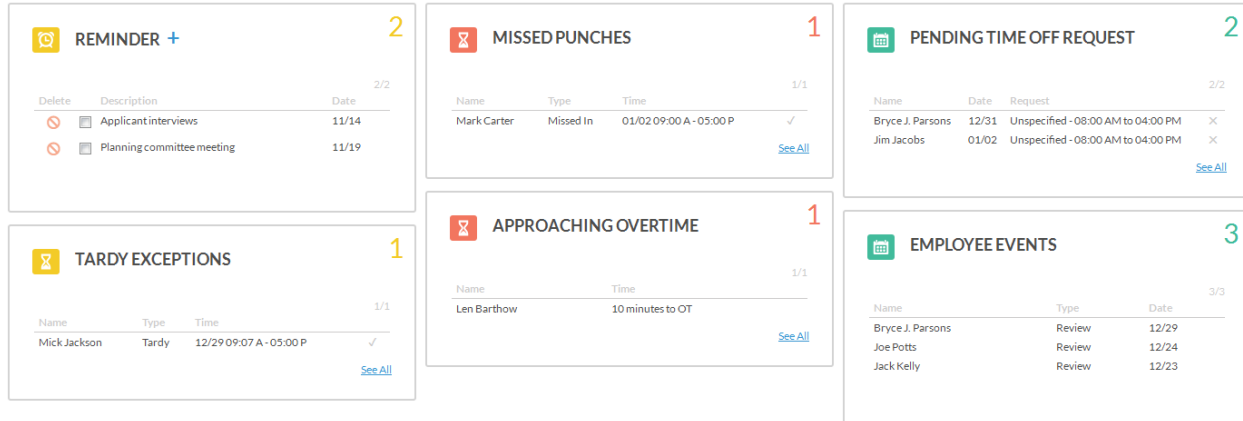


Widgets Essentials



The screenshot displays six dashboard widgets:

- REMINDER +** (2 items): A table with columns 'Delete', 'Description', and 'Date'. Items include 'Applicant interviews' (11/14) and 'Planning committee meeting' (11/19).
- MISSED PUNCHES** (1 item): A table with columns 'Name', 'Type', and 'Time'. Item: 'Mark Carter' (Missed In, 01/02 09:00 A - 05:00 P).
- PENDING TIME OFF REQUEST** (2 items): A table with columns 'Name', 'Date', and 'Request'. Items for Bryce J. Parsons (12/31) and Jim Jacobs (01/02).
- TARDY EXCEPTIONS** (1 item): A table with columns 'Name', 'Type', and 'Time'. Item: 'Mick Jackson' (Tardy, 12/29 09:07 A - 05:00 P).
- APPROACHING OVERTIME** (1 item): A table with columns 'Name' and 'Time'. Item: 'Len Barthow' (10 minutes to OT).
- EMPLOYEE EVENTS** (3 items): A table with columns 'Name', 'Type', and 'Date'. Items for Bryce J. Parsons, Joe Potts, and Jack Kelly, all with 'Review' type.

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

Clock Exception: The Clock Exception widget allows you to view clock exceptions for your employees. The type of exception(s) displayed as well as their requirements can be changed by using the Exception Filter.

Clock Exception Summary: This widget is slightly different from the Clock Exception widget, in that the Clock Exception Summary shows totals per exception rather than per employee.

Reminder: The Reminder widget allows you to create a check list of upcoming tasks that will be displayed once you log in. Once the reminder widget has been set up, you can create task reminders by clicking on the blue + icon next to the widget name. This task can be marked as completed by checking it, or removed from the widget by clicking on the o icon.

Approaching Exception: The Approaching Exception widget allows you to view what employees are close to or already missing a break based on the employees' missed break exceptions.

Approaching Overtime: The Approaching Overtime widget allows you to view what employees are close to or already in overtime. This widget can be configured similarly to the Approaching Overtime Report by going into the widget's settings and adjusting the reporting thresholds.



TimeClock Plus

Pending Time Off Request: The Pending Time Off Request widget allows you to view pending time off requests (requests that are waiting for approval or denial). The widget will show all pending requests for employees you have access to, as well as current accrual balances.

Substitute Coverage: If you have SubSearch, the Substitute Coverage widget compares requested substitutions with accepted substitutions, to help make sure that all vacancies are filled with substitutes.

Employee Events: The Employee Events widget provides reminders for the following types of events (the reminder type and date range displayed can be changed in **Settings** when adding the widget):

- Employee reviews.
- Employee birthdays.
- Employee work anniversaries.

Employee Status: If you need to view a quick breakdown of employees' information and clock status, then this widget will show you the information. Only two items can be seen at a time per instance of the widget, but it is possible to configure multiple Employee Status widgets.

Job Code Breakdown: This graphical widget will show you the distribution of hours in each job code in a pie chart.

Approval Completion: This graphical widget will show you the percentage of approved segments versus unapproved.

Job Code Usage: This graphical widget will show usage of job codes over time via a line graph.

Overtime by Department: This widget will break down overtime usage per each department, and display the percentages in a pie chart.

Links: The Links widget provides you with external links to helpful documentation and useful websites.

Contract Variance: If you use Employee Contracts, the Contract Variance widget allows you to view positive and/or negative variances in employees' contracted hours.

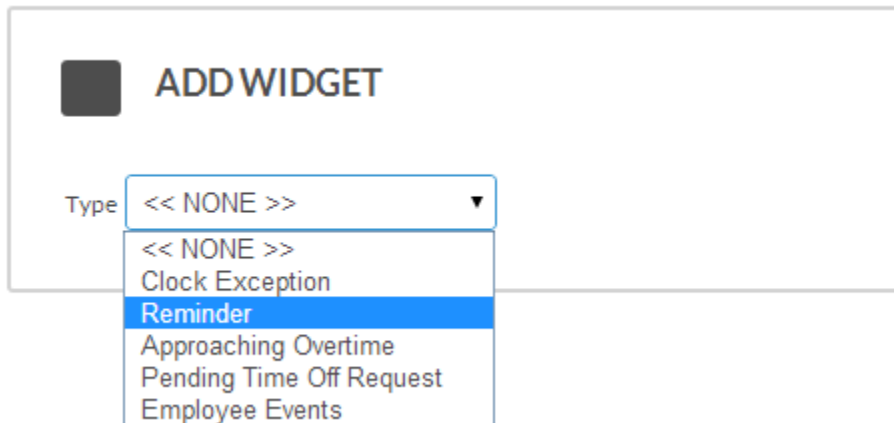
Substitute Exceptions: If you use the Substitute Module, the Substitute Exceptions widget allows you to look at teachers, their substitutes, and the recorded substitution shift for the teacher.

FMLA Case Status: If you use the FMLA Module, this widget will show the statuses of FMLA cases in the system.

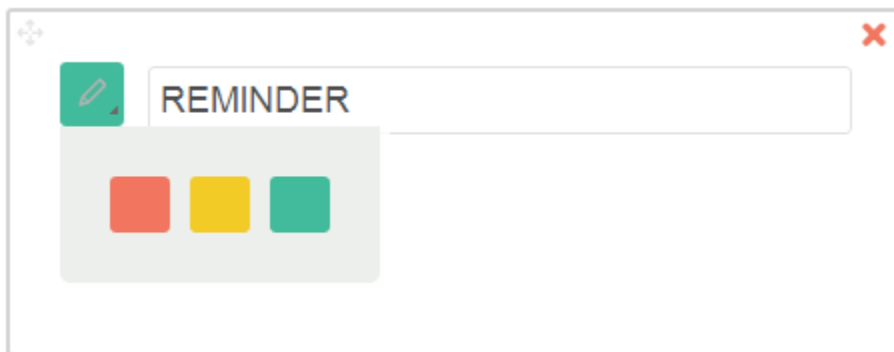
FMLA Return To Work: If you use the FMLA Module, this will show you the expected return dates for employees using FMLA leave.

Setting Up Widgets on My Dashboard

1. To create a widget, select the **Edit** button beneath the menu bar when on the Dashboard (with no feature selected).



2. Select the column you would like a widget to appear in, then select the **Type** of widget you would like to display.



3. Select the color you would like the widget to appear by clicking on the pen icon.
4. 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."
5. 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.

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6. 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.

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

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