sesame

Clock in/out types

Manage your team's working time.

File for admins

Hello!

Welcome to Sesame, the software that simplifies HR management.
In this file we'll explain how to set up "**Clock in/out types**" 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. Creation of clock in/out types

As an admin you can now create multiple clock in/out types that suit your company's needs. Likewise, your employees will be able to use all the clock in/out types that you enable.

You need to follow these steps to proceed with creating clock-in/out types.

Configuration >> Schedules >> Clock in/out types and click on **"Add clock in/out type"**

Here you can add the following information about your clock in/out types:

- **Name** (note that there cannot be two clock in/out types with the same name).

- **Icon** (these can be repeated).

- **Remote work selector** (by activating this option, this clock in/out type will appear in remote work reports and graphs to improve statistics).
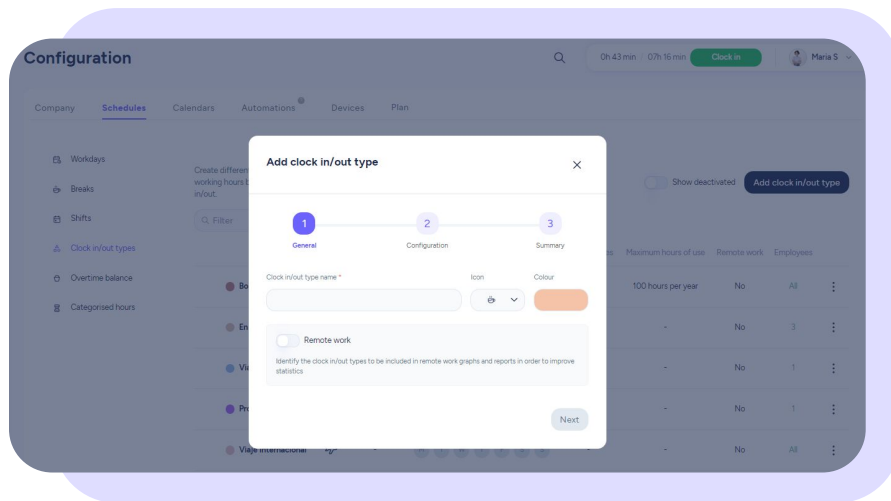
1.1 Configuration of clock in/out types

You will be able to set up the clock in/out types under the following specifications:

- **Maximum hours of use**: Set the maximum number of hours that employees can use this clock in/out type.

  Keep in mind that it's not possible to choose more than 3,000/year, 300 hours/month or 24 hours/day. Also, only whole numbers are allowed; decimals, letters and symbols are not allowed.

- **Block hours:** Select at what times employees cannot use this clock in/out type. Note that it is not possible to save two identical ranges. Also, you cannot create ranges that change from one day to the next.

- **Block days of the week**: Select which days of the week this clock in/out type cannot be used.

- **Block dates:** Select the dates on which this clock in/out type cannot be used. Note that it is not possible to save two identical ranges, and the start date cannot be the same as or prior to the end date.

1.1 Configuration of clock in/out types

You can also configure what happens when your clock in/out limits are exceeded:

- Automatically clock out employees so that a regular clock in is created.

- Automatically clock out employees and they will be notified in their dashboard and app.

- Keep employees clocked in despite restrictions. Employees will be clocked out once they manually do so.
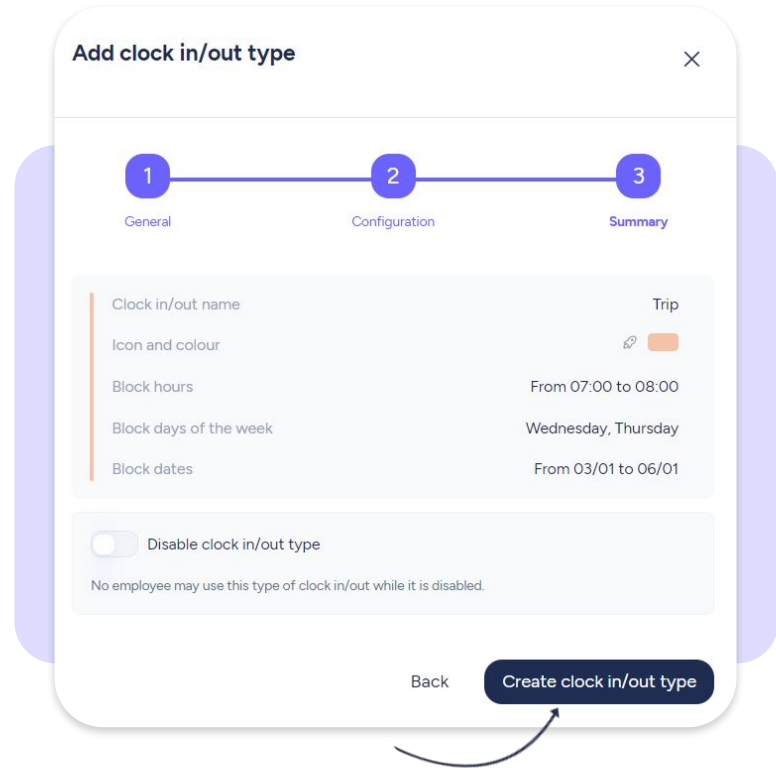
1.2 Clock in/out summary

To finish with the creation of clock in/out types, you may see a summary of the settings you chose.

You can also **disable this clock in/out type**. This means that all assigned employees will not see this clock in/out type when they use the tool, but it will appear in past records and history.

To finish, click on "**Create clock in/out type**".

2. View and edit clock ins/outs

From the configuration table you will be able to see all clock in/out types with their predefined characteristics (icon, colour, name, assigned employees, remote work, block and limitation details, and three dots). In addition, you can also **assign and edit** employees from this table.

By clicking on the three dots located in the "**Employees**" column, you can edit, delete or disable a clock in/out types. However, keep in mind that if you delete a clock in/out type, employees won't be able to request it anymore.

In addition, when you edit a clock type configuration (name, icon, color, remote work switch, or disable), all changes are updated in the past and in all views where they have an effect.

Important: Please note that you cannot delete clock in/out types that have already been used by at least one employee. You can, however, disable them so that they are no longer used by other users.

3. Clock ins/outs section: Employee clock in/out view

From the **Clock ins/outs** section (located on the left sidebar) you can have an overview of employee's clock ins/outs, as well as identify the clock in/out type by color and name.

When you select an employee's clock in/out, you may see the clock in/out type used and identify it by its color. Besides, you'll find there the entry and exit time.
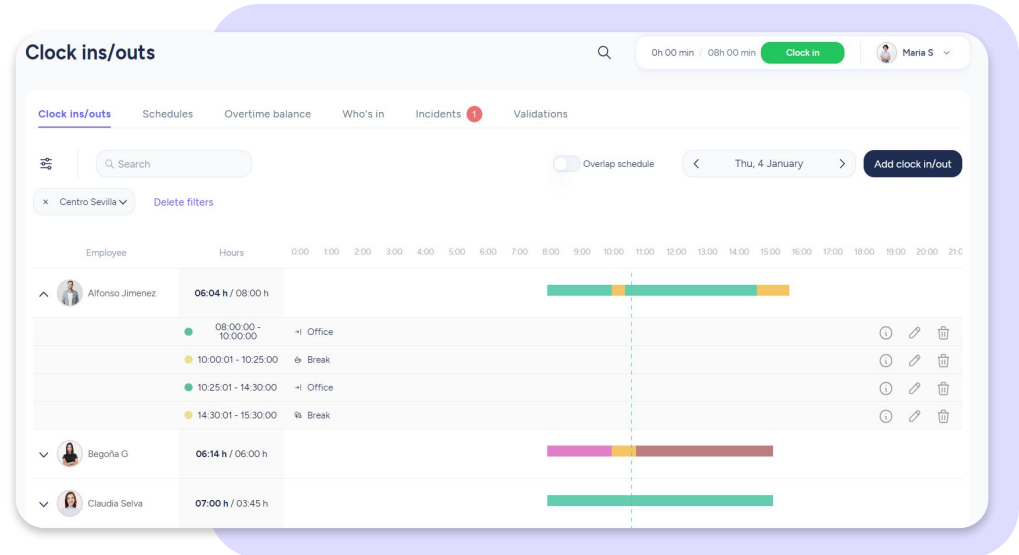
4. Assign clock in/out

You need to go to the **"Clock ins/outs"** section located on the left sidebar in order to assign a clock in/out.

Next, click on **"Add clock in/out"** (top left) or access to the employee you are looking for (you may filter by workplace, department or search his/her name) and then click on the button "**Add clock in/out**" located on the top right.

From here, **as an admin** you may choose among all clock in/out types assigned to an employee.

If your selected clock in/out type has **limitations** or blocks, a warning message will appear. You'll **still be able to assign it**.

In this case, **employees will be informed about this limitation** and won't be able to request it.

> ⚠ This clock in/out type has limitations or blockages.
> Hours available for this clock in/out type: **0h 00min / 30h 00min**

Creation of clock in/out ✕

Employee
| Employee | ⌄ |

Clock in/out
| Work | ⌄ |

Start date
| 04/01/2024 | ⌄ |

Start time
| 12:00 | 🕐 |

◯ Add clock out

◯ Assign clock in/out to a different workday ❓

➕ Attach document

Cancel   **Create**

5. Employee section: employee clock in/out view

From the "**Employees**" section, located on the left side menu, find you need to edit and go to the top section "**Clock ins/outs**" to see all details.

As soon as an employee has multiple clock in/out types assigned, you'll see an information icon in the top right corner (if this user has only one clock in/out type assigned, this icon will not be displayed). If you hover over the icon, you'll see all clock in/out types and their consumption. Click on it to see more information:

- **Name:** name and colour assigned to clock in/out type
- **Hours blocked**
- **Days of the week** blocked
- **Blocked dates:** a hyphen will be displayed when there are no blocked dates
- **Maximum hours of use**
- **Current consumption**
- **Status:** From here you can enable or disable a clock in/out type. When unassigning it, employees may not use this clock in/out type again

| Name	Hours blocked	Days of the week blocked	Blocked dates	Maximum hours of use	Current consumption	Status
Business conference	08:00 – 10:00 / 14:00 – 18:00	Mo Tu We Th Fr Sa Su	10/05 – 10/07 / 20/09 – 23/11	23 hours/month	-	Enabled
Trip	10:00 – 12:00 / 13:00 – 16:00 / 3 hours more	Mo Tu We Th Fr Sa Su	10/05 – 10/07 / 20/09 – 23/11 / 3 dates more	10 hours/week	0/1h	Enabled
Meeting	08:00 – 10:00 / 14:00 – 18:00	Mo Tu We Th Fr Sa Su	20/09 – 23/11	80 hours/year	-	Enabled

6. Admin dashboard: Clock in/out requests

As an admin, you'll be able to **view and manage** the last three clock in/out requests from your dashboard. Besides, you'll be able to check all pending requests.

Would you like to access your clock in/out request table?
Click on the header of this section! Once you've accessed it, you'll see all requests grouped by employee by default. However, you can close them one by one by clicking on them.

You may also **group requests by validator**. Just click on "**Group by validator**" on the top left section.

Besides, you can access the **history** on the top left. There you'll see all requests organized by date.
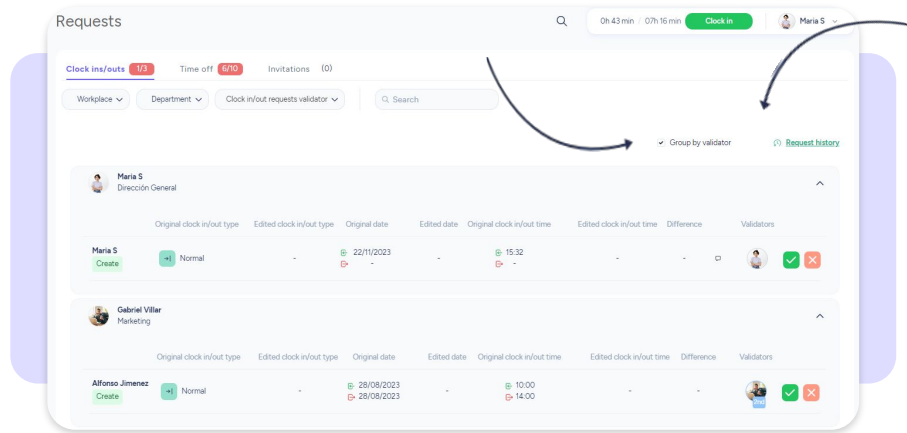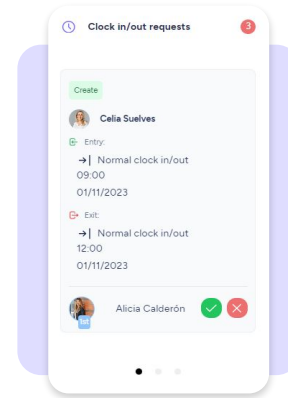
7. Employee dashboard: Clock ins/outs

When clocking in, **employees** will be able to view and select all **clock in/out types** their admins have assigned to them.

On the other hand, employees can view all detailed information in a table from the clock in/out section. In addition, they will be able to **send a request for clock in/out creation or edition** by clicking on "Request clock in/out".
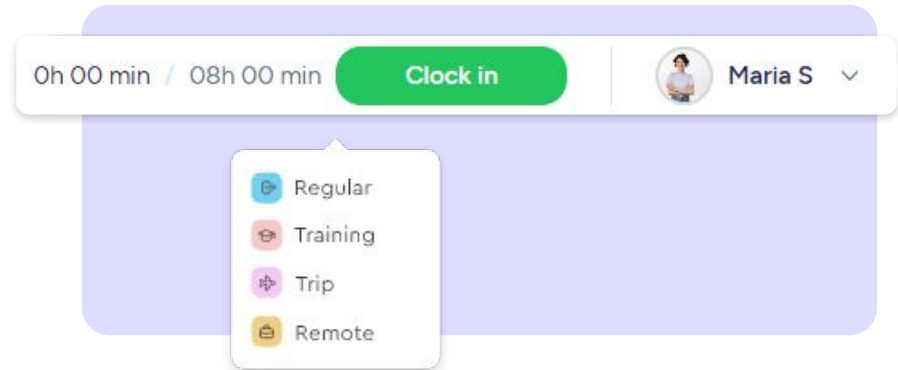
8. Assign clock ins/outs from App

As an admin you can also assign and edit all clock ins/outs assigned to employees in the Clock in/out section of your App.

Team >> See clock ins/outs >> Clock ins/outs >> Edit or Assign

If you select a clock in/out that has restrictions or blocks and shouldn't be used on the date you selected, a warning message appears. However, you will still be able to confirm the action.

If you edit the date after selecting the clock in/out type and there are restrictions in the new date, when saving your changes a warning message will appear requesting your confirmation.

9. Clock in/out requests from App

Once you access your admin profile, you'll see notifications of any pending clock-in/out requests.

By clicking on your notification, you can manage your pending requests.
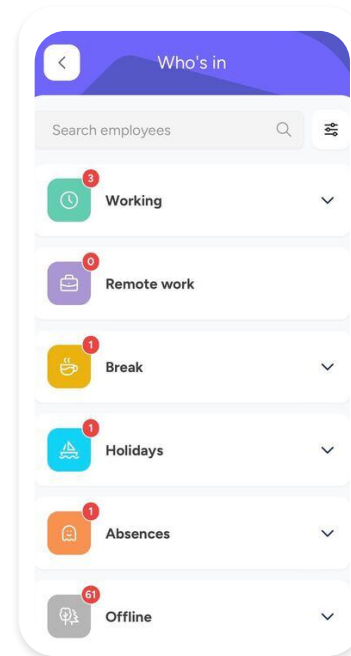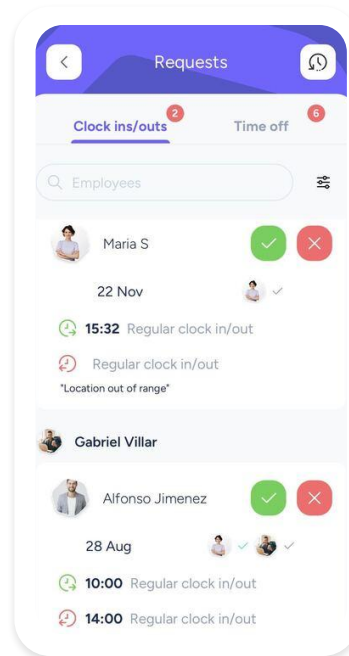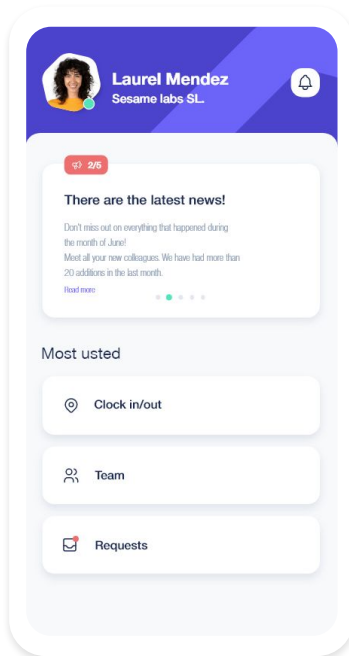
10. Who's in from App

In the **Who's in** section, you can check the status of your employees' clock in and clock out times by clicking on their avatars.

Grow your company.
Empower your team!

Do you still have questions? In our **help center** 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**.

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