



Company Defaults Essentials

The **Company Defaults** feature (**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 screenshot shows a configuration panel titled "Break Minimum & Rounding". It includes a "Breaktype" dropdown menu set to "Break" and an "Active" checkbox which is checked. Below this, there are two rows for break duration settings: "A long break is longer than" with a value of "1:05" and "Hours", and "A short break is shorter than" with a value of "0:01" and "Hours". At the bottom, there are three unchecked checkboxes for rounding: "Round breaks to nearest" (with a value of "99" and "Minutes"), "Round first 0 minutes up at" (with a value of "99" and "Minutes"), and "Round other 0 minutes up at" (with a value of "99" and "Minutes").

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

Configuring Breaks

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

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TimeClock Plus

3. If you want to track short breaks and long breaks, and even require approval for either of these, then adjust, if needed, the amount of time that is considered a long break and the amount of time that is considered a short break.
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

Miscellaneous

<input checked="" type="checkbox"/> Display employee ID when logging in <input type="checkbox"/> Prevent clock in if a conflict exists <input checked="" type="checkbox"/> Round to the minute if not already rounded to schedule	Allow time sheet entry up to <input type="text" value="0"/> day(s) in the future <input type="text" value="0"/> day(s) in the past <small>Note: Time sheet entries in the past will not be allowed prior to the start of the Timeclock week even if this setting allows it</small>
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The **Miscellaneous** section features a number of options pertaining to employee clock operations.



Missed Punches

Missed In Punch	Missed Out Punch	Missed Punch Note Entry
<input type="radio"/> Deny clock out until the punch is corrected	<input type="radio"/> Deny clock in until the punch is corrected	<input type="checkbox"/> Allow the employee to enter a note for the missed punch
<input type="radio"/> Record a blank time in and flag as a missed punch	<input type="radio"/> Record a blank time out and flag as a missed punch	<input type="checkbox"/> Require the employee to enter the note
<input type="radio"/> Record the scheduled time in (if available) and flag as a missed punch	<input type="radio"/> Record the scheduled time out (if available) and flag as a missed punch	
<input type="radio"/> Allow the employee to enter the time in and flag it as a missed punch	<input type="radio"/> Allow the employee to enter the time out and flag it as a missed punch	

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: Depending on employee exceptions settings, Missed Punches may need to be approved before the week is closed or hours are exported.

**For assistance please call Customer Support at: (325) 223-9300
Or visit us at: Support.TimeClockPlus.com**

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