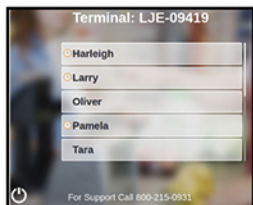




# EMPLOYEE TIME CLOCK

## TRACK EMPLOYEE TIME & ATTENDANCE!

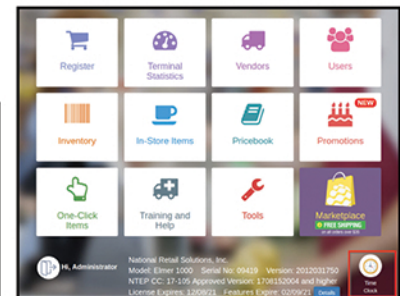
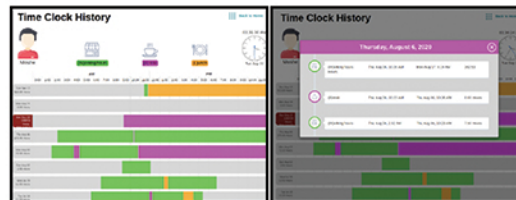
**Time Clock Management** is a Premium Feature that allows you to track the time and attendance for all employees, both POS Users and "Time Clock Only" users.



A new **Time Clock ONLY** permission profile allows you to create employees that are not ringing sales and finalizing transactions in the POS. Examples of Time Clock ONLY employees would be Stock Personnel, cleaners and Custodians, etc. **Time Clock ONLY employees are identified with a clock icon to the left of their name.** Time Clock Only employees do not count as POS users.

Time clock only users can clock in and out from the main page on the POS. **POS Users (Manager or Cashier)** are tracked silently based on their log in.

POS users can click Time Clock History to view their own history in descending order. POS users can view their time clock history for accuracy of hours logged in.



### Reports for the Time Clock Management on the Merchant Portal

Reporting features on the merchant portal allows you to create default settings for your store and employees.

In reports, an admin can edit, delete or insert entries. Manual adjustments are identified with an edit icon. Warnings will highlight entries that do not meet default settings. A filter option is provided to expedite merchant's review of specific employees.

Reports provide **daily, weekly, and monthly** reports and export to Excel or CSV file format for accounting purposes.

**Users** tab provides administrators the activity status of all users with corresponding Terminal ID.

TO SIGN UP, CLICK ON THE **DETAILS** TAB ON YOUR POS AND TAP **MANAGE MY FEATURES**, OR CONTACT YOUR SALES AGENT.