Using CenterPoint Time Clock for Employees

Document #:	3299	Product:	CenterPoint®

This document contains detailed information about using the CenterPoint Time Clock website, CenterPoint Time Clock app, and CenterPoint Time Clock Kiosk for both employees and supervisors.

- Employee Registration (One-time Setup)
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- Changing your Password
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  - Enter Time
- Review Time Entries, Review and Edit Time Entries, or View Time Entry History
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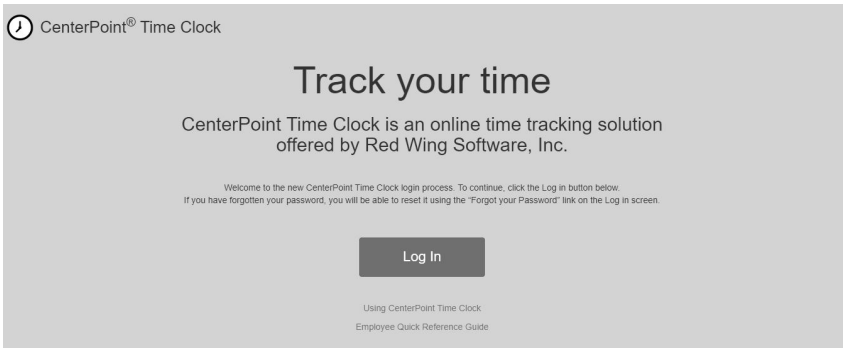
Employee Registration (One-time Setup)

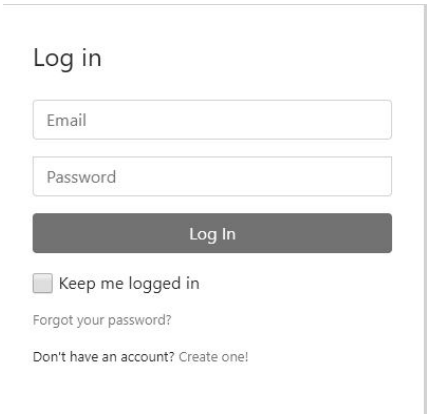
Note: Registration from either the CenterPoint Time Clock website, CenterPoint Employee Portal, or Publish Pay Advices is required, then depending on your employer, you can either continue to use the CenterPoint Time Clock website without using the CenterPoint Time Clock app or use both simultaneously.

1. From a web browser, enter **https://timeclock.redwingsoftware.com**.

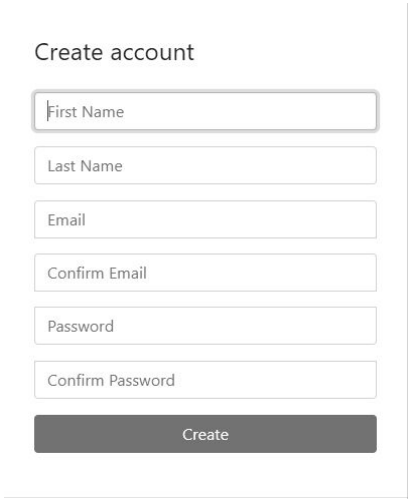


2. Click Log In.

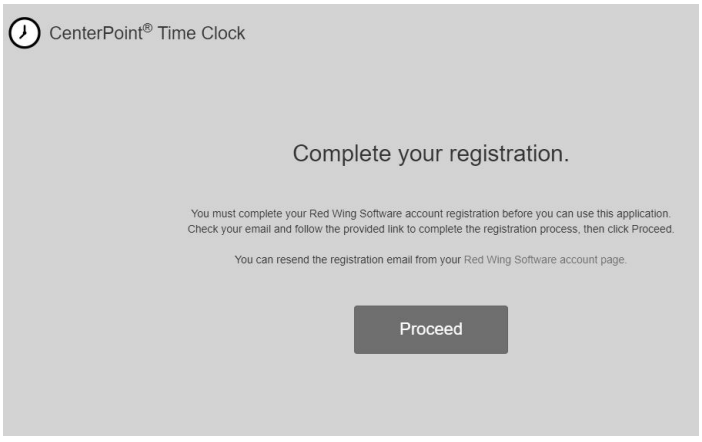
Note: If you previously registered with CenterPoint Employee Portal or Publish Pay Advices, you can log into CenterPoint Time Clock with the same username and password. The steps in this section are not required.



3. Click **Create One!**.

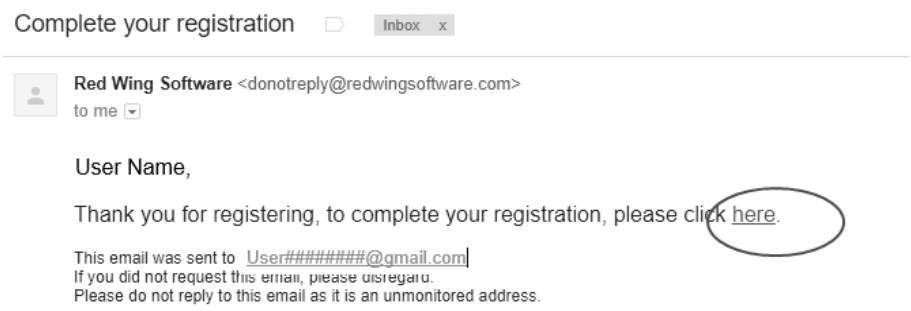


4. Enter your **First Name** and **Last Name**.
5. Enter an **Email** address and a **Confirm Email** address which must match the contents of the Email field for the registration to be processed.
6. Enter a **Password** and **Confirm Password**. Passwords must be at least six characters and no longer than 25 characters, include one numerical character and one lower-case letter.
7. Click **Create**.

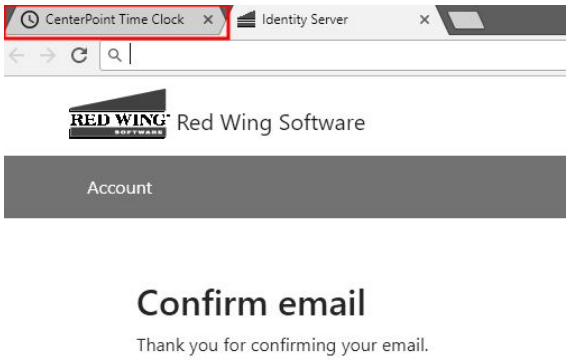


8. Check the email address you provided above for an email from Red Wing Software.

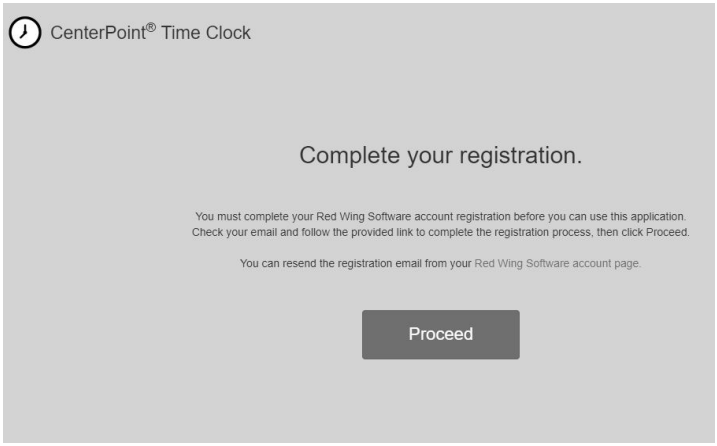
Note: If the email is not received, please look in your Junk email folder.



9. Click the **here** link.

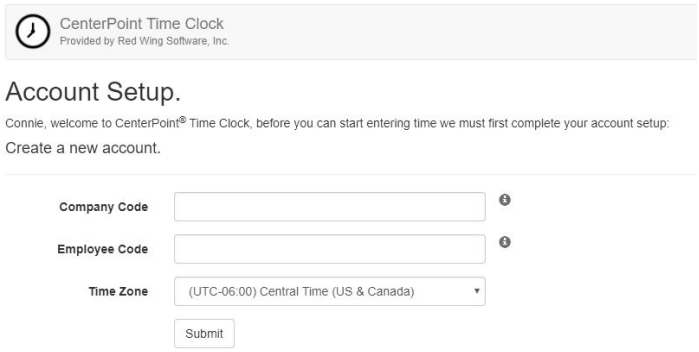


10. From your web browser, click the **CenterPoint Time Clock** tab.



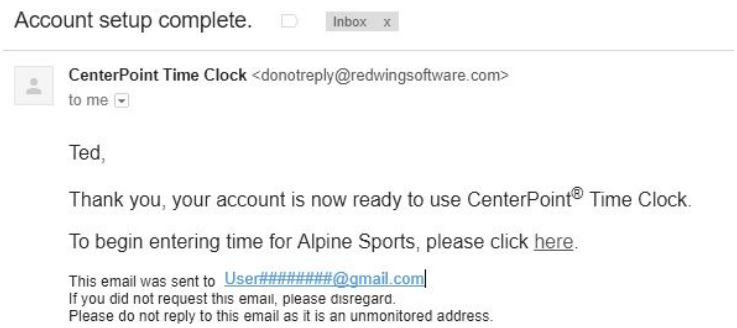
11. Click **Proceed**.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.



12. Enter the **Company Code** provided to you by your payroll administrator.
13. Enter your **Employee Code** (this is the employee Abbreviation used in CenterPoint Payroll).
14. Select the **Time Zone** you work in. This will determine how the time clock displays when your employee code is logged into CenterPoint Time Clock.
15. Click **Submit**.
16. A confirmation email will be sent from CenterPoint Time Clock to the email address you provided during registration.

Note: If the email is not received, please look in your Junk email folder.

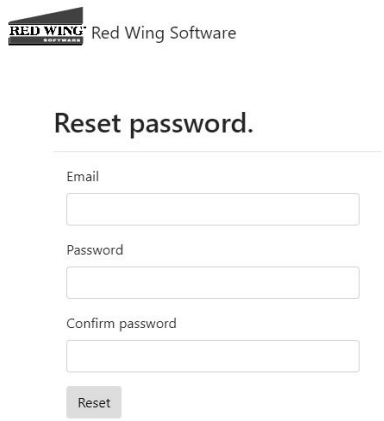


17. Click the here link to begin using CenterPoint Time Clock.

Reset your Password

If you have forgotten your password and would like to reset the password, follow the steps below:

1. From a web browser, enter **https://timeclock.redwingsoftware.com**.
2. Click **Log In**.
3. Select the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.



7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.

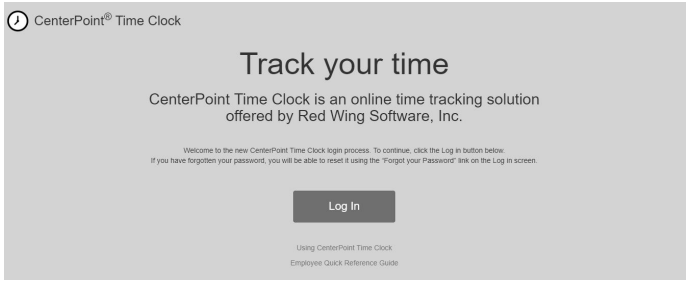
Changing your Password

If you know your current password and would like to change the password, follow the steps below:

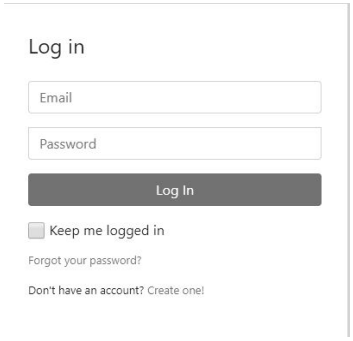
1. From a web browser, enter **https://timeclock.redwingsoftware.com**.
2. Click **Log In**.
3. Enter your **Email** and **Password** and click **Log In**.
4. In the upper-right corner, click the down-arrow next to your name, and then select **View Account**.
5. Click **Change Password**.
6. An email will be sent to your current email address. Open the Red Wing Software Change Password email and click the here link. Enter your **Current Password**, **New Password**, and **Confirm New Password**, and then click **Update Password**.

Log In to CenterPoint Time Clock and Clock In or Enter Time

1. From a web browser, enter **https://timeclock.redwingsoftware.com**.

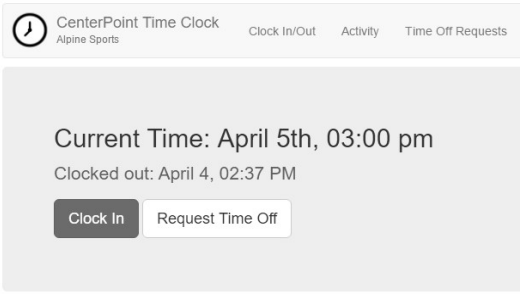


2. Click **Log In**.

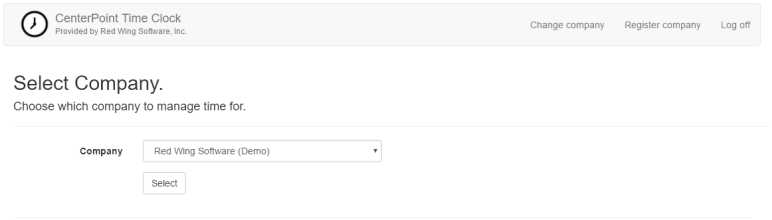


3. Enter your **Email** and **Password** and click **Log In**.

Note: If you can't remember your password and want to reset it, click the **Forgot your Password?** link, and follow the *Reset your Password* section in this document.



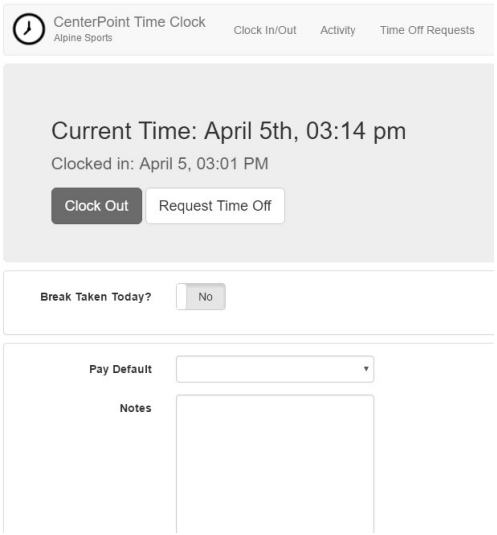
4. If you clock in or enter time for different companies, select the company you want to record time for and then click **Select**.



To Clock In

1. If your company requires you to record your time entries by clocking in, click **Clock In**. If the Clock Out button displays, you are now clocked in.
2. If your company requires you to enter additional information (pay default, pieces, profit center, location, project, department, or notes) the selection will display after clocking in. In the example below, the Pay Default and Notes were required entry by the employer.

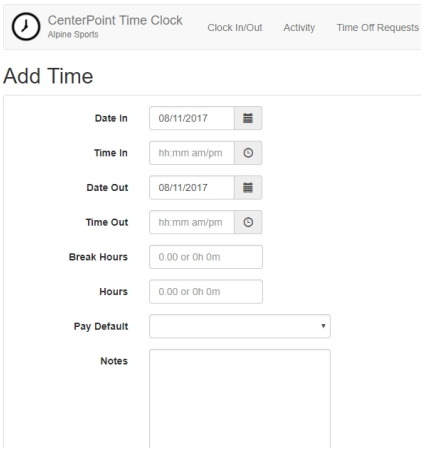
Note: If more than one type of pay default were used in the same day, click Clock Out and then Clock In using the other pay default.



3. If you are required to log out of CenterPoint Time Clock after clocking in, in the upper-right corner of the screen, click the down-arrow next to your name, and then select **Log Off**.

To Enter Your Time

1. If your company does not require you to clock in and allows you to add or modify time cards, click **Activity**, and then click **Add** to enter your time card.



2. Enter your **Date In** and the **Date Out** will default to the date entered in the Date In box. The **Time In** and **Time Out** fields are optional and if you are not using the fields, then enter in **Hours** (if you are using the Time In and Time Out fields, the Hours will be automatically calculated). Enter **Break Hours** if you need to deduct time from the hours calculated for a break. Select or enter any additional information required by your employer for these hours. In this example, the Pay Default and Notes were required entry for this employer. Note: If more than one type of pay default were used in the same day, create a separate time card entry for each pay default.

> Note: Break adjustments will display on the Activity screens with the icon.

3. Click **Save**. The entry will display on the Activity screen.

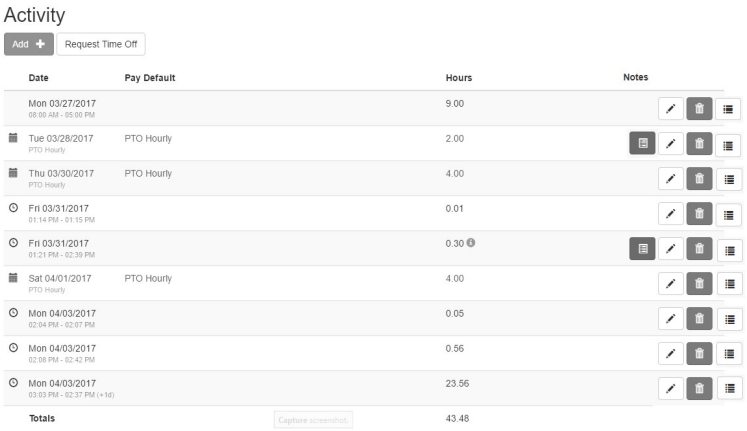
Review Time Entries, Review and Add, Change, or Delete Time Entries, or View Time Entry History

To Review Time Entries

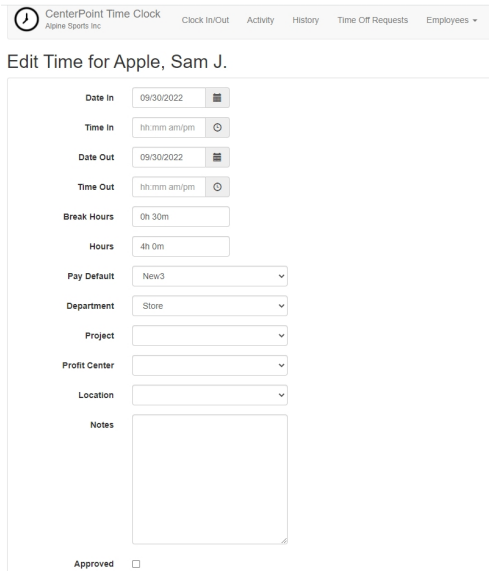
1. Log into CenterPoint Time Clock.
2. Click **Activity** to review your time entries.

To Review and Add, Change or Delete Time Entries

1. Log into CenterPoint Time Clock.
2. Click **Activity**.
3. If your employer allows you to add, change, or delete time entries, your Activity screen displays similar as shown below:

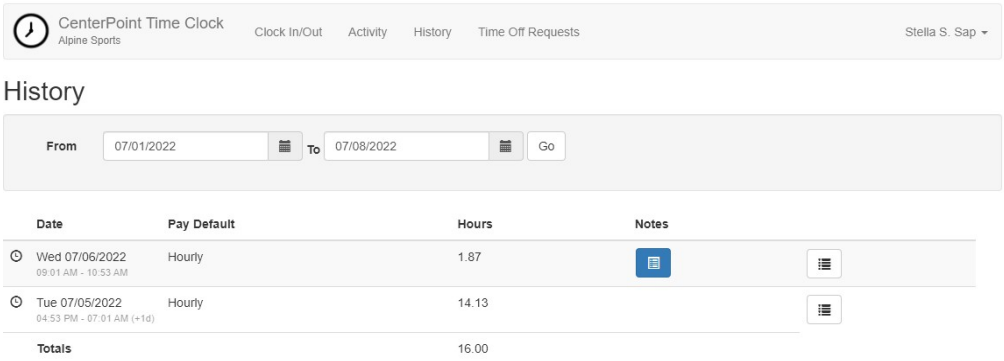


To correct time entries or clocked entries (if allowed to manually enter time), click the Edit button next to the entry that needs to be modified and the Edit Time screen will display. Make your changes and then click **Save**. An entry can be removed by selecting the corresponding Trash Can button. An Audit Log can be viewed by clicking . Click the button to display the note.



To View Time Entry History

1. Log into CenterPoint Time Clock.
2. Click **History.**
3. In the From/To Date range, enter the dates you wish to view historical time entries for.
4. Click **Go**.

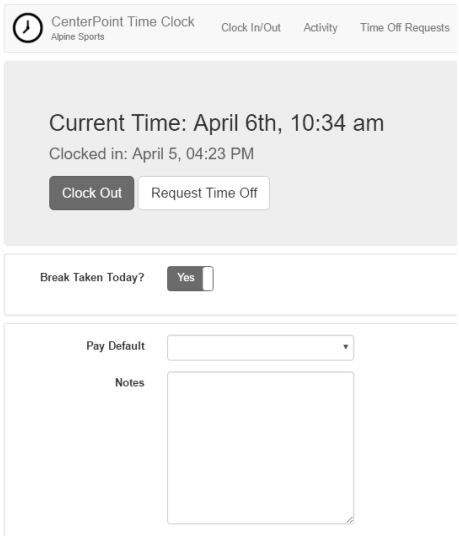


5. To view notes entered on a time card, click
6. An Audit Log can be viewed by clicking .

Clock Out and/or Log Out of CenterPoint Time Clock

To clock out and log out of CenterPoint Time Clock

1. Log into CenterPoint Time Clock.



2. If the **Automatic Unpaid Lunch Break of** set in **Setup** > **Payroll Details** > **Time Clock Settings** > **Options** tab is set to 1 minute or greater and::
   - There are clocked entries that have break hours greater than zero, the **Break Taken Today?** toggle will be set to **Yes** (the toggle is disabled so multiple breaks cannot be entered for this clock-out entry).
   - There are clocked entries that have no break hours, the **Break Taken Today?** toggle will be set to **Yes** and automatic break hours can be taken for this entry.
   - If the hours for the current time entry are less than the automatic break hours, the **Break Taken Today?** toggle will be set to **No** (the toggle is disabled to prevent negative net time).

Note: When the clocked entry is saved with an automatic break, the break length will be saved with the time card in the Break Hours box. The Break Taken Today? toggle will be disabled for subsequent clock-out entries for the same day. The break can be edited by a supervisor on the **Employees** > **Employee Activity** > **Edit** button > **Edit Time** screen.

3. Enter any applicable required information for your employer, and then click **Clock Out**.

Note: If the time between clock-in and clock-out is less than 1 minute, the time card will be discarded and a Clock-In Canceled entry will be added to the Audit Log.

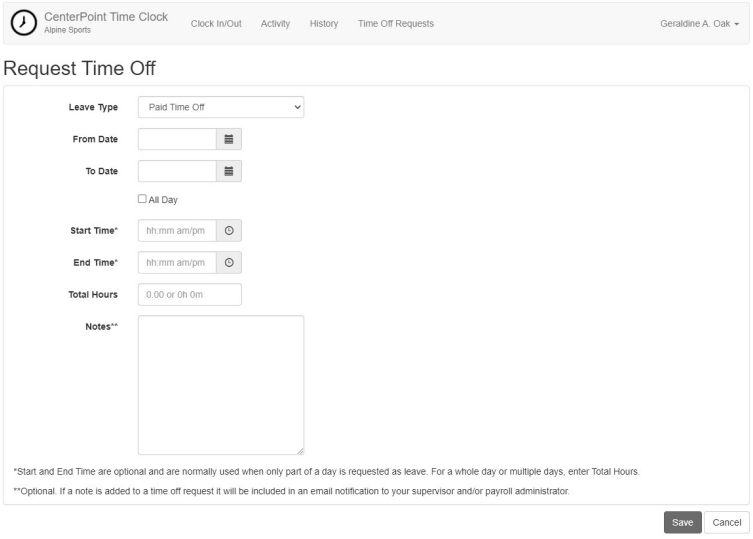
To log out of CenterPoint Time Clock

1. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Log Off**.

Request for Time Off

Submitting New Requests

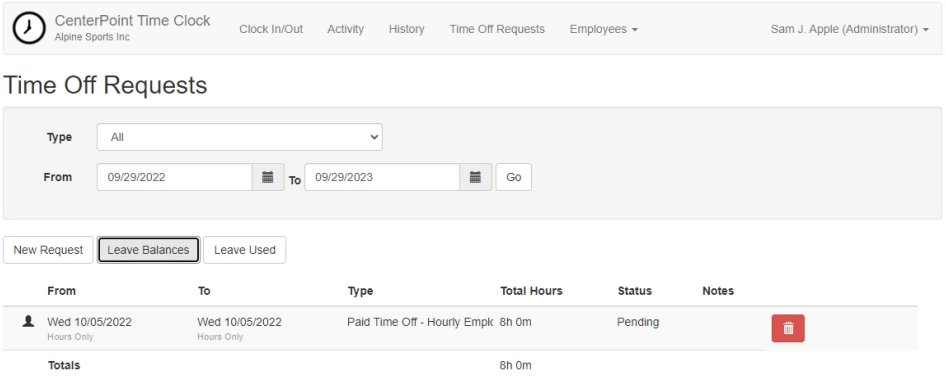
1. From the Clock In/Out or Activity screens, click **Request Time Off** or from the Time Off Requests screen, click **New Request**.



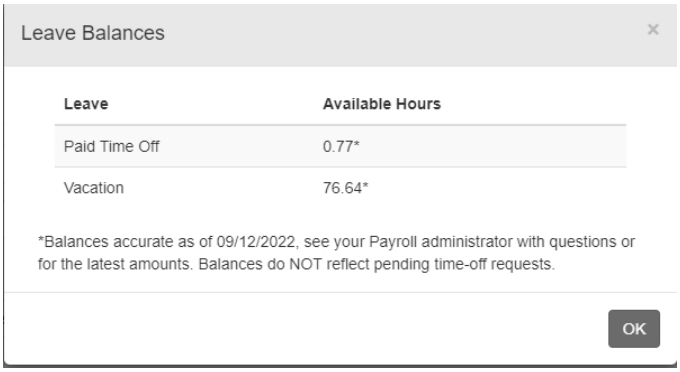
4. In the **Leave Type** box, select a paid leave pay default (only leave pay defaults will display in this box if Setup > Payroll Details > Time Clock Settings > Options tab > Allow Time Off Requests check box is selected). To setup paid leave pay defaults, see **Step C-9 d** in the Time Clock Module - Payroll Administration Installation, Registration and Setup document for more information.
5. Enter the time off request:
   - Enter the date range being requested in the **From Date/To Date** boxes.
   - If you are requesting a whole day or multiple days, check the **All Day** box and enter the **Total Hours**.
   - **Start and End Times** are optional and are normally used when only part of a day is requested as leave. After entering the time range, the Total Hours requested will be calculated.
6. Add an optional **Note** that will be included when your supervisor reviews your time entry.
7. Click **Save**. The time off request will be generated and an email notification will be sent to the employee's supervisor for approval (if there isn't a supervisor, the email notification will be sent to the Administrator users).

Viewing Status of Time Off Requests

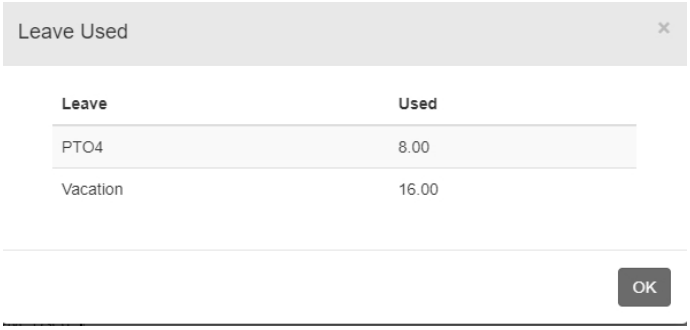
1. Log into CenterPoint Time Clock.
2. Select **Time Off Requests**.



3. Use the **Type** and **From/To Dates** to filter for the type of request(s) you want to view within a specific date range.
4. Click **Leave Balances** to view the Leave and Available Hours as of the last accrual (the Available Hours do not include pending time off requests).



5. Click **Leave Used** to display all the leave pay defaults for an employee and any hours for pending time off requests. A pending time off request is an approved request that has not yet been imported into CenterPoint Payroll.

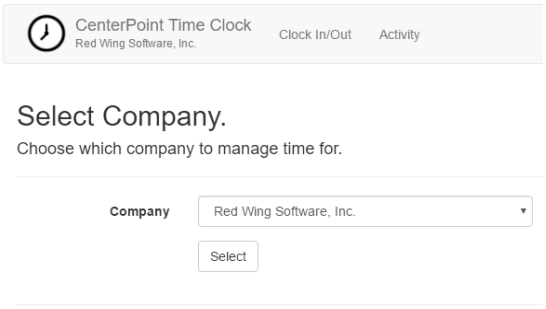


6. The status of the time off requests are Pending, Approved, or Denied.
   - Pending time off requests can be removed by clicking at which time an email notification is sent to the employee's supervisor or administrator.
   - When a time off request is approved or denied by a supervisor or administrator, the requesting employee will receive an email notification. The notification includes time off request details so the employee can easily determine which time off requests are approved or denied.

Changing Companies

If you work in more than one company using CenterPoint Time Clock, follow the steps below to change companies.

1. Log into CenterPoint Time Clock.
2. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Change Company**.

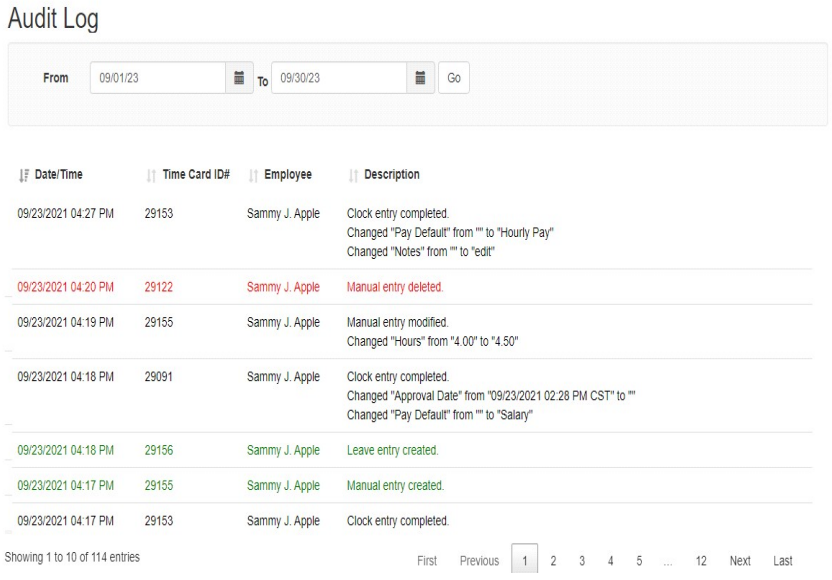


3. Select the **Company** you want to use to enter hours.
4. Click **Select**.

View Audit Log

The Audit Log displays created, modified, and deleted time cards. This allows employees and employers to know when time card entries are edited and what values changed in case there are any discrepancies between entered time, approved time, and final pay.

1. Log into CenterPoint Time Clock.
2. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Audit Log**.
3. Select the date range you want to display and then click **Go**.



4. After viewing the log, click **Back.**

Changing Application Settings

1. Log into CenterPoint Time Clock.
2. In the upper-right corner of the screen, click the down-arrow next to your name, and then select **Settings**.

Enable Text Message Notifications

When text notifications are enabled, employees will receive texts when:

- A time card is changed by someone other than the employee the card is for.
- A time card is entered prior to the Entry Date set by an administrator.
- Time off requests are submitted, submitted for an employee by a supervisor or an administrator, approved, denied, or deleted.

    - Click **Change** next to **Text Notifications** and follow the on-screen instructions to add/change your phone number and enable text notifications.

Change Notification Email

Note: This email address is used only for Time Off Request notifications sent through CenterPoint Time Clock and does not change the email address you enter on the Log In screen to log into CenterPoint Time Clock.

- Click **Change** next to your current email address.
- An email will be sent to your current email address. Open the CenterPoint Time Clock Change Email email and click the **here** link.
- Enter your **New Email**, **Confirm New Email** , and then click **Change Email**.

Change Login Email

Note: This email address is used only on the Log In screen to log into CenterPoint Time Clock and is not the email address used for Time Off Request notifications sent through CenterPoint Time Clock.

- Click **Unregister** next to your current company.
- Confirm the **Company Code** provided by your employer.
- Click **Unregister**.
- To create a new account using a new email address, follow steps 2-17 in the Employee Registration section of this document. Note: In step 5, enter the new email address you want to use to log into CenterPoint Time Clock.

Change Time Zone

- Click **Change** next to your current time zone.
- Select your new Time Zone and then click **Change Time Zone**.

Register Additional Companies

- Click **Register** next to your current Company.
- Enter the **Company Code** provided by your employer, and your **Employee Code**.
- Click **Register**.

Change Period Filters

The pay period frequency allows you to set a time frame which data should be displayed in on the Activity, Employee Activity, and Employee Summary screens. By setting a pay period frequency, data can be viewed for the Previous, Current or Next time frame without resetting filters.

- Click **Change** next to the current period.
- In the **Frequency** box, select the period frequency - Daily, Weekly, Bi-Weekly, Semi-Monthly, Monthly (default), Quarterly, or Annually.

- Select the **Starting** date for the pay period frequency to begin.
- Click **Apply**.

Change Default Page

This option allows you to set the screen that should display by default each time you log into CenterPoint Time Clock.

- Click **Change** next to the current default page.
- Select the page you want to display as your default **Clock In/Out** or **Activity**.
- Click **Change Default Page**.

Set Defaults

This setting allows you to specify defaults that always display during time entry. For example, for the pay default - regular hours for an hourly employee. The fields an employee has to set a default for vary according to their employer setup. By setting defaults, time entry is faster and more accurate because the employee would only need to change the selection if they were recording hours that were out of the ordinary.

- Click **Change** next to **Defaults**.
- Select the values you would like to display by default during time entry.
- Any options Not Set will default to blank in time entry.
- Click **Save Defaults**.

Using the CenterPoint Time Clock app

Prerequisite: To use the CenterPoint Time Clock app, you must complete the registration process for the CenterPoint Time Clock Please see your Payroll Administrator for information about registering. You can complete the registration process from either the CenterPoint Time Clock website or the app.

The optional CenterPoint Time Clock app can be downloaded and used on individual employee mobile devices. Employees log into the app and the website with the same email address and password credentials.

Note: The CenterPoint Time Clock app is designed for tablet or phone devices (iOS or Android) with a current operating system. It is important to install updates for the app when you are notified an update is available.

1. From the Apple App Store or Google Play Store, search for and install the CenterPoint Time Clock app.

Start CenterPoint Time Clock

1. Open the CenterPoint Time Clock app.
2. Click **Log In**. Enter your **Email Address** and **Password** and click **Log In**.
3. If you clock in or enter time for different companies, select the company you are recording time for and then click **Select**.

Clock In

1. Open the CenterPoint Time Clock app.
2. Click **CLOCK IN**.

Clock Out

1. Open the CenterPoint Time Clock app.
2. Click **CLOCK OUT**.
3. If your company requires you to determine if a Break was Taken Today? select **Yes** or **No**.

4. If your company requires you to enter additional information, make your selections before clocking out. If a field is not required, select **Not Set** to save a blank entry. Select **Save**.

Note: If the time between clock-in and clock-out is less than 1 minute, the time card will be discarded and a Clock-In Canceled entry will be added to the Audit Log.

View Time Clock Activity

1. Open the CenterPoint Time Clock app, select the **Home** icon, and then select **Activity**.
   - Clocked entries display with a Clock icon.
   - Time off requests display with a Calendar icon.
   - Manual time entries do not display with an icon.
2. If your employer has given you access to enter manual time entries, you can add, edit, or delete time.
   - **Add**- Click **Add**, enter **Date**, **Time In/Out** or **Hours**,**Break Hours**, **Pay Default**, and then click **Save**.
   - **Edit** - Click the time entry that needs to be modified, make your changes, and then click Save.
   - **Delete** - Click the time entry that needs to be removed, and in the lower-right, click the Delete icon.

Request Time Off (if available)

1. Open the CenterPoint Time Clock app, select the **Home** icon, select **Time Off Requests**, and then click **Add**.
2. Enter the time off request:
   - Enter the date range being requested in the **From Date/To Date** boxes.
   - If you are requesting a whole day or multiple days, check the **All Day** box and enter the **Total Hours**.
   - **Start and End Times** are optional and are normally used when only part of a day is requested as leave. After entering the time range, the Total Hours requested will be calculated.
3. Add an optional **Note** that will be included when your supervisor reviews your time entry.
4. Click **Save**.

View Status of Time Off Requests

1. Open the CenterPoint Time Clock app, select the **Home** icon, and then select **Time Off Requests**.
2. To filter the time off requests by date range, use the **Filter** icon at the lower right.
3. The status of time off requests are Pending (gray left border), Approved (green left border and Checkmark icon), and Denied (red left border and X icon).
   - **Pending** - Click the Delete icon to remove pending requests. An email notification will be sent to the employee's supervisor.
   - **Approved/Denied** - When a time off request is approved or denied by a supervisor, the requesting employee will receive an email notification. If a Supervisor made a comment when approving or denying a time off request, the comment is included in the email notification to the employee .

Change Application Settings

Register Additional Companies

1. Open the CenterPoint Time Clock app. In the upper-left, select the **Home** icon, select **Settings**, and then select **Register**.
2. Enter the **Company Code** provided by your employer, and your **Employee Code**.
3. Click **Register**.

Change Period Filters

The pay period frequency allows you to set a time frame which data should be displayed in on the Activity screen. By setting a pay period frequency, data can be viewed for the Previous, Current or Next time frame without resetting filters.

- Open the CenterPoint Time Clock app. In the upper-left, select the **Home** icon, select **Settings**, and then select **Periods**.
- In the **Frequency** box, select the period frequency - Daily, Weekly, Bi-Weekly, Semi-Monthly, Monthly (default), Quarterly, or Annually. Select **Done**.
- Select the **Starting** date for the pay period frequency to begin. Select **Done**.
- Select **Save**.

Set Defaults

This setting allows you to specify defaults that always display during time entry. For example, for the pay default - regular hours for an hourly employee. The fields an employee has to set a default for vary according to their employer setup. By setting defaults, time entry is faster and more accurate because the employee would only need to change the selection if they were recording hours that were out of the ordinary.

- Open the CenterPoint Time Clock app. In the upper left, select the **Home** icon, select **Settings**, and then select **Defaults**.
- Select the values you would like to display by default during time entry. Select **Done**.
- Any options Not Set will default to blank in time entry.
- Select **Save**.

Additional Options

1. If you enter manual time and do not clock in or out, you can make the home page work to add time by selecting Home > Settings and enabling Time Entry Mode.

Set Alternate Supervisor (for Supervisors Only)

When an alternate supervisor is set all supervisor duties are switched to the alternate. The alternate supervisor can see activity and approve time/requests for the employees managed by the user. Note: The main supervisor will still have access to their employees' time clock data, but time off request notifications will go to the alternate supervisor.

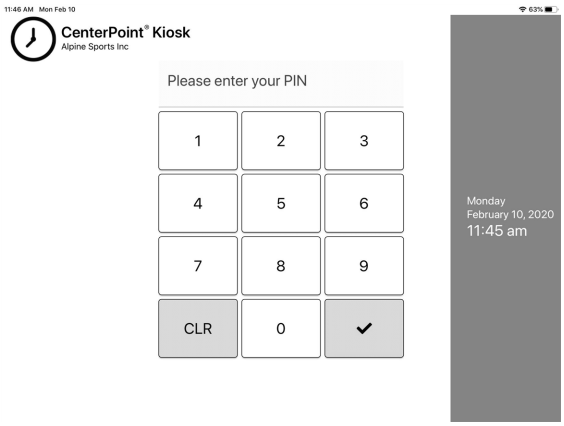
1. Open the CenterPoint Time Clock app. In the upper left, select the **Home** icon, select **Settings**, and then select **Alternate Supervisor**.
2. Click the down-arrow next to your name on the upper-right side of the screen.
3. If the setting is inactive, change the **Off** toggle to **On**.
4. In the **Supervisor** box, select the supervisor that will approve time cards and cover for the main supervisor in their absence. Select **Done**.
5. Select the **From/To** dates the alternate supervisor is active. The alternate supervisor will automatically inactivate after the To date. Select **Done**.
6. Select **Save**.

Using the CenterPoint Time Clock Kiosk

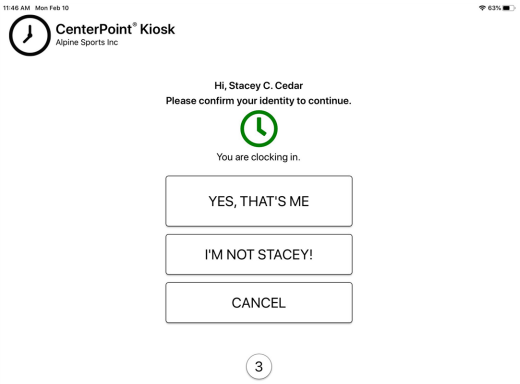
Note: If your employer will be allowing access to the CenterPoint Time Clock via a kiosk, all setup is performed by the Payroll Administrator, there is no setup for your employees. Your Payroll Administrator will provide you with a PIN which is used to Clock In and Clock Out.

Clock In

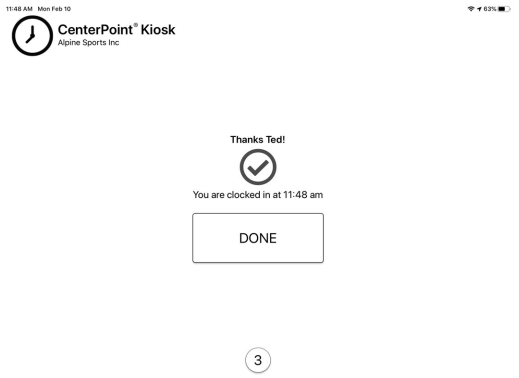
1. From the CenterPoint Time Clock Kiosk display, enter an employee PIN and click .



2. From the Clocking In screen, confirm your identity by clicking **Yes, That's Me** or click I'm Not... and then repeat steps 1-2 again.

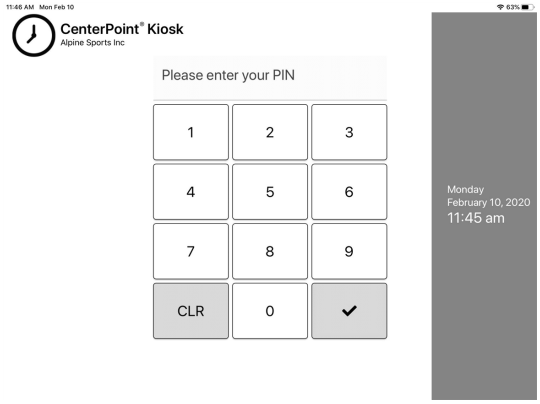


3. When the following screen displays, the clock in process in complete. No action is necessary.

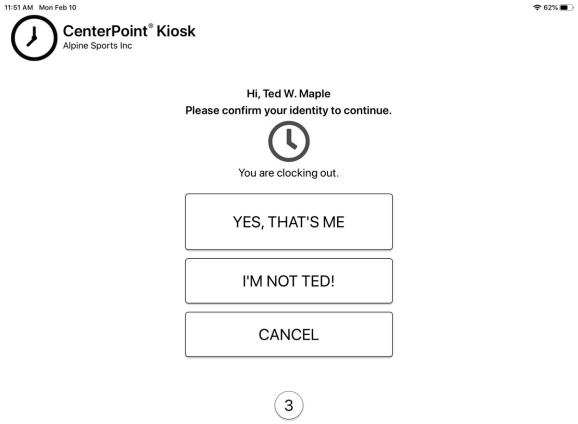


Clock Out

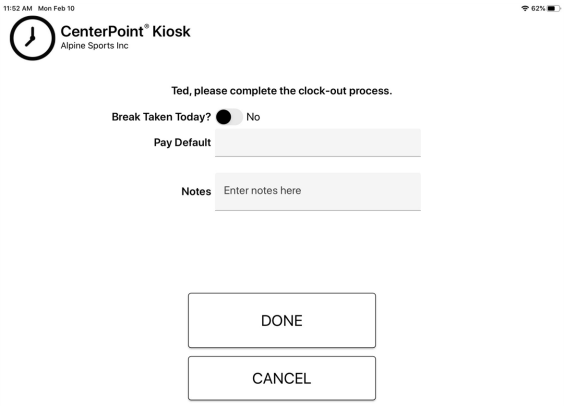
1. From the CenterPoint Time Clock Kiosk display, enter an employee PIN and click .



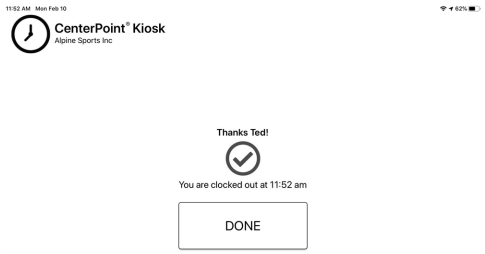
2. From the Clocking Out screen, confirm your identity by clicking **Yes, That's Me** or click I'm Not... and then repeat steps 1-2 again.



3. If prompted to enter information regarding breaks, pay defaults, or notes, complete the entry and click **Done**. If a field is not required, select **Not Set** to save a blank entry.



4. When the following screen displays, the clock out process is complete. No action is necessary.



Note: If the time between clock-in and clock-out is less than 1 minute, the time card will be discarded and a Clock-In Canceled entry will be added to the Audit Log.