# Time Cards User Guide

Managing employee hours using the time card module

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# Time Cards

The Time Cards module provides Managers an easy way to track their employee's labor hours. Once configured, employees use the mobile application to track their labor hours, overtime, or additional times such as vacation and sick time. *Note: Time Card must be enabled by your Client Account Manager before using*.

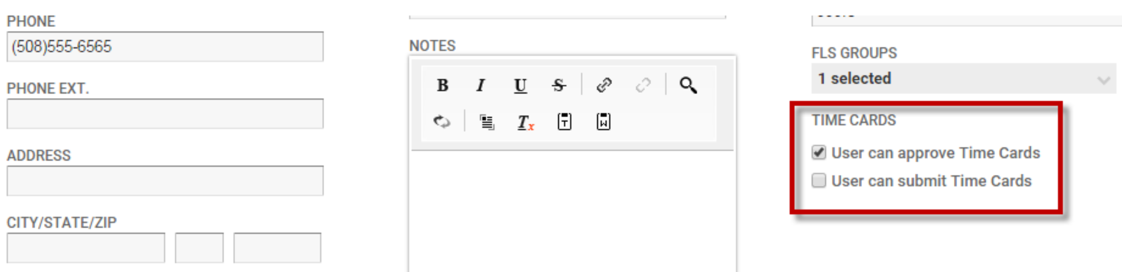
This section describes how to designate managers, configure employees, enter hours, and run Time Card reporting.

### Designating a Time Card Manager

Before the Time Cards module can be utilized, a Time Card Manager(s) must be designated to approve employee hours. *Note: Designating a Time Card Manager can only be done through a system admin account*. This section describes the process of designating a Time Card Manager from the ***desktop version***.

To designate a Time Card Manager:

1. Click **Admin → Employees**.
2. Use the **SEARCH** and/or column filters to locate the intended employee.
3. Click the employee's **NAME**.
4. Navigate to the bottom of their user record and click **User can approve Time Cards**.




5. Click **SAVE**.

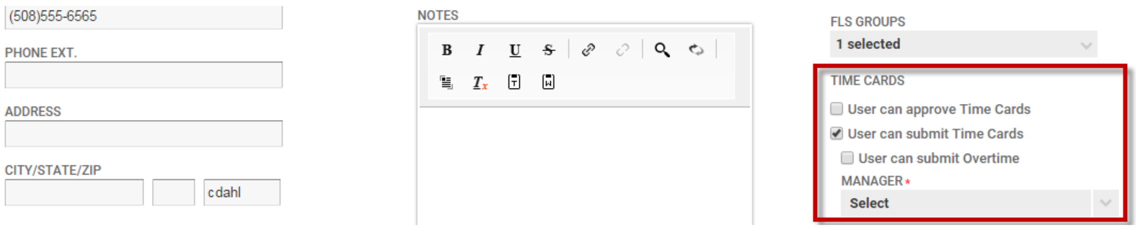
### Configuring Time Card for an Employee

Employee Time Cards must be enabled from the desktop application before it displays on your employee's mobile application. *Note: Configuring Time Card for an employee must be done through a system admin account.* This sections describes the process of enabling the Time Card from the ***desktop version***.

To enable the Time Card for an employee:

1. Click **Admin → Employees**.
2. Use the **SEARCH** and/or column filters to locate the intended employee.

3. Click the employee's **NAME**.
4. Navigate to the bottom of their user record and click **User can submit Time Cards**.




5. Select a **MANAGER**. *Note: Only users authorized as being able to approve a time card are displayed as an option in the* ***MANAGER*** *field*.
6. Click **SAVE**.

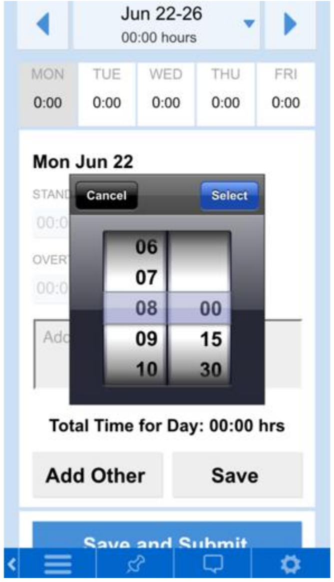
### Entering Time on a Time Card

This section describes the process of entering time on your time card using the mobile application. ***WARNING****: You must log hours for each day of the week that you work. Failure to log and save your hours daily will result in a loss of hours for that particular day*.

To enter time:

1. From the Home Screen of the mobile application, click **Time Cards**.
2. Select the week you want to enter time for. *Note: To enter time for another week, click the date dropdown or the left/right arrow located next to the week range*.
3. Click the day of the week you want to add time to.
4. Click the **STANDARD TIME** field.

5. Use the scroll wheel to select the hours and minutes, and click **Select**.




6. (Optional) To add Overtime, click the **OVERTIME** field, and enter your time using step 5 above. *Note: A comment may be required when Overtime is entered*.
7. (Optional) Some accounts may elect to track additional types of time such as vacation or sick time. To enter time other than Standard or Overtime:
    a. Click **Add Other.**
    b. Select the **TYPE** of time you want to add.
    c. Click the **TIME** field.
    d. Use the scroll wheel to select your hours and minutes, and click **Select**.
8. Click **Save** to enter your time.
9. (Optional) Repeat Steps 3-8 for the rest of the days of the week.

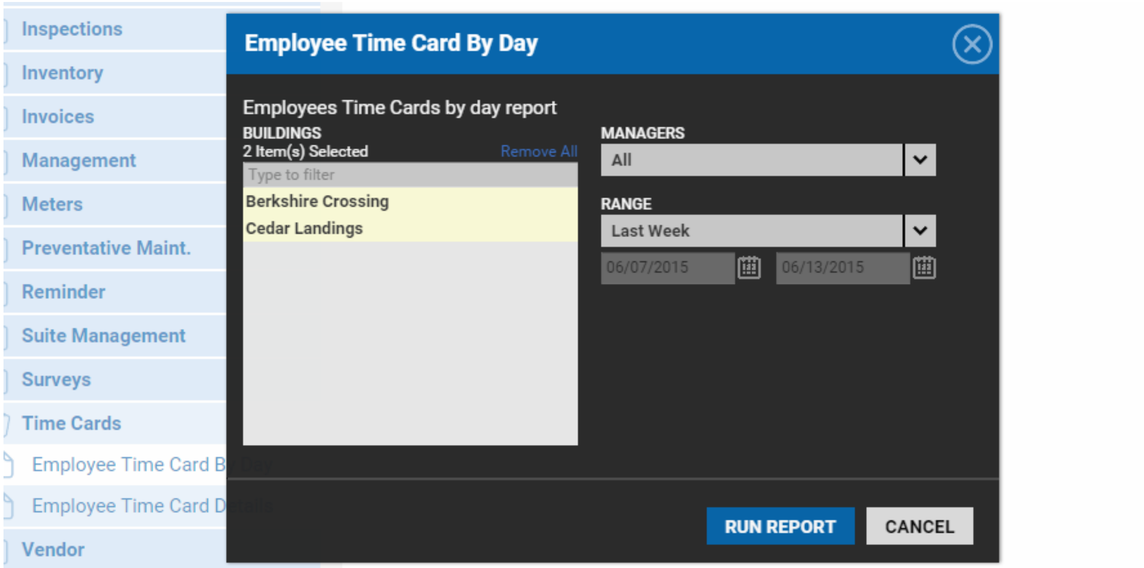
## Reporting on the Time Card

This section describes how to run, export, save, and schedule Time Card specific reporting from the ***desktop version*** of the application.

To run a Time Card report:

1. Click **Go To → Reporting**.
2. Navigate and click on the **Time Cards** category.
3. Select a report.

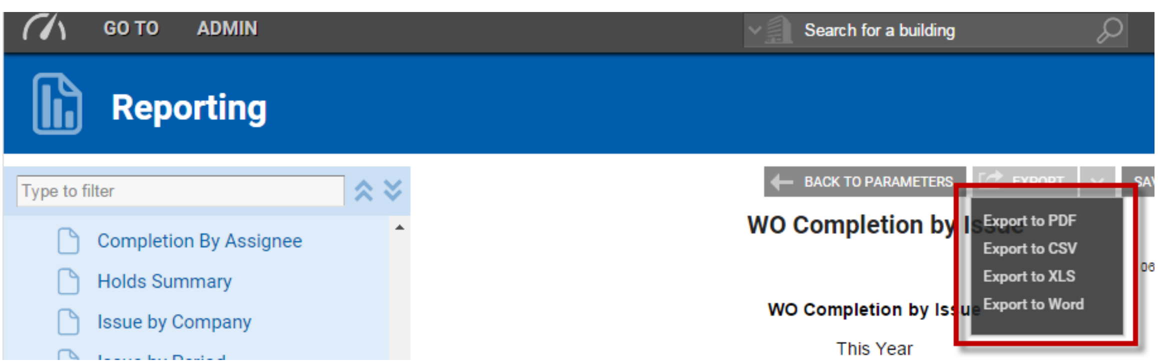
4. Select a **BUILDING(S).**




5. (Optional) To run the report on a single Manager, select a Manager from the **MANAGER** field.
6. Use the calendars and/or dropdown to select a date **RANGE**.
7. Click **RUN REPORT**.

To export the report:

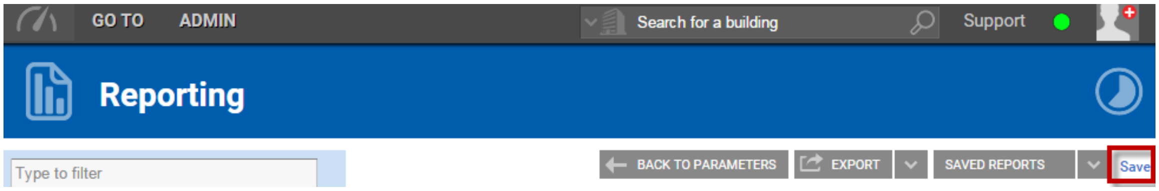
1. Run a Time Card report.
2. Click **EXPORT** and select a format.




To save and schedule a Time Card report:

1. Run a Time Card report.

2. Click **Save**.




3. Enter a report **NAME** and **DESCRIPTION**.
4. (Optional) To Schedule:
   a. Click **Schedule report**.
   b. Use the calendar icon to select a **START DATE**.
   c. Select a frequency using the **HOW OFTEN** field.
   d. Select a **DELIVERY METHOD** and **DELIVERY FORMAT.**
5. Click **SAVE**.