

# TimeClock Setup Guide - Enterprise

Last Modified on 04/05/2022 10:49 am CDT

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:

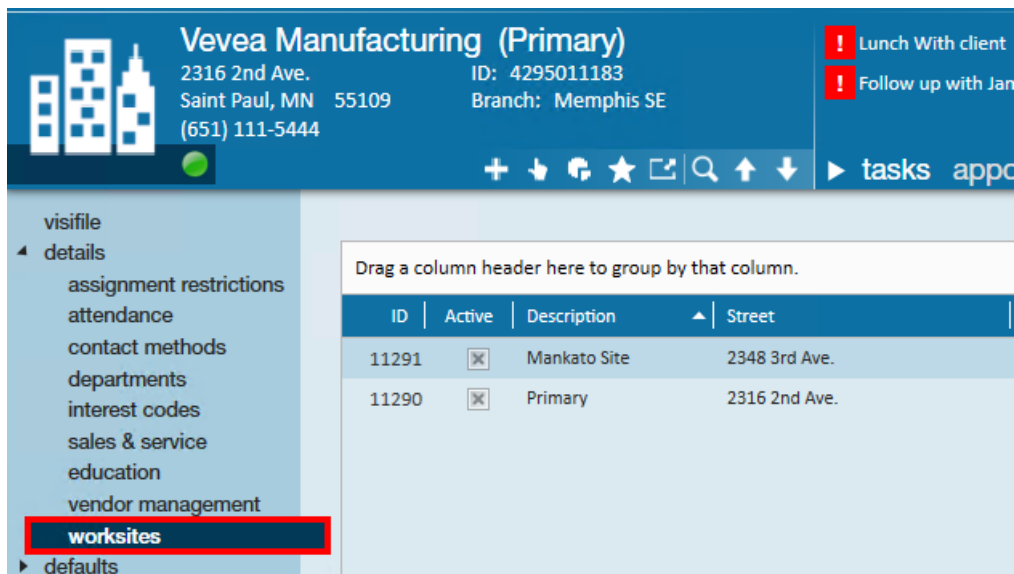
1. Set up the Worksite
2. Link the TimeClock to the Customer
3. Set up the Order
4. Set up the Contact
5. Set up the Employee

## 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



The screenshot displays the 'Vevea Manufacturing (Primary)' customer record. The header includes the address '2316 2nd Ave. Saint Paul, MN 55109' and phone number '(651) 111-5444'. The ID is '4295011183' and the branch is 'Memphis SE'. A left-hand navigation menu lists various sections, with 'worksites' highlighted in a red box. The main content area shows a table of worksites with the following data:

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

- 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.
- **\*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

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**

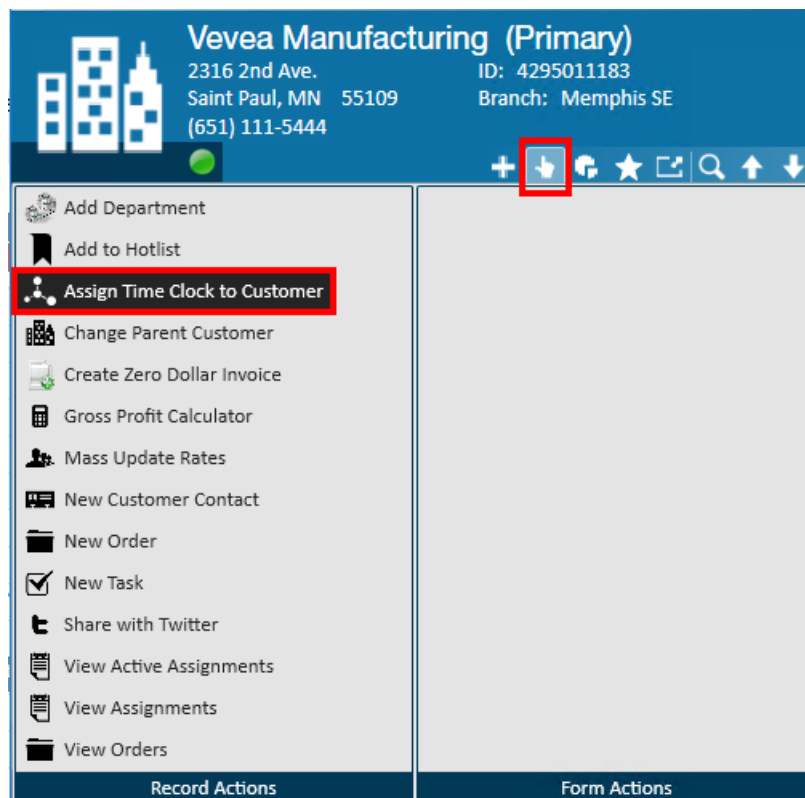
5. Select Save and Continue
- **\*Note:** This will open a tax jurisdiction setup window. Complete this form as you normally would and

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:

**assign time clock to customer**

**time clock details**  
 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.

Time clocks  Existing New

Serial #

Timezone

Employer

3 Cancel Save

### 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.

**assign time clock to customer**

**time clock details**  
 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.

Time clocks  Existing New

Serial #	Serial Number	Current Customer	Einc	Type
Timezone	7D3E3B4579BA	Not assigned	0	TempWorks
Employer	7E2B45ADC5D9	Not assigned	0	TempWorks
	CE56C367CE4B	Toro Company-Primary	0	TempWorks
	ADD80823FA57	Stoerzinger Supply Co-Primary	0	TempWorks
	4CEF91090D95	Prime Comp-Primary	0	TempWorks
	07BCBFE50943	Vandy Enterprises-Primary	0	TempWorks
	DEB8C5DE58BD	Canada Shipping-Primary	0	TempWorks
	B2BDA4FE06B3	Floyd's Farming-Primary	0	TempWorks
	8956131332	Not assigned	0	TempWorks

3 Cancel 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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:

**Vevea Manufacturing , Primary**  
 Unknown  
 0 of 1 positions filled

Customer ID: 4295011183  
 Order ID: 4295090533  
 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

- adjustments
- attendance
- interest codes
- invoice recipients
- education
- po setup
- required documents
- vendors
- candidates
- documents
- integrations
- messages
- tasks
- search

employee

customer

**order**

assignment

contact

pay / bill

calendar

reports

all options

Order Details Web Options ACA Surcharge

customer information

Customer ID: 4295011183 Work Site: Mankato Site  
 2348 3rd Ave.  
 Mankato, MN 5600

Worker Comp: MN 8810

Alt Order ID: Burden

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

Shift Notes:

Sun Mon  Tues  Wed  Thu  Fri  Sat

financial details

Multiplier: 1.5 Pay Periods: 52

Bill Rate: \$22.00 Pay Rate: \$13.00

Unit Bill Rate: \$0.00 Unit Pay Rate: \$0.00

OT Factor: 1.5000 Other Agency Pay: \$0.00

Overtime Bill: \$33.00 Overtime Pay: \$19.50

Doubletime Bill: \$44.00 Doubletime Pay: \$26.00

Overtime Plan: PlanSTD GP Percent: %

Desired GM %: GP Estimate: \$0.00

contacts

Name	Description	Office Phone
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: TW Time Clock: PeopleNet

Notes:

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

Worker Comp: MN 8810

Alt Order ID: Burden

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

- **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.

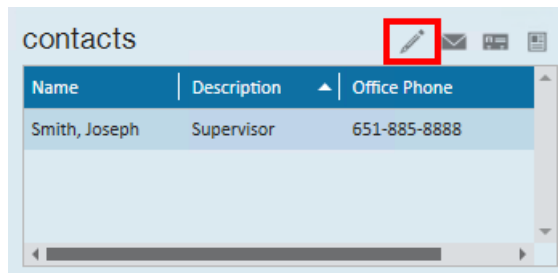
Shift: B

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)



- **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

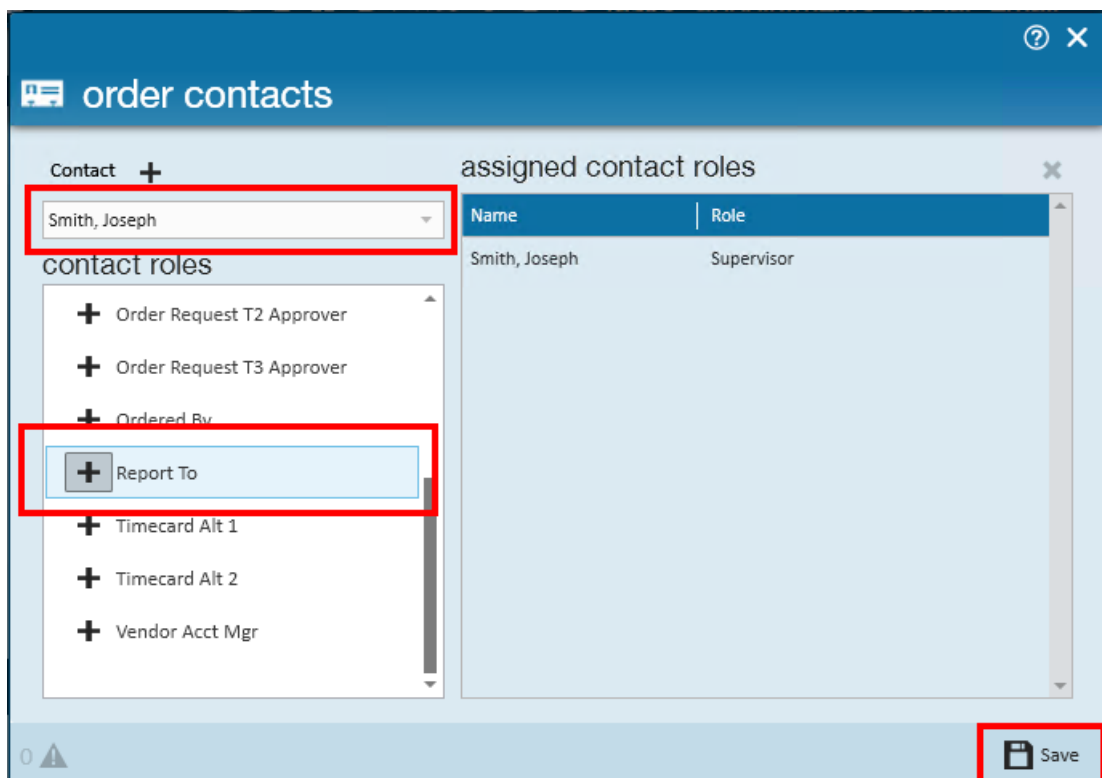
Do Not Auto-Close:  TW Time Clock:  PeopleNet:

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

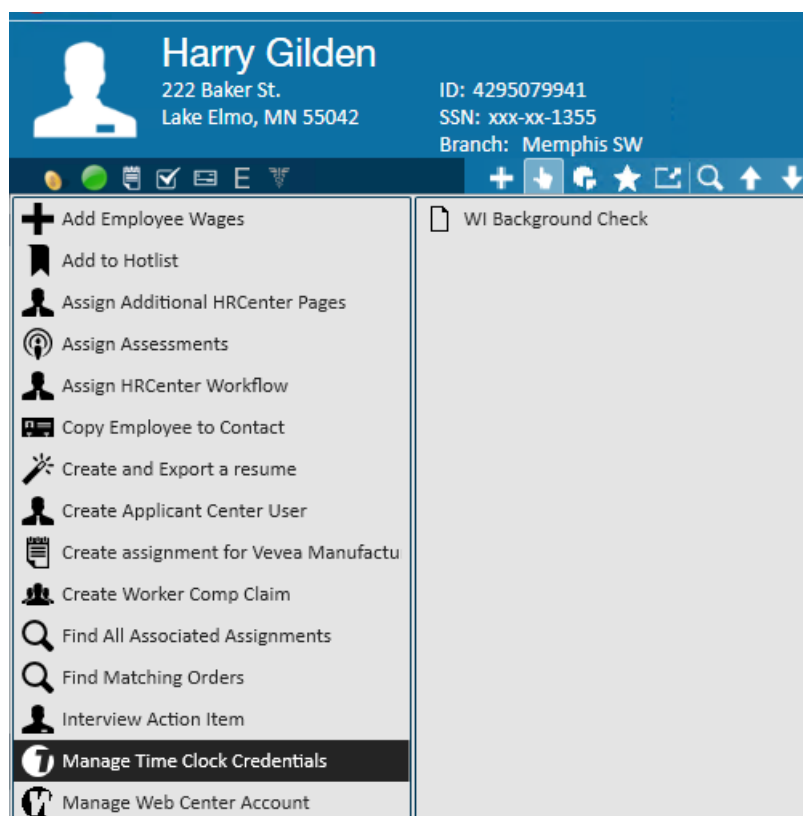
**\*Note:** Contacts can be set up with any of the contact types listed on the left.

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.)



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



- Expand the clock drop-down to select which clock the employee will use to punch their time
- Select Save to update the employee's credentials

The screenshot displays a web application interface for employee management. The top navigation bar includes a search bar, user information (AMELIA.STOUT: High Tech Staffing), and window controls. The main header shows the employee's name, Harry Gilden, along with contact information and ID details. A sidebar on the left provides navigation options for various employee-related functions. The main content area is divided into several sections: 'employee snapshot' with form fields for personal and employment details; 'messages' with a table of recent communications; 'assignments' with a table of job roles and dates; and 'phone/email' with contact information. There are also status indicators and a 'tasks' section at the top right.

**Employee Snapshot Details:**

- Name: Gilden, Harry
- Email Address: Harry.G@xip.xom
- Desired Location: [Empty]
- Hire Status: Eligible for Hire
- Rate Desired: [Empty]
- Notes: [Empty]
- Resume Received:
- I9 On File:
- Active:
- Assigned:

**Messages Table:**

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	hosteval19		
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		

**Assignments Table:**

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