

PAYCONTROL RELEASE 4.0.58.1

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New Features & Improvements | Web

Renaming Break Notifications

The “Break Notifications” Email, HS Message, and Push Notification preferences have been renamed to “Meal/Break Notifications.”

Meal/Break Notification Improvements

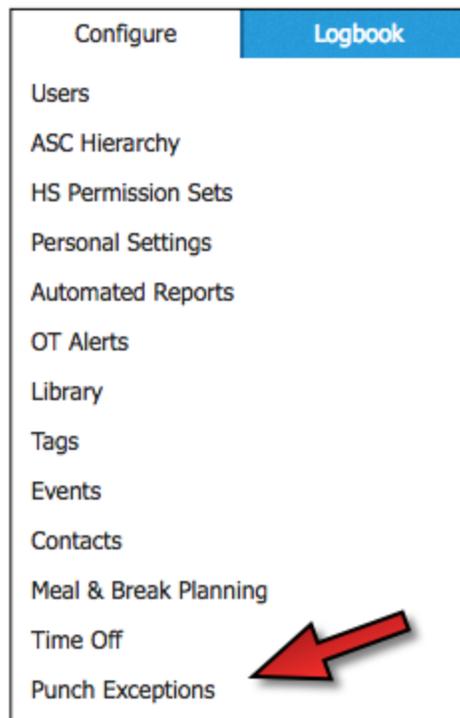
The Meal/Break Email and Push Notifications for WebClock managers with the **Staff - Edit Employee Profile** permission have been improved so that they are now sent 15 minutes prior to employees becoming eligible for meals and/or breaks as well as the previous 15 minutes after.

Punch Exceptions and Reviews

PayControl customers with the new **Staff - Review Punch Records** permission now have the option to review punches before they are exported for payroll. Each PayControl site will be configured with a default set of Punch Exceptions so that the following scenarios are flagged for store-level managers:

- Any shift that has fewer, or more, than **5 hours**
- Any actual shift that differs from the scheduled shift by more than **60 minutes**
- Any shift that was automatically clocked out

Administrators with access to the Above Store Console, however, are able to configure company-specific Punch Exceptions by clicking **Punch Exceptions** in the Configurations tab.



The Punch Exceptions screen is the home of each configured Punch Exception. Users can add new exceptions (1) view which stores the exceptions are assigned (2), and the definition of each exception (3). Users can also edit each rule by clicking **Edit**.

The screenshot shows the 'Punch Exceptions' screen. At the top, there is a navigation bar with tabs: Reports, Communication, Configure, Logbook, Forecasting, PayControl, Payroll, and Ranking Report. The 'Configure' tab is active. Below the navigation bar, the title 'Punch Exceptions' is displayed on the left, and a red circle with the number '1' is next to an 'ADD EXCEPTIONS' button on the right. Below the title, a message states: 'By default all stores with punch approval permissions will receive a standard configuration of punch exceptions.' Underneath this message, there is a section titled 'Default For All Stores' with the text 'Edited (1 Store)' and a red circle with the number '2' next to it. To the right of this section is an 'Edit' button. Below the section title, there are three columns of configuration options, each with a red circle and a number: '3' next to 'Long/Short Shifts:', '2' next to 'Actual/Scheduled Variance:', and '3' next to 'Auto Clock Out:'. The 'Long/Short Shifts:' section has two input fields: 'Daily: 3 hours minimum & 8 hours maximum'. The 'Actual/Scheduled Variance:' section has one input field: '60 minutes daily'. The 'Auto Clock Out:' section has a checked checkbox: 'Flag punches that are automatically clocked out'.

When adding new exceptions, users will need to name them. Each of the following fields will be populated with system-default numbers, but can be changed:

- **Long/Short Shifts** - Punches that are under the minimum or over the maximum set number of minutes per day will be flagged.
- **Actual/Scheduled Variation** - Punches that vary greatly from their scheduled times will be flagged.
- **Auto Clock Out** - When checked, any shift that is automatically clocked out will be flagged.

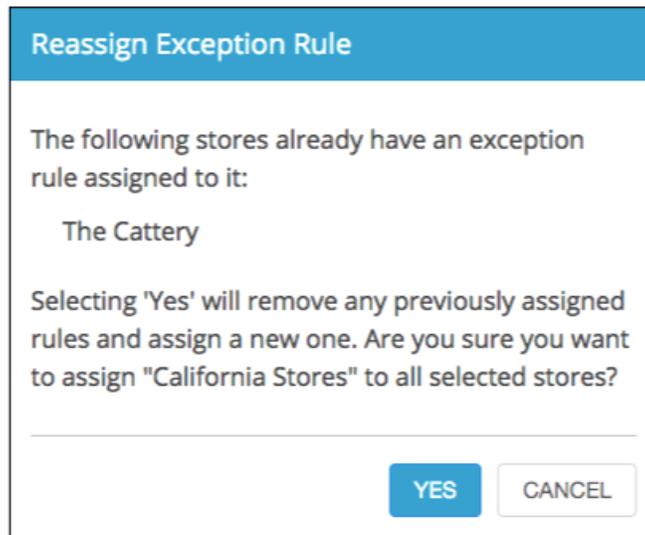
The screenshot shows the 'Add Exception' form. At the top, there is a text input field for 'Exception name' and two buttons: 'SAVE' and 'CANCEL'. Below the input field, there are three sections for configuration options, each with a red circle and a number: '1' next to 'Long/Short Shifts', '2' next to 'Actual/Scheduled Variance', and '3' next to 'Auto Clock Out'. The 'Long/Short Shifts' section has two input fields: 'Daily hours Minimum' with the value '3' and 'Daily hours Maximum' with the value '8'. The 'Actual/Scheduled Variance' section has one input field: 'Daily Minutes' with the value '60'. The 'Auto Clock Out' section has a checked checkbox: 'Flag punches that are automatically clocked out'. Below the configuration options, there is a search bar with the text 'Search' and a list of stores with checkboxes: 'The Cat House', 'The Cattery', and 'The Cat Nap'.

Once the rule is named and configured, it will need to be assigned.



Any store that is not assigned a custom Exception will be automatically assigned with the default Exception.

Stores can only be assigned one Exception Rule Set at a time. When attempting to assign a second rule set to a store, users will receive an option to remove the original rule and replace it with the new one.

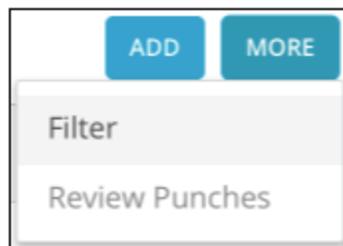


Any custom rule can be edited or deleted while the Default rule can only be edited. Once the Default rule has been altered, the word "Edited" will appear next to its title.

The screenshot displays two rule configuration cards. The top card is titled "Default For All Stores" with a red arrow pointing to the text "Edited (1 Store)" next to the title. The bottom card is titled "California Stores" with "(0 Stores)" next to it. Both cards have an "Edit" button in the top right corner, which is highlighted with a red box. The configuration details for each rule are as follows:

Rule Name	Long/Short Shifts	Actual/Scheduled Variance	Auto Clock Out
Default For All Stores <i>Edited</i> (1 Store)	Daily: 3 hours minimum & 8 hours maximum	60 minutes daily	<input checked="" type="checkbox"/> Flag punches that are automatically clocked out
California Stores (0 Stores)	Daily: 3 hours minimum & 8 hours maximum	60 minutes daily	<input checked="" type="checkbox"/> Flag punches that are automatically clocked out

As mentioned above, store-level managers with the **Staff - Review Punch Records** permission are then able to review a pay period's punches as an extra confirmation before the information is exported for payroll. To review a punch, users can select **Review Punches** from the More button from within the Punch Records sub-tab of the Staff tab.



The Review Punches screen will display the following for each pay period:

- (1) The total number of punches along with the number of shifts scheduled
- (2) The total number of paid hours along with the number of hours scheduled
- (3) The labor costs along with the cost of scheduled labor
- (4) How much was spent on overtime along with the cost of scheduled overtime
- (5) The list of all the Exception Punches

← Back to Punch Records

Review Punches < Thu 3/9/17 - Wed 3/22/17 > MARK REVIEWED

TOTAL PUNCHES 23 <small>-- SCHEDULED</small>	TOTAL HOURS 183 <small>-- SCHEDULED</small>	TOTAL COST \$1,830.00 <small>-- SCHEDULED</small>	OVERTIME -- <small>-- SCHEDULED</small>
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EXCEPTION PUNCHES ◯	EMPLOYEE ◯	MEAL/BREAK ◯	OT ◯	AUTO ◯	SCHI/ACTUAL ◯	LONG/SHORT ◯
3/21/17 8:00 AM - 1:19 PM	Victor Kitska	2				
3/19/17 8:00 AM - 3:59 PM	Growltiger Pishyakan					
3/18/17 8:00 AM - 4:38 PM	Mungojerrie Maow	2				+ 0.64 hrs

The list of Exception Punches will provide greater insight for each punch including:

- (1) The date and time of the punch
- (2) The employee associated with the punch
- (3) How many (if any) meals and breaks were flagged as violations
 - This column will only appear if a customer is using, and has configured Meals/Breaks
- (4) How many overtime hours were flagged as violations
- (5) Whether or not the shift was automatically clocked out
 - The Auto column will only appear for WebClock users who have been set up with the feature
- (6) The variation of scheduled hours to actual hours
- (7) How much time was over/under the acceptable amount configured at the ASC level.

EXCEPTION PUNCHES ◯	EMPLOYEE ◯	MEAL/BREAK ◯	OT ◯	AUTO ◯	SCHI/ACTUAL ◯	LONG/SHORT ◯
4/3/17 9:00 AM - 7:32 PM	Growltiger Pishyakan	2			+ 632 mins	+ 2.54 hrs
4/2/17 9:00 AM - 4:29 PM	Alonzo Gato				+ 419 mins	
4/2/17 9:00 AM - 4:29 PM	Bombalurina Bushi	2			+ 449 mins	

To mark all the existing punches of the pay period "reviewed," managers will need to click the **Mark Reviewed** button. Punches can be reviewed at any point in a pay period and are labeled as such on the main Punch Records landing page, however the button will be grayed out for past pay periods. The Reviewed column will display **All** when all punches for an employee have been reviewed, **Partially** when some punches have been reviewed, and some have not. The field will be blank if none of the punches have been reviewed.

Punch Records							< Thu 3/23/17 - Wed 4/5/17 >	ADD	MORE
NAME :	TOTAL HRS :	TIPS :	PUNCHES :	JOBS	EDITS :	REVIEWED :			
Alonzo Gato	7.64 hrs	--	2	Server	3	Partially			
Bombalurina Bushi	7.49 hrs	--	1	Server	1	All			
Coricopat Ikati	7.49 hrs	--	1	Server	1	All			

Managers can click a name and select the **History** tab to see who reviewed a punch, and view when it was reviewed.

Punch Record For Amy Madison X

Edit | **History**

11/20



Created by Amy Madison
00/00/00 2:30p - 4:30p Job: Busser Source: POS Tips: - -
Meal-Unpaid: 3:30p - 4:00p

2:30 PM



Edited by Kathryn Scott
Changed Time to 2:30p - 6:00p from 2:30p - 4:30p
Changed Meal to Meal-Unpaid from Meal-Paid
Reason Amy got roped into working late and clocked the wrong meal type

8:30 PM

11/21



Reviewed by Jane Doe

2:30 PM



Current
00/00/00 2:30p - 8:00p Job: Busser Source: POS Tips: - -
Meal-Paid: 3:30p - 4:00p

OK