pcAmerica
Retail and Restaurant Solutions

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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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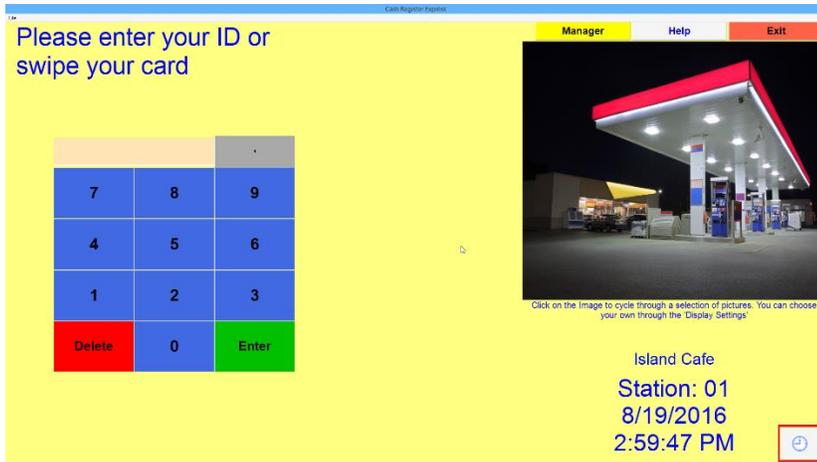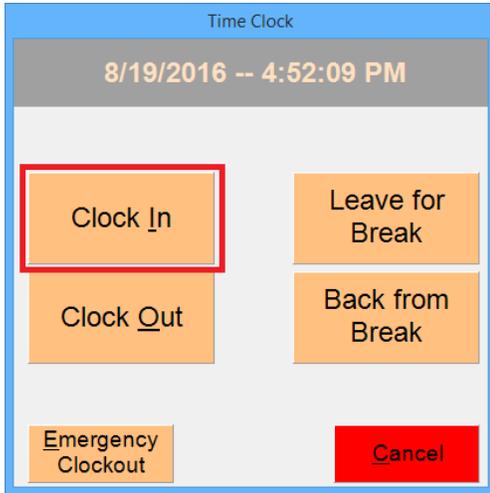
Clocking in and Out to as an Employee

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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**.
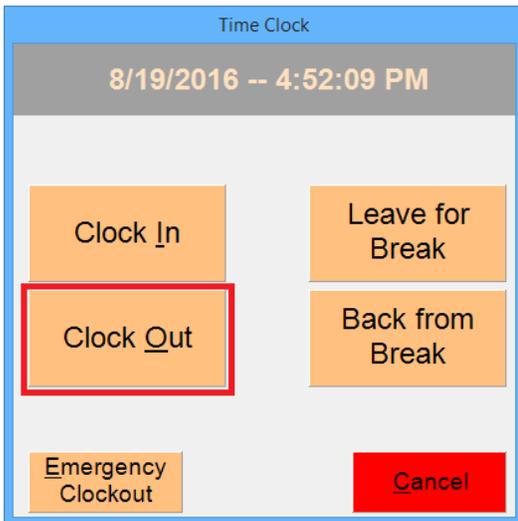
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2. Enter your Employee ID number and password

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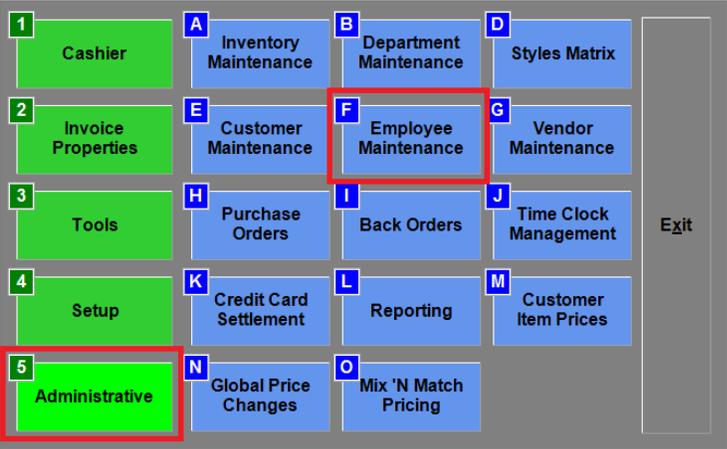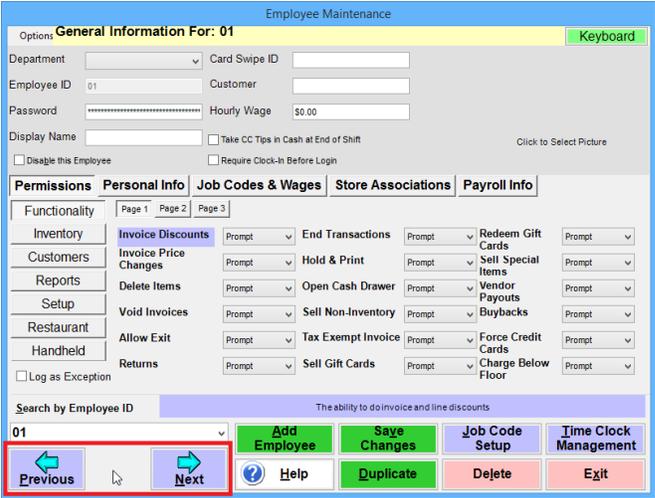|	
Time Clock 8/19/2016 -- 4:52:09 PM [Clock In] [Leave for Break] [Clock Out] [Back from Break] [Emergency Clockout] [Cancel]	3. Press the **Clock In** button to clock in. If the employee has multiple job codes assigned to them, they'll have to choose the jobcode they'll be using for their shift after pressing clock in.
Time Clock 8/19/2016 -- 4:52:09 PM [Clock In] [Leave for Break] [Clock Out] [Back from Break] [Emergency Clockout] [Cancel]	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.

	1. To access **Employee Maintenance** to enable the **Require Clock-in Before Login** setting, Press the blue **Options** button or Yellow **Manager** Button and enter your **Administrator** Credentials.
	2. Press **Administrator(5)** followed by **Employee Maintenance(F)**
	3. Use the **Next** and **Previous** buttons to find the employees you want to make changes to.

4. 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.
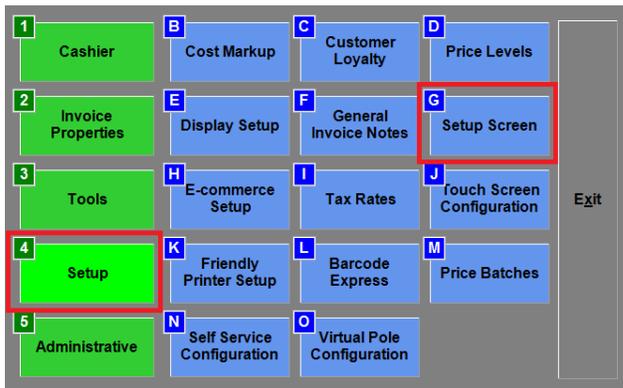

5. Now if the employee tries to login to CRE/RPE without clocking in first, they will receive this prompt until they Clock In. Pressing Yes makes the Time Clock screen appear. Pressing No brings them back to the Employee Login Screen
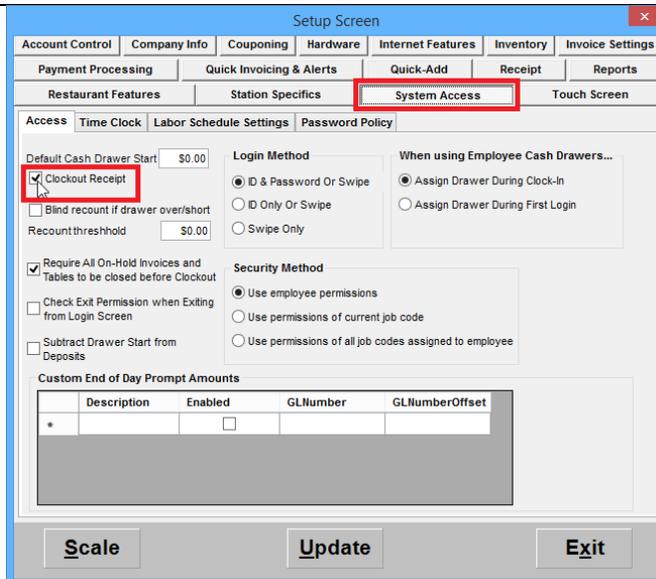
Time Clock Receipt for Employees

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.
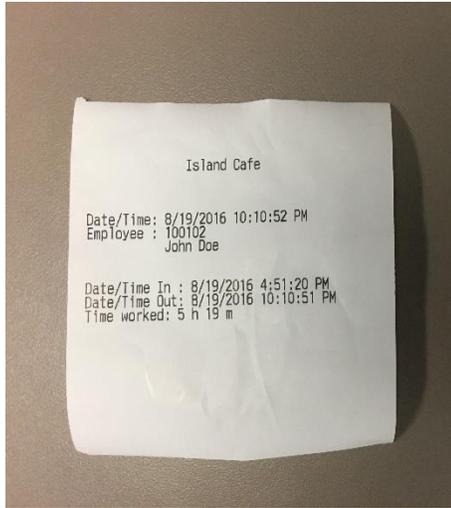
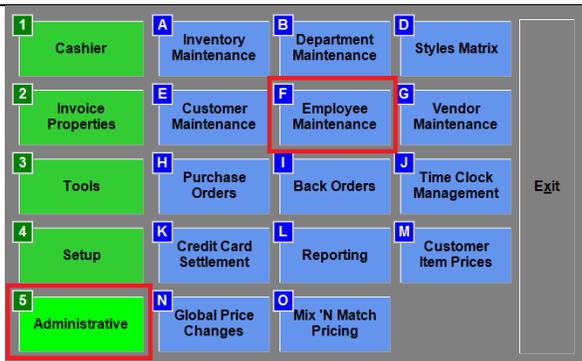|	
	6. To access the **Setup Screen** to enable the timeclock receipt setting, Press the blue **Options** button or Yellow **Manager** Button and enter your **Administrator** credentials.
	7. Press **Setup(4)** followed by **Setup Screen(G)**
	8. Press the **System Access** tab and then put a check in **Clockout Receipt** box.

	9. 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.

	1. 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.
	2. Press **Administrator(5)** followed by **Employee Maintenance(F)**

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

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

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

Which cashier would you like to clock out?	6. Choose the employee you would like to clock out and press **select**. Alternatively you can use Time Clock Management to adjust the clock out time of an employee.
100148 - John Cancel Select	

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