

Assigning Employees to Attendance



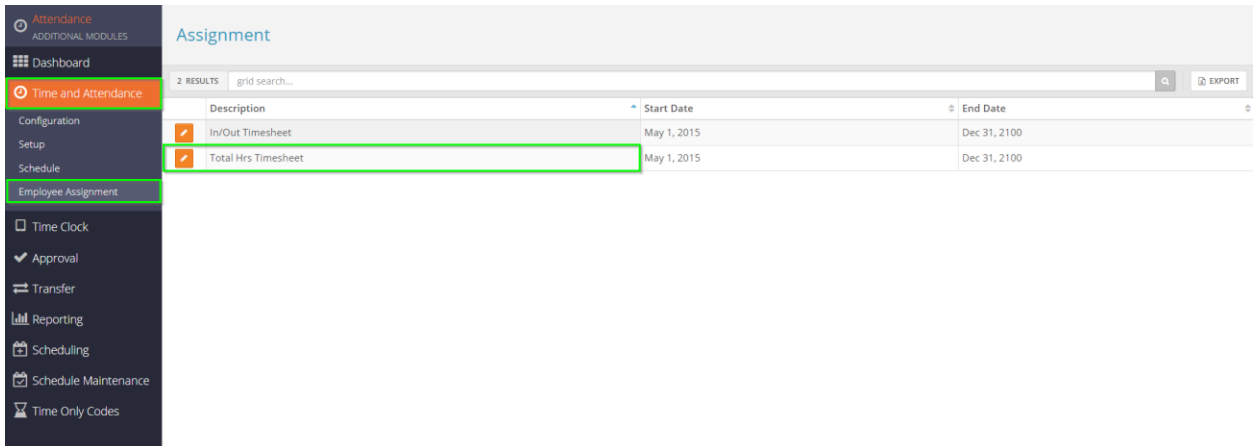
***A guide covering attendance employee assignment in
Checkwriters***

Assigning Employees to Time & Attendance

1. To assign an employee to Time & Attendance, you will want to first go to **Attendance > Time and Attendance > Employee Assignment**.
2. Once there, you will select the respective attendance option for this employee. For this guide, we will go over assigning to both a Timesheet and a Time Clock.

Timesheet Employees

1. Select either *In/Out Timesheet* or *Total Hours Timesheet*, depending on the timesheet your employees use. The functionality is the same for either type of timesheet. Click on the orange pencil to the left of the correct option.



Description	Start Date	End Date
<input checked="" type="checkbox"/> In/Out Timesheet	May 1, 2015	Dec 31, 2100
<input checked="" type="checkbox"/> Total Hrs Timesheet	May 1, 2015	Dec 31, 2100

2. From here, select the empty box next to the employee you would like to assign. After they are checked off, hit 'Save'.

Assignment

A - Active 18 EMPLOYEES Search Employees... Employee Name GRID OPTIONS EXPORT

Assign	Employee ID	Last Name	First Name	Employee Status	Gender
<input type="checkbox"/>	1418	Bennit	Claire	A - Active	F - Female
<input checked="" type="checkbox"/>	1080	Daley	Alex	A - Active	F - Female
<input type="checkbox"/>	1413	Employee	Test	A - Active	U - Unspecified
<input checked="" type="checkbox"/>	1414	Employee	Test	A - Active	U - Unspecified
<input checked="" type="checkbox"/>	1425	Employee	Test	A - Active	M - Male
<input checked="" type="checkbox"/>	1350	Evans	Melissa	A - Active	F - Female
<input checked="" type="checkbox"/>	1411	Hours	Total	A - Active	M - Male
<input checked="" type="checkbox"/>	1348	Jackson	Desiree	A - Active	F - Female
<input type="checkbox"/>	1369	John	Johnson	A - Active	M - Male
<input type="checkbox"/>	1400	Johnson	James	A - Active	M - Male
<input type="checkbox"/>	1402	Jones	John	A - Active	M - Male
<input type="checkbox"/>	1373	Jones	Susan	A - Active	F - Female
<input checked="" type="checkbox"/>	1031	Sears	Nicole	A - Active	F - Female
<input type="checkbox"/>	1401	Smith	bob	A - Active	M - Male
<input checked="" type="checkbox"/>	1352	Smith	Davi	A - Active	F - Female
<input type="checkbox"/>	1424	Smith	John	A - Active	M - Male
<input type="checkbox"/>	1412	test	sam	A - Active	F - Female
<input checked="" type="checkbox"/>	1420	Timesheet	Total	A - Active	U - Unspecified

CANCEL SAVE (9)

3. To verify that the employee has been assigned correctly, you can view them in the Approval area. Select **Approval > Timesheet Adm Approval**.

Time Schedule History

Check Date	Start Date	End Date	Active
02/26/2021	02/14/2021	02/20/2021	Y
03/05/2021	02/21/2021	02/27/2021	N
03/11/2021	03/07/2021	03/13/2021	N
04/09/2021	03/29/2021	04/03/2021	N
04/16/2021	04/04/2021	04/10/2021	N
04/23/2021	04/11/2021	04/17/2021	N
04/30/2021	04/18/2021	04/24/2021	N
05/07/2021	04/25/2021	05/01/2021	N

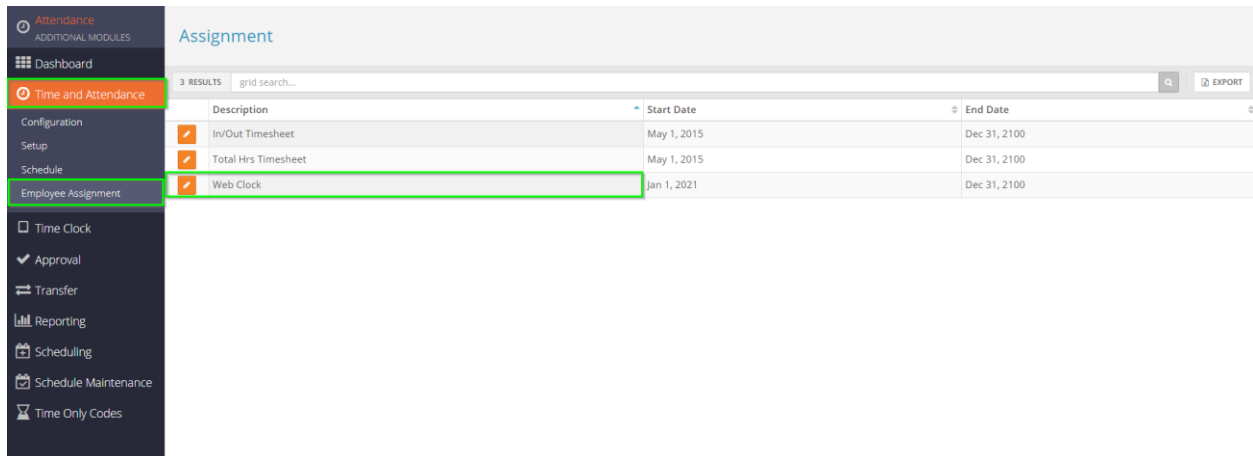
Time Entries Save

Edit	Emp ID	Employee Name	Status	Reviewed By	Hours	Deduct	OT	Mileage	Expense	Notes	Appr	Reject	Notify	Com
	1080	Daley, Alex	New		8.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1416	Employee 2, Test	New		12.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1414	Employee, Test	New		8.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1425	Employee, Test	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1417	Hours, In/Out	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1411	Hours, Total	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1348	Jackson, Desiree J	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1351	Jones, Lauryn	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1356	Knight, Mike B	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1200	Mannion, Brittany	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1230	Paterno, Zaidy	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1031	Sears, Nicole	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1352	Smith, Davi	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1362	Smith, Nick	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1358	Swam, Rochelle F	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1420	Timesheet, Total	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1364	Wing, Sam	New		0.00	0.00	0.00				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approve All Notify All

Time Clock Employees

1. Select the orange pencil next to the *Time Clock* option.

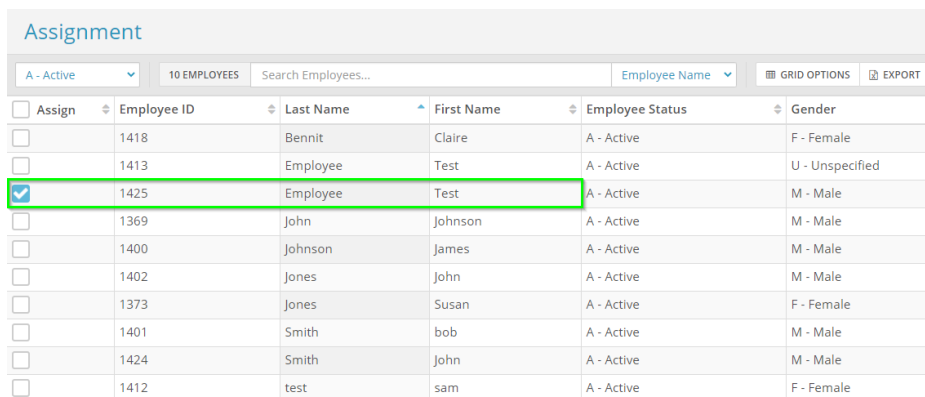


Assignment

3 RESULTS grid search...

Description	Start Date	End Date
In/Out Timesheet	May 1, 2015	Dec 31, 2100
Total Hrs Timesheet	May 1, 2015	Dec 31, 2100
Web Clock	Jan 1, 2021	Dec 31, 2100

2. From here, select the empty box next to the employee you would like to assign. After they are checked off, hit 'Save'.



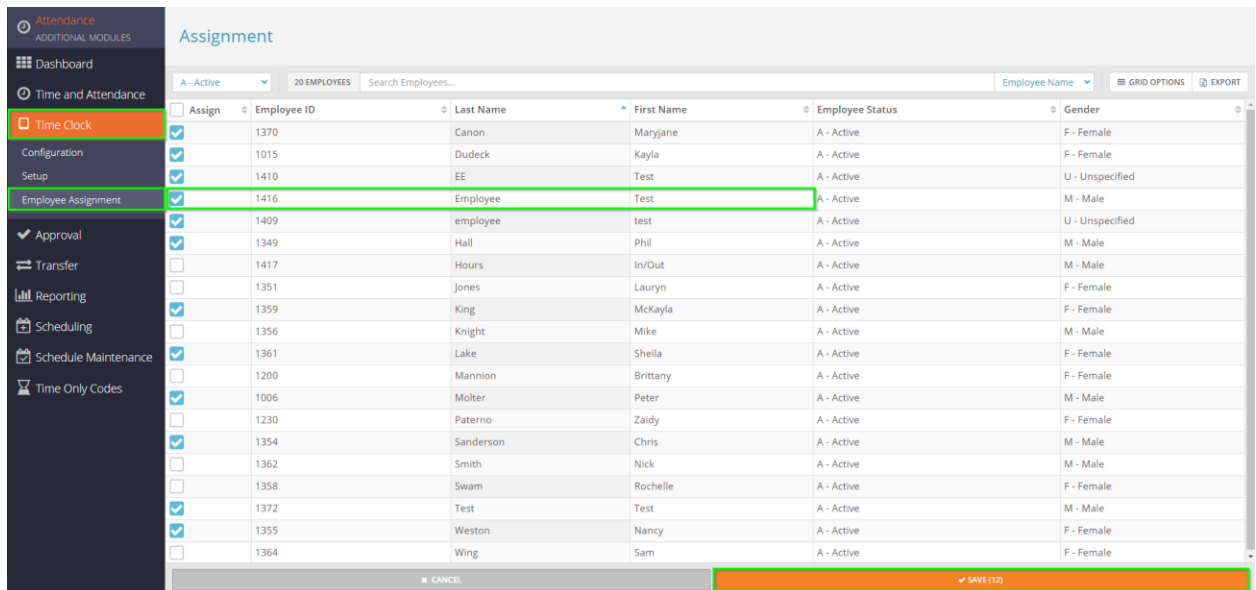
Assignment

A - Active 10 EMPLOYEES Search Employees... Employee Name GRID OPTIONS EXPORT

Assign	Employee ID	Last Name	First Name	Employee Status	Gender
<input type="checkbox"/>	1418	Bennit	Claire	A - Active	F - Female
<input type="checkbox"/>	1413	Employee	Test	A - Active	U - Unspecified
<input checked="" type="checkbox"/>	1425	Employee	Test	A - Active	M - Male
<input type="checkbox"/>	1369	John	Johnson	A - Active	M - Male
<input type="checkbox"/>	1400	Johnson	James	A - Active	M - Male
<input type="checkbox"/>	1402	Jones	John	A - Active	M - Male
<input type="checkbox"/>	1373	Jones	Susan	A - Active	F - Female
<input type="checkbox"/>	1401	Smith	bob	A - Active	M - Male
<input type="checkbox"/>	1424	Smith	John	A - Active	M - Male
<input type="checkbox"/>	1412	test	sam	A - Active	F - Female

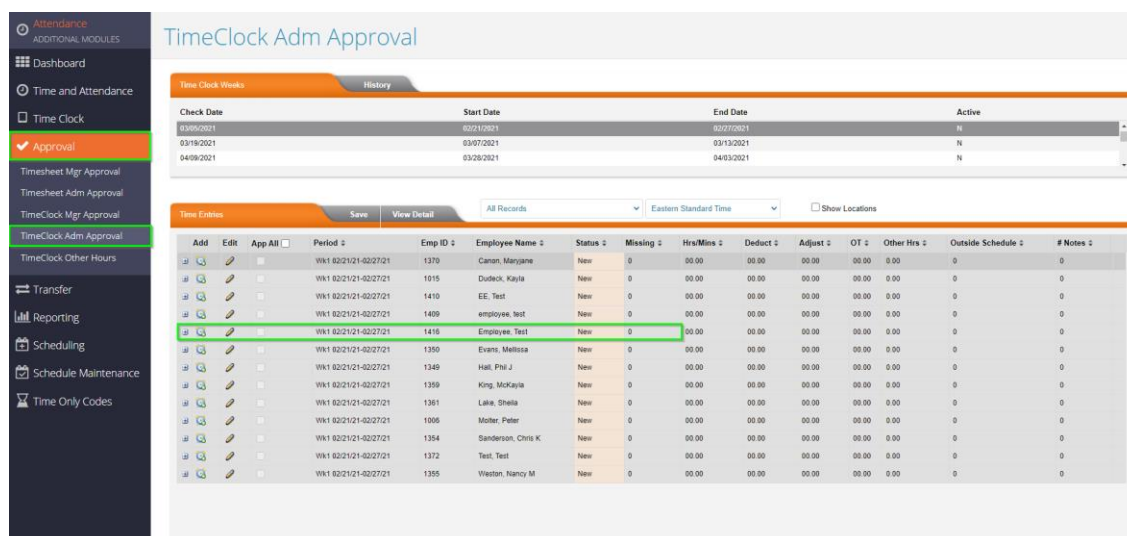
CANCEL SAVE (1)

- After assigning the employee in the above area, they will also need to be assigned under **Time Clock > Employee Assignment**. *This step is always second.* Once you check off the box next to their name, hit **Save**.



Assign	Employee ID	Last Name	First Name	Employee Status	Gender
<input checked="" type="checkbox"/>	1370	Canon	Maryjane	A - Active	F - Female
<input checked="" type="checkbox"/>	1015	Dudeck	Kayla	A - Active	F - Female
<input checked="" type="checkbox"/>	1410	EE	Test	A - Active	U - Unspecified
<input checked="" type="checkbox"/>	1416	Employee	Test	A - Active	M - Male
<input checked="" type="checkbox"/>	1409	employee	test	A - Active	U - Unspecified
<input checked="" type="checkbox"/>	1349	Hall	Phil	A - Active	M - Male
<input type="checkbox"/>	1417	Hours	In/Out	A - Active	M - Male
<input type="checkbox"/>	1351	Jones	Lauryn	A - Active	F - Female
<input checked="" type="checkbox"/>	1359	King	McKayla	A - Active	F - Female
<input type="checkbox"/>	1356	Knight	Mike	A - Active	M - Male
<input checked="" type="checkbox"/>	1361	Lake	Sheila	A - Active	F - Female
<input type="checkbox"/>	1200	Mannion	Brittany	A - Active	F - Female
<input checked="" type="checkbox"/>	1006	Molter	Peter	A - Active	M - Male
<input type="checkbox"/>	1230	Paterno	Zaidy	A - Active	F - Female
<input checked="" type="checkbox"/>	1354	Sanderson	Chris	A - Active	M - Male
<input type="checkbox"/>	1362	Smith	Nick	A - Active	M - Male
<input type="checkbox"/>	1358	Swam	Rochelle	A - Active	F - Female
<input checked="" type="checkbox"/>	1372	Test	Test	A - Active	M - Male
<input checked="" type="checkbox"/>	1355	Weston	Nancy	A - Active	F - Female
<input type="checkbox"/>	1364	Wing	Sam	A - Active	F - Female

- To verify that the employee has been assigned correctly, you can view them in the Approval area. Select **Approval > TimeClock Adm Approval**.

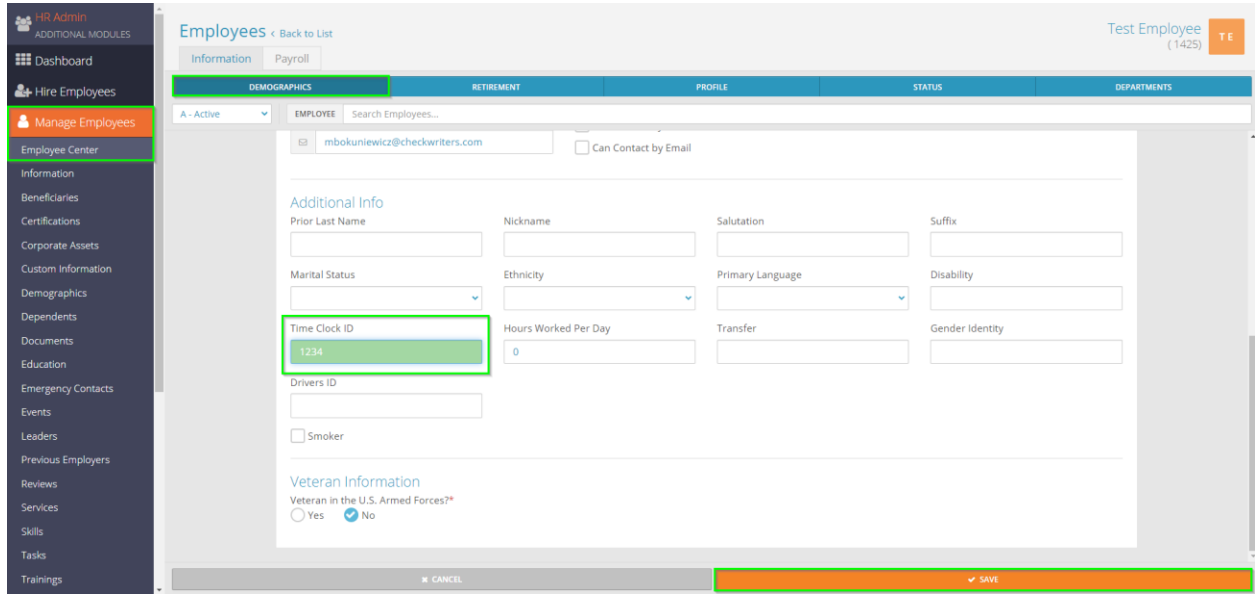


Check Date	Start Date	End Date	Active
02/08/2021	02/01/2021	02/08/2021	N
03/19/2021	03/07/2021	03/13/2021	N
04/09/2021	03/26/2021	04/03/2021	N

Add	Edit	App All	Period	Emp ID	Employee Name	Status	Missing	Hrs/Min	Deduct	Adjust	OT	Other Hrs	Outside Schedule	# Notes
			Wk1 02/21/21-02/27/21	1370	Canon, Maryjane	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1015	Dudeck, Kayla	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1410	EE, Test	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1409	employee, test	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1416	Employee, Test	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1350	Evans, Melissa	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1349	Hall, Phil J	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1359	King, McKayla	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1361	Lake, Sheila	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1006	Molter, Peter	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1354	Sanderson, Chris K	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1372	Test, Test	New	0	00:00	00:00	00:00	00:00	00:00	0	0
			Wk1 02/21/21-02/27/21	1355	Weston, Nancy M	New	0	00:00	00:00	00:00	00:00	00:00	0	0

Time Clock IDs (for physical clocks)

- If you are using a physical clock, you will need to assign the Time Clock ID to the employee as well. To do so, go to **HR Admin > Manage Employees > Employee Center**. Select the employee by selecting the orange pencil next to the employee's name.

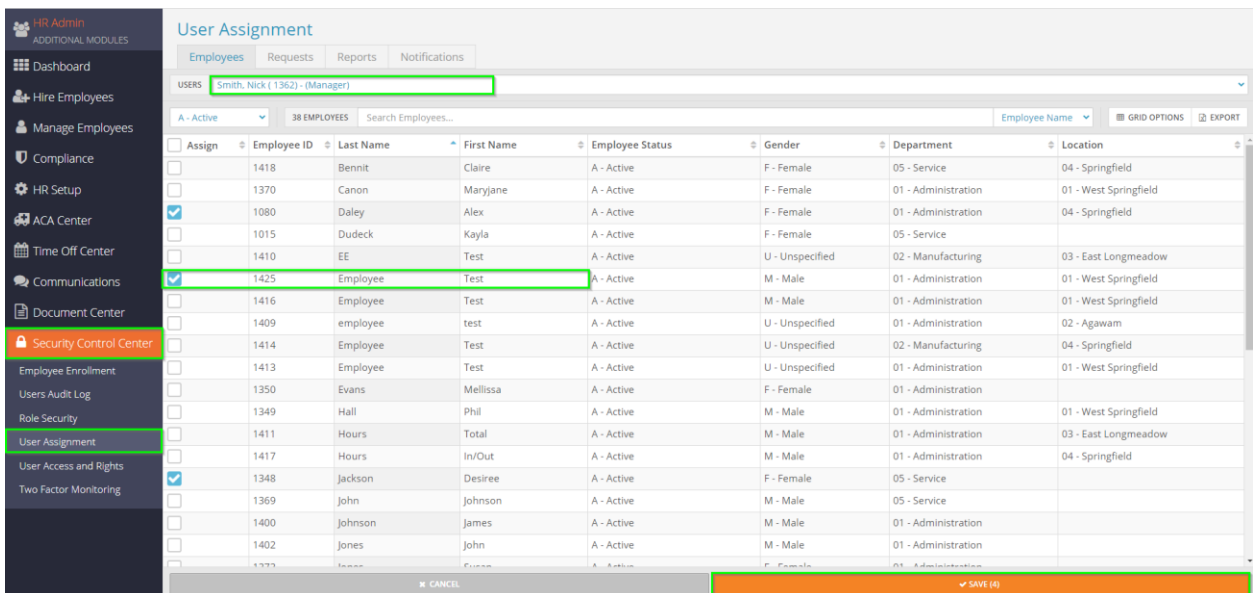


The screenshot shows the 'Employees' management interface. The left sidebar lists various HR modules, with 'Manage Employees' and 'Employee Center' highlighted. The main content area shows the 'Demographics' tab for an employee named 'Test Employee (1425)'. The 'Time Clock ID' field is highlighted with a green box and contains the value '1234'. Other fields include 'Prior Last Name', 'Nickname', 'Salutation', 'Suffix', 'Marital Status', 'Ethnicity', 'Primary Language', 'Disability', 'Hours Worked Per Day', 'Transfer', 'Gender Identity', 'Drivers ID', and 'Smoker'. A 'SAVE' button is highlighted at the bottom right.

- The first page you will be brought to is the **Demographics** page. On here, enter in the Time Clock ID number in the respective box.
 - For a physical time card, the ID will be the first string of numbers after the leading 0's on the card.
 - For a biometric clock, the ID is often the last 4 of the EE's social – unless set up differently initially.

Assigning Employees to Their Managers

1. After assigning your employee to Attendance, it is imperative to assign them to their manager to ensure they can approve their time for payroll.
2. Navigate to **HR Admin > Security Control Center > User Assignment**.
3. Select the manager you need to assign the employee to in the top dropdown menu.
4. There is a list of employees below the manager's name. Check off the employee you would like to assign (you can assign multiple at once) and hit *Save* once you have finished.



User Assignment

Employees Requests Reports Notifications

USERS **Smith, Nick (1362) - (Manager)**

A - Active 38 EMPLOYEES Search Employees... Employee Name GRID OPTIONS EXPORT

Assign	Employee ID	Last Name	First Name	Employee Status	Gender	Department	Location
<input type="checkbox"/>	1418	Bennit	Claire	A - Active	F - Female	05 - Service	04 - Springfield
<input type="checkbox"/>	1370	Canon	Maryjane	A - Active	F - Female	01 - Administration	01 - West Springfield
<input checked="" type="checkbox"/>	1080	Daley	Alex	A - Active	F - Female	01 - Administration	04 - Springfield
<input type="checkbox"/>	1015	Dudeck	Kayla	A - Active	F - Female	05 - Service	
<input type="checkbox"/>	1410	EE	Test	A - Active	U - Unspecified	02 - Manufacturing	03 - East Longmeadow
<input checked="" type="checkbox"/>	1425	Employee	Test	A - Active	M - Male	01 - Administration	01 - West Springfield
<input type="checkbox"/>	1416	Employee	Test	A - Active	M - Male	01 - Administration	01 - West Springfield
<input type="checkbox"/>	1409	employee	test	A - Active	U - Unspecified	01 - Administration	02 - Agawam
<input type="checkbox"/>	1414	Employee	Test	A - Active	U - Unspecified	02 - Manufacturing	04 - Springfield
<input type="checkbox"/>	1413	Employee	Test	A - Active	U - Unspecified	01 - Administration	01 - West Springfield
<input type="checkbox"/>	1350	Evans	Melissa	A - Active	F - Female	01 - Administration	
<input type="checkbox"/>	1349	Hall	Phil	A - Active	M - Male	01 - Administration	01 - West Springfield
<input type="checkbox"/>	1411	Hours	Total	A - Active	M - Male	01 - Administration	03 - East Longmeadow
<input type="checkbox"/>	1417	Hours	In/Out	A - Active	M - Male	01 - Administration	04 - Springfield
<input checked="" type="checkbox"/>	1348	Jackson	Desiree	A - Active	F - Female	05 - Service	
<input type="checkbox"/>	1369	John	Johnson	A - Active	M - Male	05 - Service	
<input type="checkbox"/>	1400	Johnson	James	A - Active	M - Male	01 - Administration	
<input type="checkbox"/>	1402	Jones	John	A - Active	M - Male	01 - Administration	
<input type="checkbox"/>	1373	Lee	Erin	A - Active	F - Female	01 - Administration	

CANCEL SAVE (4)

5. One employee can be assigned to multiple managers. This assignment step does not need to occur for admins as all employees are automatically assigned to admins.