



# Store Manual

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# *Table of Contents*

<b>Chapter 14: Time Keeping</b> .....	<b>4</b>
Time Cards .....	4
Clocking In and Out .....	13

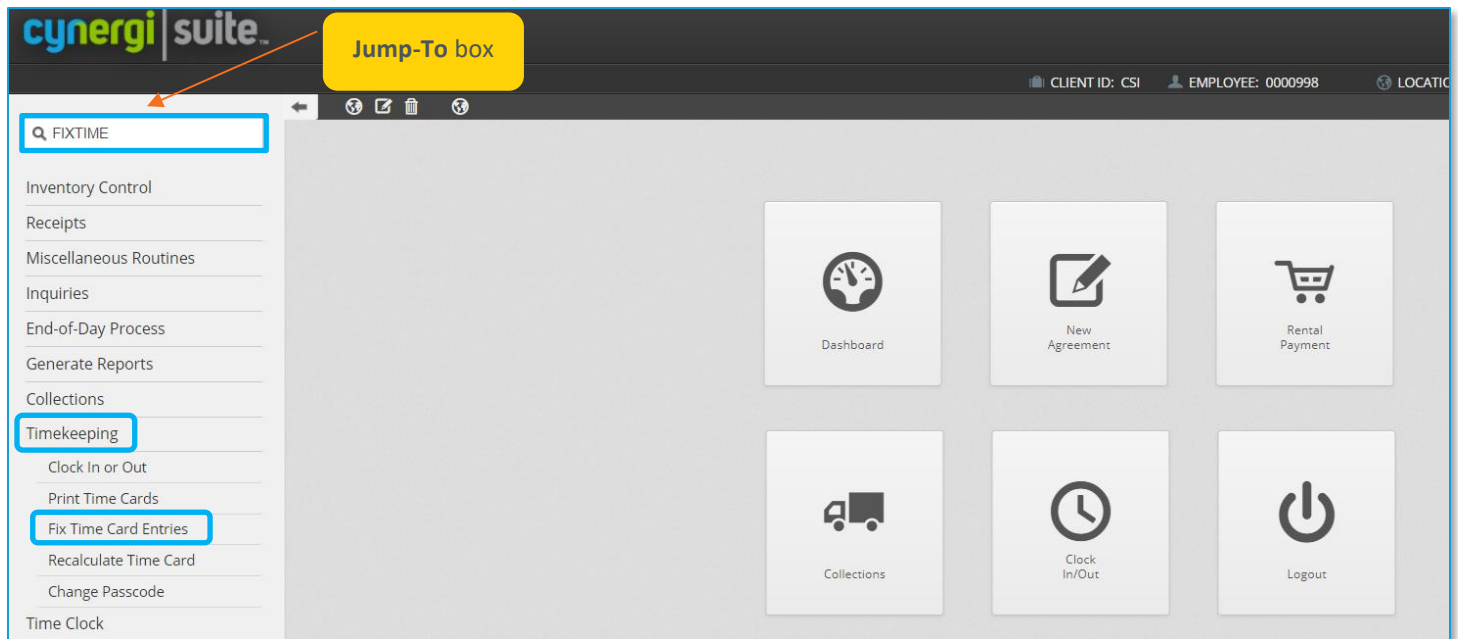
## Chapter 14: Time Keeping

### Time Cards

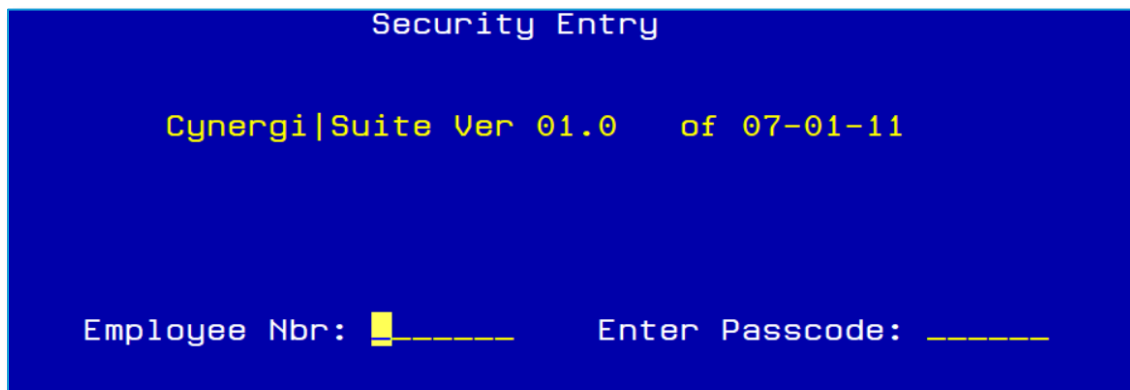
#### Fix/Edit Time Cards

To fix or edit Time Cards, select **Timekeeping** then select **Fix Time Card Entries** from the menu, or enter **FIXTIME** in the **Jump-To** box and press the **TAB** or **ENTER** key.

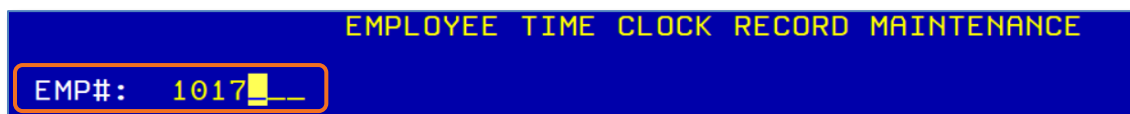
*Please Note: This process may be restricted for some users.*



Login with Employee Number and Password.



Enter the Employee Number of the employee whose Time Card needs to be edited, and then press **ENTER**.



Enter the date of the Time Card entry that needs to be edited, and then press **ENTER**.

**EMPLOYEE TIME CLOCK RECORD MAINTENANCE**

EMP#: 1017

DATE TO ADD/CHANGE/DELETE: 011119

Use the arrow keys to move up or down the list to highlight the Time Card entry that will need to be edited. Once the Time Card has been highlighted, press **F9**.

**EMPLOYEE TIME CLOCK RECORD MAINTENANCE**

EMPLOYEE: ANGIE

SMITH

DATE: 1/11/19

Emp #	Name		In/Out	Hr	Mn	Date
1017	ANGIE	SMITH	I	09	23	1/11/19
1017	ANGIE	SMITH	O	12	31	1/11/19
1017	ANGIE	SMITH	I	13	20	1/11/19
<b>1017</b>	<b>ANGIE</b>	<b>SMITH</b>	<b>O</b>	<b>18</b>	<b>20</b>	<b>1/11/19</b>
1048	KURT	WARD	I	09	02	1/11/19
1048	KURT	WARD	O	12	30	1/11/19
1048	KURT	WARD	I	13	25	1/11/19
1048	KURT	WARD	O	18	05	1/11/19
1049	PETE	ORR	I	08	55	1/11/19
1049	PETE	ORR	O	12	05	1/11/19
1049	PETE	ORR	I	13	02	1/11/19
1049	PETE	ORR	O	17	55	1/11/19

F1-Fwrd; F2-Back; F4-Recalc; F6-Add; Return-Select Rec; F8-Restart; CMD-Quit

Press **F1** to open the record for editing.

**EMPLOYEE TIME CLOCK RECORD MAINTENANCE**

EMPLOYEE: ANGIE

SMITH

DATE: 1/11/19

Emp #	Name		In/Out	Hr	Mn	Date
1017	ANGIE	SMITH	I	09	23	1/11/19
1017	ANGIE	SMITH	O	12	31	1/11/19
1017	ANGIE	SMITH	I	13	20	1/11/19
1017	ANGIE	SMITH	O	18	20	1/11/19
1048	KURT	WARD	I	09	02	1/11/19
1048	KURT	WARD	O	12	30	1/11/19
1048	KURT	WARD	I	13	25	1/11/19
1048	KURT	WARD	O	18	05	1/11/19
1049	PETE	ORR	I	08	55	1/11/19
1049	PETE	ORR	O	12	05	1/11/19
1049	PETE	ORR	I	13	02	1/11/19
1049	PETE	ORR	O	17	55	1/11/19

PRESS F1 TO CHANGE OR F2 TO DELETE

The Time Card record is now open for editing.

Press the **ENTER** key to move through the fields as needed.

```

EMPLOYEE TIME CLOCK RECORD MAINTENANCE
EMPLOYEE:  ANGIE          SMITH          DATE:  1/11/19
              CHANGE FUNCTION

              DATE:  1/11/19          TIME:  18:20
              STORE:  0001          IN OR OUT:  0
OVERTIME AUTH:  0          OVERTIME HOURS:  00:00
REASON:  0
    
```

When the edit is complete, press **F9**.

The Reason for editing is a required field. Enter one of the four reasons shown below.

```

EMPLOYEE TIME CLOCK RECORD MAINTENANCE
EMPLOYEE:  ANGIE          SMITH          DATE:  1/11/19
              CHANGE FUNCTION

              DATE:  1/11/19          TIME:  18:45
              STORE:  0001          IN OR OUT:  0
OVERTIME AUTH:  0          OVERTIME HOURS:  00:00
REASON:  0

1. DID NOT CLOCK IN  2. DID NOT CLOCK OUT  3. SYSTEM INOPERATIVE  4. OTHER
    
```

Press **ENTER** to complete the edit.

Press **F9** to save the changes.

```

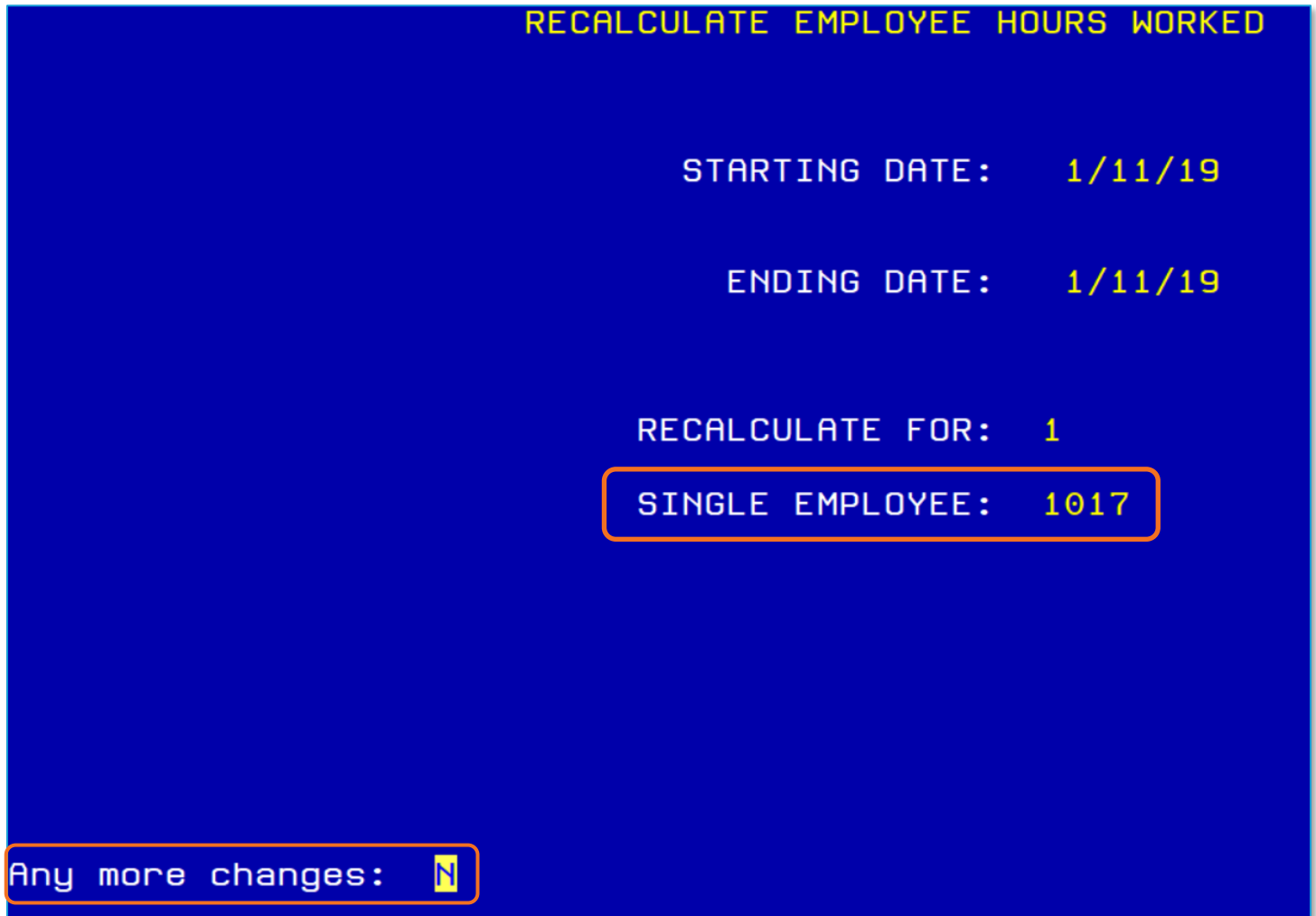
REASON:  4

Any more changes:  N
    
```

The Employee Time Clock Record Maintenance screen will be returned displaying the edit results.



Enter the employee number.  
Press **F9** to complete the "Recalc."



When the Recalculation is finished, the blue menu screen will reappear.  
Click the **Home** icon to go back to the home screen.





### Add a Missing Clock In/Out

**Example shown:** How to add a missing clock out entry. Adding a missing clock in will follow the same steps.

Go to **FIXTIME** and enter the employee number and date for the missing Time Card entry.

```

EMPLOYEE TIME CLOCK RECORD MAINTENANCE
EMP#: 1048___    DATE TO ADD/CHANGE/DELETE: 011119
    
```

Press **F6** to add the missing Time Card. Adding a Time Card will follow the same path as editing a Time Card shown above.

```

EMPLOYEE TIME CLOCK RECORD MAINTENANCE
EMPLOYEE: KURT          WARD          DATE: 1/11/19

Emp #   Name      WARD      In/Out  Hr  Mn  Date
1048   KURT      WARD      I       09  02  1/11/19
1048   KURT      WARD      0       12  30  1/11/19
1048   KURT      WARD      I       13  25  1/11/19
1049   PETE      ORR       I       08  55  1/11/19
1049   PETE      ORR       0       12  05  1/11/19
1049   PETE      ORR       I       13  02  1/11/19
1049   PETE      ORR       0       17  55  1/11/19

F1-Fwrd; F2-Back; F4-Recalc; F6-Add; Return-Select Rec; F8-Restart; CMD-Quit
    
```

After pressing **F6**, if the employee is not clocked in, the message below will appear. If needed, have the employee clock in. Otherwise, enter "Y" and press **ENTER** to continue.

```

EMPLOYEE TIME CLOCK RECORD MAINTENANCE
EMPLOYEE: KURT           WARD           DATE: 1/11/19

EMPLOYEE NUMBER 1048 IS NOT CURRENTLY CLOCKED IN.
IF THE EMPLOYEE FORGOT TO CLOCK IN, PLEASE
HAVE THE EMPLOYEE CLOCK IN FIRST, AND THEN
CORRECT THAT ENTRY. PLEASE PRESS "Y" TO
ACKNOWLEDGE THIS INFORMATION. █

F1-Fwrđ; F2-Back; F4-Recalc; F6-Add; Return-Select Rec; F8-Restart; CMD-Quit
    
```

Fill out the fields as needed, including the REASON for the missed clock in/out.

```

EMPLOYEE TIME CLOCK RECORD MAINTENANCE
EMPLOYEE: KURT           WARD           DATE: 1/11/19
                                ADD FUNCTION

DATE: 1/11/19           TIME: 18:30
STORE: 0001           IN OR OUT: 0
OVERTIME AUTH: 0           OVERTIME HOURS: 00:00
REASON: 0
1. DID NOT CLOCK IN  2. DID NOT CLOCK OUT  3. SYSTEM INOPERATIVE  4. OTHER
F1-Fwrđ; F2-Back; F4-Recalc; F6-Add; Return-Select Rec; F8-Restart; CMD-Quit
    
```

When all fields have been entered, press **F9** to save the entry.

```

EMPLOYEE TIME CLOCK RECORD MAINTENANCE
EMPLOYEE: KURT          WARD          DATE: 1/11/19
                                ADD FUNCTION

                                DATE: 1/11/19          TIME: 18:30

                                STORE: 0001          IN OR OUT: 0

                                OVERTIME AUTH: 0          OVERTIME HOURS: 00:00

                                REASON: 2

Any more changes: N
    
```

The **FIXTIME** screen will return, showing the added clock in/out.

Press **F8** to quit and exit.

```

EMPLOYEE TIME CLOCK RECORD MAINTENANCE
EMPLOYEE: KURT          WARD          DATE: 1/11/19

Emp #      Name          In/Out  Hr  Mn  Date
1048 KURT          WARD    I   09 02 1/11/19
1048 KURT          WARD    0   12 30 1/11/19
1048 KURT          WARD    I   13 25 1/11/19
1048 KURT          WARD    0   18 30 1/11/19
1049 PETE          ORR     I   08 55 1/11/19
1049 PETE          ORR     0   12 05 1/11/19
1049 PETE          ORR     I   13 02 1/11/19
1049 PETE          ORR     0   17 55 1/11/19

F1-Fwrd; F2-Back; F4-Recalc; F6-Add; Return-Select Rec; F8-Restart; CMD-Quit
    
```

It will be necessary to follow the “Recalc” steps shown above to recalculate the Time Cards for the employee. Running the Recalculation will correct the employee “time worked” for the week.

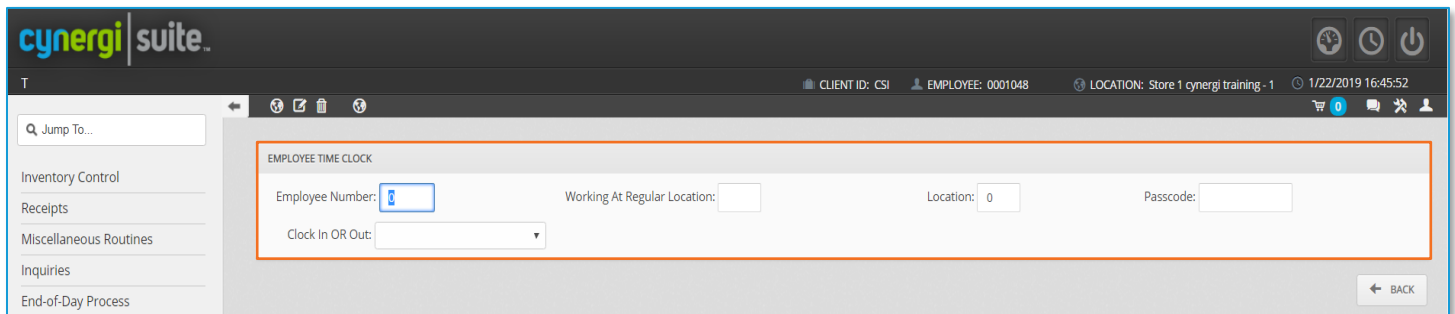
## Clocking In and Out

### Clocking In

When the Time Keeping feature is active, hourly employees will receive a Clock In prompt when logging in for the first time each day or anytime they login after being Clocked Out (After Lunch, Break, etc.).



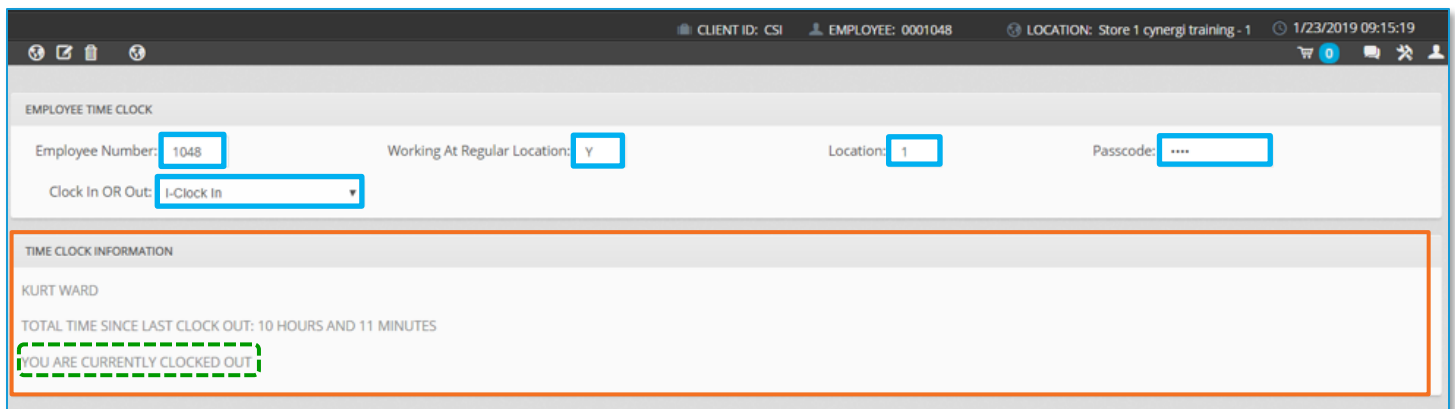
The EMPLOYEE TIME CLOCK screen will open.



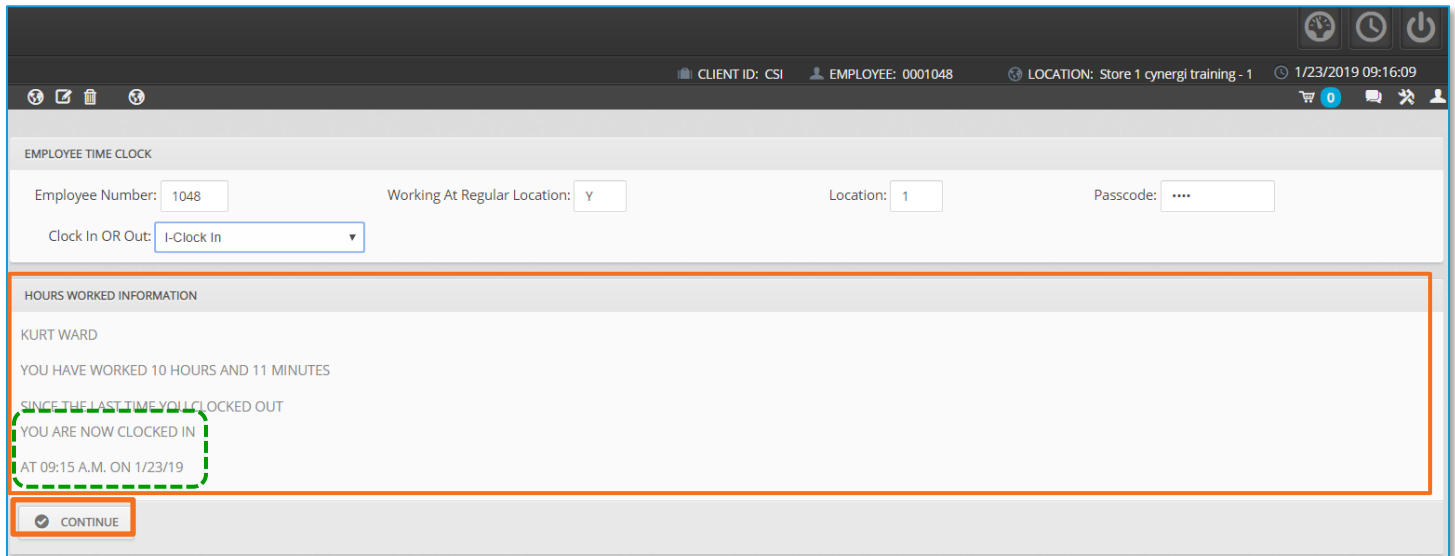
The employee will need to input the correct information in the following fields.

- **Employee Number** – Enter Employee Number.
- **Working At Regular Location** – The default is “Y” however some employees may be able to login and work at multiple locations so they may need to enter “N.”
- **Location** – The employee default store location. If the employee is not working at their primary store, they will enter an “N” (above) and input the store they are working in this day.
- **Passcode** – Enter Employee Password.
- **Clock In OR Out** – Select **Clock In** from the pick list.

A message will display Total Time since last Clock Out and show the current **Clock In/Out status** “You Are Currently Clocked Out.” Press **ENTER** to Clock In.



The message will now display the new **Clock In/Out** status “You Are Now Clocked In.”  
Click **CONTINUE** to return to the Home Screen. The employee is now clocked in and ready to begin working.

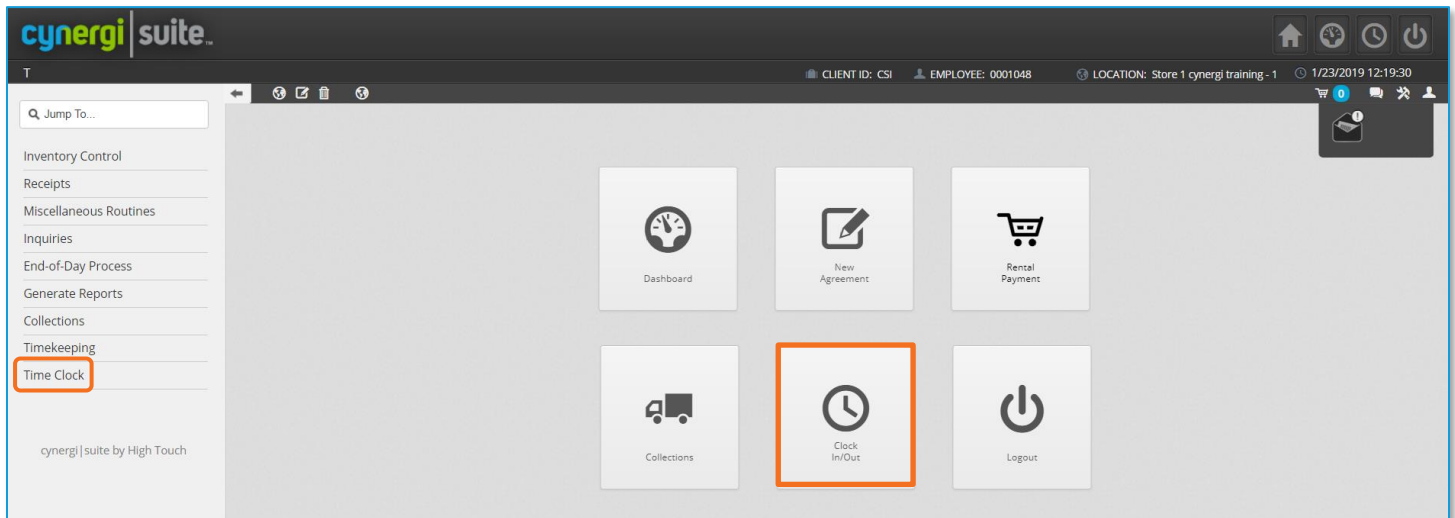


## Clocking Out

From the Home Screen there are two ways for hourly employees to Clock Out.

- Click the **Clock In/Out** button.
- Select **Time Clock** from the sidebar menu.

*Please Note: Either option may also be used to Clock In, if necessary.*



The employee will need to input the correct information in the following fields (Same as Clocking In)

- **Employee Number** – Enter Employee Number.
- **Working At Regular Location** – The default is “Y” however some employees may be able to login and work at multiple locations so they may need to enter “N.”
- **Location** – The employee default store location. If the employee is not working at their primary store, they will enter an “N” (above) and input the store they are working in this day.
- **Passcode** – Enter Employee Password.
- **Clock In OR Out** – Select **Clock Out** from the pick list.

A message will display Total Time since last Clock Out and show the current **Clock In/Out status** "You Are Currently Clock In." Press **ENTER** to Clock Out.

CLIENT ID: CSI | EMPLOYEE: 0001048 | LOCATION: Store 1 cynergi training - 1 | 1/23/2019 12:20:41

EMPLOYEE TIME CLOCK

Employee Number: 1048 | Working At Regular Location: Y | Location: 1 | Passcode: ....

Clock In OR Out: O-Clock Out

TIME CLOCK INFORMATION

KURT WARD

TOTAL TIME SINCE LAST CLOCK OUT: 10 HOURS AND 11 MINUTES

**YOU ARE CURRENTLY CLOCKED IN**

← BACK

The message will now display the new **Clock In/Out status** "You Are Now Clock Out." Click **CONTINUE** to return to the Home Screen. The employee is now Clock Out.

EMPLOYEE TIME CLOCK

Employee Number: 1048 | Working At Regular Location: Y | Location: 1 | Passcode: ....

Clock In OR Out: O-Clock Out

HOURS WORKED INFORMATION

KURT WARD

YOU HAVE WORKED 13 HOURS AND 17 MINUTES

AS OF THIS CLOCK OUT

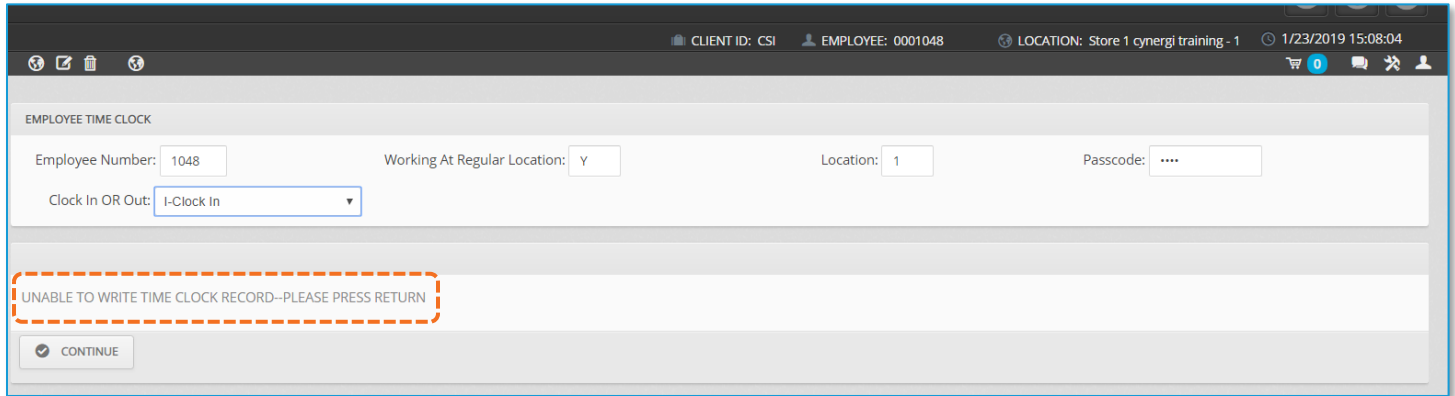
**YOU ARE NOW CLOCKED OUT**

AT 12:21 P.M. ON 1/23/19

CONTINUE

## Clocking In and Out Additional Information

Clocking In and Out in the same "Minute" will produce the following error message. Press **ENTER** and wait at least one minute before attempting to Clock In or Out.



## Clocking IN or OUT

**Employees do not have to log out to trigger the Clock In prompt**

From the Home Screen there are two ways for hourly employees to **Clock In or Out**.

- Click the **Clock In/Out** button.
- Select **Time Clock** from the sidebar menu.

*Please Note:* Either option may also be used to Clock In or Out when necessary.

