



## Employee Status Essentials

EMPLOYEE STATUS ☆

Search  Employee Filter Job Code Filter

All **Clocked In** On Break Not In Absent On Leave Last Punch Hours

Segment Refresh

Showing 6 records of 6 Selected 0 records

<input type="checkbox"/>	Id↑	First name	Last name	Note	Job Code	Cost Code	Time in	Location
<input type="checkbox"/>	1	Len	Uma		40 - Restoration		11/05/2014 04:06 PM	Clock Hub on 192.168.5.151:3001
<input type="checkbox"/>	2	Carol	Jacobs		5 - Anthropology		11/05/2014 03:53 PM	WebClock on 166.172.123.40
<input type="checkbox"/>	4	Willy	Lamos		16 - Development		11/05/2014 03:48 PM	WebClock on 166.172.123.40
<input type="checkbox"/>	5	Connie	Jacobson		7 - Breakroom		11/05/2014 01:09 PM	WebClock on 166.172.123.40
<input type="checkbox"/>	6	Tom	Carter		29 - Make-up & Hair		11/05/2014 10:07 AM	WebClock on 166.172.123.40
<input type="checkbox"/>	10	Jasmine	Lakers		6 - Arts	LA FAMILIA\ACTING\VOICE ACTOR	11/05/2014 12:42 PM	WebClock on 166.172.123.40

The **Employee Status** screen allows managers to monitor employees in real time. From this screen, you can see which employees are clocked in, what job code they are working in, and how long the employee has been clocked in. You can also switch job codes for your employees and clock them out.

### Employee Status Tabs

- The **All** tab allows the user to view every employee they have access to, their status, and (if clocked in) their job code, time in, and location.
- The **Clocked In** tab only shows the clocked in employees, as well as their job code that employee is clocked in to, the time they clocked in, and the location of the clock operation.
- The **On Break** tab only shows employees that are currently on break, as well as the job code that employee is clocked in to, the time they took a break, the duration of the break, and the location of the clock operation.
- The **Auto Out** tab only shows employees that are clocked into an auto out job code, as well as the job code that employee is clocked into, the time they clocked in, and the location of the clock operation.
- The **Not In** tab only shows employees that are not currently clocked in.
- The **On Leave** tab shows each employee currently clocked into a leave code as well as any shift notes about that segment.
- The **Last Punch** tab shows each employee, their status, their last clock in, and their last clock out.



- The **Hours** tab shows each employee, their hire date, the amount of hours worked today, the amount of hours worked this week, their employee status, and the last time that employee clocked out.

## Clocking Employees Out from Employee Status

1. Select the employee(s) you wish to clock out from the **Employee Status** list.
2. Right click on the employee or select **Segment** and choose **Clock Out**.
3. In the **Clock Out** window, enter the date and time you want the segment to end on and click on **Clock out**.

## Changing an Employee Job Code

1. Select the employee(s) you wish to change job codes for from the **Employee Status** list.
2. Right click on the employee or select **Segment** and select **Change job code**.
3. Enter the date and time at which you want to change the employee's job code, as well as the new job code, then click on **Change**.

## Managing an Employee's Hours

1. Select an employee from the **Employee Status** list.
2. Right click on the employee or select **Segment** and select **Individual Hours**.
3. This will take you to the **Individual Hours** window for the employee.

## Viewing an Employee's Shift Information

1. Select an employee from the **Employee Status** list.
2. Right click on the employee or select **Segment** and select **Shift Information**.
3. On the **Shift Information** window, you will see the segments worked for that employee today.

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