



## Agenda

### Supervisor Training

- **Where to Login as client vs. employee**
- **How to Toggle Between Client & Employee Logins**
- **Main Menu Notifications**
- **How to Edit & Approve Timecards**
- **Helpful Time & Attendance Reports**
- **Approving & Editing Employee Time-Off Requests**
- **Running Helpful Time-Off Reports**

Time Management Section → Click on Timecard Search Tab

- Fixing Missing Punches
- Adding Missing Time for Employees
- Making Sure PTO is Reflected on the Timecard
- Approving Timecards for Payroll

### Approving & Editing Time-Off Requests

Time Management Section → Click on Time-Off Request Tab → Select Time-Off Calendar

- Making Sure that the Employee has PTO Available
- Approving or Denying Time Off Requests

### Recommended Reports

- *Who's Clocked In/Out*
- *Missing Punch Report*
- *Total Hours Summary Report*
- *Labor Analysis/Overtime Report*
- *Calendar Report*
- *Time-Off Summary Report*