In/Out Time Entry

With the Standard Timesheet, the employee's normal work week hours are pre-configured. Any days off submitted via TimeOut show up automatically on the Timesheet. Employees can adjust Start, End and Unpaid time to reflect his or her actual hours worked. There is a free text comment area for employees to add a message to their manager.

The screenshots below show the Standard Timesheet interface.

Employee view – weekly, not yet submitted:

The **Timesheet Module** is seamlessly integrated with TimeOut. It provides straightforward web-based timekeeping for hourly employees. Time is submitted weekly by employees and is automatically sent to managers for approval. Payroll data is then exported to your existing payroll system in any format required.*

Any days off that are recorded in TimeOut are automatically shown on the employee's timesheet. Your organization's pay policies are configured to ensure strict adherence to Regular and Overtime rules.
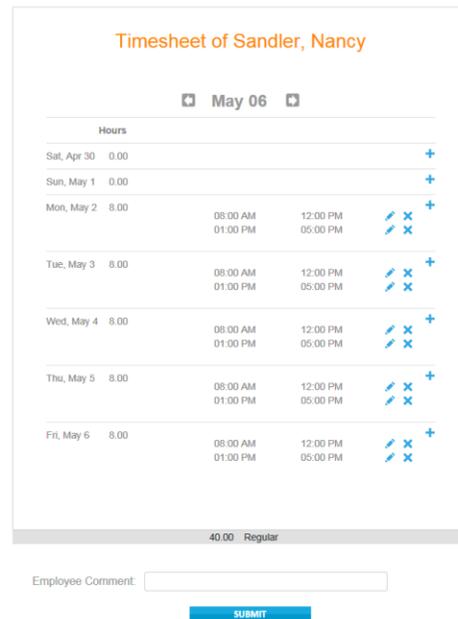
Web Punch In/Out is available or simply pre-configure standard hours for easy collection and submission of time.

Once the employee submits a Timesheet, it becomes read only. Date and Timestamps show when the Timesheet was submitted, approved and processed by payroll.

Configurable Pay Policies control pay rate calculations such as Standard, Regular, Overtime, Double time, etc. The summary is automatically calculated and shown on the bottom of each Timesheet.

The payroll export file is configured to precisely match the import requirements of your payroll system thus ensuring that the TimeOut Timesheet module can work with any payroll system. Default formats are .xls, .xlsx and .csv.

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Single Time Entry

This option allows an employee to simply enter the total hours worked for a day rather than specific in and out times.

This can also be used as Overtime Only entry for salaried employees.

Web Punch In/Out

The Web Punch In/Out allows employees to enter the exact times that they go in and out of work during the day. The employee's standard hours can be pre-configured to highlight early or late punches as well as short or long lunches.

The Web Punch Timesheet interface:

After Punching, the employee will see a simple message confirming the punch.

From this screen, the employee will be able to undo the last punch, add a missed punch or view his/her Timesheet.

Manager Approval

Similar to TimeOut leave requests, the manager receives and e-mail each time an employee submits their timesheet. By clicking on the link in the e-mail, the manager is brought directly to the approval page.

The Manager weekly approval page lists all employees who have submitted for that week.

If a manager clicks on the Details icon, they can adjust the hours that the employee submitted.

Payroll Administrator

The Payroll Administrator can view a status of each employee's weekly timesheet showing when the timesheet was submitted, approved and processed by the payroll system.

The payroll administrator can easily send bulk emails to all employees who have yet to submit their timesheets.