TJH PAYROLL

Time & Attendance

Time & Attendance User Guide

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Table of Contents
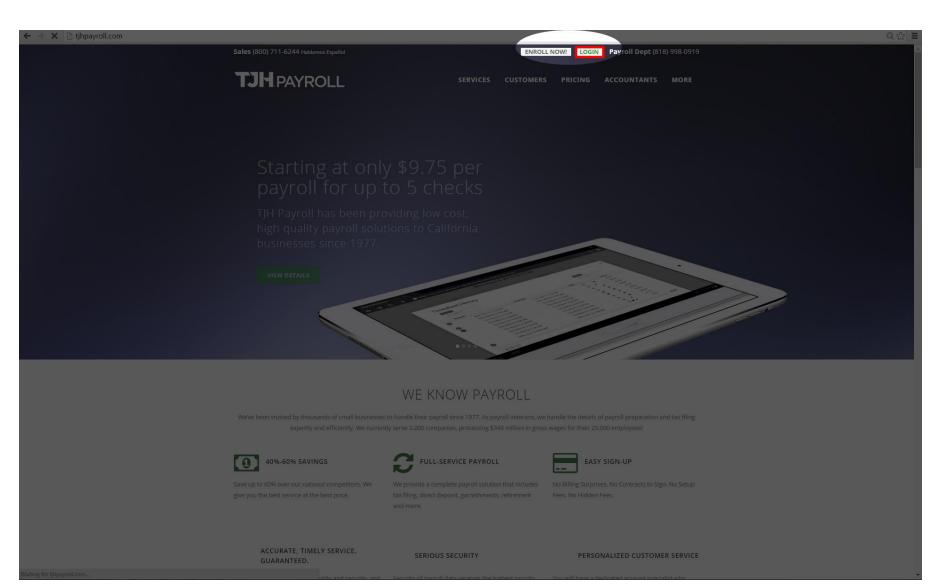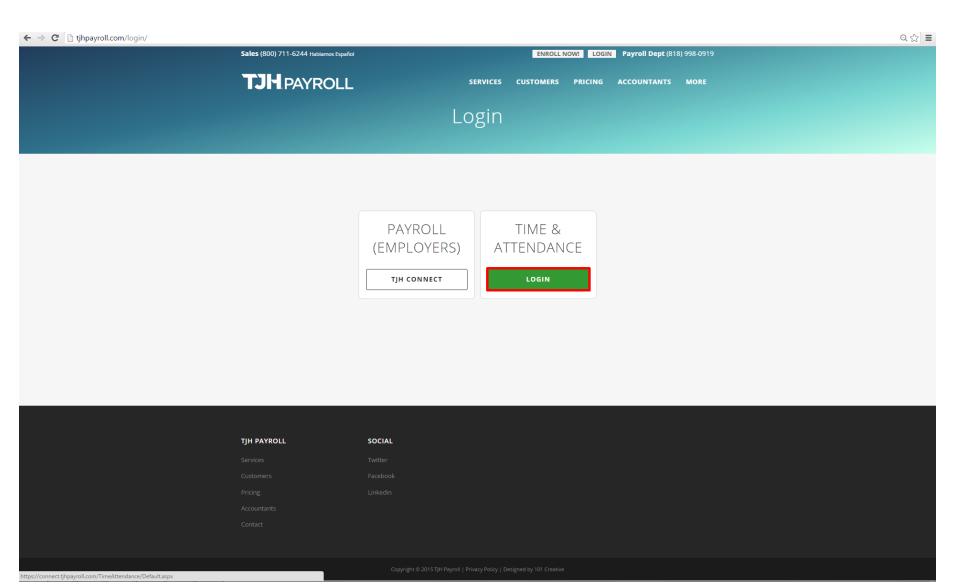
Welcome

This tutorial will set you up with the basics of our Time and Attendance system. To start, please click login in the upper right to set up a workstation to act as a clock-in station.
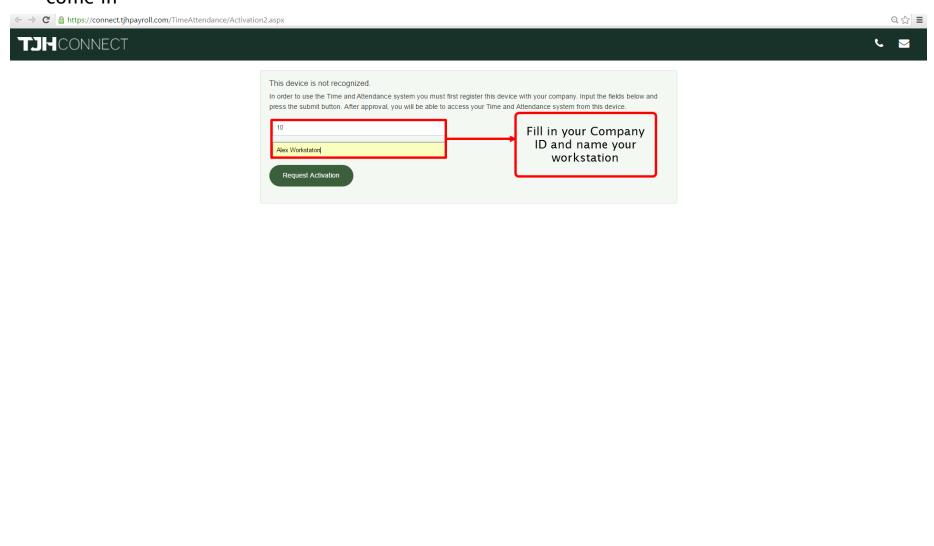
Login Screen

Instead of the usual TJH connect login, this time click "Login" under Time & Attendance

Register Device

Here is where we can register a device to be used as a clock in station for your employees. The administrator of your TJHconnect portal can approve or deny these requests as they come in

Time & Attendance management

Now that we're done with that we need to now approve the request to use that workstation as a clock in station for employees. First, start off by clicking on the Time Attendance tab to your left.

Accounts Page I
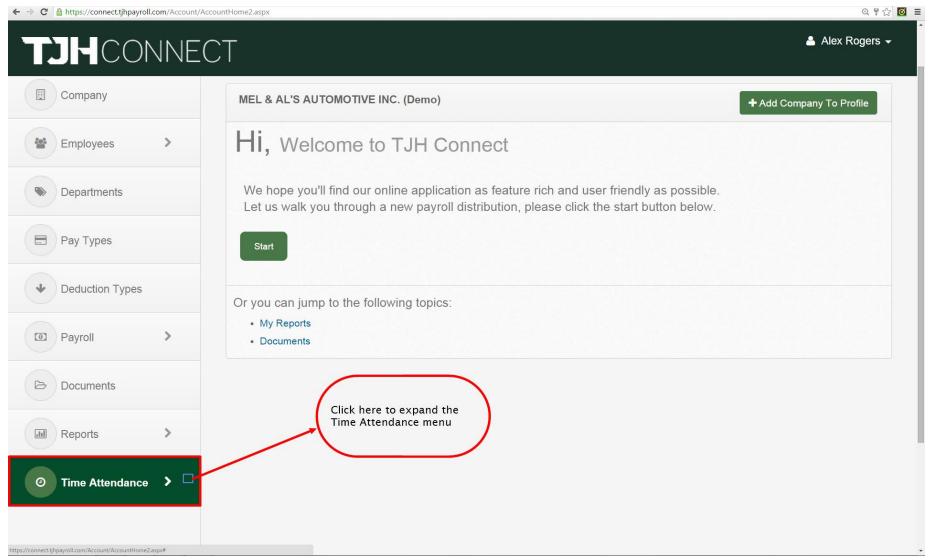
Here is where we can register a device to be used as a clock in station for your employees. The administrator of your TJHconnect portal can approve or deny these requests as they come in
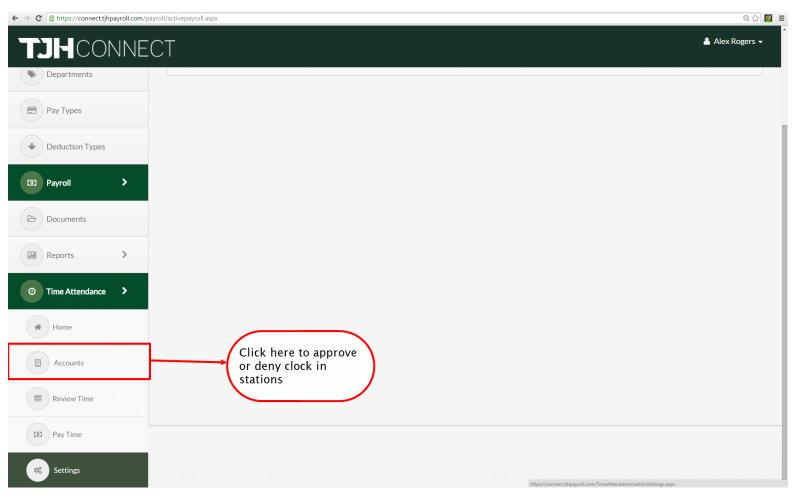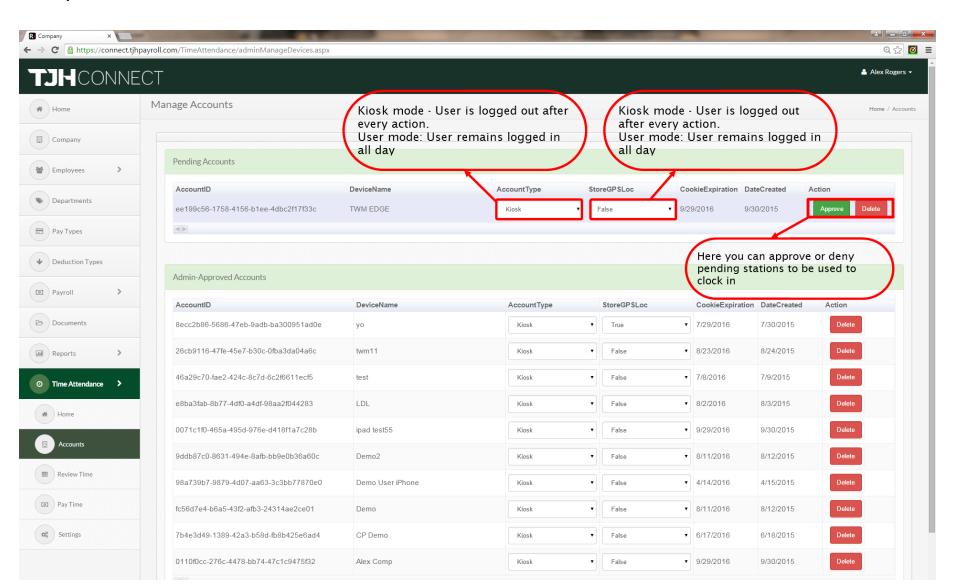
Accounts Page II

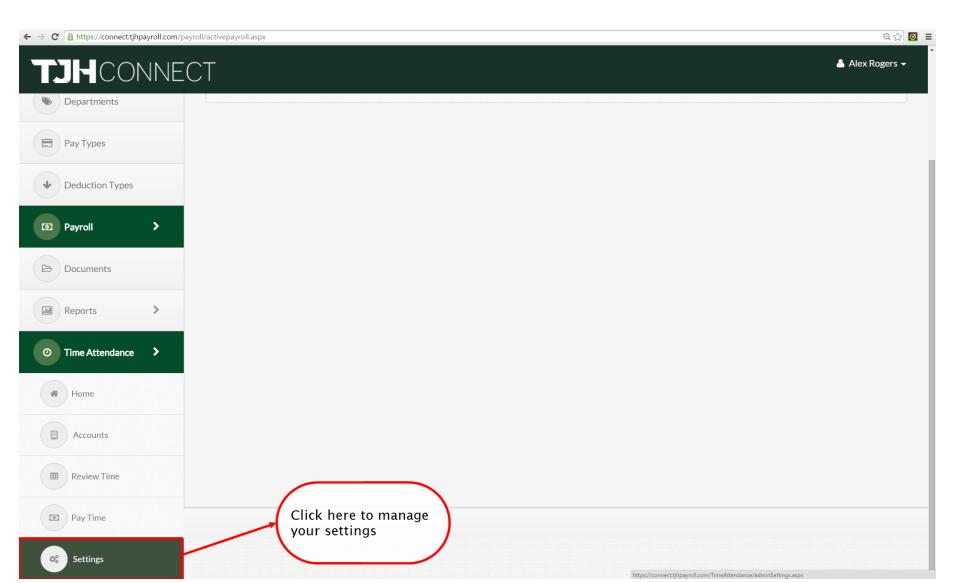Here you can see which accounts are pending or approved to use the TJH web clock-in system.

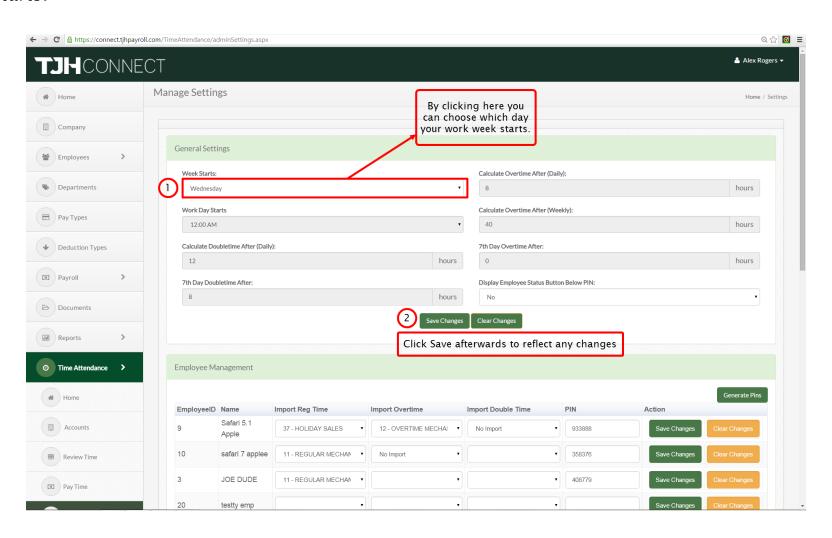# Manage Settings I

Now that we've set-up a clock-in station, lets click settings so that we can give a 6 digit pin to our employees.

Click here to manage your settings

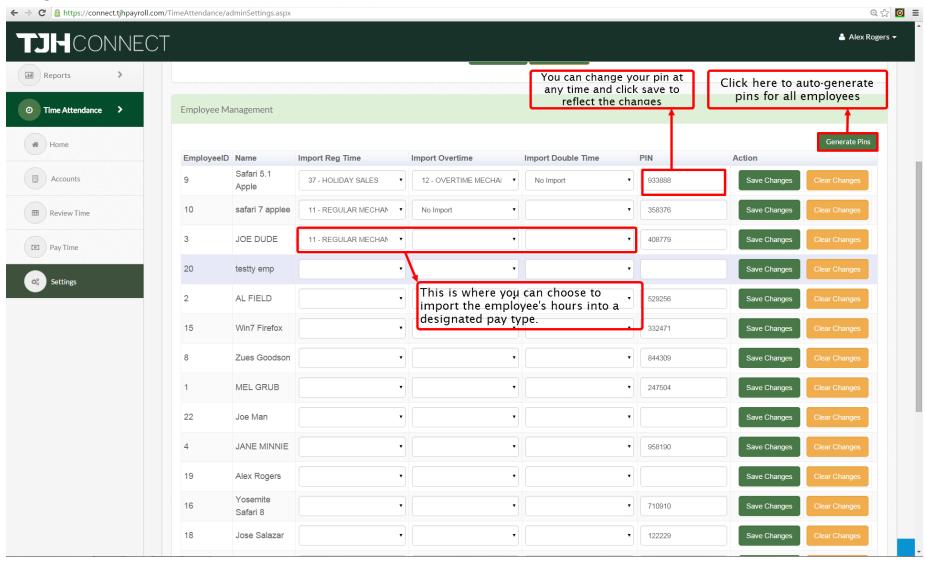# Manage Settings II – General Settings

This is where we can change/view some of your settings and set the day that the week starts.

Manage Settings III- Set-up employee

In order to get started, we must first set up our employee with a pin so that they may use our time & attendance system. A Pin is a 6 digit number that you assign or can generate that is used by your employees in order to clock in.

Pay Time I

Now that we have our employees set up, lets go over how we can import those hours collected and import it to payroll.

Click here to import hours into payroll

Pay Time II

Here is where you can select a date range that you'd like to review and then lock to submit into our payroll system. This allows you to quickly and easily import your hours and submit your payroll.

Review Time I

Now that we have employees using the Time and Attendance system, we can review their hours for any day at any time. Click "Review Time" to get started.

Review Time II – Timesheet Editor

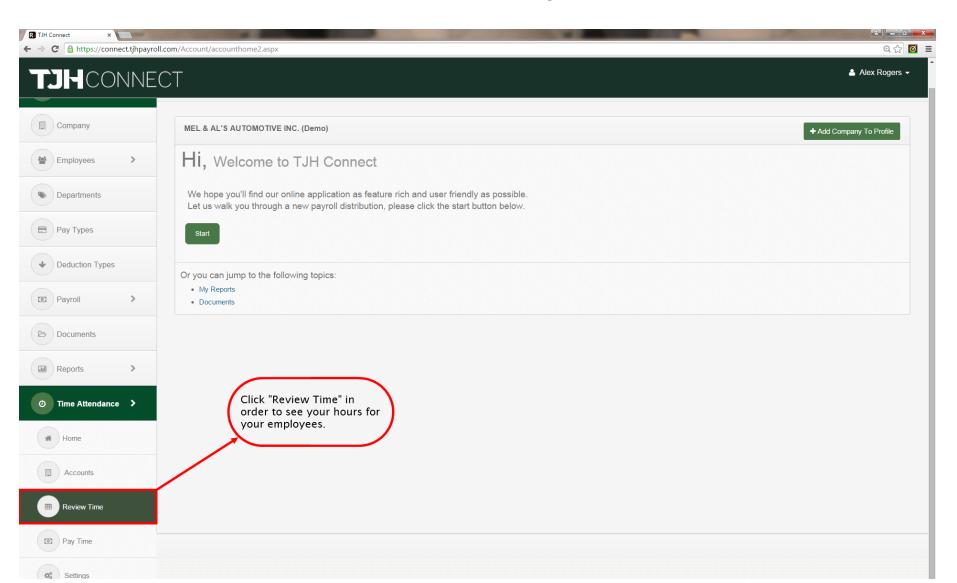Here is the Timesheet editor that can be used to look at and edit hours. Review this page to see all the options available to you. Remember to click on a day to see a breakdown of employees who worked that day and edit their hours.

Review Time III – Edit Time

After clicking on a date you will be prompted with this screen which allows the admin to make changes to the clock-in hours depending on if the user note requests it.

Web Clock I – Start Web Clock

To start your web clock on your station, you can either click login under "Time and Attendance" and it will shoot you to the web clock or you can go directly to https://connect.tjhpayroll.com/TimeAttendence/default.aspx
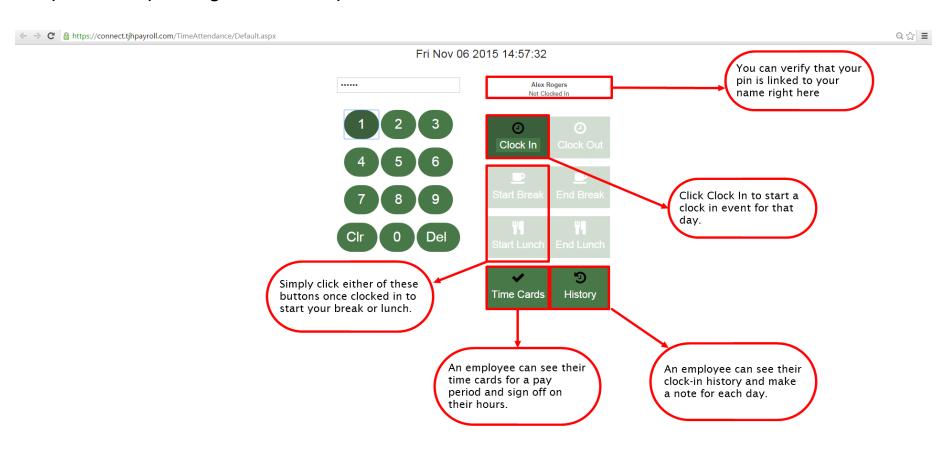
Web Clock II – Clock-in screen

This is the clock-in screen that employees will see and the available options hat will be present depending whether they're clocked in or out.

Fri Nov 06 2015 14:57:32

You can verify that your pin is linked to your name right here

Click Clock In to start a clock in event for that day.

Simply click either of these buttons once clocked in to start your break or lunch.

An employee can see their time cards for a pay period and sign off on their hours.

An employee can see their clock-in history and make a note for each day.

Web Clock III – Timesheet History

This is where an employee can write notes and view admin notes on specific days that they've clocked in. This allows the admin to verify and have in writing the changes the employee is requesting on their payroll.

Web Clock IV – Time Card Viewer

With the Time card viewer, an employee can see their detailed hours from the locked in payroll we learned about previously. From here they can sign their time card as valid.

Click to see more details on that pay period.

A list will be generated of all the employees clock-in's and out's.

Where you can sign your name and accept the signature for the hours worked above.