

User Quick Reference

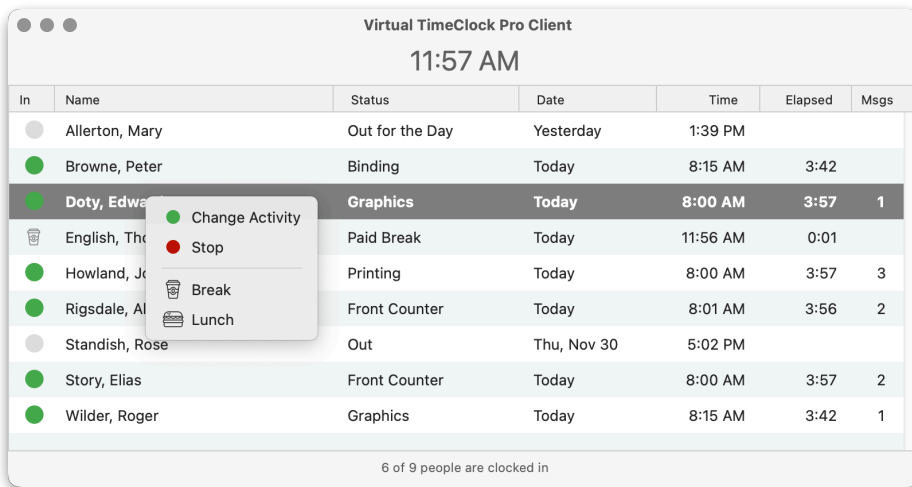
Virtual TimeClock® Network

Clocking In/Out

Your TimeClock will be configured to display either an “In & Out Board” or “Pin/Passcode” Window. See the descriptions below on how to punch in and out with your interface.

Using the “In & Out Board”

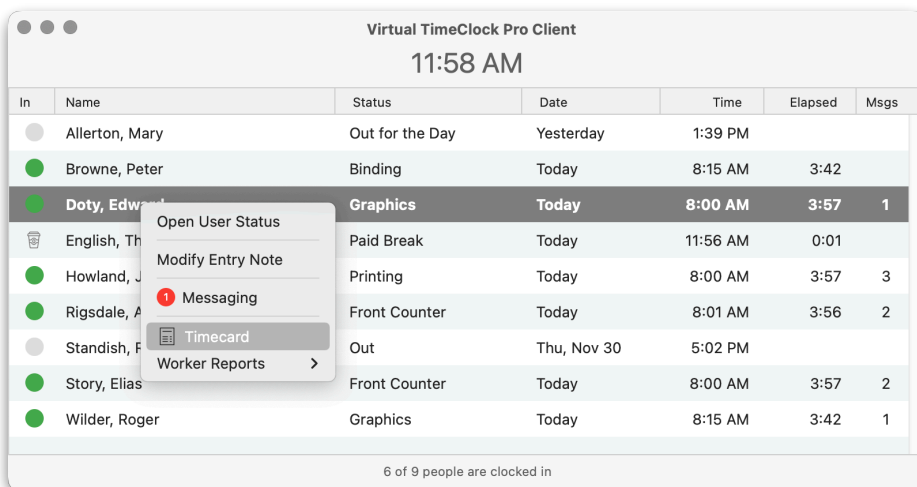
Click on your name to quickly punch in and out. You may be prompted to create a password or be issued a pre-assigned password for use with Virtual TimeClock. Depending on your configuration, you may also have the option to right-click your name to access other TimeClock features.



Click your name to Start, Stop, Change Activity or take a Lunch/Break.



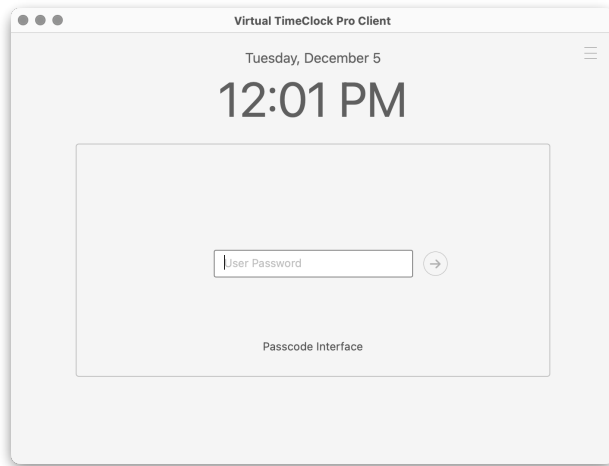
Certain options are enabled and disabled by administration, so your menu may look slightly different.



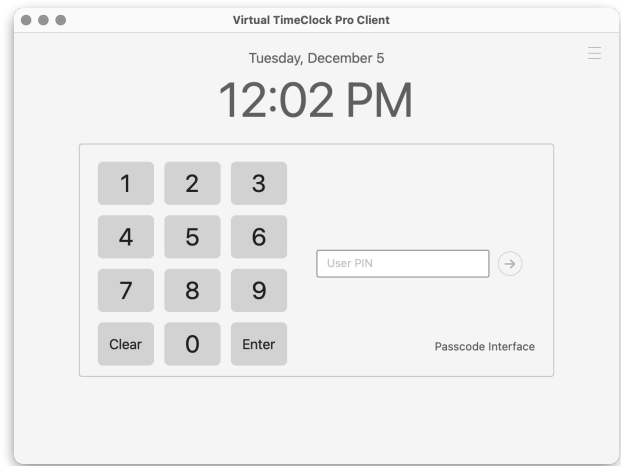
Right-click (or Ctrl + click) your name to access the User Action menu where you can view timecards, send messages and more.

Using the “Passcode” or “Pin” Windows

Enter your password or your PIN and click the arrow or press the “enter” key to view your User Status window.



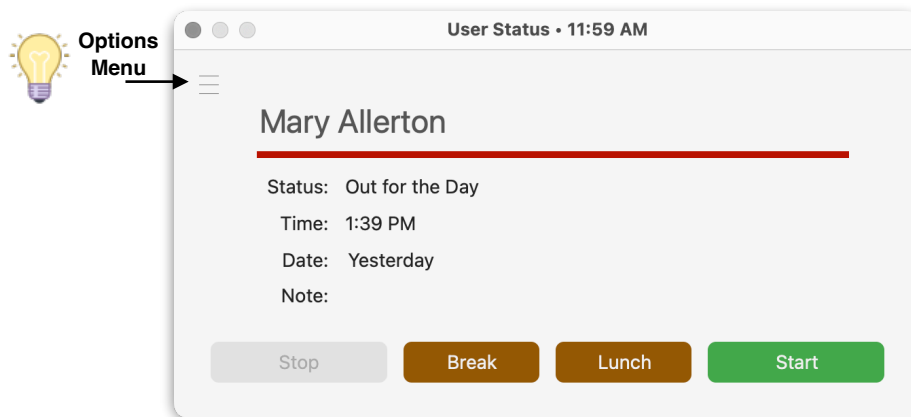
Passcode



PIN

User Status

The User Status window displays your most current TimeClock information. The buttons at the bottom of User Status allow you to start, stop, change activities and take a lunch or break, if enabled. Additional actions can be found in the Options Menu. These can include: viewing/printing your timecard, adding entry notes, and sending messages to other users.



Options Menu

Viewing/Printing Your Timecard

You can view your total hours worked for the current or past payroll periods. Your timecard can be printed or saved as a PDF.

Entry Notes

Entry notes allow you to include a special note on your timecard, like details about a specific project you're working on, or maybe the reason you're clocking in late. A note can be added at any time to the current entry.

Sending Messages

Messaging functions like a simple, self-contained email system. You can use messaging to notify managers of a missed punch time or request a day off.