



INDITION COMMERCE

Time Clock

Setup Guide — switching the time clock on, setting up stations, and
choosing the rules your payroll runs on.

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What you need before you start

- The Time Clock module installed on your site (Admin → Modules). Installing does not switch it on.
- A tablet or computer for each place people clock in. Any modern web browser will do.
- For locations: In-Store Pickup locations set up for your stores. Without them the time clock still works, it just has no locations to choose from.
- Someone with the **Time Clock Admin** role, or a role above it (POS Admin, Basic Admin User, Admins), to change settings.

Step 1 — Switch the time clock on

1. Open **Time Clock → Settings** in the admin.
2. Set **Time Clock Enabled** to **YES**.
3. Work through the panels below it (this guide covers each one), then click **Save Settings** at the foot of the screen.

While **Time Clock Enabled** is off, stations show that the time clock is not in use, nothing is recorded, and only the Settings screen appears in the admin menu. Shifts already recorded are kept.

Step 2 — Set up each station

A station is the tablet or computer staff clock in on. You set it up on the device itself.

1. On the device, open your site's address followed by `/timeclock/` (the Getting Started panel on the Settings screen shows the full address).
2. The screen says **This device is not a time clock yet**. Tap **Set up this device**.
3. Sign in with your own admin username and password. You need Time Clock Manager or above.
4. Enter a **Station name** people will recognise, such as "Front counter" or "Back office".
5. Under **Choose where this station is**, pick its **Location**. Every shift clocked on this station is recorded at that location.
6. Save. You are signed out as the time clock opens, and the device is now a station.

The device remembers it is a station. To use it for something else later, remove it on **Time Clock → Stations**.

Things to know about stations

SITUATION	WHAT HAPPENS
A station is switched off on the Stations screen	It shows that it is not a time clock right now. Nobody can clock in on it.
A station is removed	It stops working as a time clock and asks to be set up again the next time it is opened. Shifts already clocked on it are kept.
The device's own clock is wrong	It does not matter. The station shows, and records, the server's time in your store's time zone.

Step 3 — Give people PINs

Everyone on staff can use the time clock once they have a PIN. There are two ways:

- **They set it up themselves.** On a station they tap **First time? Set up your PIN**, sign in once with their admin username and password, and choose a PIN. This needs **Staff Set Up Their Own PIN** on (it is on by default).
- **You set it for them.** On **Time Clock → Employees**, click **Edit** next to the person and type a new PIN.

PIN settings (Settings → PINs)

SETTING	WHAT IT DOES
PIN Length (numbers)	How many numbers a new PIN has, from 4 to 32. A PIN can start with 0. PINs people already have keep working until they set a new one.
Staff Set Up Their Own PIN	Lets people create their own PIN at a station. Off, managers set every PIN on the Employees screen.
Clear the Form When Setup Fails	When setup is refused, the station clears everything typed so nothing is left on screen for the next person. Off, it keeps what was typed and clears only a wrong password.

PINs are never easy ones: the station refuses the same number repeated (1111) and runs such as 1234 or 4321.

Step 4 — Protect against guessing

Stations are shared, so the time clock limits guessing in three ways. The defaults suit most stores.

Wrong PINs for One Person

After Too Many Wrong PINs decides what happens once someone reaches **Wrong PINs in a Row** (5 by default):

- **Pause their PIN for a while** (the default) — their PIN stops working for **Pause Their PIN For (minutes)** (15 by default), then works again by itself. A manager can unlock them sooner.

- **Lock them until a manager unlocks them** — their PIN stays off until a manager clicks **Unlock** on the Employees screen.
- **Do not lock anyone out** — no limit for one person. The station and network limits below still apply.

Station Lockout

With **Lock a Station After Too Many Failed Tries** on (the default), a station locks itself after the number of failed tries you set within the minutes you set (10 in 15 minutes by default). Wrong PINs and failed sign-ins count, for anyone.

SETTING	WHAT IT DOES
Lock It After (failed tries) / Within (minutes)	How many failures, in how long, lock the station.
Email These People When a Station Locks	Roles and people to email. A role includes everyone holding a role above it. Leave empty to email nobody.
Roles That Can Unlock a Station	Who can unlock it. Admins can always unlock.

A locked station shows **This station is locked**. Someone allowed to unlock it can tap **Unlock this station** and sign in on the spot, or click **Unlock** on the Stations screen.

Username and Network Addresses

A username is blocked after too many wrong passwords (first-time PIN setup and manager sign-in both count), and a network address is blocked after too many failures of any kind. Both blocks end by themselves as the failures age, or a manager clears them on **Time Clock → Failed Sign-ins. Keep the Failed Sign-in Log For** sets how long the log is kept.

Step 5 — Locations

The Locations panel appears when your site has locations.

- **Only Clock In at Assigned Locations** — On, a station lists only the people assigned to its location, and someone with no locations cannot clock in at a station that has one. Off (the default), anyone can clock in at any station. A station with no location always lets anyone clock in.
- Assign each person's locations on **Time Clock → Employees**.
- If you use Point of Sale, the stores a person can sell at in **POS → Staff & Store Access** are their locations here too. A change made in POS always shows up in the time clock. A change made in the time clock carries over to POS while POS restricts cashiers to their stores.

Step 6 — Point of Sale

This panel appears when Point of Sale is installed.

SETTING	WHAT IT DOES
Signing In to the Register Clocks You In	When someone signs in to the POS and is not already on the clock, their shift starts at that register's location. Signing out of the POS does not clock them out, because people sign out for breaks.
Clocking Out With a Register Still Open	Let them clock out, Warn them, then let them clock out, or Make them close the register first. A warning they accepted is noted on their shift.

Step 7 — Breaks

People start breaks at a station; they do not clock out for lunch.

Meal Breaks and Rest Breaks

Each has the same four settings:

SETTING	WHAT IT DOES
Meal Breaks / Rest Breaks	Adds the Start meal break or Start rest break button at the station.
Meal Breaks Are / Rest Breaks Are	Paid (counted as hours worked) or unpaid (taken off hours worked). Fixed when a break starts, so changing it later never rewrites hours already worked.
Limit Meal Breaks a Day / Limit Rest Breaks a Day	Once someone has started this many breaks in a workday, the button leaves the station until the next day, and the station says why.
Meal Breaks a Day / Rest Breaks a Day	The number, from 1 to 20.

Out of the box: meal breaks are unpaid and limited to **1** a day; rest breaks are paid and not limited (**2** a day when you turn the limit on). A workday is the day a shift starts, so two shifts on one day share the limit. Managers can still add breaks on Timesheets.

Missed Meal Breaks

With **Watch for Missed Meal Breaks** on, shifts that run past a set length without a long-enough meal break are flagged. Choose when a meal break is due (4, 5 or 6 hours worked), how long it has to last, and whether to flag the shift or also warn the person when they clock out.

Step 8 — Overtime, pay period and rounding

Overtime

SETTING	WHAT IT DOES
Weekly Overtime / Weekly Overtime Starts After	Hours past the weekly limit are overtime. On, at 40 hours, by default.
The Workweek Starts On	The day weekly overtime counts from.
Daily Overtime / Daily Overtime Starts After	Hours past a daily limit are overtime, as some states require. Off by default.
Daily Double Time / Daily Double Time Starts After	Hours past a longer daily limit are paid at double time. Off by default.

Pay Period

You Pay every week, every two weeks, twice a month (1st–15th and 16th–end) or every month. The Payroll Hours screen shows one pay period at a time. For every two weeks, enter the first day of any one of those pay periods so the time clock knows which weeks go together.

Rounding

Round Clock Times for Payroll rounds each clock-in and clock-out to the nearest 5, 6, 10 or 15 minutes (**Round to the Nearest**) when hours are worked out. The real times are always kept and shown on the timesheet.

Step 9 — Forgotten clock-outs

With **Clock People Out Automatically** on (the default), anyone still on the clock after **Clock Them Out After** (14 hours by default) is clocked out at the limit and their shift is flagged, so a manager can put in the real time. A job runs every hour to catch people nobody has looked at.

Step 10 — Payroll export

Payroll Hours always downloads Excel, CSV and PDF. Choose your **Payroll Service** to also get a file ready to import into it:

PAYROLL SERVICE	WHAT TO FILL IN
ADP	Company code, batch ID, and the hours code your double time is set up under. ADP matches people by their employee number (their ADP File #).
Gusto	Nothing extra. Gusto matches people by their employee number.
Paychex	Client ID and the earning names for regular, overtime and double time. Paychex matches people by their employee number (Worker ID).
QuickBooks Desktop	Company name and the payroll items for regular, overtime and double time. QuickBooks matches people by name, exactly as QuickBooks has it.

Add each person's employee number on **Time Clock → Employees** before the first payroll export.

Step 11 — QuickBooks Online (optional)

If your store uses QuickBooks Online through **Orders → QuickBooks** (connected, and set to send by API), the time clock can send each closed pay period there as time entries. The **QuickBooks Online** panel on the Settings screen appears when QuickBooks is part of your site; until the connection is ready it says what to do first.

SETTING	WHAT IT DOES
Send Hours to QuickBooks Online	Adds a QuickBooks Online panel to Payroll Hours. Off by default.
Send When a Pay Period Is Closed	Closing a pay period sends it straight away. On by default; off, send with the button on Payroll Hours.
Add People QuickBooks Online Does Not Have	Someone with no matching QuickBooks Online employee is added there. Off by default; off, they are left out and named.

What is sent

- One time entry per person per day, for their paid hours, against their QuickBooks Online employee.
- The entry's description shows the split, for example "Time Clock: Regular 8.00, Overtime 1.00".
- Only closed pay periods are sent. Sending a pay period again replaces what was sent for it before, so hours are never doubled.

Matching people to QuickBooks Online employees

The time clock uses, in order: the **QuickBooks Online employee** chosen for the person on the Employees screen; the QuickBooks employee whose Employee ID is their employee number; or the QuickBooks employee with exactly their name. If two QuickBooks employees share a name, it does not guess; choose one on the Employees screen.

Who can do what

ROLE	CAN USE
Time Clock Admin	Everything, including Settings and Stations. POS Admin, Basic Admin User and Admins hold it too.
Time Clock Manager	Timesheets, Employees and Failed Sign-ins, viewing Payroll Hours, and setting up stations on a device.
Time Clock Payroll	Payroll Hours, including exporting and closing or reopening pay periods. Time Clock Admin holds this too.

Everyone on staff can clock in with a PIN; they need no time clock role for that.

Checklist

- Time Clock Enabled is YES and settings are saved.
- Each station is set up on its device and shows **Tap your name**.
- Everyone has a PIN, or knows to tap **First time? Set up your PIN**.
- Employee numbers are filled in if you use ADP, Gusto or Paychex.
- Overtime, pay period and breaks match your payroll rules.