



NELCO WebTimeClock Guide & Reference Manager/Administrator Level



You are Clocked In 11:22:09 AM



Logout On Punch :

Punch Lunch Break

Press the one you want.

 **Punch In**
 **Punch Out**

 **Out To Lunch**
 **Back From Lunch**

 **Out On Break**
 **Back From Break**

Name : Max E. Brackett II PayPeriods : 08/22/2005 - 08/28/2005

Day	IN	OUT	IN	OUT	IN	OUT	IN	OUT	Note	Reg	OT
Mon 8/22	8:01 A P	1:19 P L	2:32 P L	5:20 P P						7:59	0:00
Tue 8/23	8:04 A P	12:55 A L	1:22 P L	5:17 P P						8:46	0:00
Wed 8/24	7:45 A P	5:14 P P								9:29	0:00
Thu 8/25	7:51 A P	5:05 P P								9:14	0:00
Fri 8/26	8:02 A P									0:00	0:00
Sat 8/27										0:00	0:00
Sun 8/28										0:00	0:00
Week Tot										35:28	0:00
TOTALS :										35:28	0:00

LEGEND

P - Punch	L - Lunch	B - Break	O - Other
00:00 - Regular Punch	00:00 - Modified Punch	Miss - Missed Punch	(00:00) - Hours, Not Time
? - Has a Note			

NELCO WebTimeClock at First Glance:

NELCO WebTimeClock works like many standard and traditional time clock systems, except it will not cost you \$5,000 to setup, you do not have to maintain software, and if your employees can get to the internet then they can access it. Your employees use NELCO WebTimeClock just as they would any time clock. They can punch in and out, log their lunches, and their breaks if you want. The NELCO WebTimeClock has been designed to be as simple or as complex as you desire. This guide will walk you through the main functions that you will need and there is a handy reference for your convenience that covers all of the pages and options available.

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How to get your company setup on NELCO WebTimeClock:

1. Contact NELCO.
2. Once the setup is completed click the “Admin Login” link on the main NELCO WebTimeClock page.
3. Login with your email address and password
4. Note the number next to the name of your company in the “Change to Client” dropdown box. This is your Client ID that you will need to give to your employees.
5. Inform your employees of your Client ID and let them know that their password will be their first initial, last initial, and last four digits of their social security number.
Example: ab1234

How to submit your payroll with NELCO WebTimeClock:

When it is time to report your payroll to NELCO, after reviewing and editing any needed changes to the payroll, you will then send it to WebTime. WebTime is where you can add any special types of pay such as commissions and bonuses.

1. Click on the Pay Cycles link in the navigation menu. If you have more than one pay cycle click select on the pay cycle that you want to submit. This will bring up that pay cycle’s pay periods below.
2. Find the Pay Period you want to submit.
3. Click the submit button. Please note, it will not submit if there are any Missed Punches on the Payroll link in the navigation menu. You will need to edit the missed punches before submitting. This is to ensure that the correct time is sent to NELCO.
4. Login to WebTime.
5. Review and add any special pay.
6. Submit the finished payroll.

How to add payroll hours to an employee:

From the “Payroll” page, find the last name of the person that you need to add payroll hours to. Click on the “Clock” icon located below the last name of the employee that you wish to edit the hours of. A new window will open with an “In” and an “Out” punch table. From here you may add in and/or out punches for all three types of punches: punch, lunch, and breaks.

How to add Paid Time Off:

From the “Payroll” page, find the last name of the person that you need to add paid time off (PTO) hours to. Click on the small clock with the green plus sign, it is middle icon under the last name. A new window will open with an “Earning Type” drop down, “Hours : Minutes” textbox entries, “Date” dropdown, “Department” and “Task” dropdown. Fill in the “Hours : Minutes” textboxes, and then select the other options that fit your need and click “Submit”.

How to add Holiday Paid Time Off for everyone at once:

From the “Payroll” page, click on the “Add Paid Time Off” button at the bottom of the page in the “Legend” box. A new window will open with a “Employee Name” dropdown box. Click on the down arrow and scroll to the end of the list and select either “All Active EEs”, “All Full Time EEs”, or “All Part Time EEs”. Select “Holiday” from “Earning Type”, select the date, and submit.

How to edit and delete punches:

From the “Payroll” page click on the Punch or the Missed Punch to edit it. This will open both the In and Out punch in that row. You can make your changes or select the delete option. Then click Submit to save your changes.

How to view the Notes:

From the “Payroll” page if an employee has entered a note, you will see it in blue under the Note column. You can click on it to view and edit it. There are two text fields. One is the Employee Viewable Note. You can add/edit/delete this information and the employee will see it. The other is the Admin Only Note. The employee cannot see this field. This is for the admin to use and share information. There is a field called completed that you can check. This will change the Note column to a grey so you know you have already handled it, but you can always go back to it and see what it was. Or you can delete the note, please note that if you delete a note there is no way to retrieve it. Only delete a note if you are sure you will never need it again.

You can add a note to an employee by clicking the pencil-note icon under that person’s last name. Or you can add on by clicking the “Add Note” button in the Legend.

How to change an employee’s Password:

Click on the Employees link in the navigation menu. Click “Edit” for the employee that you wish to change the password for. Edit the “EE PWD” box and click update.

How to change an employee’s Default Task:

Click on the Employees link in the navigation menu. Click edit for the employee that you wish to change the default task for. Edit the Default Task box and click update.

How to setup a Registration Code:

From the “Registration Codes” page you can create registration codes to register computers.

1. Enter in a alpha-numeric code that you wish to use.
2. Select an expiration date. That way if you want to give someone a registration code and expect them to use it by a certain day you can have that code expire by that date. If someone uses the code before the expiration date, their computers will still be registered after the code has expired. It just means the code has been expired and can no longer be used to register any more computers. This field is not required.
3. Enter the Max Uses. This is good in two ways. You may create one with a large amount of Max Uses that you will always use when you go around registering computers. But you may want someone at a remote location to set one up for you there. You can create another registration code and limit the Max Uses to one. That way they can use it for that computer and not be able to take it home and register another computer there.
4. Click Add.


If you decide that you do not want to your employees to have to register their computers, you can deactivate a registration code any time you wish.


Below the Registration Codes, you will see the computers that were registered by your employees. You can edit the row and change the name of the computer or Time Zone. You can also deactivate any particular computers’ registration. That will make it so they can no longer log in to WebTimeClock from that computer.


You are Clocked In 11:22:09 AM
Logout On Punch :


Punch **Lunch** **Break**


Press the one you want.



Punch In


Punch Out


Out To Lunch


Back From Lunch


Out On Break


Back From Break

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00:00	- Regular Punch	00:00	- Modified Punch	Miss	- Missed Punch	(00:00)	- Hours, Not Time
? - Has a Note							

I. Employee User:

A. Punch In/Punch Out

To clock in/out for the work day the click the appropriate punch image.

B. Lunch In/Lunch Out

To clock out/in for lunch select the appropriate lunch image.

C. Out On Break/Back From Break

When taking a break click the appropriate break image. Breaks may or may not be paid, please ask your supervisor.

D. Add a Note

If you miss a punch you can add a note for the administrator by clicking on the notebook icon in the far right column of the punch view table. The link will open a pop up window with a text area for you to add your note. After adding your note, please click save, or cancel if you do not wish to add a note.

E. Legend

The legend will help explain the meaning of the colors, and letters in the punch view area.

F. Pay Periods

You may select a previous pay period to view your history of punches. When you select another pay period, the detail will be displayed in the punch view area.

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In order to register this computer, please enter the information below and click the button.

Client Code :	<input type="text"/>
Registration Code :	<input type="text"/>
Name for Computer :	<input type="text"/>
Location Time Zone :	<input type="text" value="EST"/>
<input type="button" value="Register Computer"/>	

II. Computer Registration

If the company chooses to do so it may activate the "Computer Registration" option in the administrators section of WebTimeClock. "Computer Registration" helps prevent time clock fraud by allowing only registered computers to login.

A. Client Code

The "Client Code" is a number assigned to the company account.

B. Registration Code

The "Registration Code" is an alphanumeric code given to the user by the administrator of the company's WebTimeClock account.

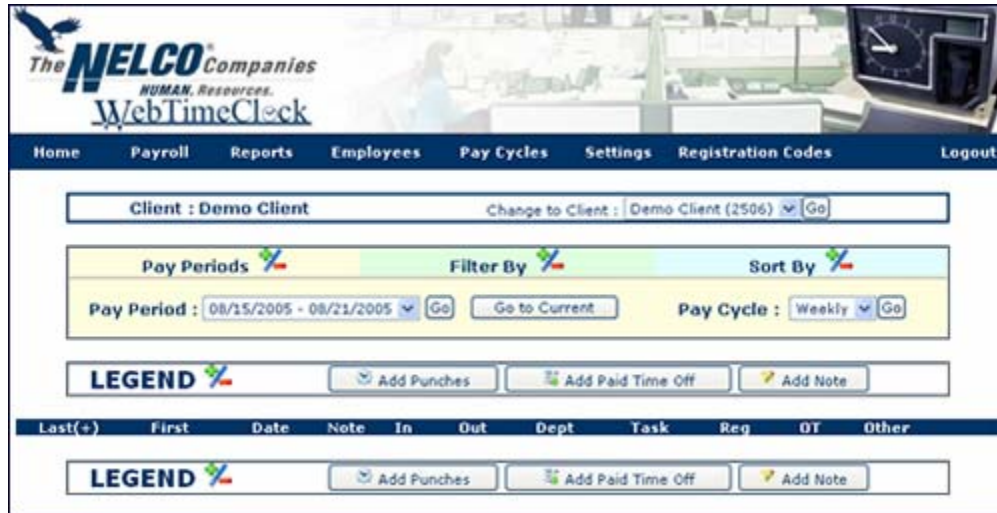
C. Name for Computer

The "Name for Computer" field is for the user to fill in. Examples: John's Computer, John's Home Computer, Accounting01, etc.

D. Location Time Zone

The "Location Time Zone" option is so that the user may select what timezone that they are in.

Reference



III. Administration

Change to client

If you have more than one account with NELCO you will be able to select the appropriate company by using this drop down box.

A. Payroll How To:

From the Payroll page you can add, edit, and delete punches or notes.

To save space on this page, you will notice three options with a +/- sign next to each. The +/- signs are an open and close button. By default, the "Pay Period" section is open. "Filter By" and "Sort By" are closed.

Pay Periods

The "Pay Period" drop down is where the administrator can select the desired pay period to review. If the company has more than one pay cycle then the "Pay Cycle" drop down list is where the administrator may select the appropriate group of employees.

Filter By

You may filter by department or by employee.

Sort By

The "Sort By" drop down box has four option types: EE (Employee) First Name, EE Last Name, Department, and Task. With each option type you may sort by ascending or descending. Ascending is the standard way to sort and therefore is simply marked with the option. Descending options are followed by "desc".



The screenshot shows the WebTimeClock interface. At the top, there is a navigation menu with links: Home, Payroll, Reports, Employees, Pay Cycles, Settings, Registration Codes, and Logout. Below the menu, there is a client selection section with a dropdown menu set to 'Demo Client' and a 'Go' button. The main content area is divided into two sections: 'Approaching OT Report' and 'Time Detail Report'. The 'Approaching OT Report' section has fields for 'Snap Shot Date' (8/26/2005), 'Minimum Hours/Minutes' (30 : 00), 'Pay Period' (08/22/2005 - 08/28/2005), and 'Sort By' (EE Last). The 'Time Detail Report' section has fields for 'Time Type' (Military), 'Sort By' (EE Last), 'Pay Period' (08/22/2005 - 08/28/2005), and 'Show Notes' (Yes). Each section has a 'Go' button.

B. Reports How To:

Approaching OT Report

The "Approaching OT Report" allows administrators to take a proactive approach to the management of overtime. Administrators may view which of their employees are coming close to reaching overtime.

Snap Shot Date

The "Snap Shot Date" is the date which you want to set as the end date for the report.

Minimum Hours/Minutes

The "Minimum Hours/Minutes" field allows administrators to set the minimum amount of time to be considered for coming close to overtime.

Pay Period

Administrators may also view a history of overtime by selecting a previous pay period.

Sort By

The "Approaching OT Report" may be sorted by employee's last name (EE Last) or departments.

Time Detail Report

The "Time Detail Report" gives the administrator a snapshot of the employees hours in a printable format.

Time Type

The "Time Type" drop down box allows administrators to select military time or standard time (HH:MM) formats.

Sort By

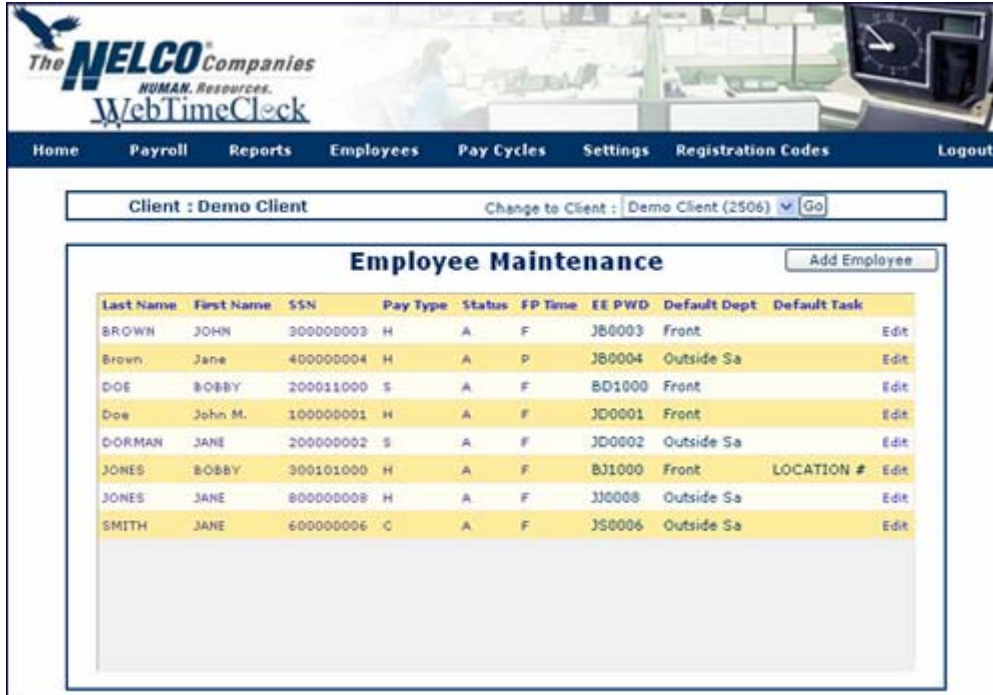
The "Time Detail Report" may be sorted by employee's last name (EE Last) or departments.

Pay Period

Administrators may also view a history of overtime by selecting a previous pay period.

Show Notes

The "Show Notes" option allows administrators to choose to have or not to have the payroll notes included on the report.



The screenshot shows the WebTimeClock interface. At the top, there is a navigation menu with links: Home, Payroll, Reports, Employees, Pay Cycles, Settings, Registration Codes, and Logout. Below the menu, the current client is identified as "Demo Client" with a "Change to Client" dropdown set to "Demo Client (2506)" and a "Go" button. The main content area is titled "Employee Maintenance" and includes an "Add Employee" button. A table lists employee records with columns for Last Name, First Name, SSN, Pay Type, Status, FP Time, EE PWD, Default Dept, and Default Task. Each row has an "Edit" link.

Last Name	First Name	SSN	Pay Type	Status	FP Time	EE PWD	Default Dept	Default Task
BROWN	JOHN	300000003	H	A	F	JB0003	Front	Edit
Brown	Jane	400000004	H	A	P	JB0004	Outside Sa	Edit
DOE	BOBBY	200011000	S	A	F	BD1000	Front	Edit
Doe	John M.	100000001	H	A	F	JD0001	Front	Edit
DORMAN	JANE	200000002	S	A	F	JD0002	Outside Sa	Edit
JONES	BOBBY	300101000	H	A	F	B31000	Front	LOCATION # Edit
JONES	JANE	800000008	H	A	F	330008	Outside Sa	Edit
SMITH	JANE	600000006	C	A	F	JS0006	Outside Sa	Edit

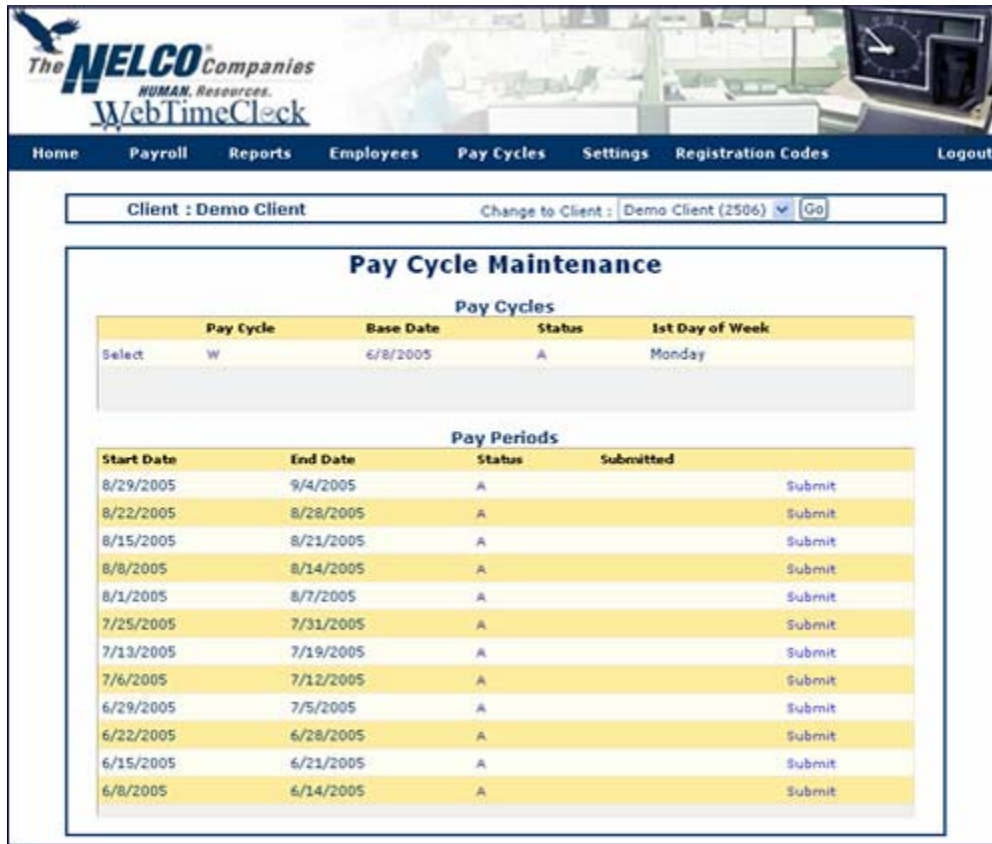
C. Employees How To:

Add Employee

The "Add Employee" button will open a new hire form so that you may report your new employee before they start working so that they will be covered under your workers' compensation policy. By submitting the new employee from within WebTimeClock, the new employee will be able to utilize WebTimeClock immediately and you will not need to log into easyAccess to do it.

Edit

By clicking the "edit" link the administrator may change the password for the employee and the default task.



Client : Demo Client Change to Client : Demo Client (2506) [Go]

Pay Cycle Maintenance

Pay Cycles

Pay Cycle	Base Date	Status	1st Day of Week
Select W	6/8/2005	A	Monday

Pay Periods

Start Date	End Date	Status	Submitted
8/29/2005	9/4/2005	A	Submit
8/22/2005	8/28/2005	A	Submit
8/15/2005	8/21/2005	A	Submit
8/8/2005	8/14/2005	A	Submit
8/1/2005	8/7/2005	A	Submit
7/25/2005	7/31/2005	A	Submit
7/13/2005	7/19/2005	A	Submit
7/6/2005	7/12/2005	A	Submit
6/29/2005	7/5/2005	A	Submit
6/22/2005	6/28/2005	A	Submit
6/15/2005	6/21/2005	A	Submit
6/8/2005	6/14/2005	A	Submit

D. Pay Cycles How To:

Pay Cycles

Select

If you have more than one pay cycle with your NELCO account, by selecting the item under "Pay Cycles" it will display only the pay periods of that pay cycle.

Pay Periods

Submit

By clicking submit under "Pay Periods" administrators can submit the payroll hours to WebTime where they can then enter any commissions or other types of pay.

Client : Demo Client		Change to Client : Demo Client (2506) <input type="button" value="Go"/>
Rounding	<input checked="" type="radio"/> Minute <input type="radio"/> Second	Usually Minute
Weekly OT Start	<input type="text" value="40"/>	Range 1-40, Usually 40
Daily OT Start	<input type="text" value="0"/>	Range 0-8, 0=No Minimum
Lunch Punch	<input type="radio"/> Not Used <input checked="" type="radio"/> Used, Not Paid <input type="radio"/> Used, Paid	Usually Not Paid
Break Punch	<input checked="" type="radio"/> Not Used <input type="radio"/> Used, Not Paid <input type="radio"/> Used, Paid	Usually Paid
Register Computers	<input checked="" type="radio"/> Nothing <input type="radio"/> Remember ClientID <input type="radio"/> Register Computers	Usually Register Computers
Default Time Zone	<input type="button" value="EST"/>	Can only be overridden when Registering Computers
Punch List (EE)	<input type="radio"/> Not Viewable <input type="radio"/> Viewable but Hidden <input checked="" type="radio"/> Viewable and Shown	Allow viewing of Punch History
Payroll Type	<input type="button" value="Regular"/>	Departments or not
User Timeout	<input type="button" value="5"/>	Minutes Before Auto Timeout
Admin Timeout	<input type="button" value="10"/>	Minutes Before Auto Timeout
Auto Punch Logout	<input type="checkbox"/>	Automatically Logout On Punch Selection

E. Settings How To:

Rounding

Rounding is not editable.

Weekly OT Start

Administrators can also set when overtime starts for the week.

Daily OT Start

A daily overtime setting is available for companies which allow overtime pay on a daily basis.

Lunch Punch

The "Lunch Punch" option allows administrators to use or not use the lunch punch, and set paid or unpaid lunch.

Break Punch

The "Break Punch" option is similar to the "Lunch Punch" option. Administrators can set it to be used or not used and paid or not paid.

Register Computers

The "Register Computers" option allows the administrator to require that any computer using the WebTimeClock must be registered with the system.

Default Time Zone

The administrator has the ability to select a "Default Time Zone".

Punch List (EE)

The "Punch List(EE)" option allows administrators to block the punch list from users view or to be hidden by default. When it is hidden the user may open it up by clicking on a view link.

Payroll Type

The "Payroll Type" option is for setting the company to regular or departmental payroll which is not editable.

User Timeout

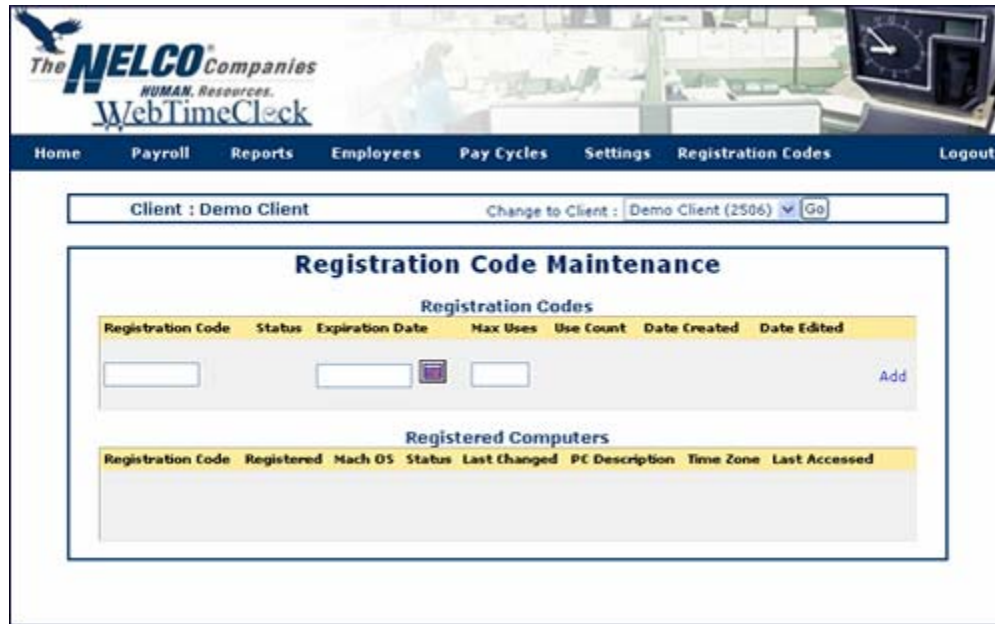
The "User Timeout" option allows administrators to set an automatic timeout if the user forgets to log out when they walk away from their computer.

Admin Timeout

The "Admin Timeout" option allows administrators to set an automatic timeout if they forget to log out when they walk away from their computer.

Auto Punch Logout

The "Auto Punch Logout" allows administrators to automatically logout users after they click their punch selection.



F. Registration Codes How To:

Registration Code

The "Registration Code" is a group of alphanumeric characters which the administrator can create for users to register their computers for being authorized to use WebTimeClock. This option is available to deter possible abuses of the system.

Status

The status column displays if the code has been terminated (T) or is active (A). A code will be terminated once it is used up or expired.

Expiration Date

The "Expiration Date" is the date which the registration code will end being active. Once a code is no longer active, it cannot be used to register any more computers.

Max Uses

The "Max Uses" column displays the total number of times that a code may be used to register a computer.

Use Count

The "Use Count" field displays the total number of computers which have used the registration code.

Edit

The "Edit" link allows administrators to edit the registration code details.

Activate

The "Activate" link allows administrators to activate a particular code.

Add

Administrators may add new registration codes by filling out the blank textboxes below their respective column headings and clicking the "Add" button.