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.

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

Virtual TimeClock Pro Administration • 1:01 PM

Toolbar: Entry Editor, Add Entry, Add Leave, Reports, Export, Approval, Messaging, Backup, Configure

Administration Mode   John Howland (Administrator)   Sample Data

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

Toolbar: Select Entries, Edit Entry, Add Entries, Add Leave, Insert Break, Insert Lunch, 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 missed stop feature.

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**.

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**. Learn how to assign leave awards to users.

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 and select a report to print or save timecards as a PDF.
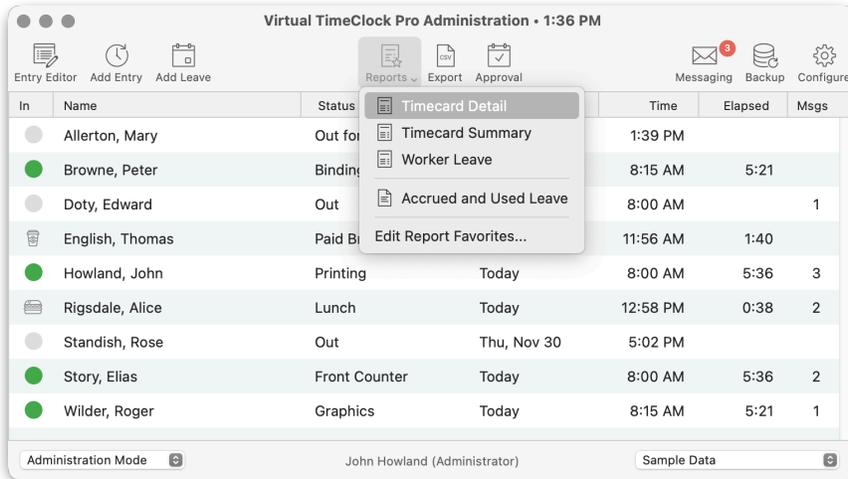
Timecard Detail is the default worker timecard.

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

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 exporting report data in Virtual TimeClock.

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.

Electronic timecard approval can be enabled by going to **Configure Payroll Settings**.

You can still view timecards and payroll reports from prior periods by clicking the calendar icon.

Timecard errors will have to be corrected before you can perform payroll approval and close the period. See **Clearing entry errors** in Administrative actions for details.

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 closing periods in Virtual TimeClock.

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.

Subject	From	Date	Time
Hire new delivery person?	**Alice Rigsdale**	**Fri, Nov 24**	**4:20 PM**
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**

Mailbox - John Howland

New Open Reply Reply All Forward Print Delete
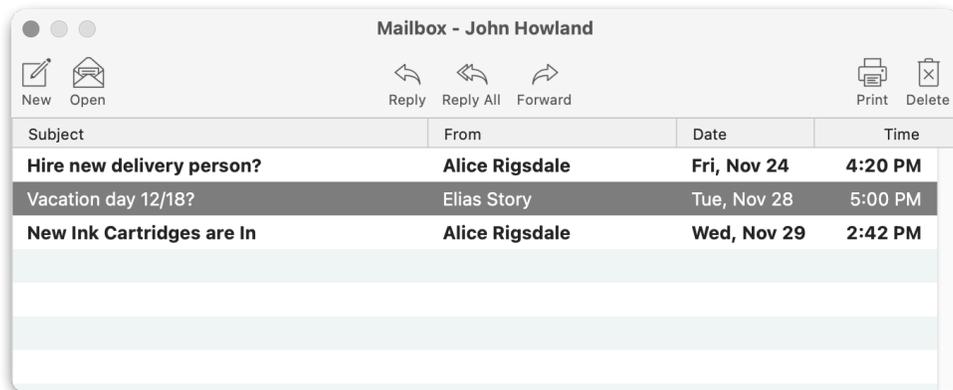
Configuration Overview

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.
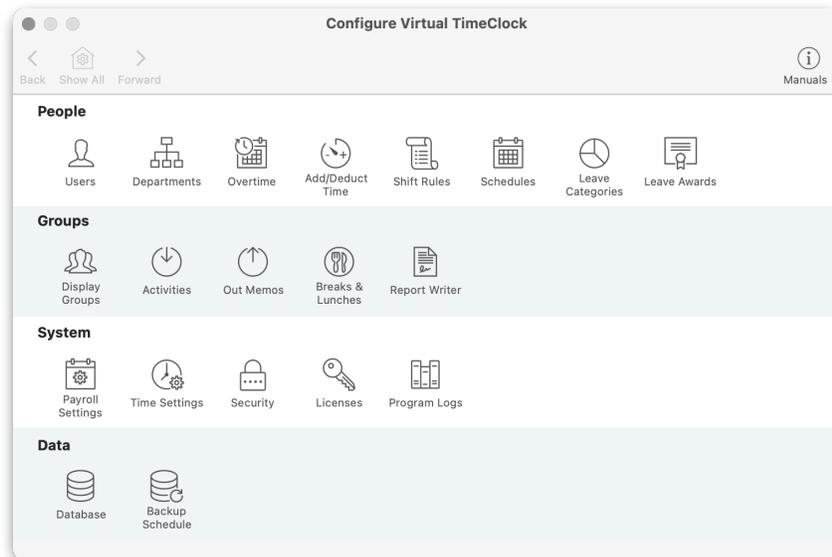
Users

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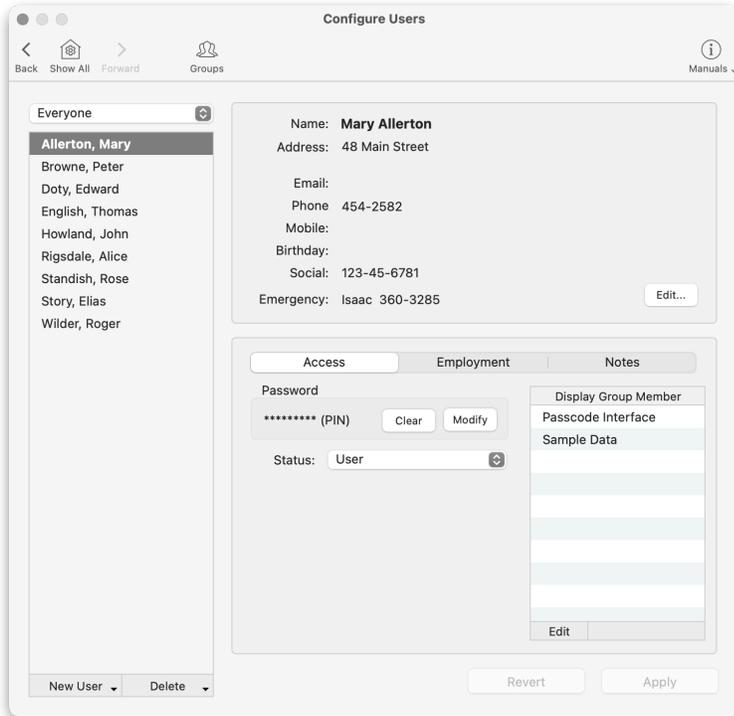
Each user must have a first and last name. All other information is optional and can be added anytime.

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

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 inactivating time clock users.

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.

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 tracking overtime in Virtual TimeClock.


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.

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.

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 Shifts and Schedules article on our website.
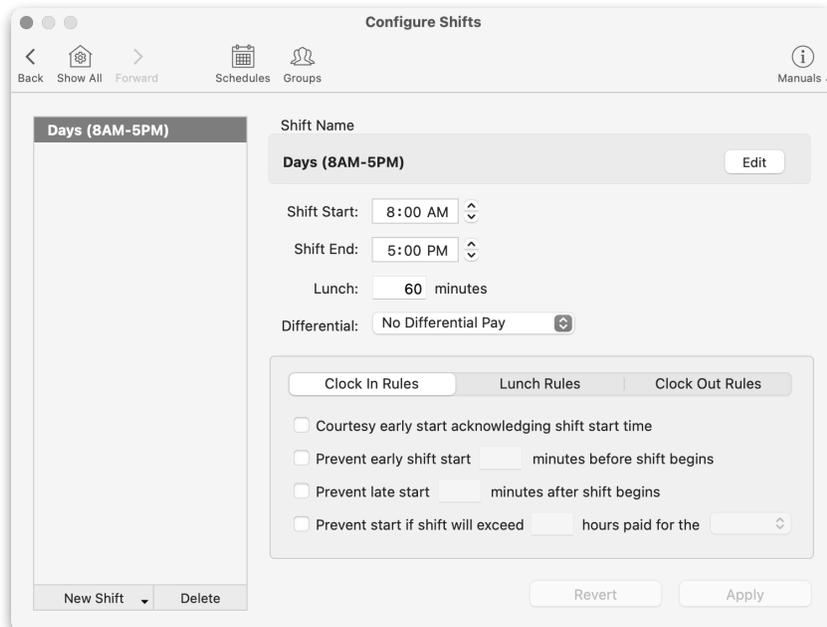
All automatic clock outs record the stop time as the shift end time.

Clock in and out restrictions are not needed to track employee tardiness or use the auto clock out feature.

Schedules
The second step is to assign a shift to the user schedule for each day of the week.
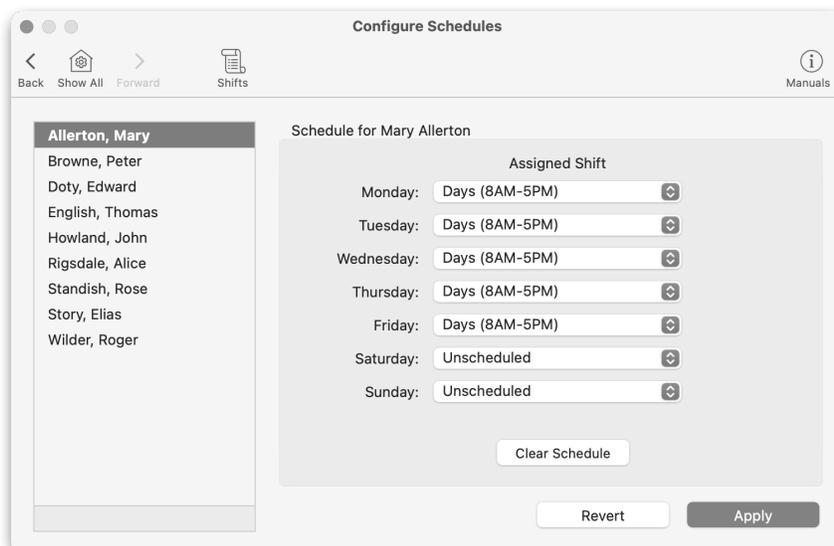
"Unscheduled" will automatically be assigned to each day that's left without an assigned shift.

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 create additional leave categories.
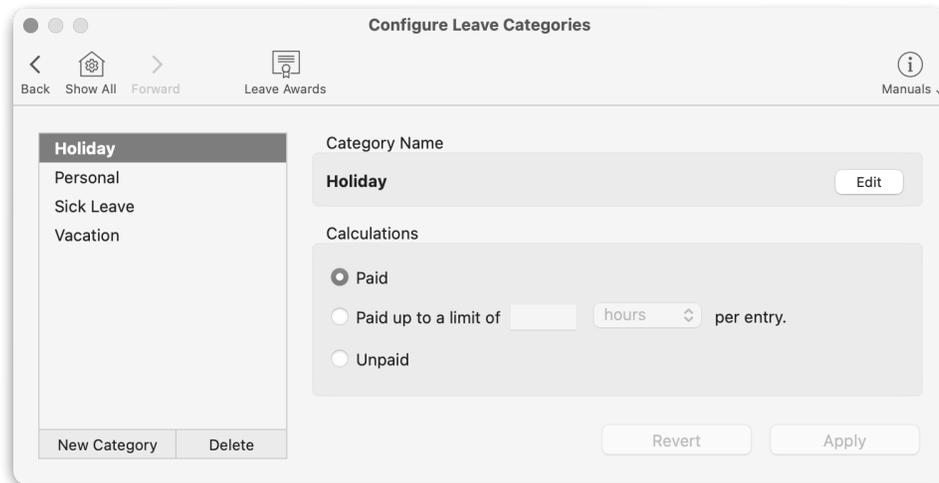
Leave Awards

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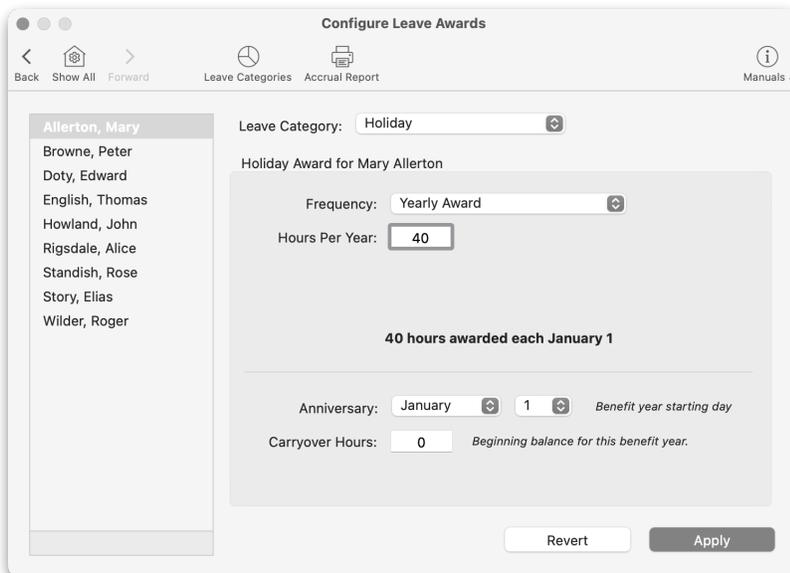
Run the **Accrual Report** to find out how much leave each user has remaining at the end of their benefit year.

Adding leave awards

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

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 carryover hours in Virtual TimeClock.

Groups Configuration

Display Groups
Display groups 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 user and manager access 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
- Change the time clock interface from an In/Out Board list to PIN or Passcode

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

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 Overview of Activity Tracking Knowledge Base article on our website.

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.

Only paid activities are included in the total hours worked for each employee.

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.

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.

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.
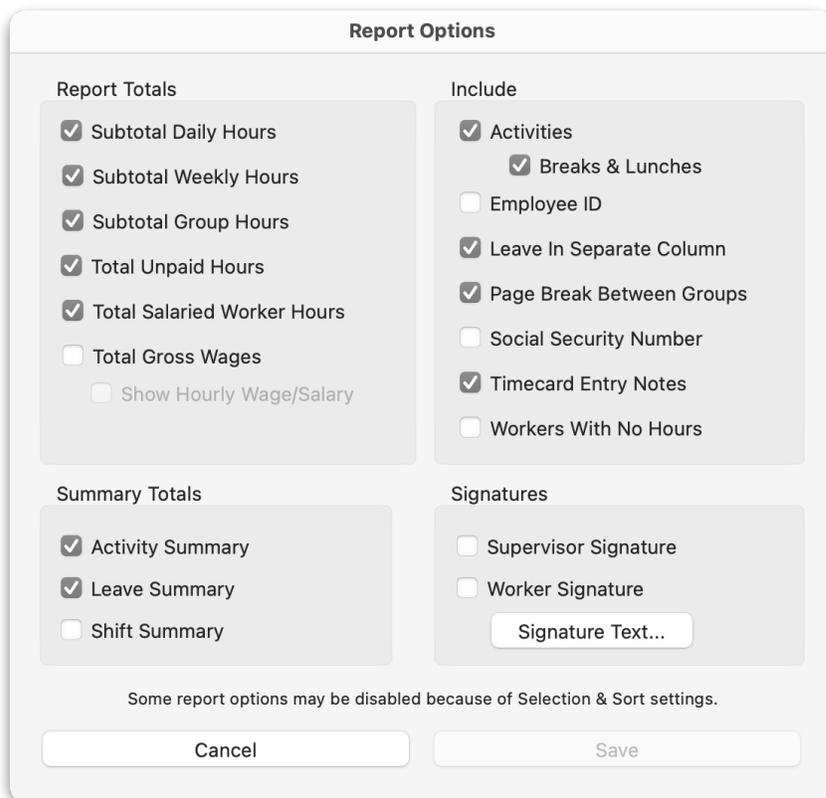
<div style="border:1px solid #000; padding:10px;">

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

Summary Totals

☑ Activity Summary

☑ Leave Summary

☐ Shift Summary

Signatures

☐ Supervisor Signature

☐ Worker Signature

[Signature Text...]

Some report options may be disabled because of Selection & Sort settings.

[Cancel]　[Save]

</div>

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.
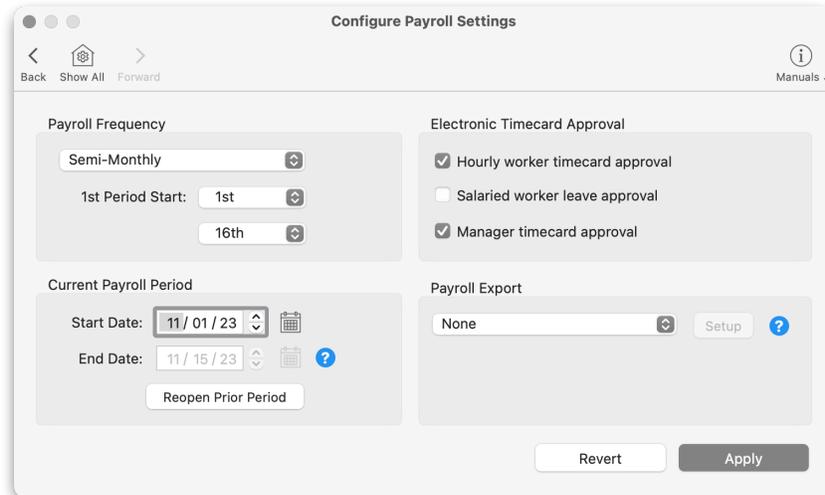
Reopening a closed payroll period

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.
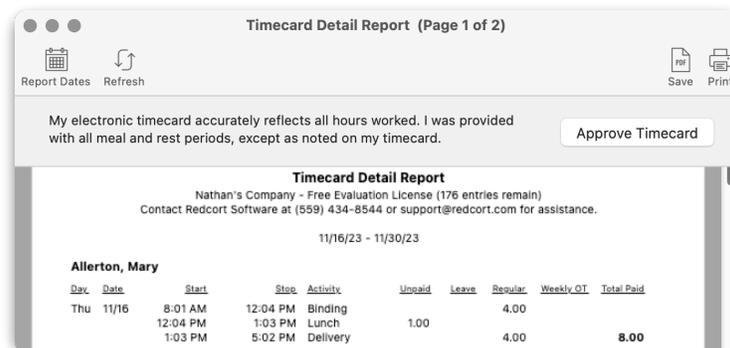
Time Settings

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, overriding shift restrictions, and buddy punching. You can also set what password rules are in use for your time clock.


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

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 [store page](#) for pricing information or [contact us](#) for a copy of your already purchased license.
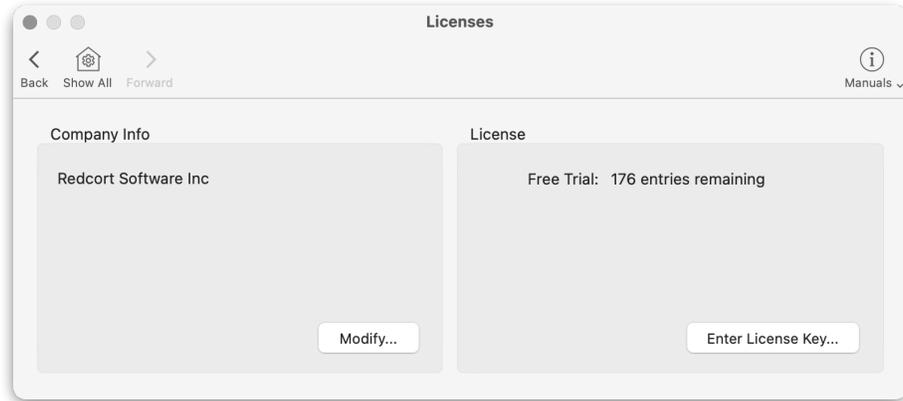
Program Logs

Program Logs are a valuable resource when determining what system processes occurred, who initiated the process, and when.
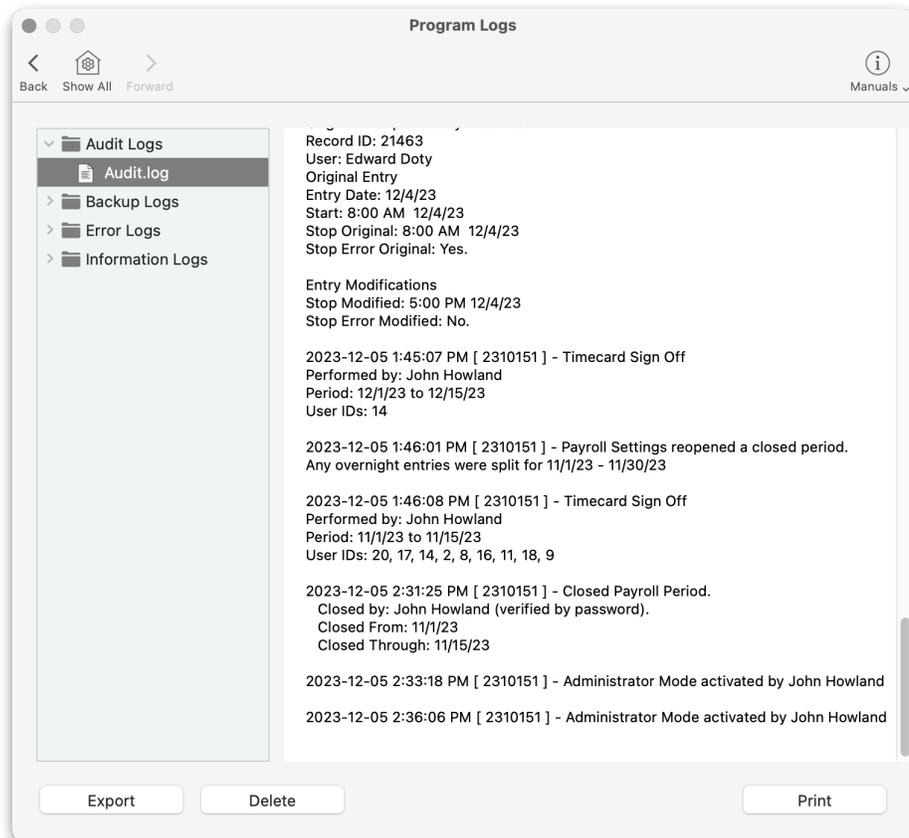
Audit logs
Use the audit logs to view modifications to timecards, when manual entries are added, and when payroll periods are closed.

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.
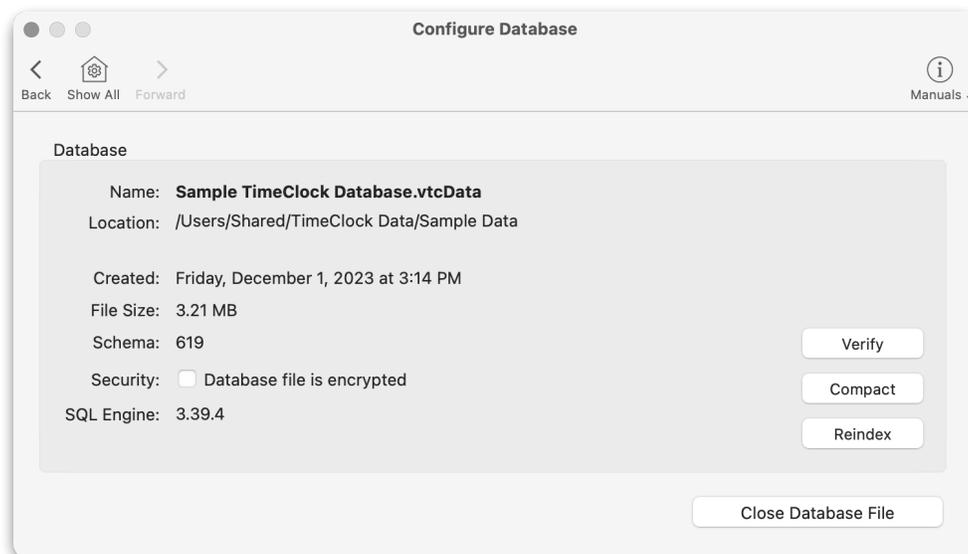

Troubleshooting
If Virtual TimeClock begins to produce unexpected results, the first thing to do is quit and restart the program. If that doesn't resolve the problem, shut down and restart the computer and then test the functionality of Virtual TimeClock again.

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](#).
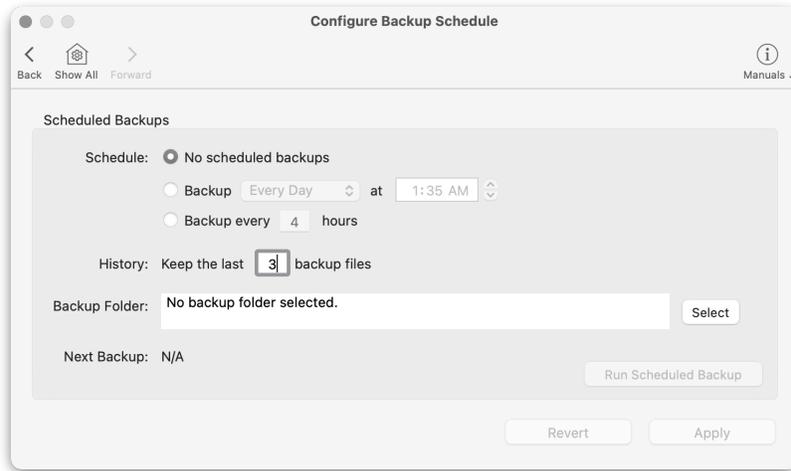
You should periodically check the program logs to verify your backup is successful.

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 [Pro Edition Moving Guide](#) 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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