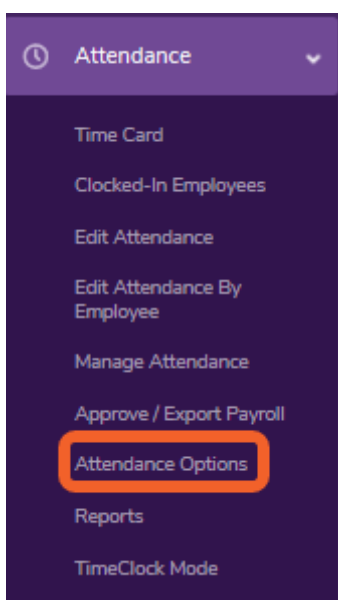


Allow employees to view their timecards

First of all, Yes! Timeforge gives employees the ability to view their own timecards so that they can keep track of their hours each week. This can save the employees time and effort when keeping accurate records of their own hours worked. It can also save managers from having to keep track of attendance in the off-chance that employees think there's a discrepancy on their check. No need to worry, only managers and some supervisors can make changes to attendance records.

Go to the "Attendance Options" page under the Attendance tab



Scroll down to employee timecard option

This option is located near the bottom of the screen.

Time and Attendance Options

TimeForge Attendance is a powerful system - designed to help you manager your staff clocking in and out. Tweak and tune clocking in, payroll exports, and break mana

Time and Attendance Tracking

TimeForge can track attendance.

Should attendance tracking be enabled? **Yes** ?

Allow clock-in and clock-out from TimeForge employee mobile application? **No** ?

Open and Close Times

Monday:	Open Time: <input type="text"/>	Close Time: <input type="text"/>	<input type="checkbox"/> Closed On Monday
Tuesday:	Open Time: <input type="text"/>	Close Time: <input type="text"/>	<input type="checkbox"/> Closed On Tuesday
Wednesday:	Open Time: <input type="text"/>	Close Time: <input type="text"/>	<input type="checkbox"/> Closed On Wednesday
Thursday:	Open Time: <input type="text"/>	Close Time: <input type="text"/>	<input type="checkbox"/> Closed On Thursday
Friday:	Open Time: <input type="text"/>	Close Time: <input type="text"/>	<input type="checkbox"/> Closed On Friday
Saturday:	Open Time: <input type="text"/>	Close Time: <input type="text"/>	<input type="checkbox"/> Closed On Saturday
Sunday:	Open Time: <input type="text"/>	Close Time: <input type="text"/>	<input type="checkbox"/> Closed On Sunday

Allow staff members to enter their own timesheets? **No** ?

Do you want to allow employees to clock in at any time, with any allowed position, regardless of their schedule? **Yes** ?

When clocking in, do you want to clock staff members in based on their scheduled start time? **No** ?

Do you want to allow employees to clock out at any time, regardless of their schedule? **Yes** ?

When clocking out, do you want to clock staff members out based on their scheduled end time? **No** ?

Do you want to enforce only by time regardless of the position or department? **No** ?

Select Yes to allow employees to retrieve their own timecards

Are employees required to report tips? **No** ?

Are employees required to enter mileage? **No** ?

Allow employees to retrieve their own timecards? **Yes ?**

Display approximate employee wages to staff members on their Time Card? **Yes** ?

Allow staff to enter timeclock mode? **No** ?

Allow supervisors to edit attendance? **No** ?

Include meal penalties as regular time when performing calculations? **Yes** ?

Should employees be forced to enter their passwords in TimeClock Mode? **Yes** ?

Should a keyboard / numeric pad be shown in TimeClock Mode? **No keyboard** ?

Only show attendance for your current departments? **No** ?

Only export salaried staff with hours on the schedule / attendance? **No** ?

Only show active positions/departments for attendance? **No** ?

Do you want to allow break tracking (paid, unpaid, optional, required, etc...)? **No** ?

Do you want to add "TARDY" Exception to the attendance? **No** ?

Do you want to add "EXTREMELY TARDY" Exception to the attendance? **No** ?

Do you want to add "LATE LUNCH" Exception to the attendance? **No** ?

Do you want to add "NO LUNCH" Exception to the attendance? **No** ?

Do you want to add "LONG SHIFT" Exception to the attendance? **No** ?

Do you want to add "MISSING PUNCH" Exception to the attendance? **No** ?

Do you want to add "ABSENT" Exception to the attendance? **No** ?

Do you want to add "UNSCHEDULED PUNCH" Exception to the attendance? **No** ?

Do you want to edit attendance weekly, or daily? **Daily** ?

Click the "Save Company Settings" button

Don't forget to click the "Save Company Settings" button at the bottom of the page when you are finished.

A rectangular button with a green background and a thick orange border. The text "Save Company Settings" is written in white, sans-serif font in the center.

Save Company Settings

A rectangular button with a solid red background. The text "Cancel" is written in white, sans-serif font in the center.

Cancel