

OpenTimeClock Supervisor Instructions

You should have already received an email containing your username and password. If you have not, please contact us at payroll@nccsda.com.

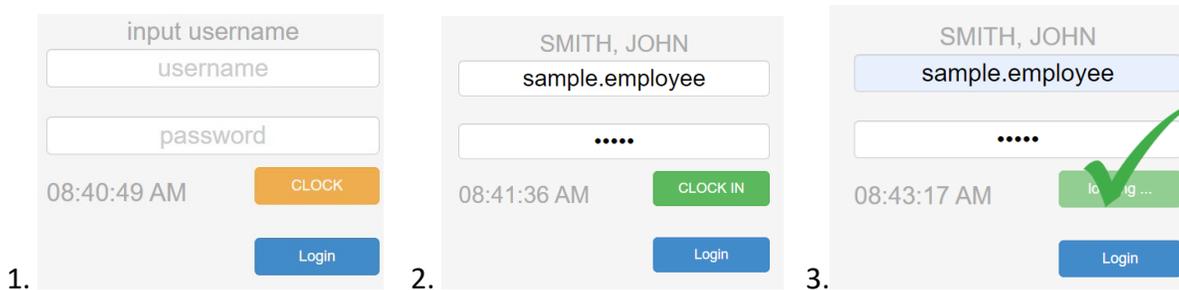
On a computer, go to <https://www.opentimeclock.com/app/index.html?companyname=NCCSDA> or go to www.opentimeclock.com and enter the company name NCCSDA.

OR

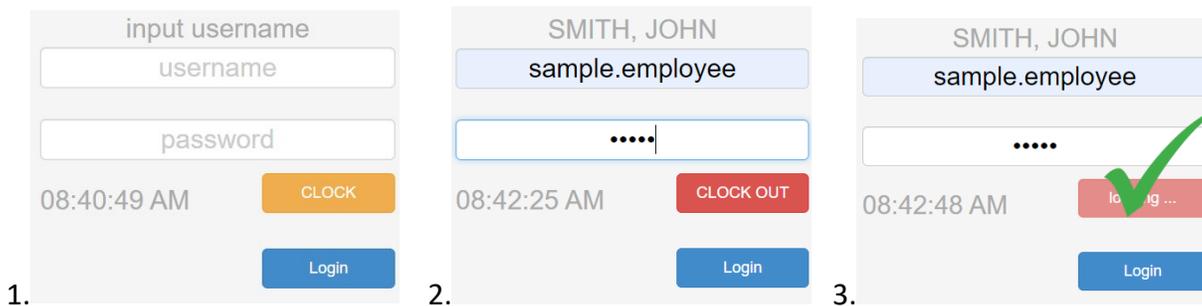
On your phone, download the OpenTimeClock app and enter the company name NCCSDA.

HOW TO: Clock In/Out

You will see a place to type in your username and password. Once you type in your username and password, the yellow “Clock” button will turn green and read “Clock In”. Click that button or hit the enter key on your keyboard, and a green checkmark will appear. You have now clocked in!



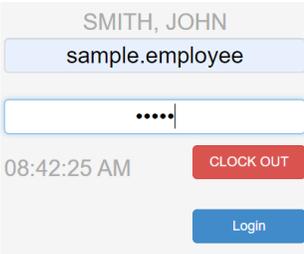
To clock out, type in your username and password. Once you type in your username and password, the yellow “Clock” button will turn red and read “Clock Out”. Click that button or hit the enter key on your keyboard, and a green checkmark will appear. You have now clocked out!



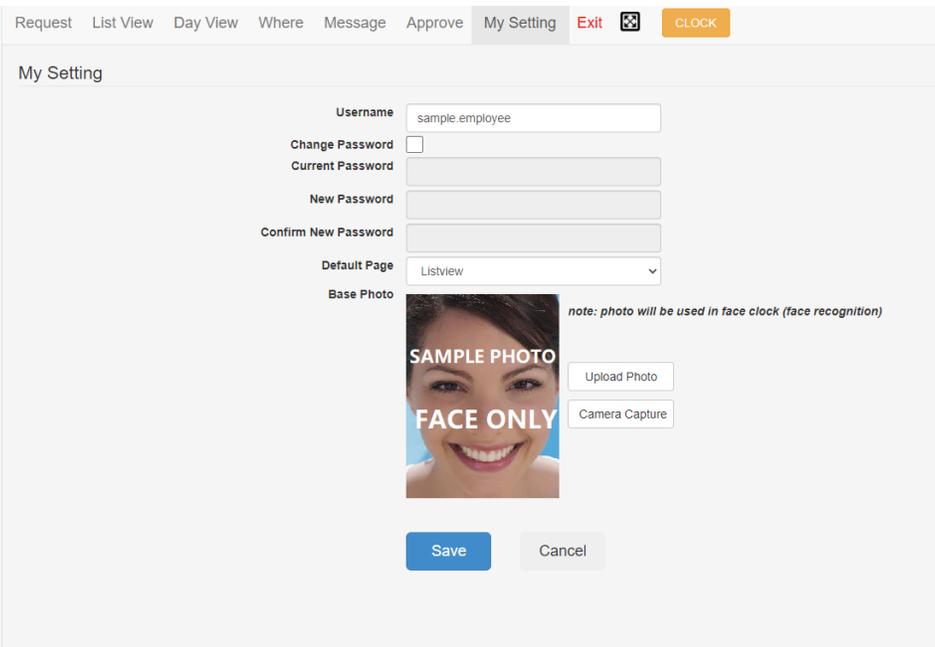
HOW TO: Change Your Username/Password

You were given a temporary password, but we recommend you change it the first time you log in. You can also change your username if you would like to.

To log in, type in your username and password, and click the blue “Login” button. At the top of the screen, you will see several options. To change your username and password, click the words “My Setting”.

1. The login screen shows the user's name "SMITH, JOHN" and email "sample.employee" in a light blue box. Below is a password field with masked characters "....." and a "Login" button. A "CLOCK OUT" button is visible, and the time "08:42:25 AM" is displayed.

2. A horizontal navigation menu with options: Request, List View, Day View, Where, Message, Approve, My Setting (highlighted), Exit, a help icon, and a CLOCK button.

3. The "My Setting" page contains several form fields: Username (sample.employee), Change Password (checkbox), Current Password, New Password, Confirm New Password, Default Page (Listview), and Base Photo. The photo section includes a "note: photo will be used in face clock (face recognition)", a "SAMPLE PHOTO" placeholder with "FACE ONLY" text, and "Upload Photo" and "Camera Capture" buttons. "Save" and "Cancel" buttons are at the bottom.

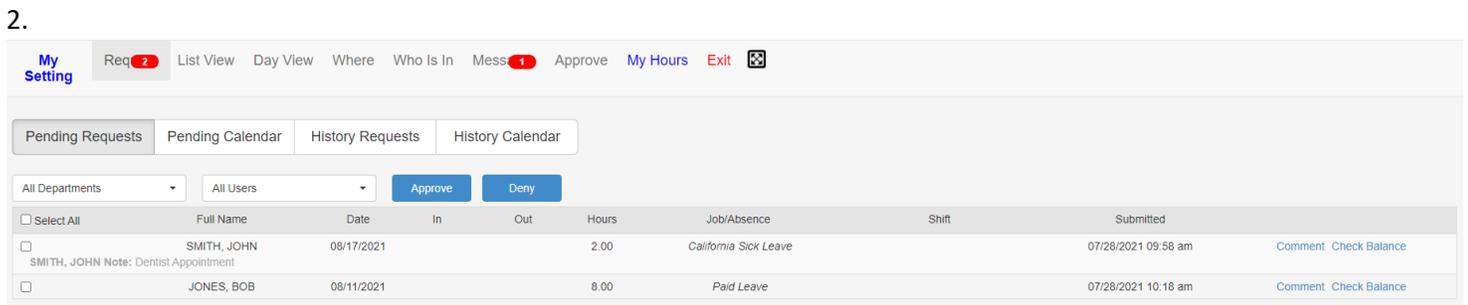
To change your username, type the username you want to use in the box labeled “Username”. To change your password, check the box next to “Change Password”. Type your current password into the “Current Password” box, then type the new password you want to use into the “New Password” box, and again into the “Confirm New Password” box. Click the blue “Save” button, and you have now changed your password! If you click on the arrow next to “Default Page”, you can change which page shows up first when you log in. You can add a photo if you would like to, but it is not required, since we do not use face recognition for clocking in or out.

HOW TO: Approve/Deny Time Off Requests

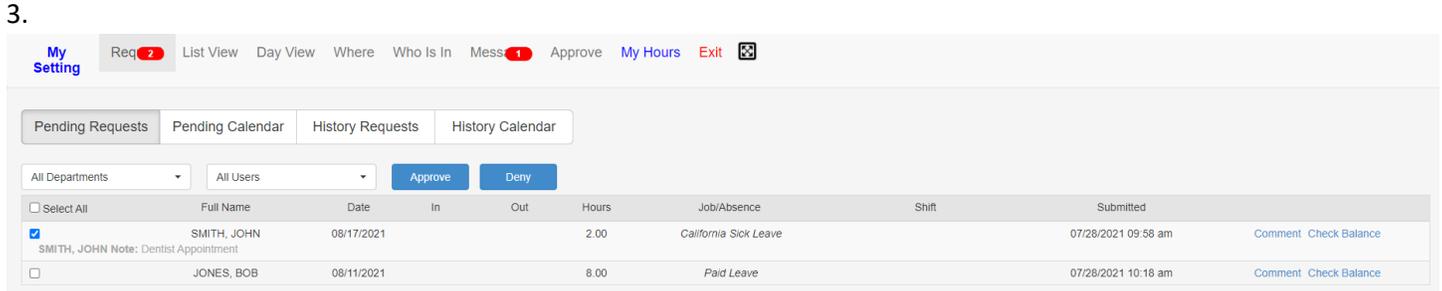
We are working with OpenTimeClock's developers to make it so that employees can easily see their paid leave or sick leave balances when you log in. Until then, they can find their leave balances in the lower left corner of each pay slip, or they or you can contact us at payroll@nccsda.com. Please remember that employees can only request hours equal to what they would have worked that day - if they usually work 5 hours every Monday and Wednesday, they should not request 8 hours of leave for a Monday, or any leave for a day they wouldn't usually work.

When you log in with your username and password, there will be several options at the top of the screen. When an employee or employees at your work location have requested time off, there will be a red number next to the "Request" option. Click on the word "Request" to see any pending requests. Click the box next to the employee's request, and click either the blue "Approve" button to approve their request or the blue "Deny" button to deny it. You can see any requests after you approve or deny them by clicking the words "History Requests".

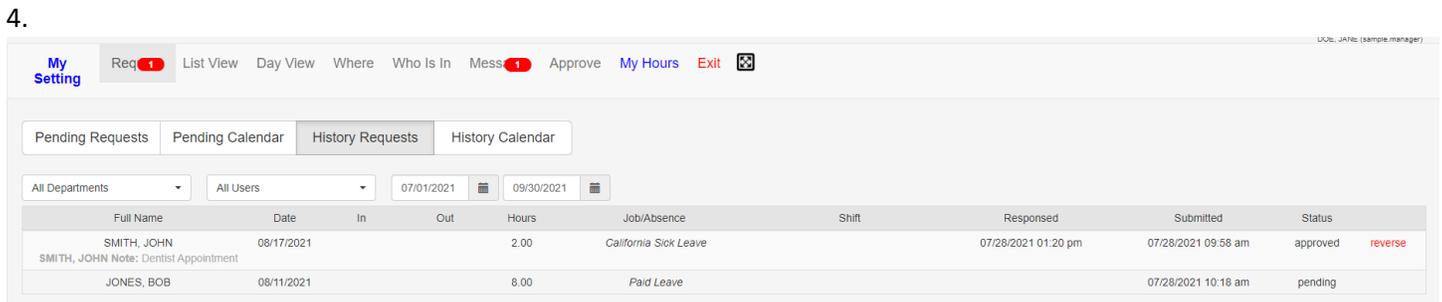
1. 

2. 

<input type="checkbox"/> Select All	Full Name	Date	In	Out	Hours	Job/Absence	Shift	Submitted	Comment	Check Balance
<input type="checkbox"/>	SMITH, JOHN Note: Dentist Appointment	08/17/2021			2.00	California Sick Leave		07/28/2021 09:58 am		Comment Check Balance
<input type="checkbox"/>	JONES, BOB	08/11/2021			8.00	Paid Leave		07/28/2021 10:18 am		Comment Check Balance

3. 

<input type="checkbox"/> Select All	Full Name	Date	In	Out	Hours	Job/Absence	Shift	Submitted	Comment	Check Balance
<input checked="" type="checkbox"/>	SMITH, JOHN Note: Dentist Appointment	08/17/2021			2.00	California Sick Leave		07/28/2021 09:58 am		Comment Check Balance
<input type="checkbox"/>	JONES, BOB	08/11/2021			8.00	Paid Leave		07/28/2021 10:18 am		Comment Check Balance

4. 

Full Name	Date	In	Out	Hours	Job/Absence	Shift	Responded	Submitted	Status
SMITH, JOHN Note: Dentist Appointment	08/17/2021			2.00	California Sick Leave		07/28/2021 01:20 pm	07/28/2021 09:58 am	approved reverse
JONES, BOB	08/11/2021			8.00	Paid Leave			07/28/2021 10:18 am	pending

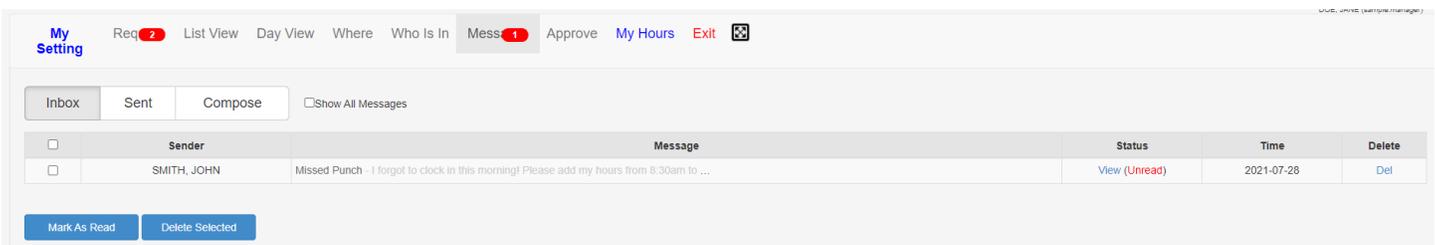
HOW TO: Correct A Missed/Wrong Punch

If an employee forgets to clock in or out, or they clock in or out late, it is important to fix it so that they are paid correctly for the hours they worked. When an employee notices that they need their time adjusted, they may tell you in person, or they may send you a message.

When you log in with your username and password, there will be several options at the top of the screen. If you have any unread messages, there will be a red number next to the "Request" option. To read your messages, click the word "Message" and click the unread message.

To add an entry, click the words "Day View" at the top of the screen. You can then choose which days to view, select your department, and select the employee you are adding an entry for. On the right side of the screen, click the word "Add" next to the day you want to add an entry for. Select the circle next to "Worked Hours", make sure the date and time are correct, and hit the blue "Add" button. Those hours have now been added. To edit an entry, click the word "Edit" next to the entry you want to edit. Adjust the hours as needed and click the blue "Save" button.

1.



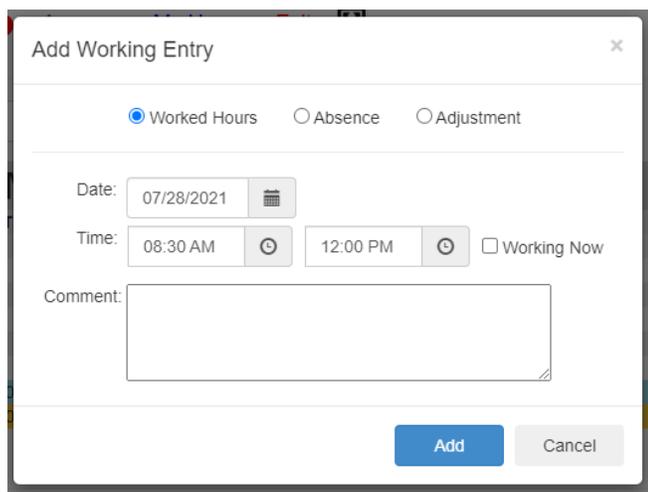
The screenshot shows the top navigation bar with 'My Setting' on the left and 'Reg 2', 'List View', 'Day View', 'Where', 'Who Is In', 'Mess 1', 'Approve', 'My Hours', and 'Exit' on the right. Below the navigation bar is a message notification area with tabs for 'Inbox', 'Sent', and 'Compose'. A message from 'SMITH, JOHN' is displayed with the subject 'Missed Punch - I forgot to clock in this morning! Please add my hours from 8:30am to ...'. The message status is 'View (Unread)' and the time is '2021-07-28'. There are 'Mark As Read' and 'Delete Selected' buttons at the bottom.

2.



The screenshot shows the 'Day View' page for 'SMITH, JOHN'. The top navigation bar is the same as in the previous screenshot. Below the navigation bar are filters for dates (07/26/2021 to 07/31/2021), a department dropdown (Sample Department), and an employee dropdown (SMITH, JOHN). The main content area shows a table with columns: Date, In, Out, Reg, OT, DT, PTO, Paid, Unpaid, Total, Job/Absence, and Shift. The table displays data for the week of 07/26 to 07/31. The total hours for the week are 0.00, with 0.00 unpaid hours and 0.00 paid hours. There are 'Add' buttons next to each day's row.

3.



The screenshot shows the 'Add Working Entry' dialog box. It has three radio buttons: 'Worked Hours' (selected), 'Absence', and 'Adjustment'. Below the radio buttons are fields for 'Date' (07/28/2021), 'Time' (08:30 AM to 12:00 PM), and a 'Working Now' checkbox. There is a 'Comment' text area and 'Add' and 'Cancel' buttons at the bottom.

4.

My Setting Req 2 List View Day View Where Who Is In Mess 1 Approve My Hours Exit

07/26/2021 07/31/2021 Sample Department SMITH, JOHN Approve Not Approved Yet

SMITH, JOHN Total Hours: 3.50 Unpaid Hours: 0.00 Paid Hours: 3.50

	Date	In	Out	Reg	OT	DT	PTO	Paid	Unpaid	Total	Job/Absence	Shift	
Mon	07/26												Add
Tue	07/27												Add
Wed	07/28	08:30 am	12:00 pm	3.50				3.50	0.00	3.50			Add Edit Del
Thu	07/29												Add
Fri	07/30												Add
Sat	07/31												Add
				3.50	0.00	0.00	0.00	3.50	0.00	3.50			
				3.50	0.00	0.00	0.00	3.50	0.00	3.50			

5.

Modify Working Entry

Date: 07/28/2021

Time: 08:30 AM 12:30 PM Working Now

Comment:

Save Cancel

HOW TO: Verify Employees' Timesheets

At the end of each pay period, each employee and their supervisor both need to approve the hours the employee worked.

When you log in with your username and password, there will be several options at the top of the screen. To verify your employees' hours for each pay period, click on the word "Approve". There will be a list of employees at your work location on the left side of the screen. Click the employee whose time sheet you want to verify. Make sure the dates are correct for the pay period - it should be showing either the first through the fifteenth day of the month, or the sixteenth through the last day of the month. For the first pay period, on August 16th, you should approve the hours your employees worked on August 1st through August 15th. If the hours for a day are incorrect, confirm with the employee, and add or edit entries as necessary. If the hours are correct, click the box next to that day, and a blue checkmark will appear. If all hours for the pay period are correct, click the box next to the word "Select" and all the days shown will be checked off. Click the blue "Verify" button, and under the words "By Manager", it will say your name in green letters. You have now verified this employee's timesheet! Repeat as necessary for each hourly employee, and remind each employee to verify their hours as well.

1.

My Setting Req 2 List View Day View Where Who Is In Mess 1 Approve My Hours Exit

Sample Department 08/01/2021 08/15/2021 Approve Unapprove

Search By Name ...

1 DOE, JANE
2 JONES, BOB
3 JONES, BOB (1)
4 SMITH, JOHN

SMITH, JOHN

Select	Date	In	Out	Hours	Job/Absence	Shift	By Manager	By Employee	
<input type="checkbox"/>	Sun 08/01								Add
<input type="checkbox"/>	Mon 08/02	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Tue 08/03	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Wed 08/04	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Thu 08/05	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Fri 08/06	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Sat 08/07								Add
				30.00					
<input type="checkbox"/>	Sun 08/08								Add
<input type="checkbox"/>	Mon 08/09	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Tue 08/10	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Wed 08/11	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Thu 08/12	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Fri 08/13	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Sat 08/14						no	no	Add Edit Del
				30.00					Add
<input type="checkbox"/>	Sun 08/15								Add
				0.00					
				60.00					

2.

My Setting Req 2 List View Day View Where Who Is In Mess 1 Approve My Hours Exit

Sample Department 08/01/2021 08/15/2021 Approve Unapprove

Search By Name ...

1 DOE, JANE
2 JONES, BOB
3 JONES, BOB (1)
4 SMITH, JOHN

SMITH, JOHN

Select	Date	In	Out	Hours	Job/Absence	Shift	By Manager	By Employee	
<input type="checkbox"/>	Sun 08/01								Add
<input type="checkbox"/>	Mon 08/02	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Tue 08/03	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Wed 08/04	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Thu 08/05	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Fri 08/06	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Sat 08/07								Add
				30.00					
<input type="checkbox"/>	Sun 08/08								Add
<input type="checkbox"/>	Mon 08/09	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Tue 08/10	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Wed 08/11	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input type="checkbox"/>	Thu 08/12	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input checked="" type="checkbox"/>	Fri 08/13	09:00 am	03:00 pm	6.00			JOHN SMITH	JOHN SMITH	Add Edit Del
<input type="checkbox"/>	Sat 08/14						JOHN SMITH	JOHN SMITH	Add Edit Del
				30.00					Add
<input type="checkbox"/>	Sun 08/15								Add
				0.00					
				60.00					

3.

My Setting Req 2 List View Day View Where Who Is In Mess 1 Approve My Hours Exit

Sample Department 08/01/2021 08/15/2021 Approve Unapprove

Search By Name ... Q

1	DOE, JANE
2	JONES, BOB
3	JONES, BOB (1)
4	SMITH, JOHN

SMITH, JOHN

Select	Date	In	Out	Hours	Job/Absence	Shift	By Manager	By Employee	
<input checked="" type="checkbox"/>	Sun 08/01								Add
<input checked="" type="checkbox"/>	Mon 08/02	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input checked="" type="checkbox"/>	Tue 08/03	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input checked="" type="checkbox"/>	Wed 08/04	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input checked="" type="checkbox"/>	Thu 08/05	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input checked="" type="checkbox"/>	Fri 08/06	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
	Sat 08/07								Add
				30.00					
	Sun 08/08								Add
<input checked="" type="checkbox"/>	Mon 08/09	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input checked="" type="checkbox"/>	Tue 08/10	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input checked="" type="checkbox"/>	Wed 08/11	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input checked="" type="checkbox"/>	Thu 08/12	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
<input checked="" type="checkbox"/>	Fri 08/13	09:00 am	03:00 pm	6.00			no	no	Add Edit Del
	Sat 08/14								Add
				30.00					
	Sun 08/15								Add
				0.00					
				60.00					

4.

My Setting Req 2 List View Day View Where Who Is In Mess 1 Approve My Hours Exit

Sample Department 08/01/2021 08/15/2021 Approve Unapprove

Search By Name ... Q

1	DOE, JANE
2	JONES, BOB
3	JONES, BOB (1)
4	SMITH, JOHN

SMITH, JOHN

Select	Date	In	Out	Hours	Job/Absence	Shift	By Manager	By Employee	
<input type="checkbox"/>	Sun 08/01								Add
<input type="checkbox"/>	Mon 08/02	09:00 am	03:00 pm	6.00			DOE, JANE	no	Add Edit Del
<input type="checkbox"/>	Tue 08/03	09:00 am	03:00 pm	6.00			DOE, JANE	no	Add Edit Del
<input type="checkbox"/>	Wed 08/04	09:00 am	03:00 pm	6.00			DOE, JANE	no	Add Edit Del
<input type="checkbox"/>	Thu 08/05	09:00 am	03:00 pm	6.00			DOE, JANE	no	Add Edit Del
<input type="checkbox"/>	Fri 08/06	09:00 am	03:00 pm	6.00			DOE, JANE	no	Add Edit Del
	Sat 08/07								Add
				30.00					
	Sun 08/08								Add
<input type="checkbox"/>	Mon 08/09	09:00 am	03:00 pm	6.00			DOE, JANE	no	Add Edit Del
<input type="checkbox"/>	Tue 08/10	09:00 am	03:00 pm	6.00			DOE, JANE	no	Add Edit Del
<input type="checkbox"/>	Wed 08/11	09:00 am	03:00 pm	6.00			DOE, JANE	no	Add Edit Del
<input type="checkbox"/>	Thu 08/12	09:00 am	03:00 pm	6.00			DOE, JANE	no	Add Edit Del
<input type="checkbox"/>	Fri 08/13	09:00 am	03:00 pm	6.00			DOE, JANE	no	Add Edit Del
	Sat 08/14								Add
				30.00					
	Sun 08/15								Add
				0.00					
				60.00					