			1	imecard De							T
			PC	Redcort Sof D Box 25764 Fi		5					
				11/1/2023 -	11/15/2023						
Aller	rton, Ma	ry									
Day	Date	Start	Stop	Activity	Unpaid	Leave	Regular	Weekly OT	Total Paid		
Wed	11/1	8:03 AM	12:26 PM				4.50				
		12:26 PM 1:29 PM	1:29 PM 5:01 PM	Lunch Graphics	1.00		3.50		8.00		
Thu	11/2	803 AM	11:55 AM				4.00				
		11:55 AM	12:57 PM		1.00						
		12:57 PM	4:57 PM				4.00				
		4:57 PM	5:00 PM	Delivery					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.

Edit View Actions Reports Configure Help	(i)
Show All Forward Users Groups	Manuals
Password is required to turn on Administration	Password Rules
Program Administrators	Users can modify their password
Howland, John	Forbid user name in password
	☑ Minimum password length 3
	Case sensitive passwords
	Require strong passwords
	- At least 8 characters long,
	<ul> <li>contains an uppercase letter,</li> <li>a lowercase letter,</li> </ul>
Edit	- a number, - a number, - and a special character.
Manager and User security settings are configured within each	- und a special chalacter.
Display Group.	



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

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<ul> <li>Licenses</li> <li>File Edit View Actions Reports Configure Help</li> </ul>	Х
Show All Forward	(i) 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 C	Configure Help	×
	anigure nep	$\bigcirc$
Back Show All Forward	M	(i) anuals v
		induis V
<ul> <li>Audit Logs</li> <li>AuditLog</li> <li>AuditLog Archive.2.log</li> <li>AuditLog Archive.1.log</li> <li>Backup Logs</li> <li>Fror Logs</li> <li>Information Logs</li> </ul>	Recorded Time:12/6/2023 8:30 AM Actual Time:12/6/2023 10:30 AM 2023-12-06 10:34:39 AM [ 2310151 ] - Administrator Mode activated by John Howland 2023-12-06 11:04:08 AM [ 2310151 ] - Audit Notification for Sample Opened (). 2023-12-06 11:08:28 AM [ 2310151 ] - Manual timecard entry added by Security Disabled (verified by password). Record ID: 21468 User: Roger Wilder Start: 8:00 AM 12/5/2023 No Stop time recorded 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: SNote: 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 De	lete 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 Databa File Edit View Action	ise ttions Reports Configure Help		×
K Back Show All Forwa	rd		(i) Manuals
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:	3.39.4		
			Reindex
		Close I	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 easily and quickly perform a one-time manual backup, or schedule daily or repeating backups. Backups are performed and scheduled from the Virtual TimeClock Server Manager. Click to learn how to backup your time clock data.

		-	
Virtual TimeClock Server Manager	- 🗆 ×		
File Edit View Help			
Status Settings Database Backup License Logs Security			You should periodically check the program logs to
Database File		U U	verify your backup is successful.
Sample TimeClock Database.vtcData			
Backup Folder			Don't store backup files on
No backup folder selected.	Choose	÷.	Don't store backup files on the same hard disk as your
Schedule		l T	database or a single disaster
No scheduled backups			can wipe out all of your data.
O Backup Every Day at 1:35 AM			
O Backup every 4 hours			
Keep the last 3 backup files			
Next scheduled backup: No backups scheduled.			
Backup Now Save	Cancel		

### 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>Network Edition Server</u> and <u>Client moving guide</u> for more information.

### **Server Connection**

This window displays current server and connection information, including the Public IP of your TimeClock Server computer that can be used for remote connectivity.

Configure Server Connection			
Edit View Actions Reports Configure Help			
>			(i
k Show All Forward			Manu
TimeClock Server	Current Group Log	gin	
Server Name: WIN10-64BIT	Group Name:	Passcode Interface	
Local Connections	Interface:	Passcode - Alphanumeric	
Computer: WIN10-64BIT	User:	(Group)	
IP Address: 10.1.1.60			
Port: 56777			
POIL 30///			
Remote Connections			
Public IP:			

### **Assistance & 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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