



INDITION COMMERCE

# Time Clock

Release Notes — the first release of the time clock: stations, PINs, timesheets and payroll hours.

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## What's new

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The time clock is a new part of Indition Commerce for tracking when staff work and turning it into payroll hours. Staff clock in and out with a PIN on a shared tablet or computer; managers keep timesheets right; payroll downloads the hours in the format it needs.

## Highlights

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- **Stations on any device.** Open the time clock address on a tablet or computer, sign in once as a manager, name it and choose its location.
- **Clock in with a PIN.** Tap your name, enter your PIN, clock in, take a break, clock out. People can set up their own PIN the first time.
- **Meal and rest breaks** without clocking out, each paid or unpaid, with daily limits (one meal break a day out of the box).
- **Overtime your way.** Weekly overtime, daily overtime and daily double time, any workweek start, four pay period types and optional rounding.
- **Timesheets with a full history.** Managers add missing shifts, fix times and breaks, clock people out and remove shifts; every change needs a reason and is kept with before and after.
- **Payroll Hours.** Regular, overtime and double time per person per pay period; Excel, CSV and PDF downloads always available; ready-to-import files for ADP, Gusto, Paychex and QuickBooks Desktop; close a pay period so it cannot change.
- **Forgotten clock-outs** are closed automatically at a limit you choose and flagged for review.
- **Point of Sale.** Signing in to the register can clock people in; clocking out with a register open can be allowed, warned about or blocked; store assignments stay in step between POS and the time clock.
- **Locations.** Optionally hold people to the stations at their assigned locations.
- **Built-in protection.** Limits on wrong PINs per person, per station, per username and per network address; a locked station emails the people you choose; every failed attempt is logged, never the PIN or password typed.
- **Station history.** See when each station was set up, changed, locked and unlocked, and by whom.
- **Employees export** to Excel and PDF.
- **QuickBooks Online.** Stores using QuickBooks Online through Orders → QuickBooks can send each closed pay period there as time entries, one per person per day, automatically on close or with a button. Sending again replaces, never doubles.

## Setting it up

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1. Install the Time Clock module (Admin → Modules).
2. Open **Time Clock → Settings**, set **Time Clock Enabled** to **YES**, choose your rules and save.
3. Set up a station on each device at your site's `/timeclock/` address.
4. Give people PINs, or let them set up their own at a station.

The Setup Guide walks through every setting.

## Who can use it

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- **Time Clock Admin** — everything. POS Admin, Basic Admin User and Admins have it too.
- **Time Clock Manager** — Timesheets, Employees, Failed Sign-ins, viewing Payroll Hours, and setting up stations.
- **Time Clock Payroll** — Payroll Hours, including exports and closing pay periods.
- **Everyone on staff** — clocks in with a PIN; no role needed.

## Good to know

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- Installing the module does not switch it on; the Settings screen does.
- Dates show as MM/DD/YYYY and times as hh:mm AM/PM, in your store's time zone.
- A removed station keeps its shifts; a removed shift is kept in its history and no longer counts toward pay.
- The module cannot be uninstalled while shifts are recorded, so payroll records are never lost by accident.