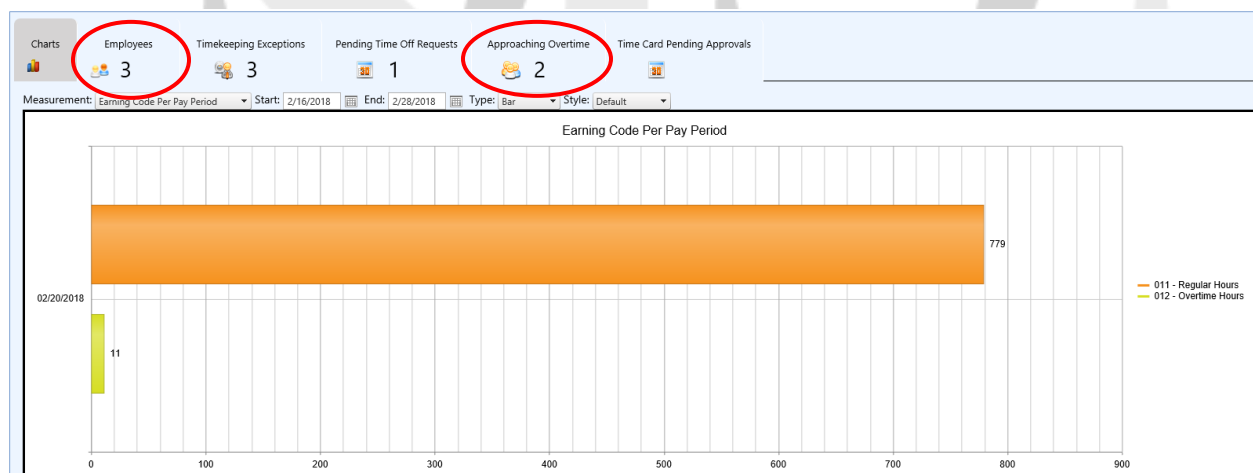


Administrator Timekeeping

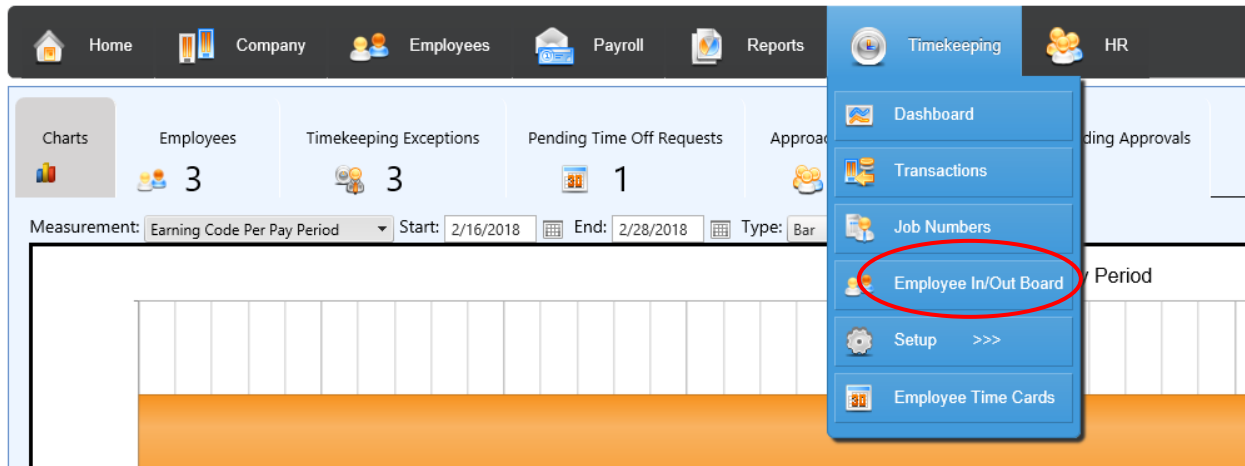
1. Log into Employer on the Go
2. Go to the “Timekeeping” tab and select “Dashboard”



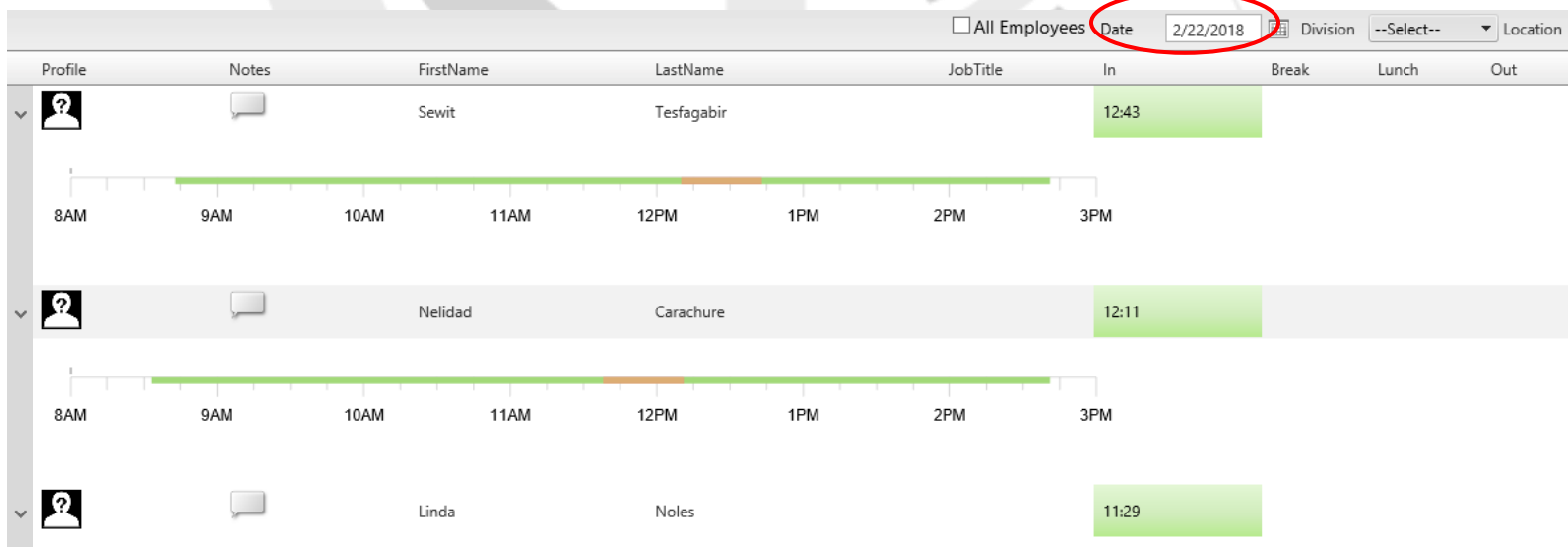
3. Here, you will be given a summary of the number of employees that are using the timekeeping system and the number of employees that are approaching overtime.



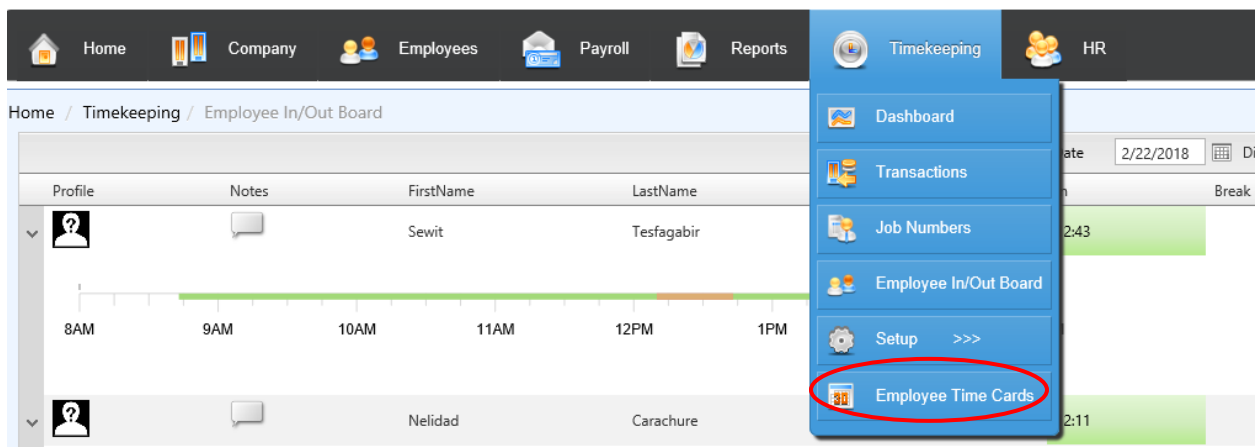
4. Next, select the “Employee In/Out Board” under the “Timekeeping” tab.



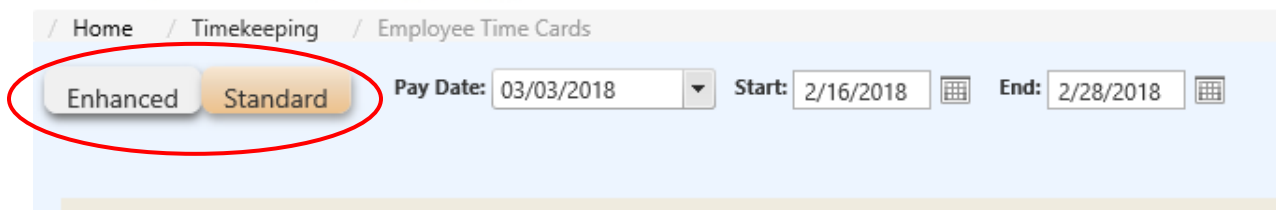
5. In this section, you will be able to see a chart of when your employees clock in, when they take breaks, and when they clock out for that day. You may view past records by changing the date at the top of the chart.



6. Now select “Employee Time Cards” under the “Timekeeping” tab.

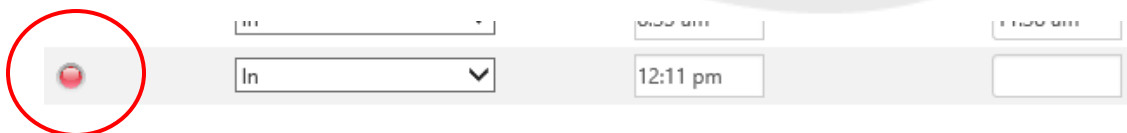


7. You can select which type of break down you want (Standard or Enhanced) at the top of the page.



8. On this page on the **standard view**, you will be able to see when the employee clocked in and out during that pay period. **It is important to review this page BEFORE processing payroll and fix any alerts on the page.**

9. An alert will be signified by the following symbol. To fix an alert, enter in the time employee clocked in/out if they had forgotten to for that day. Once you make the correction, remember to click “Save” to set in your changes.



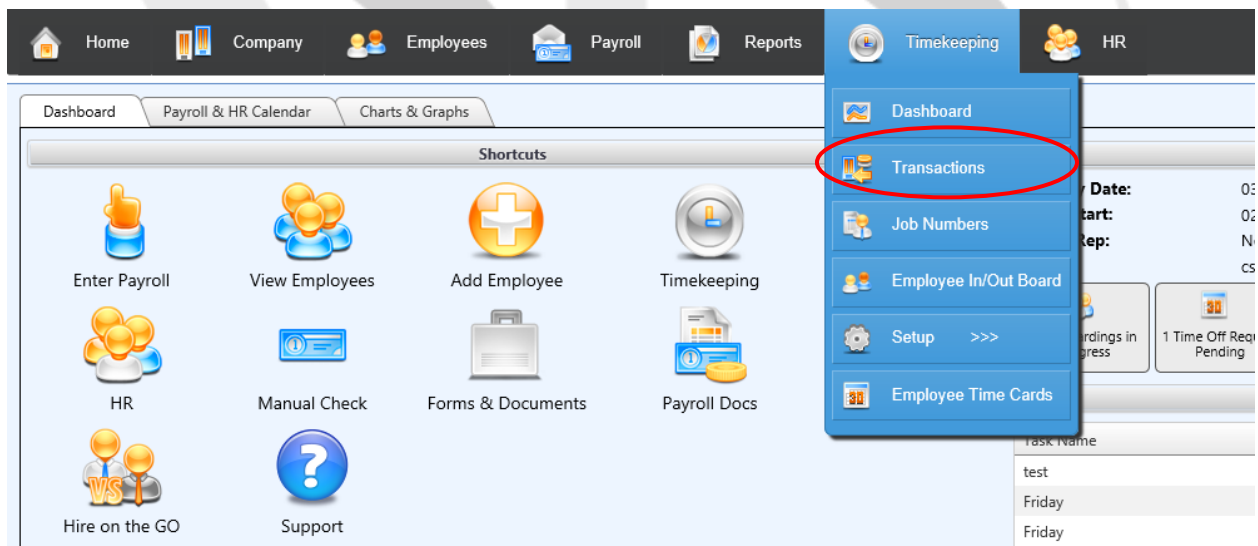
10. On the **enhanced view**, you will be able to see a table that shows the number of hours worked each day as well as the total number of hours for that pay period.

	Sun 02/11	Mon 02/12	Tue 02/13	Wed 02/14	Thu 02/15	Fri 02/16	Sat 02/17	
Week 1								32:57
Week 2	0:00	7:45	7:46	7:20	3:05	7:01	0:00	0:00 OT
Week 3	0:00	0:00	0:00	0:00				

	Sun 02/11	Mon 02/12	Tue 02/13	Wed 02/14	Thu 02/15	Fri 02/16	Sat 02/17	
Week 1								33:27
Week 2	0:00	8:31	7:52	7:34	1:51	0:00	0:00	0:00 OT
Week 3	0:00	0:00	0:00	0:00				

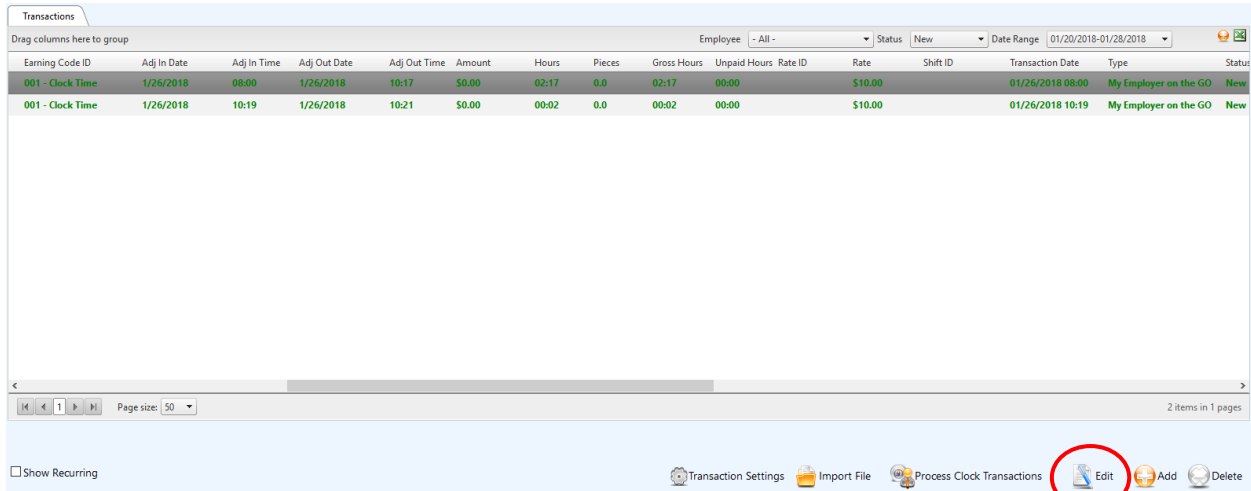
	Sun 02/11	Mon 02/12	Tue 02/13	Wed 02/14	Thu 02/15	Fri 02/16	Sat 02/17	
Week 1								34:00
Week 2	0:00	7:46	7:48	7:43	3:27	0:00	0:00	0:00 OT
Week 3	0:00	0:00	0:00	0:00				

11. Finally, select “Transactions” under the “Timekeeping Tab”



The screenshot shows the software's main navigation bar with tabs for Home, Company, Employees, Payroll, Reports, Timekeeping, and HR. The 'Timekeeping' tab is active, and a dropdown menu is open, listing options: Dashboard, Transactions (highlighted with a red circle), Job Numbers, Employee In/Out Board, Setup >>>, and Employee Time Cards. Below the navigation bar is a 'Shortcuts' section with icons for Enter Payroll, View Employees, Add Employee, Timekeeping, HR, Manual Check, Forms & Documents, Payroll Docs, Hire on the GO, and Support.

12. Here, you will be able to see another version of the employee time cards and will be allowed to view and edit the same information from this page. Remember to click “edit” to enter in information and “save” once you are completed.



The screenshot displays the 'Transactions' page in the SmartPayroll system. At the top, there are filters for Employee (set to '- All -'), Status (set to 'New'), and Date Range (set to '01/20/2018-01/28/2018'). Below the filters is a table with the following columns: Earning Code ID, Adj In Date, Adj In Time, Adj Out Date, Adj Out Time, Amount, Hours, Pieces, Gross Hours, Unpaid Hours, Rate ID, Rate, Shift ID, Transaction Date, Type, and Status. Two rows of data are visible:

Earning Code ID	Adj In Date	Adj In Time	Adj Out Date	Adj Out Time	Amount	Hours	Pieces	Gross Hours	Unpaid Hours	Rate ID	Rate	Shift ID	Transaction Date	Type	Status
001 - Clock Time	1/26/2018	08:00	1/26/2018	10:17	\$0.00	02:17	0.0	02:17	00:00		\$10.00		01/26/2018 08:00	My Employer on the GO	New
001 - Clock Time	1/26/2018	10:19	1/26/2018	10:21	\$0.00	00:02	0.0	00:02	00:00		\$10.00		01/26/2018 10:19	My Employer on the GO	New

At the bottom of the interface, there is a toolbar with several icons: Transaction Settings, Import File, Process Clock Transactions, Edit (circled in red), Add, and Delete. A 'Show Recurring' checkbox is also present on the left side of the toolbar.