

Disclaimer: Please note that the visibility of alerts, consoles and pages is based on the features enabled for your company and security restrictions that may be in place. Therefore, not all functionality described in this document may be available to you.

For Managers, the Attendance dashboard allows you to manage your employees' time, respond to time off requests, approve time cards, and access employee reports.

Employee Status

1. Quickly see the clock status of your employees.
2. Choose to see which employees are In, Out, On Break, or All to see everyone.
3. Filter the list using the menu in the upper-right corner.
4. Double-clicking on an employee will take you to that employee's Time Card.

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Stephen Boston
Operations Manager
QUARTET ANALYTICAL RESOURCES - US (11111)

Employee Status Edit Time Cards Scheduling Alerts Scheduling Scheduling Templates Time Off Requests Approve Time Cards Add Mass Hours Time Off Calendar

Type Name, EE Number or SSN Here... Only show employees assigned to your departments Showing All Filter Report

Employee Name	Base Department	Location	Wage Type	Status	Last Punch
CHAPMAN, PIPER (11800076)	1900 - Operations	Remote Location	Hourly	In	Friday, Dec 9 2022 11:30AM
DUDLEY, AMY (11800011)	0500 - Interns	Main Location	Hourly	In	Friday, Dec 9 2022 11:30AM
LEWIS, BRIANNA (11800039)	1900 - Operations	Main Location	Hourly	In	Friday, Dec 9 2022 11:30AM
MEYERS, JODI (11800059)	0700 - Client Relations	Main Location	Hourly	In	Friday, Dec 9 2022 11:30AM
MORGAN, DEXTER (11800066)	1900 - Operations	Main Location	Hourly	Out	

Page 1 of 1

Displaying 1 - 5 of 5

Edit Time Cards

1. Click EDIT TIME CARD to add/edit shift information or manage additional pay items.
2. Search by an employee's name or number. Use the filters to display only employees who have missed punches.

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Employee List

Clear Filters 2

Type Name, EE Number or SSN Here...

filters

BALL, KEVIN (11800079) 1900 - Operations

CHAPMAN, PIPER (11800076) 1900 - Operations

DUDLEY, AMY (11800011) 0500 - Interns Shifts Exceeding Variance: 10

EMERLY, GRACE (11800099) 1900 - Operations

JAMES, VINCE (11800073) 1900 - Operations

JONES, ALAN (11800061) 1900 - Operations

LEWIS, BRIANNA (11800039) 1900 - Operations

MAYS, JULIE (11800071) 0200 - Administrative

MENDEZ, GLORIA (11800113)

Page 1 of 1

DUDLEY, AMY (11800011) 0500 - Interns

Available Accrual Balance Scheduled Time Off

Current Pay Period: Mon Jul 18, 2022 - Sun Jul 31, 2022 (12:00 AM CST) Show Scheduling Jump To Pay Week 12/05/2022 to 12/11/2022

Thursday Dec 8, 2022 (Not in current pay period) Scheduled 0.00 Actual 0.00 EDIT TIME CARD

Friday Dec 9, 2022 (Not in current pay period) Scheduled 0.00 Actual 0.00 0500 - Interns In 11:30 AM Out No Punch EDIT TIME CARD 1

Saturday Dec 10, 2022 (Not in current pay period) Scheduled 0.00 Actual 0.00 EDIT TIME CARD

Sunday Dec 11, 2022 (Not in current pay period) Scheduled 0.00 Actual 0.00 EDIT TIME CARD

Reg Hours Ovt Hours Dbl Time Hours Addl Hours Addl Dollars Total

Week Selected (12/05/2022 - 12/11/2022) 0.00 0.00 0.00 0.00 \$0.00 0.00

Current Period (07/18/2022 - 07/31/2022) 0.00 0.00 0.00 0.00 \$0.00 0.00

Time Off Requests

1. Choose an employee to review pending Time Off Requests that have been submitted.
2. Switch between a Monthly and Weekly view of the calendar.
3. The employee's requested days, as well as available leave balances will be here.
4. You may include a response and approve or deny the request. To leave the request as pending, select Record Response & Leave Pending.

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Time Off Request List

Type Name, EE Number or SSN Here...

DUDLEY, AMY (11800011) 1900 - Operations PTO 8 hour(s) 1

CHAPMAN, PIPER (11800076) 1900 - Operations PTO 40 hour(s)

Page 1 of 1

DUDLEY, AMY (11800011) 1900 - Operations

Request Type: PTO view all 3

Submit Date: 12/09/2022

EE Comments: Son's wedding

View Time Off Request Details

Monthly View 2

Show Requests in All Departments Show Pending Requests

<< January 2023 >>

Wed 18 Thu 19 Fri 20 Sat 21 Sun 22 Mon 23 Tue 24

8 Hours of PTO

Supervisor Response

Current Request Approved Pending Leave Tracking Cancellation Requested

Record Response & Leave Pending 4

Deny Request Approve Request

Approve Time Cards

1. To approve time cards, check the employees whose times are correct and mark them as approved by selecting Approve Checked Times at the bottom of the page. To make changes to a time card before approving it, double-click the employee to go to the time card.
2. To make changes (prior to payroll) to time cards that you have previously approved, select the Approved Times tab. Check which employee time cards you need to make changes to and select Unapprove Checked Times at the bottom of the page. You may now edit the time cards.
3. Double-clicking on an employee will take you to that employee's time card.

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Employee Status Edit Time Cards Scheduling Alerts Scheduling Scheduling Templates Time Off Requests **Approve Time Cards** Add Mass Hours Time Off Calendar

Unapproved Times (5 records) Approved Times (0 records) Employees With No Time (11 records)

Type Name, EE Number or SSN Here...

Name	Department	Location	Wage Type	Regular	Overtime	Double Time	Addl	Addl \$	Total	eSignature Status
BALL, KEVIN (11800079)	1900 - Operations	Remote Location	Hourly	34.00	0.00	0.00	0.00	\$0.00	34.00	Not Signed
CHAPMAN, PIPER (11800076)	1900 - Operations	Remote Location	Hourly	27.50	0.00	0.00	0.00	\$0.00	27.50	Not Signed
EMBERLY, GRACE (11800099)	1900 - Operations	Main Location	Salary Exempt	36.00	0.00	0.00	0.00	\$0.00	36.00	Not Signed
JAMES, VINCE (11800073)	1900 - Operations	Main Location	Hourly	27.75	0.00	0.00	0.00	\$0.00	27.75	Not Signed
JONES, ALAN (11800061)	1900 - Operations	Main Location	Hourly	17.25	0.00	0.00	0.00	\$0.00	17.25	Not Signed
				142.50	0.00	0.00	0.00	\$0.00	142.50	

Page 1 of 1 Approve Checked Times Displaying 1 - 5 of 5

Add Mass Hours page

1. To assign hours to more than one employee at a time, first fill out the shift information in Step 1.
2. Check the employees you want to add hours to and click Review Entries at the bottom. Upon review, you can change the number of hours per employee by clicking the hours. Once you have reviewed the information on the next page, choose Save at the bottom.

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Employee Status Edit Time Cards Scheduling Alerts Scheduling Scheduling Templates Time Off Requests Approve Time Cards Add Mass Hours Time Off Calendar

Step 1: Fill out shift information

Select Income Type Holiday Pay (Hours) 1

Select Date 12/25/2021

Enter the number of hours, units or dollars to be applied (You can override the amount on the next page) 8

Enter Comments To Appear On Time Card Happy Holidays!

Step 2: Select the employees to receive time

Name	Base Department	Wage Type	Employee Type	Employment Type	Hire/Rehire Date
<input type="checkbox"/> BALL, KEVIN (11800079)	1900 - Operations	Hourly	W2	Part Time	09/09/2018
<input type="checkbox"/> CHAPMAN, PIPER (11800076)	1900 - Operations	Hourly	W2	Part Time	08/01/2018
<input checked="" type="checkbox"/> EMBERLY, GRACE (11800099)	1900 - Operations	Salary Exempt	1099	Full Time	05/13/2018
<input type="checkbox"/> JAMES, VINCE (11800073)	1900 - Operations	Hourly	W2	Part Time	07/09/2018
<input type="checkbox"/> JONES, ALAN (11800061)	1900 - Operations	Hourly	W2	Part Time	04/16/2018
<input checked="" type="checkbox"/> LEWIS, BRIANNA (11800039)	1900 - Operations	Hourly	W2	Full Time	07/05/2010
<input type="checkbox"/> MENDEZ, GLORIA (11800113)	1900 - Operations	Hourly	W2	Part Time	09/09/2018
<input type="checkbox"/> MORGAN, DEXTER (11800066)	1900 - Operations	Hourly	W2	Part Time	06/04/2018

Review Entries

Time Off Calendar

Managers can view, subscribe and export Time Off Calendars.
The view can be exported, downloaded and saved.

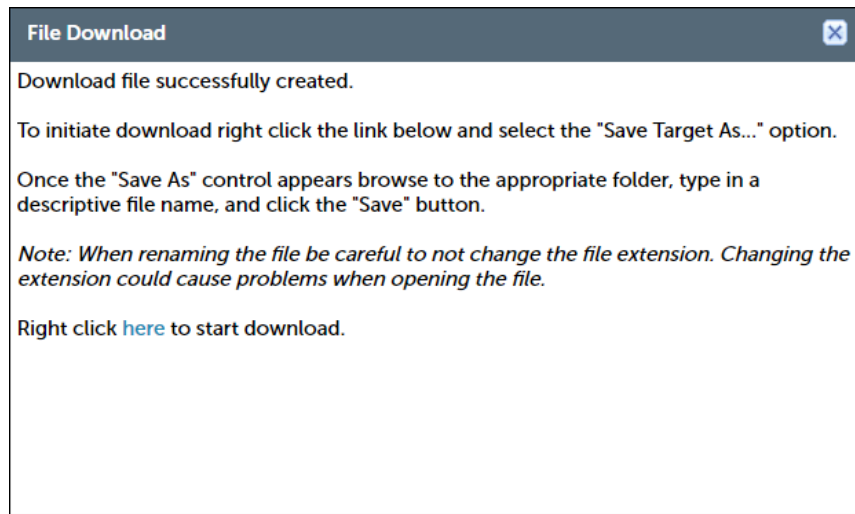
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« March 2023 » Weekly View Department: All Request Type: All Export Subscribe

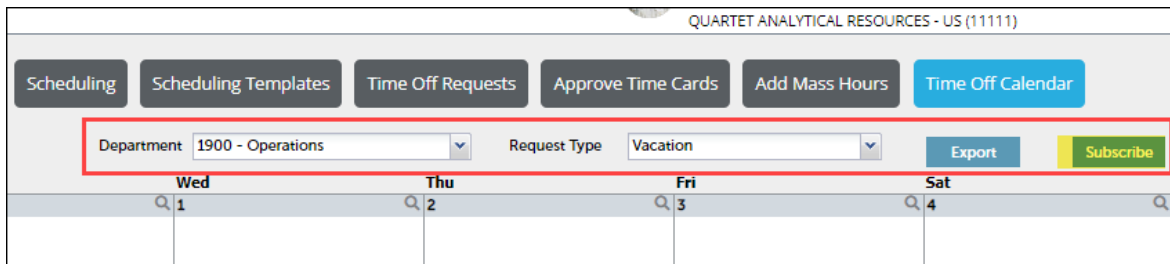
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 1 Pending (8 hrs)	25
26	27	28	29	30	31 1 Pending (8 hrs)	1
2	3	4	5	6	7	8

Select Export and follow the File Download instructions.

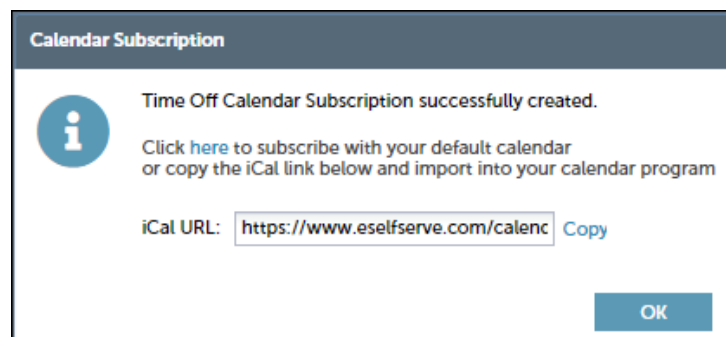


Managers can also subscribe to the calendar to receive updates to the Time Off Calendar.

- Select Subscribe and the subscription can be modified by Department and Request type filter options. For example, if the Request Type filter is set to "Sick" and subscribed, the Request type filter can be changed to "Vacation" and "Subscribe" selected. The calendar application subscription will then contain ONLY those TORs that apply to "Sick" and "Vacation" Request Types.



When choosing to Subscribe to a calendar view, users will be prompted to select the application to open the iCal link.



Or the iCal link can be copied and pasted to import into the preferred calendar program/application. The external calendar program will sync independently from the Time Off Request Calendar, so there may be a delay in information updates between the calendars.

Mobile Punch Activity

Employee mobile punches can be viewed from Attendance > Mobile Punch Activity.

- Mobile Punch Activity provides an aerial view of created Clock Zones on one map.
- On the left side of the map is a list of the manager's employees with Mobile Clock-In enabled.
 - Click on an employee to view their punches – or markers – on the map.
 - The markers pinpoint the location reported by the employee's mobile device when the punch was made.
- To view the punches for a specific date range, enter the dates in the Date From and Date To fields.
 - The default date range is 7 days, but the window of time can be expanded by the manager.

- Click a green marker on the map to view the punch details: date, department, in/out and time.

Unsuccessful punches are punches that were refused because they were attempted outside of a Clock Zone. Check the Show Unsuccessful Punches box to view those on the map

- The red markers are the unsuccessful punches.
- Please note that unsuccessful punch markers may appear inside a Clock Zone if the radius was later expanded to include the location of the unsuccessful punch.