

## How to Use Time Card Functions (Clock In/Out)

### Employees

Hourly employees can clock in and out (for tracking their hours worked) on the DDS System using the **CI** function from any menu (Salaried employees will not use this function). After typing CI, this screen will appear:

```
TIME CARD LOGIN

Employee: _____
```

Here the employee should enter their last name and then type "S" to scan for their name (passwords can be required – see below):

```
TIME CARD LOGIN

Employee: 100000 NUMBER 0, EMPLOYEE

##      Number Name                City, State      Status
1. 100000 NUMBER 0, EMPLOYEE      ANYTOWN, AR     A
2. 100001 NUMBER 1, EMPLOYEE      ANYTOWN, AR     A
3. 100010 NUMBER 10, EMPLOYEE     ANYTOWN, AR     A
4. 100100 NUMBER 100, EMPLOYEE     ANYTOWN, AR     A
5. 100101 NUMBER 101, EMPLOYEE    ANYTOWN, AR     T
6. 100102 NUMBER 102, EMPLOYEE    ANYTOWN, AR     T
7. 100103 NUMBER 103, EMPLOYEE    ANYTOWN, AR     A
8. 100104 NUMBER 104, EMPLOYEE    ANYTOWN, AR     A
9. 100105 NUMBER 105, EMPLOYEE    ANYTOWN, AR     T
10. 100106 NUMBER 106, EMPLOYEE   ANYTOWN, AR     T

Enter # or S to Scan Again: ___

Right Employee (Y/N/S); S
```

If their name appears in the list of 10 shown, they simply select the ## by their name. If their name is not there, they should type "S" again to display the next 10 names until they find their name. After the selection, the following screen will appear:

TIME CARD LOGIN

Employee: 100000 NUMBER 0, EMPLOYEE

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 1 - CLOCK IN FOR FIRST TIME TODAY | 5 - CLOCK OUT FOR PERSONAL TIME |
| 2 - CLOCK OUT FOR LUNCH           | 6 - CLOCK IN FROM PERSONAL TIME |
| 3 - CLOCK IN FROM LUNCH           |                                 |
| 4 - CLOCK OUT FOR THE DAY         |                                 |

Enter Your Selection: \_

Here, they should select the appropriate clock event. Note, they can clock in and out for lunch or personal time as many times as needed but will only be able to clock in for the day once and out for the day once. Each event will appear on the screen during each day like this, for example:

TIME CARD LOGIN

Employee: 100000 NUMBER 0, EMPLOYEE

CLOCKED IN AT: 07:00 AM  
OUT FOR LUNCH: 11:30 AM  
BACK FROM LUNCH: 12:15 PM

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 1 - CLOCK IN FOR FIRST TIME TODAY | 5 - CLOCK OUT FOR PERSONAL TIME |
| 2 - CLOCK OUT FOR LUNCH           | 6 - CLOCK IN FROM PERSONAL TIME |
| 3 - CLOCK IN FROM LUNCH           |                                 |
| 4 - CLOCK OUT FOR THE DAY         |                                 |

Enter Your Selection: \_

That is all that is required of employees each day.

## **Payroll Administrators**

Payroll personnel will use the **TF** menu to edit and print employee time cards for a given payroll period. The menu currently has these options:

1. TIME CARD EXCEPTION/ERROR LIST
2. EDIT TIME CARD
3. TIME CARD LISTING
4. CLOCK IN CODES MAINTENANCE
5. CLOCK IN CODES LISTING

The following is an explanation of each of these options:

1. **TIME CARD EXCEPTION/ERROR LIST** – this is a printout of active hourly employees who do not have a time card for a given payroll period and is used to find people who may have forgotten to clock in/out.
2. **EDIT TIME CARD** – often employees forget to clock in/out and need the help of the payroll administrator to get the time card entered correctly of a given day. This program lets you edit all the ins & outs for any employee for any date. And, **importantly**, it lets the administrator add vacation, holiday, sick (personal) & bereavement hours for an employee since the employee does not have the ability to do this from the CI function.
3. **TIME CARD LISTING** – this is the printout used to enter the time cards after a given payroll period is completed. This printout lists all hourly employees with all the hours work broken out for easy review.
4. **CLOCK IN CODES MAINTENANCE** – some customers want to define special “Clock In/Out” groups to be used for certain employees\*\*. The current options let the administrator define groups that do two things (note: these can be changed by the administrator in the Time Card Edit program):
  1. **Set the earliest Clock In time allowed.** For example, a group is setup to for an earliest Clock In time of 7 am. If an employee is made part of this group, and tries to clock in at 6:55 am, their Clock In time will be set 7 am – but if they clock in after 7 am, the actual Clock In time will be used.
  2. **Set a minimum length for lunch hour.** For example, a minimum 30 minute lunch group could be defined so that if the the employee takes a 27 minute lunch, the system will adjust the length of the lunch take to 30 minutes.
5. **CLOCK IN CODES MAINTENANCE** – this is simply a printout of any Clock In codes that have been defined.

**\*\* An employee can be added to a defined Clock In group in PR-1-1-#35.**

**Passwords can be required on an individual employee basis. This password can be entered in PR-1-1-#35 – once entered, the employee will be required to enter this password each time he/she accesses the CI function.**

**Final note:** the system does **NOT** currently automatically import “payable” time card records from the TF data to PR-18-1. The printout, TF-3, is the current source from which the administrator can enter the “payable” time cards in PR-18-1. The seamless importing of time card data from TF to PR-18-1 is on the “list” to be done – to be done by the end of 2013.