

# 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
<b>Totals for Week</b>							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**

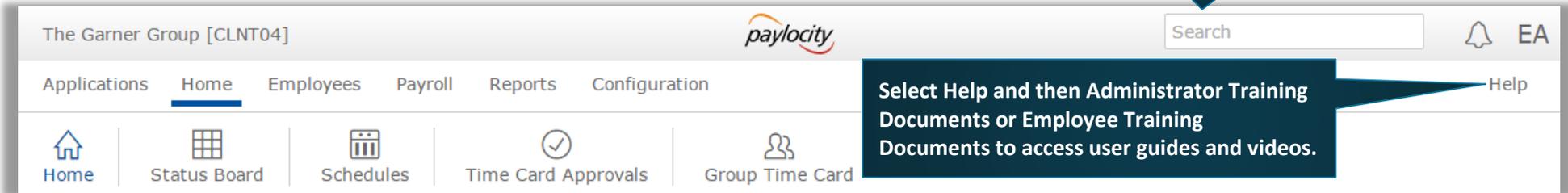
Users will only have access to those employees who fall within their security role.

# 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.

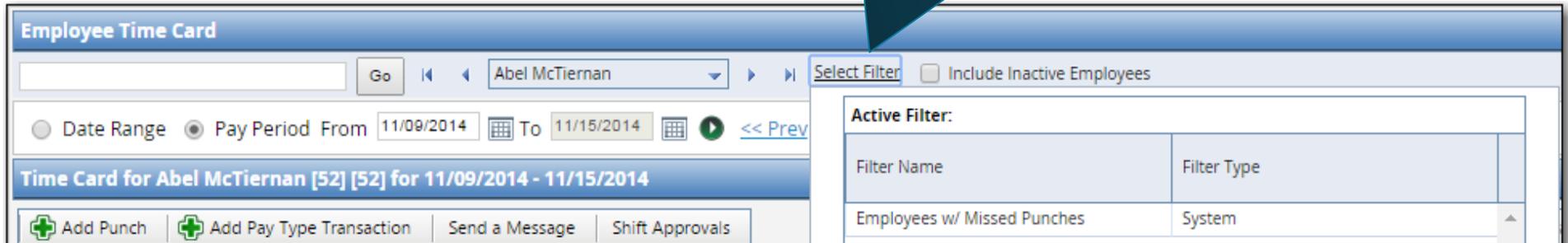


The screenshot shows the top navigation bar of the Paylocity web interface. It includes the company name 'The Garner Group [CLNT04]', the Paylocity logo, a search field, and a notification bell icon labeled 'EA'. Below this is a menu with options: Applications, Home (underlined), Employees, Payroll, Reports, and Configuration. A secondary menu contains icons for Home, Status Board, Schedules, Time Card Approvals, and Group Time Card. A callout box points to a 'Help' link in the top right corner.

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'. It features a search bar with a 'Go' button, a date range selector (11/09/2014 to 11/15/2014), and a 'Select Filter' dropdown menu. A callout box points to the 'Select Filter' dropdown. Below the main interface, there is a table showing the active filter.

Active Filter:	
Filter Name	Filter Type
Employees w/ Missed Punches	System

### 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  Alex Lehman   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

Alex Lehman   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	

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- ✓ 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
<b>Totals for Week</b>									40.00 hrs	0.00 hrs	0.00 hrs	3.00 hrs

Totals Benefit Balances Pay Adjustments Schedule

✓ 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.

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

# Supervisor Time Card



## Punches and Pay Types

**Add Punch**

Action Type	<input type="radio"/>	Clock In
Date	<input type="radio"/>	10/09/2014
Time	<input type="radio"/>	08:00 AM
Labor Level	<input type="radio"/>	Unassigned
Add Matching Punch	<input checked="" type="checkbox"/>	
Action Type	<input type="radio"/>	Clock Out
Date	<input type="radio"/>	10/09/2014
Time	<input type="radio"/>	05:00 PM
Supervisor Approved	<input type="checkbox"/>	
Supervisor Note	<input type="text"/>	
Recurrence	# of Days to Repeat: 1 Include Weekends: <input type="checkbox"/>	
Add <input type="button" value="+"/> Add More <input type="button" value="X"/> 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	<input type="radio"/>	10/09/2014
# of Hours	<input type="radio"/>	8
Labor Level	<input type="radio"/>	Unassigned
Pay Level	<input type="radio"/>	Paid - Policy Rate
Apply to Overtime	<input type="radio"/>	No
Supervisor Approved	<input checked="" type="checkbox"/>	
Supervisor Note	<input type="text"/>	
Recurrence	# of Days to Repeat: 0 Include Weekends: <input type="checkbox"/>	
Add <input type="button" value="+"/> Add More <input type="button" value="X"/> Cancel		

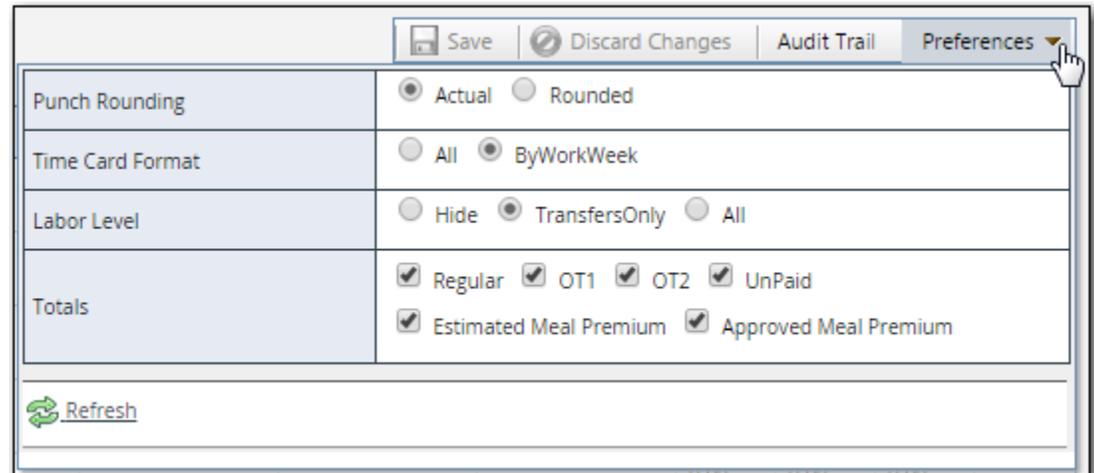
- ✓ Add a pay type such as sick or personal.
- ✓ Complete all required fields.
- ✓ Add applicable supervisor approval and notes.
- ✓ Click Add to add the pay type.

# 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.



The screenshot shows a 'Preferences' dialog box with the following settings:

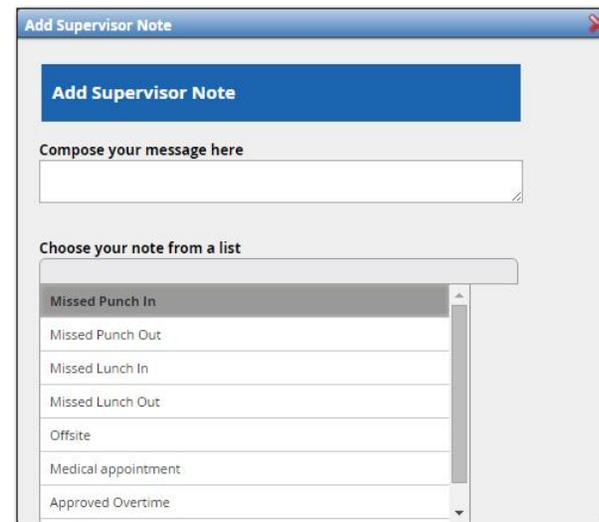
Punch Rounding	<input checked="" type="radio"/> Actual <input type="radio"/> Rounded
Time Card Format	<input type="radio"/> All <input checked="" type="radio"/> ByWorkWeek
Labor Level	<input type="radio"/> Hide <input checked="" type="radio"/> TransfersOnly <input type="radio"/> All
Totals	<input checked="" 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

Buttons at the top: Save, Discard Changes, Audit Trail, Preferences (selected). A 'Refresh' button is at the bottom left.

## 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



The 'Add Supervisor Note' dialog box contains:

- A blue header bar with the text 'Add Supervisor Note'.
- A text area labeled 'Compose your message here'.
- A section titled 'Choose your note from a list' with a scrollable list of options: Missed Punch In, Missed Punch Out, Missed Lunch In, Missed Lunch Out, Offsite, Medical appointment, and 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
Select Filter  Include Inactive Employees

Date Range Pay Period From

**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
<b>Totals for Week</b>										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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Totals by Pay Type	
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