

# PAYCONTROL RELEASE 4.0.58.0

Released 04.13.2017

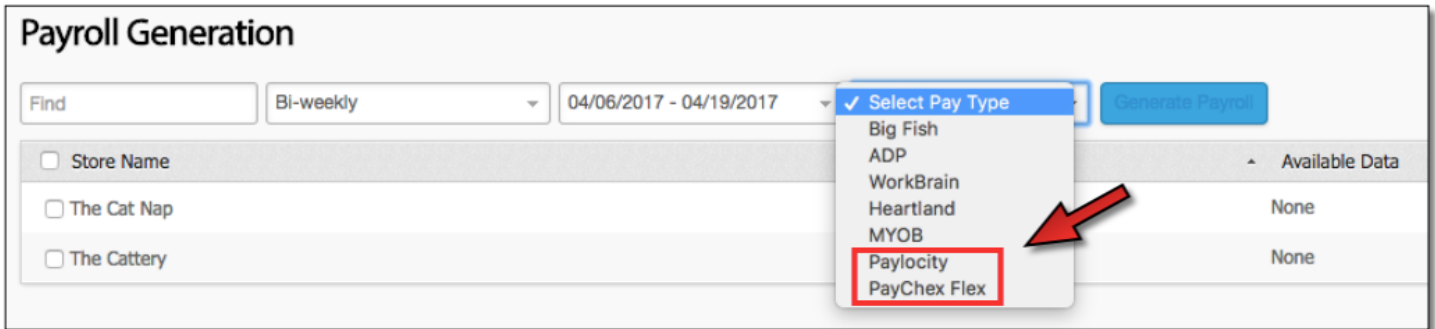
## Table of Contents

<b>New Features &amp; Improvements   PayControl</b>	<b>2</b>
Paylocity & PayChex Flex Payroll Exports	2
Editing Locked Punches	2
Emails for Late Punches, Meals, & Breaks	4

# New Features & Improvements | Web

## Paylocity & PayChex Flex Payroll Exports

PayControl Above Store Console users now have the option of exporting their labor to a Paylocity and/or PayChex Flex format to submit to their payroll company. From the PayControl tab in the ASC, users can select the **Payroll Generation** option, their pay period, and date range to reveal the pay type options.



## Editing Locked Punches

With the **Staff - Edit Locked Punches** permission enabled, users are able to edit locked punch records from a previous pay period. After clicking an employee's name to view his/her punches, a locked record (marked with a lock icon) can be edited by clicking on its row.

The screenshot shows the 'Alonzo G. Punch Records' interface. At the top, there is a header with the employee name 'Alonzo G. Punch Records', a date range 'Thu 3/9/17 - Wed 3/22/17', and an 'ADD' button. Below the header is a table with columns: 'PUNCH', 'EXCEPTIONS', 'JOB', 'MEALS/BREAKS', 'TIPS', 'TOTAL HRS', and 'EDITS'. The first row is highlighted with a red box. The first row contains: a lock icon, '3/9/17', '8:00 AM - 3:59 PM', '1' in a red circle, 'Dish', '1', '--', '7.99 hrs', and '2'. The second row contains: a lock icon, '3/10/17', '8:00 AM - 4:00 PM', '1' in a red circle, 'Dish', '2', '--', '7.5 hrs', and '5'. The third row contains: a lock icon, '3/11/17', '8:00 AM - 4:00 PM', '1' in a red circle, 'Dish', '1', '--', '7.5 hrs', and '1'. The fourth row contains: a lock icon, '3/12/17', '8:00 AM - 4:00 PM', '1' in a red circle, 'Dish', '1', '--', '8 hrs', and '3'. The fifth row contains: a lock icon, '3/13/17', '8:00 AM - 4:00 PM', 'Dish', '3', '--', '7.5 hrs', and '1'. Each row has a trash icon and a dropdown arrow on the right.

The Edit Punch Record modal will display, and users will notice a warning at the bottom informing them they are editing a locked punch record. Once the adjustment has been applied, they will need to click **Save Locked Record**.

**Edit Punch Record**

**Edit | History**

**Job:** Dish **In:** 3/9/17 8:00 AM

**Employee:** Alonzo Gato **Out:** 3/9/17 3:59 PM

**Reason:** Other

**Break:** Break - Paid **In:** 3/9/17 12:00 PM

**Out:** 3/9/17 12:30 PM

+ Add Meal or Break

**Declared Tips (\$):** 0

**⚠ You are editing a locked punch record.**

**Save Locked Record** **Cancel** **Total: 7.99 hrs**

Users will be presented with the Save Punch Record modal to confirm their desire to make an edit to a locked punch record. Clicking **Save** will complete the process.

**Save Punch Record**

**You are about to edit a locked punch record.**

Are you sure you want to save your changes?

**Save** **Cancel**

*Please note that if a change is made after the payroll file is exported at the ASC level, the file will need to be exported and re-submitted to the payroll company.*

## Emails for Late Punches, Meals, & Breaks

Email and HotSchedules Message preferences have been created so WebClock users can receive an email and/or an HS Message informing them of late punches and/or breaks. A late punch is when an employee has failed to clock in after 15 minutes of his/her scheduled in/out-time. When a shift becomes eligible for a meal or break, and the employee has failed to clock out 15 minutes after becoming eligible, an email and/or HS Message can be sent to users with the preference enabled.

HotSchedules Message Notifications	
Receive HS message notifications for ToDos	<input type="checkbox"/>
Receive HS message notifications for Store Logs	<input type="checkbox"/>
Receive HS message notifications for Task List Updates	<input type="checkbox"/>
Receive HS message notifications for Follow Ups	<input type="checkbox"/>
Receive HS message notifications for Late Punches	<input checked="" type="checkbox"/>
Receive HS message notifications for Breaks	<input checked="" type="checkbox"/>

Email Notifications	
Receive Email notifications for Schedule Updates	<input type="checkbox"/>
Receive Email notifications for Shift Transactions	<input type="checkbox"/>
Receive Email notifications for Manager Approvals	<input type="checkbox"/>
Receive Email notifications for ToDos	<input type="checkbox"/>
Receive Email notifications for Store Logs	<input type="checkbox"/>
Receive Email notifications for Task List Updates	<input type="checkbox"/>
Receive Email notifications for Follow Ups	<input type="checkbox"/>
Receive Email notifications for Late Punches	<input checked="" type="checkbox"/>
Receive Email notifications for Breaks	<input checked="" type="checkbox"/>

***It should be noted that the option to receive HS Messages will be automatically checked when the corresponding Email option is selected, but users will be able to opt to receive just an HS Message without an email.***

Although the 15-minute timeframe is non-configurable now, future Releases will introduce the ability for Above Store Console users to make adjustments to that time. One other enhancement for this feature will be sending notifications 15 minutes *prior* to the scheduled times to avoid late meals and breaks.