

MANAGE TIME CARDS

The time card feature in NCR Console's Employee Management module tracks POS clock-ins and clock-outs for your employees. It also provides you the ability to export time card information for payroll purposes (see **Export Time Card** for more information).

To view time card data:

1. Log into NCR Console, go to the **Store** tab and click **Labor**
2. Click **Time Card**
3. The report will default to the current week. Toggle to the week you want to view by clicking **Previous** or **Next** at the top of the page near the date range
 - The employee, pay rate, hours worked and wage are displayed in a table. Total hours and total wage will be displayed at the bottom of the time card

Time Card ⓘ

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Name	Pay Rate	Total Hrs	Wage
haley	Enter Rate	5.100	\$0.00
Cynthia	\$10.00 *	0.000	\$0.00
A. JACKSON	\$7.25 *	11.612	\$84.19
ASHLY	\$7.35 *	16.704	\$122.77
chandler	\$7.25 *	16.853	\$122.19
CHRIS	Enter Rate	19.300	\$0.00

Week Totals:

128.712

\$646.49

* There was a pay rate change during this period

4. Click **Enter Rate** to set the pay rate for any employees that this has not yet been established for
5. Click **Save**

Name	Pay Rate	Total Hrs	Wage	
haley	Enter Rate	5.100	\$0.00	
Cynthia	<div>haley Pay Rate: 10.00 Effective Date: 6/27/2014 (e.g. 7/4/2008) Save</div>	0.000	\$0.00	
A. JACKSON	\$7.25 *	11.612	\$84.19	
ASHLY	\$7.35 *	16.704	\$122.77	
chandler	\$7.25 *	16.853	\$122.19	

6. Click an Employee's name to access their time card information

Time Card: A. JACKSON 

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Date	Clock In	Clock Out	Hours	Wage
Monday, 6/27			0.000	
Tuesday, 6/28	14.61	21.06	6.451	\$46.77
Wednesday, 6/29			0.000	\$0.00
Thursday, 6/30	15.03	20.19		
	20.24	20.24	5.161	\$37.42
Friday, 7/1			0.000	\$0.00
Saturday, 7/2			0.000	\$0.00
Sunday, 7/3			0.000	\$0.00
Week Total :			11.612	\$84.19

☒ View as decimal value
 ☐ View as time value

Edit Time Card

- You have the option to view their hours by decimal value or by time value. At the bottom left corner of the page click:
 - View as decimal value, or
 - View as time value
- You can also edit time card information by clicking **Edit Time Card** at the bottom right corner of the page

Time Card: A. JACKSON 

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Date	Clock In	Clock Out		Hours	Wage
Monday, 6/27			[Add More Shifts]	0.00	
Tuesday, 6/28	14.61	21.06	[Add More Shifts]	6.45	\$46.76
Wednesday, 6/29			[Add More Shifts]	0.00	\$0.00
Thursday, 6/30	15.03	20.19		5.16	\$37.41
	20.24	20.24	[Add More Shifts]		
Friday, 7/1			[Add More Shifts]	0.00	\$0.00
Saturday, 7/2			[Add More Shifts]	0.00	\$0.00
Sunday, 7/3			[Add More Shifts]	0.00	\$0.00
Week Total :				11.61	\$84.17

Enter Total Hours

Save

Save and Finish

Cancel

☒ View as decimal value
 ☐ View as time value

- If you choose to edit time card information, make the necessary changes and click **Save and Finish**
- Keep in mind that Console is continuously polling the POS. When we do, we go back approximately 3 weeks each time we grab labor hours to ensure we reflect what occurs on the POS. *For this reason, we recommend that if changes need to be made to the time card, they be made in NCR Silver.*