



INDITION COMMERCE

Time Clock

Feature List — everything the time clock does, at a glance.

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Stations

- Any tablet or computer becomes a station: open the time clock address on it and a manager names it and chooses its location.
- Stations run full screen in their own look, separate from the admin, with large touch targets.
- A station shows the server's time in the store's time zone, so a wrong device clock cannot change a punch.
- Rename, move, switch off or remove stations from the admin.
- Station history: set up, changed, locked, unlocked and removed, with who did it.

Clocking in and out

- Tap your name, enter your PIN, then clock in, start a break, end a break or clock out.
- Search the name list by typing.
- Each person sees whether they are on the clock, since when, and their hours today and this week.
- One open shift per person, enforced by the database.
- Optional: signing in to the POS register clocks the person in at that register's location.
- Optional: clocking out with a POS register still open can be allowed, warned about, or blocked.

PINs

- PIN length from 4 to 32 numbers; a PIN can start with 0.
- Easy PINs (the same number repeated, runs like 1234) are refused.
- Staff can set up their own PIN at a station by signing in once, or managers set PINs.
- PINs are stored only as a secure hash; stations never keep a PIN.

Protection against guessing

- Per person: pause their PIN for a set time, lock them until a manager unlocks them, or no limit.
- Per station: lock the station after too many failed tries in a set time; email chosen roles and people; unlock from the admin or by signing in on the station.
- Per username and per network address: block after too many failures; blocks end by themselves or a manager clears them.
- A full log of failed sign-ins (never the PIN or password typed), kept for the time you choose.

Breaks

- Meal and rest breaks, each switchable on or off, paid or unpaid.
- Daily limits for meal breaks (on at 1 a day out of the box) and rest breaks (off; 2 a day when on).

- Missed-meal-break watch: flag shifts that ran long without a long-enough meal break, and optionally warn at clock-out.

Hours and overtime

- Weekly overtime, daily overtime and daily double time, each with its own limit.
- Any day can start the workweek.
- Pay periods: weekly, every two weeks, twice a month or monthly.
- Optional rounding of clock times to 5, 6, 10 or 15 minutes for payroll; the real times are always kept.
- Overnight shifts count toward the day they started.

Timesheets

- Everyone on the clock right now.
- Every shift in a date range, by person and location, with shifts that need a look flagged.
- Managers add missing shifts, correct times and breaks, clock people out and remove shifts, each with a reason.
- Full history for every shift, with before and after for every change.
- Automatic clock-out for forgotten shifts, flagged for review.

Payroll

- Payroll Hours per pay period: regular, overtime, double time, unpaid breaks and shifts per person, and day by day.
- Excel, CSV and PDF downloads, always available.
- Ready-to-import files for ADP, Gusto, Paychex and QuickBooks Desktop.
- Every download has its own name, so an old copy is never opened by mistake.
- Close a pay period so its shifts cannot change; reopen it if payroll needs correcting.
- QuickBooks Online: send closed pay periods as time entries, one per person per day, through the existing Orders → QuickBooks connection; sending again replaces, never doubles; people matched by chosen employee, employee number or name, or optionally added.

Employees and locations

- Every staff member listed with employee number, locations, PIN status and on-the-clock status; Admins are left out.
- Switch time clock use off for a person without losing their shifts.
- Optional rule: people clock in only at stations at their assigned locations.

- Locations stay in step with POS store access in both directions.
- Export the Employees list to Excel or PDF.

Access

- Time Clock Admin, Time Clock Manager and Time Clock Payroll roles; POS Admin and the roles above it administer the time clock.
- Staff need no role to clock in, only a PIN.

Built for the next step

- The station talks to the server through a small JSON interface identified by the station, not a signed-in user, ready for a dedicated phone and tablet app.