

Using Time Tracking

1) Active employee(s) are needed to track time. See Step #6 of the Company Setup for description if needed.

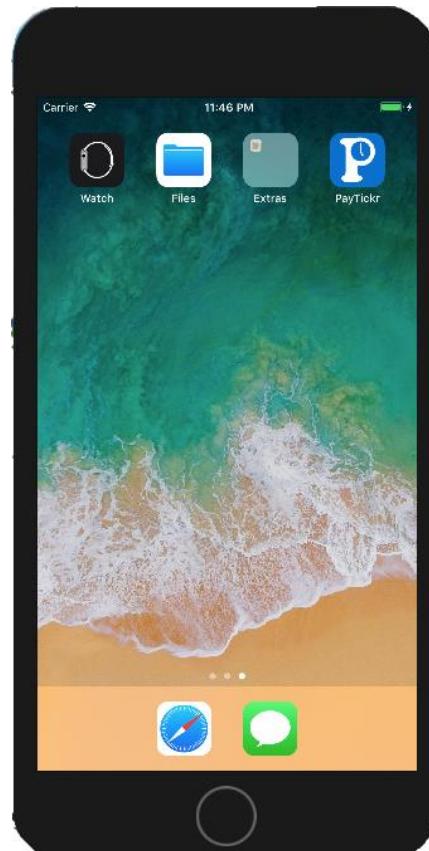
2) Employees can punch in/out using the website <https://paytickr.com>, or using mobile apps from the iTunes App Store or Google Play Store. Employees will use the same credentials to login on the mobile apps as on the website: company name, username and password.

Note: If the admin sets ‘Required Location’ to on, the employee will only be able to punch in/out if their device or browser allows GPS location services. Be aware that the PayTickr app will need data access to allow the employee to punch in/out. If data is turned off the mobile device will not be able to connect to the PayTickr server.

3) To view employees tracked time go to the ‘Time & Payroll’ tab then select ‘Time Tracking’ and ‘Show/Manage Employee Logs’. Select an employee and dates in the pop-up, if the start date is left blank it will default to the first log, if the end date is left blank it will default to the last log.

4) Logs can be filtered by date to see a specific pay period. Overtime rules can be added in the ‘Manage Employees’ page, and the logs page will display the hours including overtime. See help video on ‘Manage Employees’ page for more information on configuring overtime rules. The overtime hours will automatically be calculated and added to regular hours.

5) Tasks/Descriptions can be entered with each log, allowing you to easily keep track of hours spent on specific jobs or job sites. Tasks can also be changed mid-shift by clicking ‘Change Task’ on the website or mobile apps while punched in. To search tasks, go to the ‘Time & Payroll’ tab, select ‘Time Tracking’ and ‘Search Tasks’. Enter the search filters you need in the pop-up, and leave unneeded fields blank.



Screenshot of the PayTickr web application showing the 'My Dashboard' and 'Search Tasks Results' sections.

My Dashboard

test1

PayTickr

Current Status:
Punched In at 05:45:04 AM
Dec 20, 2017

Employee Actions:

- Punch Out
- Start Break
- Change Task

Search Tasks Results

Edit Search Parameters

Export Tasks to Excel

Employee	Start Time	Start Location	End Time	End Location	Hours	Description/Task
Brad Rougeau	10:44:10 PM Jun 06, 2015		10:45:27 PM Jun 06, 2015		0.02139	test
Kreg MacPhee	5:40:00 PM May 18, 2016		2:11:00 PM May 19, 2016		20.51667	test
Cristina Smith	06:40:00 AM Aug 01, 2016	(51.12200, -114.06600)	6:00:00 PM Aug 01, 2016	(51.12200, -114.06600)	11.33333	test
Brad Rougeau	11:02:03 AM Jan 17, 2017		11:02:49 AM Jan 17, 2017		0.01278	test
Brad Rougeau	07:39:10 AM Jan 19, 2017		5:01:27 PM Jan 19, 2017		9.37139	test
Brad Rougeau	11:56:03 PM May 20, 2017	(51.08020, -114.13000)	11:56:31 PM May 20, 2017	(51.06370, -114.10400)	0.00778	test
Brad Rougeau	7:10:07 PM	(37.33230,	7:10:15 PM Jul	(37.33230,	0.00222	test