



SWIPE CLOCK (brand) SCHEDULING INSTRUCTIONS

SwipeClock Online Timekeeping
 Date: 9/1/2009
 Login: socialgym
 Main Menu
 SoCal Gymnastics
 Administration
 Employee Setup
 Time Cards
 Current Period starting 9/1
 Previous Period ended 8/31
 All other periods
 Scheduling (Beta) **Click on Link**
 Reports
 Help & Support
 How To's
 Core Version 2.1.208
 Log Out

Welcome!

This page contains a few quick links and high level information to help you better manage your account.

URGENT TASKS

Please change your password!
 You haven't changed your password lately. This message will disappear when you do. A secure password is vital to safeguarding your payroll data. Click [here](#) if you'd like to change it now.

QUICK LINKS

View [9/1/2009 thru 9/15/2009](#) (Current Pay Period)
 View [8/16/2009 thru 8/31/2009](#) (Previous Pay Period)

PUT AN INSTANT END TO COSTLY "BUDDY PUNCHING"

A fingerprint reader accessory is now available for the 330/380 series time clocks. This fully-automatic reader recognizes employees by their fingerprint alone, without cards or PIN numbers, and is perfect anywhere "buddy punching" is a concern.



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 Employee Setup
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 Current Period starting 9/1
 Previous Period ended 8/31
 All other periods
 Scheduling (Beta)
 Reports
 Help & Support
 How To's
 Core Version 2.1.208
 Log Out

Scheduling - Welcome

Please use the following links to start

Scheduling Options

- [Set a recurring employee schedule\(s\) by workweek](#) **Click on link to set weekly schedules.**
- [Schedule Time OFF for an employee\(s\)](#)
- [Company Options](#)

Welcome	What Is Scheduling?	How Do I Start?
<p>Welcome to the "scheduling" portion of your time and attendance solution. Use this area of the system to insert and plan employee schedules, schedule time off, and ultimately better manage your employee's labor hours.</p> <p>To begin creating employees schedules, select from the provided options/links above.</p>	<p>The purpose of a scheduling system is to allow employers to plan for the appropriate amount of labor coverage and insure that the scheduled hours are completed by the designated employees. Supervisors are therefore able to visually compare "expected hours worked" against "actual hours worked" for a given group of employees and time frame.</p> <p>Once a "schedule" has been created for individual employees, the system can then "flag", or notify, supervisors of a deviation from the expected schedule, to better control company and departmental needs.</p>	<p>To begin using scheduling options for your employees, select an option from the links provided above. Typically, the best place to start is by inserting a weekly schedule for an employee or group of employees.</p> <p>To start by scheduling time off for an employee, select the provided link above.</p> <p>To compare "actual" hours worked against "scheduled" hours, select an employee from the provided list found in the <i>Scheduling</i> page.</p>

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 Main Menu
 SoCal Gymnastics
 Administration
 Employee Setup
 Time Cards
 Current Period starting 9/1
 Previous Period ended 8/31
 All other periods
 Scheduling (Beta)
 Reports
 Help & Support
 How To's
 Core Version 2.1.208
 Log Out

Scheduling - Coverage

Set an employee(s) schedule by checking the checkbox, and then press the 'Set Schedule' button
 Note: If you have problems using the backspace or delete buttons, please select the text and then press the space bar

Employee List - Modify by:

View a work week by date:

Sort List:

Employees Per Page:

Total scheduled hours for this week: 0:00

[Printer Friendly Version](#) [-< Previous Week](#) [Next Week ->](#)

SCHEDULED COVERAGE								
<input type="checkbox"/> Select All	Name	Sunday 8/30/2009	Monday 8/31/2009	Tuesday 9/1/2009	Wednesday 9/2/2009	Thursday 9/3/2009	Friday 9/4/2009	Saturday 9/5/2009
<input type="checkbox"/>	1. Employee, Number1							
<input type="checkbox"/>	2. Employee, Number2							
<input type="checkbox"/>	3. Last, First							

Select Employee and then click on Set Schedule

1-3 of 3

SwipeClock Online Timekeeping
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 Login: socialgym

Main Menu
 SoCal Gymnastics

Administration
[Employee Setup](#)
[Time Cards](#)
[Current Period starting 9/1](#)
[Previous Period ended 8/31](#)
[All other periods](#)

Scheduling (Beta)
 Reports

Help & Support
[How To's](#)

Core Version 2.1.208
 Log Out

Set Schedule

SET or CLEAR an employee schedule(s) by specifying a date range below. Select a "template" schedule or create one new for the workweek
 *If you experience problems deleting schedule times or dates, highlight the text and press the space bar

Dates (Optional)
 Use these fields to specify a day or date range for the employee schedule using Start and End dates. These changes will only affect and/or apply to the specified dates.
 Note: To schedule a single day, enter the same date for the Start and End fields.

Selected Employee(s): Employee Number1 [Go Back](#)

Start/End Dates
 Limit With Dates
 Don't Limit With Dates
 Start Date: 09/01/2009
 End Date: 09/05/2009
 Next

SwipeClock Online Timekeeping
 Date: 9/1/2009
 Login: socialgym

Main Menu
 SoCal Gymnastics

Administration
[Employee Setup](#)
[Time Cards](#)
[Current Period starting 9/1](#)
[Previous Period ended 8/31](#)
[All other periods](#)

Scheduling (Beta)
 Reports

Help & Support
[How To's](#)

Core Version 2.1.208
 Log Out

Set Schedule

SET or CLEAR an employee schedule(s) by specifying a date range below. Select a "template" schedule or create one new for the workweek
 *If you experience problems deleting schedule times or dates, highlight the text and press the space bar

Dates (Optional)
 Use these fields to specify a day or date range for the employee schedule using Start and End dates. These changes will only affect and/or apply to the specified dates.
 Note: To schedule a single day, enter the same date for the Start and End fields.

Selected Employee(s): Employee Number2 [G](#)

Start/End Dates
 Limit With Dates
 Don't Limit With Dates
 Start Date: 09/01/2009
 End Date: 09/05/2009
 Next

Back

(Optional) Add work hours to this day(s) by schedule:
 (Optional) Add work hours to this day(s) using a previous schedule:

IN/OUT	Tuesday 9/1/2009	Wednesday 9/2/2009	Thursday 9/3/2009	Friday 9/4/2009	Saturday 9/5/2009
IN	6:00 AM	6:00 AM	6:00 AM	6:00 AM	6:00 AM
OUT	12:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM
IN	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM
OUT	2:30 PM	2:30 PM	2:30 PM	2:30 PM	2:30 PM
IN					
OUT					
IN					
OUT					

For future use of the schedule above, make it a new template by setting a template name.
 Note: If the schedule above is not given a name it will not be available for reuse on other employees.

Make this Schedule a Template (Set a Name)

Save Cancel Clear Schedule

Set your times.

Click Save



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Main Menu
SoCal Gymnastics

Administration
Employee Setup
Time Cards
Current Period starting 9/1
Previous Period ended 8/31
All other periods
Scheduling (Beta)
Reports
Help & Support
How To's

Core Version 2.1.208
Log Out

Scheduling - Coverage

Set an employee(s) schedule by checking the checkbox, and then press the 'Set Schedule' button
Note: If you have problems using the backspace or delete buttons, please select the text and then press the space bar

Employee List - Modify by:

View a work week by date: 09/01/2009

Sort List: Alphabetical

Employees Per Page: 25

Total scheduled hours for this week: **40:00**

[Printer Friendly Version](#) [<- Previous Week](#) [Next Week >](#)

SCHEDULED COVERAGE								
<input type="checkbox"/> Select All	Name	Sunday 8/30/2009	Monday 8/31/2009	Tuesday 9/1/2009	Wednesday 9/2/2009	Thursday 9/3/2009	Friday 9/4/2009	Saturday 9/5/2009
<input type="checkbox"/>	1_Employee_Number1							
<input type="checkbox"/>	2_Employee_Number2			IN: 6:00 AM OUT: 12:00 PM IN: 12:30 PM OUT: 2:30 PM	IN: 6:00 AM OUT: 12:00 PM IN: 12:30 PM OUT: 2:30 PM	IN: 6:00 AM OUT: 12:00 PM IN: 12:30 PM OUT: 2:30 PM	IN: 6:00 AM OUT: 12:00 PM IN: 12:30 PM OUT: 2:30 PM	IN: 6:00 AM OUT: 12:00 PM IN: 12:30 PM OUT: 2:30 PM
<input type="checkbox"/>	3_Last_First							

1-3 of 3

Click on Employee Name

SwipeClock Online
Timekeeping

Date: 9/1/2009
Login: socialgym

Main Menu
SoCal Gymnastics

Administration
Employee Setup
Time Cards
Current Period starting 9/1
Previous Period ended 8/31
All other periods
Scheduling (Beta)
Reports
Help & Support
How To's

Core Version 2.1.208
Log Out

Schedule vs Time Card Employee, Number2

View a pay period by date:

[Go Back](#)

Times

[Printer Friendly Version](#)

Date	Time Card			Scheduled			Notes
	In	Out	Hours	In	Out	Hours	
Tue 9/1/09	5:00 AM	5:30 AM	Reg: 0:30 / OT: 0:00 Edit Punch	6:00 AM	12:00 PM	06:00	Add Notes
Wed 9/2/09	6:00 AM	6:30 AM	Reg: 0:30 / OT: 0:00 Edit Punch	6:00 AM	12:00 PM	06:00	Add Notes
Thu 9/3/09	3:00 PM	3:30 PM	Reg: 0:30 / OT: 0:00 Edit Punch	6:00 AM	12:00 PM	06:00	Add Notes
Fri 9/4/09	6:00 AM	2:30 PM	Reg: 8:00 / OT: 0:00 Edit Punch	6:00 AM	12:00 PM	06:00	Add Notes
Sat 9/5/09				6:00 AM	12:00 PM	06:00	
Sun 9/6/09				12:30 PM	2:30 PM	02:00	
Mon 9/7/09							
Tue 9/8/09							
Wed 9/9/09							
Thu 9/10/09							
Fri 9/11/09							
Sat 9/12/09							
Sun 9/13/09							
Mon 9/14/09							
Tue 9/15/09							

Regular hours:	0:30 (0.5)
Birthday hours:	0:30 (0.5)
Private 30 hours:	0:30 (0.5)
Private 60 hours:	8:00 (8)
Overtime hours:	0:00 (0)
Total Hours:	9:30

[<- Previous Pay Period](#) | [Next Pay Period >](#)

[Go Back](#) [Audit](#)