



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.



Clock Card (Manual Method) Guide

Contents

Clock Card Overview	1
Employee Record Setup	5
Excluding Users from Clock Card	7
Payroll Tab	8
Checkboxes for Individual Employee Settings.....	9
Additional Fields.....	11
Supervisor Tab.....	13
Finishing the Process	14
Security Profiles	15
Standard (Non-Supervisor) Profiles	16
Supervisor Profiles	18
Timekeeping Maintain Files Setup.....	21
Payroll & Payroll Overtime Accounts	22
Holidays	23
Leave Time Reasons	26
Work Time Reasons.....	28
Benefit Scale	30
Payroll Types	33
Company Setup: Clock Card / Timekeeping Setup	36
Auto-Input Pay Periods for Clock Card.....	37
Manual Method vs. Computed Method	39
<i>Clock Card Employee Settings</i>	41
<i>Employee Time Keeping Settings</i>	44
Clock Card Entries	53
Searching for Existing Clock Cards	54
Quick Searches	55
Standard Searches	56



Clock Card (Manual Method) Guide

Adding New Clock Card Entries	57
Filling Out a Clock Card	59
Clock Card Reports	61
List Reports	62
Details Report	64
Approving Clock Cards	65
Payroll	68
Searching for Existing Payroll Records	69
Quick Searches	70
Standard Searches	71
Adding New Payroll Records	72
Importing Payroll	74
Payroll Reports	76
List Reports	77
Leave Requests	79
Searching for Existing Leave Requests	80
Quick Searches	81
Standard Searches	82
Adding New Leave Requests	83
Filling Out Leave Requests	86
Additional Search Options for Supervisors	88
Additional Quick Searches	89
Additional Standard Searches	90
Approving or Denying Leave Requests (for Supervisors)	91
Leave Requests Reports	92
List Reports	93
Details Report	95
Appendix A: Birthday Comp Code	96



Clock Card (Manual Method) Guide

Appendix B: All Settings	98
For More Information	119



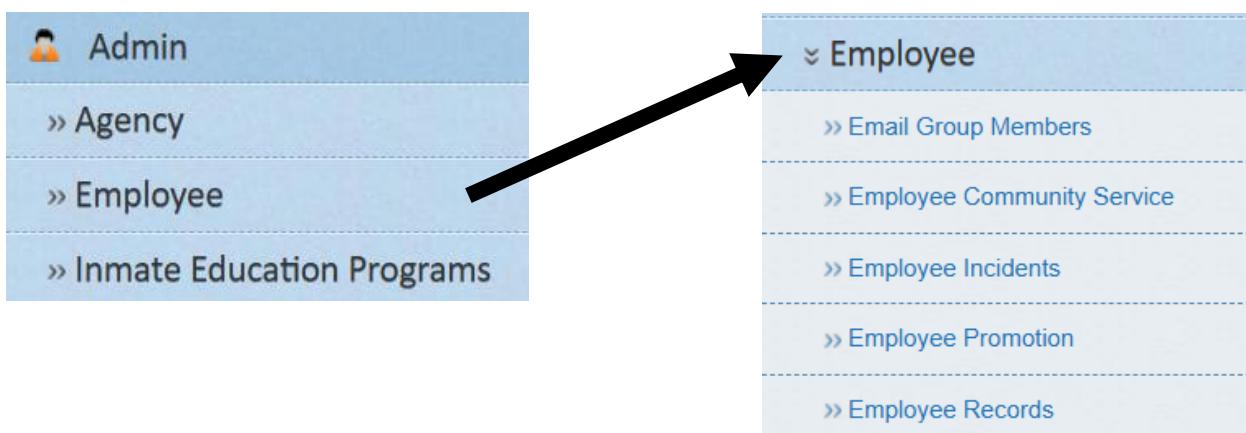
Clock Card (Manual Method) Guide

Employee Record Setup

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

Navigate to:

Admin → Employee → Employee Records



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

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



Clock Card (Manual Method) Guide

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:

▼



Clock Card (Manual Method) Guide

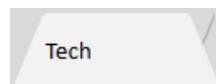
Excluding Users from Clock Card

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.

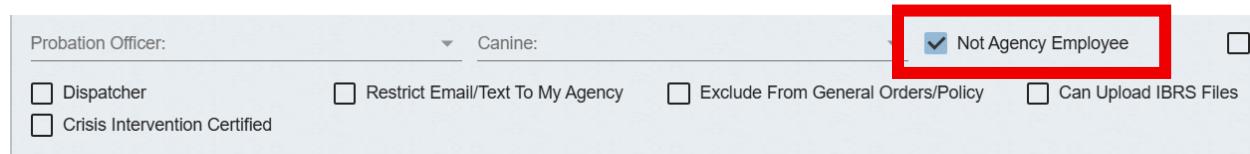
The most important initial review is to mark employees who are not a part of the clock card system. By default, every active/non terminated employee, is included in the Clock Card / Timesheets. Either way will exclude them from clock card, but the first method also excludes them from employee lists.



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.

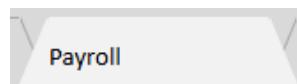


Probation Officer: Canine: Not Agency Employee

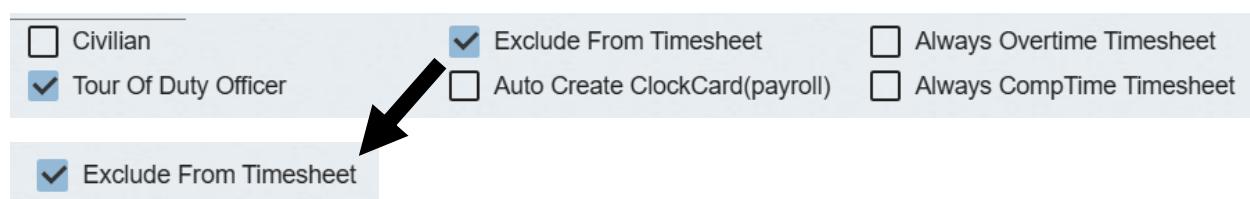
Dispatcher Restrict Email/Text To My Agency Exclude From General Orders/Policy Can Upload ITRS Files

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 Tour Of Duty Officer Exclude From Timesheet Auto Create ClockCard(payroll) Always Overtime Timesheet Always CompTime Timesheet

Exclude From Timesheet



Clock Card (Manual Method) Guide

Payroll Tab

Payroll

Hire Date: 06/01/2019 End Of Employment (locks out employee): End Of Employment 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 Type: REGULAR WORK Comp Time Method:

Hourly Rate: 0 \$ 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 is 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.



Clock Card (Manual Method) Guide

Checkboxes for Individual Employee Settings

Exclude From Timesheet

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

Exclude From All Benefits

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

Sworn

Tour Of Duty Officer

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

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

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

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

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

Civilian

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





Clock Card (Manual Method) Guide



Active Military

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



Salary Exempt

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



Auto Create ClockCard(payroll)

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



Always Overtime Timesheet



Always CompTime Timesheet

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

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



Clock Card (Manual Method) Guide

Additional Fields

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

Major:

PATROL

X ▾

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

Minor:

NURSE

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

Current Shift:

1

X ▾

Add **Current Shift** to record which shift this employee usually works so you can use 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.



Clock Card (Manual Method) Guide

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

Post Additional Over Time To:

OVERTIME

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



Clock Card (Manual Method) Guide

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:

1st Supervisor:
603 ELDER, MARTIN WILLIAM -INV

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

2nd Supervisor:
ISOMS DATA, CONVERSION

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



Clock Card (Manual Method) Guide

Finishing the Process

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

Email:
MARTIN@MMMICRO.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 X ▼

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

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

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





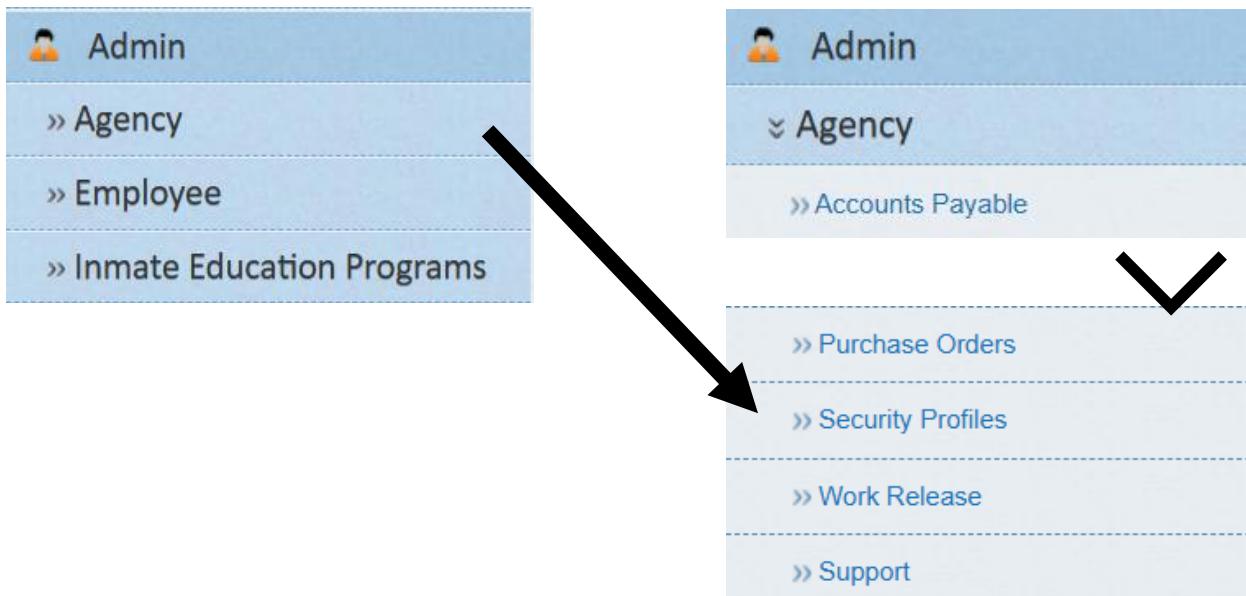
Clock Card (Manual Method) Guide

Security Profiles

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

Navigate to:

Admin → Agency → Security Profiles



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 _____		
<input type="checkbox"/> Super User		
<input type="checkbox"/> Show All Agencies		
<input type="checkbox"/> Show Archived		
LOOKUP	CLEAR FILTER	
22 Records		
Agency	Name	Description
BCSO	abc	abc
BCSO	ADMIN	ADMIN RECORDS
BCSO	Basic Security User	Basic Security User
BCSO	BOOKING	BOOKING OFFICER GENERAL



Clock Card (Manual Method) Guide

Standard (Non-Supervisor) Profiles

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

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

Security Profiles: View Record

LOOKUP NEW PROFILE AUDITS

Agency: BCSO Name: Patrol Officer

Description: Patrol Officers Approved For Agency: None Agency Super User

Profile Permissions Module Permissions

Module: Accident

Module Permissions

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

Module: Clock Card Employee

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

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

Module: Clock Card Employee

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



Clock Card (Manual Method) Guide

Now scroll down to *Clock Card Leave Requests*:

Module Permissions

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

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



Clock Card (Manual Method) Guide

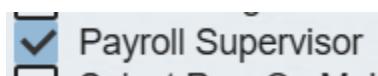
Supervisor Profiles

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

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

Agency BCSO	Name ADMIN	<input type="checkbox"/> Agency Super User	
Description ADMIN RECORDS		<input type="checkbox"/> Approved For Agency:	
None		<input type="checkbox"/> Payroll Supervisor	
Profile Permissions			
<input type="checkbox"/> Hide Print To Email <input type="checkbox"/> Hide Continuing Education <input type="checkbox"/> Hide Reminders <input type="checkbox"/> Hide Uniform <input type="checkbox"/> Hide Contract Info <input type="checkbox"/> Hide Search Menu <input type="checkbox"/> Employee Notifications Super User <input type="checkbox"/> Hide Email <input type="checkbox"/> Hide Text <input type="checkbox"/> View Internal Affairs <input type="checkbox"/> View Undercover Name List	<input type="checkbox"/> Employee Records <input type="checkbox"/> Hide Bio <input type="checkbox"/> Hide Weapon <input type="checkbox"/> Hide Payroll <input type="checkbox"/> Hide Supervisor <input type="checkbox"/> Hide Medical <input type="checkbox"/> Hide Medical <input type="checkbox"/> Hide Rank <input type="checkbox"/> Hide Phone List <input type="checkbox"/> Hide Compliance <input type="checkbox"/> Hide HR <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	<input type="checkbox"/> Exclude From Employee Notifications <input type="checkbox"/> Exclude From General Orders <input type="checkbox"/> Exclude From Personal Information <input type="checkbox"/> Exclude From Employee Messages <input type="checkbox"/> Exclude From Group Email <input type="checkbox"/> Hide Department Forms <input type="checkbox"/> Allow Shift Note Protected Departments <input type="checkbox"/> Allow Inmate Classification <input type="checkbox"/> Allow Inmate Sentence Edit <input type="checkbox"/> Allow PassOn Major Change <input type="checkbox"/> PassOn Administrator <input type="checkbox"/> PassOn Supervisor <input type="checkbox"/> Payroll Supervisor <input type="checkbox"/> Show Department Policy <input type="checkbox"/> Exclude Email Text All Users <input type="checkbox"/> Email Send To Internet Only <input type="checkbox"/> Email Can Only Send Internal <input type="checkbox"/> Purchase Order Administrator <input type="checkbox"/> Receipts General Only <input type="checkbox"/> Training Request Supervisor
Module Permissions			

Copyright© 2016-2025 M & M Micro Systems, Inc. Version 2.184.0.0 (2.184.0.0)



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

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

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



Clock Card (Manual Method) Guide

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



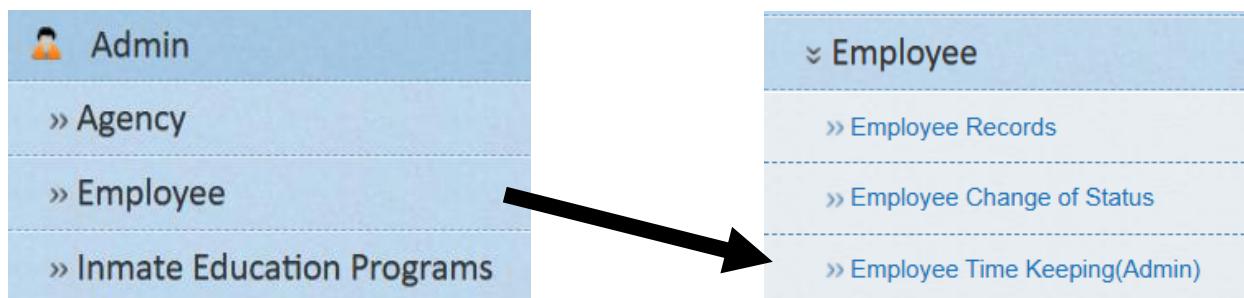
Clock Card (Manual Method) Guide

Timekeeping Maintain Files Setup

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

First, navigate to:

Admin → Employee → Employee Records



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

The screenshot shows the 'Employee Time Keeping: Search' screen. At the top right, there are buttons for 'AUDITS', 'TOPICS', 'REPORTS', and 'MAINTAIN FILES'. The 'MAINTAIN FILES' button is highlighted with a red box and has a black arrow pointing to a callout box. The callout box shows a list of 'Payroll Codes' sub-options: Pay Codes, Payroll Accounts, Payroll Overtime Accounts, Payroll Types, Leave Time Reasons, Work Time Reasons, Holidays, and Benefit Scale.



Clock Card (Manual Method) Guide

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:

NEW RECORD

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

Code/Description: _____

Pay Code: _____

Type of Match:

Begins Contains Ends

Show Archived Only

ALL **LOOKUP** **CLEAR FILTER**

NEW PAYROLL HOLIDAY AUDITS REPORTS MAINTAIN FILES

Maintain Payroll Holiday: Search Results

Search Criteria ►

Search Results

1 Record

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

EXPORT GRID TO FILE

◀ ▶

LOOKUP NEW PAYROLL HOLIDAY REPORTS MAINTAIN FILES

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	X

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.

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

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	ADMINISTRATIVE 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

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

SAVE **DELETE** **LOOKUP**

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: X ▼

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 WORK AUDITS REPORTS MAINTAIN FILES

Description: _____

Pay Code: _____

Type of Match:
 Begins Contains Ends

Show Archived Only

ALL **LOOKUP** **CLEAR FILTER**

Maintain Payroll Extra Work: Search Results

LOOKUP NEW PAYROLL EXTRA WORK REPORTS MAINTAIN 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:	<input type="checkbox"/> In-Active
<hr/>		
Pay Code: ▼		
<hr/>		
Import Code:	Export Code:	
<hr/>		
<input type="checkbox"/> Straight Time	<input type="checkbox"/> Over Time	<input type="checkbox"/> Comp Time
<hr/>		
<input type="checkbox"/> Holiday Pay	<input type="checkbox"/> Holiday Comp	
<hr/>		

Fill in the fields as appropriate.

Code:	Description:	
OM	OPTIONAL MEETING	
<hr/>		

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:	<input type="text" value="ADMN LEAVE WITH PAY"/>	X ▼
<hr/>		

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.

▼ Payroll Codes

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

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:

NEW PAYROLL BENEFIT



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**

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**

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:
<input type="text" value="MISC"/>	<input type="text" value="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 to 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**

Search Criteria ►

Search Results

1 Record

Agency Short	Agency Name	Address
AGENCY	YOUR AGENCY	

Click **ALL** and select 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

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

House #: 1905 Street: HIGH PARK CIR Apt/Lot #: _____

Address 2: _____ City: MARYVILLE State: TN ZipCode: 37803 County: BLOUNT

Phone #: 865-380-4600 Email: 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: Pay Period Days(14,28,30):

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):

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:

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:

Payroll End Date:



Clock Card (Manual Method) Guide

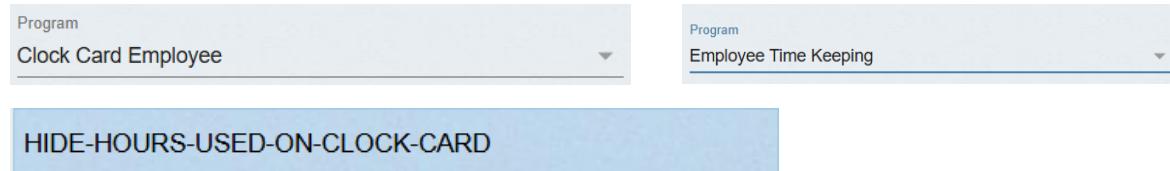
Manual Method vs. Computed Method

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.



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.

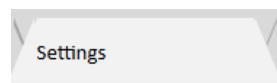
2. If both are set to YES, then *Computed Method* is enabled. This means employees will set their clock in and out times, and iSOMS will compute all benefits, comp time, overtime, etc.

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.

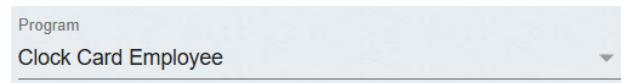


Clock Card (Manual Method) Guide

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

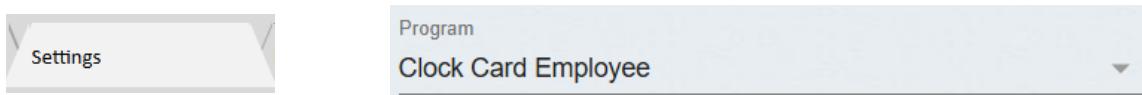
Usually, the person training you in Clock Card setup will help you do this, but these are the primary two settings to switch between the two methods.



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:



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:	<input type="text" value="10/13/2025"/>

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

Payroll Start Date:	<input type="text" value="10/08/2025"/>		Payroll End Date:	<input type="text" value="10/22/2025"/>	
					Setting Value
					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:	<input type="text" value="10/13/2025"/>		Payroll End Date:	<input type="text" value="10/26/2025"/>	
					Setting Value
					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

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!)

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

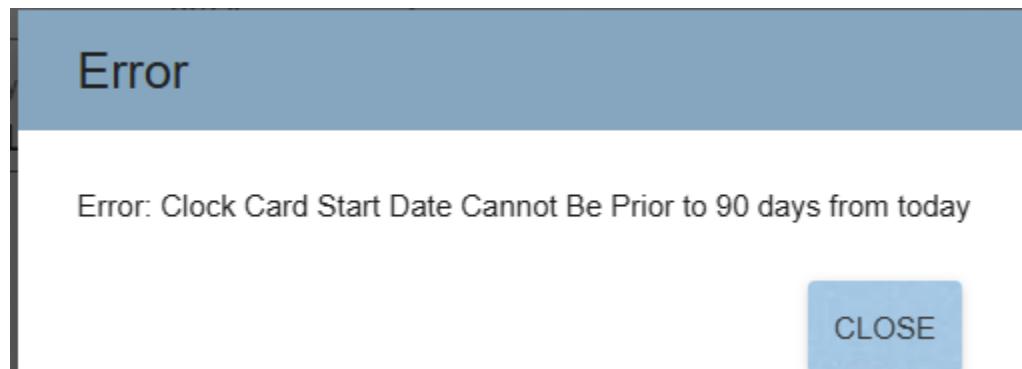
MAX-OLDEST-PAYROLL-DAYS (NUMBER) – Default 90. Allowed numbers are 45-180.

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



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

MAX-WORKED-HOURS-ON-CLOCKCARD

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

This setting 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

Save Auto Computes Payroll Start and Payroll End

Payroll Start Date:	Payroll End Date:	Approve This Card	Approve All Start/Type	Un-Approve / Email Employee	Remove Approve Status
10/13/2025	10/26/2025	<input type="button" value="Approve This Card"/>	<input type="button" value="Approve All Start/Type"/>	<input type="button" value="Un-Approve / Email Employee"/>	<input type="button" value="Remove Approve Status"/>
Last Name:	First Name:	Middle Name:	Jr/Sr:		
ELDER	MARTIN				
Start Of Shift:	Time:	End Of Shift:	Time:	Payroll Type:	
10/17/2025	<input type="button" value="10:58:44"/>	10/17/2025	<input type="button" value="10:58:44"/>	REGULAR WORK	<input type="button" value="X"/>
Regular:	Meal/Break(decimal):				
0	0				
Unit Number:	Starting Milage:	Ending Milage:	Gallons Pumped:		
707	0	0	0		
Approved Date:	<input type="button" value="10/17/2025"/>	Time:	<input type="button" value="10:58:44"/>	Posted Date:	<input type="button" value="10/17/2025"/>
Approved By:	<input type="button" value="Search"/>				
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.



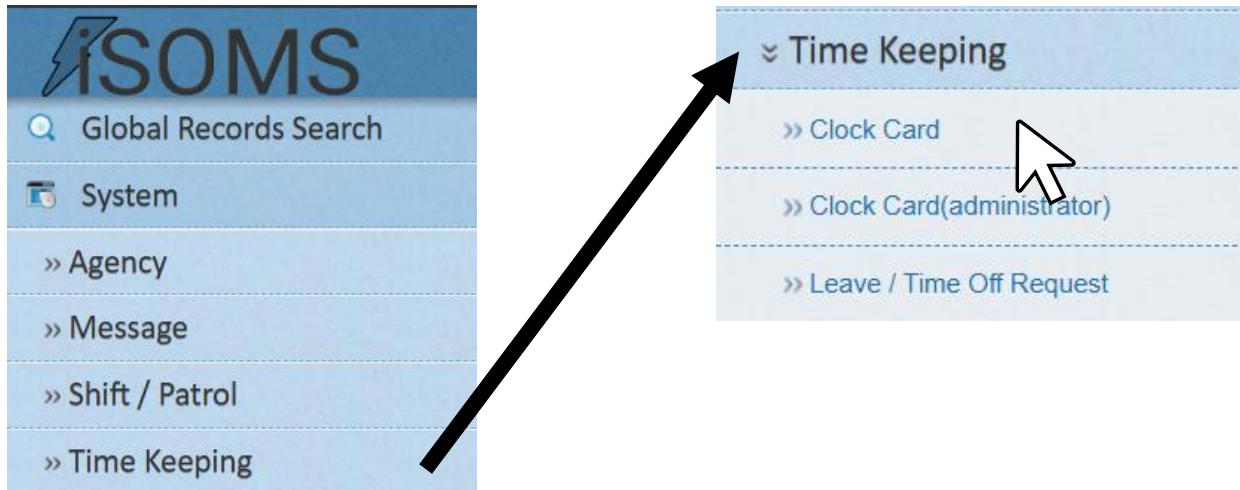
Clock Card (Manual Method) Guide

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 includes the following fields and buttons:

- Buttons for quick searches: LAST 14 DAYS, LAST 30 DAYS, LAST 90 DAYS, UN-APPROVED CLOCK CARDS, UN-APPROVED USING DATE RANGE.
- Date range fields: Dates From (11/14/2025), Dates Through (11/14/2025), Payroll Type (dropdown).
- Payroll Start Date (date picker).
- Department Major and Department Minor (dropdowns).
- Payroll Account and Employee (dropdowns).
- Checkboxes: Only My Clock Card (checked), Show Archived Only, All Agencies.
- Buttons: LOOKUP, 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 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

16 Records

EXPORT GRID TO FILE VIEW ALL AGENCIES

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 Milage: 0 Ending Milage: 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

Save Auto Computes Payroll Start and Payroll End

Payroll Start Date: Payroll End Date: APPROVE THIS CARD APPROVE ALL START/TYPE UN-APPROVE / EMAIL EMPLOYEE REMOVE APPROVE STATUS

Last Name:	First Name:	Middle Name:	Jr/Sr:				
Shared Agency							
Start Of Shift: 11/06/2025	Time: 08:00:00	End Of Shift: 11/06/2025	Time: 17:00:00	Payroll Type: REGULAR WORK	X	▼	
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: <input type="text"/>	Time: <input type="text"/>	Approved By: 478 SHARED AGENCY,	<input type="button" value="SEARCH"/>		

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



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:	Payroll End Date:
11/10/2025	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:	First Name:	Middle Name:	Jr/Sr:
ELDER	MARTIN		▼

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

Start Of Shift:	Time:	End Of Shift:	Time:
11/17/2025	08:00:00	11/17/2025	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:	<input type="date"/>	Time:	Posted Date:	<input type="date"/>	Time:	Approved By:	<input type="text"/>
----------------	----------------------	-------	--------------	----------------------	-------	--------------	----------------------

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.

<input type="button" value="SAVE"/>	<input type="button" value="DELETE"/>
-------------------------------------	---------------------------------------



Clock Card (Manual Method) Guide

Clock Card Reports

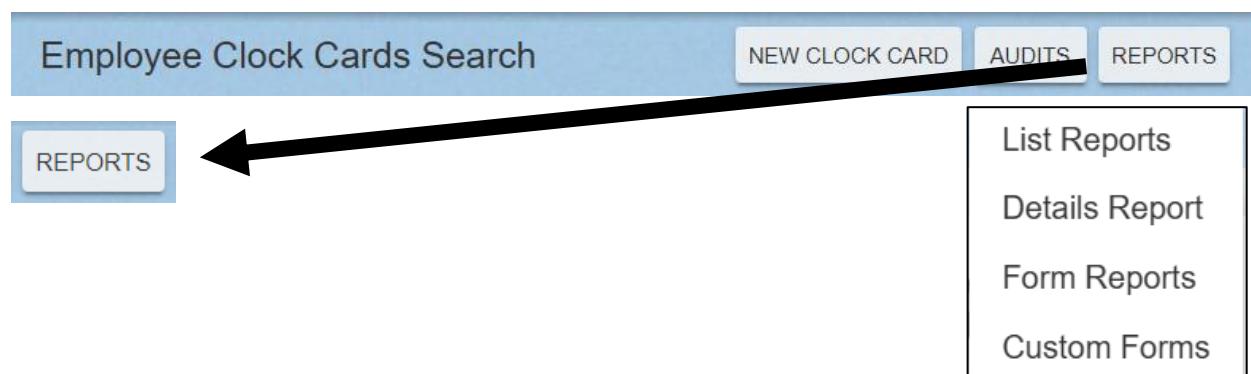
iSOMS has the capability to allow you to print different types of reports for clock cards.

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.

Employee Clock Cards List Reports

Report Style
List

Clock Card Date: Clock Card Through: Payroll Type:

Department Major:

Payroll Start Date: Department Shift:

Payroll Account: Only My Clock Card Employee:

Include Main Note

Report Format:

PDF Excel XML SQL

VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**

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

VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**

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.

Employee Clock Cards View Record

« FIRST < PRIOR NEXT > LAST »

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

AUDITS REPORTS

List Reports Details Report

Employee Clock Cards Detail Reports

Include Clock Card Note

Report Format:

PDF Excel XML SQL

VIEW DOWNLOAD EMAIL CLEAR FILTER

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	Total Worked: 9.00	
Vacation: 0.00	Sick: 0.00	Personal: 0.00	Holiday: 0.00	
Bereavement: 0.00	Military: 0.00	Misc Hrs: 0.00	Disciplinary: 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	Gallons: 0.0	
Unit #: 707		Misc Pay: 0.00		
Payroll Start: 11/10/2025 00:00	Payroll End: 11/23/2025 00:00			



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

The image shows two screenshots of the iSOMS application. The left screenshot is the main navigation menu with a blue header containing the 'iSOMS' logo and a search bar. Below the header, there are several menu items: 'Global Records Search', 'System', '» Agency', '» Message', '» Shift / Patrol', and '» Time Keeping'. The '» Time Keeping' item is highlighted with a black arrow pointing to the right. The right screenshot is a sub-menu titled 'Time Keeping' with three options: '» Clock Card', '» Clock Card(administrator)', and '» Leave / Time Off Request'. The '» Clock Card' option is highlighted with a white cursor arrow.

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

The image shows the 'Employee Clock Cards Search' screen. On the left, there is a checkbox labeled 'Only My Clock Card' with a checked mark. On the right, there is a search field labeled 'Employee:' containing the text '603 ELDER, MARTIN WILLIAM -INV'. Below the search field are buttons for 'X' and a dropdown arrow.

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.

The image shows the 'Employee Clock Cards View Record' screen. At the top, there are buttons for 'LOOKUP' and 'NEW'. Below that, there are navigation buttons: '« FIRST', '< PRIOR', 'NEXT >', and 'LAST >>'. On the right, there are 'SAVE' and 'DELETE' buttons. The main area contains fields for 'Payroll Start Date' (11/10/2025) and 'Payroll End Date' (11/23/2025), each with a calendar icon. Below these fields are buttons: 'APPROVE THIS CARD', 'APPROVE ALL START/TYPE', 'UN-APPROVE / EMAIL EMPLOYEE', and 'REMOVE APPROVE STATUS'. At the bottom, there are 'First Name' and 'Last Name' search fields.

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**.

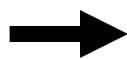
APPROVE THIS CARD

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:



Approved Date:

11/18/2025



Time:

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:



Approved Date:

11/18/2025



Time:

10:40:03

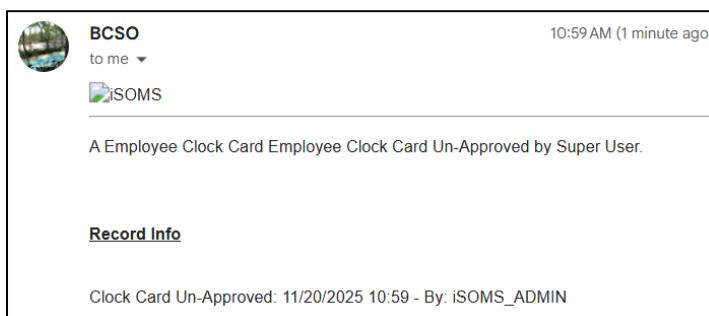
You can, on the search screen, click a button, **Unapproved Clock Cards**, so you can see what you have left to review and approve. This can make seeing the rest of the cards easier.

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.

A screenshot of an email message. The message is from 'BCSO' to 'me' at '10:45 AM (18 minutes ago)'. It includes a logo for 'iSOMS'. The message body says: 'A Employee Clock Card Employee Clock Card Re-opened for Edit by Super User.' Below the message body is a link labeled 'Record Info'. At the bottom of the message, there is additional text: 'Clock Card Re-opened for Edit: 11/20/2025 10:45 - By: iSOMS_ADMIN' and 'Clock Card Date: 11/17/2025 08:00'.

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

LOOKUP NEW PAYROLL SESSION AUDITS BACK TO SEARCH RESULTS REPORTS

◀◀ FIRST ◀ PRIOR NEXT ▶ ▶▶ LAST ▶▶

SAVE DELETE

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 PAYROLL POST/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	0.00	<input type="button" value="PEN"/>	

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

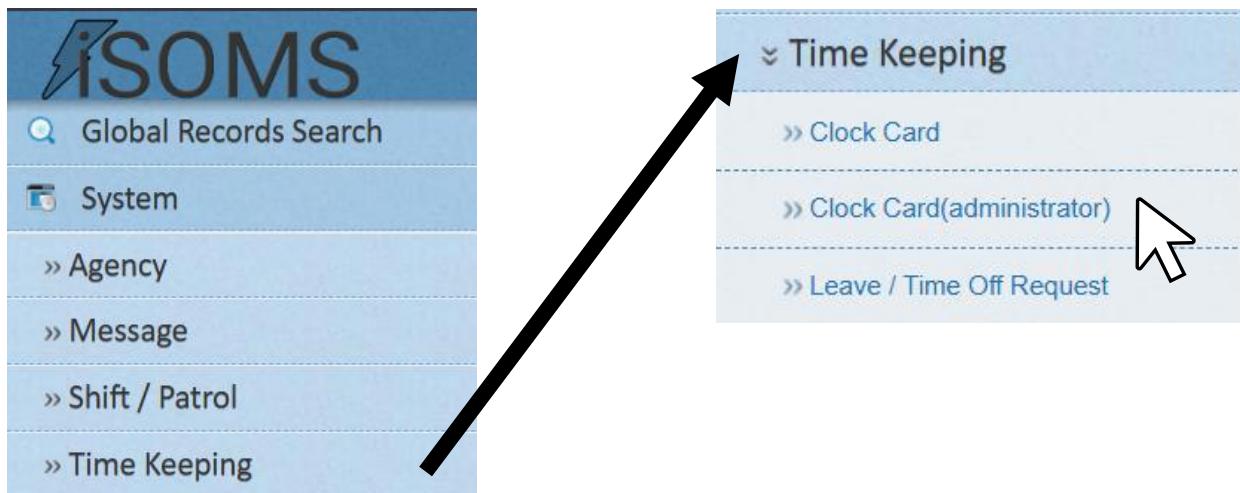


Clock Card (Manual Method) Guide

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*.

The screenshot shows the 'Employee Summary Clock Cards Search' interface. At the top, there are buttons for 'NEW PAYROLL SESSION', 'AUDITS', and 'REPORTS'. Below that are buttons for 'LAST 14 DAYS', 'LAST 30 DAYS', 'LAST 90 DAYS', and 'UN-POSTED SESSIONS'. The 'Payroll Dates From:' field contains '11/01/2025' with a calendar icon. The 'Payroll Dates Through:' field contains '11/30/2025' with a calendar icon. Below these are dropdowns for 'Payroll Account:' and 'Payroll Type:', both with downward arrows. There are also checkboxes for 'Show Archived Only' and 'All Agencies'. At the bottom 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 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 X ▾

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

Payroll Type:

OVERTIME X ▾

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 ▾								EXPORT GRID TO FILE		VIEW ALL AGENCIES
Search Results								4 Records		
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 buttons for 'NEW PAYROLL SESSION', 'AUDITS', and 'REPORTS'. Below these are buttons for 'LAST 14 DAYS', 'LAST 30 DAYS', 'LAST 90 DAYS', and 'UN-POSTED SESSIONS'. The 'NEW PAYROLL SESSION' button is highlighted with a blue border. The search criteria section includes 'Payroll Dates From: 11/01/2025' and 'Payroll Dates Through: 11/30/2025'. Below this are dropdowns for 'Payroll Account:' and 'Payroll Type:', and checkboxes for 'Show Archived Only' and 'All Agencies'. At the bottom are 'LOOKUP' and 'CLEAR FILTER' buttons, and the 'NEW PAYROLL SESSION' button again.

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' with calendar icons. Below these are dropdowns for 'Payroll Account:' and 'Payroll Type:'. At the bottom are 'ADD' and 'CANCEL' buttons, with the 'ADD' button highlighted with a blue border.

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:

A screenshot of a software interface titled "Employee Summary Clock Cards View Record". The top navigation bar includes buttons for LOOKUP, NEW PAYROLL SESSION, AUDITS, BACK TO SEARCH RESULTS, and REPORTS. Below the navigation are buttons for << FIRST, < PRIOR, NEXT >, and LAST >>. On the right are buttons for SAVE and DELETE. The main data area shows payroll parameters: Payroll Start Date (11/10/2025), Payroll End Date (11/23/2025), Employee Count (0), and Posted On (grayed out). Payroll Account (GRANT) and Payroll Type (REGULAR WORK) are also listed. A Notes input field is present, along with IMPORT PAYROLL and POST/CLOSE PAYROLL buttons. A grid section titled "Employees" shows 0 Employees and a message "No Employees." An EXPORT GRID TO FILE button is located in the top right of the grid area.

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**.

Employee Summary Clock Cards View Record

LOOKUP NEW PAYROLL SESSION AUDITS BACK TO SEARCH RESULTS REPORTS

« FIRST < PRIOR NEXT > LAST »

SAVE DELETE

Payroll Start Date: 11/10/2025 Payroll End Date: 11/23/2025 Employee Count: 0 Posted On:

Payroll Account: GRANT Payroll Type: REGULAR WORK

Notes: **IMPORT PAYROLL** POST/CLOSE PAYROLL

Employees 0 Records EXPORT GRID TO FILE

No Employees.

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**.

Employees

3 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	
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.



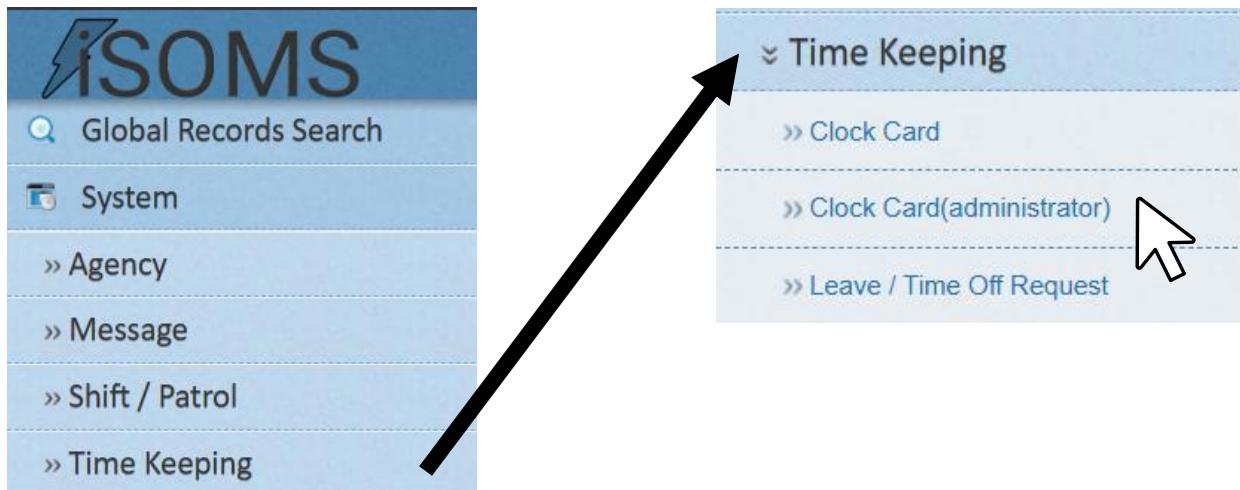
Clock Card (Manual Method) Guide

Payroll Reports

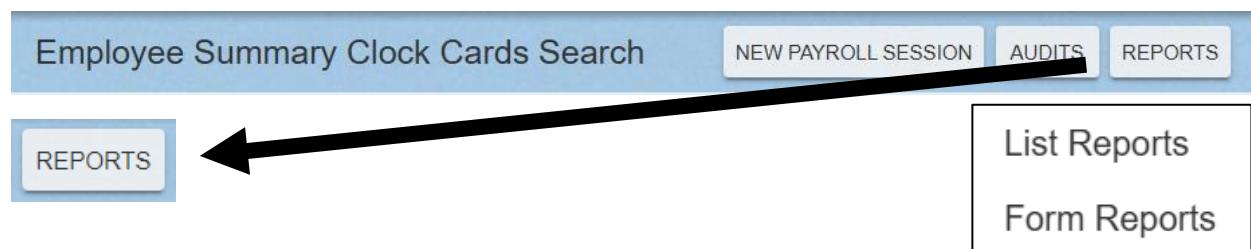
iSOMS has the capability to allow you to print list reports for payroll records.

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**.

Employee Summary Clock Cards List Reports

Report Style
List By Payroll Account

Payroll Date From: 01/01/2019 Payroll Date Through: 12/01/2025

Payroll Account: Payroll Type:

Single Employee:

Report Format:

PDF Excel XML SQL

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

VIEW **DOWNLOAD** **EMAIL** **CLEAR FILTER**

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

Navigation: << FIRST | < PRIOR | NEXT > | LAST >>

Actions: VOID/CANCEL REQUEST

Last Name:	First Name:	Middle Name:
TESTACCT	USER	
Date:	Requested Hours:	Status:
12/01/2025	0	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.

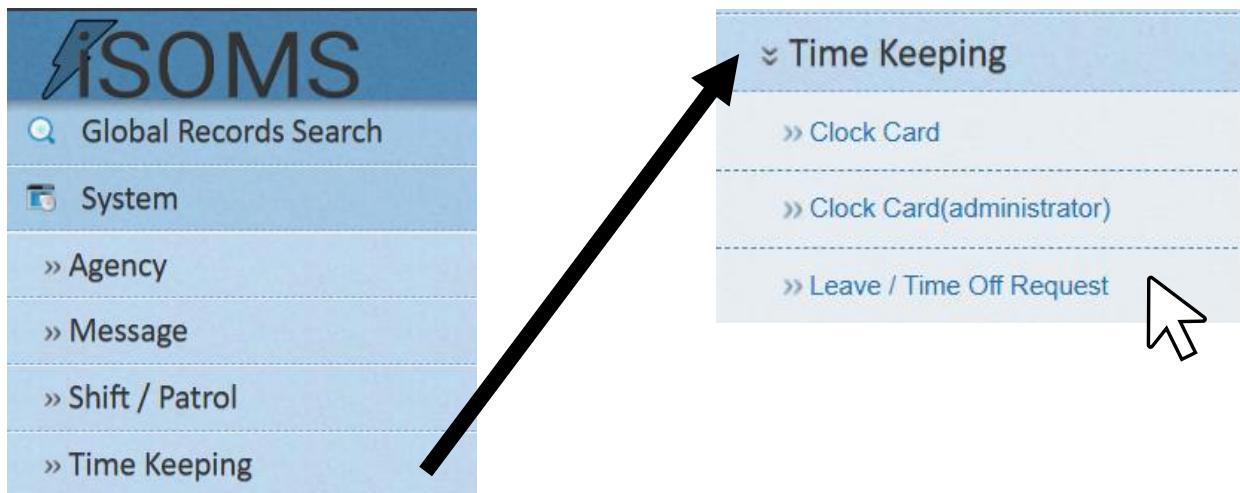


Clock Card (Manual Method) Guide

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*.

The screenshot shows the 'Employee Leave Request Search' screen. At the top, there are three blue buttons: 'NEXT 14 DAYS', 'NEXT 30 DAYS', and 'NEXT 90 DAYS'. Below them are three more buttons: 'NEXT 14 DAYS OPEN', 'NEXT 30 DAYS OPEN', and 'NEXT 90 DAYS OPEN'. At the bottom, there are two buttons: 'LOOKUP' and 'CLEAR FILTER'. Below these buttons are two date fields: 'Dates From: 12/01/2025' and 'Dates Through: 12/01/2025'. To the right of the date fields is a 'Leave Type:' dropdown menu.



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

NEXT 90 DAYS

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

NEXT 90 DAYS OPEN

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

LOOKUP NEW LEAVE REQUEST REPORTS

Search Criteria ►

Search Results

2 Records

EXPORT GRID TO FILE VIEW 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

◀ ▶

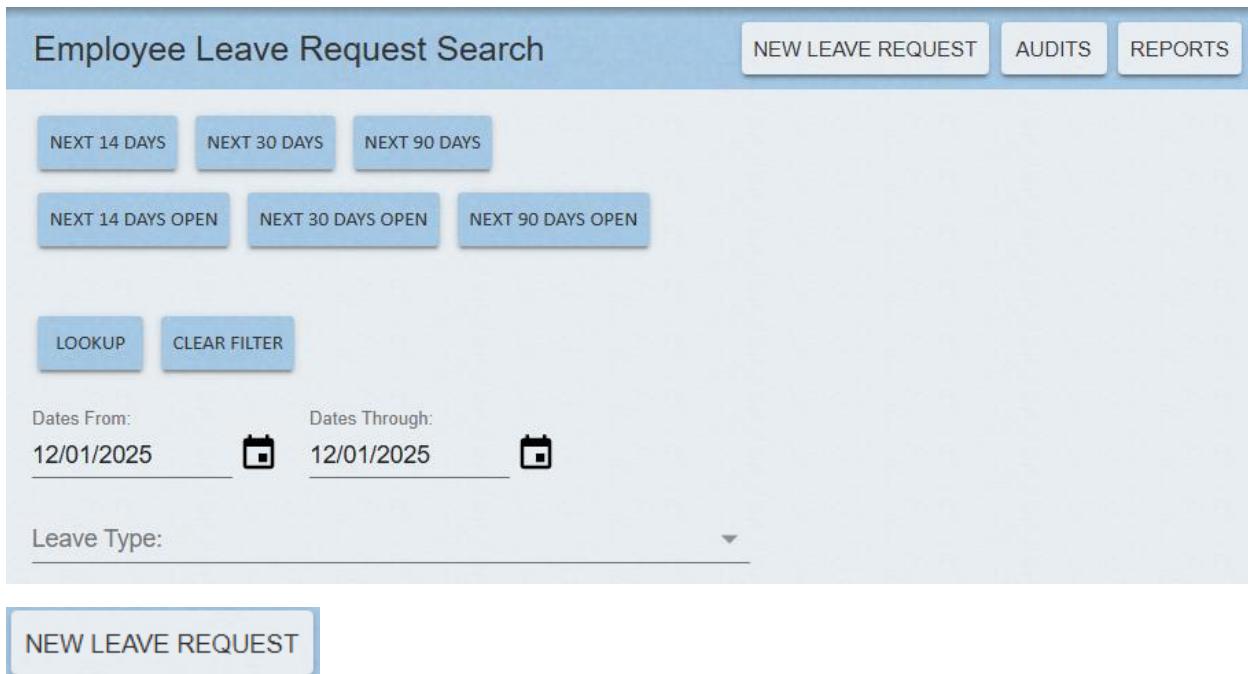
GOING TO MIAMI FL



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:

A screenshot of the "Employee Leave Request Search" interface. At the top, there are three tabs: "NEW LEAVE REQUEST" (which is highlighted in blue), "AUDITS", and "REPORTS". Below the tabs are four buttons: "NEXT 14 DAYS", "NEXT 30 DAYS", "NEXT 90 DAYS", "NEXT 14 DAYS OPEN", "NEXT 30 DAYS OPEN", and "NEXT 90 DAYS OPEN". There are also "LOOKUP" and "CLEAR FILTER" buttons. The "Dates From:" field contains "12/01/2025" and a calendar icon. The "Dates Through:" field contains "12/01/2025" and a calendar icon. A "Leave Type:" dropdown menu is shown. At the bottom left is a large "NEW LEAVE REQUEST" button.

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

Navigation: << FIRST | < PRIOR | NEXT > | LAST >>

Actions: 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: _____
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

Save Auto Computes Payroll Start and Payroll End

Payroll Start Date: Payroll End Date: APPROVE THIS CARD APPROVE ALL START/TYPE UN-APPROVE / EMAIL EMPLOYEE REMOVE APPROVE STATUS

Last Name: First Name: Middle Name: Jr/Sr:

Shared Agency

Start Of Shift: <input type="text" value="11/06/2025"/>	Time: <input type="text" value="08:00:00"/>	End Of Shift: <input type="text" value="11/06/2025"/>	Time: <input type="text" value="17:00:00"/>	Payroll Type: <input type="text" value="REGULAR WORK"/>	X	▼	
Regular: <input type="text" value="9.00"/>	Overtime: <input type="text" value="0"/>	Comptime Earned: <input type="text" value="0"/>	Meal/Break(decimal): <input type="text" value="0"/>				
Vacation: <input type="text" value="0"/>	Sick: <input type="text" value="0"/>	Personal/Comp: <input type="text" value="0"/>	Holiday: <input type="text" value="0"/>	Bereavement: <input type="text" value="0"/>	Military: <input type="text" value="0"/>	Misc Hours: <input type="text" value="0"/>	Misc Amount: <input type="text" value="0"/>
Disciplinary: <input type="text" value="0"/>	Workers Comp: <input type="text" value="0"/>	Admin Leave With Pay: <input type="text" value="0"/>	Admin Leave No Pay: <input type="text" value="0"/>	On Call Comp Hours: <input type="text" value="0"/>	On Call Overtime Hours: <input type="text" value="0"/>		
Unit Number: <input type="text" value="478"/>	Starting Milage: <input type="text" value="0"/>	Ending Milage: <input type="text" value="0"/>	Gallons Pumped: <input type="text" value="0"/>				

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

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:	<input type="text" value="12/01/2025"/>	Time:	<input type="text" value="13:11:35"/>	<input type="button" value="SEARCH"/>	
Posted Date:	<input type="text" value="12/01/2025"/>	Time:	<input type="text" value="13:11:35"/>	Void 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

Buttons (Top Row):
NEXT 14 DAYS NEXT 30 DAYS NEXT 90 DAYS FUTURE OPEN REQUESTS

Buttons (Second Row):
NEXT 14 DAYS OPEN NEXT 30 DAYS OPEN NEXT 90 DAYS OPEN

Buttons (Third Row):
ALL OPEN REQUESTS PAST OPEN REQUESTS ALL FUTURE OPEN REQUESTS (MY MAJOR) ALL FUTURE OPEN REQUESTS (MY MINOR) ALL FUTURE OPEN REQUESTS (MY SHIFT)

Buttons (Fourth Row):
LOOKUP CLEAR FILTER

Search Fields:
Dates From: 12/01/2025 Dates Through: 12/01/2025 Leave Type:

Search Fields:
Department Major: Department Minor: Department Shift:

Search Fields:
Payroll Account: Employee:

Checkboxes:
 Only My Clock Card
 Show Archived Only
 All Agencies

Buttons (Bottom Row):
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:	<input type="button" value="Q"/>

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

Navigation buttons: << FIRST, < PRIOR, NEXT >, LAST >>

Action buttons: 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

The image shows two screenshots of the iSOMS application. The left screenshot is the home screen with a sidebar containing 'Global Records Search', 'System', '» Agency', '» Message', '» Shift / Patrol', and '» Time Keeping'. The right screenshot shows a 'Time Keeping' menu with options '» Clock Card', '» Clock Card(administrator)', and '» Leave / Time Off Request'. A large black arrow points from the 'Time Keeping' link in the sidebar to the 'Leave / Time Off Request' link in the menu. A cursor icon is positioned over the 'Leave / Time Off Request' link.

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.

The image shows the 'Employee Leave Request Search' screen. At the top right are buttons for 'NEW LEAVE REQUEST', 'AUDITS', and 'REPORTS'. Below these are two buttons: 'REPORTS' (which is highlighted with a blue border) and 'AUDITS'. A large black arrow points from the 'REPORTS' button to a callout box. The callout box contains two options: 'List Reports' and 'Details Report'.



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**.

Employee Leave Request List Reports

Report Style: List, Open (By Request Date)

Request Date From: 10/01/2025 Request Date Through: 01/01/2026 Leave Type:

Employee: TESTACCT, USER

Only My Clock Card

Department Major: Department Minor: Department Shift:

Include Main Note

Report Format:

PDF Excel XML SQL

Buttons: VIEW DOWNLOAD EMAIL 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: Request Date Through: Leave Type:

Only My Clock Card Employee:

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

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 -	16.00	VACATION LEAVE	Open
GOING TO MIAMI FL				
12/01/2025	TESTACCT, USER -	8.00	PERSONAL BUSINESS	Un-Approved
PLEASE GIVE ME THIS OFF				
12/01/2025	TESTACCT, USER -	0.00	*No Leave Type	Open
12/08/2025	TESTACCT, USER -	40.00	VACATION LEAVE	Un-Approved

I need a week off to go ice fishing

Totals: 4



Clock Card (Manual Method) Guide

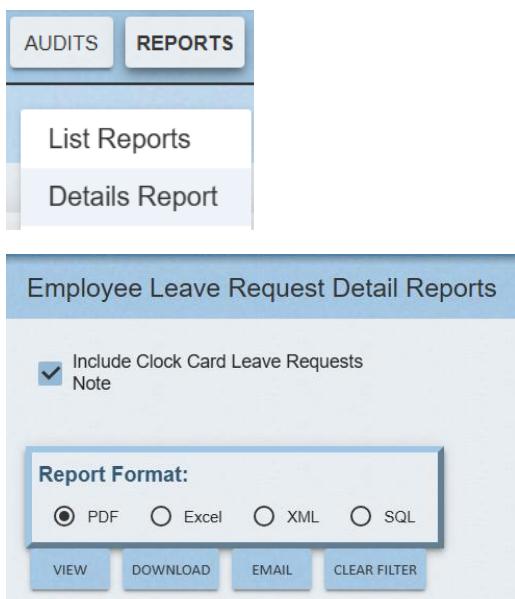
Details Report

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 TESTACCT, USER -	Request Date 12/01/2025	Hours 16.00	Payroll Type 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**:

The screenshot shows the 'Employee Time Keeping: Search' screen. It has tabs for 'AUDITS', 'TOPICS', 'REPORTS', and 'MAINTAIN FILES'. Below the tabs are buttons for 'ALL ACTIVE EMPLOYEES', 'EMPLOYEES WITH AUTO COMPTIME HOURS', and 'EMPLOYEES WITH AUTO OVERTIME HOURS'. There are also 'LOOKUP' and 'CLEAR FILTER' buttons. Below these are fields for 'Last Name', 'First Name', 'Middle Name', 'Department Major', 'Department Minor', and 'Department Shift'. A large black arrow points from this screen down to the 'Maintain Payroll: Search' screen.

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.

The screenshot shows the 'Maintain Payroll: Search' screen. It has a 'Description' field, a 'Type of Match' dropdown with radio buttons for 'Begins', 'Contains', and 'Ends' (with 'Begins' selected), and a 'Show Archived Only' checkbox. Below these are 'ALL', 'LOOKUP', and 'CLEAR FILTER' buttons. A red box highlights the 'ALL' button. To the right is a list of 'Payroll Codes' including: Pay Codes, Payroll Accounts, Payroll Overtime Accounts, Payroll Types, Leave Time Reasons, Work Time Reasons, Holidays, and Benefit Scale. A large black arrow points from this screen down to the 'Payroll Codes' list.



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 is ensures that this pay code is used for the Birthday settings in *Company Setup*. If there is no such code, add a new code that has this checkbox marked.

Maintain Payroll: View Record

LOOKUP NEW PAYROLL AUDITS BACK TO SEARCH RESULTS

CODE: BCT DESCRIPTION: BIRTHDAY COMPTIME SORTING RANK: 15

ACCU RATE: 0 MAX ACCRU HOURS: 0

IMPORT 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

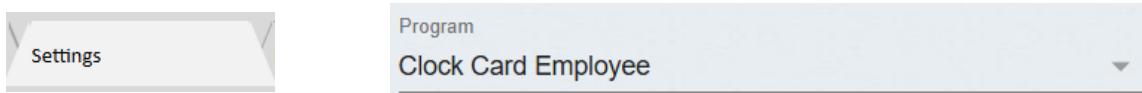
Leave Share Received Leave Share From Comp Time Leave Share From Sick Pay

Birthday Comptime



Clock Card (Manual Method) Guide

Appendix B: All Settings



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

ADD-ALL-PAYROLL-TOTALS

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

AUTO-COMPUTE-PAYPERIOD

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



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



When this setting is on, iSOMS will automatically compute payroll dates based on settings in Company Setup. (See *Auto-Input Pay Periods for Clock Card* on page 37 for more details.)





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

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.

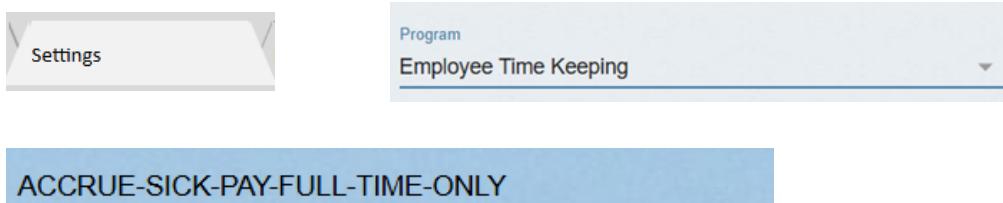
SHOW-ALL-LEAVE-REQUESTS

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

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 (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 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 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 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** Tour Of Duty Benefit

Pay Code: **VACATION**

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

Accrue Monthly Accrue Annually

Annual / Anniversary Example:

Description: **VACATION 0-4 YEARS** Tour Of Duty Benefit

Pay Code: **VACATION**

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

Accrue Monthly 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-BENEIFT

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-BENEIFT-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!)

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 setting is only needed if you are 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 setting is only needed if you are 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.



Clock Card (Manual Method) Guide

HOLIDAY-PAY-METHOD

HOLIDAY-PAY-METHOD (BASIC/ALWAYS-COMP/ALWAYS-PAY) – Default *Basic*. This setting controls how iSOMS evaluates holidays and their hours. If you have Holiday codes set up (see *Holidays* on page 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.



Clock Card (Manual Method) Guide

HOLIDAY-PAY-TOUR-OF-DUTY

HOLIDAY-PAY-TOUR-OF-DUTY (BASIC/ALWAYS-COMP/ALWAYS-PAY) – Default **Basic**. This setting controls how iSOMS evaluates holidays and their hours **for tour of duty employees only**. If you have Holiday codes set up (see *Holidays* on page 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.



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-HIDE-REGULAR-OVERTIME-ON-CLOCK-CARD

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

IMPORT-PAYROLL-RULE-REGULAR-OVERTIME

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

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

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



Clock Card (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

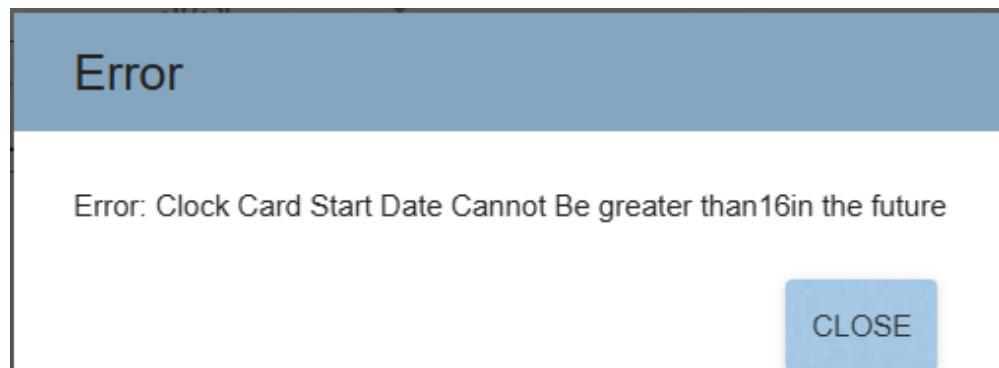
MAX-CLOCK-CARD-FUTURE-DAYS (NUMBER) – Default **18**. Allowed numbers are 8-18.

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





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.

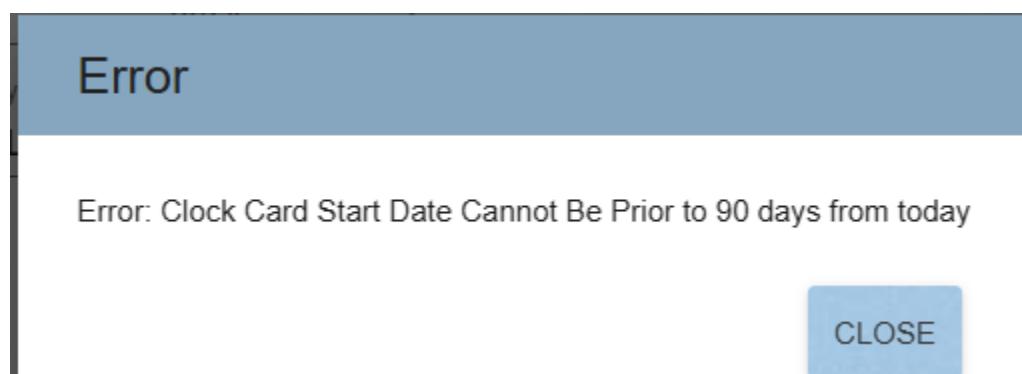
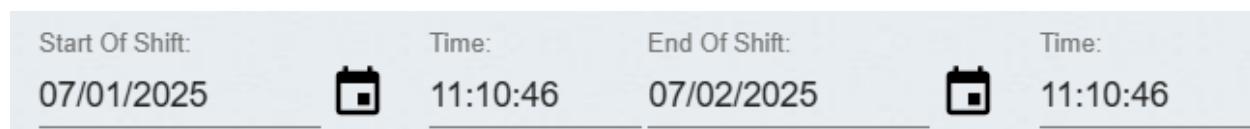
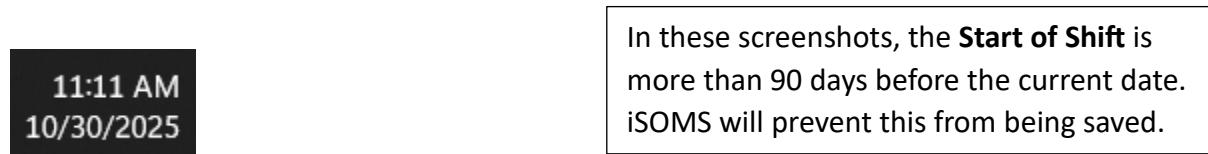


Clock Card (Manual Method) Guide

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**.



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.)

NOTIFY-EMPLOYEE-AFTER-POSTING

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

NOTIFY-EMPLOYEE-AFTER-POSTING-BENEFITS

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



Clock Card (Manual Method) Guide

NOTIFY-EMPLOYEE-AFTER-POSTING-NOTES

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

OVERTIME-COMPUTED-AT-FACTOR-0

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

PAID-FOR-MEAL-TIME

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

SHOW-COMPTIME-AS-OVERTIME-WORKED

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

SHOW-MEAL-TIME-METHOD

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

TIMEKEEPING-ONLY-COMPUTE-BENEFITS

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

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



Clock Card (Manual Method) Guide

UTILITY-BYPASS-ZERO-MINUTE-CHECK

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

VERIFY-ALL-EXTENDED-PAYCODES-CONFIGRED

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

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

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



Clock Card (Manual Method) Guide

For More Information

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

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

Second Revision, December 2025

All material appearing in this guide ("content") is protected by copyright under U.S. Copyright laws and is the property of M&M Micro Systems Inc. or the party credited as the provider of the content. You are allowed to copy, distribute, and display this work for use with the iSOMS platform and for training concerning the usage and operation of the iSOMS platform. You may not publish, modify, create derivative works, or in any way exploit any such content, sell or offer it for sale. You may not alter or remove any copyright or other notice from copies of the content. in M&M Micro Systems Inc.'s manual. Copying or storing any content except as provided above is expressly prohibited without prior written permission of M&M Micro Systems Inc. or the copyright holder identified in the individual content's copyright notice.