



Widgets Essentials

REMINDER + 2

Delete	Description	Date	2/2
<input type="checkbox"/>	Applicant interviews	11/14	
<input type="checkbox"/>	Planning committee meeting	11/19	

MISSED PUNCHES 1

Name	Type	Time	1/1
Mark Carter	Missed In	01/02 09:00 A - 05:00 P	✓

PENDING TIME OFF REQUEST 2

Name	Date	Request	2/2
Bryce J. Parsons	12/31	Unspecified - 08:00 AM to 04:00 PM	×
Jim Jacobs	01/02	Unspecified - 08:00 AM to 04:00 PM	×

TARDY EXCEPTIONS 1

Name	Type	Time	1/1
Mick Jackson	Tardy	12/29 09:07 A - 05:00 P	✓

APPROACHING OVERTIME 1

Name	Time	1/1
Len Barthow	10 minutes to OT	

EMPLOYEE EVENTS 3

Name	Type	Date	3/3
Bryce J. Parsons	Review	12/29	
Joe Potts	Review	12/24	
Jack Kelly	Review	12/23	

TimeClock Manager provides several tools to allow users to view and approve information as soon as they log in through **Dashboard Widgets**. Users can create several widgets across unique workspaces, each with their filter. For example, a director that oversees both the Maintenance and Cafeteria departments could create workspaces that let him see hour exceptions and approaching overtime for each department.

Types of Widgets

The **Clock Exception** widget displays all clock exceptions for the filtered employees across the current open week period. Multiple **Clock Exception** widgets can be set up in the same workspace to track different types of exceptions (for example, separate widgets could be used to track segments requiring employee approval and segments requiring manager approval).

The **Approaching Overtime** widget functions the same as the **Approaching Overtime report**. Employees within a certain threshold of hitting overtime will be displayed, along with how many minutes until they are in overtime.

The **Pending Time Off Request** widget displays employees who have upcoming time-off requests still requiring approval from the user. The user can approve or deny requests within the widget with a single click.

The **Employee Events** widget displays upcoming or recent employee reviews, birthdays, or hire date anniversaries.

The **Reminders** widget provides a workspace for users to make their own task lists or text reminders that will be visible each time they log in.

Creating a Workspace

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TimeClock Plus

1. Log into **TimeClock Manager**. If you start anywhere besides the **Dashboard**, click on the **Home** icon.
2. Click on the **Edit** button to add widgets to the first page of workspaces.
3. Select the column you would like a widget to appear in, then select the Type of widget you would like to display.
4. Select the color you would like the widget to appear by clicking on the **pen** icon.
5. If you would like to change the name of the widget, type in the new name next to the **pen** icon. This can be used to differentiate different types of widgets. For example, if you would like to create a reminder widget that only shows upcoming tasks, you could rename it "To-Do List."
6. Widgets can be dragged and dropped to be placed elsewhere by clicking on the drag symbol in the upper left corner. To remove a widget, click on the red X icon in the upper right.
7. If you'd like the widgets on this workspace to apply to only certain employees, that can be defined by using the **Employee Filter** button.
8. Click Save to commit the changes made to your dashboard. You will be returned to the Dashboard and can view your new widgets in action.
9. To create a second workspace, change pages by clicking on one of the dots above your widgets to change pages, and click **Edit** to define new widgets.

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