

Time Clock

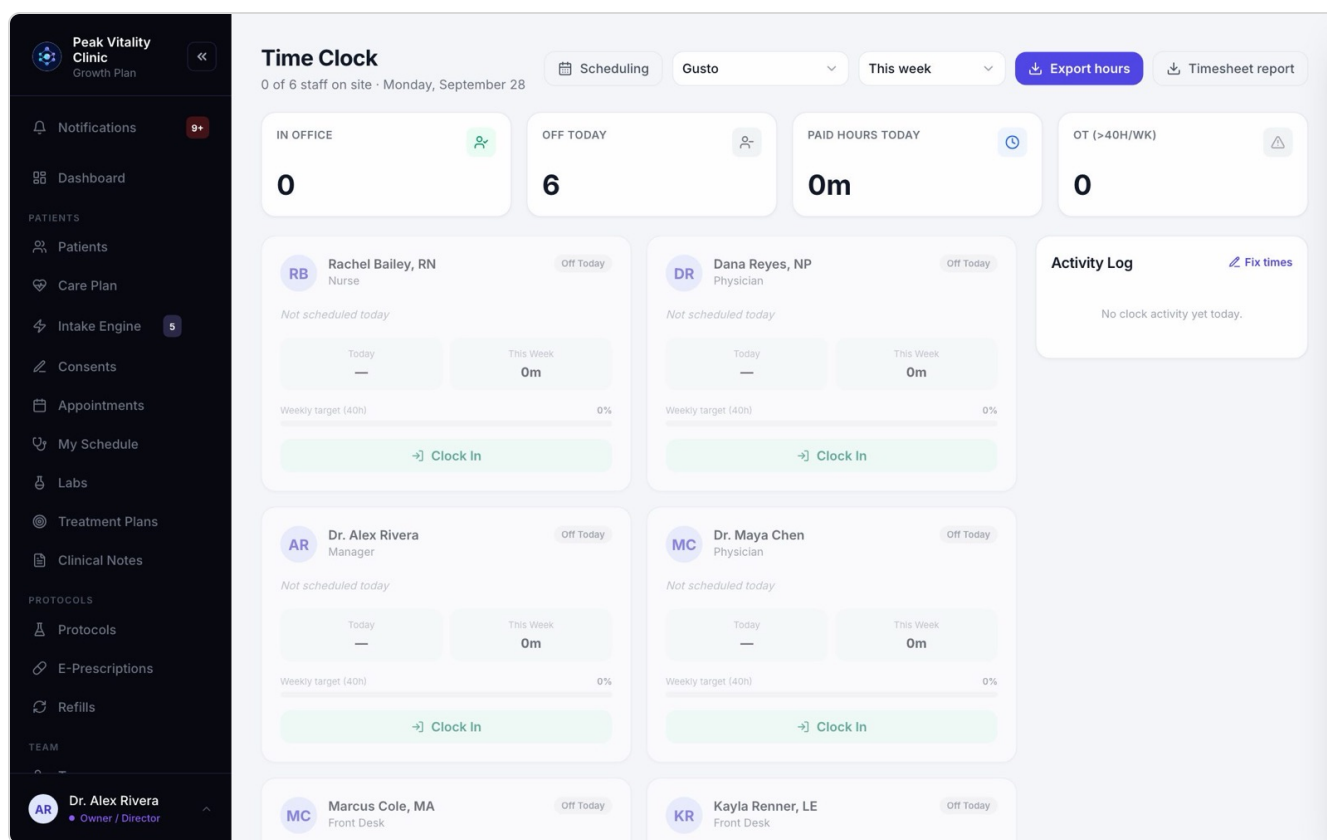
Clock in and out, and take breaks. Hours and overtime add up on their own, and owners and managers fix mistakes and export hours for payroll.

Page manual · For Everyone on your team, Owners, Managers · aminova.health/university/time-clock

1. THE PAGE AT A GLANCE

Time Clock is where your team clocks in and out. Each person has a clock card. Beside the cards is today's activity log.

Most people see only their own card. Owners and managers see everyone's card, today's numbers across the top, and the payroll buttons.

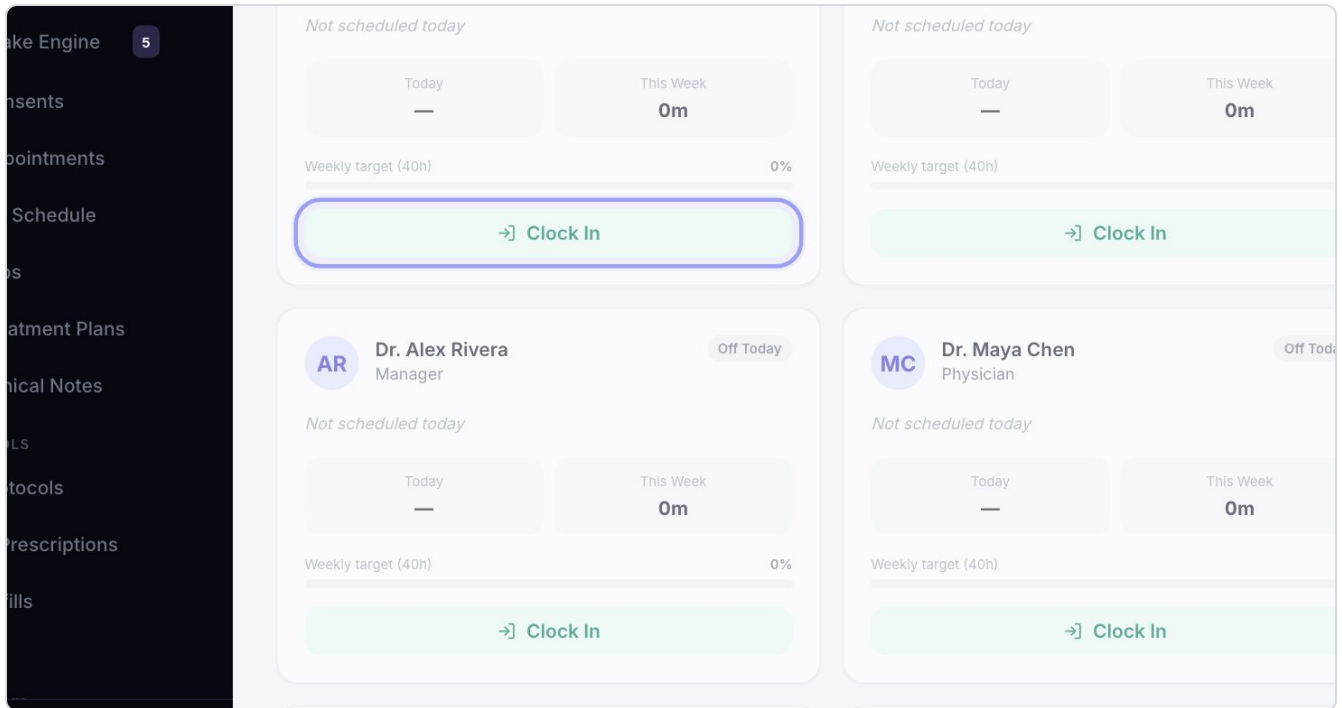


Time Clock, as an owner sees it.

2. CLOCK IN AND OUT

1. Press **Clock In** when you arrive.
2. Press **Clock Out** when you leave.
3. A note at the bottom right shows the time it was recorded.

4. Owners and managers can clock anyone in or out from their card.



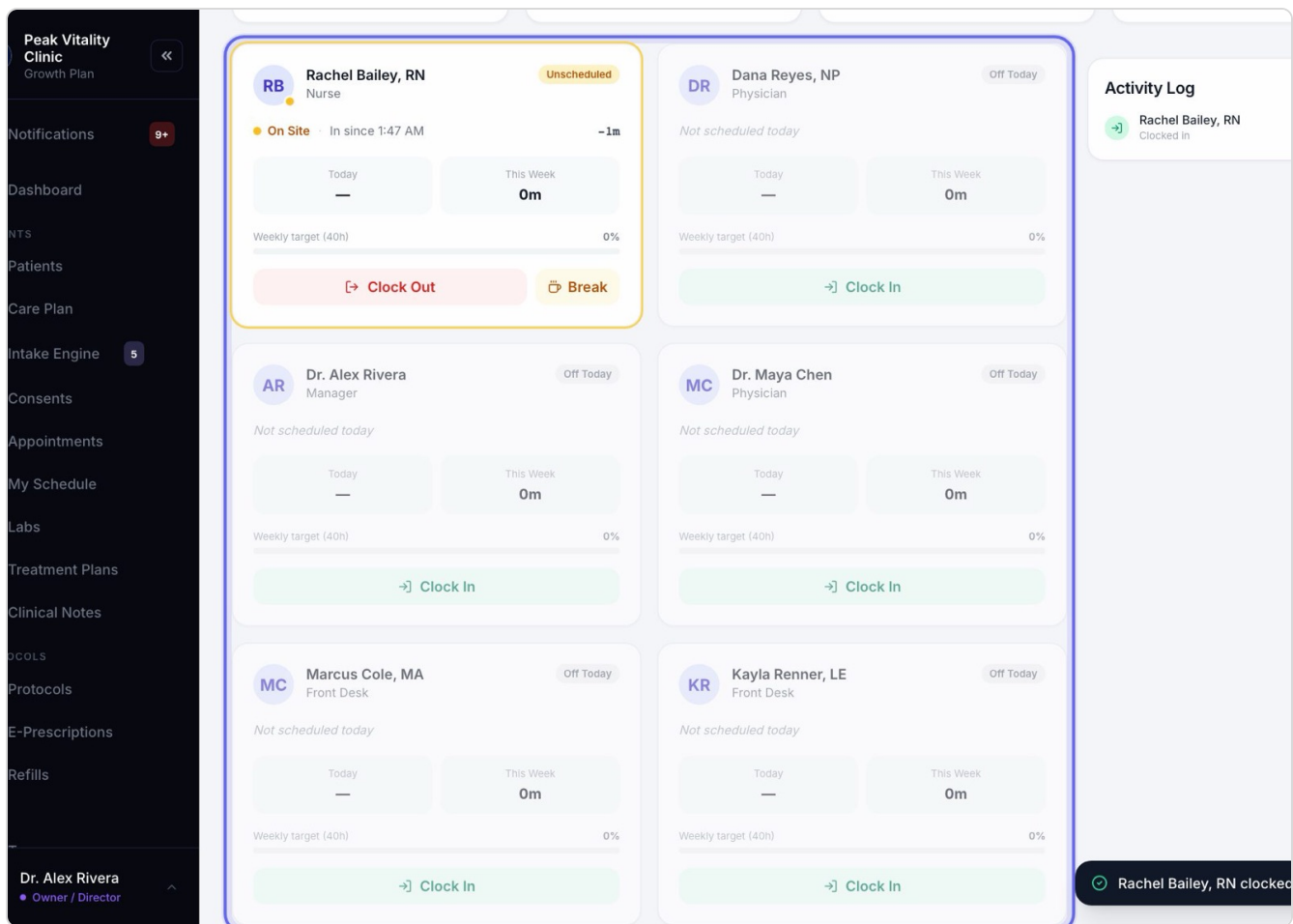
Clock In when you arrive, Clock Out when you leave.

3. TAKE A BREAK

1. Once you are clocked in, press **Break** to start an unpaid break.
2. Press **End** when you are back. The time in between isn't counted as paid time.
3. Clocking out also ends a break that is still going.

4. YOUR CLOCK CARD

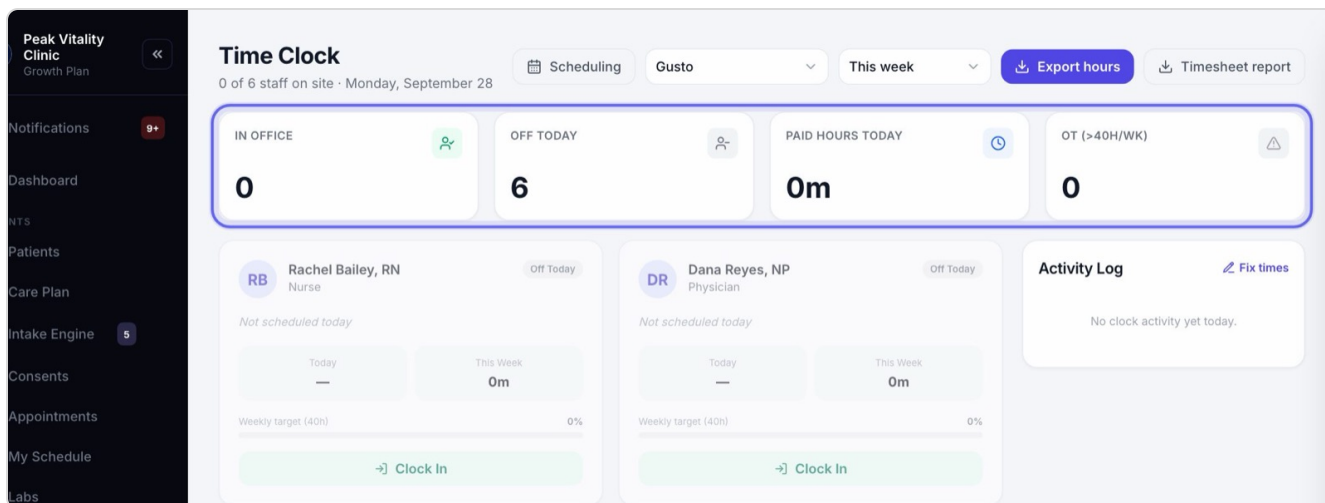
1. The tag in the corner is today's shift from Staff Scheduling, like **Full**, **AM** or **PM**. **Off Today** means no shift today.
2. While you are in, it says **On Site**, when you came in, and how long you have been in.
3. **Today** and **This Week** are your paid hours.
4. The bar fills toward your weekly target. Past it, you see an **OT** tag and the extra time in red.
5. An amber **Unscheduled** tag means someone clocked in on a day they have no shift.



Clock cards: today's shift, time in, and hours today and this week.

5. TODAY AT A GLANCE

1. **In Office** is how many people are clocked in now.
2. **Off Today** is how many have no shift today, or are marked Out, and aren't clocked in.
3. **Paid Hours Today** adds up everyone's paid time today.
4. The last tile counts people into overtime. Its name says your rule, like **OT (>40h/wk)**.

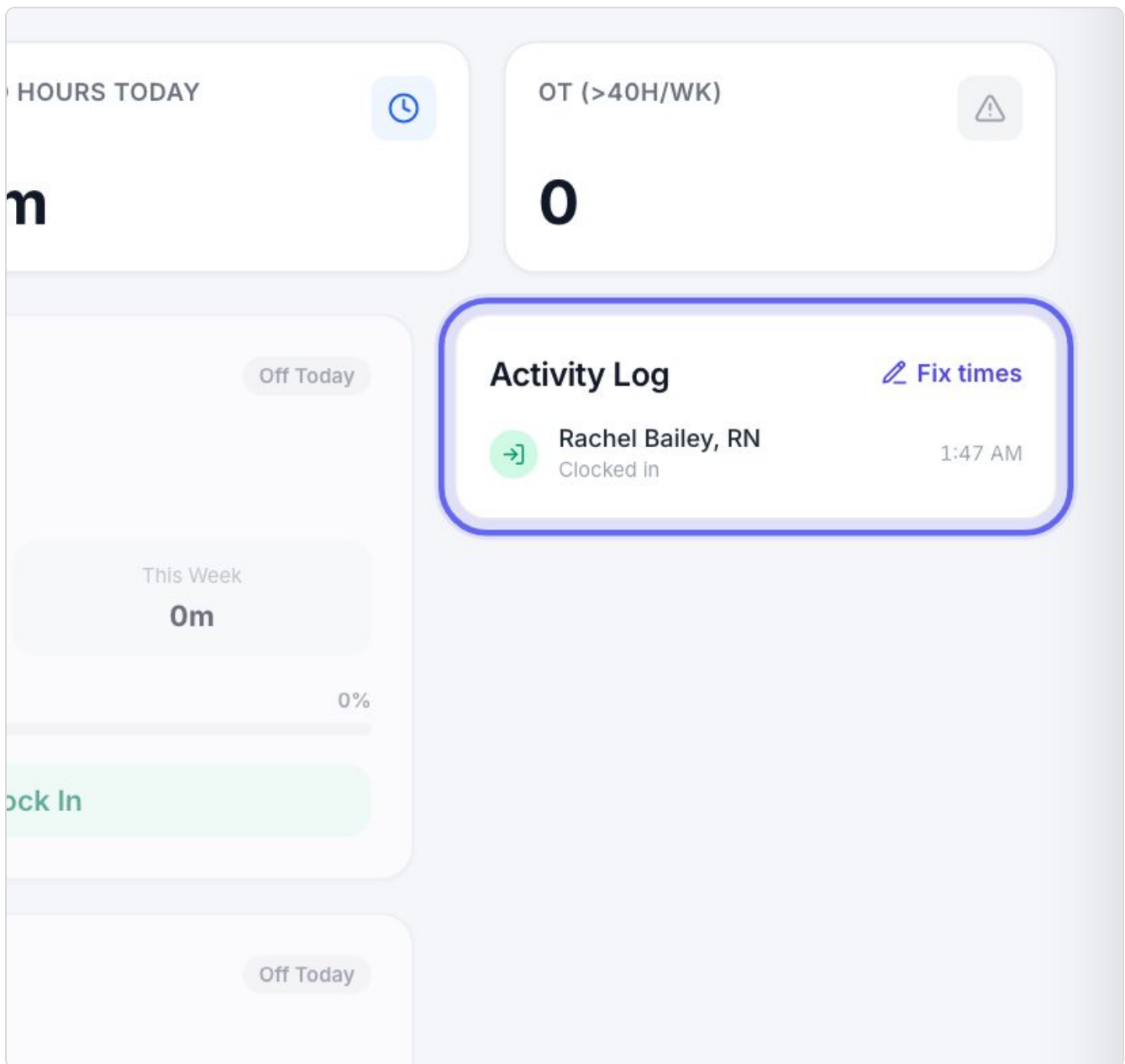


Who is in, who is off, today's paid hours, and overtime.

6. ACTIVITY LOG

Every clock in, clock out and break today, newest on top. It starts fresh each day.

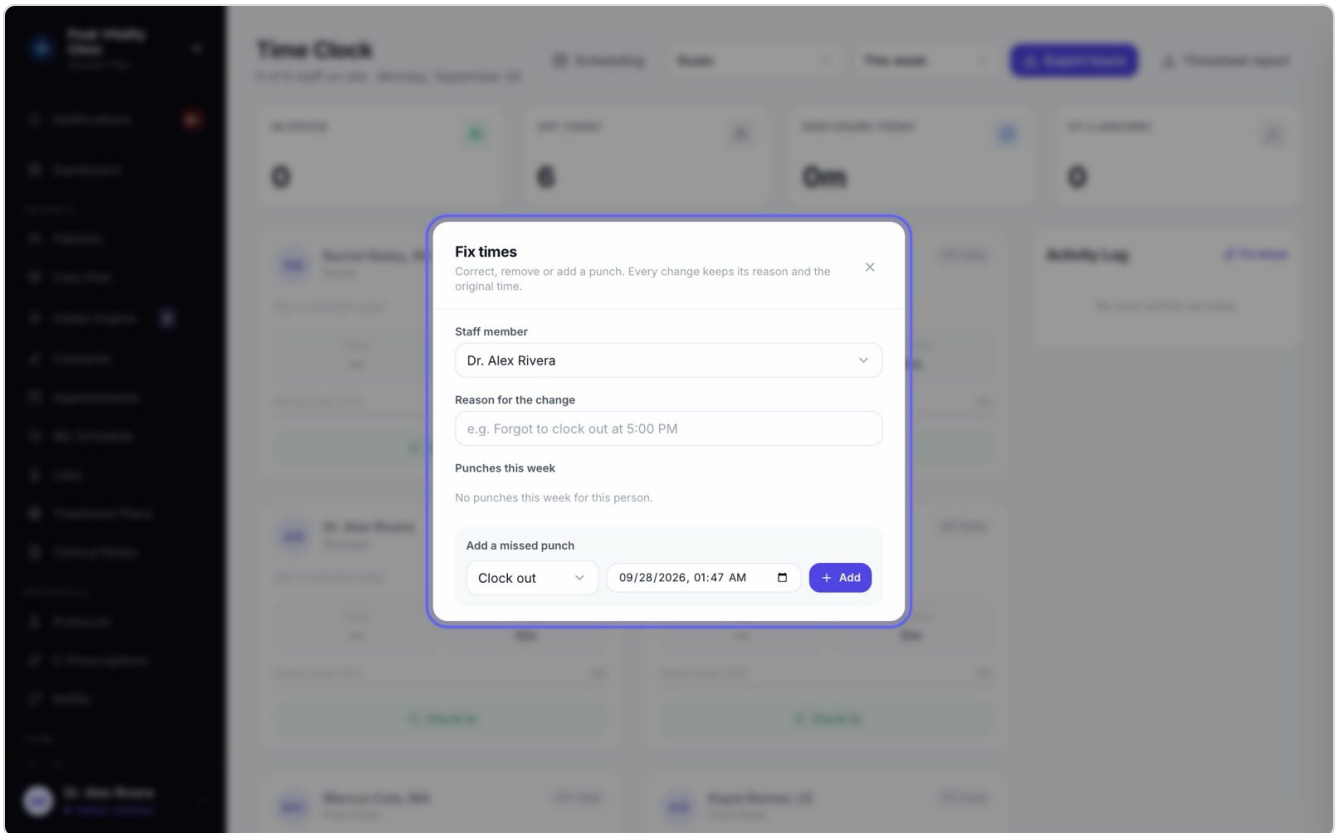
A punch someone corrected says **edited**. Most people see only their own punches here.



Today's punches, newest first.

7. FIX A MISTAKE

1. Someone forgot to clock out? Press **Fix times** above the log.
2. Pick the **Staff member** and write the **Reason for the change**. You can't save a change without one.
3. Under **Punches this week**, change a time and press the save icon beside it. The bin removes a punch.
4. Under **Add a missed punch**, pick the kind of punch and the time, then press **Add**.
5. The page reloads with the hours worked out again. The old time and your reason are kept with the punch.



Fix times: pick the person, give a reason, then correct, remove or add a punch.

8. YOUR PAYROLL COMPANY

1. Owners and managers see a payroll list at the top of the page.
2. Pick the company that runs your payroll, so the hours file fits its import. Pick **Other / spreadsheet** for plain columns.

ember 28

Scheduling

Gusto

This week

Export hours

Timesheet report

OFF TODAY

6

PAID HOURS TODAY

0m

OT (>40H/WK)

0

Off Today

This Week

0m

0%

In

DR Dana Reyes, NP
Physician

Off Today

Not scheduled today

Today

—

This Week

0m

Weekly target (40h)

0%

Clock In

Activity Log

Fix times

No clock activity yet today.

Pick who runs your payroll.

9. PAY PERIOD

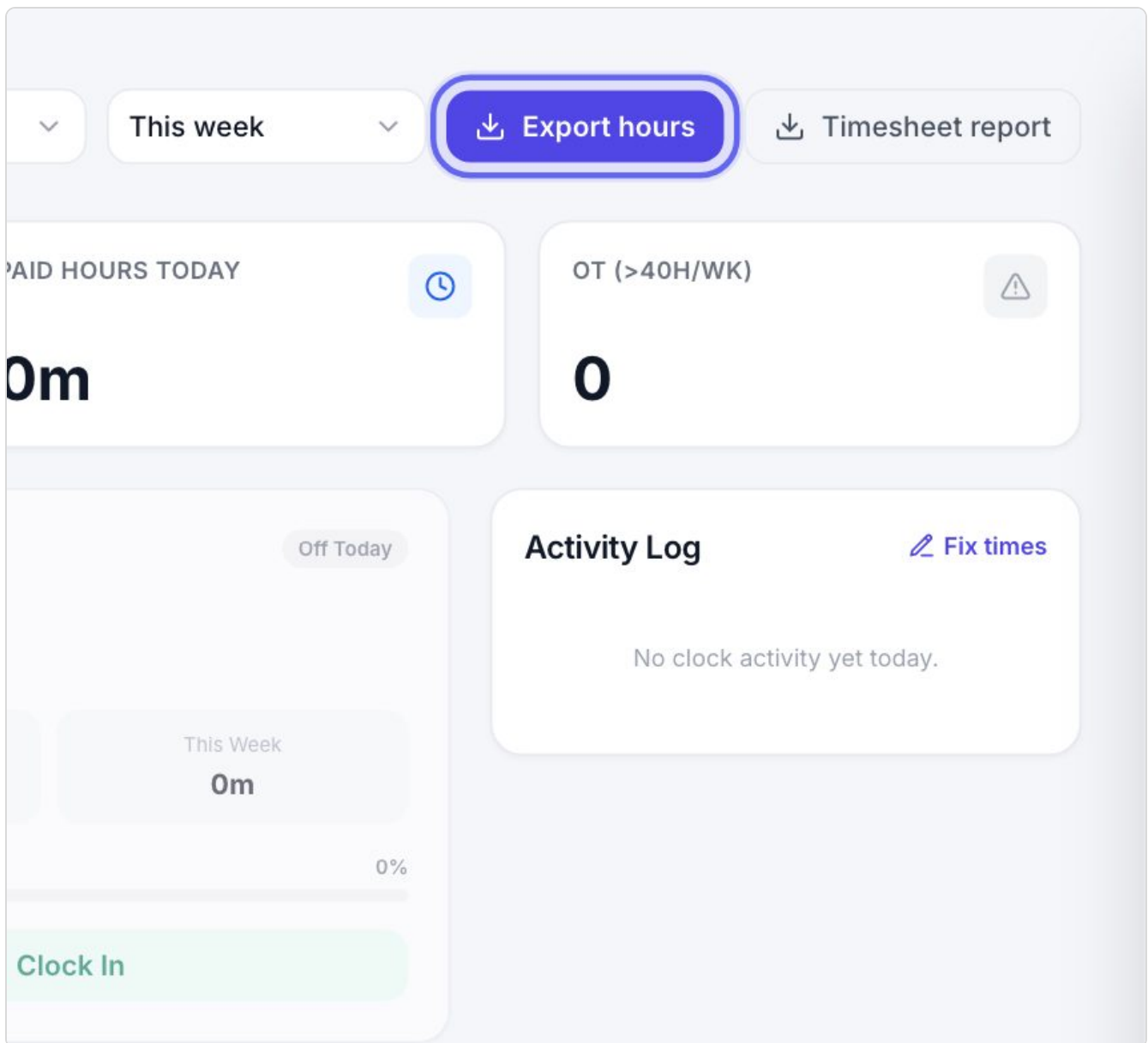
1. Pick **This week**, **Last week** or **Last 2 weeks**.
2. Or pick **Choose dates** and set the first and last day.

The screenshot displays the Time Clock interface for a user named Dana Reyes, NP. At the top, there's a navigation bar with 'Gusto', a dropdown menu set to 'This week' (which is highlighted with a blue border), a blue 'Export hours' button, and a 'Timesheet report' button. Below the navigation bar, there are three summary cards: 'PAID HOURS TODAY' showing '0m', 'OT (>40H/WK)' showing '0', and an 'Activity Log' card stating 'No clock activity yet today.' with a 'Fix times' link. The main section for Dana Reyes, NP, includes a profile card with 'DR' initials, 'Dana Reyes, NP Physician', and 'Off Today' status. It also shows 'Not scheduled today', 'Today' (—), 'This Week' (0m), and a 'Weekly target (40h)' progress bar at 0%. A green 'Clock In' button is at the bottom.

The pay period the export covers.

10. EXPORT HOURS

1. Press **Export hours**. A file downloads with each person's regular and overtime hours for that period.
2. People with no hours are left out, so the file never overwrites what payroll already has for them.
3. If someone has no email on file, the note after the export names them. Payroll may not be able to match them.



Export hours makes the file your payroll company imports.

11. TIMESHEET REPORT

Timesheet report downloads an easy-to-read file for your own records. It has this week's regular, overtime and total hours and unpaid breaks for each person, then every punch.

A corrected punch shows who changed it, what it was before, and why.

▼

Export hours

Timesheet report

OT (>40H/WK)

0

Off Today

Activity Log

Fix times

No clock activity yet today.

0%

A readable report of this week’s hours and punches.

12. SHIFTS COME FROM STAFF SCHEDULING

The shift on each card comes from Staff Scheduling. **Scheduling** at the top of the page takes you there.