

# Timeclock



Cash Register Express and Restaurant Pro Express offer a time clock feature that allows you to record the times that your employees are clocking in and clocking out. Time clock tracking is useful for a variety of reasons, from payroll calculation to credit card tip tracking and much more.

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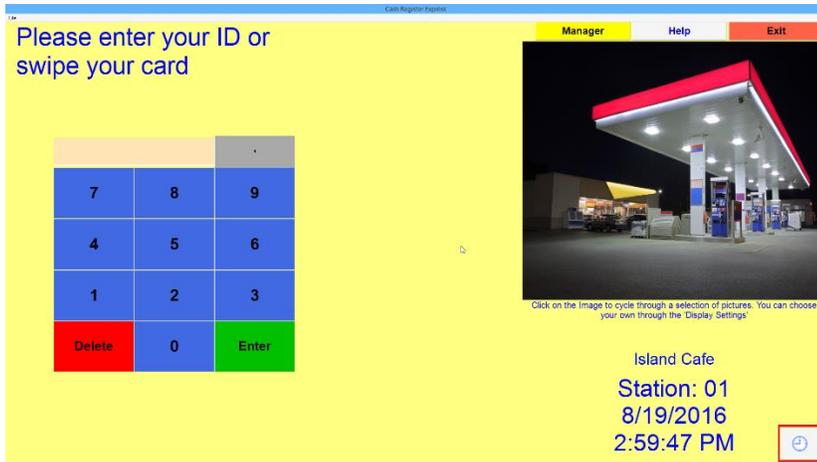
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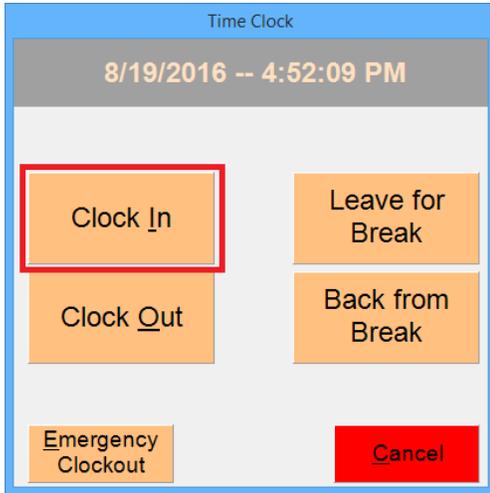
## Clocking in and Out to as an Employee



1. To Clock in as an employee Press the **Time Clock** button in the **bottom right hand corner** of the screen on the **Employee Login Screen**.

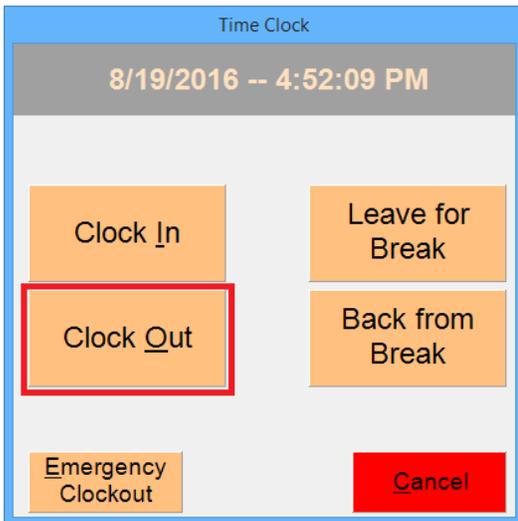
It is highlighted in **red** in the image on the left.

2. Enter your Employee ID number and password



3. Press the **Clock In** button to clock in.

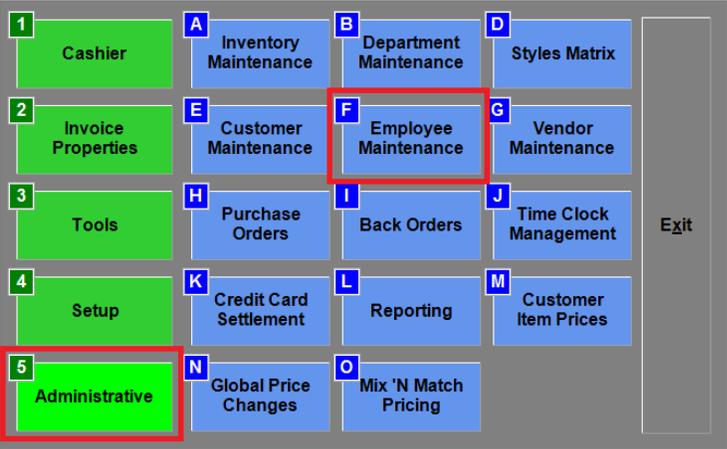
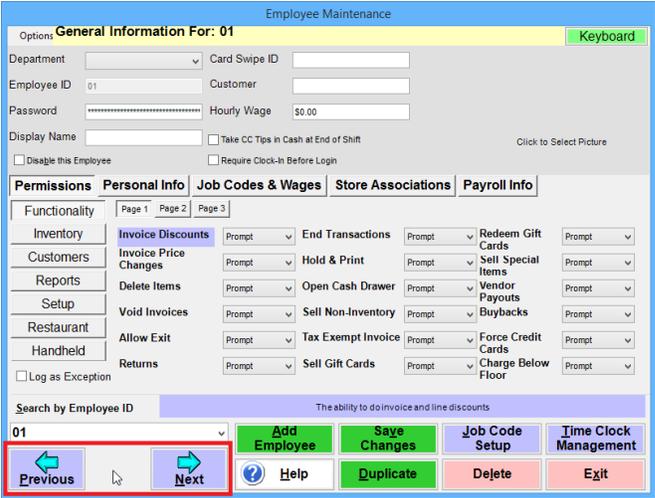
If the employee has multiple job codes assigned to them, they'll have to choose the jobcode they'll be using for their shift after pressing clock in.



4. When the employee is done with their shift, follow the same steps above to get to the **Time Clock** screen and press **Clock Out**.

## Require Clock In Before Login

If you want to prevent your employees from using CRE/RPE without clocking in first. Follow the steps below.

	<ol style="list-style-type: none"><li>1. To access <b>Employee Maintenance</b> to enable the <b>Require Clock-in Before Login</b> setting, Press the blue <b>Options</b> button or Yellow <b>Manager</b> Button and enter your <b>Administrator</b> Credentials.</li></ol>
	<ol style="list-style-type: none"><li>2. Press <b>Administrator(5)</b> followed by <b>Employee Maintenance(F)</b></li></ol>
	<ol style="list-style-type: none"><li>3. Use the <b>Next</b> and <b>Previous</b> buttons to find the employees you want to make changes to.</li></ol>

Employee Maintenance

Options: **General Information For: Test** Keyboard

Department  Card Swipe ID

Employee ID 100148 Customer

Password  Hourly Wage \$10.00

Display Name John  Take CC Tips in Cash at End of Shift

Disable this Employee  **Require Clock-In Before Login**

**Permissions** **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Functionality Page 1 Page 2 Page 3

Inventory	Invoice Discounts	Yes	End Transactions	Yes	Redeem Gift Cards	Yes
Customers	Invoice Price Changes	Yes	Hold & Print	Yes	Sell Special Items	Yes
Reports	Delete Items	Yes	Open Cash Drawer	Yes	Vendor Payouts	Yes
Setup	Void Invoices	Yes	Sell Non-Inventory	Yes	Buybacks	Yes
Restaurant	Allow Exit	Yes	Tax Exempt Invoice	Yes	Force Credit Cards	Yes
Handheld	Returns	Yes	Sell Gift Cards	Yes	Charge Below Floor	Yes

Log as Exception

Search by Employee ID  The ability to do invoice and line discounts

- When you've found the employee, click on the **Require Clock-in Before Login** check box to enable the setting and press **Save Changes** before exiting the Employee Maintenance Screen or moving to the next Employee.

Question Box

**You must clock in before you can log in. Would you like to clock in now?**

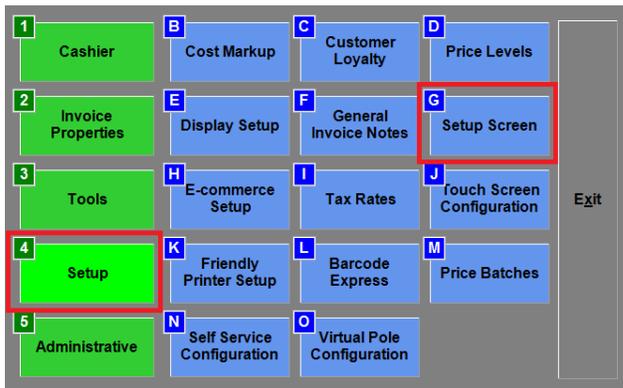
- Now if the employee tries to login to CRE/RPE without clocking in first, they will receive this prompt until they Clock In. Pressing Yes makes the Time Clock screen appear. Pressing No brings them back to the Employee Login Screen

## Time Clock Receipt for Employees

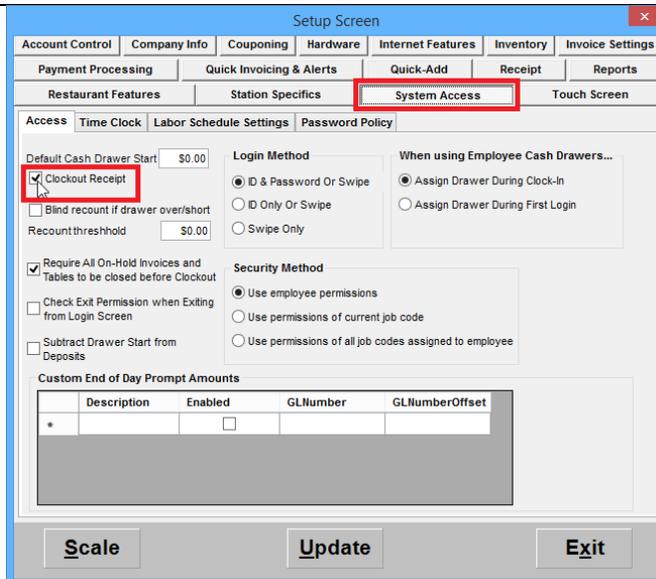
If you want your employees to have a physical record of when they are clocking in and out of Cash Register Express; you can enable a setting to print a receipt when they clock out. To setup the Timeclock receipt, follow the steps below.



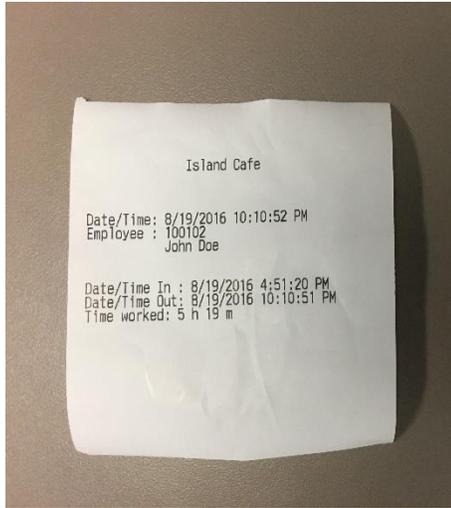
6. To access the **Setup Screen** to enable the timeclock receipt setting, Press the blue **Options** button or Yellow **Manager** Button and enter your **Administrator** credentials.



7. Press **Setup(4)** followed by **Setup Screen(G)**



8. Press the **System Access** tab and then put a check in **Clockout Receipt** box.



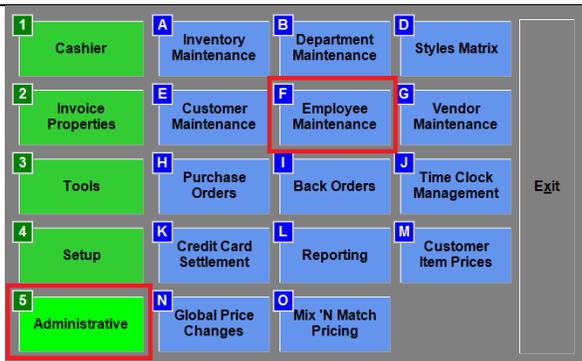
- Now when your Employees clock out, a receipt will print with the Employee's ID#, Display Name Clock In, Clock out, and total time worked for the shift.

### Emergency Clock Out

If you have to clock out an employee on their behalf because they aren't available. You can use the **Emergency Clock-Out** button from the Time Clock screen. First you have to give the permission to the employee who will be allowed to approve the emergency clock out.



- To access the **Employee Maintenance** to give the **Approve Emergency Clockout** permission, Press the blue **Options** button or Yellow **Manager** Button and enter your **Administrator** Credentials.



- Press **Administrator(5)** followed by **Employee Maintenance(F)**

Employee Maintenance

Options: **General Information For: 01** Keyboard

Department:  Card Swipe ID:

Employee ID:  01 Customer:

Password:  Hourly Wage:  \$0.00

Display Name:   Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee  Require Clock-In Before Login

**Permissions** **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Functionality Page 1 Page 2 Page 3

Inventory	Invoice Discounts	Prompt	End Transactions	Prompt	Redeem Gift Cards	Prompt
Customers	Invoice Price Changes	Prompt	Hold & Print	Prompt	Sell Special Items	Prompt
Reports	Delete Items	Prompt	Open Cash Drawer	Prompt	Vendor Payouts	Prompt
Setup	Void Invoices	Prompt	Sell Non-Inventory	Prompt	Buybacks	Prompt
Restaurant	Allow Exit	Prompt	Tax Exempt Invoice	Prompt	Force Credit Cards	Prompt
Handheld	Returns	Prompt	Sell Gift Cards	Prompt	Charge Below Floor	Prompt

Log as Exception

Search by Employee ID:  01 The ability to do invoice and line discounts

3. Use the **Next** and **Previous** buttons to find the employees you want to make changes to.

Employee Maintenance

Options: **General Information For: 100149** Keyboard

Department:  Card Swipe ID:

Employee ID:  100149 Customer:

Password:  Hourly Wage:  \$10.00

Display Name:  Bob  Take CC Tips in Cash at End of Shift Click to Select Picture

Disable this Employee  Require Clock-In Before Login

**Permissions** **Personal Info** **Job Codes & Wages** **Store Associations** **Payroll Info**

Functionality Page 1 Page 2 Page 3

Inventory	Cash Alert Override	Yes	Drawer Transfers	Yes	Pullback Invoice	Yes
Customers	Cash Pickups	Yes	Allow Large Purchases	Yes	Timeclock Management	Yes
Reports	Issue Credit Slip	Yes	Approve Cash Count	Yes	Edit Your Own Time	Yes
Setup	Redeem Credit Slip	Yes	Allow Old Returns	Yes	Discounts Below X%	Yes
Restaurant	Override Refund	Yes	Approve Emergency Clockout	Yes	Buyback/Trade Above Default	Yes

Log as Exception

Search by Employee ID:  100149 Whether or not an employee can perform an emergency cashier clockout.

4. Press **Permissions**, followed by **Functionality**, followed by **Page 2**, and set **Approve Emergency Clockout** to **Yes** or **Override**.

Time Clock

8/23/2016 -- 11:13:38 AM

5. Press the **Emergency Clockout** button and enter the ID and password of the employee with the Approve Emergency Clockout permission.

<p><b><u>Which cashier would you like to clock out?</u></b></p> <div data-bbox="168 310 319 403" style="border: 1px solid red; padding: 2px;">100148 - John</div> <p style="text-align: center;">↔</p> <div data-bbox="319 674 386 730" style="background-color: #f44336; color: white; padding: 5px; display: inline-block;">Cancel</div> <div data-bbox="444 674 763 730" style="background-color: #4caf50; color: white; padding: 5px; display: inline-block; margin-left: 20px;"><b>Select</b></div>	<p>6. Choose the employee you would like to clock out and press <b>select</b>.</p> <p>Alternatively you can use Time Clock Management to adjust the clock out time of an employee.</p>
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## Integrated Time Clock Features

Now that you've setup your employees' ability to clock in and out you can take advantage of the features that are associated with the Timeclock.

[Paid and Unpaid Breaks](#)

[Time Clock Management](#)

[Take CC Tips in Cash at End of Shift](#)

[Transferring and Combining Tables](#)

[Performing an End of Day](#)