

# Definitiv: TimeClock Masterclass

## Overview:

The TimeClock Masterclass is designed for System Administrators and Managers who want a deeper understanding of how Definitiv captures, processes, and approves Timesheets through the auto-approval workflow, and how various configurations influence what the system does next.

In the final section, we will explore common issue scenarios and effective resolutions.

## What do you need to know?

The expectation is that attendees have a basic understanding of the TimeClock and Timesheet features 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 and configure TimeClock settings such as rounding rules, grace periods, and duration settings.
- ✓ Understand how TimeClock Events create timesheets and when the system auto-approves or flags them.
- ✓ Read and interpret Adjustment Logs and Approval Logs within a timesheet.
- ✓ Troubleshoot common issues using real scenarios and apply the correct settings to resolve them.