

time clock

The Time Clock feature enables you to keep a record of the number of hours that team members have worked.

Staff Information for Emma Bunson. Fields include First Name, Last Name, Social Name, Staff Code, Gender, Address, City, State, Zip Code, Home Phone, Work Phone, Mobile, Email, Social Security, Birthdate, Anniversary, and Employee ID. A 'Security' section contains checkboxes for 'Allow to Use SalonBiz/SpaBiz', 'Print Invoices with staff scheduled?', 'Allowed to use SalonBiz', and 'Don't Print on Productivity Rpt?'. A 'Save Password' button is present.

Setting Access

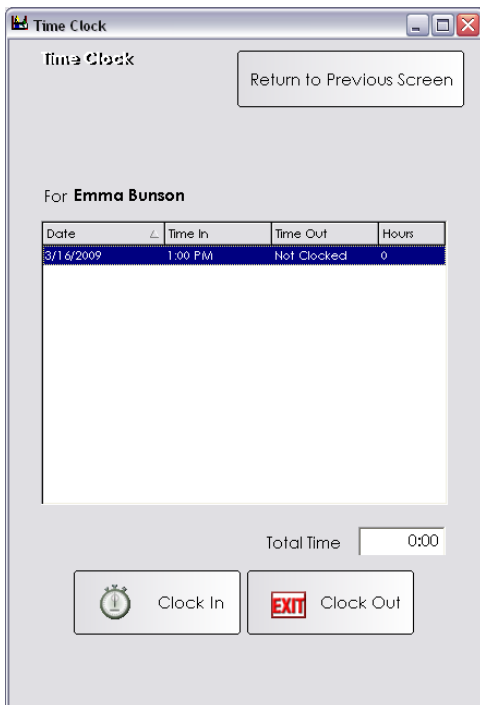
1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. In the Table to Edit box select Staff.
4. Double click on the staff name from the list.
5. In the Information tab, check the box for Allow to Use SalonBiz®/SpaBiz® (lower right corner of the screen). A check mark will appear.
6. Click the Password field and type in a password for the team member.
7. Type in the same password in the Verify field below.
8. Click the Save Password button.
9. Click the on the Payroll tab.
10. Click the View Payroll Information tab.
11. Put a check in the box that says Required to clock In and Out.
12. Choose Hourly in the Wage Information field from the Type drop down menu.
13. Repeat the above steps for all team members.

Security settings for Payroll - Time Clock Check In & Out. The top section lists various locations and their security status (No Security or Security). The bottom section lists staff members and their access status (No Access or Access).

Setting Security

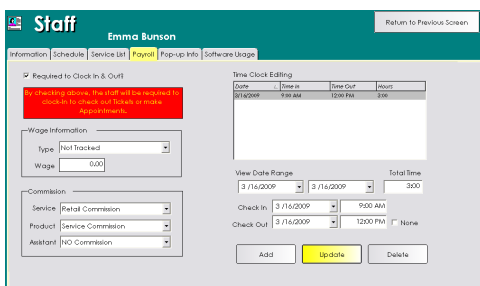
1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Security button.
3. At the top of the screen in the Locations to Enable Security section, scroll down to the Payroll-Time Clock Check In & Out.
4. Double click on the right column to enable security. Or simply highlight by clicking once and click on the security button. It will read "Security" when it is set.
5. In the Staff Members Access section scroll down to the Payroll-Time Clock Check In & Out row.
6. Double click in the column under each person's name that will need to clock in and out. Or click once on the appropriate row and column and click the Access button. This will give them access to the time clock. It will read "Access" when security is enabled.
7. Click the Return to Previous Screen button.





Using the Time Clock

1. From the SalonBiz®/SpaBiz® menu bar, click on the Operations icon.
2. Click on the Time Clock button.
3. Type in your password and click the OK button. This will access your file. The Time Clock screen will be displayed.
4. Click the Clock In button to clock in.
5. A confirmation screen will tell you that you just clocked in. It will give you the time and the day.
6. Click the OK button.
7. Repeat the steps above and click the Clock Out button to clock out.



Editing the Time Clock

1. From the SalonBiz®/SpaBiz® menu bar, click on the Blueprints icon.
2. Click on the Staff & Book button.
3. In the Table to Edit box, select Staff.
4. Double click on the staff name whose time you need to edit.
5. Click on the Payroll tab
6. Click on the View Payroll Information button.
7. Update date range if necessary using the drop down menus View Date Range.
8. Placing a check in the 'None' box will allow you to edit the Check In time only. This is used to enter a clock in time without having a clock out time.
9. Correct the Check In time and Check Out time in their respective fields.
10. Click the Update, Add or Delete button.
11. Click the Return to Previous Screen button when finished.

