

Complete Retail

Time Tracking

The Problem:

Employee time tracking can be difficult and time consuming if using simple time clocks and inaccurate if using sign-in sheets:

The Solution:

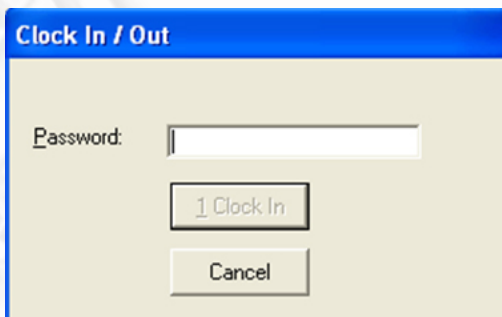
The Time Tracking Module of Complete Retail!

How Does It Work?

- Employees simply Clock-In and Clock-Out from one of the POS registers.
- At any time you can review and adjust time records in the back office.
- At the end of the pay period you run a report showing the number of hours each employee has worked. (If you have the Employee Scheduling Module you can also run an exception report showing employees working outside of their scheduled times.)
- The information from the report is ready for use in running your payroll.

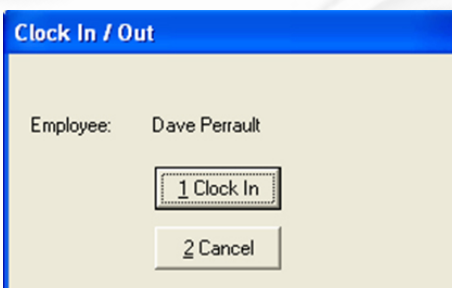
Employee Clock-In/Out

Step 1: Employee presses Clock/In/Out key & enters his/her password



The screenshot shows a dialog box titled "Clock In / Out" with a blue header. Below the header, there is a label "Password:" followed by a text input field. Below the input field, there are two buttons: "1 Clock In" and "Cancel".

Step 2: Employee presses 1 to Clock/In



The screenshot shows the same "Clock In / Out" dialog box. The "Password:" label and input field are now replaced by the text "Employee: Dave Perrault". Below this, there are two buttons: "1 Clock In" and "2 Cancel".

Step 3: At the end of the shift the employee repeats the process to clock-out and is given the number of hours worked after clocking out.

Detailed Time Reporting:

Summary Time Reporting:

Time Record Maintenance :

The screenshot shows a software window titled "Edit a time record" with a sub-header "Edit A Time Record". The window contains the following fields and controls:

- Employee Name: A text box containing "Tousignant, Pam".
- Clocked In: A date/time selector showing "02/12/06" and "09:03 AM".
- Clocked Out: A date/time selector showing "02/12/06" and "03:54 PM".
- Hours Worked: A text box containing "6.85".
- Notes: A large empty text area for entering notes.

For more information:

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