

# PHP TIMECLOCK TIME ADMINISTRATOR INSTRUCTIONS

## For Student Employees

### Access

PHP Timeclock can be accessed by going to <http://stime.bartonccc.edu>. 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

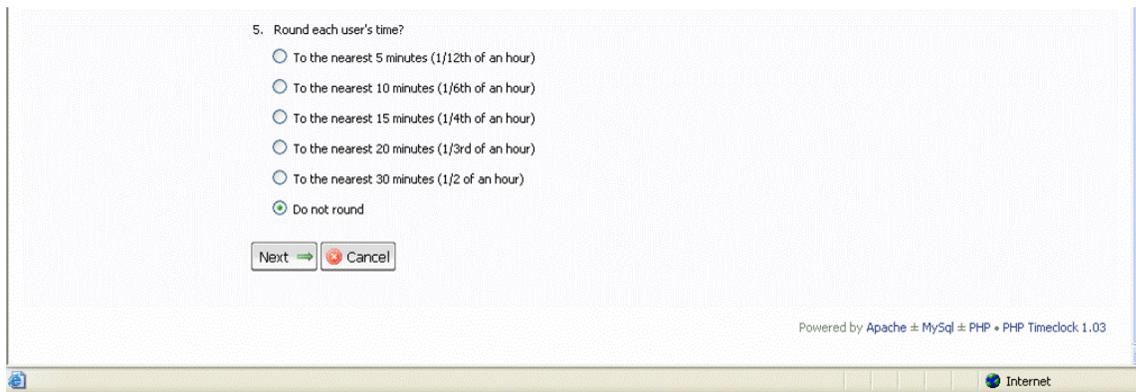
To run the Daily Time Report, Hours Worked Report, or Audit Log, click on “Reports” in the upper right hand corner of the screen. Then just click on the report name you desire to run. Here is an example of parameters entered when running the Hours Worked Report.

The screenshot shows a web browser window titled "PHP Timeclock 1.03 - Hours Worked Report - Microsoft Internet Explorer". The address bar shows the URL "http://stime.bartonccc.edu/reports/total\_hours.php". The page header includes the logo "PHP Timeclock" with the tagline "...time is money -- Benjamin Franklin" and the date "July 8, 2006". Navigation links for "Home", "Administration", "Reports", and "Logout" are visible. The main content area is titled "Hours Worked Report" and contains the following form fields:

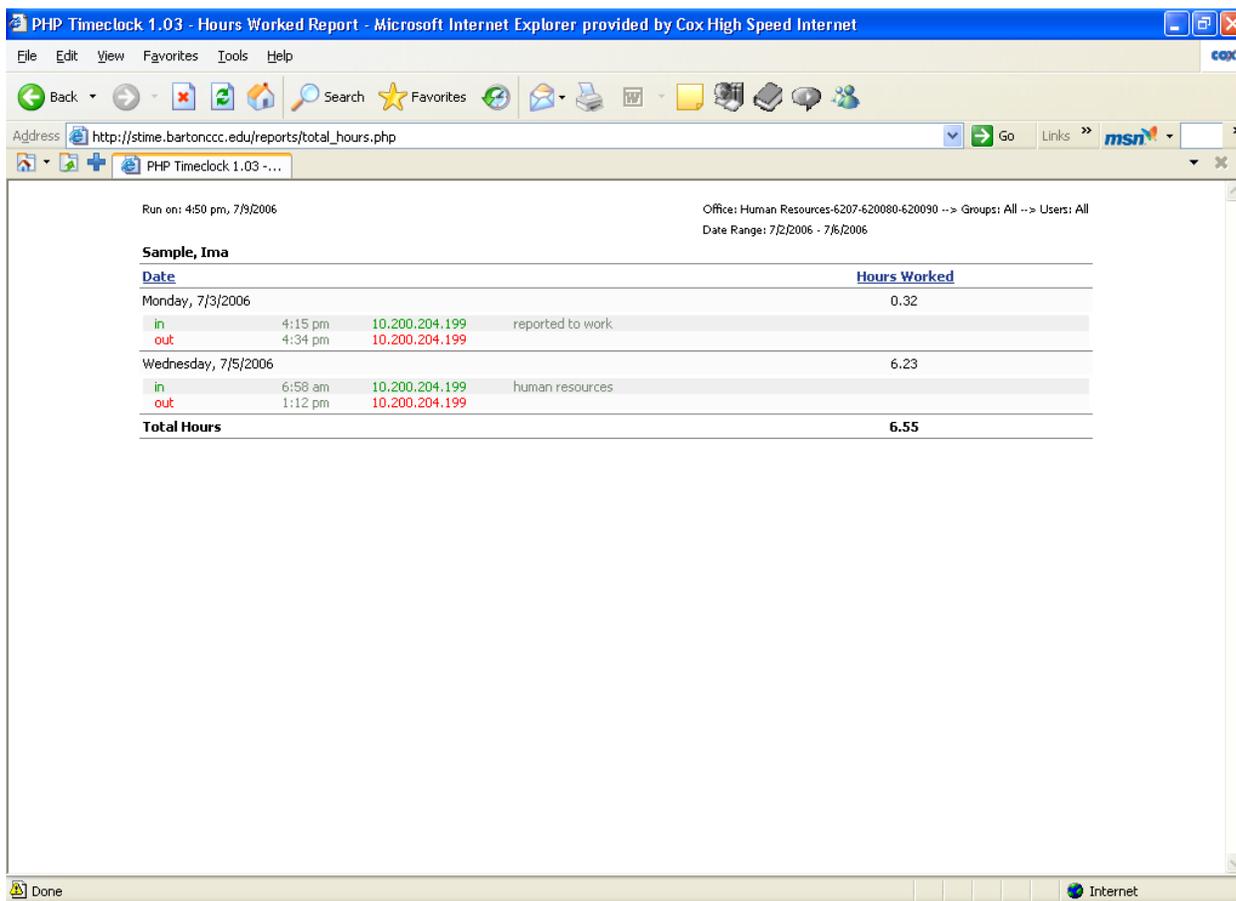
- Choose Office: Human Resources-6207-620080-620090
- Choose Group: Human Resources
- Choose Username: All
- From Date: (m/d/yyyy) 7/2/2006 \* Pick Date
- To Date: (m/d/yyyy) 7/8/2006 \* Pick Date

A red asterisk and the text "\* required" are located at the bottom right of the form fields. Below the form, there are four configuration options with radio buttons:

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



After the parameters are entered click on “Next” to run the report. Here is an example:

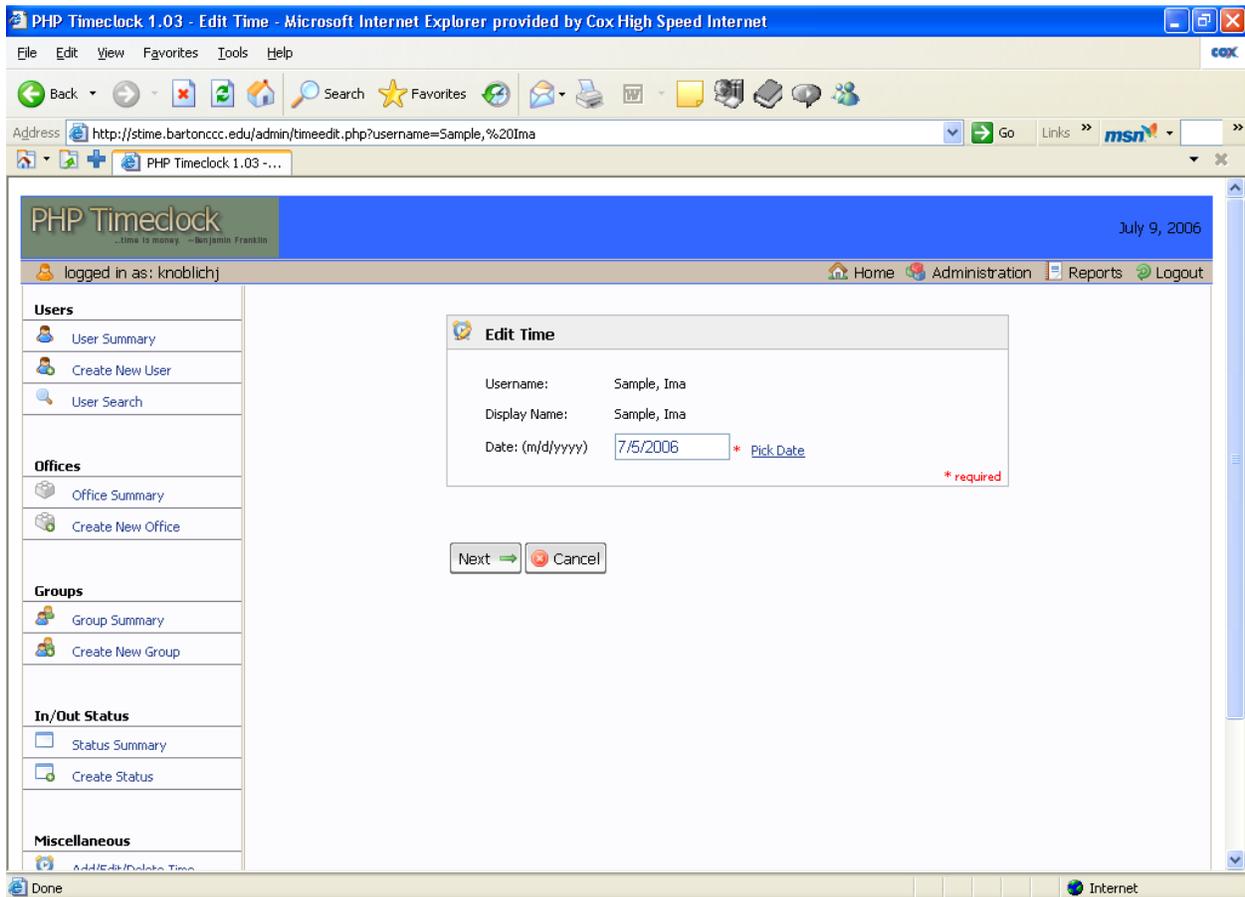


To exit the report click on the “Back” arrow in the upper left hand corner of the screen, this will take you back to the Reports page. From here you can either enter different parameters and run this same report again or click on “Reports” in the upper right hand corner if you wish to run additional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



PHP Timeclock 1.03 - Edit Time - Microsoft Internet Explorer provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Address: http://stime.bartonccc.edu/admin/timeedit.php

PHP Timeclock 1.03 - ...

PHP Timeclock  
...time is money - Benjamin Franklin

July 9, 2006

logged in as: knoblichj

Home Administration Reports Logout

**Users**

- User Summary
- Create New User
- User Search

**Offices**

- Office Summary
- Create New Office

**Groups**

- Group Summary
- Create New Group

**In/Out Status**

- Status Summary
- Create Status

**Miscellaneous**

- Add/Edit/Delete Time

Please enter a time in the New Time box or boxes you wish to edit below.

**Edit Time for Sample, Ima on 7/5/2006**

New Time	In/Out	Current Time	Notes
<input type="text"/>	in	6:58 am	human resources
1:12 pm	out	12:53 pm	

Next

Error on page.

Internet

PHP Timeclock 1.03 - Edit Time - Microsoft Internet Explorer provided by Cox High Speed Internet

File Edit View Favorites Tools Help

Address: http://stime.bartonccc.edu/admin/timeedit.php

PHP Timeclock 1.03 - ...

PHP Timeclock  
...time is money - Benjamin Franklin

July 9, 2006

logged in as: knoblichj

Home Administration Reports Logout

**Users**

- User Summary
- Create New User
- User Search

**Offices**

- Office Summary
- Create New Office

**Groups**

- Group Summary
- Create New Group

**In/Out Status**

- Status Summary
- Create Status

**Miscellaneous**

- Add/Edit/Delete Time

Time edited successfully.

**Edited Time for Sample, Ima on 7/5/2006**

New Time	In/Out	Old Time	Notes
1:12 pm	out	12:53 pm	

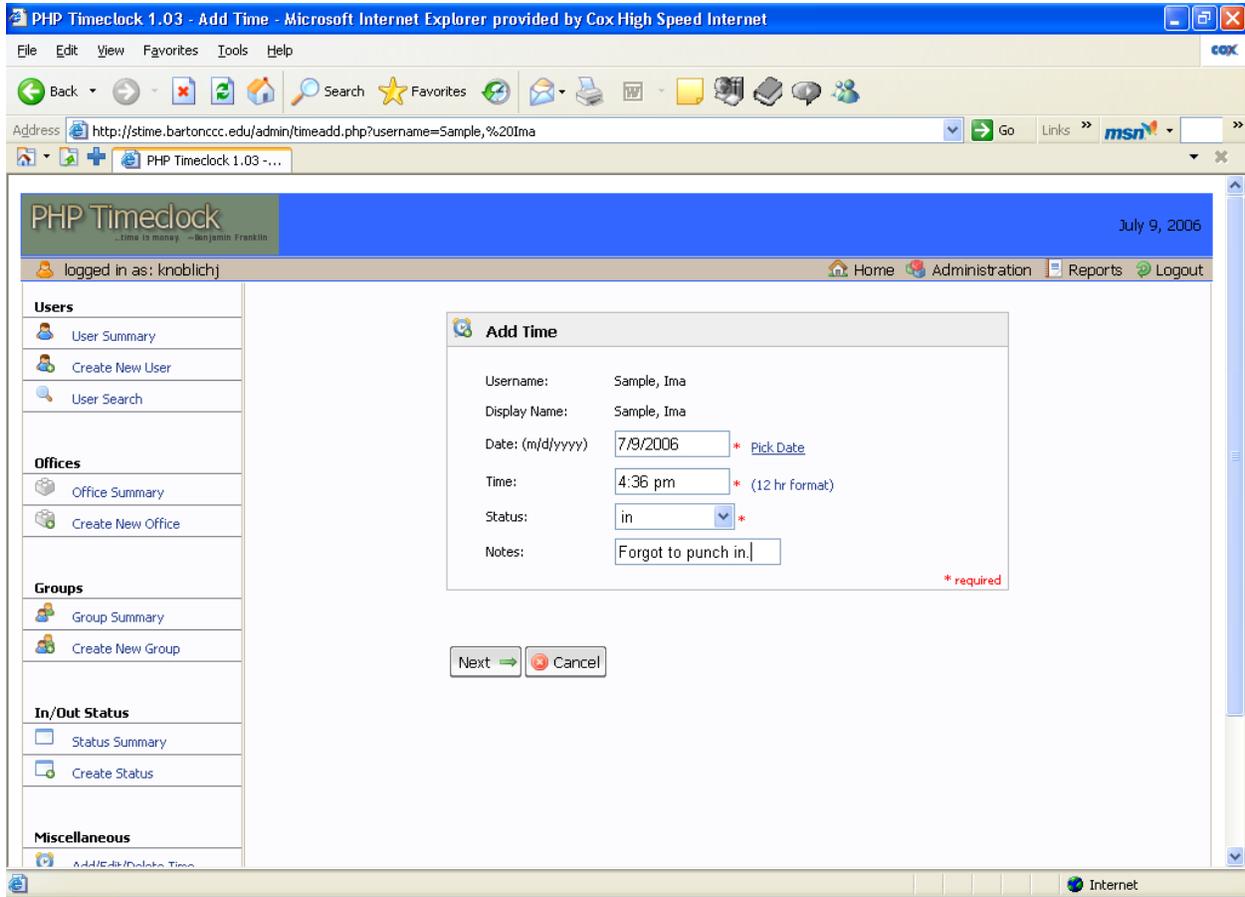
Done

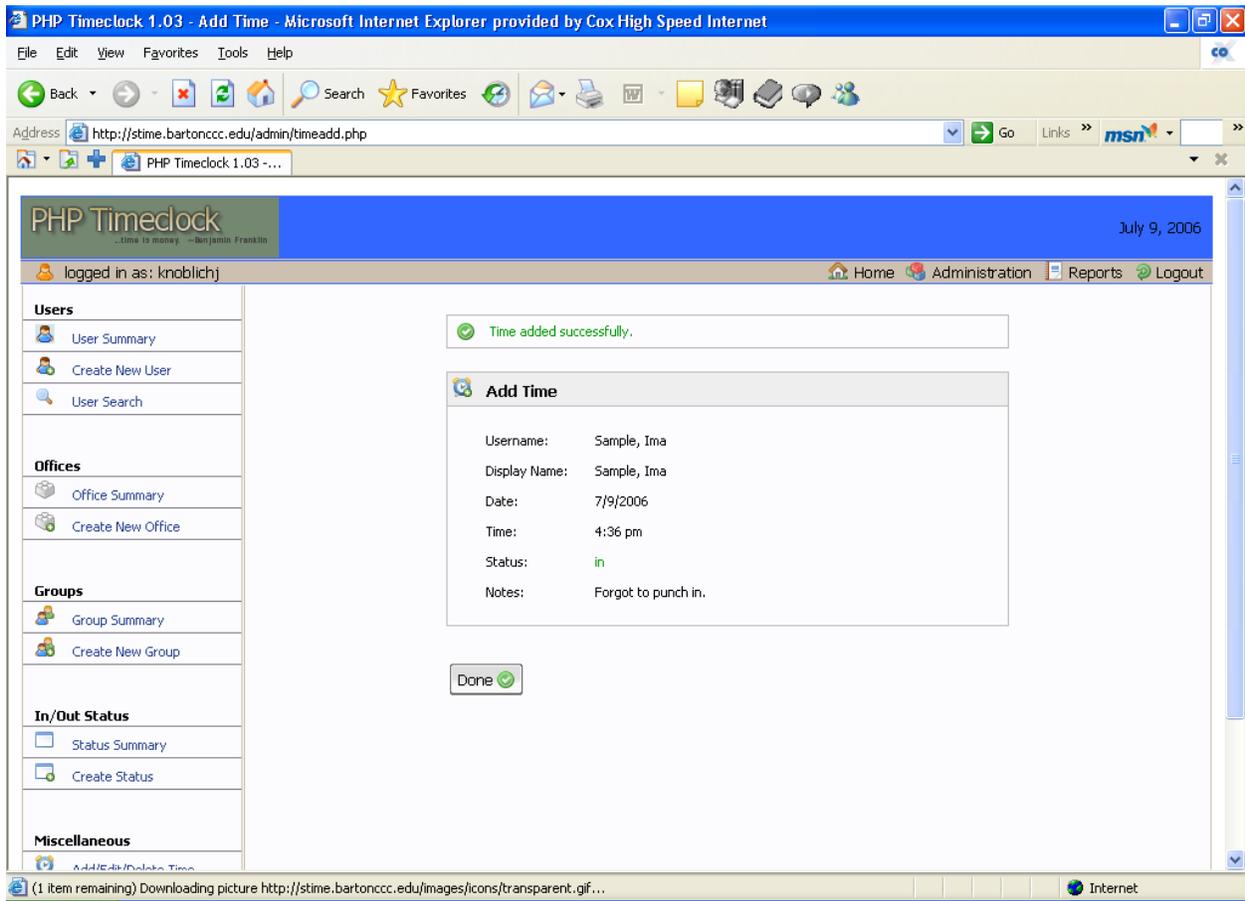
Done

Internet

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:





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:

PHP Timeclock 1.03 - Delete Time - Microsoft Internet Explorer provided by Cox High Speed Internet

Address: http://stime.bartonccc.edu/admin/timedeledelete.php?username=Sample,%20Ima

PHP Timeclock  
Time is money - Benjamin Franklin  
July 9, 2006  
logged in as: knoblichj

Home Administration Reports Logout

**Users**

- User Summary
- Create New User
- User Search

**Offices**

- Office Summary
- Create New Office

**Groups**

- Group Summary
- Create New Group

**In/Out Status**

- Status Summary
- Create Status

**Miscellaneous**

- Add/Edit/Delete Time

**Delete Time**

Username: Sample, Ima  
 Display Name: Sample, Ima  
 Date: (m/d/yyyy)  \* [Pick Date](#) \* required

Next Cancel

Done Internet

PHP Timeclock 1.03 - Delete Time - Microsoft Internet Explorer provided by Cox High Speed Internet

Address: http://stime.bartonccc.edu/admin/timedeledelete.php

PHP Timeclock  
Time is money - Benjamin Franklin  
July 9, 2006  
logged in as: knoblichj

Home Administration Reports Logout

**Users**

- User Summary
- Create New User
- User Search

**Offices**

- Office Summary
- Create New Office

**Groups**

- Group Summary
- Create New Group

**In/Out Status**

- Status Summary
- Create Status

**Miscellaneous**

- Add/Edit/Delete Time

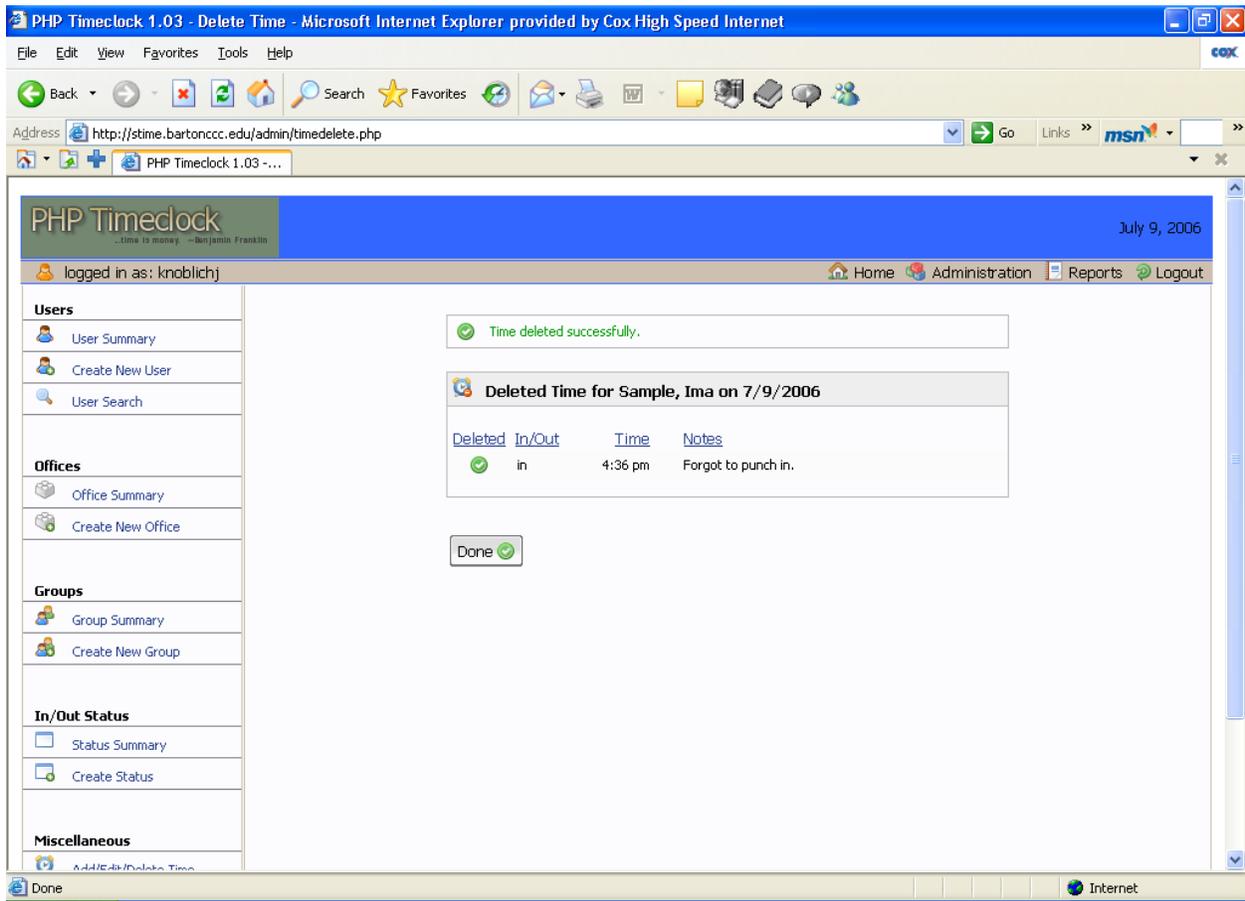
Please choose a time or times to delete.

**Delete Time for Sample, Ima on 7/9/2006**

Delete ?	In/Out	Time	Notes
<input checked="" type="checkbox"/>	in	4:36 pm	Forgot to punch in.

Next Cancel

Done Internet



## 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.