

Supervisor Time Card



Use the Employee Time Card to view and manage a single employee's time. Users may manage punches, edit employee time, delete employee time, add pay type transactions, change labor levels, send a message to a single employee, view benefit balances, add pay adjustments, manage employee schedules, view employee totals, and approve time.

Employee Time Card

Go | Alex Lehman | Select Filter | Include Inactive Employees

Date Range | Pay Period From 10/05/2014 To 10/11/2014 | << Prev Current Next >>

Time Card for Alex Lehman [95] for 10/05/2014 - 10/11/2014

+ Add Punch | + Add Pay Type Transaction | Send a Message | Save | Discard Changes | Audit Trail | Preferences

Date	Pay Type	Amount	In	Out	In	Out	Reg	OT1	OT2	UnPaid
Sun 10/05/2014	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Mon 10/06/2014			08:00 AM	12:00 PM L	01:00 PM L	05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
Tue 10/07/2014			08:00 AM	12:00 PM L	01:00 PM L	05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
Wed 10/08/2014	Jury Duty	8 hrs					8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Thu 10/09/2014	Jury Duty	8 hrs					8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Fri 10/10/2014			08:00 AM	12:00 PM L	01:00 PM L	05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
Sat 10/11/2014	None						0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Totals for Week							40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs

Totals | Benefit Balances | Pay Adjustments | Schedule

Totals for 10/05/2014-10/11/2014						
All	Regular	OT1	OT2	Lunch	Break	Unpaid
40.00 hrs	40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs	0.00 hrs	3.00 hrs

Totals by Pay Type	
Pay Type	Hours
Jury Duty	16 hrs
Lunch	3 hrs
Work	24 hrs

Helpful Hint

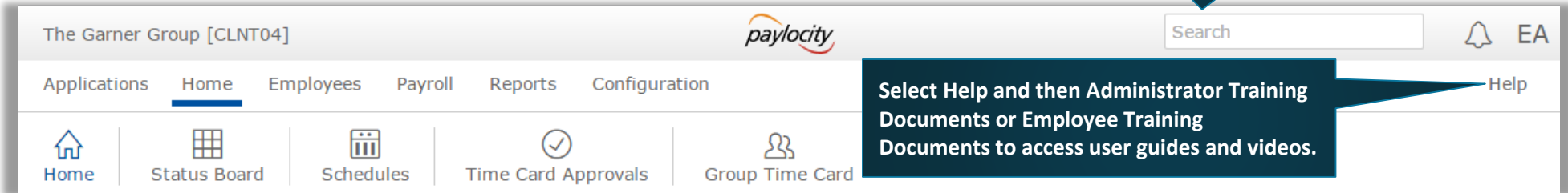
Users will only have access to those employees who fall within their security role.

Supervisor Time Card

Access Employee Time Card

Select Employee Time Card from the Employees menu or click the Time Card icon.

Use the Search field to find specific screens or employees.

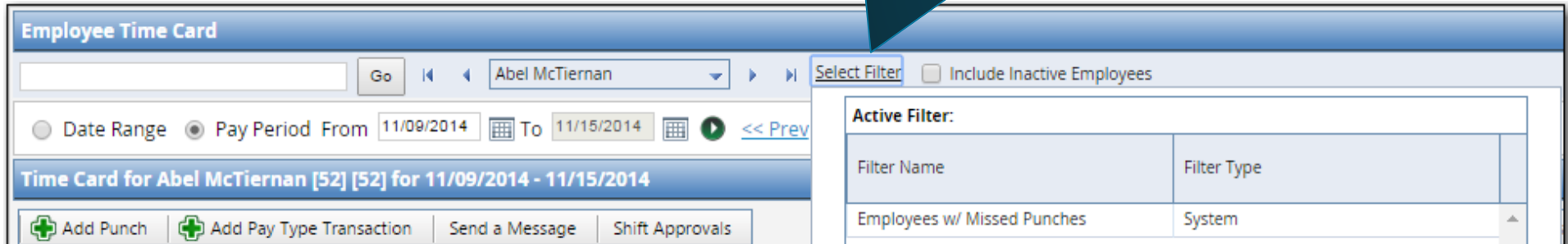


The screenshot shows the top navigation bar of the Paylocity web interface. The user is logged in as 'The Garner Group [CLNT04]'. The navigation menu includes 'Applications', 'Home', 'Employees', 'Payroll', 'Reports', and 'Configuration'. Below the menu are icons for 'Home', 'Status Board', 'Schedules', 'Time Card Approvals', and 'Group Time Card'. A search field is located in the top right corner, and a 'Help' link is visible.

Select Help and then Administrator Training Documents or Employee Training Documents to access user guides and videos.

Click Select Filter to select a filter from the drop down.

Filter the Display



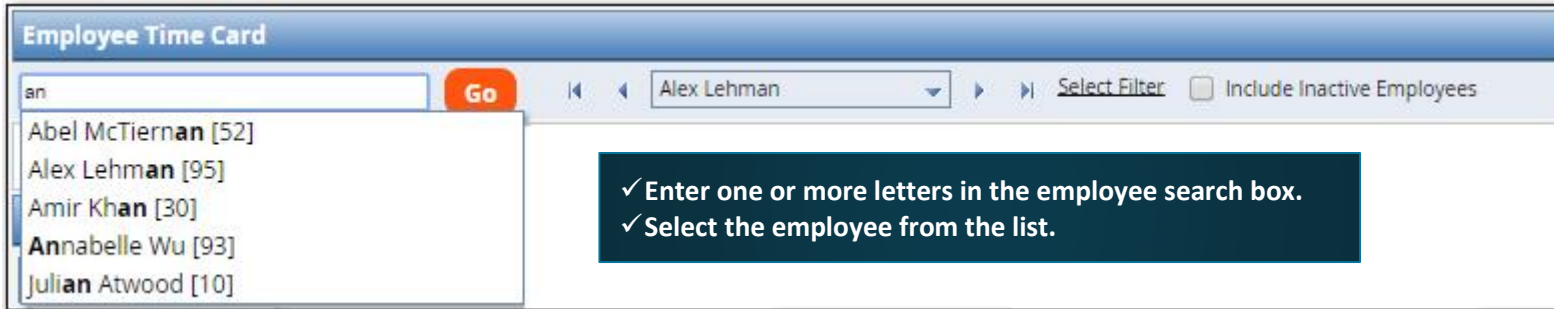
The screenshot shows the 'Employee Time Card' interface for 'Abel McTiernan'. The user can filter the display by 'Date Range' or 'Pay Period'. The current date range is '11/09/2014' to '11/15/2014'. A 'Select Filter' button is highlighted, and a dropdown menu is open showing an active filter: 'Employees w/ Missed Punches' with a 'System' filter type.

Filter by Date Range or Pay Period.

- ✓ Select the Date Range radio button and select or enter the start and end dates. Click the arrow icon adjacent to the calendar to display the selected date range.
- ✓ Users may also click Last Week, This Week, or Next Week to display the selected date range.
- ✓ Select the Pay Period radio button and select or enter the date. Click the arrow icon adjacent to the calendar to display the pay period containing the selected date.
- ✓ Users may also click Prev, Current, or Next to display the previous pay period, current pay period, or next pay period.

Supervisor Time Card

Select an Employee

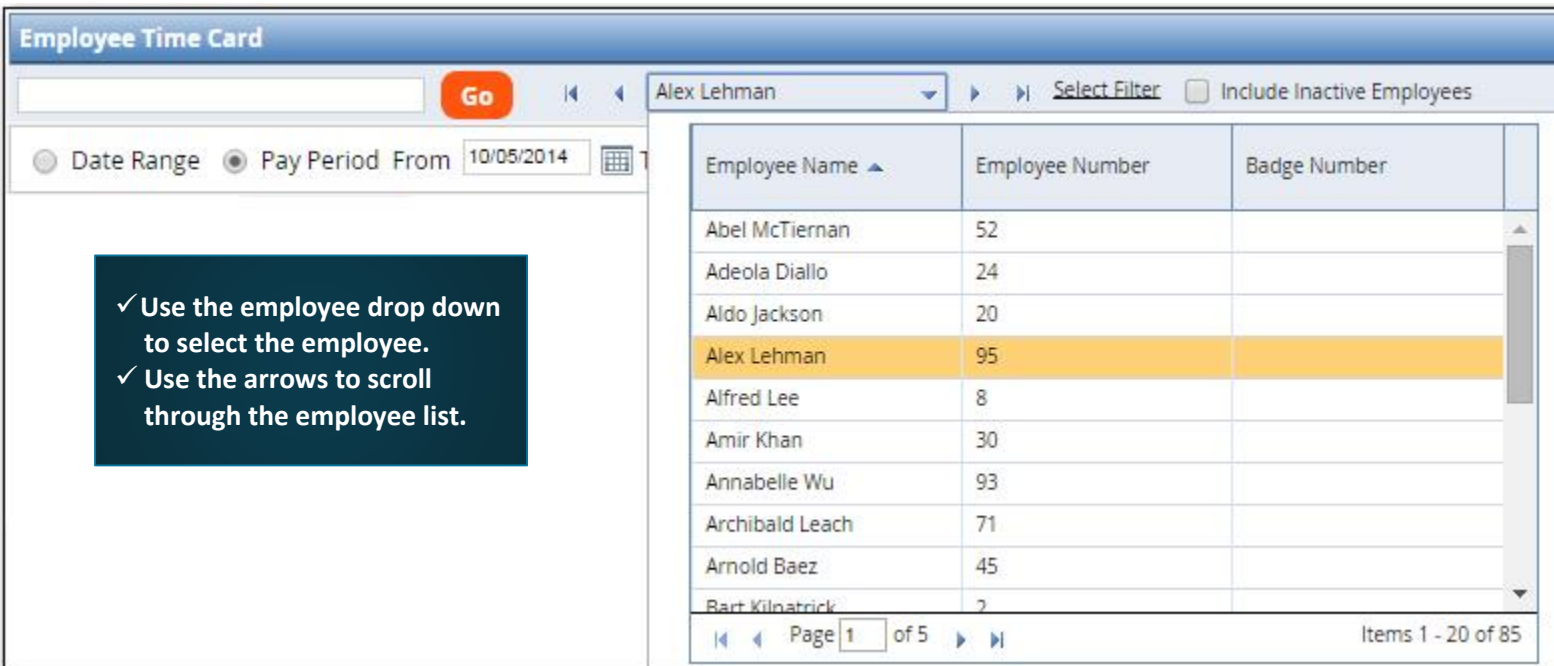


Employee Time Card

an **Go** Alex Lehman Select Filter Include Inactive Employees

- Abel McTiernan [52]
- Alex Lehman [95]
- Amir Khan [30]
- Annabelle Wu [93]
- Julian Atwood [10]

- ✓ Enter one or more letters in the employee search box.
- ✓ Select the employee from the list.



Employee Time Card

Go Alex Lehman Select Filter Include Inactive Employees

Date Range Pay Period From 10/05/2014

Employee Name	Employee Number	Badge Number
Abel McTiernan	52	
Adeola Diallo	24	
Aldo Jackson	20	
Alex Lehman	95	
Alfred Lee	8	
Amir Khan	30	
Annabelle Wu	93	
Archibald Leach	71	
Arnold Baez	45	
Bart Kilpatrick	2	

Page 1 of 5 Items 1 - 20 of 85

- ✓ Use the employee drop down to select the employee.
- ✓ Use the arrows to scroll through the employee list.

Supervisor Time Card



Manage Time Card Information

- ✓ Click the applicable cell to edit the time.
- ✓ Click the Transfer cell to edit the labor level.
- ✓ Click the applicable cell to delete the time.
- ✓ Click Save to save the changes.

Employee Time Card

Go Alex Lehman Select Filter Include Inactive Employees

Date Range Pay Period From 10/05/2014 To 10/11/2014

Time Card for Alex Lehman [95] for 10/05/2014 - 10/11/2014

Add Punch Add Pay Type Transaction Send a Message Save Discard Changes Audit Trail Preferences

Date	Pay Type	Amount	In	Transfer	Out	In	Transfer	Out	Reg	OT1	OT2	UnPaid
Sun 10/05/2014	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Mon 10/06/2014			08:00 AM		12:00 PM L	01:00 PM L		05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
Tue 10/07/2014			08:00 AM		12:00 PM L	01:00 PM L		05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
Wed 10/08/2014	Jury Duty	8 hrs							8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Thu 10/09/2014	Jury Duty	8 hrs							8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Fri 10/10/2014			08:00 AM		12:00 PM L	01:00 PM L		05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
Sat 10/11/2014	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Totals for Week									40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs

Totals Benefit Balances Pay Adjustments Schedule

All	Regular	OT1	OT2	Lunch	Break	Unpaid
40.00 hrs	40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs	0.00 hrs	3.00 hrs

Pay Type	Hours
Jury Duty	16 hrs
Lunch	3 hrs
Work	24 hrs

- ✓ Add a punch.
- ✓ Add a pay type transaction.
- ✓ Send a message to the employee.

- ✓ Select Totals to view the employee's total hours by category.
- ✓ Select Benefit Balances to view the employee's benefit balances.
- ✓ Select Pay Adjustments to manage the employee's pay adjustments.
- ✓ Select Schedule to view, add, edit, or delete the employee's scheduled shifts.

Supervisor Time Card

Punches and Pay Types

Add Punch

Action Type	<input type="radio"/> Clock In
Date	10/09/2014
Time	08:00 AM
Labor Level	Unassigned
Add Matching Punch	<input checked="" type="checkbox"/>
Action Type	<input type="radio"/> Clock Out
Date	10/09/2014
Time	05:00 PM
Supervisor Approved	<input type="checkbox"/>
Supervisor Note	
Recurrence	
# of Days to Repeat	1
Include Weekends	<input type="checkbox"/>

Add Add More Cancel

- ✓ Add a punch and an applicable matching punch.
- ✓ Complete all required fields.
- ✓ Add applicable supervisor approval and notes.
- ✓ Click Add to add the punch.

Add Pay Type Transaction

Pay Type	<input type="radio"/> Jury Duty
Date	10/09/2014
# of Hours	8
Labor Level	Unassigned
Pay Level	<input type="radio"/> Paid - Policy Rate
Apply to Overtime	<input type="radio"/> No
Supervisor Approved	<input checked="" type="checkbox"/>
Supervisor Note	
Recurrence	
# of Days to Repeat	0
Include Weekends	<input type="checkbox"/>

Add Add More Cancel

- ✓ Add a pay type such as sick or personal.
- ✓ Complete all required fields.
- ✓ Add applicable supervisor approval and notes.
- ✓ Click Add to add the pay type.

Supervisor Time Card

Time Card Display

Select Preferences to customize the time card display.

- ✓ Punches can be viewed in actual time or rounded time. The rounded punch option does not allow times to be edited; they must be shown in actual time in order to edit.
- ✓ Time Card Format sets the viewing preference to either individual work week or entire pay period.
- ✓ Labor Levels can be hidden, shown only if employees transfer from their default labor level, or can always be displayed whether the employee is in their home labor level or assigned to another.
- ✓ Select which Total columns will appear.
- ✓ Click Refresh to save the updated preferences.

Punch Rounding	<input checked="" type="radio"/> Actual <input type="radio"/> Rounded
Time Card Format	<input type="radio"/> All <input checked="" type="radio"/> ByWorkWeek
Labor Level	<input type="radio"/> Hide <input checked="" type="radio"/> TransfersOnly <input type="radio"/> All
Totals	<input checked="" type="checkbox"/> Regular <input checked="" type="checkbox"/> OT1 <input checked="" type="checkbox"/> OT2 <input checked="" type="checkbox"/> UnPaid <input checked="" type="checkbox"/> Estimated Meal Premium <input checked="" type="checkbox"/> Approved Meal Premium

[Refresh](#)

Supervisor Note

- ✓ Users may be able to select Supervisor Note when they right-click in the employee time card.
- ✓ Depending on company configuration, users may write their own message or select a note from the list.

- Clock In ✓
- Clock Out
- Start Break
- End Break
- Start Lunch
- End Lunch
- Transfer
- Delete
- Supervisor Note

Add Supervisor Note

Compose your message here

Choose your note from a list

- Missed Punch In
- Missed Punch Out
- Missed Lunch In
- Missed Lunch Out
- Offsite
- Medical appointment
- Approved Overtime

Supervisor Time Card



Approve Time Card

- ✓ Check the box adjacent to the Date title and click Save to approve all time displayed on this page.
- ✓ To approve one or more time entries but not all time entries, check the box adjacent to the applicable time entries and click Save to approve the selected time entries.

Employee Time Card

Go
Alex Lehman
Select Filter
 Include Inactive Employees

Date Range
Pay Period From To

Time Card for Alex Lehman [95] for 10/05/2014 - 10/11/2014

+ Add Punch
+ Add Pay Type Transaction
Send a Message

Save
Discard Changes
Audit Trail
Preferences

10/05/2014-10/11/2014

<input type="checkbox"/>	Date	Pay Type	Amount	In	Transfer	Out	In	Transfer	Out	Reg	OT1	OT2	UnPaid
<input type="checkbox"/>	Sun 10/05/2014	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input checked="" type="checkbox"/>	Mon 10/06/2014			08:00 AM		12:00 PM L	01:00 PM L		05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
<input checked="" type="checkbox"/>	Tue 10/07/2014			08:00 AM		12:00 PM L	01:00 PM L		05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
<input checked="" type="checkbox"/>	Wed 10/08/2014	Jury Duty	8 hrs							8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input type="checkbox"/>	Thu 10/09/2014	Jury Duty	8 hrs							8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
<input type="checkbox"/>	Fri 10/10/2014			08:00 AM		12:00 PM L	01:00 PM L		05:00 PM	8.00 hrs	0.00 hrs	0.00 hrs	1.00 hrs
<input type="checkbox"/>	Sat 10/11/2014	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs
Totals for Week										40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs

Totals
Benefit Balances
Pay Adjustments
Schedule

Totals for 10/05/2014-10/11/2014						
All	Regular	OT1	OT2	Lunch	Break	Unpaid
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