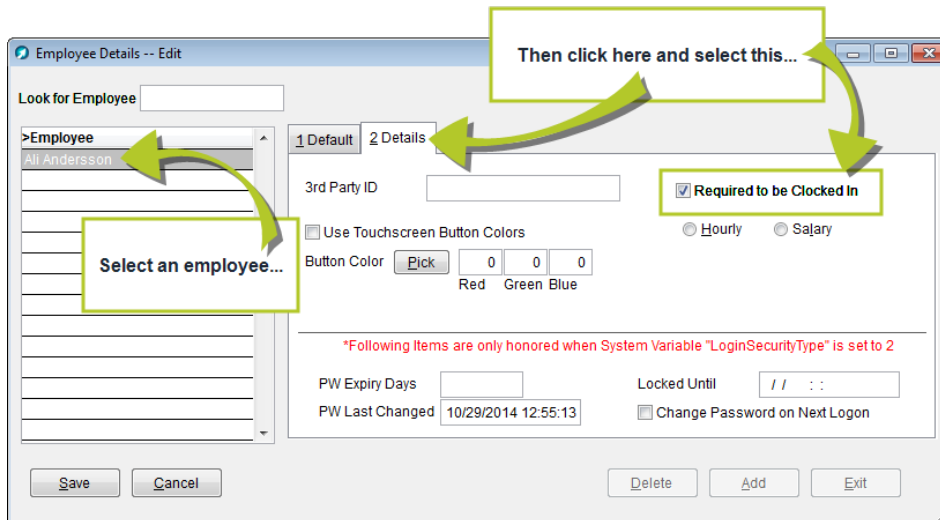# Require employee clock in

When to use this procedure

Follow the steps below to require an employee to clock in and out of AIMsi before he or she can use any of the features in AIMsi.

Steps to complete

Prerequisites: You must create an employee record from the **Employee/Group Administration** window before you can require clock in/out.

1. On the **Admin** menu, point to **Employee/Security** and click **Employee Details**. The **Employee Details** window displays.
2. Select the employee for whom you want to require clocking in and out.
3. Click the **Details** tab.
4. Select the **Required to be Clocked In** check box. The next time the employee logs in to AIMsi he or she must clock in before completing other tasks.
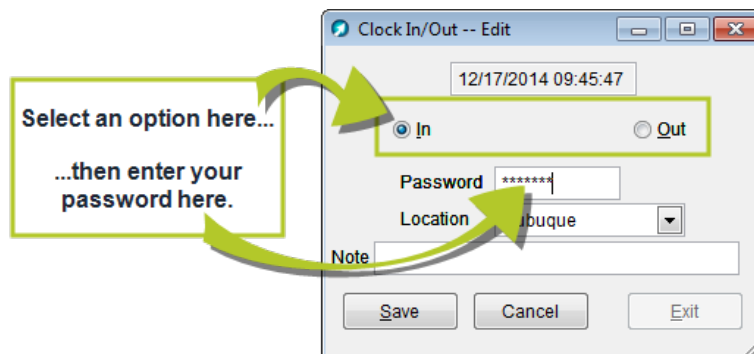

5. Click **Save**.

When to use this procedure

Follow the steps below to clock in or out for your shift. Depending on your employee details, you may be required to clock in before accessing any modules in AIMsi.

Note: You may find it convenient to create a custom toolbar button for clocking in and out, reducing the steps necessary to access the **Clock In/Out** window.

Steps to complete

1. On the **Modules** menu, point to **Employee/Messaging** and click **Clock In/Out**. The **Clock In/Out** window displays.
2. Select **In** or **Out**.
3. Enter your password.

4. If necessary, change the location.
5. If desired, enter a note about your time clock entry, such as "forgot to clock out at noon".
6. Click **Save**.

When to use this procedure

Follow the steps below to view all clocked in employees for one or all of your store locations.

Steps to complete

1. On the **Modules** menu, point to **Employee/Messaging** and click **Currently Clocked-In Employees**. The **View Clocked In Employees** window displays.
2. Select the location for which you want to view employees and click **Refresh**.
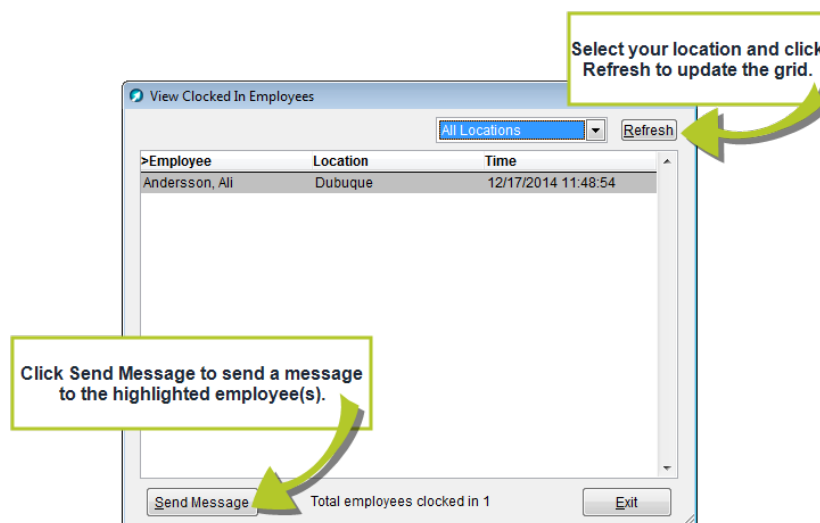
3. If desired, select an employee or employee group and click **Send Message** to access the **Send Message** window and send a message to the employee(s) through AIMsi.
4. Click **Exit** to leave the window.

Add a time clock entry for an employee

When to use this procedure

Follow the steps below to add upcoming vacation time, enter sick time, enter notes for an employee's time, or other similar time clock tasks.

Example of use

Your company offers benefits such as paid time off, or PTO. As the holidays approach your employees begin requesting PTO. Nick has asked to take the Friday after Thanksgiving off. To accommodate this with employee time clocks you access the **Time Clock Maintenance** window and add an entry for Nick for that date and his standard clock in time, with the type PTO. You then add another entry for Nick and the same date, but with his standard clock out time and the type PTO.

Steps to complete

1. On the **Modules** menu, point to **Employee/Messaging** and click **Time Clock Maintenance**. The **Time Clock Maintenance** window displays.
2. Select the employee for whom you need to add a clock in or clock out time.
3. Click **Add**. An entry is automatically created in the grid for the selected employee and current date and time.
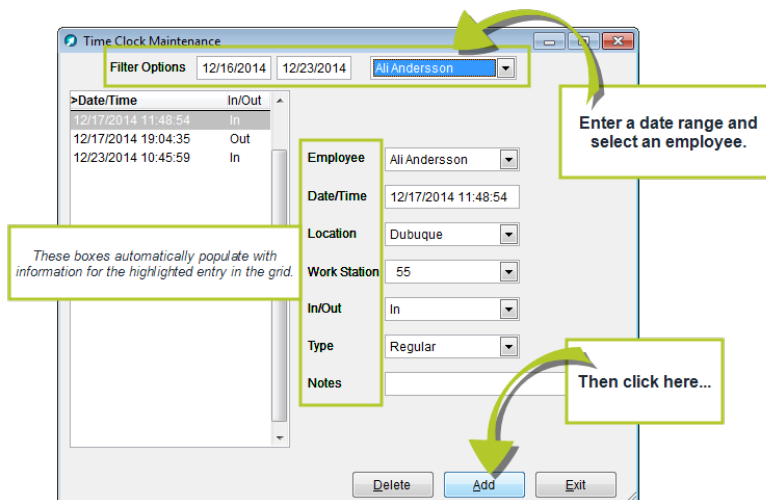
4. Update the **Date/Time** to whatever is applicable. For example, if you're entering a sick day for an employee, enter the date the employee was sick and the normal time the employee clocks in.
5. Select **In** or **Out** depending on the type of entry you're adding.
6. Select a **Type**, such as Sick.
7. Click **Save**.

Correct a time clock entry for an employee
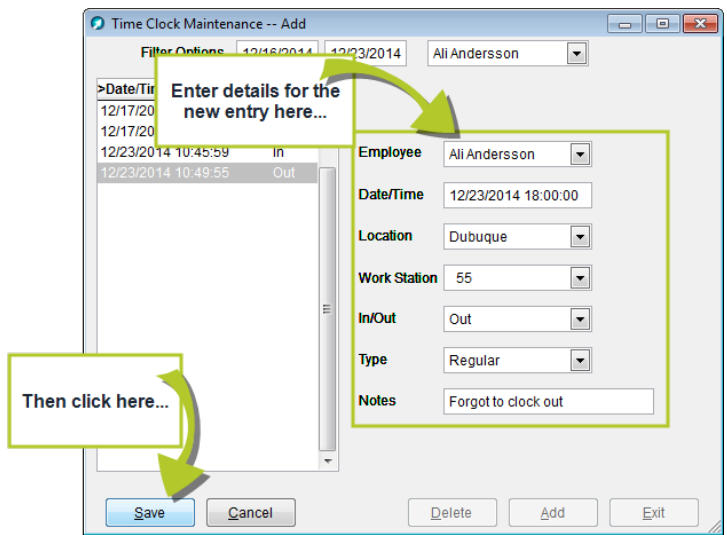
When to use this procedure

Follow the steps below to update erroneous time clock entries.

Steps to complete

Update an erroneous entry

1. On the **Modules** menu, point to **Employee/Messaging** and click **Time Clock Maintenance**. The**Time Clock Maintenance** window displays.
2. Select the employee for whom you need to adjust a clock in or clock out time.
3. Enter a date range during which the erroneous time clock entry was made.
4. Highlight the erroneous time clock entry in the grid and use the boxes to the right to make the necessary adjustments, for example, to change a clock in time.
5. Click **Save**.

Time Clock Entries report
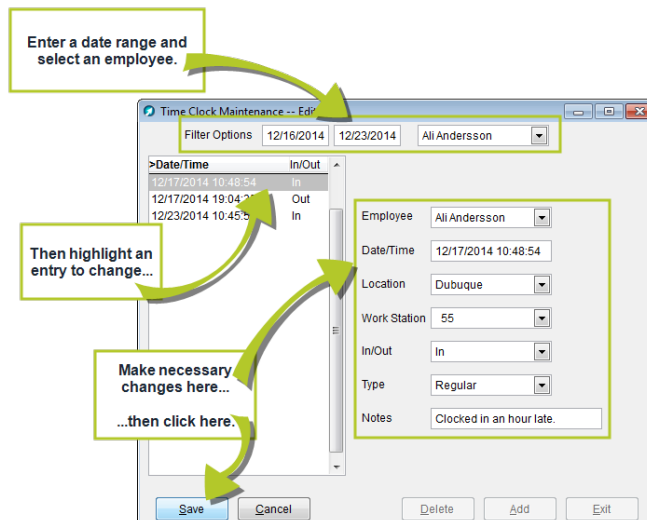
About the report

This report lists time clock entries for an employee (or employees) at a given location for a specified date range, and the total hours worked.

Note: Synchronization errors may occur when you run this report if one or more time clock entries cause incomplete report data. For example, when an employee has clocked in but not out.

Run the report

1. On the **Report Catalog** window - **Miscellaneous** tab, select **List Time Clock Entries**.
2. Click **Run**. The **List Time Clock Entries** window displays.
3. Enter your report parameters in the **Date Range**, **Location**, **Type**, and **Employee Group** boxes.
4. Select one or more employees in the Employee grid.
5. Select to report on only hourly employees, only salaried employees, or both.
6. Select **Ignore Locations** if you do not want to total hours for each employee by location. This will group all hours for each employee together, regardless of location.
7. Select **Totals Only** to exclude the time in and time out information for each employee. This will list only the total hours worked.

> *Hint*: To save your report settings, right-click on the window and select **Save New Report Preferences**. *The next time you run the report, you can right-click on the window and select the saved preferences without re-entering all of the report criteria.*

8. Click **OK**. The **Select Output Destination** window displays.
9. Select your desired output destination and click **OK**. The report is sent to print preview, a printer, a file location, or email, depending on your report output selections.

> **Did you know?** *To quickly enter today's date in any Date boxes, press **T** on your keyboard. To quickly back-date or forward-date by one day, use the **Hyphen** key (-) and **Equal** key (=) on your keyboard (alternatively, use the **Minus Sign** and **Plus Sign** keys on your keyboard number pad). To quickly back-date or forward-date by one month, use the **Page Up** and **Page Down** keys on your keyboard. Press **F6** to display a calendar and select a date.*

Diagrams

The following thumbnail illustrates the **Time Clock Entries** report. Click the thumbnail to view an interactive image.

```
All Locations                    TIME CLOCK ENTRIES          11/03/2014    Pg# 1
10/27/2014 - 10/31/2014

   Day          Wrkstn  Type      In/Out    In Time        Out Time        Day Tot   RunningTot
Ali Andersson
 Dubuque
   Monday 10/27/2014
                  55              IN   10/27/2014 07:48:26
                  55              OUT                  10/27/2014 17:09:10     9.35        9.35
                                                               Total:         9.35

   Tuesday 10/28/2014
                  55              IN   10/28/2014 07:56:39
                  55              OUT                  10/28/2014 17:02:06     9.09       18.44
                                                               Total:         9.09

   Wednesday 10/29/2014
                  55              IN   10/29/2014 07:53:35
                  55              OUT                  10/29/2014 17:00:07     9.11       27.55
                                                               Total:         9.11

   Thursday 10/30/2014
                  55              IN   10/30/2014 08:00:40
                  55              OUT                  10/30/2014 17:04:04     9.06       36.61
                                                               Total:         9.06

   Friday 10/31/2014
                  55              IN   10/31/2014 07:49:35
                  55              OUT                  10/31/2014 15:00:52     7.19       43.80
                                                               Total:         7.19

Subtotals for: Dubuque                                                                  43.80

                                                         Total Hours                     43.80

                                                   Report Total Hours                    43.80

**END REPORT
```

Report sample created using default settings.