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Enabling the Time Clock

Go into Crystal and go to Admin > Company > General, check the “Enable TimeClock”



Enabling Time Clock for Employees

1. Under Admin > Employees > Double click on each employee you want to use the time clock and go to the “Schedule/TimeClock” tab.
2. Check the boxes “Schedule work hours” & “Enable Timeclock for this Employee”.



Reports Records **Schedule/TimeClock** Admin

Display Name (must be unique):

Schedule Options:

Schedule appointments for this Employee

Schedule work hours for this Employee

Employee can only view their schedule

TimeClock Options:

Enable TimeClock for this Employee

TimeClock Admin Privileges

Restrictions:

Disable TimeClock notification on Sign In/Out

Clock-In on Sign-In

Clock-Out on Sign-Out/Timeout

Hide Show Log Button

3. Other options are available under the Admin > Employees > Schedule/TimeClock.

- TimeClock Admin Privileges – Will allow the employee to add/edit/remove punches under the Admin > TimeClock for all employees.
- Disable TimeClock notification on Sign In/Out – If this is left unchecked, the employee will be prompted EVERY time they sign in or out of crystal to clock in and out. This may be very cumbersome, and most offices disable this feature.

Time Clock

Sign-In Time: 08:52:35 AM

Sign-Out Time: Not Set

Time In	Time Out	Total
08:52:35 AM	Not Set	

Status: None

Disable this on Sign In/Out

- Clock-In on Sign-In – Employees will be automatically clocked in when the sign into Crystal.
- Clock-Out on Sign-Out/Timeout – Employees will be automatically clocked out.

Typical settings are to leave all 3 boxes UNCHECKED, and use the Time Clock button that is found at the top of Crystal

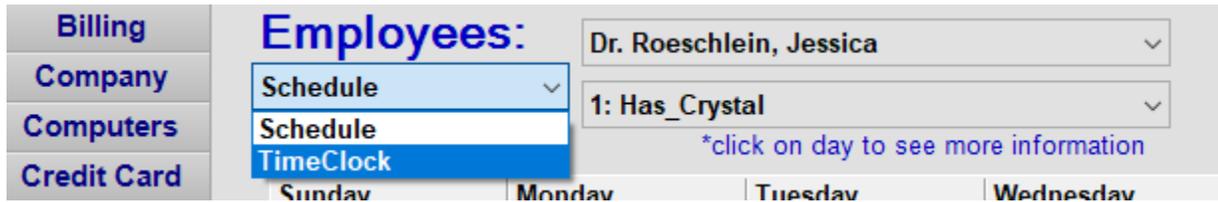
sages(0) Help



How to Setup Work Hours

Setting schedule hours for employees (is not necessary to run reports, but if you want to track overtime you will want to set that up per employee)

- This will be done under Admin – Schedule – then select TimeClock from dropdown.



- Next, select the Employee from the dropdown.
- You will adjust hours here the same as you would the Schedule. Right-click on a particular day, and you can either Add THAT day, Remove THAT day (day off), or Change Ongoing Schedule which will carry that schedule forward in time until the next schedule change.

Time Clock Reports

Employees can VIEW and Remove time punches under Admin – TimeClock. Currently, this is the only area to view punch in/out times, as it is not available in the report. Unless you double click down into each independent day.

Reports > > Logs > TimeClock Report: Will allow you to put in a date range and drill down by double clicking on an employee or date to see hours worked.

- Scheduled Time: is the work schedule you create under Admin – Schedule.
- Clocked Time: is the total amount of time the employee clocked in and out for.
- Difference (Clocked-Scheduled): is the difference between their scheduled work hours and the actual amount of hours worked. So, overtime or undertime.
- Missing Clock-Out: will let you know if the employee has forgotten to clock out for any of the days worked.