

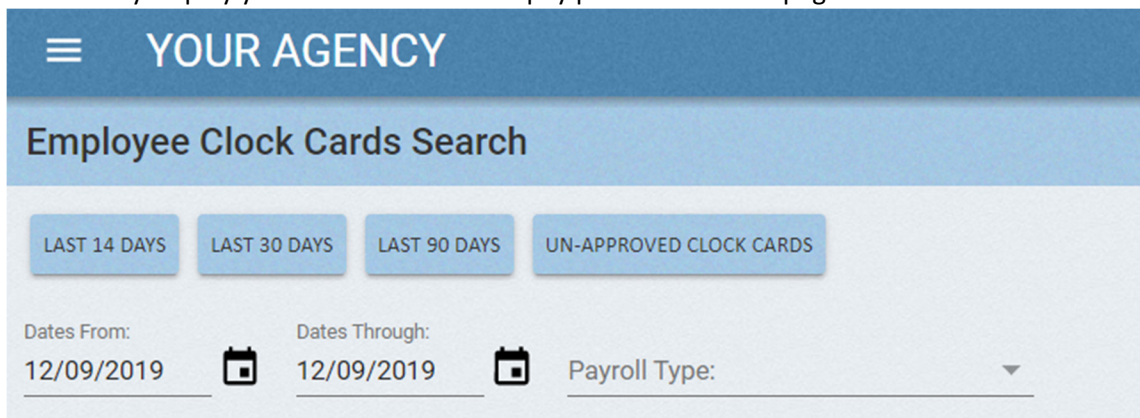
iSOMS Employee Clock Card Entry (summary)

Access the clock card from the System Menu, then Time Keeping. There are two options, based on your security profile would be displayed. The day to day clock card entry is under Clock Card. If this option is not enabled on your menu please contact your System Administrator to get access.



For users that are not Payroll Supervisors, below is your lookup screen. Showing just a few options for searching, you will be limited to only your clock card entries. There are some quick buttons at the top they sorted in descending order so last 14/30 days would be fastest way to see you most recent entries.

Note: you will need to enter the current Payroll Start/Ending date in the date fields below for the system to correctly display your total hours for the pay period. See next page for List results screenshot.



If you are payroll supervisor, you will see below with additional searching features.

The first to point out is Only My Clock Card (this is defaulted as checked) meaning any search you do will be limited to your Employee ID. If you are wanting to see all of your division, make sure to uncheck that box and it will search all employees. Not just your records.

≡

YOUR AGENCY

Employee Clock Cards Search

LAST 14 DAYS

LAST 30 DAYS

LAST 90 DAYS

UN-APPROVED CLOCK CARDS

Dates From:

12/09/2019

Dates Through:

12/09/2019

Payroll Type:

Current Department Major:

Current Department Minor:

Payroll Account:

Employee:

☒ Only My Clock Card

Sample list.

Notice at the bottom the system shows summary hours. This summary is based on the currently selected row. The system will take the Payroll Start/End Date of that Clock Card and summarize all other clock cards in the same date range to compute the totals displayed.

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YOUR AGENCY

Employee Clock Cards Search Results

Search Criteria ▶

Search Results

4 Records

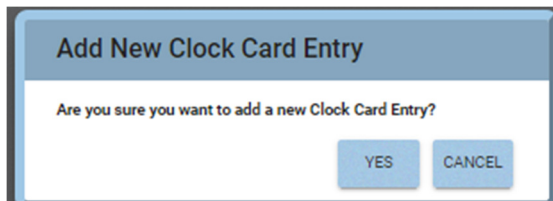
Clock Start Time	Clock End Time	Approved Date	Regular Hours	Over Time	Meals/Break	Vaction	Sick	Personal
11/27/2019 19:16	11/27/2019 19:16		4	0	0	0	0	0
06/14/2019 07:00	06/14/2019 15:00		1.25	2	0	4	5	6
06/10/2019 13:23	06/10/2019 13:23		8	2	0.5	8	8	14
06/02/2019 08:00	06/02/2019 15:00	12/31/2018 09:45	8	0	0	0	0	0

Regular: 21.25 / Overtime: 4.00 / Vacation: 12.00 / Sick: 13.00 / Personal: 20.00 / Holiday: 19.00 / Bereavement: 8.00 / Military: 249.00 / Misc Value: 300.00

To add a new clock card, find the new Clock Card button in the upper right of the screen.

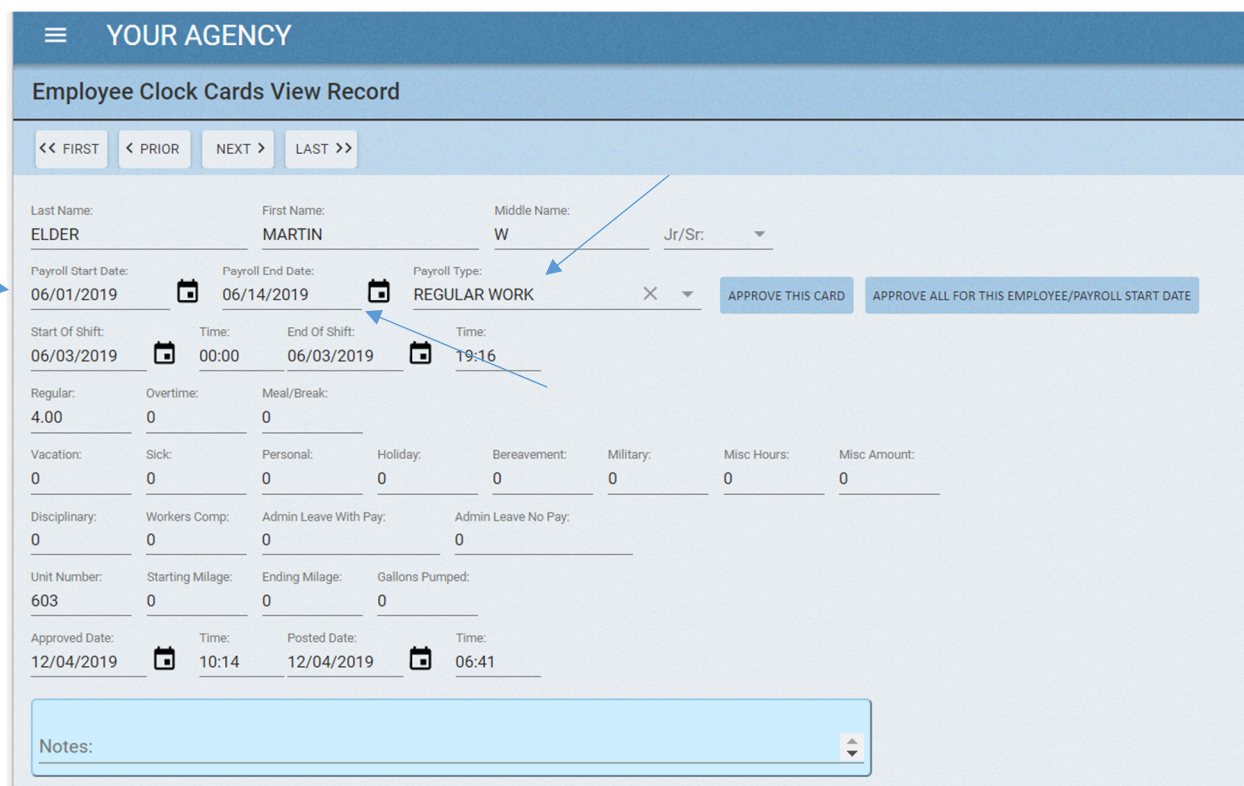
You will be prompted the confirmation below.

Note: If you do not have delete rights to this program, you will not be able to remove this record, rather a supervisor or administrator will have to. If you do this by mistake, make sure to leave all times/hours at 0.00 so at a minimum it will not affect the balance of your time sheet. You will be able to edit the record until it's approved by the supervisor.



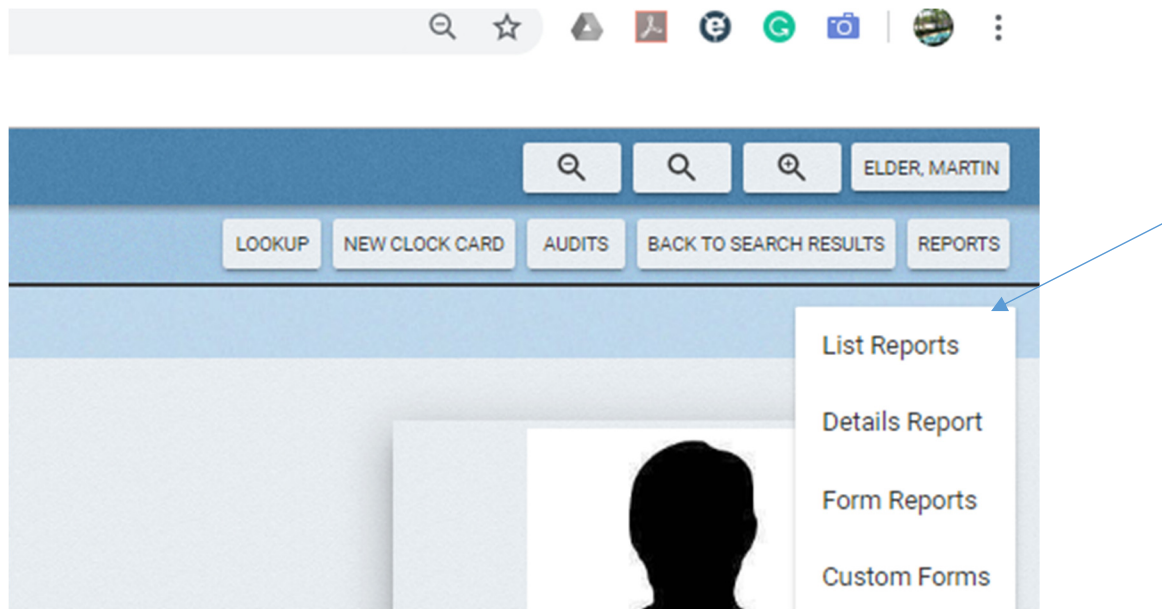
A dialog box titled "Add New Clock Card Entry" with a question "Are you sure you want to add a new Clock Card Entry?" and two buttons: "YES" and "CANCEL".

The most critical fields on this screen is the Payroll Start/End Dates. You will need to enter this for each pay period. The system will automatically get the Last Pay period for you when you add records. Meaning at the start of every new Payroll period simply type over those dates and make sure they match the payroll period for this clock card. Otherwise simply add the hours for this clock card and click save when complete. It's also important for the Payroll TYPE. This should default regular work



The "Employee Clock Cards View Record" screen displays a form for an employee named ELDER, MARTIN, W. The form includes fields for Payroll Start Date (06/01/2019), Payroll End Date (06/14/2019), and Payroll Type (REGULAR WORK). It also shows shift details: Start Of Shift (06/03/2019 00:00) and End Of Shift (06/03/2019 19:16). The form includes sections for Regular, Overtime, and Meal/Break hours, as well as various leave types (Vacation, Sick, Personal, Holiday, Bereavement, Military, Misc Hours, Misc Amount). It also has fields for Unit Number (603), Starting Mileage (0), Ending Mileage (0), and Gallons Pumped (0). The Approved Date is 12/04/2019 at 10:14, and the Posted Date is 12/04/2019 at 06:41. There are buttons for "APPROVE THIS CARD" and "APPROVE ALL FOR THIS EMPLOYEE/PAYROLL START DATE". A Notes section is at the bottom.

To print a summary report, click on Reports, List Reports



This screen also will be based on your security profile and if you are a Payroll Supervisor.

You can enter the Clock Card Dates From/Through for your report "OR" you can enter the Payroll Start date, if you enter that start date, it will get all matching clock cards for that pay period. Which is easier way to get your timesheet. You would need to also narrow by Payroll Type (Regular Work) to see those records. If you leave that blank/empty you will get a list of all entries during the date ranges.

A screenshot of the "YOUR AGENCY" section of the web application. The title "Employee Clock Cards List Reports" is displayed. Below the title, there are several input fields and dropdown menus. The "Report Style" dropdown is set to "List". The "Clock Card Date" field is set to "12/10/2019" and has a calendar icon. The "Clock Card Through" field is also set to "12/10/2019" and has a calendar icon. The "Payroll Type" field is empty and has a dropdown arrow. The "Payroll Start Date" field is empty and has a calendar icon.



YOUR AGENCY

Employee Clock Cards List Reports

List

List with Signature Area

List Report shown below



Clock Card List

Your Agency

Payroll Start Date From 06/01/2019 Through 06/01/2019

Page 1 of 1

ELDER, MARTIN W

Start Date	End Date	Reg	OT	Meals	Total	Vac	Sick	Per	Hol	Misc Hr	BL	Mil	APL	Misc \$	WC
06/02/2019 08:00	06/02/2019 15:00	8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00
06/10/2019 13:23	06/10/2019 13:23	8.00	2.00	0.50	10.00	8.00	8.00	14.00	12.00	0	0.00	240.00	0.00	0	0.00
06/14/2019 07:00	06/14/2019 15:00	1.25	2.00	0.00	3.25	4.00	5.00	6.00	7.00	0	8.00	9.00	13.00	300	12.00
11/27/2019 19:16	11/27/2019 19:16	4.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00
11/28/2019 07:36	11/28/2019 07:36	5.00	0.00	0.00	5.00	0.00	0.00	3.00	0.00	0	0.00	0.00	0.00	0	0.00
Sub Totals: 5		26.25	4.00	0.50	30.25	12.00	13.00	23.00	19.00	0.00	8.00	249.00	13.00	0.00	12.00
Totals: 5		26.25	4.00	0.50	30.25	12.00	13.00	23.00	19.00	0.00	8.00	249.00	13.00	0.00	12.00

List with Signature Area shown below



Clock Card List

Your Agency

Clock Card Dates From 06/01/2019 Through 11/28/2019

Page 1 of 1

ELDER, MARTIN W - MWELDER

Start Date	End Date	Reg	OT	Meals	Total	Vac	Sick	Per	Hol	Misc Hr	BL	Mil	APL	Misc \$	WC
06/02/2019 08:00	06/02/2019 15:00	8.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00
06/10/2019 13:23	06/10/2019 13:23	8.00	2.00	0.50	10.00	8.00	8.00	14.00	12.00	0	0.00	240.00	0.00	0	0.00
06/14/2019 07:00	06/14/2019 15:00	1.25	2.00	0.00	3.25	4.00	5.00	6.00	7.00	0	8.00	9.00	13.00	300	12.00
11/27/2019 19:16	11/27/2019 19:16	4.00	0.00	0.00	4.00	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0.00
11/28/2019 07:36	11/28/2019 07:36	5.00	0.00	0.00	5.00	0.00	0.00	3.00	0.00	0	0.00	0.00	0.00	0	0.00
Sub Totals: 5		26.25	4.00	0.50	30.25	12.00	13.00	23.00	19.00	0.00	8.00	249.00	13.00	0.00	12.00
Totals: 5		26.25	4.00	0.50	30.25	12.00	13.00	23.00	19.00	0.00	8.00	249.00	13.00	0.00	12.00

I certify that I have worked all the hours indicated and this time sheet is correct

I certify that the hours recorded on this form are accurate


Employee: _____ Date: _____ Supervisor: _____ Date: _____

Payroll Supervisor

The program is the same for Data Entry and Approving Clock Cards

Your security profile will determine which of the extra fields/buttons you see

Below is a screen shot, "IF" you are payroll supervisor where you could uncheck the box Only My Clock Card and see anyone's clock card entries for the date range.

 YOUR AGENCY

Employee Clock Cards Search


LAST 14 DAYS

LAST 30 DAYS


LAST 90 DAYS


UN-APPROVED CLOCK CARDS


Dates From:
12/10/2019





Dates Through:
12/10/2019





Payroll Type: 

Current Department Major: 

Current Department Minor: 

Payroll Account: 

Employee:  

☒ Only My Clock Card

☐ Show Archived Only

☐ All Agencies

LOOKUP

CLEAR FILTER

On the actual entry screen you see two additional buttons. In either of the below buttons it validates this single on screen clock card. It test dates, date ranges, must have a Payroll Type.

Examples of date testing. The Start Date cannot be in the future, no date can be more than 2 years ago. The Payroll Start/End Date Range must be 7, 14 or 28 day's period. It is not checking any values. Meaning I am not testing to verify you had a total hour count greater than 0.00

Approve THIS Clock Card (pretty basic, means this card is ok)

Approve All Clock Cards that match this record (Payroll Start Date + Payroll Type)

The approve all is good and bad. Good in the fact it will approve, with this one button, all Currently Un-Approved Clock cards for the Selected Employee, with the Exact Same Payroll Start Date + Payroll Type.

The bad, is, it's not validating date ranges on those other cards. So you could approve this card, which does check the date ranges to be valid, but the other clock cards that have the same payroll start date and payroll type could have issues on them. You can, on the lookup screen, click a button for all un-approved cards so you can see what you have left to approve/review.

YOUR AGENCY

Employee Clock Cards View Record

<< FIRST < PRIOR NEXT > LAST >>

Last Name:
ELDER

First Name:
MARTIN

Middle Name:
W

Jr/Sr:
▼

Payroll Start Date:
06/01/2019

Payroll End Date:
06/14/2019

Payroll Type:
OCDETF OVERTIME

×

▼

APPROVE THIS CARD

APPROVE ALL FOR THIS EMPLOYEE/PAYROLL START DATE

Start Of Shift:
06/10/2019

Time:
13:23

End Of Shift:
06/10/2019

Time:
13:23

Regular:
8.00

Overtime:
2.00

Meal/Break:
0.50

Vacation:
8.00

Sick:
8.00

Personal:
14.00

Holiday:
12.00

Bereavement:
0

Military:
240.00

Misc Hours:
0

Misc Amount:
0

Disciplinary:
0

Workers Comp:
0

Admin Leave With Pay:
0

Admin Leave No Pay:
0

Unit Number:
603

Starting Milage:
1200.0

Ending Milage:
1250.0

Gallons Pumped:
10.2

Approved Date:
12/04/2019

Time:
06:41

Notes:
1ST NOTE