Time Clock Operations

You will clock in/out to begin/end recording the hours you work at a scheduled pay rate. If your system has breaks enabled, use the break in/out button for your break. This will 'break up' your shift but will not show two separate shift times.

Steps for Clocking In and/or Out

1. On the ID Screen, press the In/Out button.

2. Enter your employee number or swipe your access card. This will take you to the Clock in/out Screen. If restaurant uses the biometric reader press **In/Out**, enter ID# and press **OK**. Then place your finger on Fingerprint.

3. Either Punch in or Punch Out; in some cases you will also be offered Break in or Break out.

4. Select a job by pressing the job title such as "Bartender", "Server", or "Manager". (If you only have one job title assigned to you, then you will not be prompted to select one.)



A. The left box displays the weekly shifts that have been worked. You can print this chit by pressing "print time"

B. If you forgot to punch out, the punch out button will dim and display this message.

"When trying to clock in, it shows please see a manager."

This means the Time Window for Time Clock is Turned On.

Turn it off if you do not wish to use it. Go to Managers Menu --> Register Setup --> Register Options --> Time Clock/Misc. Go to the Time Clock section and uncheck "Use Time Window For Time Clock".

Time Editing

Did an employee forget to clock in or clock out?

Go to Managers Menu \rightarrow Time Clock Functions \rightarrow Edit Employee Time and select employee's name that needs to be altered. The Time Clock Editor allows management to edit an employee's clock in and out times. The employee's records will appear on the screen. In this example, Susie Server was selected. She forgot to punch out on the fourth day that she worked. She actually left at 10:00 PM. Highlight the empty *Time Out* box, on the screen shown below. Press the **Yes** button to enter the time.

Susie Server	Itorod Shifte	Current Time 11:20 AM			Current Date 11/17/201	
Job Name	Shift Date	Time On	Break Out	Break In	Time Out	Worked 🔺
Server	11/10/2011	02:00 PM			10:00 PM	8.00
Server	11/11/2011	01:59 PM			10:01 PM	8.03
Server	11/12/2011	01:59 PM			10:05 PM	8.10
Server	11/13/2011	01:58 PM				
						-
Curie Course						
Susie Server		1 22-	Derte		Save	The second se

Select the hour that Susie stopped working, then the minutes. Select AM or PM. If the time you selected is correct, press **Accept**. The new time will now be inserted on this employee's time records.

If a record needs to be erased, press the **Erase** button and then select the record. If you press **Delete Time,** and then the box under *Job Name*, the whole record for that day will be deleted.

If an employee has more than one job title, and he accidentally clocked in under the wrong job name, it can be easily changed by touching the appropriate box under the *Job Name* and select the proper title. This can only be changed to a different job name if that employee has more than one job title.

Important: Make sure you press Save Changes before exiting.

(!) Manual alterations show in red. This represents that manual alterations have been made to the employee's time to keep all management aware of changes