

## ***Employee Status App Instructions***

### **Welcome**

This guide will help you understand the basic features and functionality of the *Employee Status* application.

### **What Is It?**

Unlike your web-based timekeeping account, the *Employee Status App* must be installed at the supervisor's workstation. It acts as a "small program" and is opened through your *Programs* menu RATHER THAN through your web browser.

### **Purpose**

The key function of this application is for supervisors, or administrators, to view the "IN" and "OUT" status of their employees at a given moment throughout the work day. Administrators with the proper login permissions may also review employee time cards, review recorded punches and calculate total *Regular* and *Overtime* hours worked.

Through the data provided in this utility, supervisors and employers may choose to utilize this information for a number of reasons, including but not limited to:

- Labor and attendance management
- On-demand service coverage audits
- "Phone Operator" administration
- Overtime summaries
- Supervisory time card review

### **Instructions**

#### **1. Login Window:**

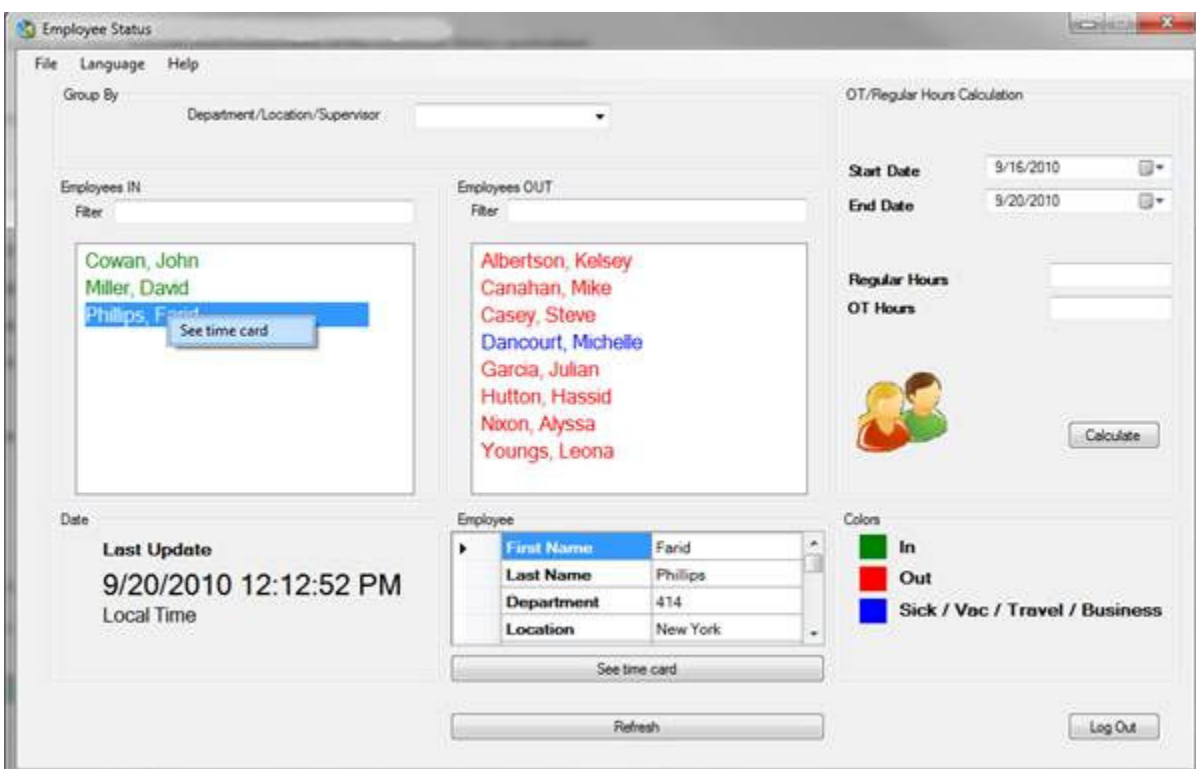
Simply enter your supervisor *User ID* and *Password*, and then click "*Login*."

If you prefer to change the language, click on the *Language* menu at the top of the window and select the one that best suits your preference.



## 2. Main Window:

The following window will appear once you log in successfully:



To the left, you will see employees who are clocked "IN" and to the right those who are not currently "clocked in."

See below for a list of features and descriptions:

### 2.1 Filters:

If you have many employees, and it is difficult to locate one, simply filter the list by typing the last name inside the Filter box.

### 2.2 Employee Setup information:

If you wish to know more information about a specific employee, click on the name and look at the *Employee* grid in the bottom-middle of the window.

### 2.3 See the time card and schedule:

To see the time card of the selected employee, either right-click the employee's name or left click the employee's name and then click on the "See time card" button in the bottom-middle of the window.

Note: If your company uses the scheduling piece then this feature will allow you to see the employee's schedule as well.

### 2.4 Employee last update:

To see the last time data was received in the utility for a specific employee, simply roll your mouse over the employee name.

### 2.5 Site last update:

To see "when" the last time was that you received data for your entire employee group based on when YOU last requested an update (by opening the program or otherwise), simply look at the date and time at the bottom-left of the window where it reads "*Last Update.*"

If you would like to update the information, click the "*Refresh*" button at the bottom of the window.

### 2.6 Colors:

Notice the differing colors of employee names. These colors help you understand if an employee is IN, OUT or is OUT but with an "approved reason" such as *Sick* time, *Travel*, or otherwise based on the pre-defined colors displayed (bottom-right).

### 2.7 OT/Regular Hours Calculation:

Select the date range of your choice to view the reported hours, then click "*Calculate.*"

### 2.8 Force a site refresh (File Menu):

Because this utility is built to work directly with the punches sent via a near-real time Ethernet connection, it "gives highest priority" to the punches sent via Ethernet, as opposed to 'manual online punch edits' or 'punches received any other way.'

For example if you manually edit a punch adding an OUT time, the utility may still show inconsistent or incorrect information, like saying the employee is "still IN." To correct this click on the *File* Menu, then click on "*Force a site refresh.*"