Company Defaults Essentials

The Company Defaults screen (**Company** > **Company Defaults**) is where you will configure options to ensure that TimeClock Plus meets the needs of your company.
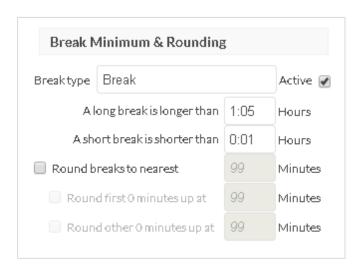
Global Tab

The **Global** tab is where you will configure settings related to calculating hours and breaks.

Calculations

Settings in the Calculations section determine how segment length, rate, and overtime are calculated.

Breaks

The **Breaks** section is where you will configure the types of breaks your company uses. You can configure up to four different types of breaks, though configuring each type will follow the same instructions

<u>Configuring Breaks</u>

1. Enter in the name of the break in **Break type**. This is what the employee will select when they go on break.
2. Select whether or not the break is active with the **active** checkbox. Employees can only use active break types.

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3. If you want to ensure that employees stay on break for a specified amount of time, enable **Enforce a minimum break length** and enter in an amount of time between 1 and 99 minutes.
4. If you want to have breaks round to a certain amount of time check **Round breaks to nearest X minutes** and enter in the amount of time you want the break to round toward.
5. If you want the break to round up at a certain amount of time, check **Round first X minutes up at Y minutes**, and enter in a time you'd like it to round. For example, if you set round first 15 minutes up at 8, any time spent on break between 8 and 15 minutes would round to 15.
6. If you want additional rounding segments to round at a different time, check **Round other 15 minutes up at Y minutes**. For example, if you wanted additional 15 minute segments to round up at 10 minutes, any time on break between 8 and 15 minutes would round to 15, then anytime between 16 and 24 minutes would round to 15, and 25-30 minutes would round to 30.

Manager Tab

The **Manager** tab in **Company Defaults** is where you can edit settings related to **TimeClock Manager**.

Close Week

The **Close Week** section contains options for how the week is closed. If you are running into difficulties with closing your week, the options in **Close Week** may be incorrectly set for your company.

Client Tab

The **Client** tab of **Company Defaults** allows you to change settings related to employees using **WebClock** to perform clock operations.

Miscellaneous

The **Miscellaneous** tab features a number of options pertaining to employee clock operations.

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Missed Punches

Missed punches occur when an employee performs a clock operation that doesn't maintain continuity with the previous clock operation. For example, if an employee forgets to clock back in after lunch and attempts to clock out for the day, there will be a missed punch, because the previous clock operation was already a clock out. There are four company-wide settings for missed punches, and in punches and out punches can be set independently.

- **Deny clock in/out until the punch is corrected**: This option will not allow the employee to perform the clock operation until a manager corrects the missed punch.
- **Record a blank time in/out and flag as a missed punch**: This option creates a blank time for the missed punch and allows the employee to perform their clock operation. The time of the missed punch must be entered before the week can be closed.
- **Record the schedule time in/out (if available) and flag as a missed punch**: If the employee is working on a schedule, this option records the time they were supposed to clock in or out and allows the employee to perform their clock operation
- **Allow the employee to enter the time in/out and flag it as a missed punch**: This option allows the employee to enter in the time that they were supposed to clock in or out and flags it as a missed punch.

Note: In all of these settings, the manager must correct all missed punches before the week can be closed.

For assistance please call Customer Support at: (325) 223-9300
M-F, 9AM to 5PM CST, Excluding Holidays

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