



INDITION COMMERCE

Time Clock

User Manual — clocking in and out at a station, taking breaks, keeping
timesheets right, and turning hours into payroll.

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1. Welcome and how the time clock is organised

The time clock records when your staff work and turns those hours into payroll. It has two parts, and most people only ever see one of them.

- **The station** is a tablet or computer at your store. Staff tap their name, type their PIN and clock in, start a break, end a break or clock out. Nobody signs in to it; the PIN is enough.
- **The admin** is where managers work: **Time Clock** in the admin menu, with Timesheets, Payroll Hours, Employees, Stations, Failed Sign-ins and Settings.

The life of a shift

A shift starts when someone clocks in and ends when they clock out. Breaks sit inside the shift. When the shift is finished, the time clock works out how much of it is paid: the time between clock-in and clock-out, less any unpaid breaks. Those paid hours are then split into regular hours, overtime and double time using your rules, and grouped into pay periods for payroll.

Nothing is ever lost

Every punch and every change is kept. When a manager corrects a shift, the original times, the new times and the reason are all recorded in the shift's history. A removed shift stops counting toward pay, but it stays on record. Once a pay period is closed, its hours cannot change.

How to read this manual

Chapters 3 to 9 are for everyone who clocks in. Chapters 10 to 19 are for managers and whoever runs payroll. Chapters 20 to 23 are reference: how hours are worked out, every setting, troubleshooting and a glossary. Words in **bold** are buttons, tabs or labels you see on screen. Dates in the time clock show as MM/DD/YYYY and times as hh:mm AM/PM, in your store's time zone.

2. Who can do what

Everyone on staff can clock in once they have a PIN. They need no special role. What people can do in the admin depends on their role.

Roles

ROLE	WHAT IT ALLOWS
Time Clock Admin	Everything, including Settings and Stations. POS Admin, Basic Admin User and Admins hold it automatically.
Time Clock Manager	Timesheets, Employees and Failed Sign-ins; viewing Payroll Hours; setting a device up as a station.
Time Clock Payroll	Payroll Hours, including downloading payroll files and closing or reopening pay periods. Time Clock Admin holds it too.
Everyone on staff	Clocking in and out at a station with their PIN.

Unlocking stations

Who can unlock a locked station is a setting of its own (**Roles That Can Unlock a Station**). By default it is Time Clock Managers and everyone above them. Admins can always unlock.

Admins do not clock in

Admins are system accounts, not people who work shifts. They do not appear on the Employees screen or on any station's list, and they cannot set up a PIN.

3. Getting around

The admin menu

Everything for managers is under **Time Clock** in the admin menu.

MENU ITEM	WHAT IT IS FOR
Timesheets	Who is on the clock now, and every shift, with corrections.
Payroll Hours	Hours per pay period, payroll downloads, closing pay periods.
Employees	Everyone on staff: PINs, employee numbers, locations.
Stations	The devices people clock in on.
Failed Sign-ins	Wrong PINs and failed sign-ins, and anything blocked because of them.
Settings	Every rule the time clock follows.

While the time clock is switched off in Settings, only **Settings** appears in the menu.

The station screen

Across the top the station shows its name and location on the left, and the time and date on the right. Below that is **Tap your name** with a search box and the list of people who can clock in at this station. Each name shows whether the person is clocked out, on the clock (and since when) or on a break.

The time on the station is always the store's time from the server, never the device's own clock, so a tablet set to the wrong time cannot change anyone's hours.

4. Setting up a station

A station is set up on the device itself, by a Time Clock Manager or above. It takes about a minute.

1. On the tablet or computer, open your site's address followed by `/timeclock/`. The exact address is on **Time Clock → Settings** under **Getting Started**.
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 (or email) and password.
4. Type a **Station name** people will recognise, such as "Front counter", "Stockroom" or "Back office".
5. Under **Choose where this station is**, pick the **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 station shows **Tap your name**.

Good places for a station

- By the door staff use to arrive and leave.
- Somewhere a manager can see, so people do not clock in for each other.
- On a tablet stand with the screen kept awake and the browser in full-screen mode.

If the device is reset

If the browser's data is cleared, the device forgets it is a station and shows **This device is not a time clock yet** again. Set it up again, then remove the old entry on **Time Clock → Stations**.

5. PINs

Everyone clocks in with their own PIN. A PIN is only numbers, has exactly the length your store chose (4 by default), and can start with 0. Easy PINs are refused: the same number repeated (such as 1111) and straight runs (such as 1234 or 9876).

Setting up your own PIN

If your store lets staff set their own PIN, the station shows **First time? Set up your PIN** under the name list.

1. Tap **First time? Set up your PIN**.
2. Enter your **Username or email** and **Password** — the ones you use for the admin or the register.
3. Type your **New PIN**, then **Type it again**.
4. Tap **Save my PIN**.
5. The station shows **Your PIN is ready**. Tap **Done - go back** and tap your name to clock in.

Your password is only used once, to prove who you are. It is never kept on the station.

When a manager sets your PIN

If **First time? Set up your PIN** is not on the station, a manager sets PINs on the Employees screen (chapter 15) and tells you yours.

Changing or forgetting a PIN

Ask a manager. They can set a new PIN for you, or clear your PIN so you set up a new one yourself at a station.

Wrong PINs

After several wrong PINs in a row, your PIN stops working. Depending on your store's settings it either works again by itself after a while (15 minutes by default), or stays off until a manager unlocks you. The station tells you which, and when your PIN works again.

6. Clocking in and out

Clocking in

1. Tap your name. If the list is long, start typing your name in **Type to find your name**.
2. **Enter your PIN** on the keypad and tap **OK**.
3. The station greets you by name and shows **You are clocked out**. Tap **Clock in**.
4. The station confirms it. You are on the clock.

If you tapped the wrong name, tap **Not you? Go back**.

Clocking out

1. Tap your name and enter your PIN.
2. The station shows **You are on the clock**, since when, and how long so far. Tap **Clock out**.
3. The station confirms it, with your hours for the shift.

What the station shows after your PIN

YOU ARE	BUTTONS YOU SEE
Clocked out	Clock in
On the clock	Start meal break, Start rest break, Clock out
On a break	End my break

Below the buttons the station shows your hours **Today** and **This week**.

Take your time, but not too long

After your PIN is accepted you have two minutes to choose. If you walk away, the station asks you to tap your name and enter your PIN again. This stops the next person using your turn.

7. Breaks

You do not clock out for a break. Breaks happen inside your shift.

Taking a break

1. Tap your name and enter your PIN.
2. Tap **Start meal break** for a meal, or **Start rest break** for a short break.
3. When you come back, tap your name, enter your PIN and tap **End my break**.

While you are on a break the station shows **You are on a meal break** (or rest break) and since when.

Paid and unpaid breaks

Your store decides whether meal breaks and rest breaks are paid. Out of the box, meal breaks are unpaid (taken off your hours) and rest breaks are paid (counted as hours worked). Whether a break is paid is fixed the moment it starts.

Daily break limits

Your store can limit how many breaks you start in a workday. Out of the box you can take one meal break a day; rest breaks are not limited. Once you have used today's breaks, that button no longer appears and the station says so, for example "You have had your meal break today".

A workday is the day your shift starts. If you work two shifts on the same day, they share the limit. If you need another break, ask your manager; they can add one for you on the timesheet.

Missed meal breaks

If your store watches for missed meal breaks, a shift that runs longer than the set time (for example five hours) without a long-enough meal break is flagged for your manager. Your store can also have the station remind you when you clock out (chapter 8).

8. When the station asks before you clock out

Sometimes the station shows **Before you clock out** with a question. Read it, then either fix the problem or tap **Clock out anyway**.

Your register is still open

If you use the POS and still have a register open, the station says so. Depending on your store's settings it:

- lets you clock out without asking;
- asks first, and notes on your shift that you clocked out with the register open; or
- will not clock you out until you close the register in the POS.

You worked a long time without a meal break

If your store asks about missed meal breaks, the station tells you how long you worked without one. Tapping **Clock out anyway** notes on your shift that you were reminded. Your manager sees it on the timesheet.

9. Clocking in from the POS register

If your store turns on **Signing In to the Register Clocks You In**, signing in to the POS also clocks you in, at that register's store, when you are not already on the clock.

- Signing out of the POS does **not** clock you out. People sign out of the register for breaks and to let someone else use it.
- Clock out at a station when your shift ends.
- If you are already on the clock, signing in to the POS changes nothing.

10. Timesheets

Time Clock → Timesheets is where managers see who is working and check every shift.

On the clock now

The top panel lists everyone on the clock right now: **Employee, Location**, when they **Clocked in**, how long they have **Worked so far**, and whether they are on a **Break**. When nobody is working it says **Nobody is clocked in right now**.

Finding shifts

Below it is every shift between two dates. It opens on the current pay period.

FILTER	USE IT TO
From / To	Choose the dates.
Employee	Show one person, or everyone.
Location	Show one location, or every location.
Show	Every shift, or Only shifts that need a look .

Click **Show shifts** to apply the filters.

Reading the list

Each shift shows the **Day, Employee, Location, Clock in, Clock out, Breaks, Paid time** and **Notes**. Notes include **Changed by a manager, Left register open** and anything that needs a look. Shifts in a closed pay period show **Pay period closed**.

Shifts that need a look

A shift needs a look when it is:

- still on the clock;
- clocked out automatically because it ran past the limit (chapter 19); or
- longer than the missed-meal-break limit without a long-enough meal break.

Check these before running payroll.

11. Fixing shifts

Managers can correct any shift in an open pay period. Every change needs a reason, and every change is kept.

Correcting times or breaks

1. Find the shift on **Timesheets** and click **Edit**.
2. Change **Clocked in** or **Clocked out**. Leave **Clocked out** empty if they are still on the clock.
3. Under **Breaks**, change a break's times, remove it, or click **+ Add a break** and choose **Meal break** or **Rest break**.
4. Type why in **Why are you making this change?**
5. Click **Save shift**.

Breaks must fall inside the shift and must not overlap. The time clock tells you exactly what to fix if they do.

Adding a missing shift

For someone who forgot to clock in at all:

1. Click **+ Add a missing shift**.
2. **Choose who worked**, then the location.
3. Enter when they clocked in and out, and any breaks.
4. Type the reason and click **Save shift**.

The time clock refuses a shift that overlaps another shift for the same person, or one longer than 24 hours.

Clocking someone out

For someone still on the clock who has left:

1. Click **Clock out** on their shift.
2. Set **Clock them out at** to when they actually stopped work, if you know it.
3. Type why in **Why are you clocking them out?** and confirm.

Removing a shift

1. Click **Edit** on the shift, then **Remove this shift....**
2. Type why in **Why is it being removed?** and click **Remove shift**.

The shift stops counting toward pay. It stays in the records with its reason.

Shift history

Click **History** on any shift to see every punch and every change, oldest first: who made it, when, what changed from and to, and why. A shift a manager has changed is marked **Changed by a manager** for good.

12. Payroll Hours

Time Clock → Payroll Hours shows the hours for one pay period at a time.

Choosing the pay period

Use < **Previous** and **Next** >, or pick a **Pay period** from the list. The label beside it tells you whether the pay period is in progress, **Ended - not closed yet**, or **Closed for payroll**.

How long a pay period is

PAY PERIOD	RUNS
Every week	Seven days from the day your workweek starts.
Every two weeks	Fourteen days, counted from the first day you enter in Settings.
Twice a month	1st to 15th, and 16th to the end of the month.
Every month	The calendar month.

The summary cards

CARD	SHOWS
Total paid hours	All paid hours in the pay period.
Regular	Hours paid at the normal rate.
Overtime	Hours paid at overtime.
Double time	Hours paid at double time.
Need a look	Shifts to check before payroll; click through to see them on the timesheet.

The table

One row per person: **Employee**, **Employee number**, **Regular**, **Overtime**, **Double time**, **Total paid**, **Unpaid breaks**, **Shifts** and **Needs a look**. Click **By day** to see each person's hours day by day: **Day**, **Worked**, **Regular**, **Overtime** and **Double time**.

Hours are decimal: 7.50 is 7 hours 30 minutes, and 8.25 is 8 hours 15 minutes. Shifts still on the clock are not counted until they are clocked out.

13. Exporting for payroll

The **Export for payroll** panel on Payroll Hours downloads the pay period. You need the Time Clock Payroll role (Time Clock Admins have it).

Always available

BUTTON	WHAT YOU GET
Download Excel	A workbook with a Summary sheet (one row per person, with totals) and a Shifts sheet (every shift).
Download CSV	The summary, one row per person, for any spreadsheet or payroll service.
Download PDF	The summary and every shift, to sign off or file.

Ready to import

If a payroll service is chosen in Settings, a fourth button downloads a file ready to import into it.

SERVICE	MATCHES PEOPLE BY
ADP	Employee number (their ADP File #).
Gusto	Employee number.
Paychex	Employee number (their Worker ID); one row per person per earning.
QuickBooks Desktop	Name, exactly as QuickBooks has it; one line per person per day per payroll item.

Anyone missing an employee number is named; add it on the Employees screen first.

Every download is named with what it is, the pay period and the moment it was made, so no two downloads share a name and you never send an old copy by mistake.

Sending to QuickBooks Online

If your store sends hours to QuickBooks Online, a **QuickBooks Online** panel appears on Payroll Hours.

- Closing the pay period sends it when **Send When a Pay Period Is Closed** is on; otherwise click **Send to QuickBooks Online** once it is closed.
- Each person gets one time entry per day for their paid hours, with the regular, overtime and double time split in the description.
- The panel shows the last send and anyone left out for having no matching QuickBooks Online employee. **Send again to QuickBooks Online** replaces what was sent before, so nothing is doubled.

14. Closing and reopening a pay period

Once payroll has been run from a pay period's hours, close it so nobody can change them afterwards.

Closing

1. Open the pay period on **Payroll Hours**.
2. Check that nothing needs a look and nobody is still on the clock.
3. Click **Close pay period** and confirm.

You can close a pay period once it has ended. While anyone in it is still on the clock, the time clock asks you to clock them out on Timesheets first.

What closing does

- No shift in the pay period can be added, changed, clocked out or removed.
- The Timesheets screen shows **Pay period closed** on its shifts.
- The hours and downloads stay exactly as they were when payroll ran.

Reopening

If payroll needs correcting, click **Reopen this pay period...**, type why in **Why is it being reopened?**, and click **Reopen pay period**. Make the corrections, run payroll again and close it again.

15. Employees

Time Clock → Employees lists everyone on staff who can use the time clock.

The list

Each person shows their name, email, **Employee number**, **Locations**, **PIN** and **Status** (**Can clock in**, **Locked out**, **PIN paused until** a time, **Not using the time clock** or **No longer on staff**), and **On the clock** while they work.

Use **Find someone** to search by name, email or employee number, and the tabs to narrow the list. **Export to Excel** and **Export to PDF** download the list exactly as the screen shows it.

TAB	SHOWS
Everyone	All staff.
Can clock in	Staff with a PIN who can clock in now.
No PIN yet	Staff who still need a PIN.
Locked out	Staff whose PIN is paused or locked.
Not using the time clock	Staff switched off, and people no longer on staff.

Editing a person

Click **Edit** next to them.

FIELD	USE IT TO
Uses the time clock	Switch off someone who should not clock in; their past shifts are kept.
Employee number	The number your payroll service knows them by. Each person needs their own.
Locations	Where they work (chapter 16).
QuickBooks Online employee	Where their hours go in QuickBooks Online, when used. Match automatically uses employee number, then name.
Set a new PIN	Give them a PIN; leave empty to keep theirs. Clear their PIN so they set up a new one removes it.
Notes	Anything only managers should see.

When someone's PIN is paused or locked, **Unlock** appears next to them; click it and they can try their PIN again straight away.

16. Locations and POS store access

Each person can be given the locations they work at. Locations are the stores and sites set up in In-Store Pickup.

Holding people to their locations

With **Only Clock In at Assigned Locations** on in Settings:

- a station lists only the people assigned to its location;
- someone with no locations cannot clock in at a station that has a location; and
- a station with no location still lets anyone clock in.

With it off (the default), anyone can clock in at any station, and locations are a record of where people work.

Point of Sale stores

If you use Point of Sale, the stores a person can sell at in **POS → Staff & Store Access** are their locations in the time clock too.

- A change made in POS always shows up in the time clock.
- A change made on the time clock's Employees screen carries over to POS while POS restricts cashiers to their stores, for people who have a POS role. The message after saving tells you what changed in POS.
- Only a POS Admin (or a role above it) can change where someone sells. If you are not one, the time clock saves your change and tells you POS was not changed.
- Locations that are not POS stores are never sent to POS.

17. Stations

Time Clock → Stations lists every station: its **Location**, **Device**, when it was **Last used**, and its **Status** — **In use**, **Switched off** or **Locked**.

Editing a station

Click **Edit** to change its **Station name** or **Location**, or switch **Station is in use** off. Switched off, the device shows that it is not a time clock right now and nobody can clock in on it. Shifts clocked on it before keep their original location.

Unlocking a station

A station locks itself after too many failed tries in a short time (chapter 18). Its status shows **Locked**, when, and why. Click **Unlock** to open it again. You can also unlock it at the station itself: tap **Unlock this station** and sign in.

Station history

Click **History** to see, newest first, when the station was set up, set up again on its device, changed (with before and after), locked (and why) and unlocked, and by whom.

Removing a station

Click **Remove**. The device 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.

18. Keeping stations secure

A station is shared, so the time clock guards against people guessing PINs.

One person's PIN

After too many wrong PINs in a row for one person, their PIN is paused for a while (or locked until a manager unlocks them, or not limited, depending on your settings).

A whole station

If a station collects too many failed tries in a short time — wrong PINs and failed sign-ins, for anyone — it locks itself and shows **This station is locked**. Nobody can clock in on it until someone allowed to unlock it does. The people chosen in Settings are emailed when it locks.

Username and network addresses

A username is blocked after too many wrong passwords during PIN setup or manager sign-in, and a network address is blocked after too many failures of any kind. Blocks end by themselves as the failures get older.

Failed Sign-ins

Time Clock → Failed Sign-ins lists every failure between two dates: **When**, **What happened**, **Who**, **Station**, **Network address**, and whether it **Counts toward a block**. Filter by **What** and **Station**. The PIN or password that was typed is never stored.

Blocked right now lists usernames and network addresses that are blocked, and **Until** when. Click **Clear now** to lift a block straight away. The failures stay in the log, marked cleared, and no longer count.

19. Forgotten clock-outs

People forget to clock out. With **Clock People Out Automatically** on (the default), anyone still on the clock after the limit (14 hours by default) is clocked out automatically.

- The shift is closed at the limit, not at the moment someone notices, so it is never longer than the limit.
- The shift is marked **Clocked out automatically** and needs a look.
- A manager puts in the real time on Timesheets with **Edit**, and the change is kept in the shift's history.

The check runs every hour, and whenever a station or the Timesheets screen sees the person.

20. How hours are worked out

This chapter explains the arithmetic, so you can check any figure.

Paid time for a shift

$\text{Paid time} = \text{clock-out} - \text{clock-in} - \text{unpaid breaks}$. Paid breaks stay in. A shift counts toward the day it started, so a night shift from 10:00 PM to 06:00 AM is one day's work.

Rounding

If rounding is on, each clock-in and clock-out is rounded to the nearest 5, 6, 10 or 15 minutes before hours are worked out. With 15 minutes, 08:07 AM becomes 08:00 AM and 08:08 AM becomes 08:15 AM. The real times are always kept and shown on the timesheet.

Weekly overtime

Once a person's regular hours in a workweek pass the weekly limit, further hours are overtime. Example with the limit at 40: five 9-hour days is 45 hours, so 40 regular and 5 overtime.

Daily overtime and double time

If daily overtime is on, hours past the daily limit in one day are overtime; if double time is on, hours past the double-time limit are double time. Example with overtime after 8 hours and double time after 12: a 13-hour day is 8 regular, 4 overtime and 1 double time.

Both together

Hours already paid as daily overtime do not count again toward the weekly limit. Example with daily overtime after 8 and weekly after 40: five 9-hour days is 5 hours of daily overtime and 40 regular hours, and no weekly overtime on top.

Workweeks that cross pay periods

Weekly overtime follows your workweek, not your pay period. If a pay period starts in the middle of a workweek, the days before it still count toward that week's limit; they were paid in the previous pay period.

21. Settings reference

Every setting is on **Time Clock → Settings**. One **Save Settings** covers the whole screen.

Switching on, PINs and protection

SETTING	DEFAULT	WHAT IT DOES
Time Clock Enabled	Off	Turns the time clock on or off.
PIN Length (numbers)	4	4 to 32 numbers.
Staff Set Up Their Own PIN	On	Staff create their PIN at a station.
Clear the Form When Setup Fails	On	Clears everything typed on a refused setup.
After Too Many Wrong PINs	Pause	Pause, lock until a manager unlocks, or no limit.
Wrong PINs in a Row	5	How many before the rule applies.
Pause Their PIN For (minutes)	15	For the pause rule.
Lock a Station After Too Many Failed Tries	On	Station lockout.
Lock It After / Within	10 in 15 minutes	Failures that lock a station.
Email These People When a Station Locks	Time Clock Admin	Roles and people.
Roles That Can Unlock a Station	Time Clock Manager	Admins can always unlock.
Block a Username / Network Address After	5 in 30 / 50 in 60 minutes	Username and address limits.
Keep the Failed Sign-in Log For	1 year	90 days to 2 years.

Locations, POS and breaks

SETTING	DEFAULT	WHAT IT DOES
Only Clock In at Assigned Locations	Off	Holds people to their locations.
Signing In to the Register Clocks You In	Off	POS sign-in starts a shift.
Clocking Out With a Register Still Open	Warn	Allow, warn or block.
Meal Breaks / Meal Breaks Are	On / Unpaid	Meal break button and pay.
Limit Meal Breaks a Day / Meal Breaks a Day	On / 1	Daily meal break limit.
Rest Breaks / Rest Breaks Are	On / Paid	Rest break button and pay.
Limit Rest Breaks a Day / Rest Breaks a Day	Off / 2	Daily rest break limit.
Watch for Missed Meal Breaks	Off	Due after 4, 5 or 6 hours; 20 minutes to 1 hour; flag or warn.

Hours and payroll

SETTING	DEFAULT	WHAT IT DOES
Weekly Overtime / Starts After	On / 40 hours	Weekly overtime.
The Workweek Starts On	Sunday	Where weekly overtime counts from.
Daily Overtime / Starts After	Off / 8 hours	Daily overtime.
Daily Double Time / Starts After	Off / 12 hours	Daily double time.
You Pay	Every week	The pay period.
Round Clock Times for Payroll / Round to the Nearest	Off / 15 minutes	Rounding.
Clock People Out Automatically / Clock Them Out After	On / 14 hours	Forgotten clock-outs.
Payroll Service	None	Adds a ready-to-import download.
Send Hours to QuickBooks Online	Off	Sends closed pay periods to QuickBooks Online (when connected under Orders → QuickBooks).
Send When a Pay Period Is Closed / Add People QuickBooks Online Does Not Have	On / Off	When to send, and whether to add missing employees.

22. Troubleshooting

WHAT YOU SEE	WHY, AND WHAT TO DO
Stations say The time clock is not in use right now	The time clock is switched off. Turn on Time Clock Enabled in Settings.
A device says This device is not a time clock yet	It was never set up, was removed, or its browser data was cleared. Set it up again (chapter 4).
Someone's name is missing from a station	They have no PIN, Uses the time clock is off for them, or they are not assigned to this station's location while Only Clock In at Assigned Locations is on.
That PIN is not right	Try again carefully. The station says how many tries are left.
A PIN stopped working	It is paused or locked. Unlock them on Employees, or wait for the pause to end.
This station is locked	Too many failed tries on it. Unlock it on Stations, or tap Unlock this station and sign in. Check Failed Sign-ins for what happened.
That took a little long	More than two minutes passed after the PIN. Tap your name and enter your PIN again.
First time? Set up your PIN is missing	Staff PIN setup is off; a manager sets PINs.
PIN setup says the sign-in works but you are not on staff	The person has no role on this site. Give them one under the admin's users screen.
A break button is missing	Today's break limit is used up, or that kind of break is switched off.
A shift cannot be changed	Its pay period is closed. Reopen it on Payroll Hours.
Download buttons are missing on Payroll Hours	There are no finished hours in that pay period, or you do not have the Time Clock Payroll role.
The payroll service rejects the file	Someone is missing an employee number, or the codes in Settings do not match your payroll service.
Someone was left out of QuickBooks Online	They have no matching QuickBooks Online employee. Choose one on the Employees screen and send again.
Hours look wrong	Check the pay period, overtime, rounding and break settings, then the shift's History .

23. Glossary

TERM	MEANING
Station	A tablet or computer set up for clocking in, with a name and a location.
PIN	The numbers you type at a station to prove who you are.
Shift	From one clock-in to the next clock-out.
Break	A meal or rest break inside a shift, paid or unpaid.
Paid time	Clock-out minus clock-in, less unpaid breaks.
Workday	The day a shift starts on.
Workweek	The seven days weekly overtime is counted over.
Pay period	The span of days paid together.
Regular hours	Hours paid at the normal rate.
Overtime	Hours past a daily or weekly limit.
Double time	Hours past the longer daily limit.
Needs a look	A shift to check: still on the clock, clocked out automatically, or a missed meal break.
Closed pay period	A pay period whose shifts can no longer change.
Employee number	The number your payroll service knows a person by.
Locked station	A station that stopped accepting PINs after too many failed tries.