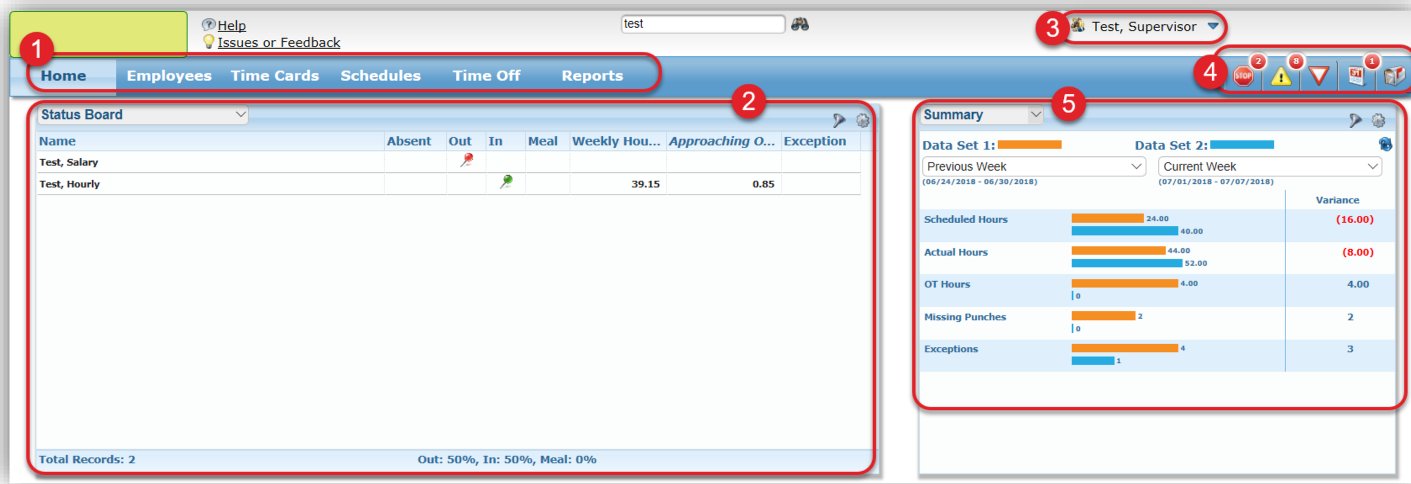
Q-Time Guide for Supervisors

Home Screen



1 **Menu Bar**
Navigate between various Q-Time functions.

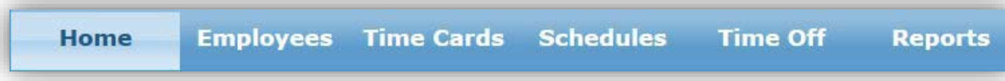
2 **Status Board**
Easily identify employee status (In/Out/Meal), current hours worked for the week, and an indicator when an employee is approaching overtime.

3 **User Account**
Toggle between your Employee and Manager dashboards.

4 **Action Center**
Identify actions needed, and quickly navigate to corresponding areas.

5 **Data Comparison**
Analyze statistics and variances between recent weeks or months.

Menu Bar



Home
Return to the home screen

Employees
Navigate to a list of your employees

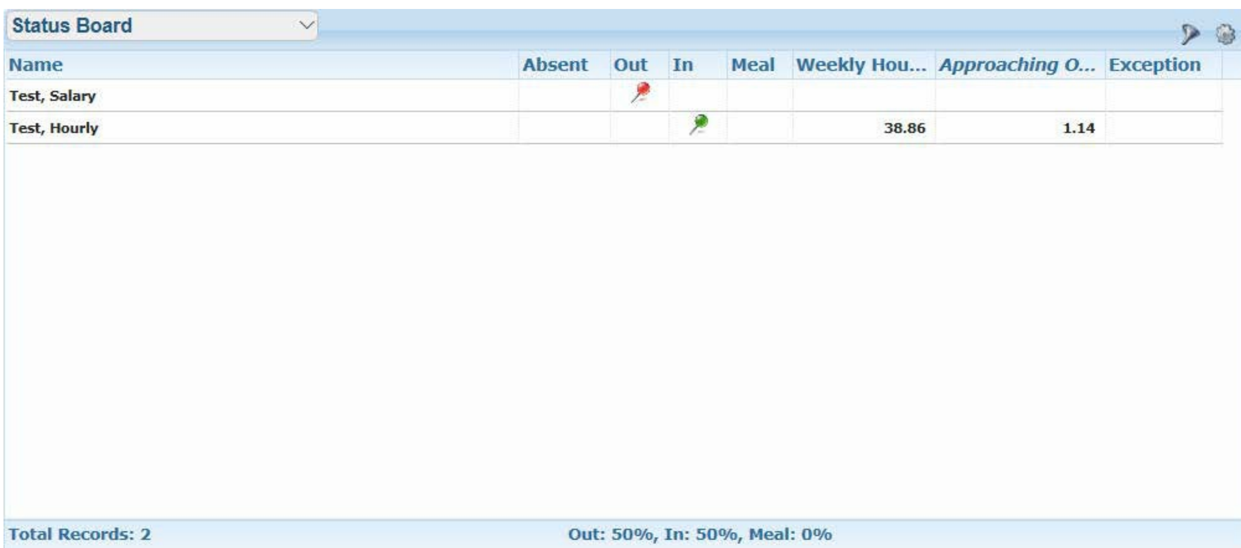
Time Cards
View, adjust, or approve employee time cards

Schedules
View or modify employee schedules

Time Off
Navigate or approve time-off requests

Reports
View a list of available ad-hoc reports

Status Board



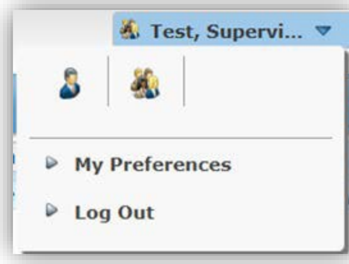
Status

View employee status based on current punches. This relies on the employee punch frequency. For example, it will not show an employee as "in" if the employee has not recorded their punches for the day.

Approaching OT

In real time, identify which employees are within 5 hours of overtime for the current week.

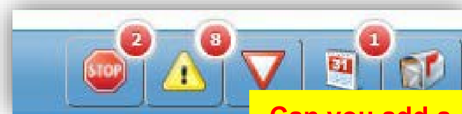
User Account



Employee Dashboard
Click the one-person icon to switch to your personal employee view.

Manager Dashboard
Click the multi-person icon to switch to your supervisor view.

Action Center



Can you add a new image here that is not numbered? Or if you want numbering please do it in order.

Stop Icon
You missed a punch that must be fixed prior to payroll processing.

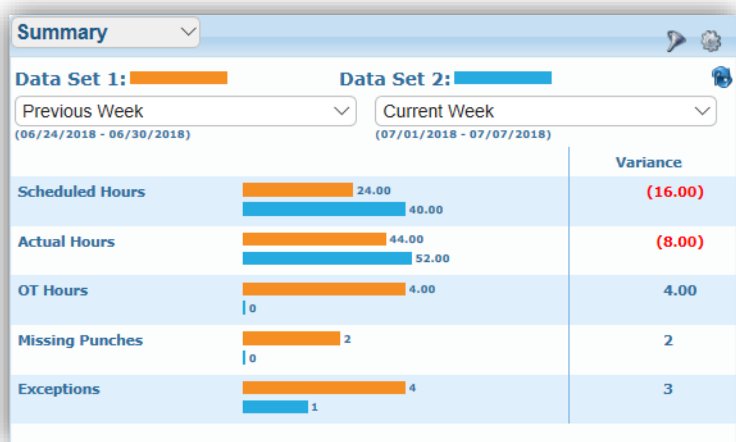
Yellow Warning Icon
There are exceptions to review.

Yield Icon
Indicates an alert

Calendar Icon
You have a time-off request to review.

Mailbox Icon
You have a message.

Data Comparison

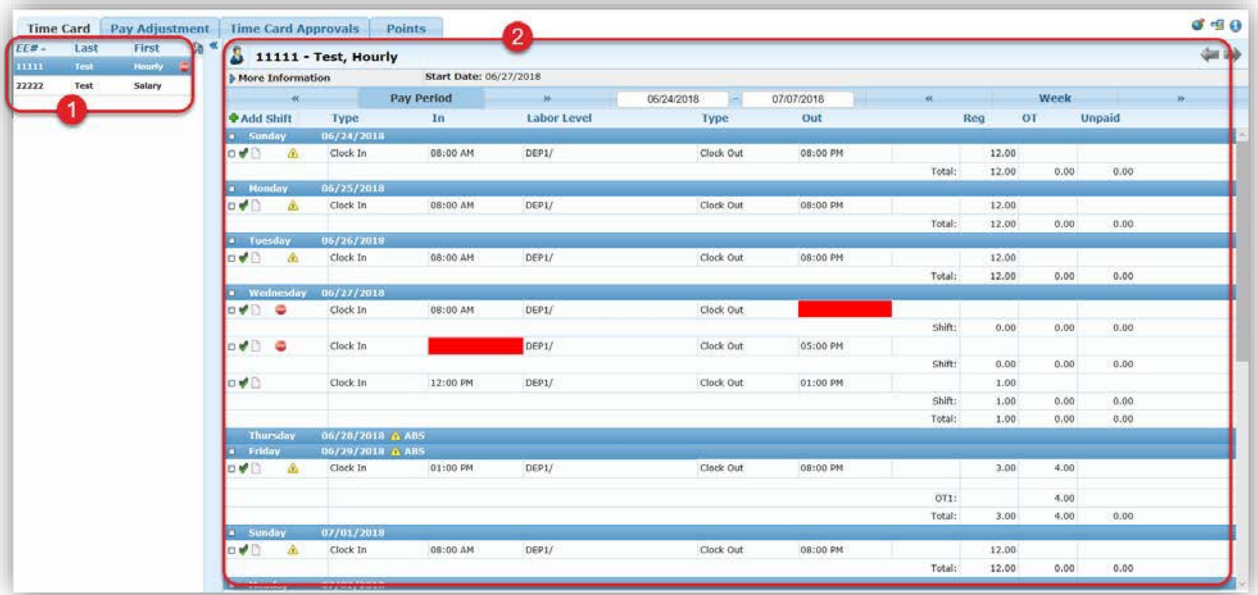


To view this information, select "Summary" from the drop-down menu at the top-left of this widget.

Choose the data sets in their corresponding drop-down menus and change the color scheme if desired.

Approve Time Card

Begin by clicking on “Time Cards” in the main menu to launch the Time Card editor.



Employee List
Select the employee whose time you wish to review or edit.

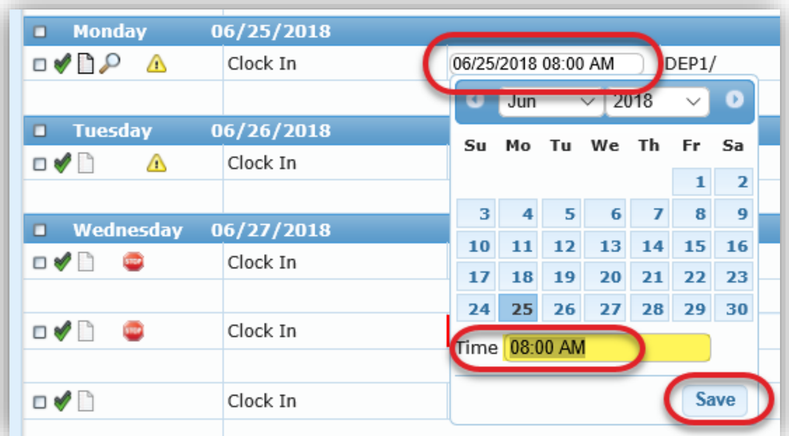
Entry Pane
View time off for your team, including company-recognized holidays.

Action Icons
Hover on any row to view the action icons. Here is what they mean:

- There is no manager approval. Click to approve.
- The employee as approved their entry.
- To enter a note.
- Transaction has been modified. Click for details.
- Transaction is missing a punch. Hover for details.
- An exception exists. Hover over this icon to identify the exception.
- Edit the transaction.
- Delete the transaction.

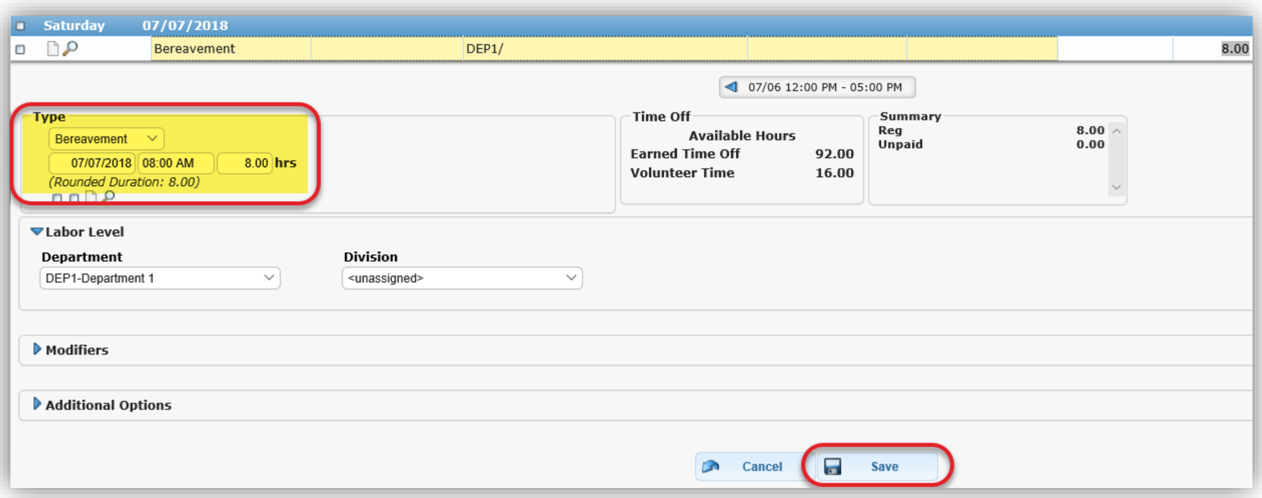
If edits to the employee time card are needed, review the page (pictured below). If no edits are needed, proceed to the next page.

To correct a punch for time worked, click the corresponding box, make the desired change, and click Save.

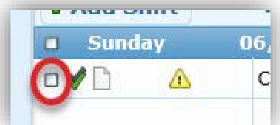


To correct a pay type (i.e., Bereavement, Jury Duty, Holiday), click the pencil icon on the corresponding row.

The detail editor window will appear. Make the required change(s), and click Save.



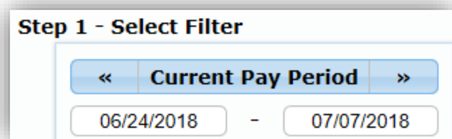
To approve time on a per-entry basis, click the check box icon of each row of data in the Time Card tab.



Note: Make sure you do not approve time before your employee has completed their entry and approval process. This will be signified by the green check box in the row. Otherwise, your employee is locked from making any further changes.

To approve time on a per-employee basis, switch to the “Time Card Approvals” tab.

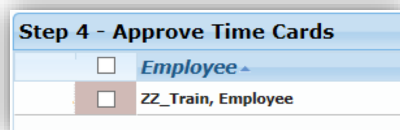
Ensure the correct pay period is selected.



Click the check box next to each employee you wish to approve.

The right columns indicate employee and manager approval:

- Green circle = full approval
- Yellow circle = partial approval
- Red circle = no approval

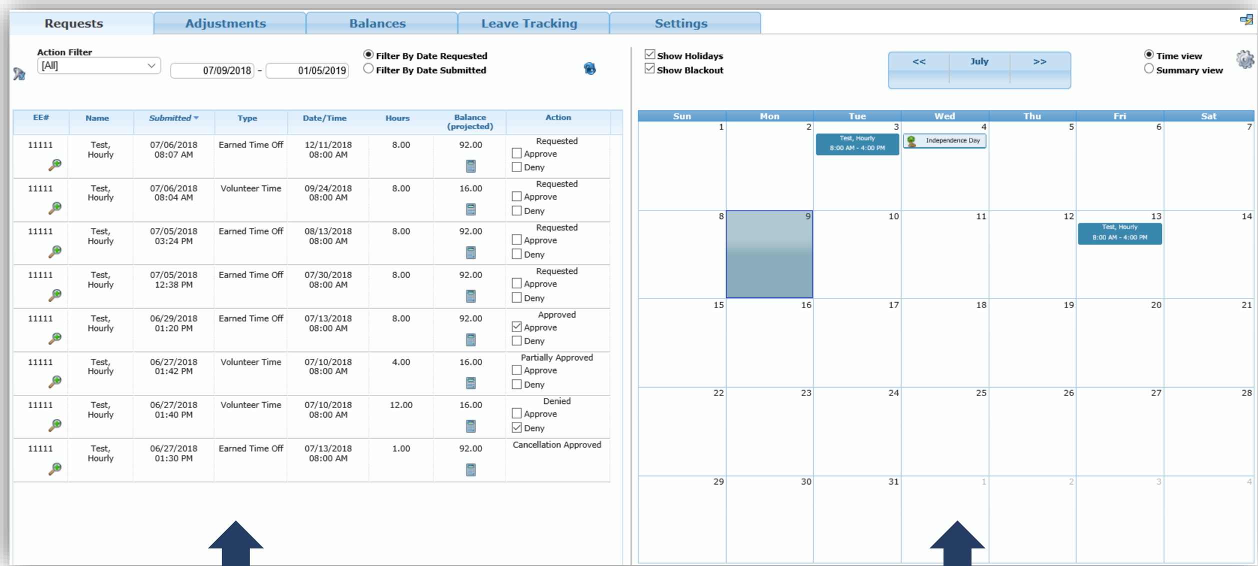


Click the settings (gear icon) on the top-right and choose columns to add to the view as desired. We recommend displaying Hours, Regular, and OT.

Once all employees are approved, you’re done!

Review and Approve Time Off Requests

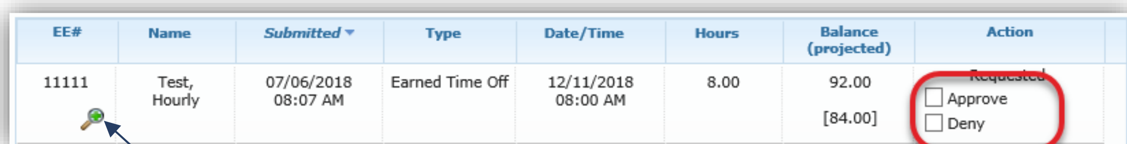
Begin by clicking on “Time Off” in the main menu to launch the Time Off dashboard.



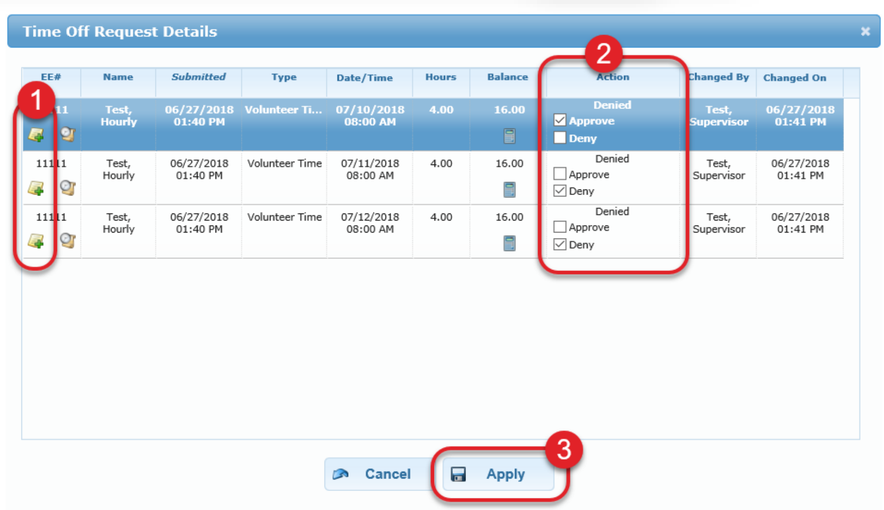
The left pane displays all of your team's time off requests.

The right pane displays all of your team's approved time off requests including company paid holidays.

To approve or deny a request, click the corresponding check box on the right of the request.



To approve or deny a portion of the multi-day request, click the magnifying glass icon on the row of the request.



1 Insert notes for each segment if desired.

2 Click the approve or deny for the segment as appropriate.

3 Click Apply to submit.