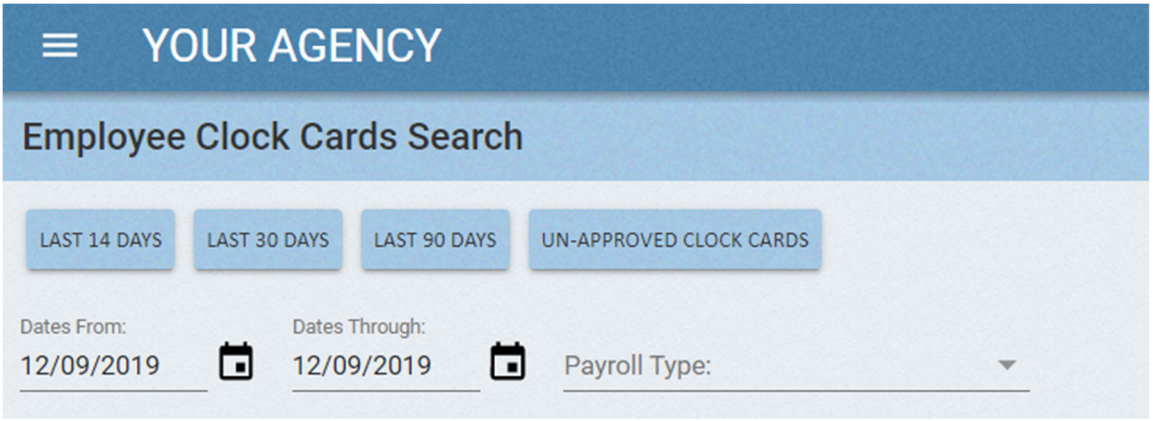
iSOMS Employee Clock Card Entry (summary)

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.

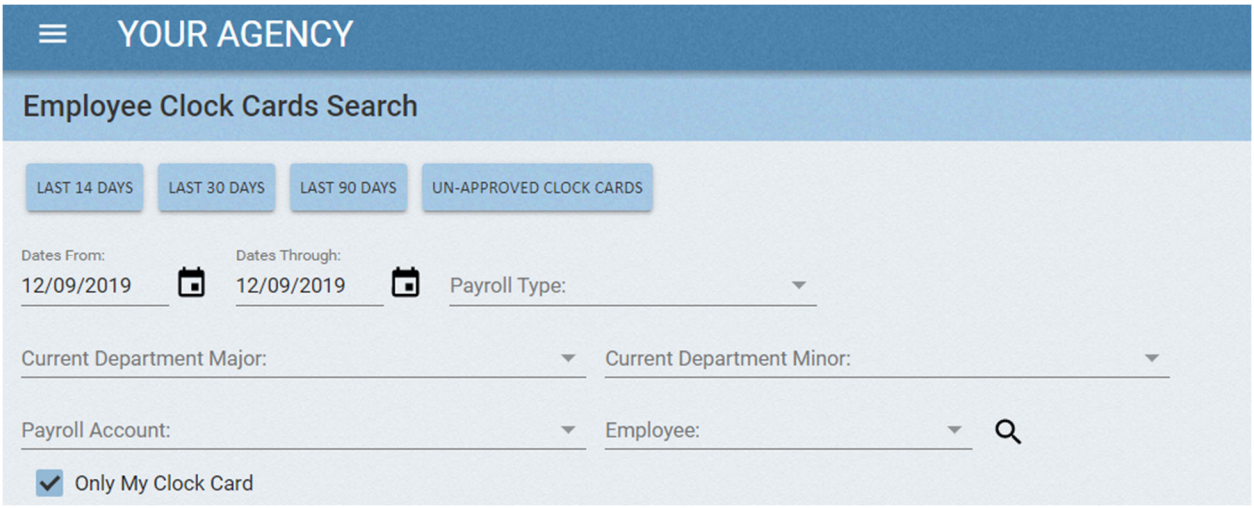
For users that are not Payroll Supervisors, below is your lookup screen. Showing just a few options for searching, you will be limited to only your clock card entries. There are some quick buttons at the top they sorted in descending order so last 14/30 days would be fastest way to see you most recent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



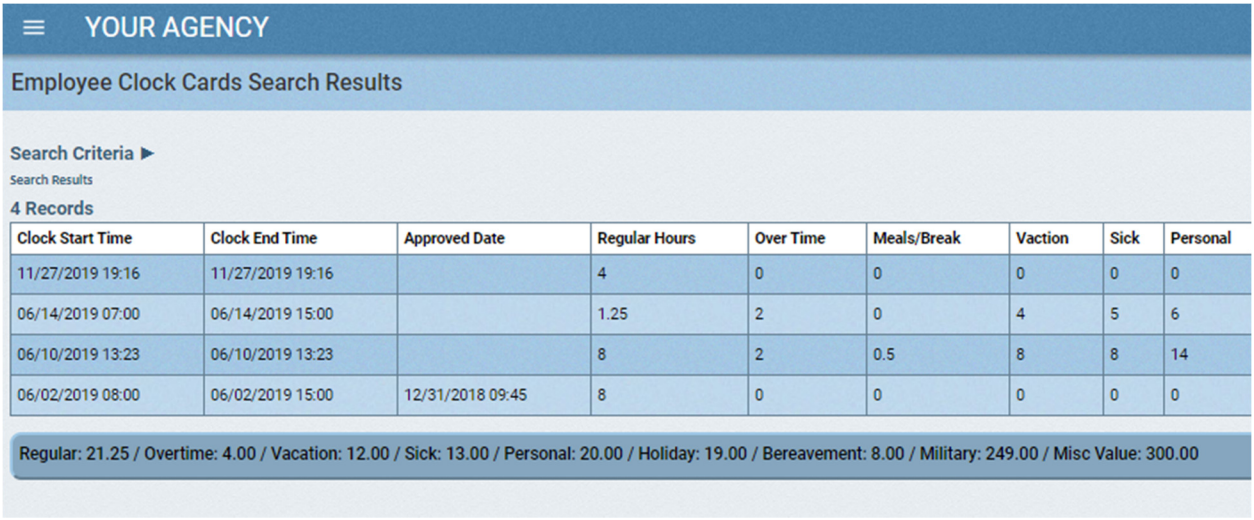
If you are payroll supervisor, you will see below with additional searching features.

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.



Sample list.

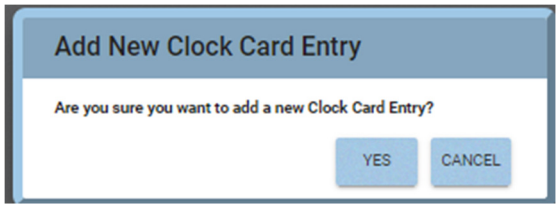
Notice at the bottom the system shows summary hours. This summary is based on the currently selected row. The system will take the Payroll Start/End Date of that Clock Card and summarize all other clock cards in the same date range to compute the totals displayed.



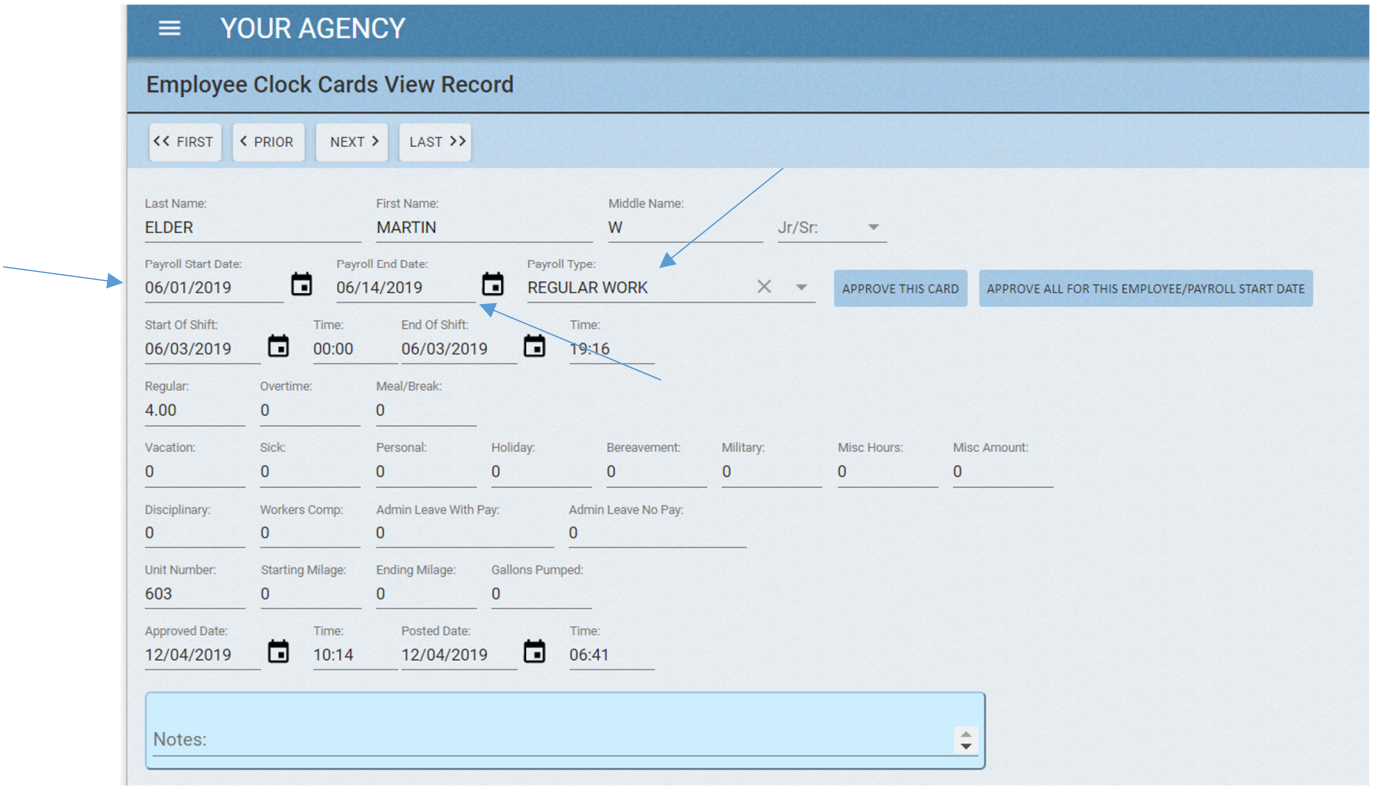
To add a new clock card, find the new Clock Card button in the upper right of the screen.

You will be prompted the confirmation below.

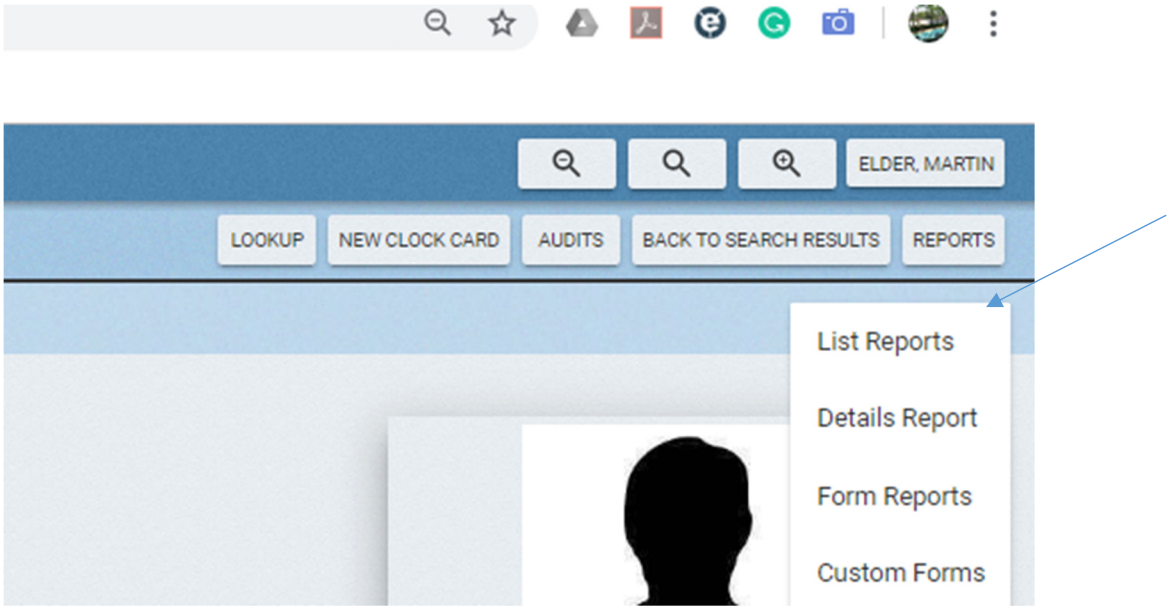
Note: If you do not have delete rights to this program, you will not be able to remove this record, rather a supervisor or administrator will have to. If you do this by mistake, make sure to leave all times/hours at 0.00 so at a minimum it will not affect the balance of your time sheet. You will be able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



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

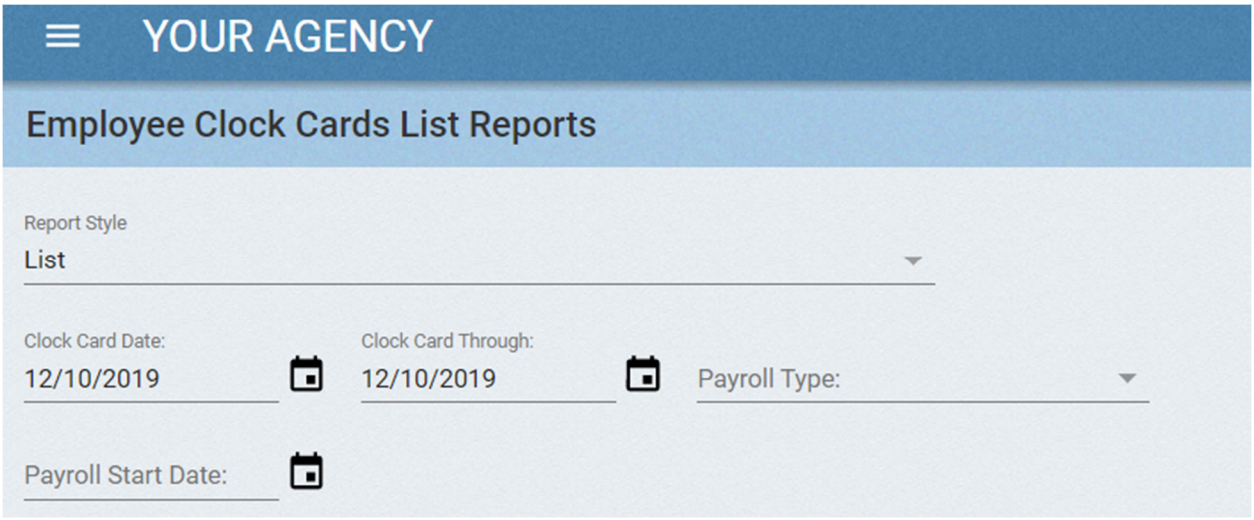


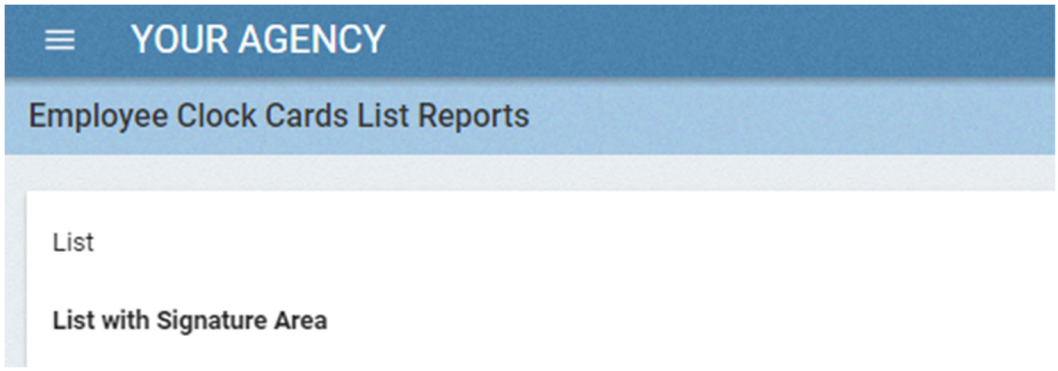
To print a summary report, click on Reports, List Reports



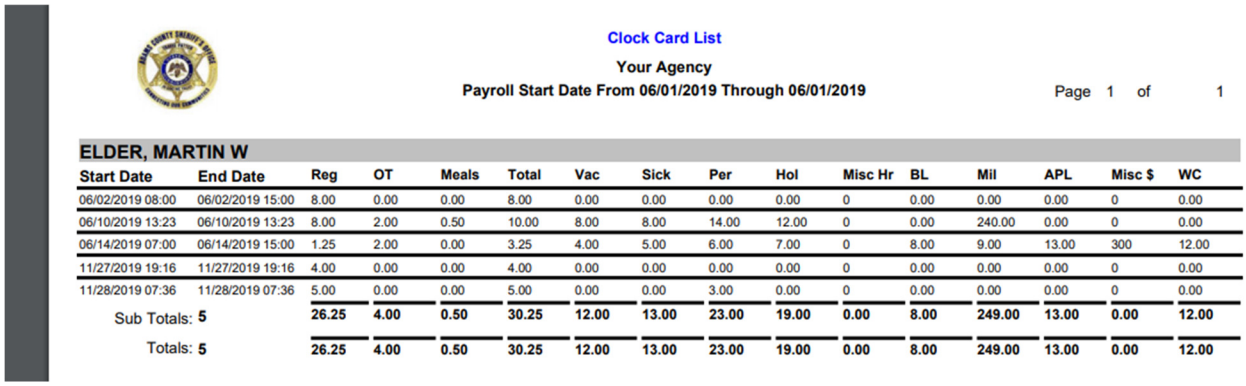
This screen also will be based on your security profile and if you are a Payroll Supervisor.

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.





List Report shown below



Clock Card List

Your Agency

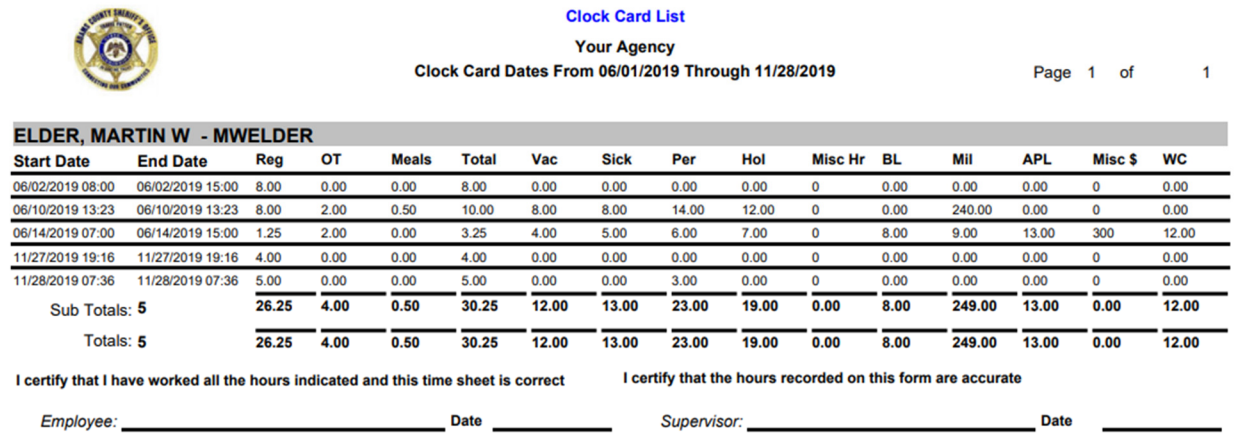
Payroll Start Date From 06/01/2019 Through 06/01/2019

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

Employee: _____ **Date** _____

I certify that the hours recorded on this form are accurate

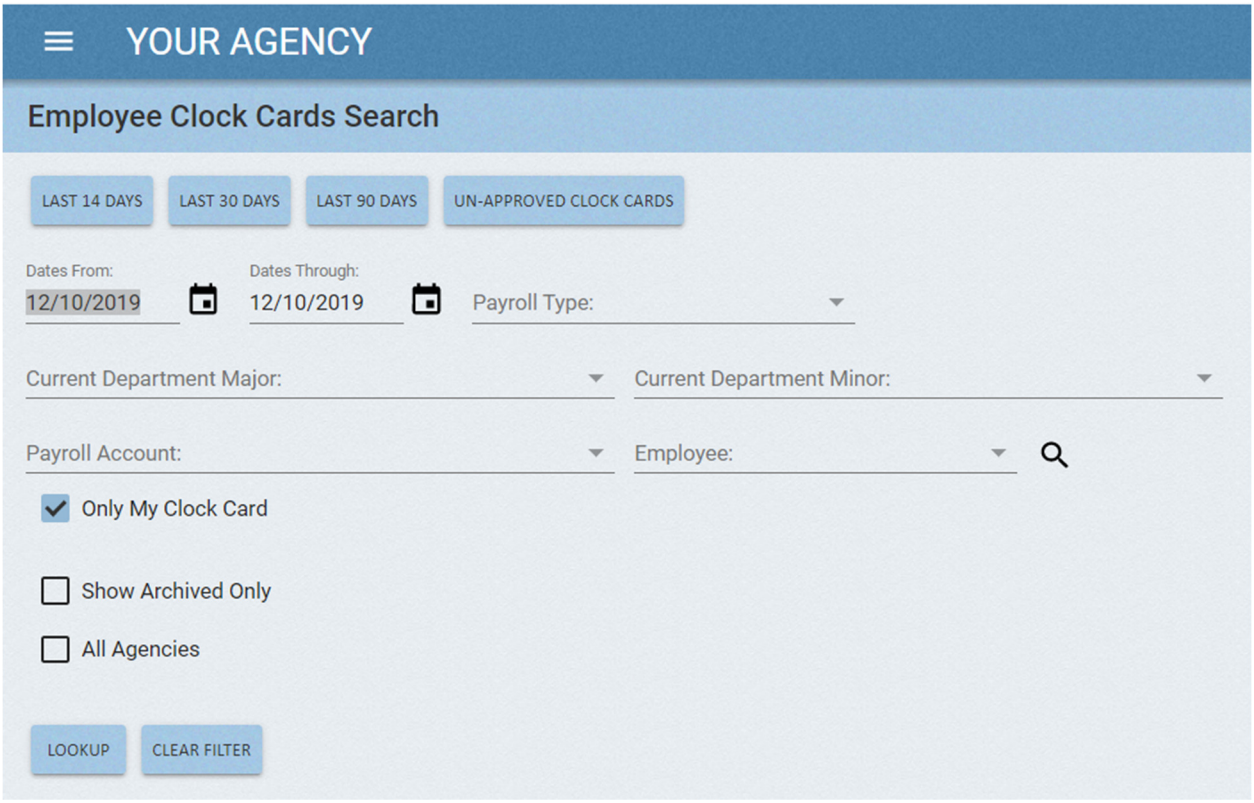
Supervisor: _____ **Date** _____

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.

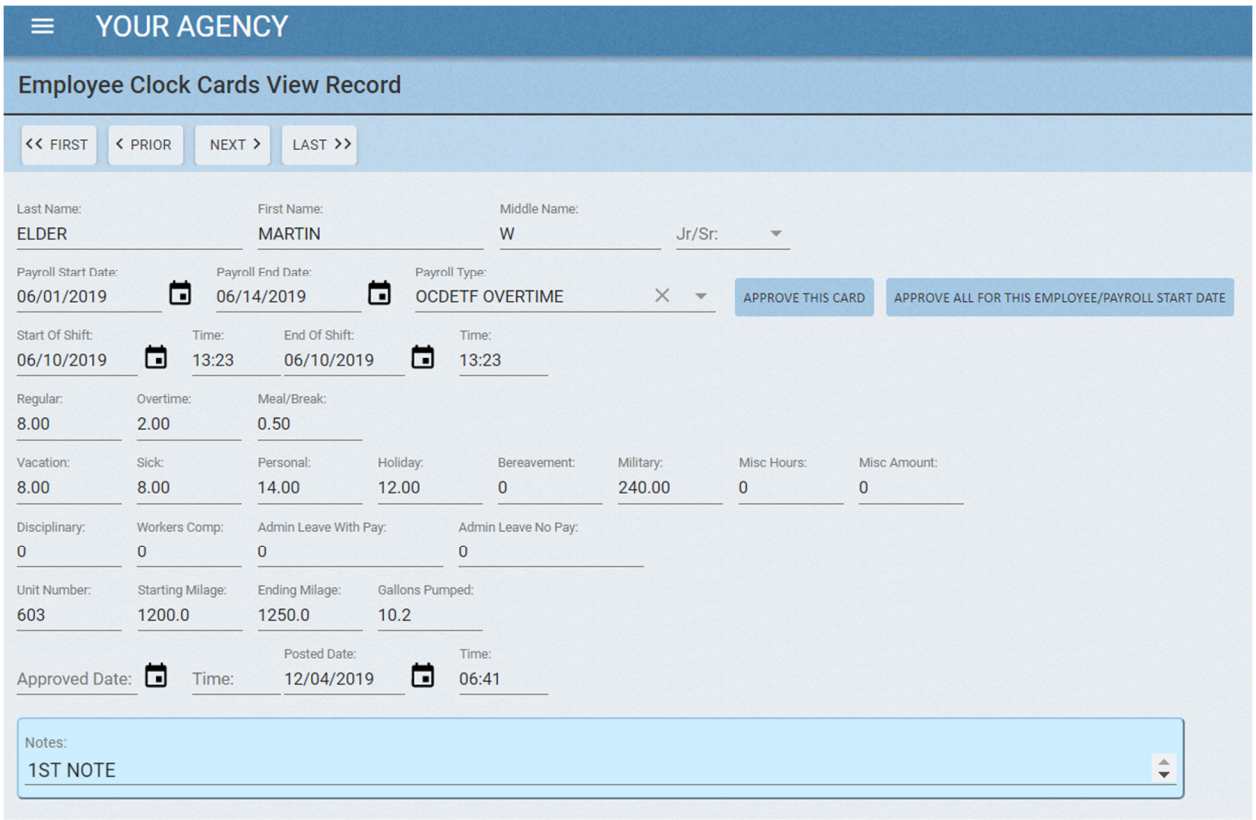


On the actual entry screen you see two additional buttons. In either of the below buttons it validates this single on screen clock card. It test dates, date ranges, must have a Payroll Type.

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.