



# Employer's Use of Web Clock Quick Reference Guide

## Log-In Sites:

Employer / Admin	<a href="http://pinkpayroll.com/timekeeping.html">http://pinkpayroll.com/timekeeping.html</a>	<a href="#">Employer Login</a>
Supervisor	<a href="http://pinkpayroll.com/employee-login.html">http://pinkpayroll.com/employee-login.html</a>	<a href="#">Supervisor Login</a>
Employee	<a href="http://pinkpayroll.com/employee-login.html">http://pinkpayroll.com/employee-login.html</a>	<a href="#">Employee WebClock</a>

## Administration Info:

IP address filter: How to: \_\_\_\_\_ Your IP Address: \_\_\_\_\_

Auto email: daily timecards reports will auto email every day to Payroll Administrator

## Reports Menu:

On the Reports Menu, you will use:

- Summary Report
- Detail Report
- Time Cards



## Summary Report:

Print, Sign and fax or email to us to authorize Pink Payroll to calculate and issue payroll.

Payroll Summary		SoCal Gymnastics 8/16/2009 through 8/31/2009	
#	Name	Total Hrs	Category
1	Employee, Number1	3.50	Regular
2	Employee, Number2	9.40	Regular
<b>Totals</b>		<b>12.90</b>	

Category	Total Hours
Regular	12.90
<b>TOTALS</b>	<b>12.90</b>

I HAVE REVIEWED THIS SUMMARY REPORT AND THE RECORDS FROM WHICH IT WAS CREATED, AND HAVE VERIFIED AND DO CERTIFY THAT THE DATA AND CALCULATIONS CONTAINED WITHIN THIS REPORT ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE X \_\_\_\_\_

YOUR NAME \_\_\_\_\_

TODAY'S DATE: Monday, August 24, 2009

YOUR TITLE \_\_\_\_\_



When you print the Report it will look like this:

<b>Payroll Summary</b>		<b>Your Company Name</b> 8/16/2009 through 8/31/2009	
#	Name	Total Hrs	Category
1	Employee, Number1	3.50	Regular
2	Employee, Number2	9.40	Regular
<b>Totals</b>		<b>12.90</b>	

Category	Total Hours
Regular	12.90
<b>TOTALS</b>	<b>12.90</b>

I HAVE REVIEWED THIS SUMMARY REPORT AND THE RECORDS FROM WHICH IT WAS CREATED, AND HAVE VERIFIED AND DO CERTIFY THAT THE DATA AND CALCULATIONS CONTAINED WITHIN THIS REPORT ARE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE \_\_\_\_\_ YOUR NAME \_\_\_\_\_  
X \_\_\_\_\_

TODAY'S DATE: Monday, August 24, 2009 \_\_\_\_\_ YOUR TITLE \_\_\_\_\_

[Detail Report](#) (web browser shows "Punch Report" as title)

This is for your records to save details of the hours reported in your files:

	Sun 8/16	Mon 8/17	Tue 8/18	Wed 8/19	Thu 8/20	Fri 8/21	Sat 8/22
Employee, Number1		Mon 8/24					
HOURLY COUNT		1000a-200p					
Regular 3.50	Sun 8/23	LUNCH-0030	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29
<b>TOTAL HOURS 3.50</b>		HRS 3.50					
	Sun 8/30	Mon 8/31					
Employee, Number2		Mon 8/24	Tue 8/25				
HOURLY COUNT		Regul 0709	Regul 0215				
Regular 9.40	Sun 8/23	HRS 7.15	HRS 2.25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29
<b>TOTAL HOURS 9.40</b>							
	Sun 8/30	Mon 8/31					

Totals:

- **Regular:** 12.90 hours
- **ALL: 12.90 hours**

[Time Cards](#)

You may change the employees time card (also called "punches") in the "Time Card screen under the Reports Menu. This screen is not shown here.



## EMPLOYEES TIME CARD INFORMATION

This page can be printed and given to employees

### Employees – Entering Time on the Web Clock

Log In Here: <http://pinkpayroll.com/employee-login.html>

Employee WebClock

### Employees “Time Cards”

Suggestion: Employees Sign and Turn in to Employer.  
For Employer record only, do not turn in to Pink Payroll

Employee logs in at same site, by choosing: [View and Print TimeCard](#)

The “TimeCard” will look like this:

Employee, Number1	SoCal Gymnastics 8/16/2009 thru 8/31/2009				
Date	In	Out	Lunch	Hours	
Sun 8/16	-	-	-	-	
Mon 8/17	-	-	-	-	
Tue 8/18	-	-	-	-	
Wed 8/19	-	-	-	-	
Thu 8/20	-	-	-	-	
Fri 8/21	-	-	-	-	
Sat 8/22	-	-	-	-	
Total hours clocked, week of 8/16 to 8/22: <b>0.00</b>					
Sun 8/23	-	-	-	-	
Mon 8/24	10:00a	2:00p	-30min	3.50	
Tue 8/25	-	-	-	-	
Wed 8/26	-	-	-	-	
Thu 8/27	-	-	-	-	
Fri 8/28	-	-	-	-	
Sat 8/29	-	-	-	-	
Total hours clocked, week of 8/23 to 8/29: <b>3.50</b>					
Sun 8/30	-	-	-	-	
Mon 8/31	-	-	-	-	
Total hours clocked, week of 8/30 to 9/5: <b>0.00</b>					
<b>Totals</b>				3.50	
				3.50 Regular hours: 3.50	
				<b>Total Hours: 3.50</b>	

### Employees Pay History

Employees may access their pay history through our website. They will need their first pay stub to sign up.

They will go to <http://pinkpayroll.com/employee-login.html> and choose

Employee OnLine Pay History

We have an instruction manual on the site, at the button:

Instructions for Registering Online Pay History