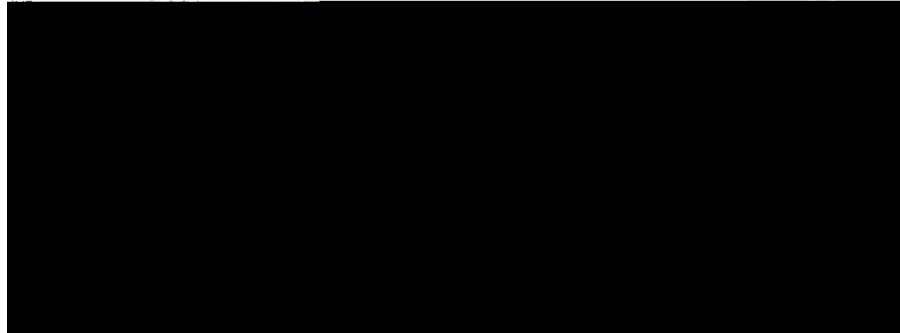




TimeClock Plus



The Individual Hours

On the left side of the screen, you will see a list where the first 100 employees will appear. If there are more than 100 employees then use the Page control at the top of the employee list. Specific employees can be displayed using the **Filter** button. Employees can also be filtered by typing in a name or number into the **Search** bar. Clicking the **X** button to the right of the search bar will revert to settings. The list is the previous

and will be able to the right. You will be able to deny, Regular, Overtime 1, and Overtime 2 hours worked, see the employee shift and the shift approvals (M, E, and O columns) and shift information

Time in and time out

Hour totals for each segment, shift, and week

Adding a Segment

1. Click on the **Add** button.
2. Enter the **Time in**. You can use the calendar to select a date or the clock icon to enter a time as well as manually entering in those numbers.
3. If the employee is currently clocked in, check **Individual is clocked in**. If the segment has already been completed, enter a date and time next to **Time out**.
- 4.
5. **Individual is clocked in: Time Sheet Entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time in** will remain as the anchor point of the shift.
- 6.
7. Select the job code this segment was worked in the **Job Code** drop
8. If the segment was the result of a missed punch, you can signify this by selecting **Missed in punch** and/or **Missed out punch**.

Individual Hours Essential

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Editing a Segment

1. Click on the segment to highlight it, then click **Manage**, and **Edit** to access the **Edit Segment** window. You can also double click on the segment.
2. The **Time In** and **Time Out** fields
3. If the **Employee** in **Individual** is checked in **Individual**
4. If you want to make the segment a time sheet entry, check **Time Sheet Entry**. This will enable the **Hours** field and allow you to enter in a segment length. The **Date** and **Time in** will remain as the anchor point of the shift. **Hours** field is only available when **Time Sheet Entry** is checked **Edit actual times**.
5. If you want to change the break type that follows the segment, select the appropriate option in the **Break Type** drop-down.
7. Select the job code this segment was worked in the **Job Code** drop-down.
8. If the **Employee** in **Individual** is not checked, you will need to select the employee, enter it into the