



## iSolved TimeForce - Entering Time

This topic walks you through using the "Enter Punch" link to create punches for your Time Cards.

Once you have logged into your Time Card, click on "**Enter Punch**" (1) located in the row of links directly above the Time Card table. The **Work Area** appears above.

Enter punch information as desired. Only the punch time and date are required.

The screenshot shows the TimeForce interface for a user named 'Test Employee'. The interface includes a header with 'In/Out' and 'test@test.com'. Below this, there is a section for employee details: 'Test Employee', 'Employee Id: 1234', 'Status: Active', 'Hire Date: 9/9/2015', 'Card Number: 1234', 'Department: ENG', 'Supervisor:', 'Pay Type: Hourly', and 'Employee Type:'. A 'View' dropdown is set to 'Semi-Monthly'. A 'Legend' section contains three links: 'Enter Punch' (highlighted with a red circle and the number 1), 'Enter Hour', and 'Daily Details'. Below the legend is a calendar grid for the period 'Friday 9/16/2016 to Friday 9/30/2016'. The grid shows days from Mon 18 to Fri 30. At the bottom of the grid, there is a table for 'Accumulated Hours' with columns for 'Total Paid', 'Total Unpaid', and 'Total Hours', all showing '0.00'.

Work Area is where you'll be adding all your time info:

The screenshot shows the 'Work Area' form in TimeForce. The form is titled 'Work Area' and has a 'Legend' section with 'Enter Punch', 'Enter Hour', and 'Daily Details' links. The 'Enter Punch' link is selected. The form contains the following fields: 'Punch' (03:18 PM), 'Date' (9/29/2016), 'Mode' (Auto), 'Department' (ENG), 'Job' (ARC:Arrowhead, LLC), 'Task' (dropdown), 'Notes' (text area), 'Do Not Round' (checkbox), 'Transfer' (checkbox), 'Override' (checkbox), and 'Type' (Normal). There are 'Create' and 'Cancel' buttons at the bottom right.

- **Time (2):** This is the time of the punch that you are inserting. Remember to specify "AM" or "PM" from the drop-down menu.
- **Date (3):** This is the date of the punch that you are inserting. The date format is mm/dd/yyyy. Click on the  icon to select the date from a calendar.



- **Do Not Round:** Normally, punches on the Time Card will be affected by any rounding policies that the employee is assigned to. Put a check mark in this option if you do not want the system to round this punch. → **Leave this unchecked**
- **Transfer:** This option is used to define that the punch is to be considered a department transfer. In other words, if the punch is for an employee clocking into a department other than their default department level. → **Leave this unchecked**
- **Override:** Select this option to tell the system to never recalculate hours from this punch into any other type based on the various policies the employee may be assigned to. The punch will remain exactly how you entered it. → **Leave this unchecked**
- **Type (4):** The punch type specifies whether the punch is a "NORMAL," "LUNCH" or "BREAK" punch. In most cases, a punch type of "NORMAL" is used. → **You will only need to select "LUNCH". This will highlight your time in Red.**
- **Mode (5):** The system **automatically determines** the in and out order of the punches. However, if you would like to manually specify this punch as "IN" or "OUT," make the desired selection from the drop-down menu. The "AUTO" setting works well for most users.
- **Department (6):** If you want to assign this punch to a specific Department, click on the "No Department" link and make the desired selection from the tree-directory that appears. → **Department will be locked down**
- **Job (7):** If you would like to assign this punch to a Job Profile in the Job Tracking module of the program, click on the "No Job" link and make the desired selection from the tree-directory that appears. → **Job will be locked down unless you're a rover. If you have to multiple buildings be sure you select the correct building.**
- **Task:** If you would like to assign this punch to a Task in the Job Tracking module of the program, make the desired selection from the drop-down menu. → **Task will be locked down**
- **Notes (8):** Enter any desired notes about this punch into this field. There is a maximum of 150 allowed characters. → **Notes Field will be used for OT, After Hours Calls, any communication to payroll or PMs.**
  - **Example:** "After hours call- on site 123 S. Main St, Suite 260. Tenant had flood in men's restroom. Had to call out restoration company"
  - **Over Time needs to be approved by a supervisor or PM**
- Click on the [CREATE] (9) icon located in the upper right-hand corner of the Work Area. The punch is added to the employee's Time Card.

The screenshot shows the 'Time Card' application interface. At the top right, there is a 'View' dropdown set to 'Semi-Monthly' and a 'Legend' icon. Below this is the 'Work Area' header with a '1' next to it. The main form contains several fields and buttons: 'Enter Punch', 'Enter Hour', and 'Daily Details' buttons at the top right; 'Create' and 'Cancel' buttons at the bottom right, with 'Create' circled in red and labeled '9'; 'Punch' field with '03:18' and 'PM' dropdown, labeled '2'; 'Date' field with '9/29/2016' and a calendar icon, labeled '3'; 'Mode' dropdown with 'Auto', labeled '5'; 'Department' field with 'ENG', labeled '6'; 'Job' field with 'ARC:Arrowhead, LLC', labeled '7'; 'Task' dropdown, labeled '7'; 'Notes' text area, labeled '8'; and a 'Type' dropdown with 'Normal', labeled '4'. There are also checkboxes for 'Do Not Round', 'Transfer', and 'Override'.



- Once the Time has been created walk through the same process to get the next punch. Continue until the day is complete. Below is what the pay period will look like:

Friday 9/16/2016 to Friday 9/30/2016																
Date	Fri 16	Sat 17	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Total Paid
In	07:00 AM			07:00 AM			07:00 AM	07:00 AM	07:00 AM	07:00 AM						
Out	12:30 PM			12:00 PM	12:30 PM	12:15 PM	01:00 PM	12:00 PM			12:30 PM	12:30 PM	12:00 PM	12:30 PM		
In	01:30 PM			01:00 PM	01:30 PM	01:15 PM	02:00 PM	01:00 PM			01:30 PM	01:30 PM	01:00 PM	01:30 PM		
Out	04:00 PM			04:00 PM			04:00 PM	04:00 PM	04:00 PM	04:00 PM						
Accumulated Hours																Total Paid
Total Hours	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	80.00
Pay Codes																
Reg	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00		80.00
Grand Totals																80.00

- On the last day of each pay period to approve time card check mark your name at the bottom of time card → this will lock your time card and allow supervisor to approve.
  - If you need to edit call the office to have time card unlocked.

Employee 53 of 96    Current Status: N/A    **JENNIFER B LIDDY**    Department:    Supervisor:    Employee Type: Full Time

Employee: LIDDY, JENNIFER B    Employee ID: 101247    Status: Active    Card Number: 101247

Time Card    View: Semi-Monthly

Recalculate Employee List    Recalculate Employee    Legend

Work Area    Errors    Disbursement Detail    Enter Punch    Enter Hour    Enter Absence    Enter Disbursement    Daily Details

Friday 9/16/2016 to Friday 9/30/2016																				
Date	Fri 16	Sat 17	Sun 18	Mon 19	Tue 20	Wed 21	Thu 22	Fri 23	Sat 24	Sun 25	Mon 26	Tue 27	Wed 28	Thu 29	Fri 30	Total Paid				
In																				
Out																				
Accumulated Hours																Total Paid	Total Unpaid	Total Hours	Total Pay	
Total Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
Pay Codes																				
Grand Totals																0.00	0.00	0.00	\$0.00	

Verification

I certify that the above entered time is correct.

9/16/2016    9/30/2016

Employee    LIDDY, JENNIFER B 9/29/2016 5:19 PM

Supervisor

Property Manager 1

Property Manager 2