



Clock Card (Manual Method) 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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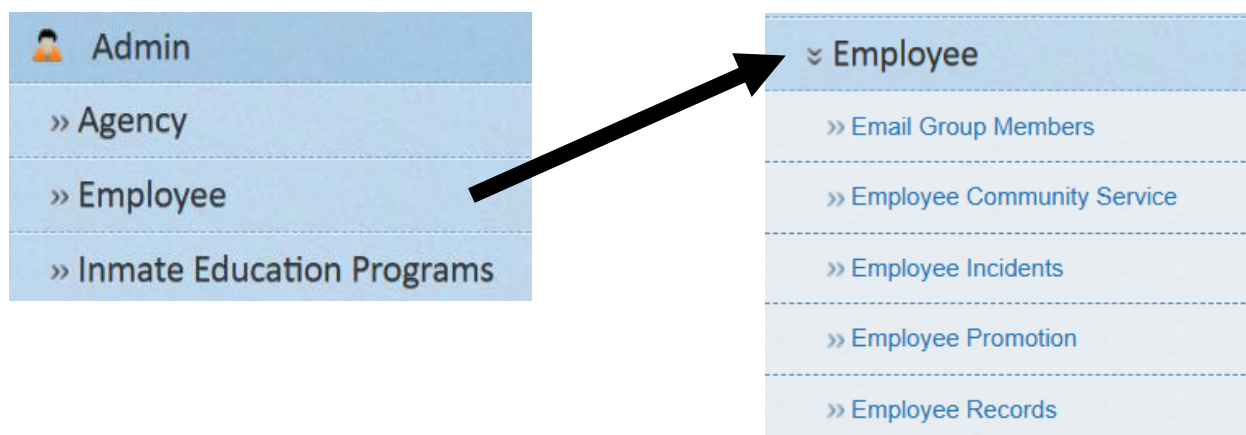
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Employee Record Setup

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' screen. It has a blue header with the title 'Employee Records: Search'. Below the header are several filter buttons: 'ALL ACTIVE', 'HIRED LAST 180 DAYS', 'TERMINATED LAST 180 DAYS', 'BIRTHDAYS THIS MONTH', 'PAST PROBATION DATE', and 'ON PROBATION'. There are also 'LOOKUP' and 'CLEAR FILTER' buttons. Below these is a 'Specific Searches' dropdown menu. At the bottom, there are input fields for 'Last Name:', 'First Name:', 'Middle Name:', and 'UserName:'. Below these 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.

ALL ACTIVE

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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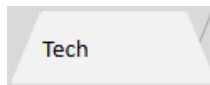
Excluding Users from Clock Card

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



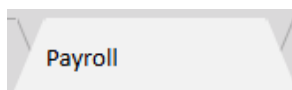
Under the **Tech** tab, check the **Not Agency Employee** box. This will exclude them from agency employee lists and clock cards. You can use this when the person is not from your agency but still needs the ability to view information.

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(payroll) ☐ Always CompTime Timesheet

☒ Exclude From Timesheet



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Payroll Tab

Payroll

Hire Date:
06/01/2019

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(payroll)

☐ Always CompTime Timesheet

Major:

Minor:

Current Shift:

Total Payroll Supplement:
0

Prior Service Years:
0

Longevity Rate:
0

Longevity Annual:
0

Position #:

Prior Years of Service:

Payroll Account:

REGULAR WORK

Comp Time Method:

Hourly Rate:
0

O.T. Rate:
\$ 0

Annual Salary:
0

Monthly Salary:
\$ 0

Bi-Monthly Salary:
\$ 0

Bi-Weekly Salary:
\$ 0

Pay Grade:

Slot #:

Pay Step:

Clock Card#:

Auto Comptime Hours:
0

Auto Overtime Hours:
0

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:
06/01/2019

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(payroll)

☐ Always CompTime Timesheet

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



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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.



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☒ 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.



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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 15.

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:

A screenshot of the "Supervisor" tab in a software application. The tab is labeled "Supervisor" in a light blue box. Below the tab, there is a search bar for the "1st Supervisor". The search bar contains the text "603 ELDER, MARTIN WILLIAM -INV". To the right of the text are three icons: a red 'X' for clearing the search, a downward arrow for a dropdown menu, and a magnifying glass for searching.

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

A screenshot of the "2nd Supervisor" field in the software application. The field is labeled "2nd Supervisor:" and contains the text "ISOMS DATA, CONVERSION". To the right of the text are three icons: a red 'X' for clearing the search, a downward arrow for a dropdown menu, and a magnifying glass for searching.

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



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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.





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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

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



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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*

Module Permissions

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



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Now scroll down to *Clock Card Leave Requests*:

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 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



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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.

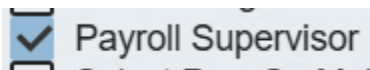
Agency: BCSO Name: ADMIN

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"/> Exclude From Employee Notifications	<input type="checkbox"/> PassOn Administrator
<input type="checkbox"/> Hide Continuing Education	<input type="checkbox"/> Hide Bio	<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"/> Exclude From Personal Information	<input checked="" type="checkbox"/> Payroll Supervisor
<input type="checkbox"/> Hide Uniform	<input type="checkbox"/> Hide Payroll	<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"/> 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"/> 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"/> 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"/> Allow Inmate Classification	<input type="checkbox"/> Purchase Order Administrator
<input type="checkbox"/> Hide Text	<input type="checkbox"/> Hide Compliance	<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"/> 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"/> Hide Assigned Items		
	<input type="checkbox"/> Booking Records		
	<input type="checkbox"/> Notifications Super User		
	<input type="checkbox"/> Hide Inmate Medical		
	<input type="checkbox"/> All Changes After Release		
	<input type="checkbox"/> Incident / K9-Incident Reports		
	<input type="checkbox"/> Public Version Only		
	<input type="checkbox"/> Assign Reports		
	<input type="checkbox"/> Approve Reports		
	<input type="checkbox"/> Clear Reports		
	<input type="checkbox"/> Jail Incidents		
	<input type="checkbox"/> Assign Reports		
	<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: Clock Card Administrator

Module	Permissions
Clock Card Administrator	<input checked="" type="checkbox"/> Super User
Clock Card Employee	<input checked="" type="checkbox"/> Can View
Clock Card Leave Requests	<input checked="" type="checkbox"/> Can Add
Code Enforcement	<input checked="" type="checkbox"/> Can Edit
Common/Shared	<input checked="" type="checkbox"/> Can Delete
Community Relations Inventory	<input type="checkbox"/> Hide File Links
Community Service	<input type="checkbox"/> Hide Images
Court Bond Payments	<input type="checkbox"/> Hide Notes
Docket History	<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

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	Module
Clock Card Employee	Clock Card Employee
Clock Card Leave Requests	<input type="checkbox"/> Super User <input type="checkbox"/> Hide File Links
Code Enforcement	<input type="checkbox"/> Can View <input type="checkbox"/> Hide Images
Common/Shared	<input type="checkbox"/> Can Add <input type="checkbox"/> Hide Notes
Community Relations Inventory	<input type="checkbox"/> Can Edit <input type="checkbox"/> Hide Print To Email
Community Service	<input type="checkbox"/> Can Delete <input type="checkbox"/> Hide Export To Xls
Court Bond Payments	<input type="checkbox"/> Hide Export To Csv
Docket History	<input type="checkbox"/> Hide Export To Db
Document Imaging	<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 clock cards.

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



Clock Card (Manual Method) Guide

Scroll down to *Clock Card Leave Requests*:

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 Leave Requests

<input type="checkbox"/> Super User	<input type="checkbox"/> Hide File Links
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<input type="checkbox"/> Can Edit	<input type="checkbox"/> Hide Print To Email
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	<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	
Clock Card Employee	
Clock Card Leave Requests	
Code Enforcement	
Common/Shared	
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



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Timekeeping Maintain Files Setup

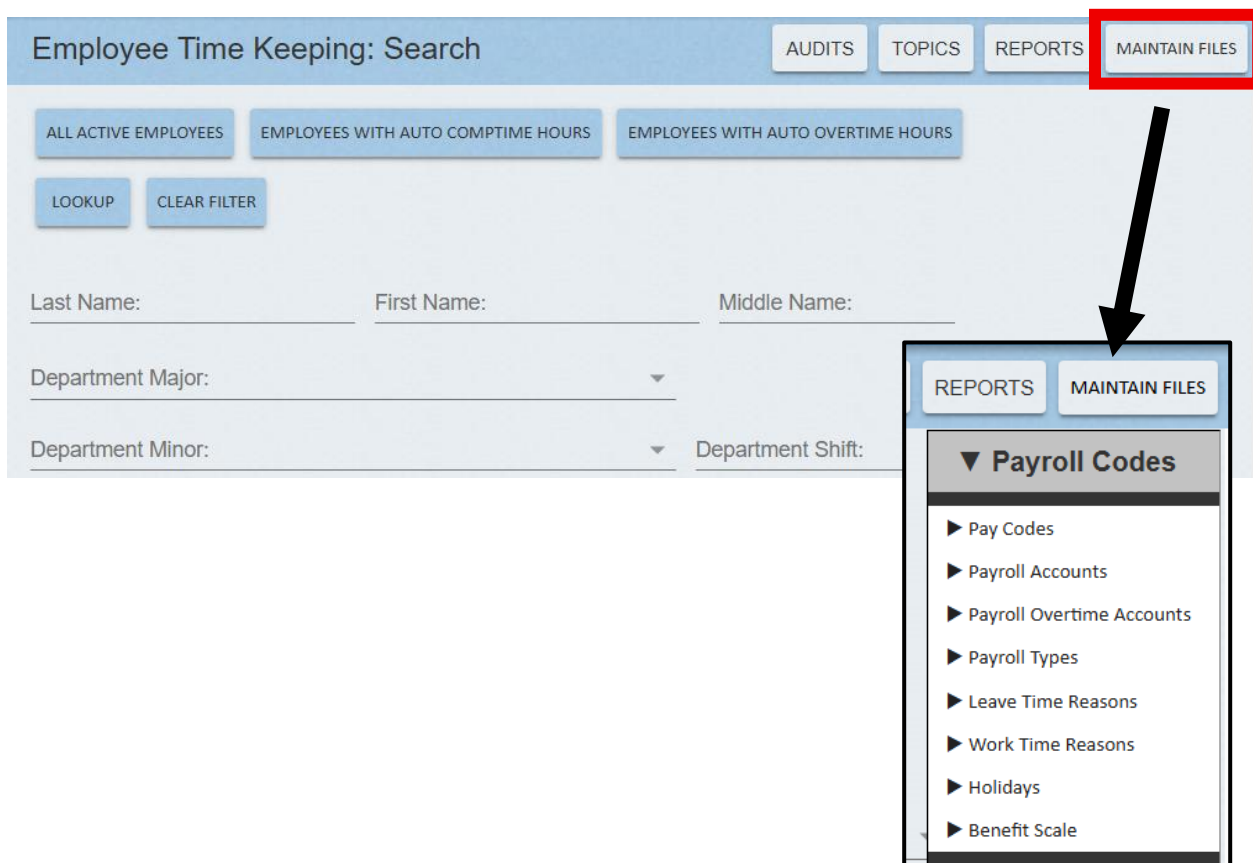
This section explains the different codes that may need to be setup in **Employee Timekeeping** so that the clock card system can run smoothly.

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

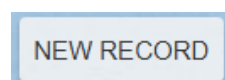
[▶ Pay Codes](#)

[▶ Payroll Accounts](#)

[▶ Payroll Overtime Accounts](#)

Maintain All Codes: Search Results									
						LOOKUP	NEW RECORD	MERGE	REPORTS
Search Criteria ▶									
Search Results									
26 Records									
EXPORT GRID TO FILE									
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:
ABC

Description:
ABC ACCOUNT FUND

ADD

CANCEL



Clock Card (Manual Method) 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 HOLIDAYAUDITSREPORTSMaintain Files

Code/Description:

Pay Code:

Type of Match:

☐ Begins☒ Contains☐ Ends

☐ Show Archived Only

ALLLOOKUPCLEAR FILTER

Maintain Payroll Holiday: Search Results

LOOKUPNEW PAYROLL HOLIDAYREPORTSMaintain 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 C
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:

NEW PAYROLL HOLIDAY



Clock Card (Manual Method) Guide

Maintain Payroll Holiday: View Record

<< FIRST < PRIOR NEXT > LAST >>

Description: _____ Holiday Date: _____

Accrue Hours: _____ Accrue Hours Tour Of Duty: _____

0 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: _____ Holiday Date: _____

CHRISTMAS 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: _____ Accrue Hours Tour Of Duty: _____

8.00 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 (Manual Method) 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				

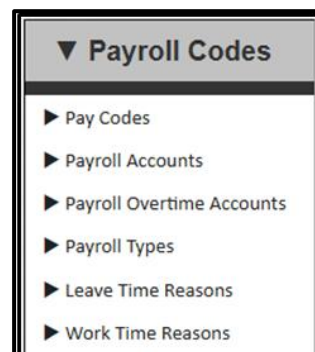


Clock Card (Manual Method) Guide

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:

NEW PAYROLL LEAVE TIME



Clock Card (Manual Method) Guide

Maintain Payroll Leave Time: View Record LOOKUP

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

Code: _____ Description: _____ ☐ In-Active

Pay Code: _____

Import Code: _____ Export Code: _____

☐ Vacation Pay ☐ Sick Pay ☐ Comp Time

☐ Military Pay ☐ Bereavement Pay ☐ Workers Comp ☐ Flex Time

☐ Leave Share ☐ Leave Share From Comp ☐ Leave Share From Sick

Fill in the fields as appropriate.

Code: _____ Description: _____

FA 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 ✕ ▼

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 (Manual Method) 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.

Payroll Codes

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

Maintain Payroll Extra Work: Search

NEW PAYROLL EXTRA WORKAUDITSREPORTSMaintain Files

Description:

Pay Code:

Type of Match:

☒ Begins
 ☐ Contains
 ☐ Ends

☐ Show Archived Only

ALL

LOOKUP

CLEAR FILTER

Maintain Payroll Extra Work: Search Results

LOOKUPNEW PAYROLL EXTRA WORKREPORTSMaintain Files

Search Criteria

Search Results

6 Records

EXPORT GRID TO FILE

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:

NEW PAYROLL EXTRA WORK



Clock Card (Manual Method) 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 ✕ ▼

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.

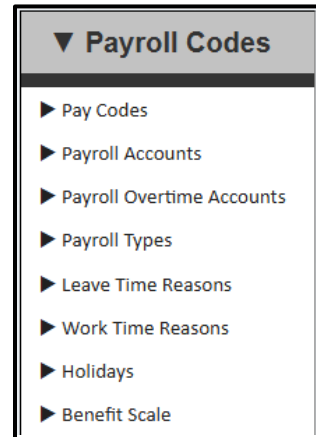


Clock Card (Manual Method) Guide

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 ▶

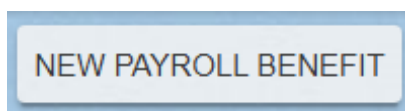
Search Results

2 Records

EXPORT GRID TO FILE

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 (Manual Method) 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 9 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 (Manual Method) 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 (Manual Method) 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

Code Name (Code/Description):

☐ Show Archived Only

Type of Match:

☐ Begins ☒ Contains ☐ Ends

ALL LOOKUP CLEAR FILTER

▼ Payroll Codes

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

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:

NEW RECORD



Clock Card (Manual Method) 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 (Manual Method) Guide



Clock Card (Manual Method) 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**:

Admin

Agency

- » Accounts Payable
- » Agency Auction/Sale
- » Checks Written
- » Company Setup

Agency Name: _____

Type of Match:

☒ Begins ☐ Contains ☐ Ends

Show Archived Only: ☐

ALL LOOKUP CLEAR FILTER

Click **ALL** and
select your agency

Search Criteria ►

Search Results

1 Record

Agency Short	Agency Name	Address
AGENCY	YOUR AGENCY	



Clock Card (Manual Method) 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 #: 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 (Manual Method) Guide

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

Program
Clock Card Employee

5 Settings

Setting	Setting Type
ADD-ALL-PAYROLL-TOTALS	YESNO
AUTO-COMPUTE-PAYPERIOD	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 (Manual Method) 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.

Program Clock Card Employee	Program Employee Time Keeping
--------------------------------	----------------------------------

HIDE-HOURS-USED-ON-CLOCK-CARD

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.

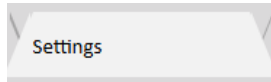
2. If both are set to YES, then *Computed Method* is enabled. This means employees will set their clock in and out times, and iSOMS will compute all benefits, comp time, overtime, etc.

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.

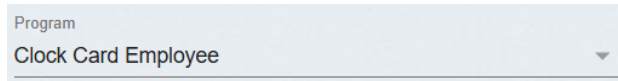


Clock Card (Manual Method) Guide

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

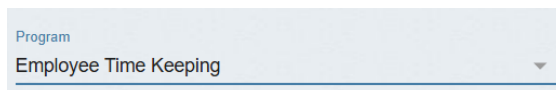


First, choose the *Clock Card Employee* program and find the **HIDE-HOURS-USED-ON-CLOCK-CARD**. Set this to NO for *Manual* or YES for *Computed*.



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 (Manual Method) 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:

Settings	Program Clock Card Employee
----------	--------------------------------

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.

Start Of Shift:	
10/13/2025	

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

Payroll Start Date:		Payroll End Date:		Setting Value
10/08/2025		10/22/2025		NO

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 37 for more details.)

Save Auto Computes Payroll Start and Payroll End				Setting Value
Payroll Start Date:		Payroll End Date:		YES
10/13/2025		10/26/2025		



Clock Card (Manual Method) 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

A screenshot of a software interface showing a blank text input field for setting a 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 (Manual Method) 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 39 for more information.

SHOW-ALL-LEAVE-REQUESTS

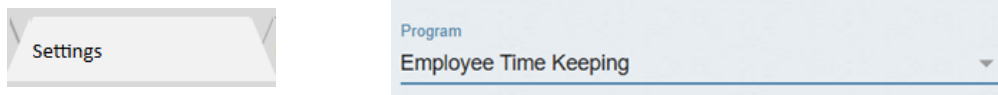
SHOW-ALL-LEAVE-REQUESTS (Y/N) – Default *Yes*. When this setting is set to **Yes**, while viewing a range of clock cards via the search screen, iSOMS will display all approved leave requests for the time period. These will be shown in the blue note window at the bottom of the view screen.



Clock Card (Manual Method) 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**. All settings that apply only to **Computed Method** are listed in *Appendix B: All Settings*. The settings below apply to both Manual and Computed, or to Manual alone.

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 (Manual Method) 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-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 (Manual Method) 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.)

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**.

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 39 for more information.



Clock Card (Manual Method) 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-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 (Manual Method) 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 (Manual Method) 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 (Manual Method) 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

Error

Error: Clock Card Start Date Cannot Be Prior to 90 days from today

CLOSE

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 controls the maximum 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 (Manual Method) 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.)

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.



Clock Card (Manual Method) Guide

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.

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.**



Clock Card (Manual Method) Guide

Clock Card Entries

Adding clock card entries will allow you to record and summarize time worked. You can record hours worked, notes, and mileage. You can also view if clock cards have been approved. This section covers how to search existing clock card records, how to add a new clock card record, how to import clock cards to payroll, and how to run reports on clock card.

Employee Clock Cards View Record

<< FIRST

< PRIOR

NEXT >

LAST >>

SAVE

DELETE

Save Auto Computes Payroll Start and Payroll End

Payroll Start Date:

10/13/2025

Payroll End Date:

10/26/2025

APPROVE THIS CARD

APPROVE ALL START/TYPE

UN-APPROVE / EMAIL EMPLOYEE

REMOVE APPROVE STATUS

Last Name:

ELDER

First Name:

MARTIN

Middle Name:

Jr/Sr:

Start Of Shift:

10/17/2025

Time:

10:58:44

End Of Shift:

10/17/2025

Time:

10:58:44

Payroll Type:

REGULAR WORK

X

Regular:

0

Meal/Break(decimal):

0

Unit Number:

707

Starting Mileage:

0

Ending Mileage:

0

Gallons Pumped:

0

Approved Date:

Time:

Posted Date:

Time:

Approved By:

Notes:

The first part of this section explains searches. If you need explanations on adding a new record or editing an already existing record, see the *Filling Out a Clock Card* to get more information on the different fields and tabs available.



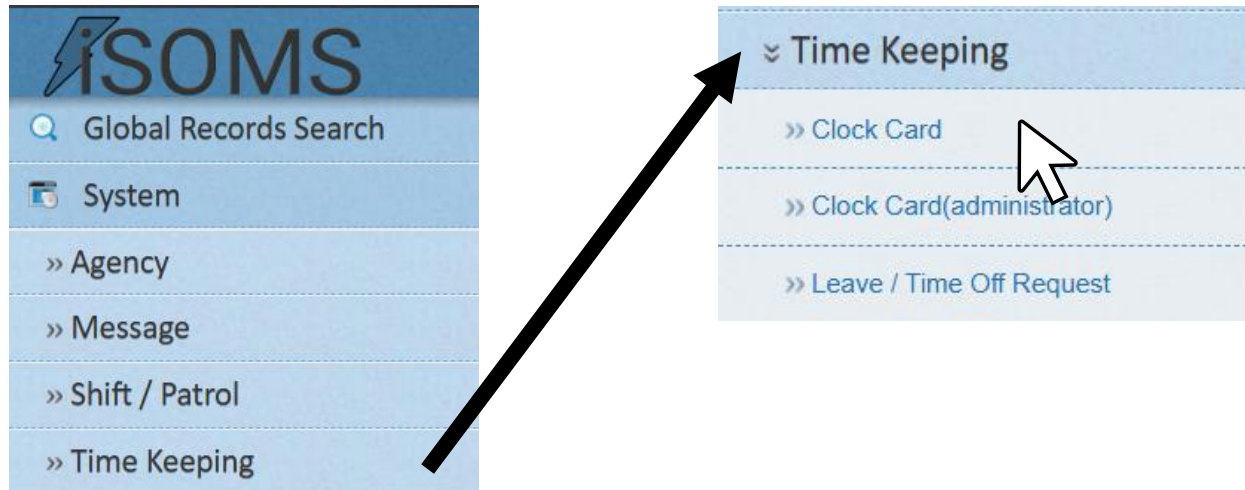
Clock Card (Manual Method) Guide

Searching for Existing Clock Cards

To search existing records, begin on the iSOMS home screen.

Navigate to:

System → Time Keeping → Clock Card



This will open the **Employee Clock Cards Search** screen. Here you can search and filter for different clock card records. If you are **not** a Super User or Timekeeping admin, you can only search for your own clock card records. If you *are* a Super User or Timekeeping admin, you can search by employee to view individual clock card records. You can either use the blue buttons to do *quick searches* or enter information in the fields to do *standard searches*.

The screenshot shows the 'Employee Clock Cards Search' screen. It features a top navigation bar with the title 'Employee Clock Cards Search'. Below this, there are several filter buttons: 'LAST 14 DAYS', 'LAST 30 DAYS', 'LAST 90 DAYS', 'UN-APPROVED CLOCK CARDS', and 'UN-APPROVED USING DATE RANGE'. The main search area includes fields for 'Dates From:' (11/14/2025), 'Dates Through:' (11/14/2025), 'Payroll Type:', 'Payroll Start Date:', 'Department Major:', 'Department Minor:', 'Payroll Account:', and 'Employee:'. There are also checkboxes for 'Only My Clock Card' (checked), 'Show Archived Only', and 'All Agencies'. At the bottom, there are 'LOOKUP' and 'CLEAR FILTER' buttons.



Clock Card (Manual Method) Guide

Quick Searches

A few different quick searches are available by using the blue buttons.

LAST 14 DAYS

LAST 30 DAYS

LAST 90 DAYS

Last 14 Days, Last 30 Days, and Last 90 Days will show you all the clock cards records added in the specified recent time periods.

UN-APPROVED CLOCK CARDS

Unapproved Clock Cards shows unapproved clock card records. This can be useful for supervisors or timekeepers who want to view all unapproved records quickly.

UN-APPROVED USING DATE RANGE

Dates From:

11/01/2025



Dates Through:

11/14/2025



Unapproved Using Date Range, like the Unapproved Clock Cards button, shows unapproved clock card records, but only from the entered date range in the fields.



Clock Card (Manual Method) Guide

Standard Searches

Various fields are available if you need to do a search that the quick searches won't work for. Fill in the fields to narrow the search and click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

LOOKUP

CLEAR FILTER

Selected Field Explanations

Payroll Type:
OVERTIME X ▼

Use **Payroll Type** to search for the type of payroll the person used to clock hours, such as *Regular, Overtime, etc.*

Department Major: ▼
Department Minor: ▼
Department Shift: ▼

Use these fields to narrow by **Department / Shift**.

Payroll Account:
OFFICE BUDGET X ▼

You can use this field to specify the **Payroll Account** that is being used to pay out hours.

☒ Only My Clock Card Employee:
603 ELDER, MARTIN WILLIAM -INV X ▼

If you have admin rights (Super Users or Timekeeper admin), uncheck **Only My Clock Card** to search for other users' clock cards. You can also specify the **Employee** in the appropriate field.

As mentioned above, when you have finished with your search parameters, click **Lookup** to perform your search. Double click on the desired entry to view or edit the record.

Search Criteria ▶

Search Results

EXPORT GRID TO FILE

VIEW ALL AGENCIES

16 Records

Entry Date	Clock Start	Clock End	Approved Date	Regular Hours	Over Time	Meals/Break	Vacation
11/06/2025 11:49	11/01/2025 08:00	11/01/2025 17:00		9	0	0	0
11/06/2025 11:50	11/02/2025 08:00	11/02/2025 17:00		9	0	0	0
11/06/2025 11:45	11/06/2025 08:00	11/06/2025 17:00	11/06/2025	9	0	0	0



Clock Card (Manual Method) Guide

Adding New Clock Card Entries

To add a new clock card entry, click **New Clock Card** in the upper right corner of the Clock Card search screen:

Employee Clock Cards Search

NEW CLOCK CARD AUDITS REPORTS

LAST 14 DAYS LAST 30 DAYS LAST 90 DAYS UN-APPROVED CLOCK CARDS UN-APPROVED USING DATE RANGE

Dates From: 10/01/2025 Dates Through: 11/14/2025 Payroll Type: ▼

NEW CLOCK CARD

Confirm you want to make a new record. This will create and open the new record.

Employee Clock Cards View Record

<< FIRST < PRIOR NEXT > LAST >>

Save Auto Computes Payroll Start and Payroll End

Payroll Start Date: 10/27/2025 Payroll End Date: 11/09/2025

Employee Clock Cards View Record

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

Save Auto Computes Payroll Start and Payroll End

Payroll Start Date: 10/27/2025 Payroll End Date: 11/09/2025 APPROVE THIS CARD APPROVE ALL START/TYPE UN-APPROVE / EMAIL EMPLOYEE REMOVE APPROVE STATUS

Last Name: ELDER First Name: MARTIN Middle Name: Jr/Sr: ▼

Start Of Shift: 11/14/2025 Time: 14:23:24 End Of Shift: 11/14/2025 Time: 14:23:24 Payroll Type: REGULAR WORK × ▼

Regular: 0 Meal/Break(decimal): 0

Unit Number: 707 Starting Mileage: 0 Ending Mileage: 0 Gallons Pumped: 0

Approved Date: ▼ Time: ▼ Posted Date: ▼ Time: ▼ Approved By: ▼

Notes:



Clock Card (Manual Method) Guide

You will fill out the fields and then any notes if necessary. This guide is covering how to enter hours using the **Manual Method**, so if your agency is using auto-computed hours, you should read the companion guide, **Clock Card (Computed Method) Guide**.

Employee Clock Cards View Record

<< FIRST

< PRIOR

NEXT >

LAST >>

SAVE

DELETE

Save Auto Computes Payroll Start and Payroll End

Payroll Start Date:

03/02/2023

Payroll End Date:

03/02/2023

APPROVE THIS CARD

APPROVE ALL START/TYPE

UN-APPROVE / EMAIL EMPLOYEE

REMOVE APPROVE STATUS

Last Name:

Shared Agency

First Name:

Middle Name:

Jr/Sr:

Start Of Shift:

11/06/2025

Time:

08:00:00

End Of Shift:

11/06/2025

Time:

17:00:00

Payroll Type:

REGULAR WORK

Regular:

9.00

Overtime:

0

Comptime Earned:

0

Meal/Break(decimal):

0

Vacation:

0

Sick:

0

Personal/Comp:

0

Holiday:

0

Bereavement:

0

Military:

0

Misc Hours:

0

Misc Amount:

0

Disciplinary:

0

Workers Comp:

0

Admin Leave With Pay:

0

Admin Leave No Pay:

0

On Call Comp Hours:

0

On Call Overtime Hours:

0

Unit Number:

478

Starting Milage:

0

Ending Milage:

0

Gallons Pumped:

0

Approved Date:

11/06/2025

Time:

11:45:45

Posted Date:

Time:

478 SHARED AGENCY,

After you enter new details, make sure to click **Save** at the top of the screen.

For Questions, Call 888-644-5786
Clock Card Detailed Setup Guide

pg. 58



Clock Card (Manual Method) Guide

Filling Out a Clock Card

This section explains in detail the different fields for a clock card under the manual method. Your name and some of other fields will auto-fill, then you can fill in your clock card.

Fields

Save Auto Computes Payroll Start and Payroll End

Payroll Start Date:
11/10/2025

Payroll End Date:
11/23/2025

First, add the **Payroll Start Date** and **Payroll End Date** so they are set correctly. These fields are critical to making the payroll system work. iSOMS will automatically get the last pay period for you when you add records. This means you can, 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.

Sometimes these fields will be grayed out – this means that iSOMS is auto-computing the payroll dates, and you don't have to add anything in this case. This setting is controlled by **Clock Card Start Date** in **Company Setup**. (Super Users can change this – see *Auto-Input Pay Periods for Clock Card* on page 37 for more information.)

Last Name:
ELDER

First Name:
MARTIN

Middle Name:

Jr/Sr: ▼

Your name and suffix should fill in automatically from your employee record.

Start Of Shift:
11/17/2025

Time:
08:00:00

End Of Shift:
11/17/2025

Time:
05:00:00

Now add the **Start of Shift Date** and **Time**, and then the **End of Shift Date** and **Time**. The dates should auto-set to today. Make sure to adjust the times to the proper clock in and clock out times.

Payroll Type:
REGULAR WORK

Payroll Type should be automatically set to the payroll type your employee record is set to be.



Clock Card (Manual Method) Guide

Regular:	Overtime:	Comptime Earned:	Meal/Break(decimal):
8.00	1.50	0	0.50

Since we are using the **Manual Method** (because the hours do not auto-calculate when we save), we need to manually set each hour type. For normal hours worked, add the total **Regular** hours. Then, if any **Overtime** was worked, add it here. If comp time was earned, add that here in the **Comp Time** field. If meal time occurred, you can add that here under **Meal/Break**.

Vacation:	Sick:	Personal/Comp:	Holiday:	Bereavement:	Military:	Misc Hours:	Misc Amount:
0	0	0	0	0	0	0	0
Disciplinary:	Workers Comp:	Admin Leave With Pay:	Admin Leave No Pay:	On Call Comp Hours:	On Call Overtime Hours:		
0	0	0	0	0	0		

These fields are benefit hours, but they are here to be *manually* entered since we are using the **Manual Method**. You can simply type in how many **Vacation, Holiday, Sick, etc.** hours are used in each of these fields. These are *not* computed automatically, but should simply be checked and approved manually when using this method.

All of these fields are able to be listed on the payroll, but note that Super Users must approve the hours since the hours bank does not apply when using the *Manual Method*.

Unit Number:	Starting Milage:	Ending Milage:	Gallons Pumped:
707	0	0	0

You can track mileage and gas pumped for this work day if you'd like here in **Starting Mileage, Ending Mileage, and Gallons Pumped**.

Approved Date:		Time:	Posted Date:		Time:	Approved By:	
----------------	--	-------	--------------	--	-------	--------------	--

The last few fields are for the **Approval Date** and **Time** as well as the **Posted Date** and **Time**. These are only used by supervisors and timekeepers; when they hit **Approve This Card**, this should add the approval datetime. When the card is posted to payroll, the posted datetime will also be added.

Notes:

Add any **Notes** you need.

Remember to hit **Save** at the top of the screen often as you fill out the record to avoid losing information.

Save is located at the top of the screen.

SAVE	DELETE
------	--------



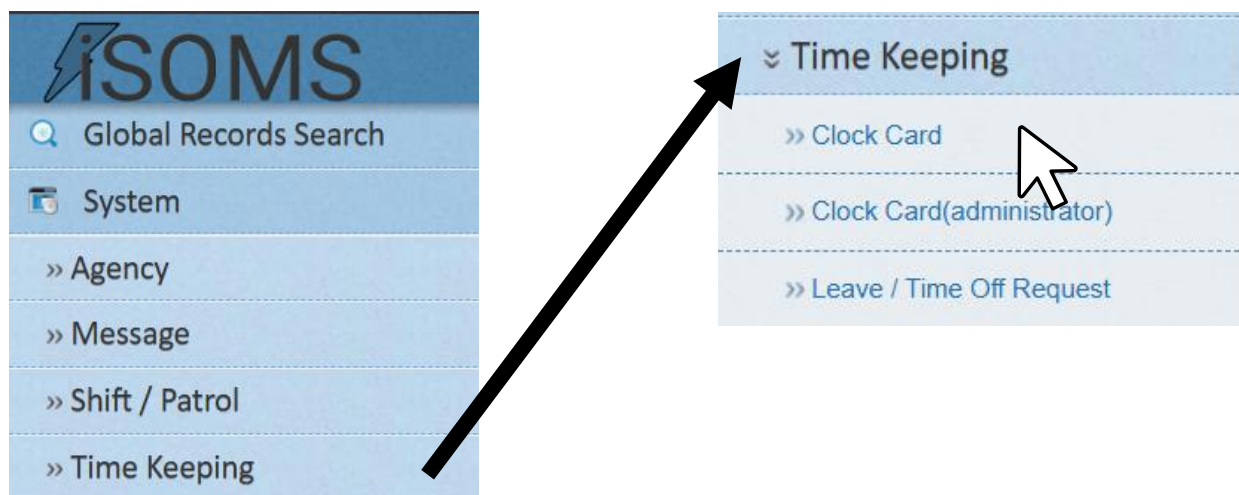
Clock Card (Manual Method) Guide

Clock Card Reports

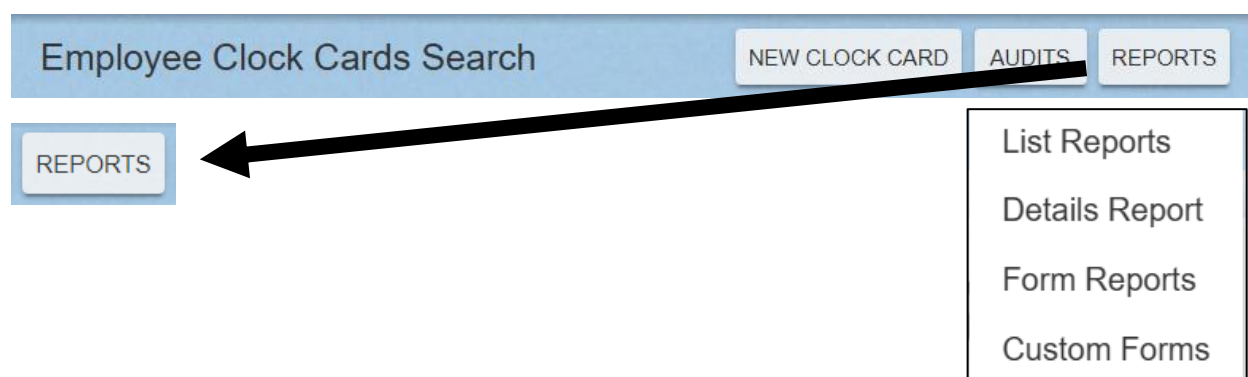
iSOMS has the capability to allow you to print different types of reports for clock cards.

To access the reports, begin on the iSOMS home screen. Navigate to:

System → Time Keeping → Clock Card



Now click on the **Reports** button in the upper right corner and select the report you wish to run. Different reports are explained over the next set of pages.





Clock Card (Manual Method) Guide

List Reports

The **List Report** displays clock cards records in iSOMS over a certain date range. This allows you to see clock cards in an easy to see manner, like a timesheet. Add the start and end date in **Clock Card Date** and **Clock Card Through** **OR** enter the **Payroll Start Date** to get all matching clock cards for that pay period. You also should enter the **Payroll Type** as *Regular Work* to see regular clock cards records properly; otherwise, you will see entries for all payroll types.

Report Style has some different layout and sorting options, such as *List*, *List with Signature Area*, *List (Unapproved Only)*, and more. Pick the one most relevant to your desired result.


List	List, Un-Approved Only(all records)
List with Signature Area	Group By Payroll Account, Un-Approved(using date range)
List with Signature Area, Page Break	Group By Payroll Account, Un-Approved(all records)
List with Signature Area, Page Break (TN Loudon)	Group By Payroll Account
List with Comp Time	Group By Payroll Type
List, Un-Approved Only(using date range)	Group By Clock Card Start Date



Clock Card (Manual Method) Guide

You can filter by **Department Major** and **Department Shift**. You also can use the checkbox to decide if you want to include the notes. If you are a super user, you can remove **Only My Clock Card** and view multiple or specific employees.

Department Major:

Payroll Start Date:  Department Shift:

Payroll Account: ☒ Only My Clock Card Employee:

☒ Include Main Note

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL

List Report



YOUR AGENCY

[Clock Card List](#)

Clock Card Dates From 11/01/2025 Through 11/20/2025 / Payroll Type: All

Page 1 of 1

Start Date	End Date	Reg	OT	Meals	Total	Vac	Sick	Per	Hol	Misc Hr	BL	Mil	Misc \$	Payroll Type
11/06/2025 10:42	11/07/2025 10:42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	REGULAR WORK
11/14/2025 14:23	11/14/2025 18:00	3.50	0.00	0.00	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	REGULAR WORK
11/17/2025 08:00	11/17/2025 17:00	8.00	1.00	0.00	9.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	REGULAR WORK
Sub Totals: 3		11.50	1.00	0.00	12.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.50
Totals: 3		11.50	1.00	0.00	12.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	



Clock Card (Manual Method) Guide

Details Report

This report displays many details for individual clock cards in your iSOMS records.

First, go to the record you want to make a detail report for and open its record in iSOMS.

Then click **REPORTS** → **DETAILS REPORT** to open the Detail Report screen.

Then decide if you want to include the note or not. Then click **View** or **Download** to view the report.

Single Clock Card

Employee Name		Start Date	End Date	Total	Payroll Type
		11/17/2025 08:00	11/17/2025 17:00	9.00	REGULAR WORK
Regular Hours:	8.00	Over Time:	1.00	Meal/Break:	0.00
Vacation:	0.00	Sick:	0.00	Personal:	0.00
Bereavement:	0.00	Military:	0.00	Misc Hrs:	0.00
Workers Comp:	0.00	Adm W/Pay:	0.00	Adm No Pay:	0.00
Start Miles:	0.0	Ending Miles:	0.0	Total Miles:	0.0
Unit #:	707			Misc Pay:	0.00
Payroll Start:	11/10/2025 00:00	Payroll End:	11/23/2025 00:00		
				Total Worked:	9.00
				Holiday:	0.00
				Disciplinary:	0.00
				Gallons:	0.0

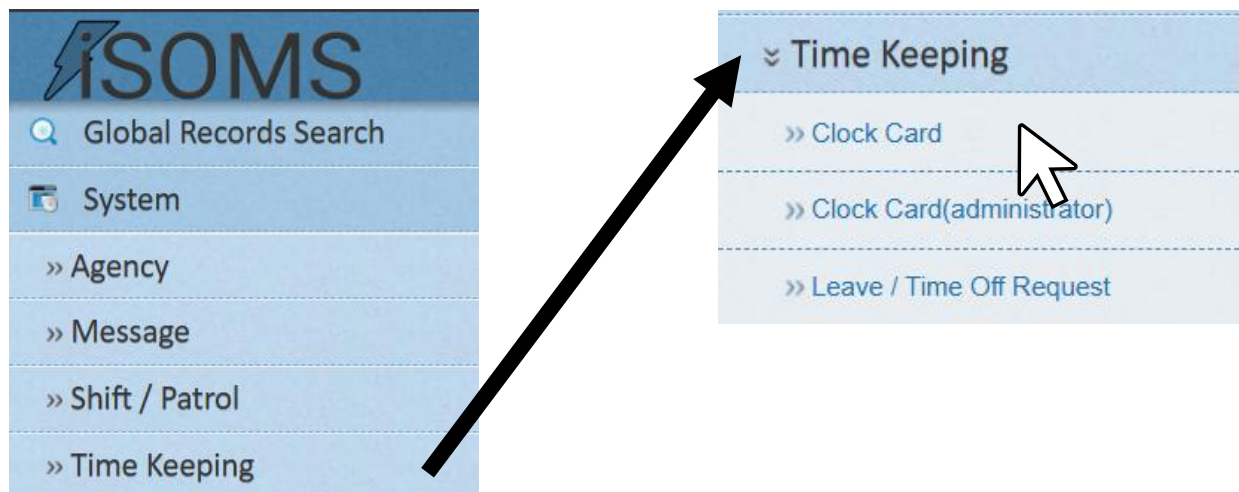


Clock Card (Manual Method) Guide

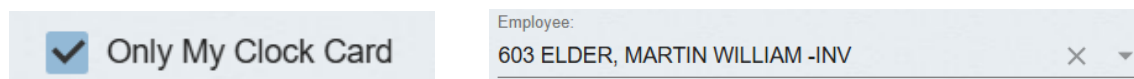
Approving Clock Cards

Super Users and timekeeping supervisors can approve Clock Card records. If you are a super user (even if just for this module), you should begin by navigating to the search screen:

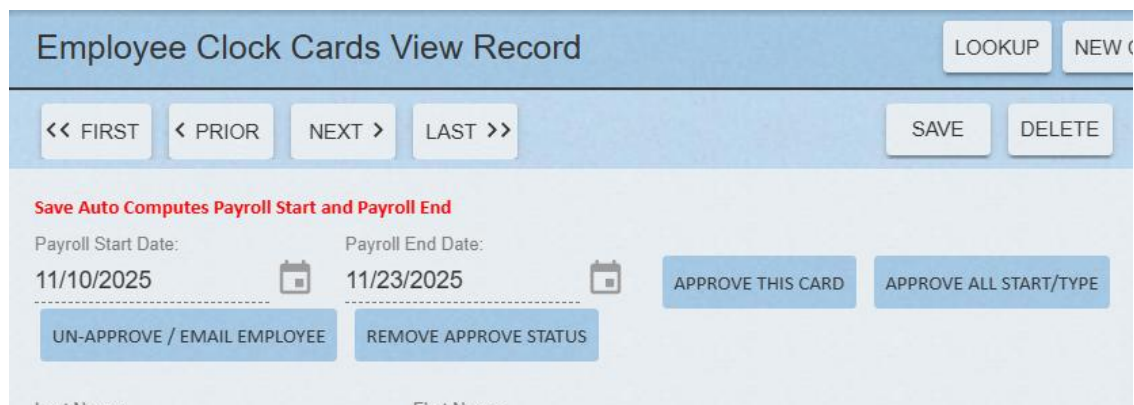
System → Time Keeping → Clock Card



This will open the **Employee Clock Cards Search** screen.



Since you have admin rights (Super Users or Timekeeper admin), uncheck **Only My Clock Card** to search for other users' clock cards. You can also specify the **Employee** in the appropriate field. Find the records you wish to approve.



You will see certain buttons near the top of the record: **Approve This Card**, **Approve All Start/Type**, **Unapprove / Email Employee**, and **Remove Approve Status**.




Clock Card (Manual Method) Guide

These buttons control approving and removing approval from clock cards. They are each explained below. To approve a card, simply press **Approve This Card**.

APPROVE THIS CARD

Approve This Card marks this card as approved with the current date and time. It validates the Clock Card Start Date and End Date, as well as the Payroll Type.

Approved Date:  Time:  11/18/2025 10:40:03

APPROVE ALL START/TYPE

Approve All Start / Type approves *all* cards with this same **Payroll Start Date** and **Payroll Type** for this employee. This can be helpful because you can approve them all at the same time, but you may want to be careful using this option because the other clock cards may have issues if you haven't looked at them: iSOMS will not evaluate the dates on the others.

Approved Date:  Time:  11/18/2025 10:40:03

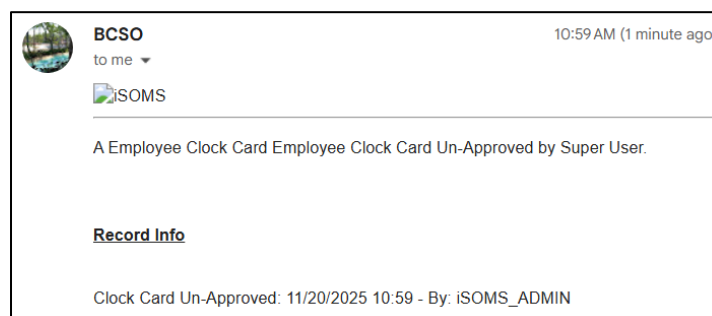
You can, on the search screen, click a button, **Unapproved Clock Cards**, so you can see what you have left to review and approve. This can make seeing the rest of the cards easier.

UN-APPROVED CLOCK CARDS



UN-APPROVE / EMAIL EMPLOYEE

Unapprove / Email Employee emails the employee and tells them that the Clock Card has been unapproved. *Note:* clicking this button does not actually remove the approval date.

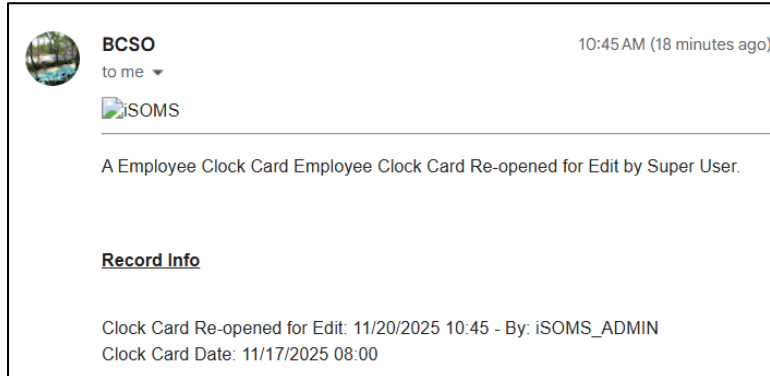




Clock Card (Manual Method) Guide

REMOVE APPROVE STATUS

Remove Approve Status removes the approval date and time, and then emails the employee and tells them that the Clock Card has been re-opened for edit.



Repeat this process as necessary to approve Clock Cards.



Clock Card (Manual Method) Guide

Payroll

iSOMS allows Super Users and any employee with a timekeeping supervisor security profile to import clock cards into payroll records and create these payroll sessions from those cards. You can add new payroll sessions fairly easily as long as the clock cards have been approved. The bulk of the work is in the clock card module, not the payroll module.

Employee Summary Clock Cards View Record

LOOKUPNEW PAYROLL SESSIONAUDITSBACK TO SEARCH RESULTSREPORTS

<< FIRST< PRIORNEXT >LAST >>SAVEDELETE

Payroll Start Date:11/10/2025

Payroll End Date:11/23/2025

Employee Count:1

Posted On:

Payroll Account:GRANT

Payroll Type:REGULAR WORK

Notes:

IMPORT PAYROLLPOST/CLOSE PAYROLL

Employees

1 Employees

EXPORT GRID TO FILE

FullName	Badge	Regular Hours	Over Time	Meals/Break	Total Hours	Vacation	Sick	Personal	Holiday	Bereavement	Military	Misc Hrs	Misc Value
ELDER, MARTIN		20.5	1	0	21.5	0	0	0	0	0	0	0	0.00

If you need to understand how to set up timekeeping supervisor profiles, see *Supervisor Profiles* on page 18.

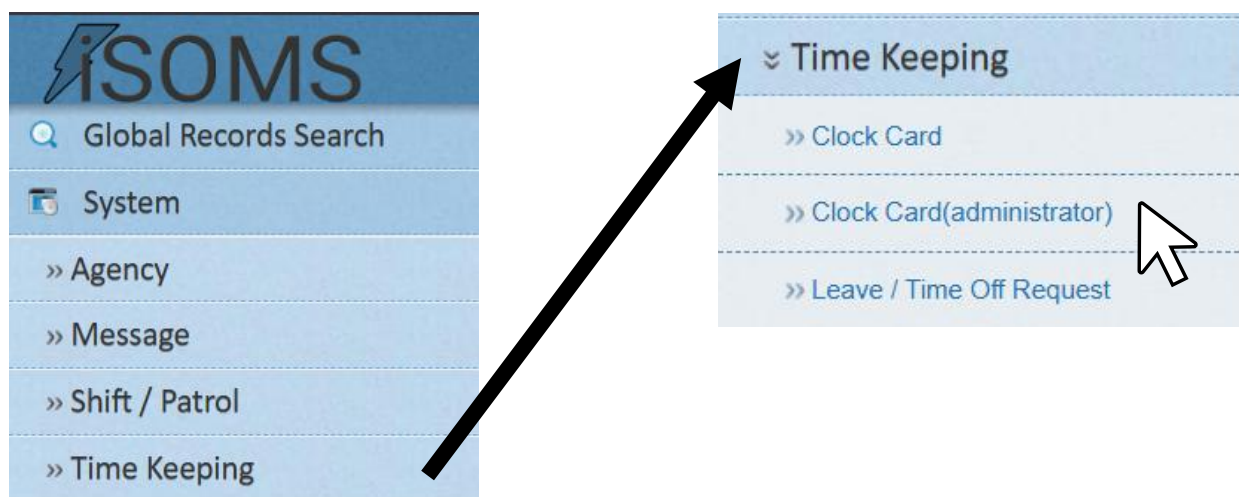


Clock Card (Manual Method) Guide

Searching for Existing Payroll Records

To access the payroll module, navigate to:

System → Time Keeping → Clock Card (Administrator)



This will open the **Employee Summary Clock Cards Search** screen. Here you can search and filter for different payroll records. You can either use the blue buttons to do *quick searches* or enter information in the fields to do *standard searches*.

A screenshot of the 'Employee Summary Clock Cards Search' screen. At the top, there's a header bar with the title and three buttons: 'NEW PAYROLL SESSION', 'AUDITS', and 'REPORTS'. Below the header, there are four blue buttons for quick searches: 'LAST 14 DAYS', 'LAST 30 DAYS', 'LAST 90 DAYS', and 'UN-POSTED SESSIONS'. The main section contains two date pickers: 'Payroll Dates From: 11/01/2025' and 'Payroll Dates Through: 11/30/2025'. Below these are two dropdown menus: 'Payroll Account:' and 'Payroll Type:'. There are two checkboxes: 'Show Archived Only' and 'All Agencies'. At the bottom, there are two buttons: 'LOOKUP' and 'CLEAR FILTER'.



Clock Card (Manual Method) Guide

Quick Searches

A few different quick searches are available by using the blue buttons.

LAST 14 DAYS

LAST 30 DAYS

LAST 90 DAYS

Last 14 Days, Last 30 Days, and Last 90 Days will show you all the payroll records added in the specified recent time periods.

UN-POSTED SESSIONS

Un-Posted Sessions shows all sessions that have yet to be posted but were created. Use this button to quickly find payrolls that were created but not yet posted (closed).



Clock Card (Manual Method) Guide

Standard Searches

Some fields are available if you need to do a search that the quick searches won't work for. Fill in the fields to narrow the search and click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

LOOKUP

CLEAR FILTER

Selected Field Explanations

Payroll Account:

OFFICE BUDGET



You can use this field to search for the **Payroll Account** that is being used to pay out hours.

Payroll Type:

OVERTIME



Use **Payroll Type** to search for the type of payroll the employees used to clock hours, such as *Regular, Overtime, etc.*

As mentioned above, when you have finished with your search parameters, click **Lookup** to perform your search. Double click on the desired entry to view or edit the record.

Employee Summary Clock Cards Search Results

LOOKUP

NEW PAYROLL SESSION

REPORTS

Search Criteria ▼

Search Results

4 Records

EXPORT GRID TO FILE

VIEW ALL AGENCIES

Pay Start	Pay End	Payroll Account	Payroll Type	Employee Count	Posted On	Note	
11/10/2025	11/23/2025	GRANT	REGULAR WORK	1			
11/01/2025	11/14/2025	OFFICE BUDGET	REGULAR WORK	0			
11/01/2025	11/14/2025	C26-JAIL	REGULAR WORK	0			
10/27/2025	11/09/2025	MMMICRO TEST ACCOUNT	REGULAR WORK	0			



Clock Card (Manual Method) Guide

Adding New Payroll Records

To add a new payroll record, click **New Payroll Session** in the upper right corner of the Employee Summary Clock Card search screen:

The screenshot shows the 'Employee Summary Clock Cards Search' interface. At the top, there are tabs for 'NEW PAYROLL SESSION', 'AUDITS', and 'REPORTS'. Below these are filters for 'LAST 14 DAYS', 'LAST 30 DAYS', 'LAST 90 DAYS', and 'UN-POSTED SESSIONS'. The 'Payroll Dates From' field is set to 11/01/2025 and the 'Payroll Dates Through' field is set to 11/30/2025. There are dropdown menus for 'Payroll Account' and 'Payroll Type'. Below these are checkboxes for 'Show Archived Only' and 'All Agencies'. At the bottom are 'LOOKUP' and 'CLEAR FILTER' buttons. A 'NEW PAYROLL SESSION' button is highlighted in a separate box below the main form.

Now you need to add the **Payroll Start Date**, **Payroll End Date**, **Payroll Account**, and **Payroll Type**. iSOMS will use this and create a payroll for all clock cards that match this information.

The screenshot shows the 'Employee Summary Clock Cards Add Record' interface. It has fields for 'Payroll Start Date' and 'Payroll End Date', each with a calendar icon. Below these are dropdown menus for 'Payroll Account' and 'Payroll Type'. At the bottom are 'ADD' and 'CANCEL' buttons.

You must enter all four values. iSOMS does several date checks, and you are **locking** in this payroll session. When you click **Add**, iSOMS will add a new payroll session if the information passes the checks.

If you save this record and something is incorrect (such as the date range, payroll account, or payroll type), you would have to delete this session and add another record.



WARNING: Do **not** delete clock cards if you enter a payroll session incorrectly. Deleting the clock cards does not fix the payroll session. Simply delete the payroll session and then create a new one.



Clock Card (Manual Method) Guide

This will create and open the payroll session record:

The screenshot shows a web application interface for managing payroll sessions. At the top, there's a header bar with the title "Employee Summary Clock Cards View Record" and several navigation buttons: "LOOKUP", "NEW PAYROLL SESSION", "AUDITS", "BACK TO SEARCH RESULTS", and "REPORTS". Below this is a secondary bar with navigation controls: "<< FIRST", "< PRIOR", "NEXT >", "LAST >>", "SAVE", and "DELETE". The main form area contains several input fields. "Payroll Start Date" is set to "11/10/2025" and "Payroll End Date" is set to "11/23/2025". "Employee Count" is "0". "Payroll Account" is "GRANT" and "Payroll Type" is "REGULAR WORK". There are also "Import Payroll" and "Post/Close Payroll" buttons. A "Notes" field is present but empty. At the bottom, there's a section for "Employees" which shows "0 Employeeess" and a message "No Employeeess." with an "EXPORT GRID TO FILE" button.

Notice the **Payroll Dates**, **Payroll Account**, and **Payroll Type** are grayed out. You cannot edit them. If any of these fields is incorrect, you will need to delete this session and add another. When you do so, you are not deleting any clock card entries - just this summary payroll session for the **Payroll Dates**.

Adding **Notes** is optional, but if you enter one, the note will print on the summary List Report.



Clock Card (Manual Method) Guide

Importing Payroll

Initially, no employees will be connected to this payroll record. To import clock cards, simply click **Import Payroll**.

IMPORT PAYROLL

iSOMS will automatically import all clock card records that fall within the **Payroll Start / End Date** and that match both the **Payroll Account** and **Payroll Type**.

FullName	Badge	Regular Hours	Over Time	Meals/Break	Total Hours	Vacation	Sick	Personal	Holiday	Bereavement	Military	Misc Hrs	Misc Value	
Employee Name		20.5	1	0	21.5	0	0	0	0	0	0	0	0.00	
Employee Name		40	1	0	40	0	0	0	0	0	0	0	0.00	
Employee Name		84	1	0	84	0	0	0	0	0	0	0	0.00	



Clock Card (Manual Method) Guide

If you need to change clock card records, add payroll supplements, add miscellaneous hours, or add additional pay, you cannot do that in this module. *Instead*, go to the **Clock Card** module, edit the employee's clock card directly, and **Save** the changes to the clock card. Then come back to the payroll record and press **Import Payroll** again.

Essentially, these payroll records are only summaries of the clock cards. You do not edit them directly, but edit the individual clock card records instead. This module only summarizes the clock cards; there is no data entry from this screen. Any corrections or updates need to be applied to the employee's actual clock card. Each time you click on **Import Payroll**, iSOMS will rebuild the payroll again for all employees in the Payroll Account Group and date range. Each time you click **Import Payroll**, iSOMS deletes all connected employees to that payroll and rebuilds, which allows the ability to run as many times as needed to get all the employees and time for them to correct it.

EXAMPLE: If, for example, you import the payroll and you see an employee missing, have that employee enter their clock cards in the **Clock Card** module. Then click **Import Payroll** again. This is because iSOMS is attempting to put them in the payroll summary but did not find their clock card records.



When finished with this payroll and confirm the information looks correct, you can click **Post/Close Payroll**. This updates the field **Posted On** that you have completed it.

This is only used for the Quick Button (explained on page 70) for **Un-Posted Sessions**. Un-Posted Sessions is the easiest to see current payrolls you are working on but haven't finished it.



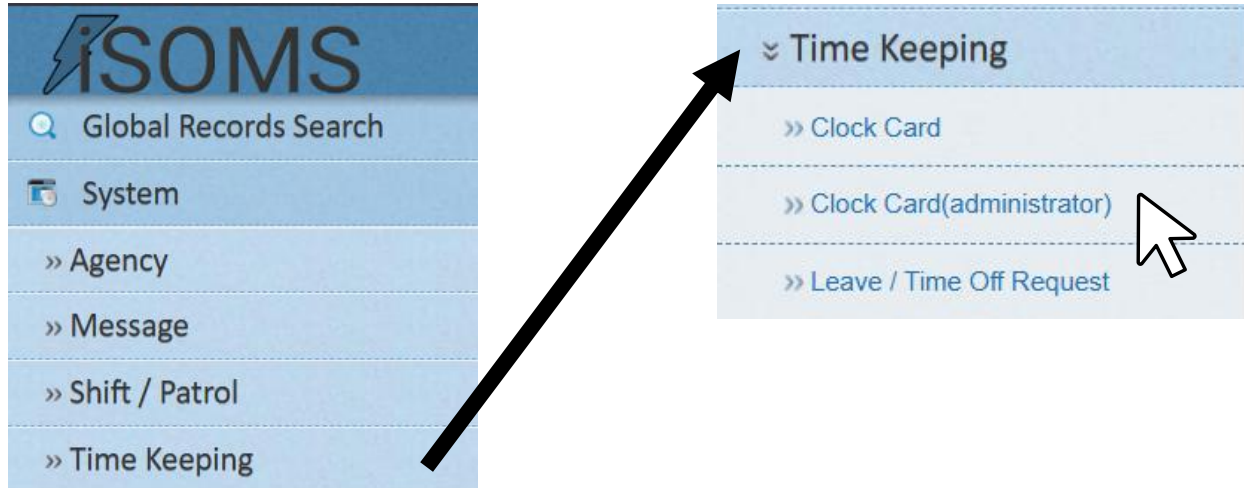
Clock Card (Manual Method) Guide

Payroll Reports

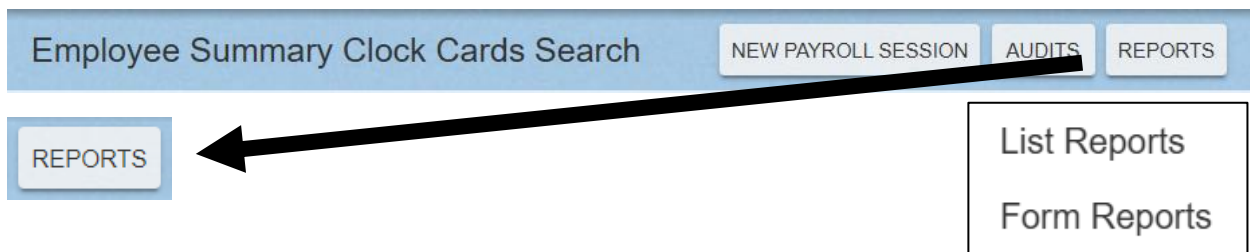
iSOMS has the capability to allow you to print list reports for payroll records.

To access the reports, begin on the iSOMS home screen. Navigate to:

System → Time Keeping → Clock Card (Administrator)



Now click on the **Reports** button in the upper right corner and select the report you wish to run. List Reports are explained on the next set of pages.





Clock Card (Manual Method) Guide

List Reports

The **List Report** displays payroll records in iSOMS over a certain date range. This allows you to see payrolls summaries in an easy to see manner, like a timesheet. Add the start and end date in **Payroll Date From** and **Payroll Date Through**.

The screenshot shows the "Employee Summary Clock Cards List Reports" form. At the top, the title "Employee Summary Clock Cards List Reports" is displayed in a blue header. Below the header, the "Report Style" is set to "List By Payroll Account". The "Payroll Date From" is "01/01/2019" and the "Payroll Date Through" is "12/01/2025". The "Payroll Account" and "Payroll Type" fields are empty. The "Single Employee" field is also empty. A "Report Format" dropdown menu is open, showing options for PDF, Excel, XML, and SQL. Below the dropdown, there are buttons for "VIEW", "DOWNLOAD", "EMAIL", and "CLEAR FILTER".

Report Style has some different layout and sorting options, such as *List by Payroll Account*, *List by Payroll Type*, *Overtime (only) Summary by Account* and more. Pick the one most relevant to your desired result.

List By Payroll Account

- List By Payroll Account (worksheet)
- List By Payroll Type
- List By Payroll Type (worksheet)
- Overtime (only) Summary By Payroll Account
- Overtime (only) Summary By Major
- Overtime (only) Audit By Payroll Account



Clock Card (Manual Method) Guide

You can filter by **Payroll Account** or **Payroll Type**. If you'd like, you can set the report to only show one employee at a time.

Payroll Account: Payroll Type:

Single Employee:

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:

☒ PDF ☐ Excel ☐ XML ☐ SQL

List by Payroll Account



YOUR AGENCY

[Employee Payroll](#)

Payroll Dates From 01/01/2019 Through 12/01/2025
Payroll Type: All

Page 1 of 3

COUNTY JAIL FULL TIME

Employee	Rate	Reg	OT	Meals	Total Hr	Vac	Sick	Per	Hol	BL	Mil	Misc Hr	Misc \$	Total
ELDER, MARTIN WILLIAM	20.00	28.50	5.00	1.50	32.00	4.00	5.00	6.00	7.00	8.00	9.00	0.00	300.00	1795.00
ELDER, MARTIN WILLIAM	20.00	13.00	0.00	0.50	12.50	8.00	8.00	17.00	12.00	0.00	240.00	0.00	0.00	5950.00
Payroll Account Totals:		41.50	5.00	2.00	44.50	12.00	13.00	23.00	19.00	8.00	249.00	0.00	300.00	7745.00



Clock Card (Manual Method) Guide

Leave Requests

The **Leave Requests** module allows employees to create and submit leave requests. These requests will be sent to immediate supervisors so that they can approve or reject the requests. This module can be used even when the *Clock Card* module is not being used. Employees will add the *Leave Type* and then can track when the request was viewed, disposed, and posted.

Employee Leave Request View Record

<< FIRST < PRIOR NEXT > LAST >>

VOID/CANCEL REQUEST

Last Name:
TESTACCT

First Name:
USER

Middle Name:

Date:
12/01/2025

Requested Hours:
0

Status:
Open

Leave Type:

First Viewed:

Time:

First Viewed By:

Disposition Date:

Time:

Disposition By:

Posted Date:

Time:

Void Date:

Time:

Notes:

The first part of this section explains searches. If you need explanations on adding a new leave request or editing an already existing record, see *Filling Out Leave Requests* to get more information on the different fields available.

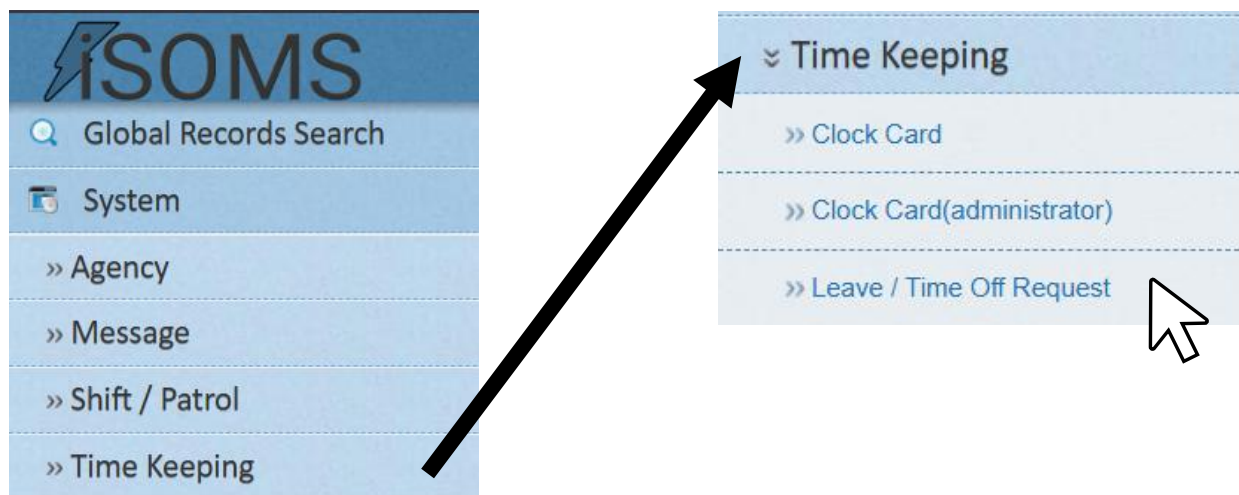


Clock Card (Manual Method) Guide

Searching for Existing Leave Requests

To access the leave request module, navigate to:

System → Time Keeping → Leave / Time Off Request



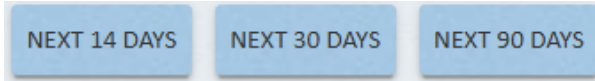
This will open the **Employee Leave Request Search** screen. Here you can search and filter for leave requests records. You can either use the blue buttons to do *quick searches* or enter information in the fields to do *standard searches*.



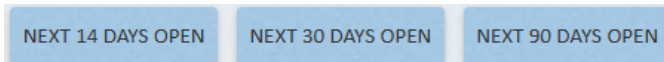
Clock Card (Manual Method) Guide

Quick Searches

A few different quick searches are available by using the blue buttons.



Next 14 Days, Next 30 Days, and Next 90 Days will show you all the leave requests for the next specified set of days.



Next 14 Days Open, Next 30 Days Open, and Next 90 Days Open will show you all the *open* leave requests for the next specified set of days. This means leave requests that are not yet disposed.



Clock Card (Manual Method) Guide

Standard Searches

In this module, standard searches are very simple. Add a date range for days requested off and, if you'd like, a **Leave Type** to narrow for in your search. Once you have filled in the fields to narrow the search, click **Lookup** at the top or bottom of the page to perform the search. If you need to start over, simply click **Clear Filter** to remove all search field entries.

LOOKUP

CLEAR FILTER

As mentioned above, when you have finished with your search parameters, click **Lookup** to perform your search. Double click on the desired entry to view or edit the record.

Employee Leave Request Search Results

LOOKUPNEW LEAVE REQUESTREPORTS

Search Criteria ▶

Search Results

2 Records

EXPORT GRID TO FILEVIEW ALL AGENCIES

Last Name	First Name	Middle Name	Badge #	Major/Minor/Shift	Requested Date	Reason	Requested Hours	First Reviewed On	Status
TESTACCT	USER				12/01/2025	PERSONAL BUSINESS	8.00		Open
TESTACCT	USER				12/01/2025	VACATION LEAVE	16.00		Open

GOING TO MIAMI FL



Clock Card (Manual Method) Guide

Adding New Leave Requests

To add a new leaver request, click **New Leave Request** in the upper right corner of the Leave Request search screen:

The screenshot shows the "Employee Leave Request Search" interface. At the top, there's a header bar with the title "Employee Leave Request Search" and three buttons: "NEW LEAVE REQUEST", "AUDITS", and "REPORTS". Below the header, there are two rows of filter buttons. The first row contains "NEXT 14 DAYS", "NEXT 30 DAYS", and "NEXT 90 DAYS". The second row contains "NEXT 14 DAYS OPEN", "NEXT 30 DAYS OPEN", and "NEXT 90 DAYS OPEN". Below these, there are two buttons: "LOOKUP" and "CLEAR FILTER". Further down, there are date selection fields. "Dates From:" is set to "12/01/2025" with a calendar icon. "Dates Through:" is also set to "12/01/2025" with a calendar icon. Below the date fields, there is a "Leave Type:" dropdown menu. At the bottom of the form, there is a prominent button labeled "NEW LEAVE REQUEST".

Confirm you want to make a new record. This will create and open the new record.



Clock Card (Manual Method) Guide

Employee Leave Request View Record

<< FIRST < PRIOR NEXT > LAST >>

VOID/CANCEL REQUEST

Last Name:
TESTACCT

First Name:
USER

Middle Name:

Date:
12/01/2025

Requested Hours:
0

Status:
Open

Leave Type:

First Viewed:

Time:

First Viewed By:

Disposition Date:

Time:

Disposition By:

Posted Date:

Time:

Void Date:

Time:

Notes:

You will fill out the fields and notes. The process is covered in the next section.



Clock Card (Manual Method) Guide

Employee Clock Cards View Record

<< FIRST < PRIOR NEXT > LAST >>

SAVEDELETE

Save Auto Computes Payroll Start and Payroll End

Payroll Start Date:03/02/2023

Payroll End Date:03/02/2023

APPROVE THIS CARD

APPROVE ALL START/TYPE

UN-APPROVE / EMAIL EMPLOYEE

REMOVE APPROVE STATUS

Last Name:Shared Agency

First Name:

Middle Name:

Jr/Sr:

Start Of Shift:11/06/2025

Time:08:00:00

End Of Shift:11/06/2025

Time:17:00:00

Payroll Type:REGULAR WORK

Regular:9.00

Overtime:0

Comptime Earned:0

Meal/Break(decimal):0

Vacation:0

Sick:0

Personal/Comp:0

Holiday:0

Bereavement:0

Military:0

Misc Hours:0

Misc Amount:0

Disciplinary:0

Workers Comp:0

Admin Leave With Pay:0

Admin Leave No Pay:0

On Call Comp Hours:0

On Call Overtime Hours:0

Unit Number:478

Starting Milage:0

Ending Milage:0

Gallons Pumped:0

Approved Date:11/06/2025

Time:11:45:45

Posted Date:

Time:

Approved By:478 SHARED AGENCY,

After you enter new details, make sure to click **Save** at the top of the screen.



Clock Card (Manual Method) Guide

Filling Out Leave Requests

Filling out leave requests are not a long process.

First, you will notice your name is autofilled. You cannot change this: an employee can only submit their own leave request.

Last Name:	First Name:	Middle Name:
TESTACCT	USER	

Now, you need to add the **Date** for the leave request. Typically this would be the first day of the leave request, but check with your agency to ensure that is what is intended. (If you need to add a date range, you can type additional comments in **Notes**.)


Date:
12/08/2025 

Now add the total amount of **Requested Hours** you want to ask off.
(For example, if you normally work 40 hours in a week, put **40** here to ask for a whole week.
To ask off for 2 days, put **16** if you work 8 hours a day.)

Status simply tells you if the request has been accepted or rejected. Since you have just created this request, the status will be *Open*.

Requested Hours:	Status:
40.00	Open

Leave Type is required and tells your supervisor the type of request you are requesting off. There are typically options such as *Vacation Leave*, *Funeral*, *Doctor Appointment*, *Emergency*, etc.

Leave Type:
VACATION LEAVE  

NOTE FOR SUPERVISORS: Leave Type options are setup as *Leave Time Reasons* as detailed on page 26. This connects the leave type to the pay codes if you are using the Computed Method (and even if not, sorts the hours requested into their correct category when viewing.) See the section on *Leave Time Reasons* on page 26 for details on adding new options.





Clock Card (Manual Method) Guide

Finally, you must add **Notes** in order to save and submit the leave request. You can put the reason for the request, date range, or whatever you need to put in this Notes box.

Notes:

I need a week off to go ice fishing

If you decide you need to remove your request, simply click **Void / Cancel Request** at the top of the screen to remove the request.

VOID/CANCEL REQUEST

Disposition Date:

12/01/2025



Time:

13:11:35



Void Date:

12/01/2025

Time:

13:11:35

Posted Date:



Time:



Once a request has been approved or denied, you can view when it was posted / voided / disposed on its record page.



Clock Card (Manual Method) Guide

Additional Search Options for Supervisors

Supervisors have additional options for searching for leave requests so they can view and approve employee leave requests. On the search screen, you will see there are additional quick search buttons and fields:

Employee Leave Request Search

NEXT 14 DAYS

NEXT 30 DAYS

NEXT 90 DAYS

FUTURE OPEN REQUESTS

NEXT 14 DAYS OPEN

NEXT 30 DAYS OPEN

NEXT 90 DAYS OPEN

ALL OPEN REQUESTS

PAST OPEN REQUESTS

ALL FUTURE OPEN REQUESTS (MY MAJOR)

ALL FUTURE OPEN REQUESTS (MY MINOR)

ALL FUTURE OPEN REQUESTS (MY SHIFT)

LOOKUP

CLEAR FILTER

Dates From:
12/01/2025

Dates Through:
12/01/2025

Leave Type:

Department Major:

Department Minor:

Department Shift:

Payroll Account:

Employee:

☐ Only My Clock Card

☐ Show Archived Only

☐ All Agencies

LOOKUP

CLEAR FILTER



Clock Card (Manual Method) Guide

Additional Quick Searches

The additional search options are:

ALL OPEN REQUESTS

PAST OPEN REQUESTS

All Open Requests shows you every request that you or an employee you supervise has submitted but is still open.

Past Open Requests shows requests that are still open but were submitted for a date that is now in the past.

ALL FUTURE OPEN REQUESTS (MY MAJOR)

ALL FUTURE OPEN REQUESTS (MY MINOR)

ALL FUTURE OPEN REQUESTS (MY SHIFT)

These buttons show future open requests.

All Future Open Requests (My Major) shows open requests that are in your department major.

All Future Open Requests (My Minor) shows open requests that are in your department minor.

All Future Open Requests (My Shift) shows open requests that are in your shift.



Clock Card (Manual Method) Guide

Additional Standard Searches

There are also additional fields to perform standard searches for leave requests.

Department Major: ▾	Department Minor: ▾	Department Shift: ▾
Payroll Account: ▾	Employee: ▾	🔍

You can filter employees specifically, or by their department, shift, or payroll account.

☒ Only My Clock Card

Make sure to uncheck **Only My Clock Card** if you want to see other employees' leave requests instead of your own.

Use these additional options to find and approve your employees' leave requests. The process of approving or rejecting leave requests is covered in the next section.



Clock Card (Manual Method) Guide

Approving or Denying Leave Requests (for Supervisors)

To approve or deny a leave request, simply locate the leave request in iSOMS:

Employee Leave Request View Record

<< FIRST < PRIOR NEXT > LAST >>

VOID/CANCEL REQUEST APPROVE THIS LEAVE UN-APPROVE/DENY LEAVE REMOVE DISPOSITION STATUS

Last Name:
TESTACCT

First Name:
USER

Middle Name:

Date:
12/08/2025

Requested Hours:
40.00

Status:
Open

Leave Type:
VACATION LEAVE

X ▼

The following buttons are available to you as a supervisor:

APPROVE THIS LEAVE UN-APPROVE/DENY LEAVE REMOVE DISPOSITION STATUS

Approve This Leave will approve the leave request and email the employee:

First Viewed:
12/01/2025

Time:
14:27:31

Status:
Approved

APPROVE THIS LEAVE

Disposition Date:
12/01/2025

Time:
14:28:38

Unapprove / Deny Leave will deny the leave request *if* you have not already disposed of the leave request. If you did accidentally approve a request, first hit **Remove Disposition Status** and *then* press **Unapprove / Deny Leave**.

First Viewed:
12/01/2025

Time:
14:27:31

Status:
Un-Approved

UN-APPROVE/DENY LEAVE

Disposition Date:
12/01/2025

Time:
14:30:16



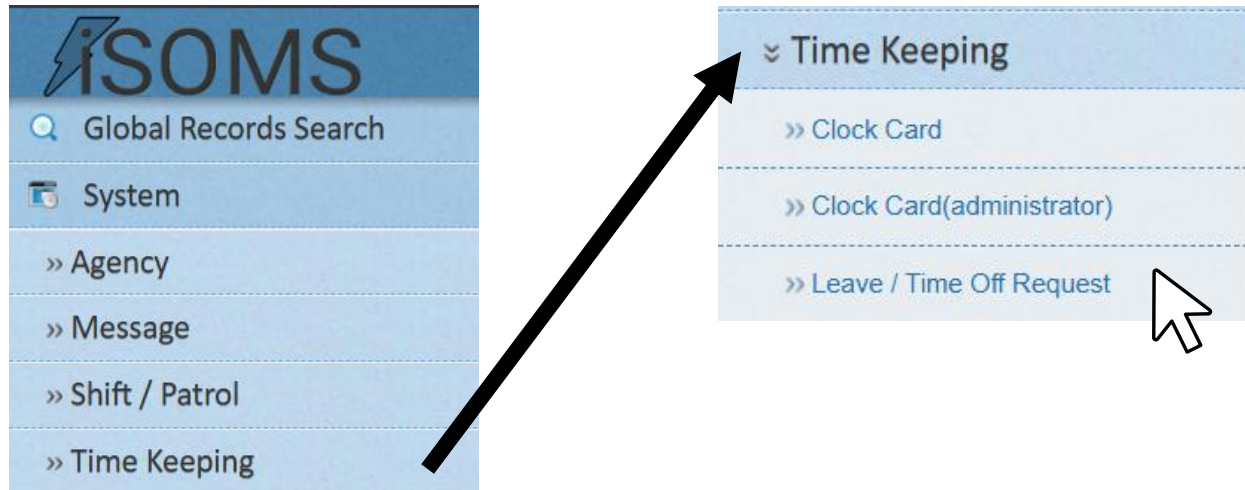
Clock Card (Manual Method) Guide

Leave Requests Reports

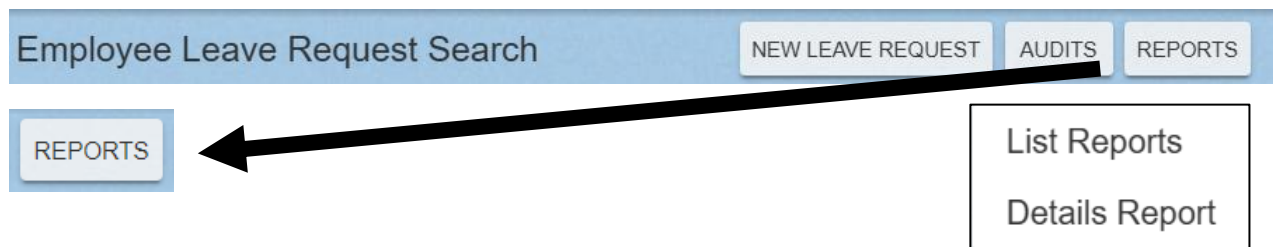
iSOMS has the capability to allow you to print list and details reports for leave requests.

To access the reports, begin on the iSOMS home screen. Navigate to:

System → Time Keeping → Leave / Time Off Request



Now click on the **Reports** button in the upper right corner and select the report you wish to run. List and Details Reports are explained on the next set of pages.





Clock Card (Manual Method) Guide

List Reports

The **List Report** displays leave requests in iSOMS over a certain date range. You can also filter by a specific employee to see leave requests for a certain employee. Add the start and end date in **Request Date From** and **Request Date Through**.

The screenshot shows the 'Employee Leave Request List Reports' form. It includes a 'Report Style' dropdown set to 'List, Open (By Request Date)'. There are date pickers for 'Request Date From' (10/01/2025) and 'Request Date Through' (01/01/2026). An 'Employee' field contains 'TESTACCT, USER'. A 'Report Format' dropdown is open, showing options for PDF, Excel, XML, and SQL. At the bottom are buttons for 'VIEW', 'DOWNLOAD', 'EMAIL', and 'CLEAR FILTER'.

Report Style has some different layout and sorting options, such as *List (Open) by Request Date*, *List (By Date)*, *List (By Employee)* and more. Pick the one most relevant to your desired result.

List, Open (By Request Date)

List, Open (By Leave Type)

List, Open (By Major)

List (By Date)

List (By Request Type)

List (By Major)

List (By Employee)

List (By Request Status)



Clock Card (Manual Method) Guide

You can filter by **Leave Type**, **Department** or **Shift**. If you'd like, you can set the report to only show one employee at a time. Make sure to uncheck **Only My Clock Card** if you want to show other employees on the report.

Request Date From: 10/01/2025 Request Date Through: 01/01/2026 Leave Type:
☐ Only My Clock Card Employee: TESTACCT, USER
Department Major: Department Minor: Department Shift:
☒ Include Main Note

Now, with your chosen parameters, click **View** or **Download** to view the report.

Report Format:
☒ PDF ☐ Excel ☐ XML ☐ SQL
VIEW DOWNLOAD EMAIL CLEAR FILTER

List (by Date)



YOUR AGENCY

Leave Requests List

Leave Request Dates From 10/01/2025 Through 01/01/2026

Page 1 of

Request Date	Employee	Hours	Leave Type	Status
12/01/2025	TESTACCT, USER - GOING TO MIAMI FL	16.00	VACATION LEAVE	Open
12/01/2025	TESTACCT, USER - PLEASE GIVE ME THIS OFF	8.00	PERSONAL BUSINESS	Un-Approved
12/01/2025	TESTACCT, USER -	0.00	*No Leave Type	Open
12/08/2025	TESTACCT, USER - I need a week off to go ice fishing	40.00	VACATION LEAVE	Un-Approved
Totals: 4				



Clock Card (Manual Method) Guide

Details Report

This report displays many details for individual leave requests in your iSOMS records.

First, go to the record you want to make a detail report for and open its record in iSOMS.

Then click **REPORTS** → **DETAILS REPORT** to open the Detail Report screen.

Then decide if you want to include the note or not. Then click **View** or **Download** to view the report.



YOUR AGENCY
Leave Request

Page 1 of 1

Leave Request

Employee Name	Request Date	Hours	Payroll Type
TESTACCT, USER -	12/01/2025	16.00	VACATION LEAVE

Status: **Approved**
Disposition Date: **12/01/2025 14:45**
Disposition By: **WHITE, SETH**
Entry Date: **12/01/2025 11:08**

GOING TO MIAMI FL



Clock Card (Manual Method) Guide

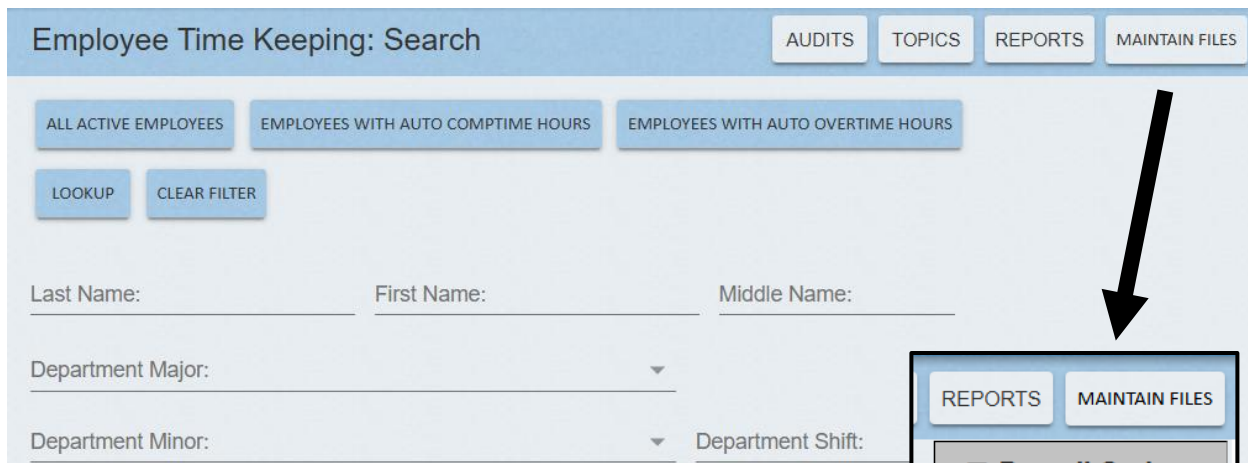
Appendix A: Birthday Comp Code

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

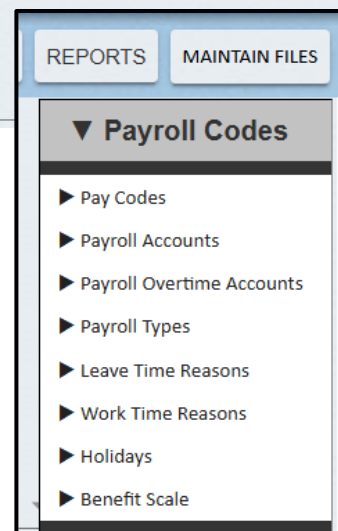
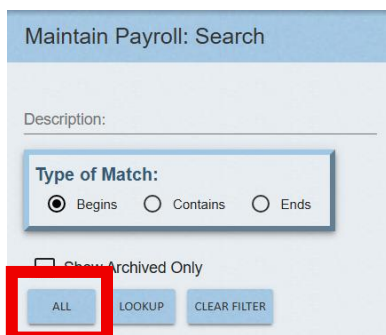
Admin → Employee → Employee Records



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.





Clock Card (Manual Method) Guide

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 **Birthday 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

LOOKUPNEW PAYROLLAUDITSBACK TO SEARCH RESULTS

<< FIRST< PRIORNEXT >LAST >>SAVEDELETE

Code: BCTDescription: BIRTHDAY COMPTIMESorting Rank: 15

☒ Add By Default☒ Can Accrue Hours☐ In-Active

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

☐ Regular Time☐ Overtime☐ Comp Time☐ Vacation Pay☐ Sick Pay

☐ Bereavement/Funeral Pay☐ Workers Comp Pay☐ Military Pay☐ Holiday Pay☐ Holiday Comp

☐ Admin Leave With Pay☐ Admin Leave No Pay☐ Family and Medical Leave Act(FMLA)☐ Fitness/Wellness Pay☒ Birthday Comptime

☐ Leave Share Received☐ Leave Share From Comp Time☐ Leave Share From Sick Pay

☒ Birthday Comptime



Clock Card (Manual Method) Guide

Appendix B: All Settings

Settings	Program Clock Card Employee
----------	--------------------------------

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.

Start Of Shift:	
10/13/2025	

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

Payroll Start Date:	Payroll End Date:	Setting Value
10/08/2025	10/22/2025	NO

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 37 for more details.)

Save Auto Computes Payroll Start and Payroll End		
Payroll Start Date:	Payroll End Date:	Setting Value
10/13/2025	10/26/2025	YES



Clock Card (Manual Method) 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

A blue rectangular field representing the setting value.A screenshot of the "Employee Clock Cards List Reports" form. The form has a blue header with the title "Employee Clock Cards List Reports". Below the header, there is a section labeled "Report Style" with a dropdown menu. The dropdown menu is open, showing the option "List" selected.

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

Setting Value

A blue rectangular field representing the setting value.A screenshot of the "Employee Clock Cards List Reports" form. The form has a blue header with the title "Employee Clock Cards List Reports". Below the header, there is a section labeled "Report Style" with a dropdown menu. The dropdown menu is open, showing the option "List, Un-Approved Only(using date range)" selected.



Clock Card (Manual Method) 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 39 for more information.

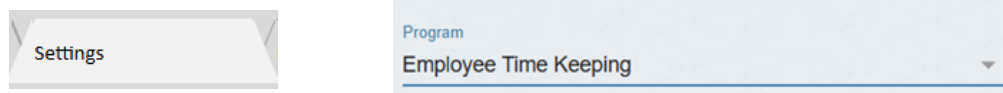
SHOW-ALL-LEAVE-REQUESTS

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 (Manual Method) Guide

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



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 14 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 30 for more information.)



Clock Card (Manual Method) 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 30 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			<input type="checkbox"/> Tour Of Duty Benefit
Pay Code: SICK			
Years Of Service From: 0	Years Of Service Through: 5	Accrue Hours: 8.00	
<input checked="" type="checkbox"/> Accrue Monthly <input type="checkbox"/> Accrue Annually			

Description: SICK PAY 6 TO 10 YEARS			<input type="checkbox"/> Tour Of Duty Benefit
Pay Code: SICK			
Years Of Service From: 6	Years Of Service Through: 10	Accrue Hours: 16.00	
<input checked="" type="checkbox"/> Accrue Monthly <input type="checkbox"/> Accrue Annually			

Description: SICK PAY 11 TO 20 YEARS			<input type="checkbox"/> Tour Of Duty Benefit
Pay Code: SICK			
Years Of Service From: 11	Years Of Service Through: 20	Accrue Hours: 24.00	
<input checked="" type="checkbox"/> Accrue Monthly <input type="checkbox"/> Accrue Annually			



Clock Card (Manual Method) 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 53. 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 (Manual Method) 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 30 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 <input type="checkbox"/> Tr		
Pay Code:		
VACATION X ▼		
Years Of Service From:	Years Of Service Through:	Accrue Hours:
0	4	8.00
<input checked="" type="checkbox"/> Accrue Monthly <input type="checkbox"/> Accrue Annually		

Annual / Anniversary Example:

Description:		
VACATION 0-4 YEARS <input type="checkbox"/> Tour Of Duty Benefit		
Pay Code:		
VACATION X ▼		
Years Of Service From:	Years Of Service Through:	Accrue Hours:
0	4	80.00
<input type="checkbox"/> Accrue Monthly <input checked="" type="checkbox"/> Accrue Annually		





Clock Card (Manual Method) 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-BENEFIT

AUTO-ADD-BIRTHDAY-BENEFIT (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 53. 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 (Manual Method) 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 (Manual Method) 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 (Manual Method) 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 30 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 (Manual Method) 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 39 for more information.



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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 23), 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 23), 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.



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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 23), 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.



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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**).



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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



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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.



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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

Error

Error: Clock Card Start Date Cannot Be Prior to 90 days from today

CLOSE

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 controls the 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.



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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.



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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.



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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).



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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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