Task:
Set up work schedules in Gradience TimeClock

Steps:
1. Click **Settings** > **Work Schedules**. The Work Schedules screen will appear on the right.

2. Click **New** and enter a work schedule name on the top right.

Rounding Rules
1. With the **Rounding Rules** tab selected, enter the number of minutes any time is to be credited. For example, if you were to enter 6, the program will round up to the next six minutes according to the number of minutes entered in the Rounding area.

2. In the Rounding area, enter the number of minutes you wish the program to **Round Up** when clocking In and out.

3. In the **Rounding Example** area, enter hour and minute setting and click the **Rounding Test** button. The program will indicate the time to which the clock in or out is being rounded.

4. Just above the **Rounding Test** button, change the minutes entered up or down and click the **Rounding Test** button again to verify that the results are favorable. You may find that you need to adjust what has been entered in the Rounding area.
Rounding Notes:

> The (6min) increment tells me that the "hour" is divided into "tenths".

> The "Rounding" number on the other hand determines how many minutes [within] each "tenth" an employee may be late before being "considered" late.

> [After] the employee is "more than" the number of minutes [within each tenth of an hour] entered, they will be "considered" to have been another tenth of an hour tardy.

> You cannot divide the "hour" into 6min increments yet give employees a 10min grace (rounding) period. The "Rounding" number must be less than the "increment" number.

Overtime and Punch Schedules
1. Click the **Overtime and Punch Schedules** tab and enter the <u>day</u> and <u>time</u> the payroll week starts. Typically, 12:00 AM is the norm.

2. In the **Schedule Overtime Rules** area, check the box for daily overtime and enter the number of hours after which overtime is paid on a daily basis if this applies to your organization.

3. By default, the box for weekly overtime is checked, and the number of hours is 40, because this complies with minimum federal labor law standards.

4. If you have the first two boxes checked in the Schedule Overtime Rules area, we recommend you check the third box to prevent daily and weekly overtime from compounding.

5. Click the tab representing the first day of your workweek; then click twice in the field under **Time** and enter the time of day this workday begins; then press your **Tab** key on your keyboard twice or click **New Time Entry** at the bottom of the screen.

6. Enter the time the workday ends. Then tab over to the next field; click the down arrow and select **Out**. **Note**: If you enter incorrectly, click the **Delete Time Entry** at the bottom of the screen to start over.

7. Check the box for **This is a Workday**.

8. The box for **This is an Overtime Day** signifies that overtime will be paid regardless of whether the employee has worked or will work any other time during the workweek.

9. Click the tab representing the next workday. If this day begins and ends at the same times as another workday, you may copy the settings already entered for that day. Click the down arrow in the field under **Quick Copy Schedule from** and select the day that is to be copied. Then, click the large arrow pointing left. If every day is the same, repeat this step for the rest of the days of the workweek.

Please see next page for Shifts Crossing Work Week.

Shifts Crossing Work Week

Gradience TimeClock will automatically ensure that your time entries are fully compliant with federal labor laws and workplace regulations regarding shifts that cross workweeks.

If an employee works during a time period that crosses from one workweek into another, Gradience TimeClock will automatically enter a Punch/Time Entry on the 59th second of the current workweek. This Punch/Time Entry will appear on the employee's timecard as **WK End***.

Gradience TimeClock will immediately follow the **WK End*** Punch/Time Entry one second later at the start of the new workweek with another automatic Punch/Time Entry. This second Punch/Time Entry will appear on the employee's timecard as **WK Start***.

Although the hours worked on the first day of a workweek will be short, these hours will be supplemented with the hours worked on the last day of the same workweek, thereby allowing the employee to be credited for a full week.

Below is an example. In this example, the program has been set to display time in military time.

Shift Definitions

1. Click the **Shift Definitions** tab, then click in the field under **Shift Code** and enter a designation as may be required by your payroll system. To see an example of how to make entries, click **Easy Setup**. Click **Cancel** to delete these entries.

2. Tab to the next field and enter the **Earliest possible Clock in** time.

If you make a mistake, highlight the area that is incorrect and click **Delete Shift** and start again.

Job Codes

This feature allows you to track the number of hours employees work in different business areas.

Before you can proceed, you <u>must</u> have set up your job codes in advance. If you have not done so, do the following:

1. Click **Settings** > **Job Codes**. The **Job Codes Maintenance** pop-up window will open.

2. Click **New** and then enter a value in the **Job Code** column.

3. Check **Enabled** and then enter the name of the position/business area in the **Description** column.

4. Click **Save** and **Close**.

Now you may return to the Work Schedule to assign job codes to it.

1. Click **Settings** > **Work Schedules** and be sure the correct Work Schedule is highlighted.

2. Click **Job Codes** tab and check **Show Only Enabled Job Codes**.

3. Put a checkmark in the **Selected** column for each job code you wish to apply to this Work Schedule.

4. Click **Save**. Repeat the entire Work Schedule setup process for any additional Work Schedules you may need, and then close out of the Work Schedule area.