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# Masterclass: Working with TimeClock

## Overview:

TimeClock management is crucial for accurate employee time tracking and payroll processing. You can ensure precise time capture and compliance by correctly configuring your TimeClock devices, permissions, and settings. This masterclass will guide you through the essential steps to effectively manage and optimise your TimeClock system.

### What do you need to know?

The expectation is that attendees have an existing understanding of the TimeClock devices associated with their company.

### Delivery Method

This webinar is delivered via the GoTo platform.

### Duration

90 minutes

## What does this course cover:

- Device Configurations:
  - Devices and permissions
  - Provisioning Process
  - Permission Granularity

- TimeClock Principles and Logic:
  - Key Considerations
  - Hierarchy and group criteria

- TimeClock Configurations:
  - Group Rules and Settings
  - Rounding Principles
  - Grace Period Principles
  - Calculation Considerations

- TimeClock Approval Workflow:
  - Configurations
  - Auto Approval
  - Rounding for manual approval

- Scenarios
  - Auto Approval mode not working
  - No Timesheet creation
  - Many more...

## Objectives:

✓ Identify different TimeClock device types and manage permissions.

✓ Understand the processing hierarchy and event logic of TimeClock systems.

✓ Set up TimeClock settings, including group rules, picture capture, and break management.

✓ Apply TimeClock rounding principles and manage grace periods.

✓ Understanding the TimeClock Approval Workflow.

✓ Understanding and resolving some of the TimeClock-related scenarios and how to overcome issues such as no timesheet creation after a valid clock-on and clock-off, no auto-approval after a valid clock-on and clock-off, and many more.