

**Version**

**1**

TJH PAYROLL

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Time & Attendance

# Time & Attendance User Guide

TJH PAYROLL

# **Time & Attendance User Guide**

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# 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.

Sales (800) 711-6244 Hablamos Español

ENROLL NOW! LOGIN Payroll Dept (818) 998-0919

## TJH PAYROLL

SERVICES CUSTOMERS PRICING ACCOUNTANTS MORE

### Starting at only \$9.75 per payroll for up to 5 checks

TJH Payroll has been providing low cost, high quality payroll solutions to California businesses since 1977.

[VIEW DETAILS](#)

#### WE KNOW PAYROLL

We've been trusted by thousands of small businesses to handle their payroll since 1977. As payroll veterans, we handle the details of payroll preparation and tax filing expertly and efficiently. We currently serve 2,200 companies, processing \$349 million in gross wages for their 25,000 employees!

- 40%-60% SAVINGS**  
Save up to 60% over our national competitors. We give you the best service at the best price.
- FULL-SERVICE PAYROLL**  
We provide a complete payroll solution that includes tax filing, direct deposit, garnishments, retirement and more.
- EASY SIGN-UP**  
No Billing Surprises. No Contracts to Sign. No Setup Fees. No Hidden Fees.

ACCURATE, TIMELY SERVICE. GUARANTEED.      SERIOUS SECURITY      PERSONALIZED CUSTOMER SERVICE

# Login Screen

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

← → ↻ tjhp payroll.com/login/

Sales (800) 711-6244 Hablamos Español

ENROLL NOW! LOGIN Payroll Dept (818) 998-0919

**TJH** PAYROLL

SERVICES CUSTOMERS PRICING ACCOUNTANTS MORE

## Login

PAYROLL  
(EMPLOYERS)

TJH CONNECT

TIME &  
ATTENDANCE

LOGIN

**TJH PAYROLL**

Services  
Customers  
Pricing  
Accountants  
Contact

**SOCIAL**

Twitter  
Facebook  
LinkedIn

https://connect.tjhp payroll.com/TimeAttendance/Default.aspx

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# 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

← → C <https://connect.tjhpaysroll.com/TimeAttendance/Activation2.aspx> 🔍 ☆ ☰

**TJHCONNECT** 📞 ✉

This device is not recognized.

In order to use the Time and Attendance system you must first register this device with your company. Input the fields below and press the submit button. After approval, you will be able to access your Time and Attendance system from this device.

**Request Activation**

Fill in your Company ID and name your workstation

# 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.

https://connect.tjhpays.com/Account/AccountHome2.aspx

**TJH**CONNECT

Alex Rogers

Company

Employees >

Departments

Pay Types

Deduction Types

Payroll >

Documents

Reports >

**Time Attendance** >

MEL & AL'S AUTOMOTIVE INC. (Demo) [+ Add Company To Profile](#)

## Hi, Welcome to TJH Connect

We hope you'll find our online application as feature rich and user friendly as possible. Let us walk you through a new payroll distribution, please click the start button below.

[Start](#)

Or you can jump to the following topics:

- [My Reports](#)
- [Documents](#)

Click here to expand the Time Attendance menu

https://connect.tjhpays.com/Account/AccountHome2.aspx#

# 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

The screenshot shows the TJHCONNECT web application interface. The browser address bar displays <https://connect.tjhpaysroll.com/payroll/activepayroll.aspx>. The top navigation bar features the TJHCONNECT logo on the left and the user name "Alex Rogers" on the right. A vertical sidebar on the left contains the following menu items: Departments, Pay Types, Deduction Types, Payroll (highlighted in green), Documents, Reports (with a right arrow), Time Attendance (highlighted in green), Home, Accounts (highlighted with a red box), Review Time, Pay Time, and Settings (highlighted in green). A red callout bubble with a red arrow points to the "Accounts" menu item, containing the text: "Click here to approve or deny clock in stations". The main content area is currently blank. The footer of the page shows the URL <https://connect.tjhpaysroll.com/TimeAttendance/adminSettings.aspx>.



# Accounts Page II

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

**Pending Accounts**

AccountID	DeviceName	AccountType	StoreGPSLoc	CookieExpiration	DateCreated	Action
ee199c56-1758-4156-b1ee-4dbc2f17f33c	TWM EDGE	Kiosk	False	9/29/2016	9/30/2015	Approve Delete

**Admin-Approved Accounts**

AccountID	DeviceName	AccountType	StoreGPSLoc	CookieExpiration	DateCreated	Action
8ecc2b86-5686-47eb-9adb-ba300951ad0e	yo	Kiosk	True	7/29/2016	7/30/2015	Delete
26cb9116-47fe-45e7-b30c-0fba3da04a6c	twm11	Kiosk	False	8/23/2016	8/24/2015	Delete
46a29c70-fae2-424c-8c7d-6c2f6611ecf5	test	Kiosk	False	7/8/2016	7/9/2015	Delete
e8ba3fab-8b77-4df0-a4df-98aa2f044283	LDL	Kiosk	False	8/2/2016	8/3/2015	Delete
0071c1f0-465a-495d-976e-d418f1a7c28b	ipad test55	Kiosk	False	9/29/2016	9/30/2015	Delete
9ddb87c0-8631-494e-8afb-bb9e0b36a60c	Demo2	Kiosk	False	8/11/2016	8/12/2015	Delete
98a739b7-9879-4d07-aa63-3c3bb77870e0	Demo User iPhone	Kiosk	False	4/14/2016	4/15/2015	Delete
fc56d7e4-b6a5-43f2-afb3-24314ae2ce01	Demo	Kiosk	False	8/11/2016	8/12/2015	Delete
7b4e3d49-1389-42a3-b58d-fb8b425e6ad4	CP Demo	Kiosk	False	6/17/2016	6/18/2015	Delete
0110f0cc-276c-4478-bb74-47c1c9475f32	Alex Comp	Kiosk	False	9/29/2016	9/30/2015	Delete

**Annotations:**

- Kiosk mode - User is logged out after every action. User mode: User remains logged in all day
- Kiosk mode - User is logged out after every action. User mode: User remains logged in all day
- Here you can approve or deny pending stations to be used to clock in

# 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.

The screenshot shows the TJHCONNECT web application interface. The browser address bar displays the URL <https://connect.tjhpayroll.com/payroll/activepayroll.aspx>. The user is logged in as Alex Rogers. The left sidebar contains the following menu items: Departments, Pay Types, Deduction Types, Payroll, Documents, Reports, Time Attendance, Home, Accounts, Review Time, Pay Time, and Settings. The Settings menu item at the bottom is highlighted with a red box. A red arrow points from the Settings menu item to a red oval containing the text "Click here to manage your settings". The main content area is currently blank.

Departments

Pay Types

Deduction Types

Payroll

Documents

Reports

Time Attendance

Home

Accounts

Review Time

Pay Time

Settings

Click here to manage your settings

https://connect.tjhpayroll.com/TimeAttendance/adminSettings.aspx

# Manage Settings II – General Settings

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

By clicking here you can choose which day your work week starts.

1

2

Click Save afterwards to reflect any changes

General Settings

Week Starts: Wednesday

Calculate Overtime After (Daily): 8 hours

Work Day Starts: 12:00 AM

Calculate Overtime After (Weekly): 40 hours

Calculate Doubletime After (Daily): 12 hours

7th Day Overtime After: 0 hours

7th Day Doubletime After: 8 hours

Display Employee Status Button Below PIN: No

Save Changes Clear Changes

Employee Management

EmployeeID	Name	Import Reg Time	Import Overtime	Import Double Time	PIN	Action
9	Safari 5.1 Apple	37 - HOLIDAY SALES	12 - OVERTIME MECHANICAL	No Import	933888	Save Changes Clear Changes
10	safari 7 apple	11 - REGULAR MECHANICAL	No Import		358376	Save Changes Clear Changes
3	JOE DUDE	11 - REGULAR MECHANICAL			408779	Save Changes Clear Changes
20	testy emp					Save Changes Clear Changes

# 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.

The screenshot shows the 'Employee Management' section of the TJH CONNECT system. The interface includes a sidebar with navigation options: Reports, Time Attendance (selected), Home, Accounts, Review Time, Pay Time, and Settings. The main content area displays a table of employees with columns for EmployeeID, Name, Import Reg Time, Import Overtime, Import Double Time, PIN, and Action. Annotations with red boxes and arrows highlight key features: a 'Generate Pins' button, a 'Save Changes' button for a specific employee, and the 'Import Reg Time' dropdown menu.

Annotations:

- You can change your pin at any time and click save to reflect the changes** (points to the PIN field for Employee 9)
- Click here to auto-generate pins for all employees** (points to the 'Generate Pins' button)
- This is where you can choose to import the employee's hours into a designated pay type.** (points to the 'Import Reg Time' dropdown for Employee 3)

EmployeeID	Name	Import Reg Time	Import Overtime	Import Double Time	PIN	Action
9	Safari 5.1 Apple	37 - HOLIDAY SALES	12 - OVERTIME MECHA	No Import	933888	Save Changes Clear Changes
10	safari 7 apple	11 - REGULAR MECHAN	No Import		358376	Save Changes Clear Changes
3	JOE DUDE	11 - REGULAR MECHAN			408779	Save Changes Clear Changes
20	testty emp					Save Changes Clear Changes
2	AL FIELD				529256	Save Changes Clear Changes
15	Win7 Firefox				332471	Save Changes Clear Changes
8	Zues Goodson				844309	Save Changes Clear Changes
1	MEL GRUB				247504	Save Changes Clear Changes
22	Joe Man					Save Changes Clear Changes
4	JANE MINNIE				958190	Save Changes Clear Changes
19	Alex Rogers					Save Changes Clear Changes
16	Yosemite Safari 8				710910	Save Changes Clear Changes
18	Jose Salazar				122229	Save Changes Clear Changes

# 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.

The screenshot shows the TJHCONNECT web application interface. The browser address bar displays <https://connect.tjhpayroll.com/payroll/activepayroll.aspx>. The user is logged in as Alex Rogers. The left sidebar contains the following menu items: Departments, Pay Types, Deduction Types, Payroll, Documents, Reports, Time Attendance, Home, Accounts, Review Time, Pay Time, and Settings. The 'Pay Time' menu item is highlighted with a red box, and a red arrow points from it to a callout box containing the text: "Click here to import hours into payroll". The main content area is currently blank.

https://connect.tjhpayroll.com/TimeAttendance/adminSettings.aspx

# 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.

The screenshot shows the 'Pay Time' section of the TJHCONNECT application. The interface includes a sidebar with navigation options like Home, Company, Employees, Departments, Pay Types, Deduction Types, Payroll, Documents, Reports, Time Attendance, Accounts, Review Time, Pay Time, and Settings. The main content area is titled 'Pay Time' and contains a 'Pay Employees' section with instructions to complete steps for processing timecards. Step 1 involves selecting a start and end date (10/01/2015 to 10/08/2015). Step 2 is 'Review Hours' with a 'View PDF' button. Step 3 is 'Lock' with a 'Lock Date Range' button. Below these steps is a 'Locked Pay Periods' table with columns for PayrollLockID, StartDate, EndDate, CreatedBy, DateCreated, and Actions. The 'Import to Payroll' button in the Actions column is highlighted with a red box and callout. Red callouts provide instructions: 'Enter the dates for the pay period you wish to pay' points to the date selection fields; 'Review all the hours in the designated date.' points to the 'View PDF' button; 'Finally, click here to Lock the date range and prepare to import it to our payroll system' points to the 'Lock Date Range' button; and 'Click here to import your hours in to our payroll system to get ready for submission. This may take a few minutes.' points to the 'Import to Payroll' button.

Enter the dates for the pay period you wish to pay

1 Select Start Date: 10/01/2015 Select End Date: 10/08/2015

2 Review Hours: View PDF

Review all the hours in the designated date.

3 Lock: Lock Date Range

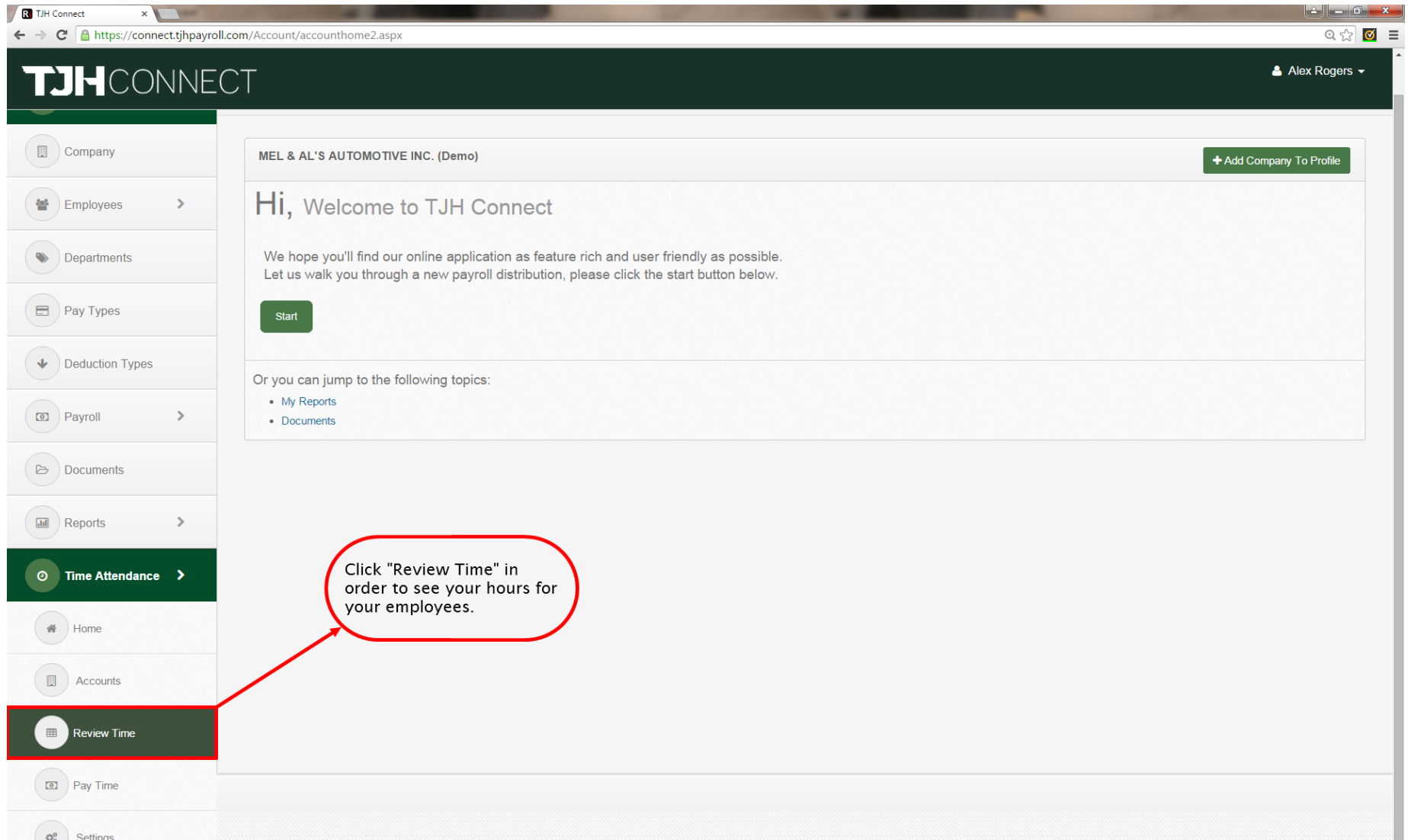
Finally, click here to Lock the date range and prepare to import it to our payroll system

Click here to import your hours in to our payroll system to get ready for submission. This may take a few minutes.

PayrollLockID	StartDate	EndDate	CreatedBy	DateCreated	Actions
48	10/1/2015	10/8/2015	4bf1f4af-5808-4be9-927c-26b7612e5816	10/8/2015	Import to Payroll
43	9/16/2015	9/20/2015	3a6214bb-d0f9-45e8-902b-d8bc17a8789c	9/30/2015	Import to Payroll
39	9/10/2015	9/15/2015	3a6214bb-d0f9-45e8-902b-d8bc17a8789c	9/17/2015	Import to Payroll
4	5/20/2015	5/21/2015	3a6214bb-d0f9-45e8-902b-d8bc17a8789c	5/21/2015	Import to Payroll
5	5/1/2015	5/22/2015	3a6214bb-d0f9-45e8-902b-d8bc17a8789c	5/23/2015	Import to Payroll
6	4/1/2015	4/15/2015	3a6214bb-d0f9-45e8-902b-d8bc17a8789c	5/23/2015	Import to 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.



TJH Connect

https://connect.tjhpays.com/Account/accounthome2.aspx

Alex Rogers

Company

Employees

Departments

Pay Types

Deduction Types

Payroll

Documents

Reports

**Time Attendance**

Home

Accounts

**Review Time**

Pay Time

Settings

MEL & AL'S AUTOMOTIVE INC. (Demo) + Add Company To Profile

Hi, Welcome to TJH Connect

We hope you'll find our online application as feature rich and user friendly as possible. Let us walk you through a new payroll distribution, please click the start button below.

Start

Or you can jump to the following topics:

- My Reports
- Documents

Click "Review Time" in order to see your hours for your employees.

# 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.

The screenshot shows the 'Timesheet Editor' interface in the TJHCONNECT system. The interface includes a sidebar with navigation options like Home, Company, Employees, Departments, Pay Types, Deduction Types, Payroll, Documents, Reports, Time Attendance, Home, Accounts, Review Time, and Pay Time. The main content area is titled 'Timesheet Editor' and features a date range selector (Starting: 10/01/2015, Ending: 10/09/2015) and an employee filter dropdown (Employee: All Employees). Below these is a table with columns for Date, Clock Hours, Rest Break, Meal Break, Regular Time, Overtime, and Doubletime. At the bottom of the table are buttons for 'Export to Excel' and 'Printable Summary'. Annotations with red circles and arrows point to these key features.

**Annotations:**

- Date Range:** You can choose your date range that you'd like to review your hours from.
- Employee Filter:** Filter the hours using a specific employee here.
- Day Selection:** Click on a day to see a breakdown of the hours for that day.
- Export/Print:** You can use this button to give you a nice printable format that you can use for your records. You can export the hours into a nice excel document for your own records.

Date	Clock Hours	Rest Break	Meal Break	Regular Time	Overtime	Doubletime
Oct 1, 2015	27:32			16:00	08:00	03:32
Oct 2, 2015	48:00			16:00	08:00	24:00
Oct 3, 2015	48:00			16:00	08:00	24:00
Oct 4, 2015	48:00			16:00	08:00	24:00
Oct 5, 2015	24:00			08:00	04:00	12:00
Oct 6, 2015	24:00			08:00	12:00	12:00
Oct 7, 2015	24:00			08:00	04:00	12:00
Oct 8, 2015	14:39			08:00	04:00	02:39
Oct 9, 2015						
	258:11	00:00	00:00	88:00	56:00	114:11

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# 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.

**TJH CONNECT** Alex Rogers

Thursday, September 10, 2015

Add Clock Action

Employee ?  
All Employees

Edit	Employee	Time In	Time Out	Type
	Safari 5.1 Apple	Thu, 10, 8:00 AM	Thu, 10, 5:00 PM	
	safari 7 apple	Thu, 10, 2:00 AM	Thu, 10, 10:00 AM	

Clocked In Date: 09/10/2015 | Clocked Out Date: 09/10/2015 | Update

Clocked In Time: 08:00 AM | Clocked Out Time: 05:00 PM | Add Event

User Notes

Admin Notes

Update Notes | Clear Overrides

Download

114:11

**Annotations:**

- Red circle around 'Add Clock Action' button.
- Red circle around 'Add a clock in event for an employee who may have forgotten' text.
- Red circle around the edit icon in the table.
- Red circle around the 'X' close button in the top right corner.
- Red circle around 'The admin can edit hours in case the employee makes an error' text.
- Red circle around 'Closes the current window' text.

# 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/TimeAttendance/default.aspx>

The screenshot shows the login page for TJH Payroll. The browser address bar displays <https://connect.tjhpayroll.com/login/>. The page header includes the contact information "Sales (800) 711-6244 Hablamos Español" and "Payroll Dept (818) 998-0919", along with links for "ENROLL NOW!" and "LOGIN". The main navigation menu contains "SERVICES", "CUSTOMERS", "PRICING", "ACCOUNTANTS", and "MORE". The TJH PAYROLL logo is prominently displayed. The central heading is "Login". Below this, there are two main options: "PAYROLL (EMPLOYERS)" with a "TJH CONNECT" button, and "TIME & ATTENDANCE" with a "LOGIN" button. The "LOGIN" button is highlighted with a red border. The footer contains links for "TJH PAYROLL" (Services, Customers, Pricing, Accountants, Contact) and "SOCIAL" (Twitter, Facebook, LinkedIn). The page is copyrighted © 2015 TJH Payroll and designed by 101 Creative.

← → ↻ 📄 tjhpayroll.com/login/ 🔍 ☆ ☰

Sales (800) 711-6244 Hablamos Español ENROLL NOW! LOGIN Payroll Dept (818) 998-0919

**TJH** PAYROLL SERVICES CUSTOMERS PRICING ACCOUNTANTS MORE

## Login

PAYROLL (EMPLOYERS) TIME & ATTENDANCE

TJH CONNECT LOGIN

**TJH PAYROLL** SOCIAL

Services Twitter  
Customers Facebook  
Pricing LinkedIn  
Accountants  
Contact

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<https://connect.tjhpayroll.com/TimeAttendance/Default.aspx>

# Web Clock II – Clock-in screen

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

The screenshot shows a web browser window with the URL <https://connect.tjhpayroll.com/TimeAttendance/Default.aspx> and the date/time 'Fri Nov 06 2015 14:57:32'. The interface includes a PIN entry field, a numeric keypad, and a menu of actions. Red boxes and arrows highlight specific features, with callout boxes providing instructions.

Annotations:

- Top right:** You can verify that your pin is linked to your name right here (points to the user name 'Alex Rogers Not Clocked In').
- Center:** Click Clock In to start a clock in event for that day. (points to the 'Clock In' button).
- Bottom left:** Simply click either of these buttons once clocked in to start your break or lunch. (points to the 'Start Break' and 'Start Lunch' buttons).
- Bottom center:** An employee can see their time cards for a pay period and sign off on their hours. (points to the 'Time Cards' button).
- Bottom right:** An employee can see their clock-in history and make a note for each day. (points to the 'History' button).

# 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.

https://connect.tjhpaysroll.com/TimeAttendance/Default.aspx

Fri Nov 06 2015 14:58:36

Alex Rogers

### Timesheet History

Starting: 11/01/2015      Ending: 11/08/2015

Time In	Time Out	Type	Hours
Fri, Nov 6, 2:57 PM	Fri, Nov 6, 2:58 PM	○	00:00

User Notes

Didn't mean to clock in

Update Notes

Admin Notes

Click here to update notes as a user which the admin can then see. In this case the admin will delete this clock in

# 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.

The screenshot shows a web browser window with the URL <https://connect.tjhp payroll.com/TimeAttendance/TimeCard.aspx?EmployeeID=19&EmployeeName=Alex%20Rogers>. The page displays a table of locked periods, a weekly summary table, and a signature area.

Locked Periods					
Payroll Lock ID	Start Date	End Date	Signed?	Signed On	Details
48	10/1/2015	10/8/2015	Yes		<a href="#">Details</a>
43	9/16/2015	9/20/2015	Yes		<a href="#">Details</a>
39	9/10/2015	9/15/2015	Yes		<a href="#">Details</a>
4	5/20/2015	5/21/2015	Yes		<a href="#">Details</a>
5	5/1/2015	5/22/2015	Yes		<a href="#">Details</a>
6	4/1/2015	4/15/2015	Yes		<a href="#">Details</a>

Week of -


Day	Clock In	Clock Out	Clock Hours	Rest Break	Meal Break	Total Hours	Regular	Overtime	Double
Total Hours		00:00	(00:00)	(00:00)	00:00	00:00	00:00	00:00	00:00

Grand Total Hours

Clock Hours	Rest Break	Meal Break	Total Hours	Regular	Overtime	Double
00:00	(00:00)	(00:00)	00:00	00:00	00:00	00:00

**Accept Time Card**

Sign your name  [Clear](#)



[Accept](#)

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

Click to see more details on that pay period.

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