



Clock ins/outs

See what is going on in your company at all times.

Sesame Time

Sesame Advanced

HR Starter

Professional Plan

Enterprise Plan

File for the administrator

Hello!

Welcome to Sesame, the software that simplifies HR management.

In this file, we will explain what you can find in the “**Clock ins/outs**” section and how you can install this in your dashboard.

We will take you step by step, so don't worry. We are here to help you with whatever you need!

Content

1. Clock ins/outs view	3
1.1. Clock in/out report.....	4
2. Overtime balance	5
2.1. Overtime balance configuration.....	6
2.2. Viewing.....	8
2.3. Compensation.....	9
2.4. Expiration of compensation hours.....	10
2.5. Assign absences.....	11
2.6. Compensation rules.....	12
3. Who's in	13
4 . Incidents	14

1. Clock in/out and schedule view

Have you ever needed one of your employees but you didn't know if they had arrived to the office yet? Would you like to know if a member of your staff is scheduled to work? Then you are going to love the tools we are about to show you:

Go to the menu on the left hand side and search the Clock ins/outs tool that you have previously installed.

What can you find in the **"Clock ins/outs"** section? You have access to an overview of the clock ins/outs of your employees. You may filter by department, role, status or day of the month.

On the other hand, go to the top menu bar and click on the **"Schedules"** section.

What can you do with this tool? You see a **preview of the schedule of your team**. Besides, you can filter by workplace, department, role or their current status (online, offline, on a break). For a more in depth search, you may also change the time interval.

The screenshot displays the 'Clock ins/outs' interface. At the top, there is a search bar and a filter menu. The filter menu is open, showing options: 'Role', 'Status', 'Clock in/out requests validator', 'Time off requests validator', and a toggle for 'Show deactivated users' which is currently turned on. Below the filter menu, the main interface shows a navigation bar with tabs for 'Clock ins/outs', 'Schedules', 'Overtime balance', 'Who's in', 'Incidents', and 'Validations'. The 'Clock ins/outs' tab is active. Below the navigation bar, there are filters for 'Workplace', 'Department', and a search bar. A date selector shows 'Thu, 21 December' and an 'Add clock in/out' button. The main area is a table with columns for 'Employee' and 'Hours' (0:00 to 23:59). The table lists five employees with their scheduled start and end times and corresponding green bars on the timeline:

Employee	Hours
Aaron Botella	08:02 h / 05:00 h
Adriana Belver	06:48 h / 08:00 h
Alba Valle	16:25 h / 00:00 h
Alejandro Suñer	16:25 h / 04:00 h
Alexis Pascual	16:25 h / 05:00 h

1.1 Clock in/out reports

Sesame allows you to download reports in several formats about your team's clock ins/outs so you have all the data you need.

To access them you need to download the **Reports** functionality:

Apps >> Reports

You'll have the chance to access the following reports related to time tracking:

- Daily clock ins/outs
- Total hourly balance
- Clock in/out requests history
- Overtime balance report
- Detailed clock in/out report

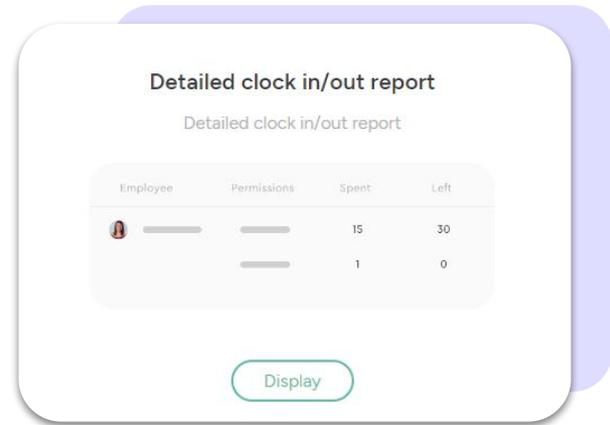
Detailed clock in/out report

In this report you'll find all information about clock ins/outs and holidays and absences in a single document. You'll need to set it up based on the most relevant data for you.

1- First you need to choose among these data:

- Company
- Structure
- Employee
- Custom fields
- Time tracking
- Holidays and absences
- Regularity

2- Next, you may filter by employee, date, structure, time tracking, holidays and absences.



2. Overtime balance

[Clock ins/outs >> Overtime balance](#)

According to the stipulated working hours of your employees, their clock ins/outs will accrue a **positive balance** if they work extra hours or a **negative balance** in case they work less hours. With Sesame's overtime balance you will learn to manage your team's overtime, compensate it and obtain customised reports.

Installation

Just like all of Sesame's functionalities, you will have to access the **Configuration** button, located on the bottom left, and from Apps, look for the "Overtime balance" card to install it.

Unlike the rest of the functionalities, this one can be found in the **Clock ins/outs** section.

2.1. How does it work?

Superior roles (owner, general administrator and HR) and **inferior roles** (workplace/ department administrators and managers) will have access to the **overtime balance** section.

Superiors will see the overtime balance of all employees, whereas inferior roles will only see this information about their assigned employees.

The screenshot displays the 'Overtime balance' interface. At the top, there are filters for 'Workplace' and 'Department', a search bar, and a year selector set to '2023'. Below the filters, there are two radio buttons: 'Paid hours' (selected) and 'Compensated with time off'. The main content area shows a list of three employees, each with a circular icon containing 'OT'. The first employee, '000005 Trabajador', has a total overtime balance of '+13h 47min' and a total compensated time of '00h 00min', with a 'Compensate' button. The second employee, '000006 Trabajador', has a total overtime balance of '00h 00min' and a total compensated time of '00h 00min', with a 'Compensate' button. The third employee, '0000133ABC Trabajador', has a total overtime balance of '00h 00min' and a total compensated time of '00h 00min', with a 'Compensate' button.

2.1 Overtime balance configuration

Configuration >> Schedules >> Overtime balance

Here you can choose what employees may do with their overtime balance.

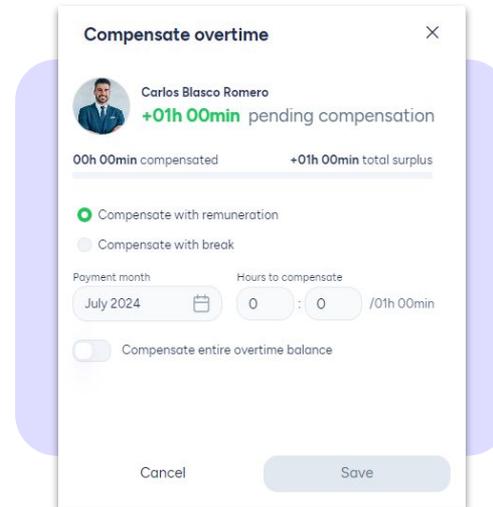
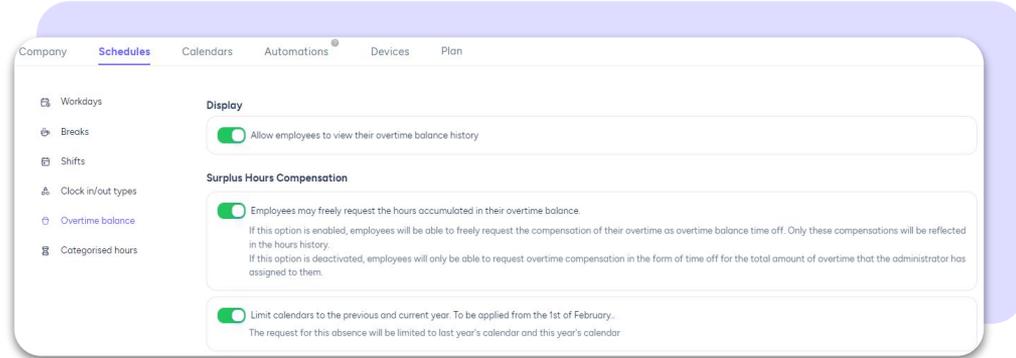
Visualisation

- Choose whether your employees may view their overtime balance history or not.

Compensation of excess hours

- Choose if your employees may freely request their accrued overtime. It is possible to limit calendars to the previous and current year.
- If you choose to deactivate this option, you as the administrator can choose between **paying these hours** or **offering time off** to your employees.

Please note that only administrators have access to enabling remuneration to compensate overtime.

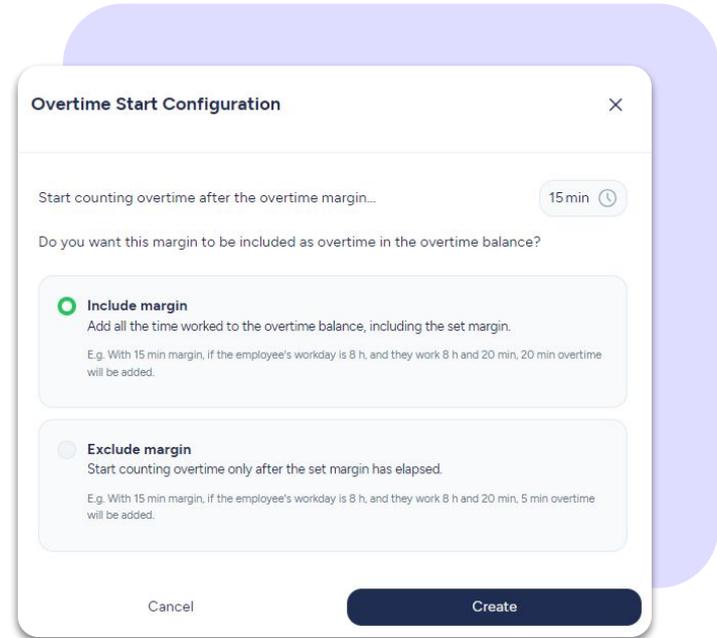
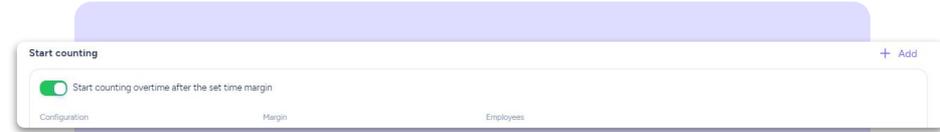


- Decide if you want to limit the calendars to the previous and current year.
- Activate the limit for paid hours per year.
- Set an expiration time for the compensation of excess hours. (See page 10)
- You can activate expiration warning notifications

Start counting

- Set the minute range from which extra time will start counting.

Click on +Add and create the configuration according to your needs. Select the minute range you desire and decide, if you want to **include** or **exclude margin**. Assign the configuration to the desired employees once it has been created.



2.2. Viewing

Employees

See overtime balance: they can see their overtime and compensations in their **clock ins/outs** section by clicking on “**see overtime balance**”. A window with the history of previous compensations will be displayed.

Compensated hours: Employees compensated with time off will see their working hours reduced and view a summary of the **worked, planned** and **compensated** hours as well as the **difference** between them.

Paid hours: Employees compensated with financial remuneration will see this type of compensation in the **overtime** column, under **salaries** and **contracts**. This will show the total of hours and the monetary equivalence.

Administrators

To view their employees’ overtime balance they’ll need to access the clock ins/outs section, select an employee and access his/her history. It’ll be divided into: “**overtime history**”, “**compensation in time off**” and “**remunerated compensation**”.

Hours history ✕

 **Maria S**
+05h 24min Balance Sync < 2024 >

 Hours history  Compensation in time off  Paid compensation

Month	Time worked	Theoretical time	Monthly balance	Compensated time
May 2024	+05h 24min			
Apr 2024	+03h 14min			
Mar 2024	+00h 50min			
Feb 2024	+03h 08min			
Jan 2024	-00h 05min			

Date	Surplus	Balance	Type	Compensation
29/05/2024	+01h 45min	+05h 24min	-	
28/05/2024	+00h 53min	+03h 38min	-	
27/05/2024	+00h 29min	+02h 45min	-	
24/05/2024	-03h 09min	+02h 16min	-	
23/05/2024	+00h 13min	+05h 25min	-	
22/05/2024	+00h 24min	+05h 12min	-	

2.3. Compensation

Remunerate hours

Before compensating their hours, **employees must validate their clock ins/outs**. If they haven't done it before, a validation email will be sent then. Once validated, clock ins/outs **will be blocked** so that neither the admin nor the employee can edit them, and therefore affect the overtime balance.

It's important to mention that it will **always** be the **administrator** who decides how many hours of the employee's overtime balance will be **paid**.

The screenshot shows a user interface for compensating overtime. The main panel is titled "Compensate overtime" and features a close button (X) in the top right. It displays the profile of Laura Majadas with a +138h 28min pending compensation. Below this, it shows "00h 00min compensated" and "+138h 28min total surplus". The "Compensate with remuneration" section includes a "Payment month" dropdown set to "July 2024" with a calendar icon, and "Hours to compensate" input fields showing "0 : 0 /138h 28min". A toggle switch for "Compensate entire overtime balance" is currently turned off. At the bottom are "Cancel" and "Save" buttons. A "Summary" panel on the right lists general information: Employee: Laura Majadas, Total surplus time: 138h 28min, Compensated time: 00h 00min, Total time to be compensated: 138h 28min, Time that will be compensated: 00h 00min, Compensate with: Remuneration, Payment month: July 2024, and Time to compensate left: 138h 28min.

2.4. Expiration of compensation hours

Expiration configuration

You have at your disposal the possibility to set an expiry date for the overtime compensation. Follow this route:

Configuration >> Schedules>>Overtime balance

Here you can activate the button “Set expiration time for surplus hours compensation”.

When you activate it, the excess hours expiration will start to count when the overtime is generated.

A) You can set a daily expiration for compensations with **breaks** and activate or not the option to compensate these hours even if they expire.

B) You can also set a daily expiration for compensation with **remuneration** and activate or not the option to compensate those hours even if they expire.

Set expiration time for surplus hours compensation

The expiration of surplus hours will begin from the moment the time is generated. Negative hours do not expire, therefore they will affect the calculation of the current balance. Keep in mind that current and expired hours will be visible to employees in their history if this option has been activated.

Select the time to be compensated in breaks before it expires day

Allow compensation after expiration

Select the time to be compensated in remuneration before it expires day

Allow compensation after expiration

Compensate overtime

Lorena Garcia
+10h 00min pending compensation

3h 00min compensated 13h 00min total surplus

1h compensated with remuneration
2h compensated with breaks

Compensate with remuneration
10h 00min current

Compensate with breaks
8h 00min current
2h 00min expired

Hours to compensate : /8h 00min

Compensate entire overtime balance

Cancel

Más detalles

If you have set the expiry date restrictively, you will only be able to compensate for the current hours.

8h 00min in force with breaks

Validation date	Surplus hours	Date of expiry
20/11/2023	+04h 00min	20/02/2024
21/11/2023	+01h 00min	21/02/2024
22/11/2023	+01h 00min	22/02/2024

[See all](#)

2h 00min expired with breaks

Validation date	Surplus hours	Date of expiry
10/06/2023	+01h 00min	10/09/2024
11/06/2023	+01h 00min	11/09/2024

2.5. Assign absences

Depending on your configuration, employees can freely request their hours or request the ones determined by the administrator. To be able to do so, **employees must submit a request for an absence** under the name of “**overtime balance**” and validate his/her clock ins/outs.

Same as with remunerated hours, clock ins/outs will be blocked so that neither administrators nor employees can edit them again.

Warning

⌵

⚠ Compensation notice

You are about to compensate 03h 00min, which correspond to the clock ins/outs shown in the table below. An email will be sent to the employee and, once compensation has been carried out, clock ins/outs will be blocked and it won't be possible to edit them.

Validation date	Total hours worked	Balance
31/05/2023	07h 28min	+03h 00min

Cancel Send email

2.6. Compensation rules

Compensation rules are used to **add value to hours**, by (multiplying the value of working hours, generating a bonus that can subsequently be compensated)

[Schedules >> Overtime balance >> Rules >> Create / +Add](#)

You can create a rule based on these three variables:

Schedule: When creating the rule, you can choose its duration, the **time range** in which you want the multiplier to apply, and the days of the week.

Surplus: When creating the rule, you can choose its duration and when the multiplier will apply, either at the end of the day or upon completing the **theoretical monthly workday**.

Holiday: When creating the rule, select a holiday so that the time worked generates a bonus.

Create rule

Start date: 04/06/2024 | End date: 04/07/2024

Compensation coefficient *
Multiplier: 1,5

When the employee work 1 hour, it will be compensated with 0h 30min for the overtime balance

Choose when you want to apply the multiplies:

- Apply at the end of the day
The multiplier will be added to the balance at the end of the day
Select the days with the current rule:
M T W T F S S
- Apply upon completion of the theoretical monthly workday
The multiplier will be added to the balance after the employee completes the theoretical monthly workday

Cancel | Create

3. Who's in

Who is currently working?

Clock ins/outs >> Who's in

Who's in is an overall image of **what is going on in your company** in real time. It shows the users that are working, the ones who aren't and those who are on a break. To find specific information you can filter by workplace, department, user role and/or activity.

These are the statuses that you can check on your company's Who's in:



Working: employees that have already clocked in their arrival to the office.



Holidays: employees enjoying their days off.



Working remotely: employees who have clocked in and are working remotely.



Absences: employees authorized to be absent.



Break: employees that are taking a break.



Out: employees that have already clocked out or have not clocked in and are not authorized to be absent or on holidays.



Timeline: tool to view clock ins/outs in chronological order.

4. Incident

Requests >> Clockin/out incidents

In this section you can see and **resolve incidents** related to your employees' clock ins/outs. To make it easier for you, you may filter them by department. To make it easier for you, you can filter them by workplace and departments, incident type, and date.

Additionally, you will have access to a history that will reflect all resolved incidents to date.

Solve clock in/out incident ×

How do you want to solve this incident? Select one of the following options:

- Correct**
Access the clock in/out view to validate the time worked as correct so that it's counted without errors.
We recommend that you use this option for clock in/out incidents because of automatic clock out.
- Validate**
Confirm that the working hours that appear as an incident are correct.
We recommend using this option for clock in/out incidents on public holidays or clock in/out managed by the administrator.

[Cancel](#) [Go to clock in/out](#)

Grow your company. Empower your team !

Do you still have questions? In our help centre you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: [+34 96 062 73 51](tel:+34960627351).

Email us, we will reply as soon as possible: soporte@sesametime.com