

TimeClock Setup Guide - Enterprise

Last Modified on 10/10/2023 1:34 pm CDT

Note TempWorks Software is no longer selling physical TimeClocks.

While physical TimeClocks are still in the [Extended Support](#) product life cycle, it is recommended that clients utilizing physical TimeClocks begin to research and plan for future TimeClock solutions.

Please contact [TempWorks Account Management](#) to discuss new solutions including the [On-Site TimeClock](#) that utilizes our Buzz application.

In order to utilize TempWorks TimeClocks, you'll need to verify that the worksite, order, assignment, employee and contact records are all set up properly.

To set up a TempWorks TimeClock:

1. [Set up the Worksite](#)
2. [Link the TimeClock to the Customer](#)
3. [Set up the Order](#)
4. [Set up the Contact](#)
5. [Set up the Employee](#)

Step 1: Set up the Worksite

The TempWorks TimeClock uses information on the worksite to ensure that punches are recorded in the correct time zone and that they respect daylight savings time where needed.

To set up a worksite:

1. In Enterprise, navigate to the customer record the TimeClock is for
2. Navigate to Details > Worksites on the left

Vevea Manufacturing (Primary)
 2316 2nd Ave.
 Saint Paul, MN 55109
 (651) 111-5444

ID: 4295011183
 Branch: Memphis SE

! Lunch With client
 ! Follow up with Jan

tasks appo

visifile
 details
 assignment restrictions
 attendance
 contact methods
 departments
 interest codes
 sales & service
 education
 vendor management
worksites
 defaults

Drag a column header here to group by that column.

ID	Active	Description	Street
11291	<input checked="" type="checkbox"/>	Mankato Site	2348 3rd Ave.
11290	<input checked="" type="checkbox"/>	Primary	2316 2nd Ave.

3. Double click on the worksite the timeclock needs to be connected to.

setup worksite - details

Details
 Jurisdiction(s)

worksite details

Active

Worksite Mankato Site

Attn To

Street 2348 3rd Ave.

Street 2

City Mankato

State MN Zip 56001-

County Nicollet

School

Country United States of America

Time Zone Central Standard Time

DST Observed

other information

Directions Free overflow parking lot (dirt lot) across the street. Door code is 4327

Dress Code Steel toed boots required, no jewelry, no logo tees.

Accessible Public Transportation

tax information

State MNIncTax

Local taxes are automatically determined by the zip code.

County Tax Exempt

City Tax Exempt

School Tax Exempt

accruals

Accrual

nto

Qualified

Private

Reason Code

Job Amount \$0.00

Date Filed

Release Date

Notes

Cancel Previous Save and Continue

o If this is a new worksite, you will need to add the new worksite to the list. (see [Departments vs. Worksites](#) for more information)

4. Select the correct time zone for the clock under worksite details to ensure the clock displays the correct time.

o ***Note:** The DST Observed box is checked by default. If the area that the TimeClock is in does NOT observe DST (i.e. Arizona and Hawaii), uncheck this box

worksite details

Active	<input checked="" type="checkbox"/>		
Worksite	Mankato Site		
Attn To			
Street	2348 3rd Ave.		
Street 2			
City	Mankato		
State	MN	Zip	56001-____
County	Nicollet		
School			
Country	United States of America		
Time Zone	Central Standard Time		
DST Observed	<input checked="" type="checkbox"/>		


other information

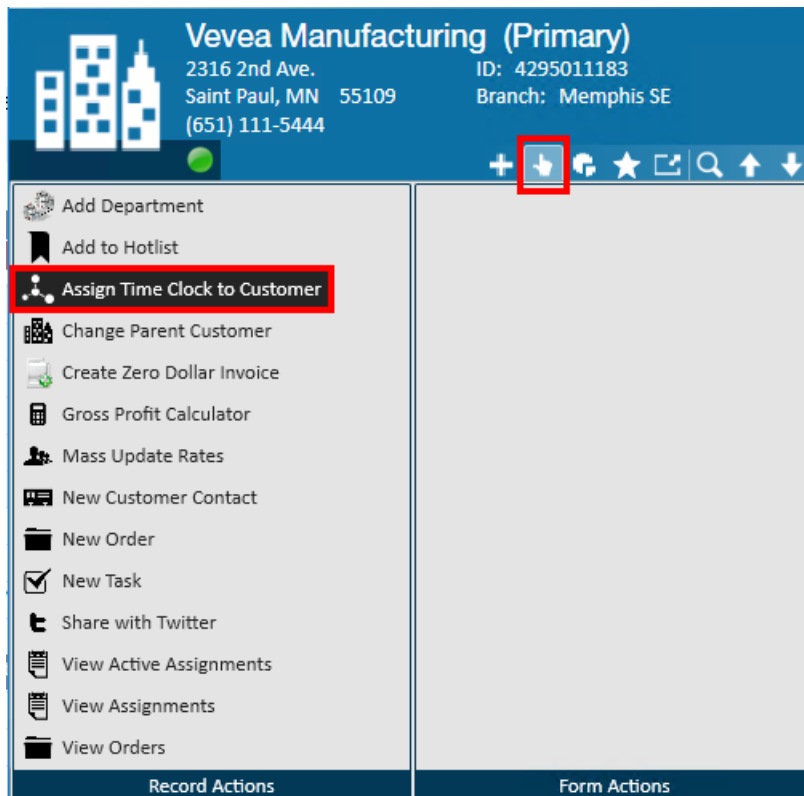
5. Select Save and Continue

- ***Note:** This will open a tax jurisdiction setup window. Complete this form as you normally would and select save and close

Now that the customer record is set up to have a worksite with a TimeClock, you must link the actual TimeClock to this customer record.

Step 2: Link the TimeClock to this Customer

1. Navigate to the home screen of the customer record.
2. Select the  icon to expand the Actions Menu, then select Assign Time Clock to Customer. (This opens the 'assign time clock to customer' window.)

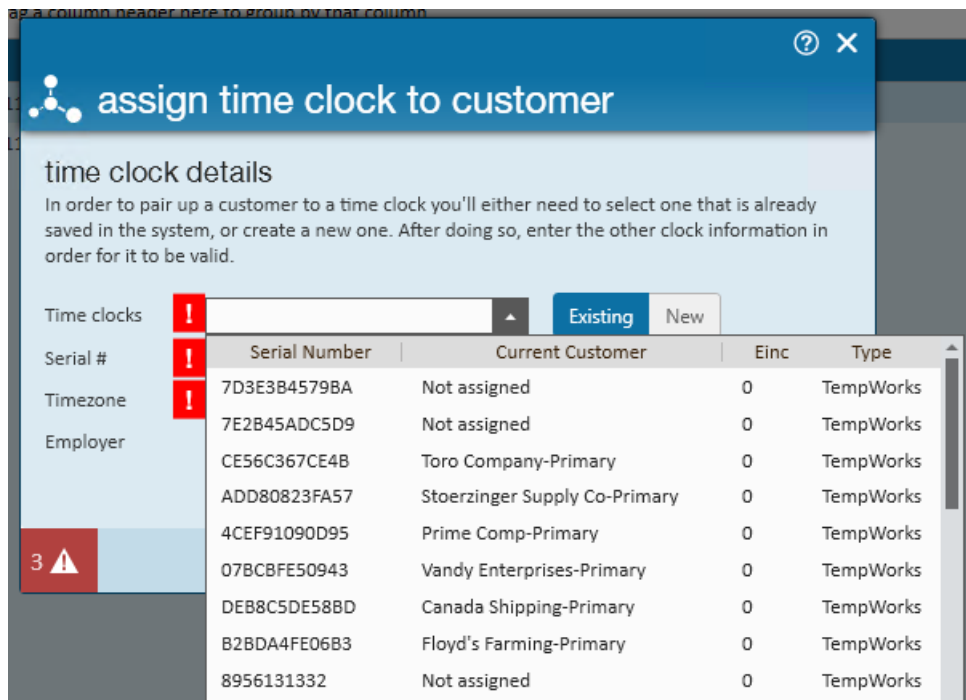


3. Choose which TimeClock to assign to this customer. You may either select an existing clock, or assign a new clock. See below for examples of each:

The dialog box is titled 'assign time clock to customer'. It contains a 'time clock details' section with the following text: 'In order to pair up a customer to a time clock you'll either need to select one that is already saved in the system, or create a new one. After doing so, enter the other clock information in order for it to be valid.' Below this are four input fields: 'Time clocks' (a dropdown menu with a red exclamation mark icon), 'Serial #' (a text field with a red exclamation mark icon), 'Timezone' (a dropdown menu with a red exclamation mark icon), and 'Employer' (a dropdown menu with 'High Tech Staffing' selected). To the right of the 'Time clocks' field are two buttons: 'Existing' (selected) and 'New'. At the bottom left is a red bar with a white triangle and the number '3'. At the bottom right are 'Cancel' and 'Save' buttons.

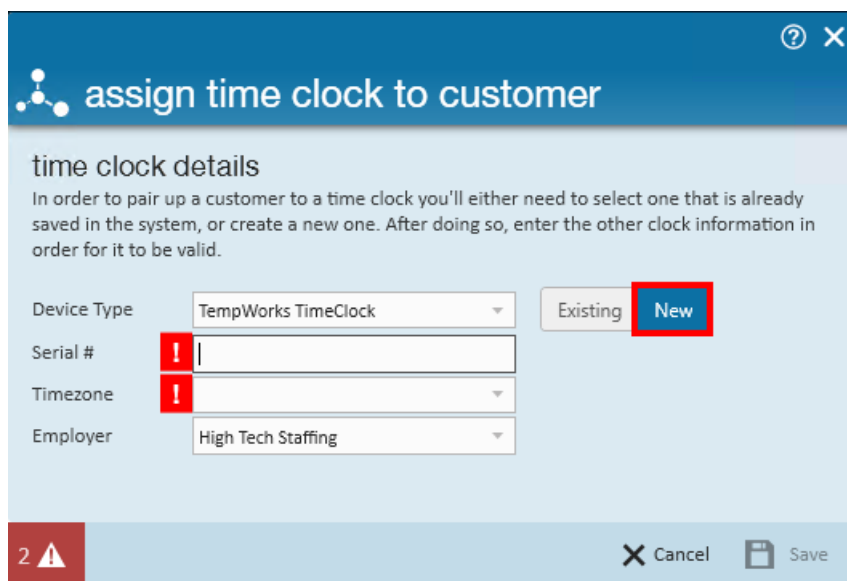
Existing TimeClock:

- If you wish to assign an existing TimeClock to this customer, you may select it from the Time clocks drop-down menu.
- Choosing an existing TimeClock will automatically fill in the rest of the fields for you, so all you need to do from here is select Save.



New TimeClock:

- If you need to assign a new clock, use the toggle button to select New.



- Use the Device Type drop-down to select your new TimeClock, then enter the Serial # and Timezone information into the required fields.
- Remember, the time zone is important and must be accurate in order for employee punches on this clock to be recorded properly! When you're done, hit Save.

Note If you are going to have 3rd shifts using timeclocks then you will need to setup 1 department per shift.

Otherwise, you will run into the situation of having a Max Shift Length so long that the first punch of the new week gets pulled back onto the previous timecard.

Once each shift has been configured per respective department record, this will allow for three different sets

of WebCenter rules to allow the use of 3rd shifts correctly.

Congratulations! Not only have you set up the customer record properly, you've linked the correct TimeClock and are ready to receive employee punches...almost!

Note Going forward, it is very important to create new orders for this customer properly so that future assignment records will be set up to receive TimeClock punches after employees are assigned.

Step 3: Set up the Order Record

It is very important to verify that the following are correct, because each flows to the assignment and affects how your TimeClock will behave:

The screenshot displays the 'Vevea Manufacturing, Primary' order record interface. The top navigation bar includes a folder icon, 'Unknown' status, '0 of 1 positions filled', and customer details: 'Customer ID: 4295011183', 'Order ID: 4295090533', and 'Branch: Memphis SW'. Alerts for 'Lunch With client' and 'Follow up with James' are visible, along with a 'Luke Dane Background check' notification. The main content area is divided into several sections:

- customer information:** Fields for Customer ID (4295011183), Worker Comp (MN 8810), Alt Order ID, and Work Site (Mankato Site, 2348 3rd Ave., Mankato, MN 5600). Directions: 'Free overflow parking lot (dirt lot) across the street. Door code is 432'.
- job information:** Required (2), Assigned (0), Order Type (TE Temp), Job Title (Forklift), Description, Dress Code (Steel toed boots required, no jewelry, no logo tees), Safety Notes, Start Date (2/1/2019), Duration (Indef), Est. End Date, Shift (B), Start Time (1:00 PM), End Time (9:00 PM), and Shift Notes.
- financial details:** Multiplier (1.5), Bill Rate (\$22.00), Unit Bill Rate (\$0.00), OT Factor (1.5000), Overtime Bill (\$33.00), Doubletime Bill (\$44.00), Overtime Plan (PlanSTD), Desired GM %, Pay Periods (52), Pay Rate (\$13.00), Unit Pay Rate (\$0.00), Other Agency Pay (\$0.00), Overtime Pay (\$19.50), Doubletime Pay (\$26.00), GP Percent (%), and GP Estimate (\$0.00).
- contacts:** A table listing contacts with columns for Name, Description, and Office Phone. One contact is listed: Smith, Joseph, Supervisor, 651-885-8888.
- other information:** Status (Unfilled), Taken By (amelia.stout), Sales Team (North Metro), Branch (Memphis SW), Do Not Auto-Close (unchecked), TW Time Clock (checked), and PeopleNet (checked).

The bottom of the interface shows a weekly calendar with days from Sun to Sat, where Mon, Tues, Wed, and Thu are marked with an 'X'.

- **Work Site** - This address should accurately reflect the place your employees will go to work, and also the location of your TempWorks TimeClock.

Order Details | Web Options | ACA Surcharge

customer information

Customer ID: 4295011183

Worker Comp: MN 8810

Alt Order ID: []

Directions: Free overflow parking lot (dirt lot) across the street. Door code is 432

Work Site: Mankato Site
2348 3rd Ave.
Mankato, MN 5600

- **Shift** - Shift information automatically flows to the assignment record and is tied to [snaps](#) and [warnings](#).
 - Note: If not configured at the order level, you'll need to enter shift information on the assignment record. Shifts must be in the format of "8:00AM" - any other format will not be parsed properly for the TimeClock.

Shift: B

Start Time: 1:00 PM | End Time: 9:00 PM

Shift Notes: []

Sun Mon Tues Wed Thu Fri Sat

- **Contacts** - In order for your contact to be able to view and/or approve TimeClock punches in WebCenter, they must be set up with the "Supervisor" role on the customer record. (see step 4 below for more information)

contacts

Name	Description	Office Phone
Smith, Joseph	Supervisor	651-885-8888

- **TW TimeClock** - This box needs to be checked for all orders requiring assigned employees to punch time on a TempWorks TimeClock.

other information

Status: Unfilled | Taken By: amelia.stout


Sales Team: North Metro | Branch: Memphis SW

Do Not Auto-Close: | TW Time Clock: | PeopleNet:

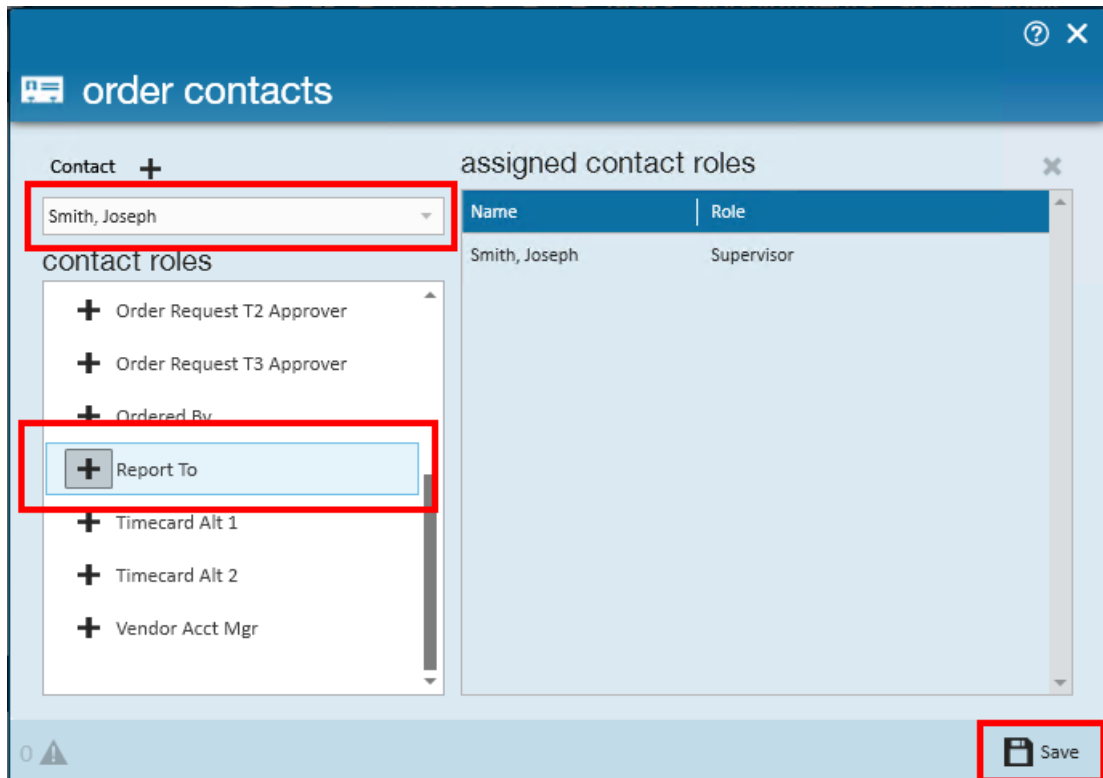
Notes: []

Step 4: Set up the Contact Record

This will ensure that your contact is set up to view WebCenter timecards.

1. Navigate to the order record
2. Select the  icon to open the order contacts window
3. From the contact drop-down, select the contact who will be responsible for WebCenter timecards

4. Select the Supervisor contact role by selecting the + button on the right side of the contact role option




5. Now you should see the contact name and role listed in the assigned contact roles box
6. When you are finished, select Save

***Note:** Contacts can be set up with any of the contact types listed on the left.

Additionally, if you haven't already, you will need to give them access to WebCenter by inviting them or setting them up with a user account. We cover that in [this article](#). In order to see and approve time, the contact will need to be given the role "Customer supervisor with TimeClock".

Step 5: Set up the Employee Record

To link this employee with the TimeClock they'll use to punch in and out at work, you'll need to add the credentials for that TimeClock to their record.

1. Navigate to the employee record for the employee you wish to add a TimeClock to
2. Expand the Actions Menu by selecting the  icon
3. Select Manage Time Clock Credentials. (This opens up the time clock credentials window.)

Harry Gilden
 222 Baker St.
 Lake Elmo, MN 55042

ID: 4295079941
 SSN: xxx-xx-1355
 Branch: Memphis SW

WI Background Check

- + Add Employee Wages
- Add to Hotlist
- Assign Additional HRCenter Pages
- Assign Assessments
- Assign HRCenter Workflow
- Copy Employee to Contact
- Create and Export a resume
- Create Applicant Center User
- Create assignment for Vevea Manufactu
- Create Worker Comp Claim
- Find All Associated Assignments
- Find Matching Orders
- Interview Action Item
- Manage Time Clock Credentials**
- Manage Web Center Account

4. Select the + button to add a new row
5. Expand the credential type drop-down menu to choose which time punching method the employee will use to log in to the TimeClock
6. Enter the data the employee will use to log in to the TimeClock
7. Expand the clock drop-down to select which clock the employee will use to punch their time
8. Select Save to update the employee's credentials

Search for Employees, Customers, Orders, etc. AMELIA.STOUT: High Tech Staffing

Harry Gilden
 222 Baker St.
 Lake Elmo, MN 55042
 ID: 4295079941
 SSN: xxx-xx-1355
 Branch: Memphis SW

Lunch With client
 Follow up with James
 Luke Dane Background check
 Currently viewing 3 of 135159 tasks. View more...

tasks appointments social email

visifile

- details
- documents
- integrations
- evaluations
- messages
- pay history
- pay setup
- tasks
- search

employee snapshot

Name: Gilden, Harry
 Email Address: Harry.G@xip.xom
 Desired Location:
 Hire Status: Eligible for Hire Rate Desired:
 Notes:

Resume Received
 I9 On File
 Active
 Assigned

phone/email

Harry.G@xip.xom
 6 (516) 516-5166

messages

Date	Action	Message	Rep	Contact	Due
12/5/2018	LMTC	Called Harry to remind him to bring 2 forms of ID when he c...	amelia.stout		
11/12/2018	Accepted	Customer: Buy N Large	hosteva19		
8/21/2018	Dispatcher	Employee was cleared from Labor Hall by amelia.stout	amelia.stout		
7/31/2018	Dispatcher	Employee was cleared from Labor Hall by amelia.stout	amelia.stout		
7/31/2018	Dispatcher	Employee was cleared from Labor Hall by amelia.stout	amelia.stout		

employee

- customer
- order
- assignment
- contact
- pay / bill
- calendar
- reports
- all options

assignments

Title	Customer	Code	Start	End	Bill	Pay	Dept
Unit Clerk	ABC 123	Open	11/26/2018		\$18.00	\$12.00	ABC Warehous
Warehouse Worker	Buy N Large	CO	8/20/2018	11/20/2018	\$25.60	\$16.00	Primary
Accountant	Buy N Large	DE	6/7/2018	6/7/2018	\$0.00	\$0.00	Primary
Machine Operator	Trees & Leaves	CO	6/6/2018	6/6/2018	\$15.00	\$12.00	Primary

interest codes

No Records Found

For more information on the credential types, see [TimeClock Authentication Options](#).

Related Articles