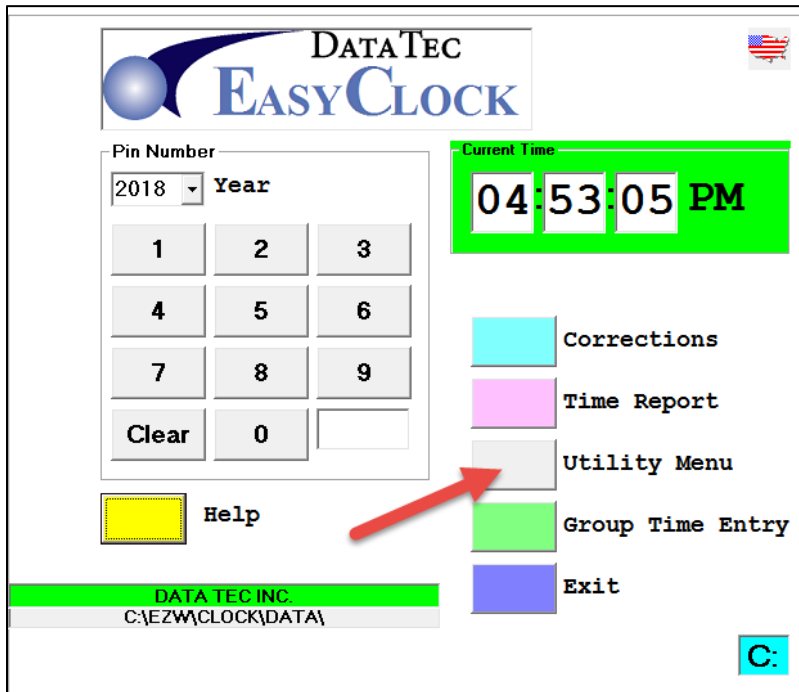


# Employee Time Clock

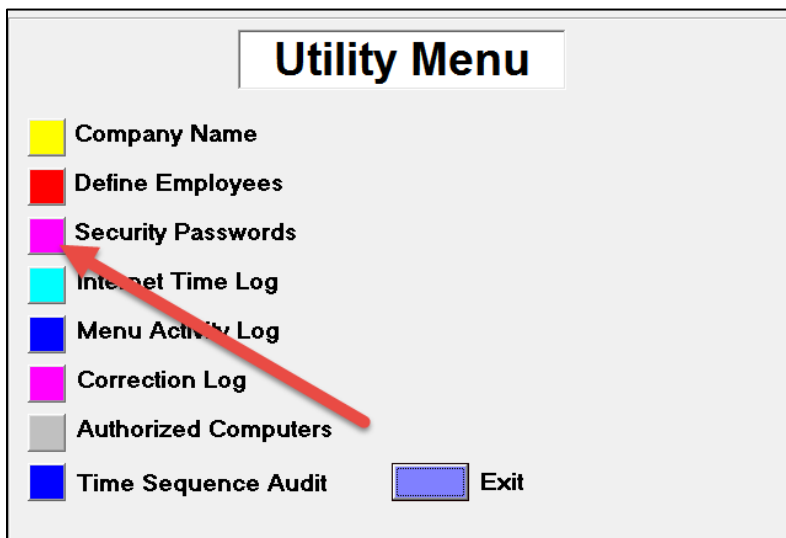
## Activate Employee View Time Records Option

You can activate options to let employees view their own time records as follows:

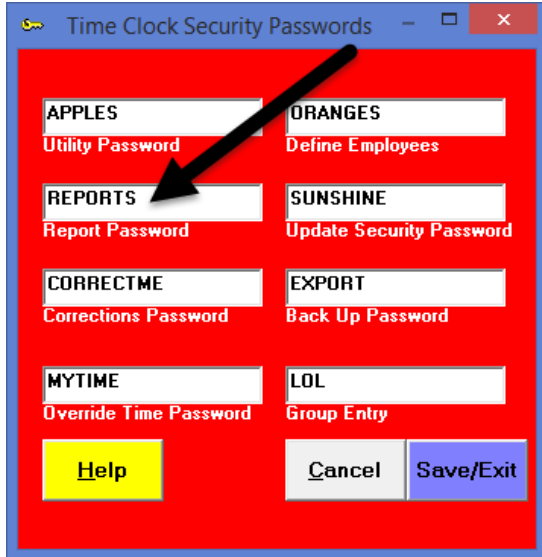
- 1) From Time Clock Menu select the “**Utility Menu**” option. If prompted for a password Enter your Utility password.



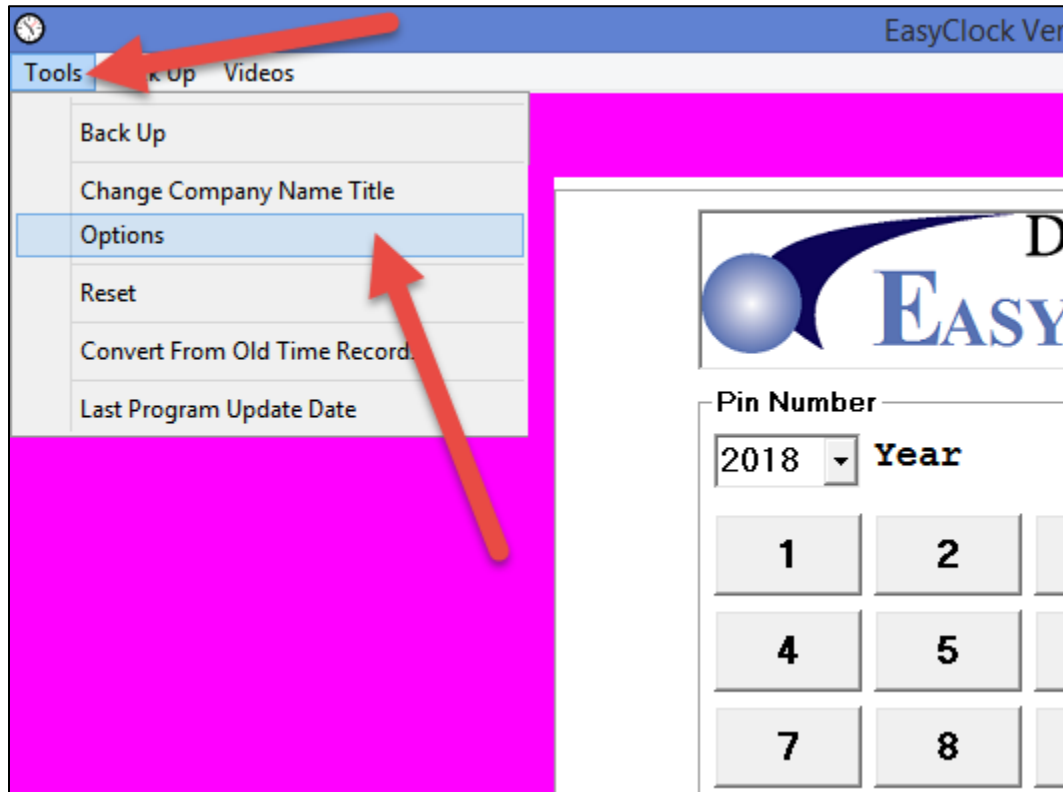
- 2) From the Time Clock Utility Menu select “**Security Passwords**”.



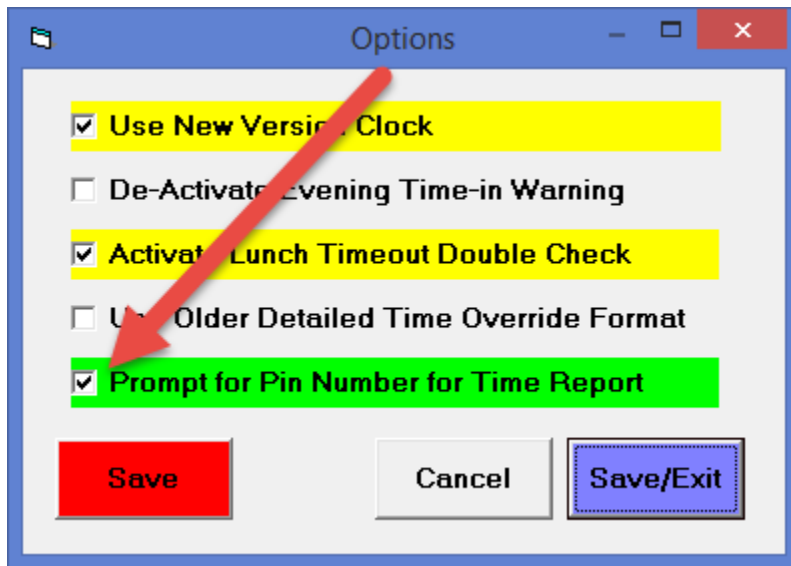
- 3) Be sure to fill in a **Report Password**, it cannot be blank. When you select the “**Time Report**” option from the **Time Clock Menu** if you enter this password instead of an employee’s Pin Number it will allow you to see **ALL the employees** at one time when you are preparing for payroll.



- 4) After returning to the **Time Clock Menu**, select the top toolbar “**Tools**” option, and then select “**Options**”.



5) Check the option “Prompt for Pin Number for Time Report”, then save and exit.



6) You are all done. When someone clicks the Time Clock Menu’s “Time Report” option they will be prompted to enter their PIN Number or the Reports Password. If they enter their PIN Number they will see only their Time Records, if you enter the Reports Password you will see all employees at one time.