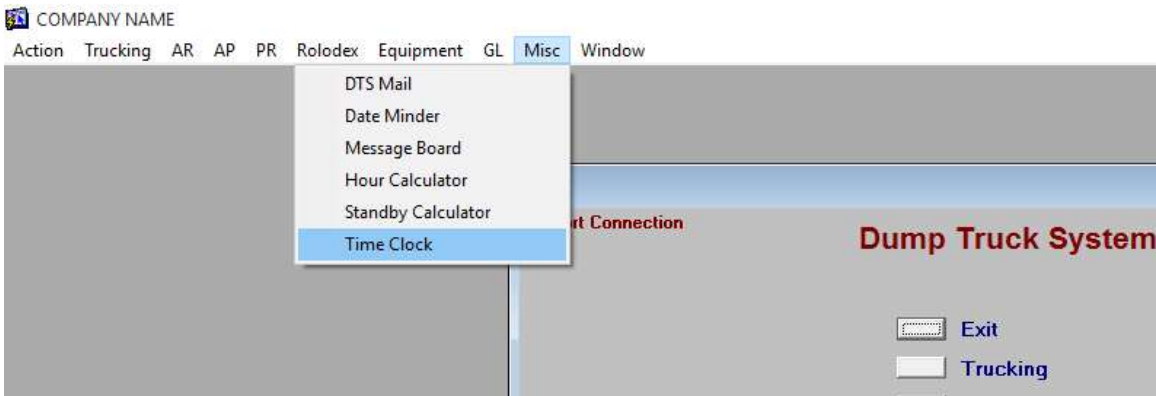# Time Clock

The Time Clock feature in the Dump Truck System eliminates the need for that old time clock in the break room. This real-time electronic time clock feeds clock time cards into the screens and reports for managers to review.

The Time Clock is opened by double-clicking in the icon on the desktop that appears as shown. This method of opening the Time Clock is available for all employees. Having a computer in the shop or break room with this icon restricts access to the Dump Truck System to ONLY the Time Clock feature.

Alternatively, when a DTS user is ready to call it a day, click on the pull down menu and select *Misc*. Then select *Time Clock*.
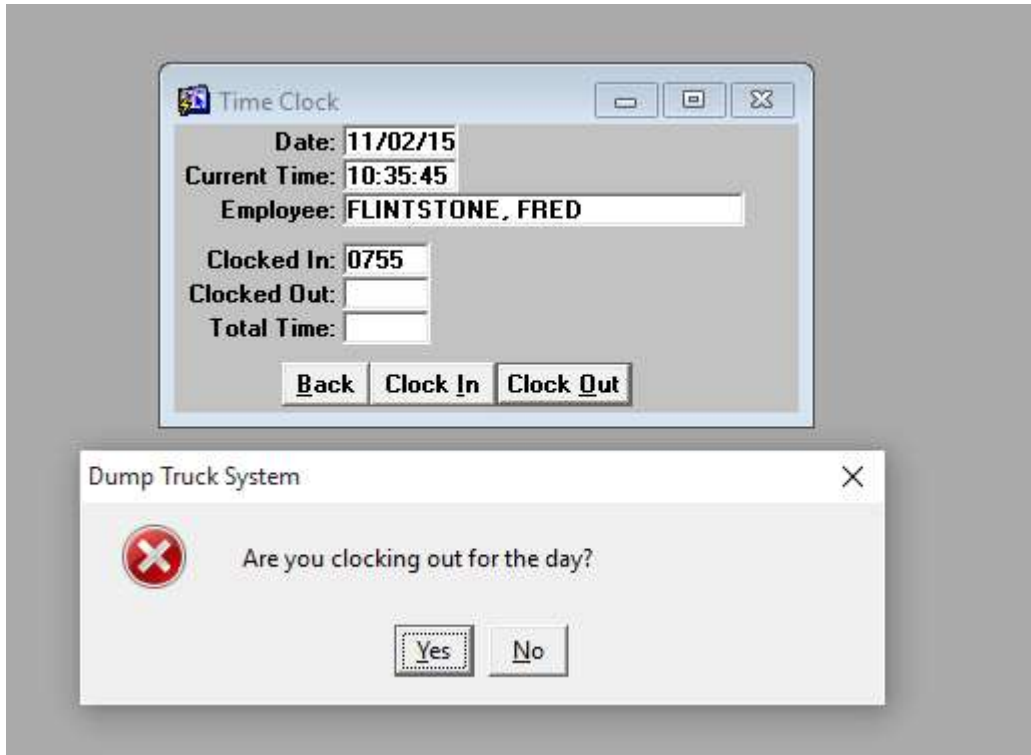
The Time Clock Screen

When the Time Clock is entered, the current date and time is displayed. The employee logging on will have the name displayed. Information cannot be changed on this screen. Only the buttons are activated. The **[Back]** button can be selected at any time. The **[Clock Out]** button can only be used if there is a *Clocked In:* time.

Clocking Out
When the user is ready to clock out, the **[Clock Out]** button is selected. The user must have previously been clicked in. Clicking on the **[Yes]** will clock out the user and calculate the *Total Time* for the day.

Time Clock Review Screen

Use this screen to review and edit time punches. For example, if you would like to change the "In" time for Fred Flintstone to 0800, double click on the yellow line. The information appears in the fields to the right part of the screen. Make your edit changes. The time is recalculated.

After editing changes.

[Reports]
Click on **[Reports]** to see the available reports.

Time Card Listing
This report prompts for the date range and optionally, an employee. The report format is displayed on the sample report shown below.