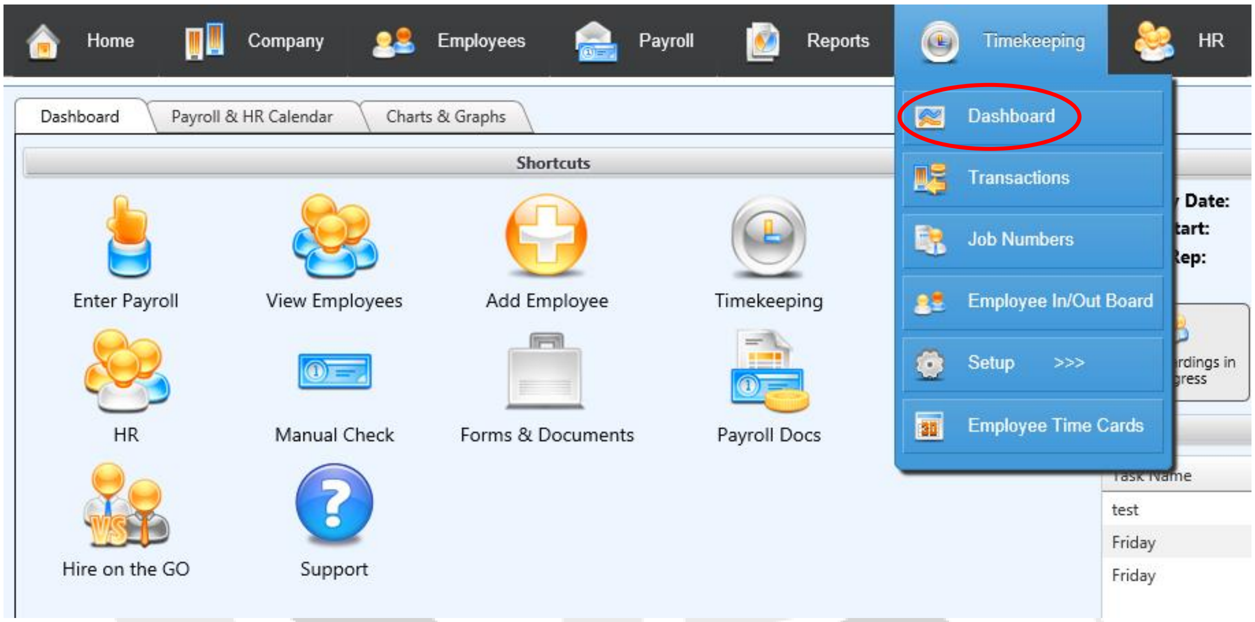
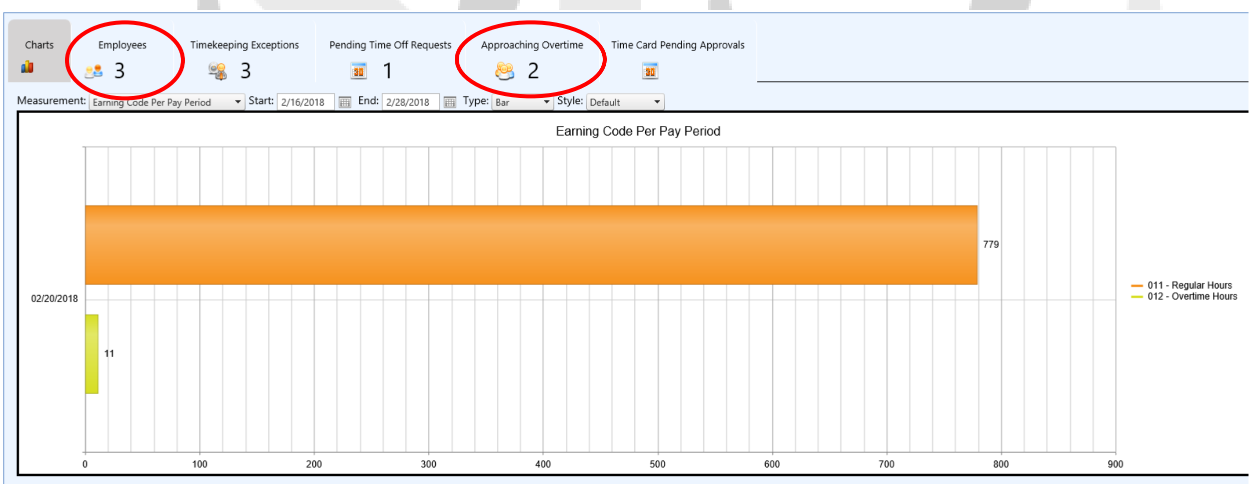
Administrator Timekeeping

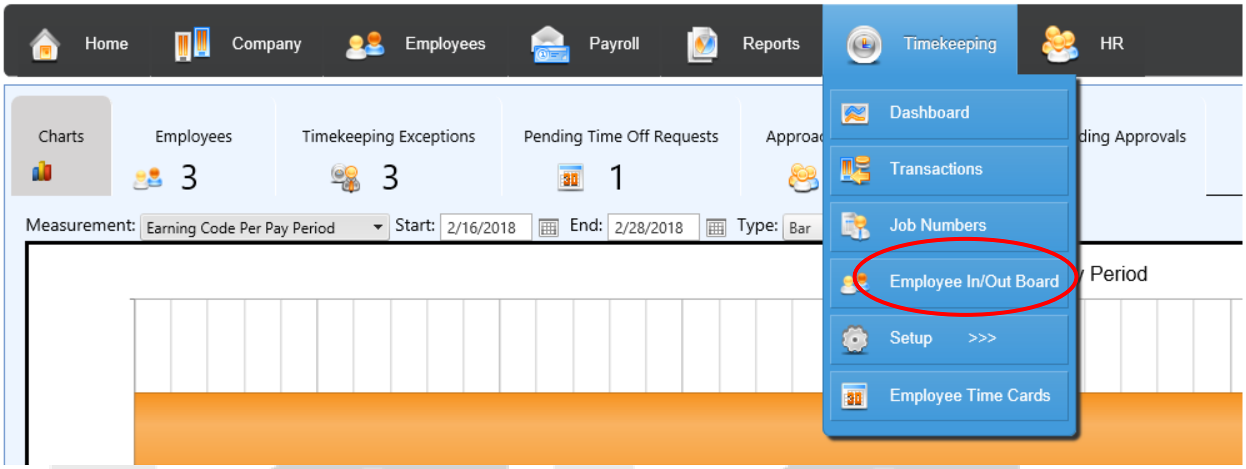
1. Log into Employer on the Go
2. Go to the “Timekeeping” tab and select “Dashboard”



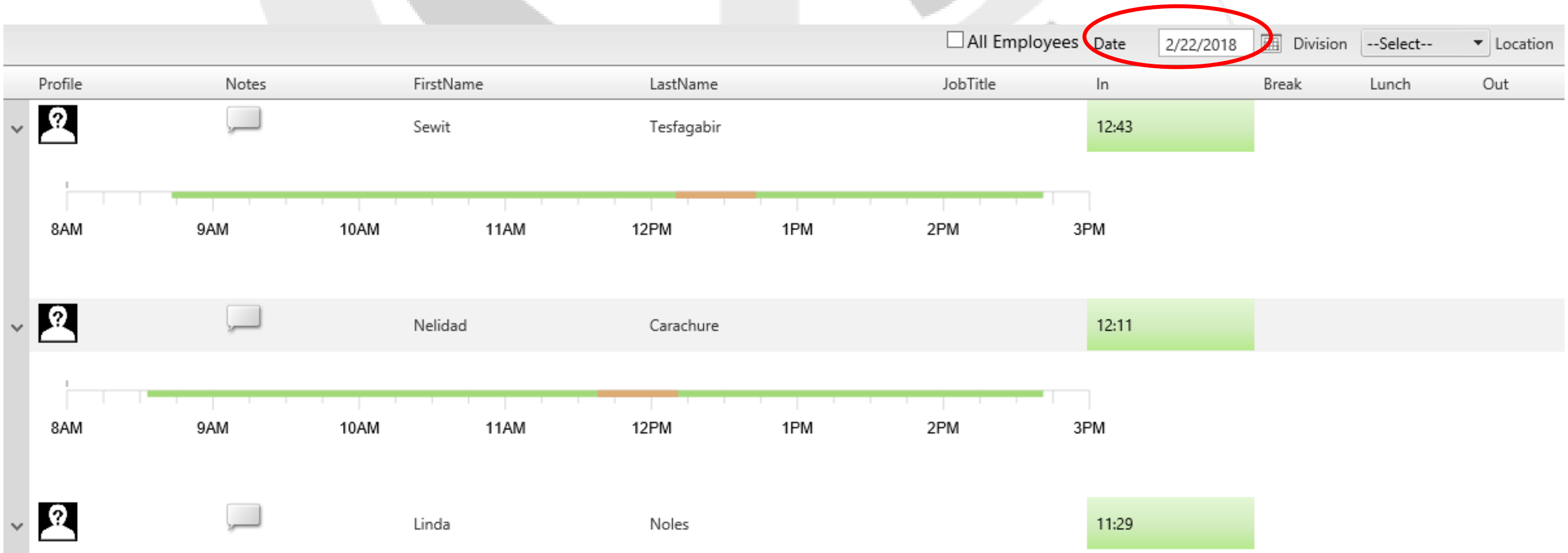
3. Here, you will be given a summary of the number of employees that are using the timekeeping system and the number of employees that are approaching overtime.



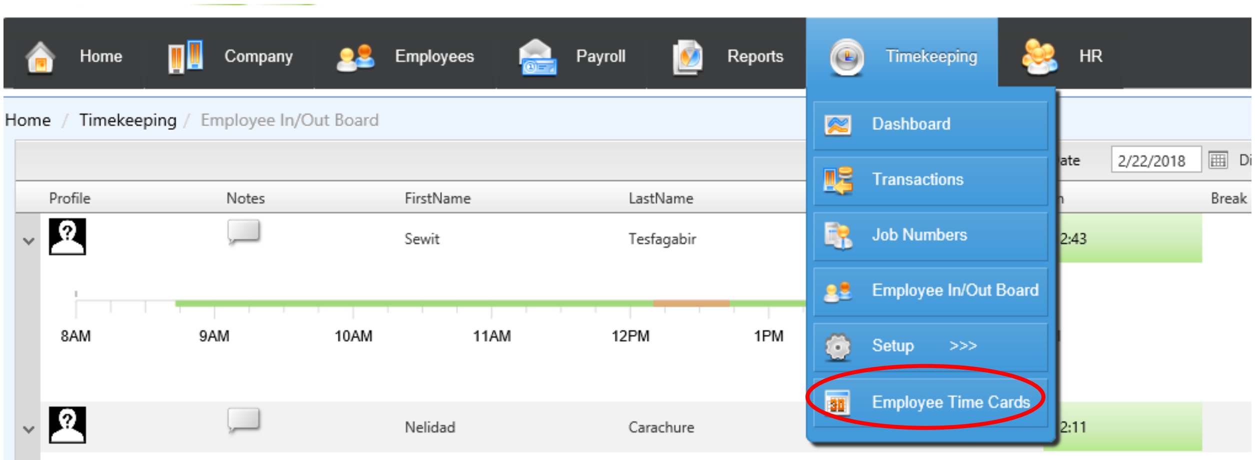
4. Next, select the “Employee In/Out Board” under the “Timekeeping” tab.



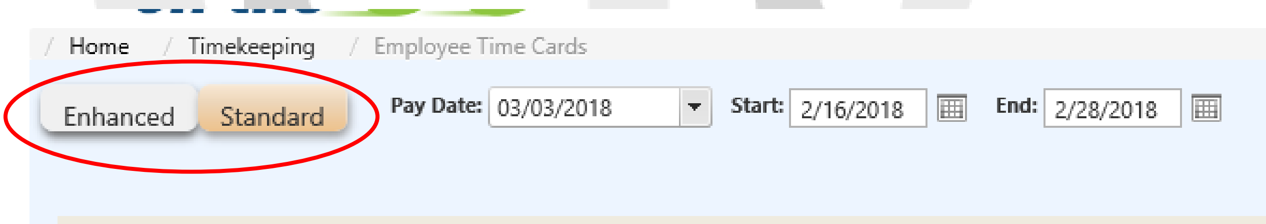
5. In this section, you will be able to see a chart of when your employees clock in, when they take breaks, and when they clock out for that day. You may view past records by changing the date at the top of the chart.



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

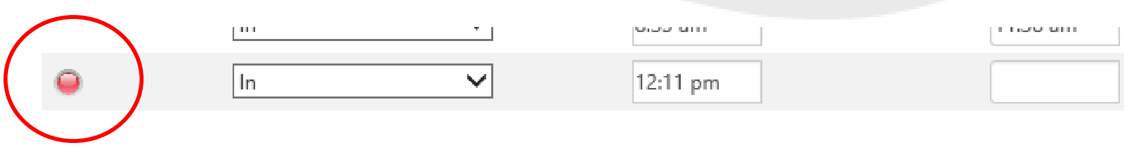


7. You can select which type of break down you want (Standard or Enhanced) at the top of the page.

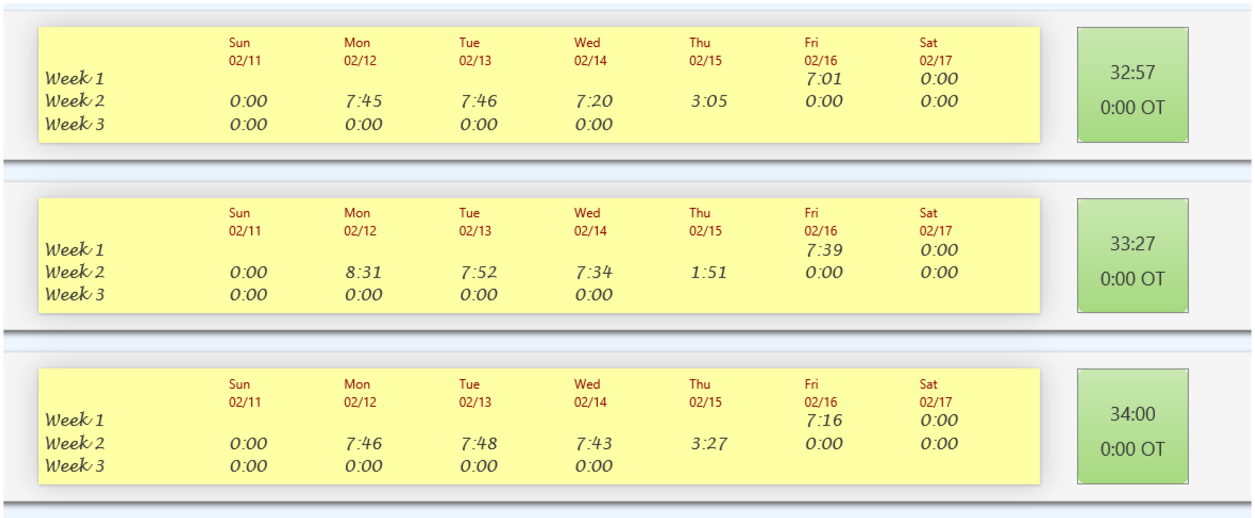


8. On this page on the **standard view,** you will be able to see when the employee clocked in and out during that pay period. **It is important to review this page BEFORE processing payroll and fix any alerts on the page.**

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.

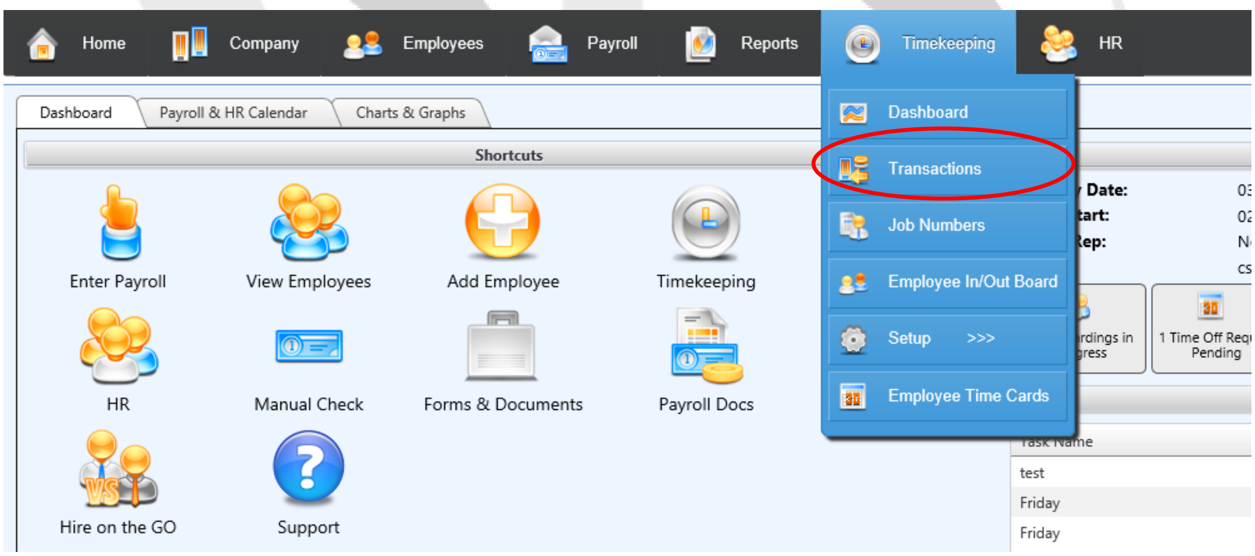


	Sun 02/11	Mon 02/12	Tue 02/13	Wed 02/14	Thu 02/15	Fri 02/16	Sat 02/17	
Week 1						7:01	0:00	32:57
Week 2	0:00	7:45	7:46	7:20	3:05	0:00	0:00	0:00 OT
Week 3	0:00	0:00	0:00	0:00				

	Sun 02/11	Mon 02/12	Tue 02/13	Wed 02/14	Thu 02/15	Fri 02/16	Sat 02/17	
Week 1						7:39	0:00	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						7:16	0:00	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”



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.