



# Clock Card Detailed Setup Guide

## Clock Card Overview

The **Clock Card** modules allow you to track time worked. iSOMS uses an honor clock card system: i.e. you will not have employees clock in or out, but instead they will log their own time and supervisors can approve or reject those entries.

iSOMS has two methods of timekeeping:

1. **Manual Method** – With this method, employees enter the amount of hours they worked. They can add start and end times, but they will not be automatically calculated. Many fields are available for recordkeeping, but none of them are computed by iSOMS. Instead, you will rely on employees entering information manually, and supervisors will be able to approve or reject the submitted clock cards. **This method is the default method of clock card**, and the easier one to use.
2. **Computed Method** – With this method, employees **must** add the start and end of their shifts. Then iSOMS will compute their worked hours, total the hours, compare this to what is expected, and use these values for reporting, overtime, comp time, etc. This method is the *only* way to track benefit (comp/overtime) hours in the “bank of hours.”

You *cannot* enter clock cards without doing proper setup first. To use either method, you must first perform setup in **Employee Records**, **Employee Timekeeping [Maintain Files]**, and **Company Setup**. Once the proper setup is done, settings are set as desired, emails for iSOMS are enabled, etc. then you will be able to use the clock card system effectively.



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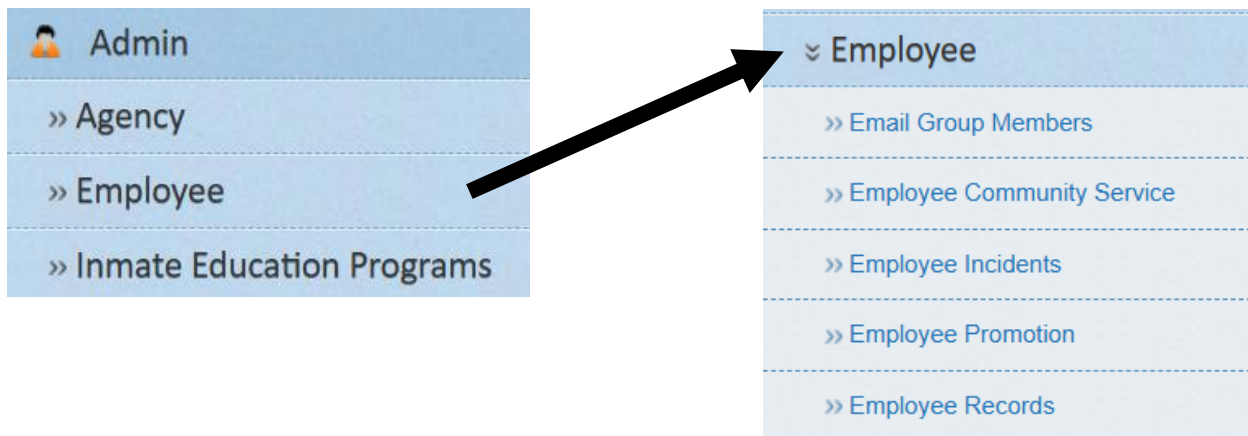
# Clock Card Detailed Setup Guide

## Employee Record Setup

The first step to setting up clock cards, no matter which method you are using, is to set up *each* employee in **Employee Records**. A supervisor / Super User must set up each employee individually to ensure that the clock card module works properly. Typically you will have someone from M&M Micro show you how this setup process works initially, but your agency will have to fill out each employee afterwards. **This setup must be completed to use either method of clock card, or it will *not* work correctly.** The process is explained below.

Navigate to:

**Admin → Employee → Employee Records**



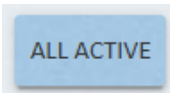
This will open the **Employee Records** search screen. Here you can search for all the employees that have been added to your agency.

The screenshot shows the 'Employee Records: Search' interface. At the top, there are several filter buttons: ALL ACTIVE, HIRED LAST 180 DAYS, TERMINATED LAST 180 DAYS, BIRTHDAYS THIS MONTH, PAST PROBATION DATE, and ON PROBATION. Below these are 'LOOKUP' and 'CLEAR FILTER' buttons. A 'Specific Searches' dropdown menu is visible. The search fields include: Last Name, First Name, Middle Name, and UserName. At the bottom, there are dropdown menus for Race, Sex, and EEOC, followed by a 'P' button.



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If you press **All Active**, you can see all active employees. You can also use the filters and click **Lookup** if you want to find a specific employee. Find the employee record you are going to edit, and double click it from the list.



### Employee Records: Search Results

**Search Criteria** ▶

Search Results

**392 Records**

Agency	Last Name	First Name	Middle Name	Badge Number	Hire Date
BCSO	ISOMS	DEMO		DEMO	06/01/2019
BCSO	ISOMS DATA	CONVERSION			06/19/2015

This will open the employee's record.

### Employee Records: View Record

<< FIRST   < PRIOR   NEXT >   LAST >>

Last Name: ISOMS   First Name: DEMO   Middle Name:   Jr/Sr: ▼



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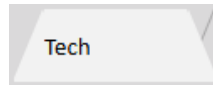
## Excluding Users from Clock Card

Sometimes you might want to exclude users from clock card, such as reserves / volunteers who can do reports but shouldn't have clock card access. You may also want to allow other agencies to view information, and this means they do not need access to the clock card system. There are two ways to do this.

The most important initial review is to mark employees who are not a part of the clock card system. By default, every active/non terminated employee, is included in the Clock Card / Timesheets. Either way will exclude them from clock card, but the first method also excludes them from employee lists.



### 1. Via **Tech** Tab



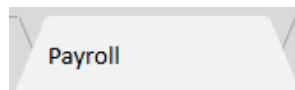
Under the **Tech** tab, check the **Not Agency Employee** box. This will exclude them from agency employee lists and clock cards. You can use this when the person is not from your agency but still needs the ability to view information.

Probation Officer: \_\_\_\_\_ Canine: \_\_\_\_\_  Not Agency Employee

Dispatcher  Restrict Email/Text To My Agency  Exclude From General Orders/Policy  Can Upload IBRS Files

Crisis Intervention Certified

### 2. Via **Payroll** Tab



Under the **Payroll** tab, check the **Exclude from Timesheet** box. This will exclude them from clock card, payroll, timekeeping, etc. You can use this method when the person should not be paid or view timekeeping info.

Civilian  Exclude From Timesheet  Always Overtime Timesheet

Tour Of Duty Officer  Auto Create ClockCard(payload)  Always CompTime Timesheet

Exclude From Timesheet



# Clock Card Detailed Setup Guide

## Payroll Tab

Payroll

Hire Date:  End Of Employment (locks out employee):  End Of Employment Reason: TERMINATION REASON  Position Available

Not Eligible For Rehire Not Eligible For Rehire Reason:

On Probation Probation Ends D...  Probation Reason:

Review Date:  Insurance Date:  Prior Hire Date:

Active Military     Sworn     Civilian     Exclude From Timesheet     Always Overtime Timesheet  
 Salary Exempt     Exclude From All Benefits     Tour Of Duty Officer     Auto Create ClockCard(payload)     Always CompTime Timesheet

Major:  Minor:  Current Shift:

Total Payroll Supplement:  Prior Service Years:  Longevity Rate:  Longevity Annual:  Position #:  Prior Years of Service:

Payroll Account:  REGULAR WORK  X  Comp Time Method:

---

Hourly Rate:  \$ O.T. Rate:  Annual Salary:  Monthly Salary:  \$ Bi-Monthly Salary:  \$ Bi-Weekly Salary:  Pay Grade:  Slot #:  Pay Step:

Clock Card#:

Auto Comptime Hours:  Auto Overtime Hours:

Post Additional Comp Time To:  Post Additional Over Time To:

This tab contains fields concerning an employee’s status as hired or terminated, checkboxes that control various clock card settings, and a few other fields important to the timekeeping process.

Hire Date:

A **Hire Date** must be entered for this employee to make clock cards; however, this should be added automatically. This also used for years of service computations and reports.

End Of Employment (locks out employee):

If **End of Employment** is added, this employee will be locked out, and new clock cards will not be able to be added. Old clock cards, however, will still be able to be viewed by supervisors and Super Users.

Active Military     Sworn     Civilian     Exclude From Timesheet     Always Overtime Timesheet  
 Salary Exempt     Exclude From All Benefits     Tour Of Duty Officer     Auto Create ClockCard(payload)     Always CompTime Timesheet

These checkboxes control various timekeeping settings for this employee and are explained on the next page.



# Clock Card Detailed Setup Guide

## Checkboxes for Individual Employee Settings

Exclude From Timesheet

If someone should not be able to access timekeeping or clock cards, such as a volunteer, check **Exclude from Timesheet**.

Exclude From All Benefits

If someone should not receive accrued benefits, such as a part-time employee, check **Exclude from All Benefits**.

Sworn

Tour Of Duty Officer

**Sworn** should be checked if this is a sworn officer as well as **Tour of Duty Officer** if the officer is a tour of duty / patrol officer; these enable computing overtime / comp time and accrual of benefit scale when using the **Computed Method**. Tour of Duty is the main separation setting that tells iSOMS which employees should have a different hour scale for overtime / comp time calculations.

**Note:** Normal clock card hours are settings in Company Setup. There are two settings and the default is 80 hours in a two week period.

**HOURS-BEFORE-OVERTIME-TOUR-OF-DUTY** – 86 hours

**HOURS-BEFORE-OVERTIME-NON-TOUR** – 80 hours

These settings help when using the computed hours method or when importing clock cards into a current payroll period. They enable supervisors to quickly see if the total computed hours meet or exceeds the minimum required work hours for Tour and Non-Tour employees. These and other settings will be discussed in detail later in this manual.



Civilian

Check **Civilian** if this employee is a civilian, such as a clerk or agency employee who is *not* an officer. Civilians and officers can have different thresholds before overtime / comp time is earned. For example, by default, officers need 86 hours (43 on average per week for a bi-weekly pay period) to start earning comp time / overtime. But civilians, by default, only need 80 hours (40 on average) to earn comp time / over time.



# Clock Card Detailed Setup Guide

## Active Military

If someone is active in the military, you can check **Active Military** to note this and enable some features in other places (like Company Setup) to help track their payroll, such as paying them while deployed.

## Salary Exempt

Mark **Salary Exempt** to prevent this employee from earning any overtime or comp time, such as if this employee is on salary.

## Auto Create ClockCard(payroll)

This checkbox (**Auto Create Clock Card**) is an option for Administration or similar employees that do not manually fill out a clock card and do not get over time / comp time. When importing the two-week clock card into the timekeeping module, if these employees do not have any clock cards, it will auto create one with the normal two-week hours for them.

## Always Overtime Timesheet

## Always CompTime Timesheet

These two checkboxes can force extra hours above the minimum required (80/86) to be put into overtime / comp time, respectively. **Always Overtime Timesheet** will force iSOMS to add extra hours to the overtime bank every time for this employee. **Always CompTime Timesheet** will force iSOMS to add extra hours to the comp time bank. Both of these only apply when using the **Computed Method**.

Once you have filled out the checkboxes, there are only a few more fields and entries to put in for this employee.



# Clock Card Detailed Setup Guide

## Additional Fields

Now that you have marked the appropriate checkboxes, there are a few other fields you should fill out under the **Payroll** tab.

Major:  
PATROL X ▾

**Major** lists the major departments that your employees can be divided into, such as *Patrol, Administrative, Corrections, Supervisor, etc.* This allows you to send a message out to these specific groups or to see how many hours / funds were used for a specific department.

Minor:  
NURSE

**Minor** is also available to further sub-divide department assignments, but is not required for payroll / clock cards.

Current Shift:  
1 X ▾

Add **Current Shift** to record which shift this employee usually works so you can that information for reporting or searching records later.

Prior Years of Service:  
2.5

Add **Prior Years of Service** to help keep track of how many years this employee has been in service for benefits, overtime, comp time, etc. computations.

Payroll Account:  
3040-5010 COUNTY JAIL FULL TIME X ▾

A **Payroll Account** is required to connect this employee to the account paying out the payroll. Even if you only have one account or some other entity does payroll, you will need to add a payroll account to have clock cards function. (If you do not have a payroll account code entered, see the *Timekeeping Maintain Files Setup* section on page 13.

Payroll Type:  
REGULAR WORK X ▾

**Payroll Type** is optional but allows you to track time for employees such as *Regular Work, Grant, Special Event*. This can be useful for tracking which employees were paid by grant, etc.



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Hourly Rate:	O.T. Rate:	Annual Salary:
18.12	27.17	40500.00
\$		\$

These fields are **optional** but you will need to input hourly rate if you want to look up the monetary value of open (i.e. unspent) benefit hours.

Post Additional Comp Time To:	
COMP TIME	X ▼
Post Additional Over Time To:	
OVERTIME	X ▼

**Post Additional Comp Time To** and **Post Additional Over Time To** allow you to post this comp / over time to a different *Payroll Type* code. This is used mainly for Metro / Narcotic / K9 units where there is a grant paying for that group's over / comp time (instead of it being a county/city budget or line item).

After you have finished filling out the **Payroll** tab, make sure to **Save** this record at the top of the screen so you don't lose your work.

SAVE

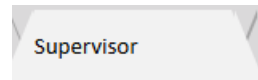


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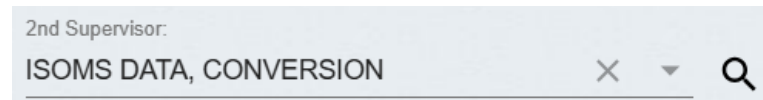
## Supervisor Tab

The **Supervisor** tab has many fields, but you only need to fill out one or two fields for doing clock cards / payroll.

Click on the **Supervisor** tab:



Now find the **1<sup>st</sup> Supervisor** field and add the employee's most direct supervisor (for email notifications, reports, etc.)



If another supervisor needs to receive copies of the emails, you can add them as **2<sup>nd</sup> Supervisor**.



# Clock Card Detailed Setup Guide

## Finishing the Process

There are two more fields you want to ensure are filled in. These fields are in the main entry above the tabs.

Email:

MARTIN@MMMICO.COM

First you want to make sure the **Email** account of the employee is added; this ensures notifications and reports will be sent directly to this employee when appropriate.

Employee Status:

FULL-TIME



You also should set the **Employee Status** as *Full-Time*, *Part-Time*, *Reserves*, or *Volunteer*. This will be used for the **Computed Method** to help iSOMS process and report on banked hours.

After you have completed this employee, you must go through each and every employee and set up their clock card settings as well. If an employee does not have the right settings, then reports will not be correct when exported or printed.

You want to ensure that all employees in your records have the right settings before you can proceed with using clock card.





# Clock Card Detailed Setup Guide

## Security Profiles

As you are probably aware of, each employee has their own **Security Profile**, which dictates which modules that they can use in iSOMS. This section explains how to set up the security profiles for both employees and administrators who are going to use clock card.

Navigate to:



Hit **Lookup** to view all security profiles. Then, for each profile that needs access to Clock Card, you will set the checkboxes as listed in the next two sub-sections.

**Security Profiles: Search**

Profile Name \_\_\_\_\_

Super User

Show All Agencies

Show Archived

**LOOKUP** **CLEAR FILTER**

**22 Records**

Agency	Name	Description
BCSO	abc	abc
BCSO	ADMIN	ADMIN RECORDS
BCSO	Basic Security User	Basic Security User
BCSO	BOOKING	BOOKING OFFICER GENERAL



# Clock Card Detailed Setup Guide

## Standard (Non-Supervisor) Profiles

For non-supervisor profiles, such as **Dispatcher**, **Booking Officer**, or **Patrol Officer**, you will want to add standard clock card permissions.

Click **Module Permissions** and scroll down to *Clock Card Employee*

Security Profiles: View Record LOOKUP NEW PROFILE AUDITS

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Agency: BCSO Name: Patrol Officer

Description: Patrol Officers  Agency Super User

Approved For Agency: None

Profile Permissions Module Permissions

Module: Accident

## Module Permissions

Module

- Clock Card Employee
- Clock Card Leave Requests
- Code Enforcement
- Common/Shared**
- Community Relations Inventory
- Community Service
- Court Bond Payments
- Docket History**
- Document Imaging

Module: Clock Card Employee

- Super User
- Can View
- Can Add
- Can Edit
- Can Delete
- Hide File Links
- Hide Images
- Hide Notes
- Hide Print To Email
- Hide Export To Xls
- Hide Export To Csv
- Hide Export To Db
- Hide Export To Zip
- Hide Module Scans/Attachments
- Exclude From Push Notifications

Now add **Can View**, **Can Add**, and **Can Edit**. This will allow standard employees to view, add, and edit clock cards.

Module: Clock Card Employee

- Super User
- Can View
- Can Add
- Can Edit
- Can Delete
- Hide File Links
- Hide Images
- Hide Notes
- Hide Print To Email
- Hide Export To Xls
- Hide Export To Csv



# Clock Card Detailed Setup Guide

Now scroll down to *Clock Card Leave Requests*:

### Module Permissions

Module	
Clock Card Employee	
<b>Clock Card Leave Requests</b>	
Code Enforcement	
<b>Common/Shared</b>	
Community Relations Inventory	
Community Service	
Court Bond Payments	
<b>Docket History</b>	
Document Imaging	

Module

Clock Card Leave Requests

<input type="checkbox"/> Super User	<input type="checkbox"/> Hide File Links
<input type="checkbox"/> Can View	<input type="checkbox"/> Hide Images
<input type="checkbox"/> Can Add	<input type="checkbox"/> Hide Notes
<input type="checkbox"/> Can Edit	<input type="checkbox"/> Hide Print To Email
<input type="checkbox"/> Can Delete	<input type="checkbox"/> Hide Export To Xls
	<input type="checkbox"/> Hide Export To Csv
	<input type="checkbox"/> Hide Export To Db
	<input type="checkbox"/> Hide Export To Zip
	<input type="checkbox"/> Hide Module Scans/Attachments
	<input type="checkbox"/> Exclude From Push Notifications

Now add **Can View**, **Can Add**, and **Can Edit**. This will allow standard employees to view, add, and edit leave requests. This module is independent of the other in case your agency is one of the few that only use leave requests without using Clock Card.

Module

Clock Card Leave Requests

<input type="checkbox"/> Super User	<input type="checkbox"/> Hide File Links
<input checked="" type="checkbox"/> Can View	<input type="checkbox"/> Hide Images
<input checked="" type="checkbox"/> Can Add	<input type="checkbox"/> Hide Notes
<input checked="" type="checkbox"/> Can Edit	<input type="checkbox"/> Hide Print To Email
<input type="checkbox"/> Can Delete	<input type="checkbox"/> Hide Export To Xls
	<input type="checkbox"/> Hide Export To Csv



# Clock Card Detailed Setup Guide

## Supervisor Profiles

For supervisor profiles, such as **Timekeeper**, **Admin**, or **Super User**, you will want to add both standard clock card permissions and the supervisor permissions.

First, on **Profile Permissions**, check **Payroll Supervisor** on the last column on the right. This enables users with this Security Profile to access other users clock cards, payrolls, etc.

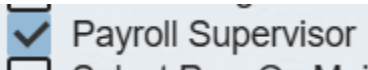
Agency: BCSO Name: ADMIN

Description: ADMIN RECORDS  Agency Super User

Approved For Agency: None

Profile Permissions			Module Permissions	
<input type="checkbox"/> Hide Print To Email	<input type="checkbox"/> Employee Records	<input type="checkbox"/> Booking Records	<input type="checkbox"/> Exclude From Employee Notifications	<input type="checkbox"/> PassOn Administrator
<input type="checkbox"/> Hide Continuing Education	<input type="checkbox"/> Hide Bio	<input type="checkbox"/> Notifications Super User	<input type="checkbox"/> Exclude From General Orders	<input type="checkbox"/> PassOn Supervisor
<input type="checkbox"/> Hide Reminders	<input type="checkbox"/> Hide Weapon	<input type="checkbox"/> Hide Inmate Medical	<input type="checkbox"/> Exclude From Personal Information	<input checked="" type="checkbox"/> Payroll Supervisor
<input type="checkbox"/> Hide Uniform	<input type="checkbox"/> Hide Payroll	<input type="checkbox"/> All Changes After Release	<input type="checkbox"/> Exclude From Employee Messages	<input type="checkbox"/> Show Department Policy
<input type="checkbox"/> Hide Contract Info	<input type="checkbox"/> Hide Supervisor	<input type="checkbox"/> Incident / K9-Incident Reports	<input type="checkbox"/> Exclude From Group Email	<input type="checkbox"/> Exclude Email Text All Users
<input type="checkbox"/> Hide Search Menu	<input type="checkbox"/> Hide Medical	<input type="checkbox"/> Public Version Only	<input type="checkbox"/> Hide Department Forms	<input type="checkbox"/> Email Send To Internet Only
<input type="checkbox"/> Employee Notifications Super User	<input type="checkbox"/> Hide Rank	<input type="checkbox"/> Assign Reports	<input type="checkbox"/> Allow Shift Note Protected Departments	<input type="checkbox"/> Email Can Only Send Internal
<input type="checkbox"/> Hide Email	<input type="checkbox"/> Hide Phone List	<input type="checkbox"/> Approve Reports	<input type="checkbox"/> Allow Inmate Classification	<input type="checkbox"/> Purchase Order Administrator
<input type="checkbox"/> Hide Text	<input type="checkbox"/> Hide Compliance	<input type="checkbox"/> Clear Reports	<input type="checkbox"/> Allow Inmate Sentence Edit	<input type="checkbox"/> Receipts General Only
<input type="checkbox"/> View Internal Affairs	<input type="checkbox"/> Hide HR	<input type="checkbox"/> Jail Incidents	<input type="checkbox"/> Allow PassOn Major Change	<input type="checkbox"/> Training Request Supervisor
<input type="checkbox"/> View Undercover Name List	<input type="checkbox"/> Hide Topics Menu	<input type="checkbox"/> Assign Reports		
	<input type="checkbox"/> Hide Assigned Items	<input type="checkbox"/> Approve Reports		
		<input type="checkbox"/> Clear Reports		

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Click **Module Permissions** and scroll down to **Clock Card Administrator**:

### Module Permissions

Module	Permissions
<b>Clock Card Administrator</b>	<input checked="" type="checkbox"/> Super User <input checked="" type="checkbox"/> Can View <input checked="" type="checkbox"/> Can Add <input checked="" type="checkbox"/> Can Edit <input checked="" type="checkbox"/> Can Delete <input type="checkbox"/> Hide File Links <input type="checkbox"/> Hide Images <input type="checkbox"/> Hide Notes <input type="checkbox"/> Hide Print To Email <input type="checkbox"/> Hide Export To Xls <input type="checkbox"/> Hide Export To Csv <input type="checkbox"/> Hide Export To Db <input type="checkbox"/> Hide Export To Zip <input type="checkbox"/> Hide Module Scans/Attachments <input type="checkbox"/> Exclude From Push Notifications
<b>Clock Card Employee</b>	
Clock Card Leave Requests	
Code Enforcement	
<b>Common/Shared</b>	
Community Relations Inventory	
Community Service	
Court Bond Payments	
Docket History	

Now add **Super User**, **Can View**, **Can Add**, **Can Edit**, and **Can Delete**. This will allow administrators to view, add, edit, and delete records and codes in the Timekeeping (Admin) module.



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Scroll down to *Clock Card Employee*:

### Module Permissions

Module	Permissions
<b>Clock Card Employee</b>	<input type="checkbox"/> Super User <input type="checkbox"/> Hide File Links
Clock Card Leave Requests	<input type="checkbox"/> Hide Images
Code Enforcement	<input type="checkbox"/> Hide Notes
<b>Common/Shared</b>	<input type="checkbox"/> Hide Print To Email
Community Relations Inventory	<input type="checkbox"/> Hide Export To Xls
Community Service	<input type="checkbox"/> Hide Export To Csv
Court Bond Payments	<input type="checkbox"/> Hide Export To Db
Docket History	<input type="checkbox"/> Hide Export To Zip
Document Imaging	<input type="checkbox"/> Hide Module Scans/Attachments
	<input type="checkbox"/> Exclude From Push Notifications

Now add **Super User, Can View, Can Add, Can Edit, and Can Delete**. This will allow supervisors to view, add, edit, and delete clock cards.

Module	Permissions
<b>Clock Card Employee</b>	<input checked="" type="checkbox"/> Super User <input type="checkbox"/> Hide File Links
Clock Card Leave Requests	<input type="checkbox"/> Hide Images
Code Enforcement	<input type="checkbox"/> Hide Notes
<b>Common/Shared</b>	<input type="checkbox"/> Hide Print To Email
Community Relations Inventory	<input type="checkbox"/> Hide Export To Xls
Community Service	<input type="checkbox"/> Hide Export To Csv



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Scroll down to *Clock Card Leave Requests*:

### Module Permissions

Module	Permissions
Clock Card Employee	
<b>Clock Card Leave Requests</b>	<b>Clock Card Leave Requests</b>
Code Enforcement	
<b>Common/Shared</b>	
Community Relations Inventory	
Community Service	
Court Bond Payments	
<b>Docket History</b>	
Document Imaging	

Module: **Clock Card Leave Requests**

<input type="checkbox"/> Super User	<input type="checkbox"/> Hide File Links
<input type="checkbox"/> Can View	<input type="checkbox"/> Hide Images
<input type="checkbox"/> Can Add	<input type="checkbox"/> Hide Notes
<input type="checkbox"/> Can Edit	<input type="checkbox"/> Hide Print To Email
<input type="checkbox"/> Can Delete	<input type="checkbox"/> Hide Export To Xls
	<input type="checkbox"/> Hide Export To Csv
	<input type="checkbox"/> Hide Export To Db
	<input type="checkbox"/> Hide Export To Zip
	<input type="checkbox"/> Hide Module Scans/Attachments
	<input type="checkbox"/> Exclude From Push Notifications

Now add **Super User, Can View, Can Add, Can Edit, and Can Delete**. This will allow supervisors to view, add, edit, and delete leave requests. This module is independent of the other in case your agency is one of the few that only use leave requests without using Clock Card.

Module	Permissions
Clock Card Employee	
<b>Clock Card Leave Requests</b>	<b>Clock Card Leave Requests</b>
Code Enforcement	
<b>Common/Shared</b>	
Community Relations Inventory	
Community Service	

Module: **Clock Card Leave Requests**

<input checked="" type="checkbox"/> Super User	<input type="checkbox"/> Hide File Links
<input checked="" type="checkbox"/> Can View	<input type="checkbox"/> Hide Images
<input checked="" type="checkbox"/> Can Add	<input type="checkbox"/> Hide Notes
<input checked="" type="checkbox"/> Can Edit	<input type="checkbox"/> Hide Print To Email
<input checked="" type="checkbox"/> Can Delete	<input type="checkbox"/> Hide Export To Xls
	<input type="checkbox"/> Hide Export To Csv



# Clock Card Detailed Setup Guide

## Timekeeping Maintain Files Setup

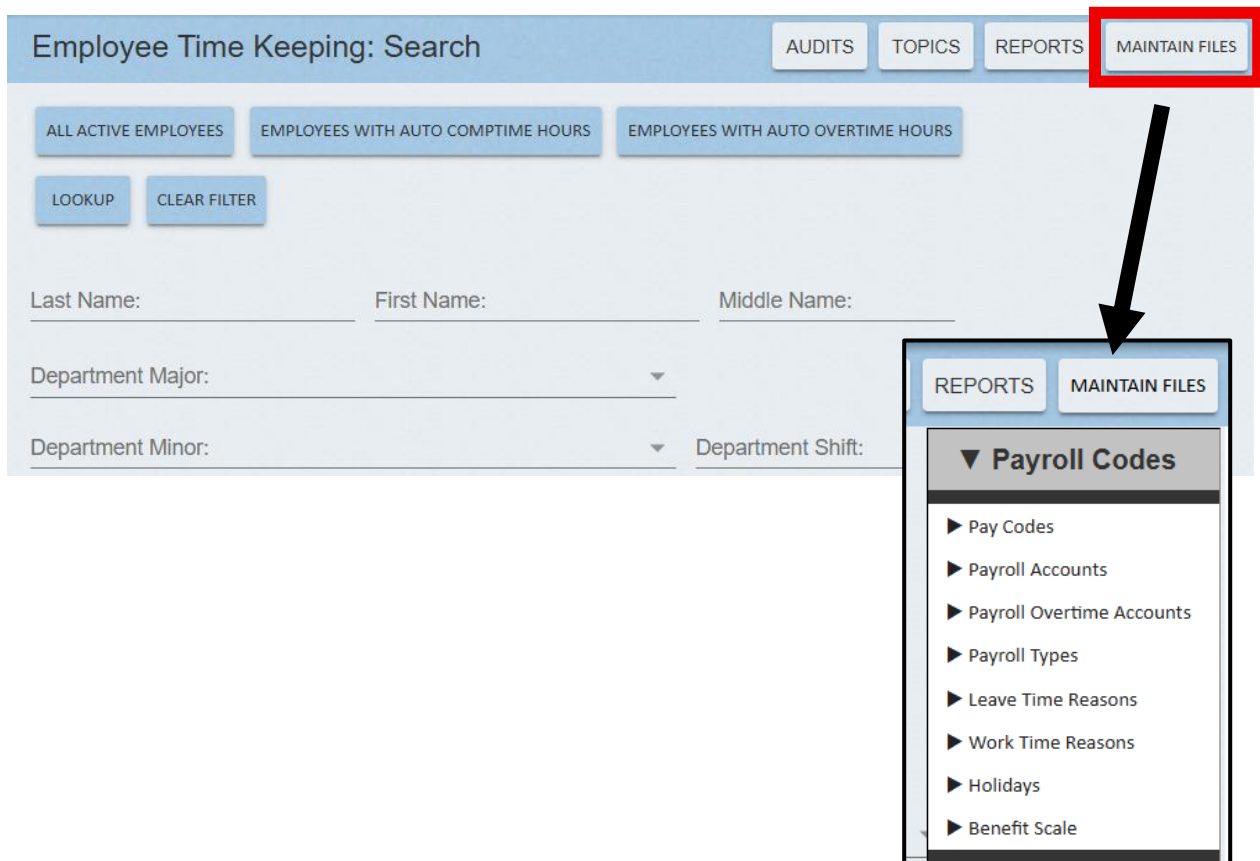
This section explains the different codes that may need to be setup in **Employee Timekeeping** so that the clock card system can run smoothly.

First, navigate to:

**Admin** → **Employee** → **Employee Records**



This will open the **Employee Time Keeping: Search** screen. In the upper right, click **Maintain Files** → **Payroll Codes**:





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You will now be able to edit the different payroll codes for timekeeping / clock card.

For the **Manual Method** of clock card entry, there are some code types that need to be filled in: **Payroll Accounts, Leave Time Reasons, Work Time Reasons, and Holidays.** You can also add additional **Payroll Types**, if necessary.

## Payroll & Payroll Overtime Accounts

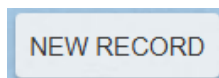
Click **Payroll Accounts** to open the payroll accounts list. This will show you any accounts already in your system, but if you don't have any, you can add one here. To edit a current entry, double-click it from the list.

**▼ Payroll Codes**

- ▶ Pay Codes
- ▶ Payroll Accounts
- ▶ Payroll Overtime Accounts

Maintain All Codes: Search Results									LOOKUP	NEW RECORD	MERGE	REPORTS
<b>Search Criteria</b> ▶												
Search Results									EXPORT GRID TO FILE			
<b>26 Records</b>												
Code	NCIC	IBR	Description	Entry Date	Entry By	In-Active	Agency	System Code				
1903-5010			2004 LOCAL LAW ENFORCEMENT BLOCK GRANT	09/30/2019 19:15	M & M Micro Systems, Inc.,		BCSO	NO				
C15			C15-OPERATIONS	11/27/2019 16:16	M & M Micro Systems, Inc.,		BCSO	NO				
C26			C26-JAIL	11/27/2019 16:16	M & M Micro Systems, Inc.,		BCSO	NO				

Since you need a payroll account to use a clock card, you will need to add one if you do not have any in your system. To add a new entry, click **New Record** in the upper right:



In the *Add Code* window, simply add the name of the account in the **Description** and an alphanumeric identifier (such C15, 1949-5010, C60, 5830-5010 etc.) in **Code**. This will add the new code to iSOMS. **Payroll Overtime Accounts** can be added in a similar manner under their own button as shown above.

**Add Code**

Code:  Description:



# Clock Card Detailed Setup Guide

## Holidays

You want to add the holidays that your agency has so that you can note what holiday is giving time off on Clock Cards. You will need to go through and add each holiday that your agency observes.

Click **Holidays**. If you click **ALL** on the search screen, this will show you any holidays already in your system, but if you don't have any, you can add one here. To edit a current entry, double-click it from the list.

▼ Payroll Codes

- ▶ Pay Codes
- ▶ Payroll Accounts
- ▶ Payroll Overtime Accounts
- ▶ Payroll Types
- ▶ Leave Time Reasons
- ▶ Work Time Reasons
- ▶ Holidays

Maintain Payroll Holiday: Search

[NEW PAYROLL HOLIDAY](#)
[AUDITS](#)
[REPORTS](#)
[MAINTAIN FILES](#)

---

Code/Description: \_\_\_\_\_

Pay Code: \_\_\_\_\_

**Type of Match:**

Begins
  Contains
  Ends

Show Archived Only

[ALL](#)
[LOOKUP](#)
[CLEAR FILTER](#)

Maintain Payroll Holiday: Search Results

[LOOKUP](#)
[NEW PAYROLL HOLIDAY](#)
[REPORTS](#)
[MAINTAIN FILES](#)

---

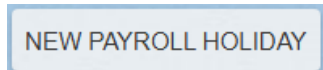
**Search Criteria** ▶

Search Results

**1 Record** EXPORT GRID TO FILE

Holiday Date	Description	Holiday Pay Code	Accure Hours Civilian / Non-Tour	Holiday Comptime	Accure Hours Tour Of D
11/11/2021	VETERNS DAY	HOLIDAY PAY	8.00	HOLIDAY COMP	12.00

To add a new entry, click **New Payroll Holiday** in the upper right:





# Clock Card Detailed Setup Guide

Maintain Payroll Holiday: View Record

<< FIRST < PRIOR NEXT > LAST >>

Description: \_\_\_\_\_ Holiday Date: \_\_\_\_\_

Accrue Hours: 0 Accrue Hours Tour Of Duty: 0

Pay Code For Holiday Pay: \_\_\_\_\_

Pay Code For Holiday Comp Time: \_\_\_\_\_

Notes: \_\_\_\_\_

Must fill in ALL Fields. (notes are optional)  
 Must Have Both Pay and Comptime Codes Selected  
 Must Have Both Accrue Non-Tour and Accrue Tour Hours

Now fill in the fields to add this holiday.

Description: CHRISTMAS Holiday Date: 12/25/2025

Add the **Description** and the **Holiday Date**. Note: the year is not important for this holiday date, only the day and month, for the most part. For holidays that have changing dates, you can change them once a year if you want.

Accrue Hours: 8.00 Accrue Hours Tour Of Duty: 12.00

These fields allow iSOMS to know how many hours to count this holiday as when using the **Computed Method**. Even if using the **Manual Method**, you should enter these per holiday. Typically, **Accrue Hours** should be set to 8, since that is for non-tour of duty employees, and **Accrue Hours Tour of Duty** should be set to 12.

Pay Code For Holiday Comp Time: HOLIDAY COMP

Add **Pay Code for Holiday Pay**. Usually, this should be something like *Holiday Pay* so iSOMS knows these holiday hours are paid out as holiday pay. For **Pay Code for Holiday Comp Time**, use something like *Holiday Comp*.



# Clock Card Detailed Setup Guide

Notes:

MERRY CHRISTMAS

Add any **Notes** and hit **Save**. Now go through and add any other holidays your agency will need.

Maintain Payroll Holiday: Search Results

LOOKUP NEW PAYROLL HOLIDAY REPORTS MAINTAIN FILES

Search Criteria ▶

Search Results

4 Records

EXPORT GRID TO FILE

Holiday Date	Description	Holiday Pay Code	Accure Hours Civilian / Non-Tour	Holiday Comptime	Accure Hours Tour Of Duty	
12/25/2025	CHRISTMAS	HOLIDAY PAY	8.00	HOLIDAY COMP	12.00	
04/06/2026	EASTER MONDAY	HOLIDAY PAY	8.00	HOLIDAY COMP	12.00	
11/27/2025	THANKSGIVING	HOLIDAY PAY	8.00	HOLIDAY COMP	12.00	
11/11/2021	VETERNS DAY	HOLIDAY PAY	8.00	HOLIDAY COMP	12.00	



# Clock Card Detailed Setup Guide

## Leave Time Reasons

You want to add the leave reasons that your agency has so that you can note what reason for leave time on Clock Cards. These codes link to Pay Codes, which means multiple Leave Time Reasons can point to the same Pay Code. For example, illness and emergency are different reasons, but they could both link to **SICK** as a payroll code.

Click **Leave Time Reasons**. If you click **ALL** on the search screen, this will show you any leave time reasons already in your system, but if you don't have any, you can add them here. To edit a current entry, double-click it from the list.



Maintain Payroll Leave Time: Search

NEW PAYROLL LEAVE TIME   AUDITS   REPORTS   MAINTAIN FILES

Description: \_\_\_\_\_

Pay Code: \_\_\_\_\_

**Type of Match:**

Begins    Contains    Ends

Show Archived Only

ALL   LOOKUP   CLEAR FILTER

Maintain Payroll Leave Time: Search Results

LOOKUP   NEW PAYROLL LEAVE TIME   REPORTS   MAINTAIN FILES

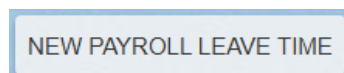
**Search Criteria** ▾

Search Results

17 Records EXPORT GRID TO FILE

Code	Description	Import Code	Export Code	Payroll Code	Inactive	
A	ILLNESS, INJURY, FAMILY ILLNESS			SICK	No	
AP	ADMINISTRATIVE LEAVE WITH PAY			ADMN LEAVE WITH PAY	No	
AW	ADMINSTRATIVE LEAVE WITHOUT PAY				No	
B	EMERGENCY			SICK	No	
C	PERSONAL BUSINESS			COMP TIME	No	

To add a new entry, click **New Payroll Leave Time** in the upper right:





# Clock Card Detailed Setup Guide

Maintain Payroll Leave Time: View Record LOOKUP

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Code: \_\_\_\_\_ Description: \_\_\_\_\_  In-Active

Pay Code: \_\_\_\_\_

Import Code: \_\_\_\_\_ Export Code: \_\_\_\_\_

<input type="checkbox"/> Vacation Pay	<input type="checkbox"/> Sick Pay	<input type="checkbox"/> Comp Time	
<input type="checkbox"/> Military Pay	<input type="checkbox"/> Bereavement Pay	<input type="checkbox"/> Workers Comp	<input type="checkbox"/> Flex Time
<input type="checkbox"/> Leave Share	<input type="checkbox"/> Leave Share From Comp	<input type="checkbox"/> Leave Share From Sick	

Fill in the fields as appropriate.

Code: FA Description: FUNERAL - AGENCY RELATED

Add the **Code** (such as *F* for *Flex*, *HC* for *Holiday Comp*, *HP* for *Holiday Pay*, etc.) and the name of the Leave Time in **Description**.

Pay Code: FUNERAL LEAVE X ▼

Add the **Pay Code**. This links this leave reason to the *Pay Codes* so that iSOMS knows what type of pay this is when using the **Computed Method**. Multiple **Leave Time Reasons** can link to the same pay code.

Once finished, hit **Save**. Now go through and add any other reasons your agency will need.

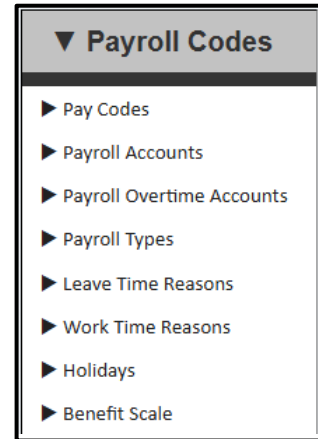


# Clock Card Detailed Setup Guide

## Work Time Reasons

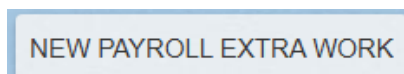
You want to add the extra work reasons that your agency has so that you can note what reason for extra hours on Clock Cards. These codes link to Pay Codes, which means multiple Work Time Reasons can point to the same Pay Code. For example, mandatory meetings and optional meetings are different reasons, but they could both link to **ADMIN LEAVE WITH PAY** as a payroll code.

Click **Work Time Reasons**. If you click **ALL** on the search screen, this will show you any work time reasons already in your system, but if you don't have any, you can add them here. To edit a current entry, double-click it from the list.



Code	Description	Payroll Code	Import Code	Export Code	Inactive	
C1	COURT DPS				No	
CC	COURT CITY				No	
CD	COURT DISTRICT				No	
CO	CALL OUT				No	
HO	HOLD OVER	COMP TIME			No	
MM	MANDATORY MEETING	ADMN LEAVE WITH PAY			No	

To add a new entry, click **New Payroll Extra Work** in the upper right:





# Clock Card Detailed Setup Guide

Maintain Payroll Extra Work: View Record LOOKUP

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Code: \_\_\_\_\_ Description: \_\_\_\_\_  In-Active

Pay Code: \_\_\_\_\_

Import Code: \_\_\_\_\_ Export Code: \_\_\_\_\_

Straight Time       Over Time       Comp Time

Holiday Pay       Holiday Comp

Fill in the fields as appropriate.

Code: \_\_\_\_\_ Description: \_\_\_\_\_

OM \_\_\_\_\_ OPTIONAL MEETING \_\_\_\_\_

Add the **Code** (such as *CC* for *Court City*, *CO* for *Call Out*, *HO* for *Hold Over*, etc.) and the name of the Work Time in **Description**.

Pay Code: \_\_\_\_\_

ADMN LEAVE WITH PAY X ▼

Add the **Pay Code**. This links this leave reason to the *Pay Codes* so that iSOMS knows what type of pay this is when using the **Computed Method**. Multiple **Work Time Reasons** can link to the same pay code.

Once finished, hit **Save**. Now go through and add any other reasons your agency will need.

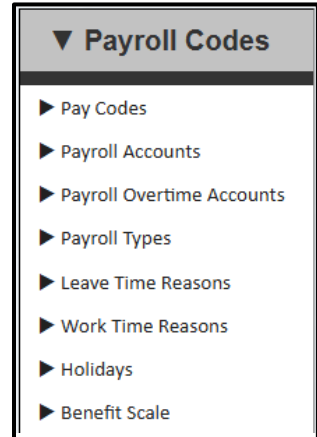


# Clock Card Detailed Setup Guide

## Benefit Scale

The **Benefit Scale** determines sick and vacation hours accrued based on years of service and tour of duty. You will need to make a code for each range based on years of service.

Click **Benefit Scale**. If you click **ALL** on the search screen, this will show you any work time reasons already in your system, but if you don't have any, you can add them here. To edit a current entry, double-click it from the list.



Maintain Payroll Benefit: Search    NEW PAYROLL BENEFIT    AUDITS    REPORTS    MAINTAIN FILES

Description: \_\_\_\_\_

Pay Code: \_\_\_\_\_

**Type of Match:**  
 Begins     Contains     Ends

Show Archived Only

ALL    LOOKUP    CLEAR FILTER

Maintain Payroll Benefit: Search Results    LOOKUP    NEW PAYROLL BENEFIT    REPORTS    MAINTAIN FILES

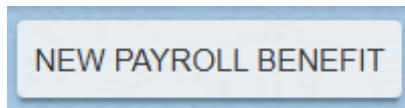
**Search Criteria** ▶

Search Results    EXPORT GRID TO FILE

**2 Records**

Description	Tour Of Duty Benefit	Years Of Service From	Years Of Service Through	Accrue Hours	Payroll Code	
VACATION 1-4 YEARS	No	1	4	8.00	VACATION	
VACATION 5-9	No	5	9	12.00	VACATION	

To add a new entry, click **New Payroll Benefit** in the upper right:





# Clock Card Detailed Setup Guide

Now you can set the benefits that are accrued based on range of years of service.

Description:  
SICK PAY 5 OR LESS YEARS  Tour Of Duty Benefit

Pay Code:  
SICK X ▾

Years Of Service From: 0      Years Of Service Through: 5      Accrue Hours: 8.00

Accrue Monthly     Accrue Annually

Notes:

Description:  
SICK PAY 5 OR LESS YEARS  Tour Of Duty Benefit

Description:  
SICK PAY 5 OR LESS YEARS TOUR OF DUTY  Tour Of Duty Benefit

First right the **Description** of the code. Then mark if this is a **Tour of Duty Benefit** if this should apply only to *Tour of Duty* employees (see *Checkboxes for Individual Employee Settings* on page 7 to see how to mark an employee as *Tour of Duty*.)

Pay Code:  
SICK X ▾

Add the **Pay Code** that this benefit will apply to, so that iSOMS knows which pay code should be accrued for this benefit scale.

Years Of Service From: 0      Years Of Service Through: 5

Now add the years the employee must be employed to receive this number of hours. For example, 0-5 years for 8 hours per month, 6-10 years for 16 hours per month, etc. Most agencies use 0-1 for the first year, 2-5 years, 6-10 years, 10-15 years, 16 – 99 years.



# Clock Card Detailed Setup Guide

Accrue Hours:  
8.00

Add the number of hours that will be accrued to the above *Pay Code* in **Accrue Hours**.

Accrue Monthly  Accrue Annually

Accrue Monthly  Accrue Annually

If this amount of hours should be accrued monthly, check **Accrue Monthly**. Or, if you want this to accrue annually instead, uncheck **Accrue Monthly** and check **Accrue Annually**.

Notes:  
APPROVED BY BOARD OF DIRECTIONS ON 3/10/2000

Add any desired **Notes** and **Save**. Now go through and add any other benefit scale levels your agency will need.

Description: SICK PAY 5 OR LESS YEARS  Tour Of Duty Benefit

Pay Code: SICK X ▾

Years Of Service From: 0      Years Of Service Through: 5      Accrue Hours: 8.00

Accrue Monthly  Accrue Annually

Description: SICK PAY 6 TO 10 YEARS  Tour Of Duty Benefit

Pay Code: SICK X ▾

Years Of Service From: 6      Years Of Service Through: 10      Accrue Hours: 16.00

Accrue Monthly  Accrue Annually

Description: SICK PAY 11 TO 20 YEARS  Tour Of Duty Benefit

Pay Code: SICK X ▾

Years Of Service From: 11      Years Of Service Through: 20      Accrue Hours: 24.00

Accrue Monthly  Accrue Annually

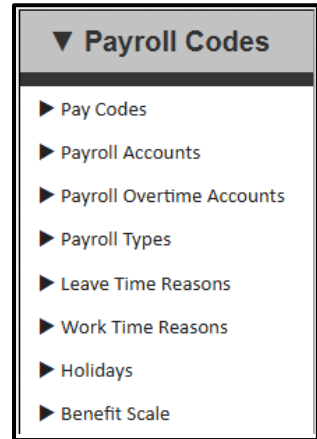


# Clock Card Detailed Setup Guide

## Payroll Types

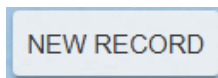
**Payroll Types** allow you to sort employees into different types of payroll, such as if they are paid exclusively by grants, etc.

Click **Payroll Types**. If you click **ALL** on the search screen, this will show you any work time reasons already in your system, but if you don't have any, you can add them here. To edit a current entry, double-click it from the list.



Maintain All Codes: Search Results				
Search Criteria ▶				
Search Results				
7 Records				
Code	NCIC	IBR	Description	Entry Date
HIDTA OVERTIME			HIDTA OVERTIME	12/03/2019 16:31
METH			METH	12/03/2019 16:30
OCDETF OVERTIME			OCDETF OVERTIME	12/03/2019 16:31
OVERTIME			OVERTIME	12/03/2019 16:31
REGULAR WORK			REGULAR WORK	12/03/2019 16:30
THSO OVERTIME			THSO OVERTIME	12/03/2019 16:30
USMS OVERTIME			USMS OVERTIME	12/03/2019 16:31

To add a new entry, click **New Record** in the upper right:





# Clock Card Detailed Setup Guide

### Add Code

Code:	Description:
MISC	MISC PAYROLL TYPE

Add the **Code** (such as *GRANT* for *Grant Payroll*, *OTABC* for *Overtime ABC Type*, *OTDEF* for *Overtime DEF Type*, etc.) and the name of the Payroll Type in **Description**. This will add the new code to iSOMS.



# Clock Card Detailed Setup Guide

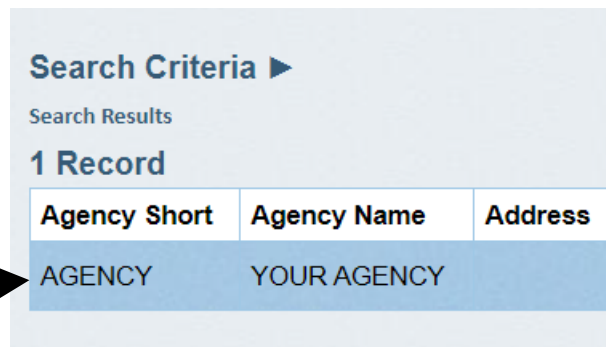
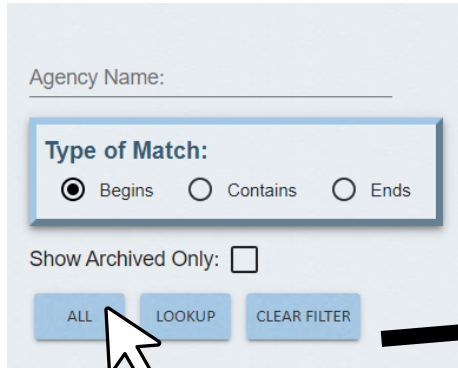
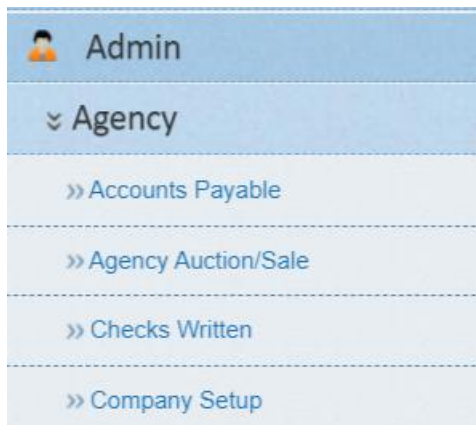


# Clock Card Detailed Setup Guide

## Company Setup: Clock Card / Timekeeping Setup

Company Setup has various settings that will help your agency control timekeeping and clock card settings. You will not need to change every setting initially; instead, make sure the first settings mentioned are set and use the rest as a reference to change how the module operates as you see fit. A Super User, as usual, will need perform these setup steps.

Click **ADMIN** → **AGENCY** → **COMPANY SETUP**:



Click **ALL** and select your agency



# Clock Card Detailed Setup Guide

## Auto-Input Pay Periods for Clock Card

This will open the **Company Setup: View Record** screen. Here we will cover the necessary initial settings for auto-inputting pay periods. In the other sections, we will list other settings available to control clock card.

Company Setup: View Record LOOKUP AUDITS BACK TO SEARCH RESULTS

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Agency Name: YOUR AGENCY Agency Short: BCSO Agency #: 3 ORI#: TN0000000  Contributor  Block Login

House #: 1905 Street: HIGH PARK CIR Apt/Lot #: Direction: City: MARYVILLE State: TN ZipCode: 37803 County: BLOUNT

Address 2: Phone #: 865-380-4600 Fax #: MYAGENCYEMAIL@EMAIL.COM Website: WWW.MYAGENCY.ORG

Department: BLOUNT COUNTY SHERIFF'S OFFICE SSA Facility ID: TN9876 SSA Reporter ID: 1234 IBRS/FIPS County Id:

Clock Card Start Date: 0 Pay Period Days(14,28,30):

Clock Card Start Date: 01/06/2025

If you want to auto-input pay period start dates for clock cards, you need to set the **Clock Card Start Date** for your company. **iSOMS requires a valid payroll period start / end date on every clock card.** To save your employees time entering the current pay period for their clock cards, use this setting. You can enter any valid start date, but it should be far back enough for any history clock cards that might need to be entered (i.e. the first Sunday / Monday of the year).

Pay Period Days(14,28,30): 14

You also need to set the **Pay Period Days** so iSOMS knows the start dates to put on each clock card and pay period. Your options are 14 days, 28 days, or 30 days. The default is 14 days (2 weeks)

Now click the **Settings** tab and choose **Clock Card Employee** from the *Program* list:

**Settings**

Program  
Clock Card Employee



# Clock Card Detailed Setup Guide

Find the **AUTO-COMPUTE-PAYPERIOD** setting, and double-click it:

Program Clock Card Employee	
<b>5 Settings</b>	
Setting	Setting Type
ADD-ALL-PAYROLL-TOTALS	YESNO
<b>AUTO-COMPUTE-PAYPERIOD</b>	YESNO

Enter **Y** or **YES** to have iSOMS use the *Company Setup Clock Card Start Date* and *Days* to compute pay periods from/thru based on the **Clock Card Start Date**. This means it will automatically input those for employees based on the date they input for work.

**Setting: AUTO-COMPUTE-PAYPERIOD**

Setting:  
Y

SAVE EXIT

*EXAMPLE:* If an employee inputs work date as 10/10/2025, that falls in the range of 9/29/2025 to 10/12/2025 for auto-payroll based on the aforementioned settings in Company Setup.

**Save Auto Computes Payroll Start and Payroll End**

Payroll Start Date: 09/29/2025

Payroll End Date: 10/12/2025



# Clock Card Detailed Setup Guide

## Manual Method vs. Computed Method

As mentioned in the initial *Overview* at the start of this guide, there are two methods of clock card:

**Manual Method** has the employee enter their hours manually, and start and end of shift are just for reference. All benefit hours, etc. will also be manually entered by employees. This method is easier to start but doesn't calculate benefits, hour banks, or time worked automatically.

**Computed Method** has the employee enter their start and end of shift, and all worked hours, overtime, comp time, benefit hours, etc. will be computed. This method takes more setup and is more complex but allows iSOMS to calculate benefits, hour banks, and time worked automatically.

To switch between these two settings, you need to set the two HIDE HOURS settings. Steps to do this are detailed on the next page.

A screenshot of a software interface showing two dropdown menus. The first dropdown menu is labeled "Program" and has "Clock Card Employee" selected. The second dropdown menu is also labeled "Program" and has "Employee Time Keeping" selected. Below these menus is a blue rectangular button with the text "HIDE-HOURS-USED-ON-CLOCK-CARD" in white capital letters.

1. If both are set to NO, then *Manual Method* is enabled. This means all hour types are shown and manually entered.

Manual Method is easier to deal with but doesn't do any calculations for you or your employees.

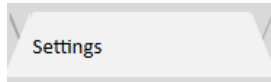
2. If both are set to YES, then *Computed Method* is enabled. This means employees will set their clock in and out times, and iSOMS will compute all benefits, comp time, overtime, etc.

Computed Method is more complex to set up and has more settings, but may be easier to input once you have it set up correctly.

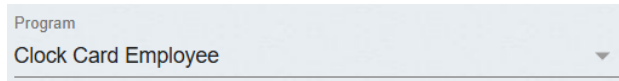


# Clock Card Detailed Setup Guide

The two settings are under the **Settings** tab in Company Setup.

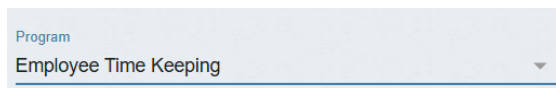


First, choose the *Clock Card Employee* program and find the **HIDE-HOURS-USED-ON-CLOCK-CARD**. Set this to NO for *Manual* or YES for *Computed*.



**HIDE-HOURS-USED-ON-CLOCK-CARD**

Then, after that, choose *Employee Time Keeping* and find the **HIDE-HOURS-USED-ON-CLOCK-CARD**. Set this to the same setting you used for the one under *Clock Card Employee*.



**HIDE-HOURS-USED-ON-CLOCK-CARD**

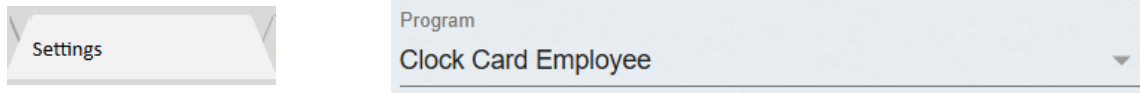
Usually, the person training you in Clock Card setup will help you do this, but these are the primary two settings to switch between the two methods.



# Clock Card Detailed Setup Guide

## Clock Card Employee Settings

There are some settings in the **Clock Card Employee** program. Click the **Settings** tab and choose **Clock Card Employee** from the *Program* list:



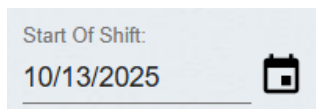
These settings, along with the settings under *Employee Time Keeping*, control the clock card and timekeeping system. Default is listed in *italics*, and each setting is described below.

### ADD-ALL-PAYROLL-TOTALS

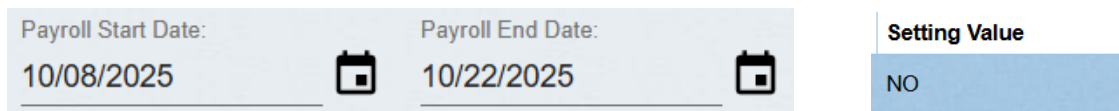
**AUTO-ADD-PAYROLL-TOTALS** (Y/N) – Default *No*. If **Yes**, certain list reports and tab grids will sum all hours worked into a display area on the screen to view. This allows you to view totals of payroll hours in those reports and tabs easily.

### AUTO-COMPUTE-PAYPERIOD

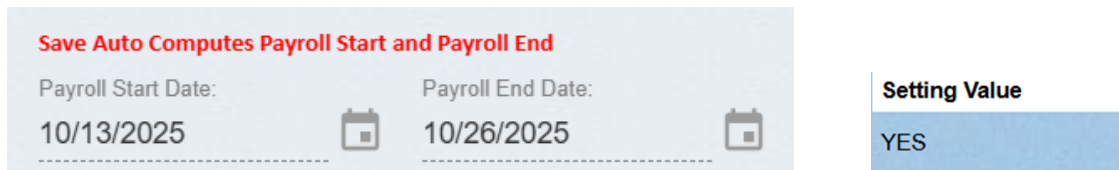
**AUTO-COMPUTE-PAYPERIOD** (Y/N) – Default *No*. If **Yes**, iSOMS will take the **Start of Shift** field on each employee clock card and put in the Correct Payroll Start/End Date period.



When this setting is off, employees will manually set the Payroll Start and End Date.



When this setting is on, iSOMS will automatically compute payroll dates based on settings in Company Setup. (See *Auto-Input Pay Periods for Clock Card* on page 35 for more details.)





# Clock Card Detailed Setup Guide

## DEFAULT-LIST-STYLE

**DEFAULT-LIST-STYLE (LIST)** – Default Blank.

Valid Entries: [LIST, LIST-SIGNATURE, LIST-SIGNATURE-SINGLE, LIST-SIGNATURE-SINGLE-LOUDON, UNAPPROVED, ALLUNAPPROVED, UNAPPROVED-PAYROLL, ALL-UNAPPROVED-PAYROLL, PAYROLL, PAYROLL-TYPE]

If an option is selected, when printing list reports, the selected entry will be the default *Report Style* version. Our list reports have several styles we have created for different agencies. Once you find the one that works best for your agency, you can set that report list entry here to save time when printing.

When this setting is blank, the List Reports *Report Style* will begin on **List**.

### Setting Value



## Employee Clock Cards List Reports

Report Style

List

When this setting is anything else, that *Report Style* will begin on the chosen value.

### Setting Value

UNAPPROVED

## Employee Clock Cards List Reports

Report Style

List, Un-Approved Only(using date range)



# Clock Card Detailed Setup Guide

## HIDE-HOURS-USED-ON-CLOCK-CARD

**HIDE-HOURS-USED-ON-CLOCK-CARD** (Y/N) – Default *No*. When this setting is set to *No*, iSOMS will use the Manual Clock Card Method, where you see all the hour fields broken down on the clock card. If this setting is set to *Yes*, iSOMS will use the Computed Clock Card Method, where iSOMS will compute the hours worked using Start of Shift / End of Shift. There is an option in **Employee Time Keeping** to determine if Meal Time is included or excluded in the total worked hours. This setting must be set along with **HIDE-HOURS-USED-ON-CLOCK-CARD** on **Employee Time Keeping** in order to have the Computed Method enabled.

See *Using Computed Method vs. Manual Method* on page 37 for more information.

## SHOW-ALL-LEAVE-REQUESTS

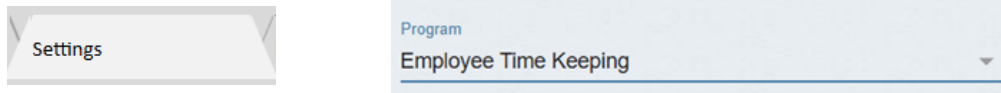
**SHOW-ALL-LEAVE-REQUESTS** (Y/N) – Default *Yes*. When this setting is set to **Yes**, while viewing a range of clock cards via the search screen, iSOMS will display all approved leave requests for the time period. These will be shown in the blue note window at the bottom of the view screen.



# Clock Card Detailed Setup Guide

## Employee Time Keeping Settings

There are also several settings in the **Employee Time Keeping** program. Click the **Settings** tab and choose **Employee Time Keeping** from the *Program* list:



These settings, along with the settings under *Clock Card Employee*, control the clock card and timekeeping system. Default is listed in *italics*, and each setting is described below. Settings that apply to the Manual Method are listed in **Green**, settings that apply to Computed Method are listed in **Blue**, while settings that apply to both are listed in **Bold**. If you are going to use the Manual Method, you probably only need to set settings listed below in **Green** or **Bold**.

### ACCRUE-SICK-PAY-FULL-TIME-ONLY

**ACCRUE-SICK-PAY-FULL-TIME-ONLY** (Y/N) – Default *Yes*. If **Yes**, iSOMS will only accrue sick pay for employees marked as **Full Time** in the *Employee Status* field of employee records. (See *Finishing the Process* on page 12 for more info on setting this in an employee record. Each employee that you want to accrue sick pay must have this set to Full-Time in order to function.) If **No**, iSOMS will accrue sick pay for all employees.

This setting requires several other settings to be set in order to function properly:

**FULL-TIME-EMPLOYEE-ID** – This setting determines the *Employee Status* code that counts as full time so that iSOMS knows which Maintain Files code to reference for other settings. Typically, this should be set to **FULL-TIME**. This is required to make accruing sick pay possible.

**DEFAULT-SICK-TIME-HOURS** – This setting determines the amount of sick time hours auto-accrued when importing Clock Cards. This is required to make accruing sick pay possible.

**This setting defaults to 0 so you must change it to make sick time work!**

**ACCRUE-SICK-PAY-USING-SCALE** – This setting determines if you use the default sick time hours for all employees, or if there is a scale based on time of service and tour/non-tour. If you want to use the scale, set this to **YES** and then set the benefit scale in Maintain Files under the **Employee Timekeeping** Module. (See *Benefit Scale* on page 28 for more information.)



# Clock Card Detailed Setup Guide

## ACCRUE-SICK-PAY-USING-SCALE

**ACCRUE-SICK-PAY-USING-SCALE** (Y/N) – Default *No*. If **No**, sick pay will accrue based on the default number of sick pay hours (as set in **DEFAULT-SICK-TIME-HOURS**). If **Yes**, sick pay will accrue based on the scale set in **Employee Timekeeping**. (See *Benefit Scale* on page 28 for more information.) If this is on, you must have set the Benefits Scale for Tour/Non-Tour and years of service, as well as identified a Payroll Code as Sick Pay. If all of the preceding is completed and you mark to accrue Sick Pay benefits during importing of clock card payrolls, iSOMS will use the Benefit Scale + Tour/Non-Tour and Years of Service to auto add those hours to Earned Sick Pay.

### Example:

If **ACCRUE-SICK-PAY-USING-SCALE** is set to NO, then employees will receive the number of hours listed in **DEFAULT-SICK-TIME-HOURS**:

DEFAULT SICK-TIME-HOURS	TEXT	2
-------------------------	------	---

But, if **ACCRUE-SICK-PAY-USING-SCALE** is set to YES, then each employee will receive different sick hours based on the Benefit Scale. This is based how long they have been employed and if they are or are not *Tour of Duty*:

Description: SICK PAY 5 OR LESS YEARS  Tour Of Duty Benefit

Pay Code: SICK

Years Of Service From:	Years Of Service Through:	Accrue Hours:
0	5	8.00

Accrue Monthly  Accrue Annually

Description: SICK PAY 6 TO 10 YEARS  Tour Of Duty Benefit

Pay Code: SICK

Years Of Service From:	Years Of Service Through:	Accrue Hours:
6	10	16.00

Accrue Monthly  Accrue Annually

Description: SICK PAY 11 TO 20 YEARS  Tour Of Duty Benefit

Pay Code: SICK

Years Of Service From:	Years Of Service Through:	Accrue Hours:
11	20	24.00

Accrue Monthly  Accrue Annually



# Clock Card Detailed Setup Guide

## AGENCY-COMPUTE-COMPTIME-NON-TOUR

## AGENCY-COMPUTE-COMPTIME-TOUR

These settings control if iSOMS calculates Comp Time or no. If they are set to *No*, then iSOMS will stop calculating Comp Time for the given group of employees.

**AGENCY-COMPUTE-COMPTIME-NON-TOUR** (Y/N) – Default *Yes*. If **No**, then iSOMS will skip calculating comp time (i.e. not add to banked comp time hours) for **non**-Tour of Duty employees.

**AGENCY-COMPUTE-COMPTIME-TOUR** (Y/N) – Default *Yes*. If **No**, then iSOMS will skip calculating comp time (i.e. not add to banked comp time hours) for Tour of Duty employees.

## AGENCY-FORCE-OVERTIME-WORKED

**AGENCY-FORCE-OVERTIME-WORKED** (Y/N) – Default *No*. If **Yes**, then iSOMS will force any hours (for every employee) past the thresholds into overtime instead of comp time. The threshold between normal time and over time is set by HOURS-BEFORE-OVERTIME-NON-TOUR and HOURS-BEFORE-OVERTIME-TOUR-OF-DUTY settings.

## AUTO-ACCRUE-BIRTHDAY-COMPTIME

**AUTO-ACCRUE-BIRTHDAY-COMPTIME** (Y/N) – Default *No*. If **Yes**, you will required to set a Payroll Code be as birthday comp. For information on how to do this, see *Appendix A: Birthday Comp Code* on page 60. This code should be present by default, but the process for checking is explained there.

To explain the reason for this setting, there are agencies that give benefit hours for your birth date. If importing the clock cards into payroll, then when an employee's birth date falls in that period, iSOMS will auto add configured hours (no default) to be accrued at posting for that benefit.

This setting requires two other settings to be set in order to function properly:

**AUTO-ADD-BIRTHDAY-BENEFIT** – This setting, along with the one above, determines if the birthday comp time will be added when the employee's birth date falls into a payroll period.

**AUTO-ADD-BIRTHDAY-BENEFIT-HOURS** – This setting determines the amount of birthday comp time hours auto-accrued when importing Clock Cards into payroll. This is required to make accruing birthday comp time possible. **This setting defaults to 0 so you must change it to make birthday comp time work!**



# Clock Card Detailed Setup Guide

## AUTO-ACCRUE-VACATION-FULL-TIME-ONLY

**AUTO-ACCRUE-VACATION-FULL-TIME-ONLY** (Y/N) – Default *Yes*. If **Yes**, vacation pay will accrue based on the scale set in **Employee Timekeeping**. (See *Benefit Scale* on page 28 for more information.) Full-time status is set by **FULL-TIME-EMPLOYEE-ID**.

If this is on, you must have set the Benefits Scale for Tour/Non-Tour and years of service, as well as identified a Payroll Code as Vacation. If all of the preceding is completed and you mark to accrue Vacation benefits during importing of clock card payrolls, iSOMS will use the Benefit Scale + Tour/Non-Tour and Years of Service to auto add those hours to Earned Vacation Pay.

If **No**, vacation will accrue according to the scale for all employees, regardless of full-time status.

This setting has a related setting, **AUTO-ACCRUE-VACATION-ON-ANNIVERSARY**, which is explained next and determines whether vacation is accrued according to the settings in the scale or on the employee's hire date.

**IMPORTANT:** If you accrue vacation benefits monthly, make sure to set the Benefit scale accordingly, such as **8 Hours**. If you accrue vacation benefits on anniversaries, then set it to a higher number, like **40 or 80 hours** (since it will only be once a year).

### Monthly Example:

Description: VACATION 0-4 YEARS  Tr

Pay Code: VACATION X ▾

Years Of Service From: 0      Years Of Service Through: 4      Accrue Hours: 8.00

Accrue Monthly     Accrue Annually

### Annual / Anniversary Example:

Description: VACATION 0-4 YEARS  Tour Of Duty Benefit

Pay Code: VACATION X ▾

Years Of Service From: 0      Years Of Service Through: 4      Accrue Hours: 80.00

Accrue Monthly     Accrue Annually





# Clock Card Detailed Setup Guide

## AUTO-ACCRUE-VACATION-ON-ANNIVERSARY

**AUTO-ACCRUE-VACATION-ON-ANNIVERSARY** (Y/N) – Default *No*. If **Yes**, iSOMS will check to see if **Hire Date** (in Employee Records) falls within the payroll start/end date. If it is the employee's anniversary during the payroll period, iSOMS will accrue those hours. This means that vacation will only be paid out once a year on for a given employee, based on the employee's hire date during the payroll period.

## AUTO-ADD-BIRTHDAY-BENEIFT

**AUTO-ADD-BIRTHDAY-BENEFIT** (Y/N) – Default *No*. If **Yes**, you will be required to set a Payroll Code to be as birthday comp. For information on how to do this, see *Appendix A: Birthday Comp Code* on page 60. This code should be present by default, but the process for checking is explained there.

To explain the reason for this setting, there are agencies that give benefit hours for your birth date. If importing the clock cards into payroll, then when an employee's birth date falls in that period, iSOMS will auto add configured hours (no default) to be accrued at posting for that benefit.

This setting requires two other settings to be set in order to function properly:

**AUTO-ACCRUE-BIRTHDAY-COMPTIME** – This setting, along with the one above, determines if the birthday comp time will be added when the employee's birth date falls into a payroll period.

**AUTO-ADD-BIRTHDAY-BENEFIT-HOURS** – This setting determines the amount of birthday comp time hours auto-accrued when importing Clock Cards into payroll. This is required to make accruing birthday comp time possible. **This setting defaults to 0 so you must change it to make birthday comp time work!**

## AUTO-ADD-BIRTHDAY-BENEFIT-HOURS

**AUTO-ADD-BIRTHDAY-BENEFIT-HOURS** (NUMBER) – Default *0*. Allowed numbers are 1-8. This setting determines the amount of birthday comp time hours auto-accrued when importing Clock Cards into payroll. This is required to make accruing birthday comp time possible. (See above setting for more details.)



# Clock Card Detailed Setup Guide

## CAN-IMPORT-CLOCKCARDS-AFTER-TODAY

**CAN-IMPORT-CLOCKCARDS-AFTER-TODAY** (Y/N) – Default *No*. If **No**, then iSOMS prevents importing any clock cards into payroll if those clock cards have a future **End of Shift** date. By default, you cannot import clock cards from too far in the past or beyond “today”.

Some agencies submit their payroll hours before the actual end of the payroll period. For those agencies, this is essentially saying the employees will work those future days. If your agency wants to do the same, you should set this setting to **Yes**.

If **Yes**, iSOMS will allow importing clock cards into payroll if those clock cards have a future **End of Shift** date (up to 14 days past the current date).

This setting controls importing clock cards into payroll (i.e. by admin or time keeping administrators). For allowing entries in the future, see the next two settings.

## CLOCK-CARD-ALLOW-FUTURE-END-DATE

**CLOCK-CARD-ALLOW-FUTURE-END-DATE** (Y/N) – Default *Yes*. If **Yes**, then iSOMS allows employees to enter clock cards into payroll with a future **End of Shift** date. This setting is so those employees working 2200 to 0600, for example, could enter a start day of “today” and an end date of “tomorrow”.



# Clock Card Detailed Setup Guide

## CLOCK-CARD-ALLOW-FUTURE-ENTRY-DATE

**CLOCK-CARD-ALLOW-FUTURE-ENTRY-DATE** (Y/N) – Default *Yes*. If **Yes**, then iSOMS allows employees to enter clock cards into payroll with a future **Start of Shift** date.

This setting would appear to be an odd one, in that it allows an employee to enter a clock card for days in the future. This is all based on policy: this setting should normally be **No**. The reason to set to **No** is to prevent an employee coming in on Monday and entering every day of this week's clock card ahead of time. (Because who knows if they will actually work the entire shift of each of those days!)

Some departments, however, want employees to enter a clock card, even if they are not working. For example, some agencies want employees taking vacation to enter a note on the clock card showing they took vacation. Their start/end time is usually the same time for a computed work hour of 0.00. Then these agencies require a matching leave request for those hours of benefits used to make up their normal check hours. The disadvantage with this method is that if they do not work entire shifts on those days, and the supervisor approves the clock cards, the employee would show working hours that they were not working. iSOMS does not require you to have a clock card for days you are not at work, on vacation, on paid leave, its policy that will decide this.

## CLOCK-CARD-BANK-REPORTS-SHOW-MEALS

**CLOCK-CARD-BANK-REPORTS-SHOW-MEALS** (Y/N) – Default *No*. If **Yes** while iSOMS is in the **Computed Method**, then iSOMS will print Hour Bank Version Reports with a meal column so you can see meal hours. This is strictly a reporting setting.

## CLOCK-CARD-CHECK-DUPLICATE-ENTRIES

**CLOCK-CARD-CHECK-DUPLICATE-ENTRIES** (Y/N) – Default *No*. If **Yes** iSOMS will check to verify that no two clock cards for the employee have the same **Start/End Of Shift** values. If they are, iSOMS will block that Clock Card from being saved.

The reason that this is not enabled (that is, set to **Yes**) all the time is this: some agencies that use the Manual Method for clock cards require that their employees, when working different payroll types input the full shift as their times. For example, if an employee worked 10 hours in a given day, but 8 hours was on Regular Payroll and 2 hours was on a Grant Payroll, the agency can account for the number of hours of each Payroll Type that employee had for that day on reports. By having this setting on No, the agency can have employees mark when they got on and off but separate payroll types. So setting this to yes prevents this type of hour overlap.



# Clock Card Detailed Setup Guide

## CLOCK-CARD-OFFSET-FUTURE-END-DATE

**CLOCK-CARD-OFFSET-FUTURE-END-DATE** (NUMBER) – Default *0*. Allowed numbers are 0-180. This setting controls the number of **minutes** you are allowed to input **End of Shift** into the future.

For example, say an employee clocks in at 08:00 with a normal end of shift at 16:30. But at 13:00, the employee is really wanting to go home, so they try to go ahead and complete their clock card for 16:30 (hours before they should really leave). This “offset” will set the max minutes before the actual time/end of day, and prevent them from entering the **End of Shift**. If the number is 30, for example, the soonest they could enter 16:30 is right at or after 16:00.

**NOTE:** If **CLOCK-CARD-ALLOW-FUTURE-END-DATE** is set to **Yes**, then this setting is overridden (since that setting allows you to set a future **End of Shift** anyway.)

## DEFAULT SICK-TIME-HOURS

**DEFAULT-SICK-TIME-HOURS** (NUMBER) – Default *0*. Allowed numbers are positive numbers and 0. This setting determines the amount of sick time hours auto-accrued when importing Clock Cards into payroll. This is required to make accruing sick pay possible.

**This setting defaults to 0 so you must change it to make sick time work!**

For how to set up benefit scale for sick pay hours, see *Benefit Scale* on page 28 and the entry in this section for [\*\*ACCRUE-SICK-PAY-USING-SCALE\*\*](#).

## DISPLAY-APPROVED-LEAVE-ON-CLOCKCARD

**DISPLAY-APPROVED-LEAVE-ON-CLOCKCARD** (Y/N) – Default *No*. If **Yes**, iSOMS will display the approved leave on the lookup (search) grids for the employees. This means iSOMS will only display approved leave, but not leave requests that are un-approved when this is **Yes**.

## DISPLAY-BENEFITS-ON-CLOCKCARD

**DISPLAY-BENEFITS-ON-CLOCK-CARD** (Y/N) – Default *No*. If **Yes**, iSOMS will display, in short format, benefit hours (comp/vacation/sick pay) available to the employee on their clock card. This settings is only needed if you using the bank of hours when using the **Computed Method**.



# Clock Card Detailed Setup Guide

## DISPLAY-BENEFITS-ON-LEAVEREQUEST

**DISPLAY-BENEFITS-ON-LEAVE-REQUEST** (Y/N) – Default *No*. If **Yes**, iSOMS will display, in short format, benefit hours (comp/vacation/sick pay) available to the employee on their leave requests. This settings is only needed if you using the bank of hours when using the **Computed Method**.

The reason this is not enabled by default is because some agencies use only the leave request part of timekeeping. (They do not use the clock card itself.) The leave request is an all-email notification method to notify supervisors that a new request for leave has been entered, then back to the employee that it has been approved or denied.

Example: VP = 64, SP = 14 etc.

## FULL-TIME-EMPLOYEE-ID

**FULL-TIME-EMPLOYEE-ID** (LIST) – Default *None*. Typically, this should be set to **FULL-TIME**. This setting determines the *Employee Status* code that counts as full time so that iSOMS knows which Maintain Files code to reference for other settings. This is required to make accruing sick pay and other benefit hours possible.

## HIDE-HOURS-USED-ON-CLOCK-CARD

**HIDE-HOURS-USED-ON-CLOCK-CARD** (Y/N) – Default *No*. This is the main setting between **Manual Method** and **Computed Method**. Set this to NO for *Manual* or YES for *Computed*.

See *Manual Method vs. Computed Method* on page 37 for more information.



# Clock Card Detailed Setup Guide

## HOLIDAY-PAY-METHOD

**HOLIDAY-PAY-METHOD (BASIC/ALWAYS-COMP/ALWAYS-PAY)** – Default *Basic*. This setting controls how iSOMS evaluates holidays and their hours. If you have Holiday codes set up (see *Holidays* on page 21), then iSOMS will auto-accrue holiday pay if employees did not work. This occurs when clock cards are imported into pay periods.

**Basic** – Evaluate the holiday, and check to see if an employee’s worked hours for that day are 0.00 (i.e., no clock card, or total hours on that clock card are 0.00). If so, iSOMS will apply the defined holiday hours (based on Tour/Non-Tour Employee) to the holiday pay.

**Always-Comp** – iSOMS will give all employees Holiday Comp Pay. The timekeeper would manually evaluate the employee if they worked their normal day/shift and adjust out that Holiday Pay.

**Always-Pay** – iSOMS will give all employees Holiday Pay. The timekeeper would manually evaluate the employee if they worked their normal day/shift and adjust out that Holiday Pay.

## HOLIDAY-PAY-NON-TOUR-OF-DUTY

**HOLIDAY-PAY-NON-TOUR-OF-DUTY (BASIC/ALWAYS-COMP/ALWAYS-PAY)** – Default *Basic*. This setting controls how iSOMS evaluates holidays and their hours **for non-tour of duty employees only**. If you have Holiday codes set up (see *Holidays* on page 21), then iSOMS will auto-accrue holiday pay if employees did not work. This occurs when clock cards are imported into pay periods.

**Basic** – Evaluate the holiday, and check to see if an employee’s worked hours for that day are 0.00 (i.e., no clock card, or total hours on that clock card are 0.00). If so, iSOMS will apply the defined holiday hours (based on Non-Tour Employee Scale) to the holiday pay.

**Always-Comp** – iSOMS will give non-tour of duty employees Holiday Comp Pay. The timekeeper would manually evaluate the employee if they worked their normal day/shift and adjust out that Holiday Pay.

**Always-Pay** – iSOMS will give non-tour of duty employees Holiday Pay. The timekeeper would manually evaluate the employee if they worked their normal day/shift and adjust out that Holiday Pay.



# Clock Card Detailed Setup Guide

## HOLIDAY-PAY-TOUR-OF-DUTY

**HOLIDAY-PAY-TOUR-OF-DUTY** (BASIC/ALWAYS-COMP/ALWAYS-PAY) – Default *Basic*. This setting controls how iSOMS evaluates holidays and their hours **for tour of duty employees only**. If you have Holiday codes set up (see *Holidays* on page 21), then iSOMS will auto-accrue holiday pay if employees did not work. This occurs when clock cards are imported into pay periods.

**Basic** – Evaluate the holiday, and check to see if an employee’s worked hours for that day are 0.00 (i.e., no clock card, or total hours on that clock card are 0.00). If so, iSOMS will apply the defined holiday hours (based on Tour of Duty Employee Scale) to the holiday pay.

**Always-Comp** – iSOMS will give tour of duty employees Holiday Comp Pay. The timekeeper would manually evaluate the employee if they worked their normal day/shift and adjust out that Holiday Pay.

**Always-Pay** – iSOMS will give tour of duty employees Holiday Pay. The timekeeper would manually evaluate the employee if they worked their normal day/shift and adjust out that Holiday Pay.

## HOLIDAY-WORKED-HOURS-BEFORE-FORCED-PAY

**HOLIDAY-WORKED-HOURS-BEFORE-FORCED-PAY** (NUMBER) – Default *0*. This setting only works if one of the above settings (**HOLIDAY-PAY-METHOD**) is set to **Basic**. This setting controls the number of **hours** allowed to be worked before iSOMS does *not* pay holiday pay. iSOMS will evaluate the configured Holiday hours and compare that to the actual hours worked on the clock card for that holiday.

For example, if this number is 4, employees can work up to 4 hours and still get holiday pay. This setting is making the assumption if you worked equal to or greater than the holiday hours, it must have been a normal work day for you and thus *not* a paid holiday.



# Clock Card Detailed Setup Guide

## HOURS-BEFORE-OVERTIME-NON-TOUR

**HOURS-BEFORE-OVERTIME-NON-TOUR** (NUMBER) – Default *80*. Allowed numbers are 40-180. This setting controls the number of **hours** in a pay period allowed to be worked before iSOMS starts counting them as overtime for *non-tour* employees.

If, for example, a pay period is 2 weeks, then any non-tour employees that work more than 80 hours for those two weeks will receive overtime / comp time.

## HOURS-BEFORE-OVERTIME-TOUR-OF-DUTY

**HOURS-BEFORE-OVERTIME-TOUR-OF-DUTY** (NUMBER) – Default *86*. Allowed numbers are 40-171. This setting controls the number of **hours** in a pay period allowed to be worked before iSOMS starts counting them as overtime for *tour of duty* employees.

If, for example, a pay period is 2 weeks, then any tour of duty employees that work more than 86 hours for those two weeks will receive overtime / comp time.

## IMPORT-PAYROLL-HIDE-REGULAR-OVERTIME-ON-CLOCK-CARD

**IMPORT-PAYROLL-HIDE-REGULAR-OVERTIME-ON-CLOCK-CARD** (Y/N) – Default *No*. If **Yes**, on the employee clock card, iSOMS will hide the fields **Regular Time** & **Overtime**. This is used with **Computed Method** so the user only sees **Start/End of Shift**.

## IMPORT-PAYROLL-RULE-REGULAR-OVERTIME

**IMPORT-PAYROLL-RULE-REGULAR-OVERTIME** (BASIC/MANUAL) – Default *Basic*. This setting controls how iSOMS evaluates hours.

**Basic** – When importing clock cards into payroll, computes the hours using **Start of Shift** and **End of Shift** (to be used with **Computed Method**).

**Manual** – When importing clock cards into payroll, uses the hours inputted manually (to be used with **Manual Method**).



# Clock Card Detailed Setup Guide

## IMPORT-PAYROLL-RULES-METHOD

**IMPORT-PAYROLL-RULES-METHOD** (BASIC/TN-PUTNAM/MO-PEMISCOT) – Default *Basic*. This setting controls how iSOMS rounds payroll hours to the nearest 15 minutes worked (i.e. does 7 minutes round up to .25 hours worked or down to 0 hours worked).

**Basic** – When importing clock cards into payroll, always round to the **nearest** 15 minutes

(7 or less minutes rounds to 0.00, 8 to 15 minutes rounds to 0.25, 16 to 22 minutes rounds to 0.25 as well, etc.)

**TN-Putnam** – When importing clock cards into payroll, always round **up** to next 15 minutes

(1 to 15 minutes rounds to 0.25, 16 to 30 minutes rounds to 0.50, etc.)

## MAX-CLOCK-CARD-FUTURE-DAYS

**MAX-CLOCK-CARD-FUTURE-DAYS** (NUMBER) – Default *18*. Allowed numbers are 8-18.

This setting controls the number of days in the future you can input into **Start of Shift**. If the number is 16, for example, then only clock cards 16 days or less in the future can be put in **Start of Shift**.

11:11 AM  
10/30/2025

In these screenshots, the **Start of Shift** is more than 16 days after the current date. iSOMS will prevent this from being saved.

Start Of Shift:	Time:	End Of Shift:	Time:
11/27/2025	10:42:42	11/28/2025	10:42:42

**Error**

Error: Clock Card Start Date Cannot Be greater than 16 in the future

[CLOSE](#)



# Clock Card Detailed Setup Guide

## MAXIMUM-LEAVE-REQUEST-HOURS

**MAXIMUM-LEAVE-REQUEST-HOURS** (NUMBER) – Default *80*. Allowed numbers are 1-160.

This setting controls the maximum number of hours that can be requested for any single leave request, up to 160 hours per single leave request.

## MAX-LEAVE-REQUEST-FUTURE-DAYS

**MAX-LEAVE-REQUEST-FUTURE-DAYS** (NUMBER) – Default *90*. Allowed numbers are 0-365.

This setting controls the number of days you can perform leave requests ahead. So leave requests will not be allowed to be greater than configured days in the future. For example, if the max number of days is set to 90, then in January you could not request leave for Christmas yet. Once within 90 days, you could request. Adjust it according to agency policy.

You can set this to 0 (zero) days. If you do, employees can enter any future leave request date they want.



# Clock Card Detailed Setup Guide

## MAX-OLDEST-PAYROLL-DAYS

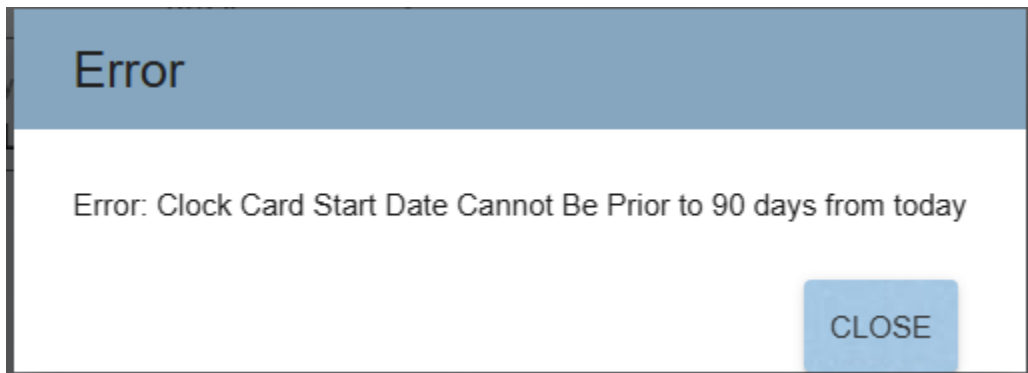
**MAX-OLDEST-PAYROLL-DAYS** (NUMBER) – Default 90. Allowed numbers are 45-180.

This setting controls the oldest **Start of Shift** you can input. If the number is 90, for example, then only clock cards 90 days old or newer can be put as **Start of Shift**.

11:11 AM  
10/30/2025

In these screenshots, the **Start of Shift** is more than 90 days before the current date. iSOMS will prevent this from being saved.

Start Of Shift:	Time:	End Of Shift:	Time:
07/01/2025	11:10:46	07/02/2025	11:10:46



This is to help employees when entering prior clock cards. For example, perhaps an employee is entering the entire week to get caught up. This setting will help with typos where they might mean to type in 01/01/2023, but they type in 01/01/2020.

## MAX-WORKED-HOURS-ON-CLOCKCARD

**MAX-WORKED-HOURS-ON-CLOCK-CARD** (NUMBER) – Default 18. Allowed numbers are 8-18.

This setting cont number of max number of hours for a single clock card start/end of shift computation. This setting is here for sites that allow future **End of Shift** date/time. This prevents the user from typing in Monday 08:00 to Friday 17:00 on one card.



# Clock Card Detailed Setup Guide

## MINIMUM-LEAVE-REQUEST-HOURS

**MINIMUM-LEAVE-REQUEST-HOURS** (NUMBER) – Default *0*. Allowed numbers are 0 or 1.

This setting controls the minimum number of hours that can be requested for any single leave request. If set to **0**, employees will be allowed to put 0 (no hours would be removed from the bank of benefit hours) for leave requests. If set to **1**, then at least one hour must be requested on leave requests.

## MINUTE-ROUNDING-METHOD

**MINUTE-ROUNDING-METHOD** (BASIC/TN-PUTNAM) – Default *Basic*. This setting controls how iSOMS rounds on a clock card to the nearest 15 minutes worked (i.e. does 7 minutes round up to .25 hours worked or down to 0 hours worked).

**Basic** – When calculating hours, always round to the **nearest** 15 minutes.

(7 or less minutes rounds to 0.00, 8 to 15 minutes rounds to 0.25, 16 to 22 minutes rounds to 0.25 as well, etc.)

**TN-Putnam** – When importing clock cards into payroll, always round **up** to next 15 minutes.

(1 to 15 minutes rounds to 0.25, 16 to 30 minutes rounds to 0.50, etc.)

## NOTIFY-EMPLOYEE-AFTER-POSTING

**NOTIFY-EMPLOYEE-AFTER-POSTING** (Y/N) – Default *No*. If **Yes** and using the bank of hours in the **Computed Method**, iSOMS will notify employees via email after a timekeeper posts the payroll with clock cards.

## NOTIFY-EMPLOYEE-AFTER-POSTING-BENEFITS

**NOTIFY-EMPLOYEE-AFTER-POSTING-BENEFITS** (Y/N) – Default *No*. If **Yes** and using the bank of hours in the **Computed Method**, iSOMS will notify employees via email after the accruing of benefits. Accrued benefit hours can be added during import or as a separate process in the **Timekeeping** module.



# Clock Card Detailed Setup Guide

## NOTIFY-EMPLOYEE-AFTER-POSTING-NOTES

**NOTIFY-EMPLOYEE-AFTER-POSTING-NOTES** (Y/N) – Default *No*. If **Yes** and using the bank of hours in the **Computed Method**, iSOMS will notify employees via email if the timekeeper added special notes to that payroll. After posting, iSOMS will email the employee that information.

## OVERTIME-COMPUTED-AT-FACTOR-0

**OVERTIME-COMPUTED-AT-FACTOR-0** (Y/N) – Default *No*. If **No**, iSOMS will calculate overtime as 1.5 times the pay. If **Yes**, iSOMS will instead pay overtime as 1.0 times the pay (straight pay).

## PAID-FOR-MEAL-TIME

**PAID-FOR-MEAL-TIME** (Y/N) – Default *No*. If **Yes**, iSOMS will pay employees for meal time and will *not* subtract meal time hours from worked hours.

## SHOW-COMPTIME-AS-OVERTIME-WORKED

**SHOW-COMPTIME-AS-OVERTIME-WORKED** (Y/N) – Default *No*. If **Yes**, and comp time is earned, iSOMS will show the worked hours as **Over Time Hours Worked**, then will add those hours to comp time earned.

## SHOW-MEAL-TIME-METHOD

**SHOW-MEAL-TIME-METHOD** (DECIMAL) – Default *Decimal*. If using the **Computed Method** (**HIDE-HOURS-USED-ON-CLOCK-CARD** is set to **Yes**), then iSOMS will force meal time to be a quarter hour (such as 0.25, .50, .75, 1.0, 1.25, etc.).

## TIMEKEEPING-ONLY-COMPUTE-BENEFITS

**TIMEKEEPING-ONLY-COMPUTE-BENEFITS** (Y/N) – Default *No*. If **Yes**, when importing clock cards, iSOMS will skip the requirement for clock cards to be entered and timekeeping will only be used to computing benefits earned/used from leave request. When this setting is enabled, you are not using a full system.

This setting is used only for departments that want to keep up with benefits but not force the employee to enter clock cards. This is going to be removed in a future release as so much is connected to the actual clock card import summary. It is **not** recommended to start with this option.



# Clock Card Detailed Setup Guide

## UTILITY-BYPASS-ZERO-MINUTE-CHECK

**UTILITY-BYPASS-ZERO-MINUTE-CHECK** (Y/N) – Default *Yes*. With this setting, iSOMS will fix incorrectly entered clock cards. There are sites that were not using clock cards correctly and allowed invalid range values on the hours. **This setting is only needed to correct that history one time: it should only be used if needed and set by M & M Micro Systems to help fix those older clock cards.**

## VERIFY-ALL-EXTENDED-PAYCODES-CONFIGURED

**VERIFY-ALL-EXTENDED-PAYCODES-CONFIGURED** (Y/N) – Default *Yes*. If using **Computed Method** with the bank of hours, this setting decides as you look at employees in the timekeeping if they have all the default/normal pay codes pre-configured.

**No** means iSOMS will only check for basic Pay Codes: Regular Time, Comp Time, Sick Pay, and Vacation Pay.

**Yes** means iSOMS will check for items like Holiday Comp, Holiday Pay, Leave Without Pay (i.e. the more detailed pay codes).



# Clock Card Detailed Setup Guide

## Appendix A: Birthday Comp Code

To ensure there is a payroll code as birthday comp, navigate to:

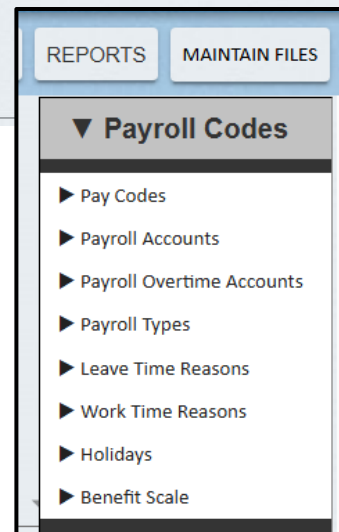
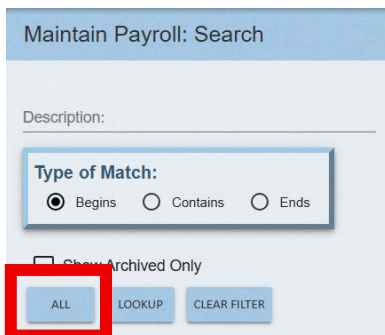
**Admin → Employee → Employee Records**



This will open the **Employee Time Keeping: Search** screen. In the upper right, click **Maintain Files → Payroll Codes**:



Now click **Pay Codes**. This will open the **Maintain Payroll: Search** screen. Click **All** and see if there is a code named **Birthday Comp** or similar.





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Maintain Payroll: Search Results

Search Criteria ▶

Search Results

18 Records

Code	Description	Sorting Order
AW	ADMN LEAVE W/OUT PAY	7
BCT	BIRTHDAY COMPTIME	15

If you double-click this code, you can see that it has **Birthdays Comptime** checked. This ensures that this pay code is used for the Birthday settings in *Company Setup*. If there is no such code, add a new code that has this checkbox marked.

Maintain Payroll: View Record

LOOKUP NEW PAYROLL AUDITS BACK TO SEARCH RESULTS

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Code: BCT Description: BIRTHDAY COMPTIME Sorting Rank: 15  Add By Default  Can Accrue Hours  In-Active

Accrue Rate: 0 Max Accrue Hours: 0 Import Code: Export Code:

<input type="checkbox"/> Regular Time	<input type="checkbox"/> Overtime	<input type="checkbox"/> Comp Time	<input type="checkbox"/> Vacation Pay	<input type="checkbox"/> Sick Pay
<input type="checkbox"/> Bereavement/Funeral Pay	<input type="checkbox"/> Workers Comp Pay	<input type="checkbox"/> Military Pay	<input type="checkbox"/> Holiday Pay	<input type="checkbox"/> Holiday Comp
<input type="checkbox"/> Admin Leave With Pay	<input type="checkbox"/> Admin Leave No Pay	<input type="checkbox"/> Family and Medical Leave Act(FMLA)	<input type="checkbox"/> Fitness/Wellness Pay	<input checked="" type="checkbox"/> Birthdays Comptime
<input type="checkbox"/> Leave Share Received	<input type="checkbox"/> Leave Share From Comp Time	<input type="checkbox"/> Leave Share From Sick Pay		

Birthdays Comptime



# Clock Card Detailed Setup Guide

## For More Information

We hope this manual has been helpful to you and your agency.

If you have any questions, don't hesitate to call us at 888-644-5786.

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