# PHP TIMECLOCK TIME ADMINISTRATOR INSTRUCTIONS For Student Employees

### Access

PHP Timeclock can be accessed by going to <u>http://stime.bartonccc.edu</u>. A quick review of users currently clocked into the system can be viewed with this initial access. To run reports or to add, edit, or delete time click on "Administration" in the upper right hand corner of the screen. Enter you username and password assigned to you by the Office of Human Resources then click on the "Log In" button.

# **Date & Time Formats**

Dates in the PHP Timeclock system follow the m/d/yyyy format. You may either hand enter the preferred date or click on "Pick Date" where a calendar will pop up enabling you to click on the desired date.

Time in the PHP Timeclock system follow the h:mm am or h:mm pm formats.

# **Cancel Button**

You will notice a "Cancel" button when using the software. Click on this button whenever you wish to cancel your current procedure.

#### Reports

To run the Daily Time Report, Hours Worked Report, or Audit Log, click on "Reports" in the upper right hand corner of the screen. Then just click on the report name you desire to run. Here is an example of parameters entered when running the Hours Worked Report.

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	* required	
<ol> <li>Export to CSV? (link to CSV file will be in the top right of the next page)</li> <li>Ves          No     </li> </ol>		
<ol><li>Paginate this report so each user's time is printed on a separate page?</li></ol>		
⊙ Yes ◯ No		-
3. Show punch-in/out details?		
<ol> <li>Display connecting ip address information? (only available if "Show punch-in/out details?" is</li> <li>              Yes</li></ol>	is set to "Yes".)	

5. Round each user's time?	
O To the nearest 5 minutes (1/12th of an hour)	
To the nearest 10 minutes (1/6th of an hour)	
To the nearest 15 minutes (1/4th of an hour)	
To the nearest 20 minutes (1/3rd of an hour)	
To the nearest 30 minutes (1/2 of an hour)	
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After the parameters are entered click on "Next" to run the report. Here is an example:

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To exit the report click on the "Back" arrow in the upper left hand corner of the screen, this will take you back to the Reports page. From here you can either enter different parameters and run this same report again or click on "Reports" in the upper right hand corner if you wish to run additional reports.

For a quick overview of time worked, run the Daily Time Report. For a more detailed report, run the Hours Worked Report. The Audit Log will show you all additions, changes or deletions of clock-in and clock-out times for a specified period of time.

# **Add/Edit/Delete Time**

To add, edit or delete time, click on "Administration" in the upper right hand corner of the screen. This functionality is then located under "Miscellaneous" located in the bottom left-hand corner of the screen. Click on "Add/Edit/Delete Time", which will open up a new screen listing all of the users of the PHP Timeclock system. Locate the username for the individual for whom you need to add, edit, or delete time. Click on his/her username. The "Edit Time" screen will automatically come up. If you wish to edit time for the user, enter the date for which the time needs to be edited. Enter or select the desired date and then click on "Next". This will bring up a new screen showing the clock-in and clock-out times for the student employee on the selected date. To change a time, enter the time underneath the column titled, "New Time". Remember, the time entry format is h:mm and then either am or pm. After entering the correct time, click on "Next". If changed correctly, it will display a new page and the message "Time edited successfully". Click on "Done". Here is an example:

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To add or delete time follow the same process as outlined above. Once the "Edit Time" screen appears, click on either "Add Time" or "Delete Time" underneath "Add/Edit/Delete Time" on the lower left hand portion of the screen. This will bring up a new screen either "Add Time" or "Delete Time" depending upon which option you selected.

If you choose to "Add Time", you will be asked to provide the date, time, status (in or out), and to provide a reason under "Notes" as to why the time is being added. Once this information has been entered, click on "Next". If changed correctly, it will display a new page and the message "Time added successfully". Click on "Done". Here is an example:

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If you choose to "Delete Time", you will be asked to provide the date for which the time is to be deleted. Once this date has been entered, click on "Next". It will bring up a new screen and ask you to "Please choose a time or times to delete.". To delete a time or times, click in the box or boxes underneath the "Delete?" column and then click on "Next". If changed correctly, it will display a new page and the message "Time deleted successfully". Click on "Done". Here is an example:

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# Logout

To logout of the system, click on "Logout" in the upper right hand corner of the screen. You are now logged out of the system.

# **Questions?**

If you have any questions about the PHP Timeclock system, please contact the Office of Human Resources.