

Release Notes 2.72 Tuesday, July 20th, 2021

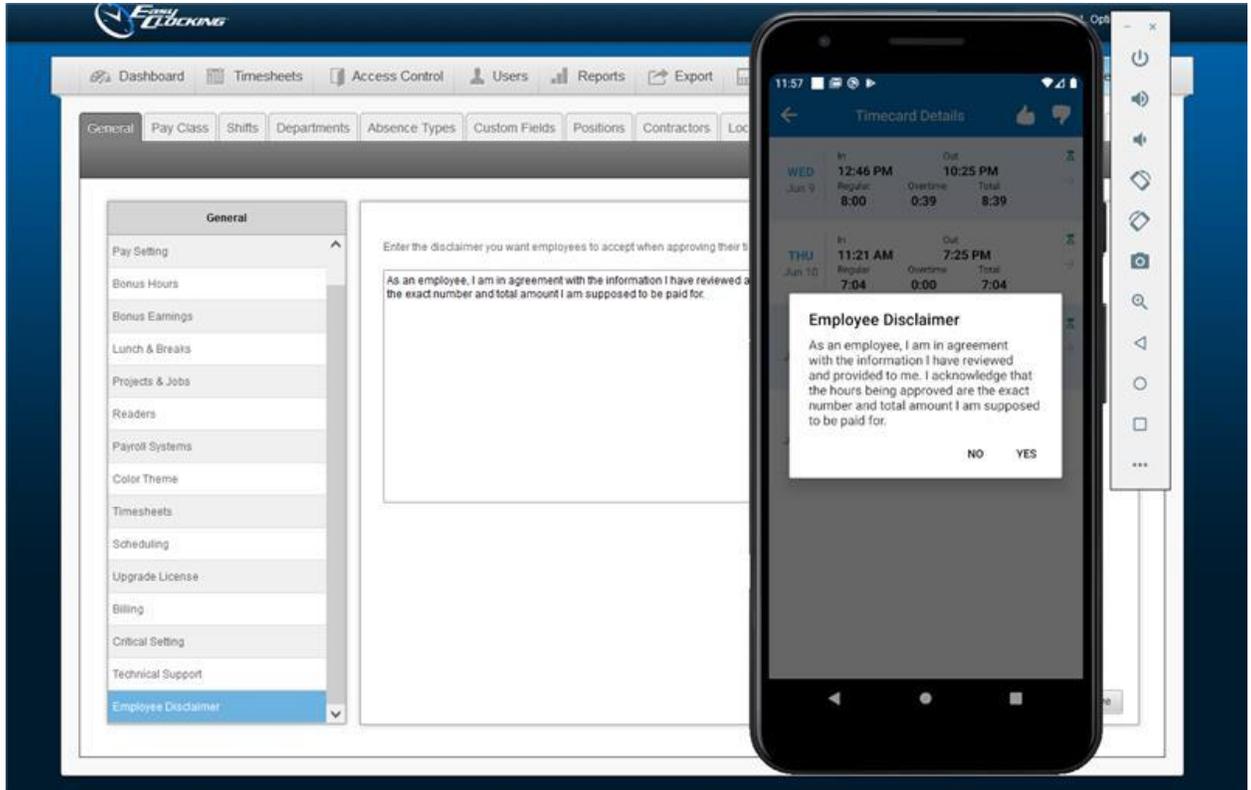
Greetings EasyClockers! Here are the notes for release 2.72. In this release, we fixed a couple of issues in the employee PTO history bucket located in the Paid Time Off tab. Also, we extended the “Employee Disclaimer” feature to work with the new EC 1.2 mobile app and also completed a few other enhancements, a new version of the mobile app will also be available in the app store coming soon. Also, enhanced the “Who’s In” tab to show the “Project Name”, “Project Code” and “Job Name” columns and we also fixed an error in the ADP WFN integration. Kindly send us an email with your feedback to products@easyclocking.com. Stay tuned for upcoming updates.

New Features:

1. **“Who’s In tab” - Added the Project Name, Project Code, and Job Name columns to the who’s in tab:** We only had the “Job Code” column before and now the user can enable and view the Project Name, Project Code, and Job Name columns.

ie	Schedule	Day Status	Department	User Location	Position	Time Clock Name	Clock Location	Project Name	Job Code	Job Name
	9:00 AM - 6:00 PM	Absent	Customer S...	MiamiMiamiMI...						
	9:00 AM - 6:00 PM	Absent	Account Ma...	MiamiMiamiMI...						
	9:00 AM - 6:00 PM	Absent	Engineering	Miramar						
	9:00 AM - 6:00 PM	Absent	Engineering	Mexico						
	9:00 AM - 6:00 PM	Absent	Sales	California						
	9:00 AM - 6:00 PM	Absent	Onboarding	Colombia						
	9:00 AM - 6:00 PM	Absent	Technical S...	Colorado						
	9:00 AM - 6:00 PM	Absent	Customer S...	Colombia						
	9:00 AM - 6:00 PM	Absent	Customer S...	New York						
	9:00 AM - 6:00 PM	Absent	Technical S...	New York						
	9:00 AM - 6:00 PM	Absent	Technical S...	Mexico						
	Not Scheduled	Working	Customer S...	3141 Comme...			Nikki Beach	20	Waitor/Wa...	

2. **“EC 1.2 Mobile App” - Employee Timecard Disclaimer Approval extended to new EC mobile app 1.2:** The new feature “Employee Timecard Disclaimer Approva” is also available in the new mobile app, employees can accept the disclaimer at the moment of approving timecards using the new mobile app.

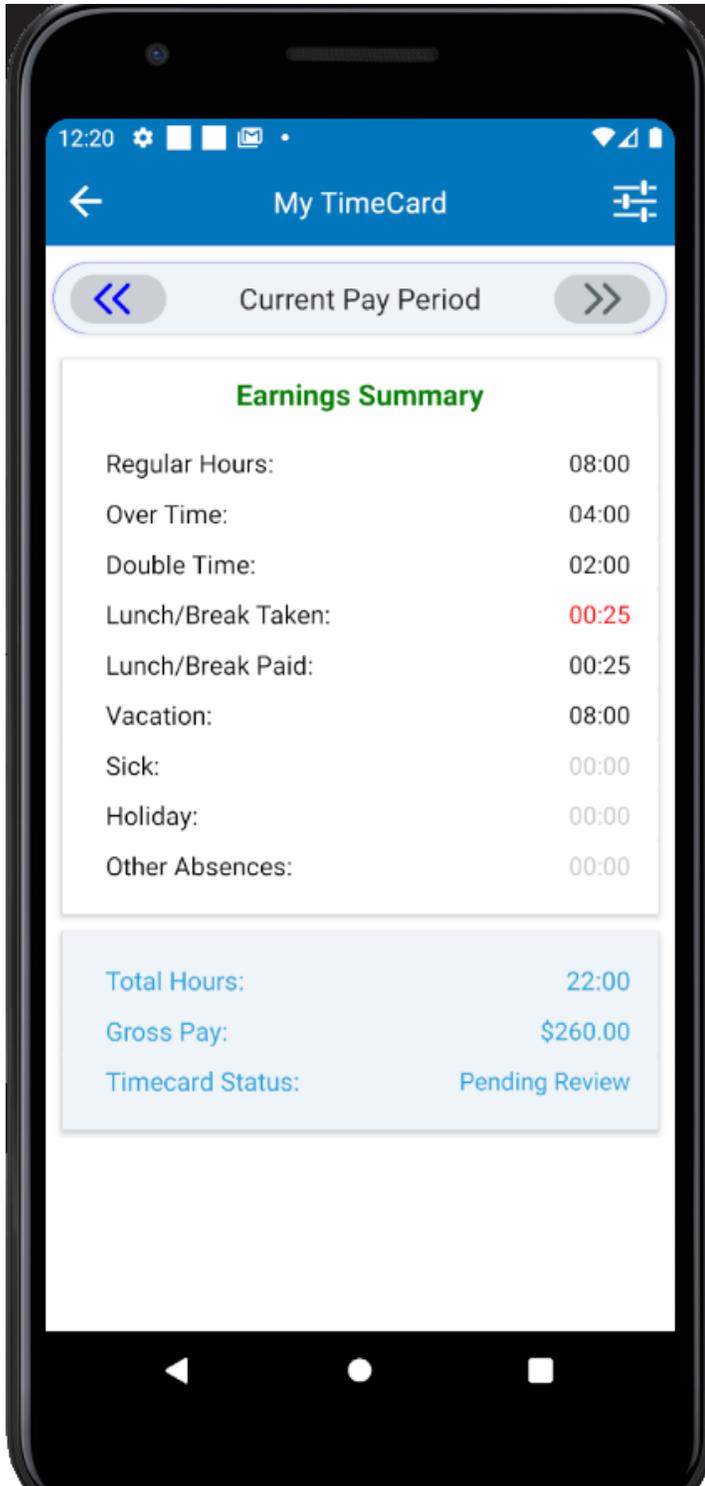


Enhancements/Add-ons:

1. **“PTO History Bucket” - Ability to view “Accrual start and ending balance, adjustments and taken information:** We have enhanced the PTO history bucket to provide the ability to view adjustments done to paid time off available hours via the web portal, API, or our import tool to import time off balances. The user will be able to see accrual history with start and end balance as well as any taken time off by employees also. Please keep in mind this information will start to show from now on. Previous events will not show.

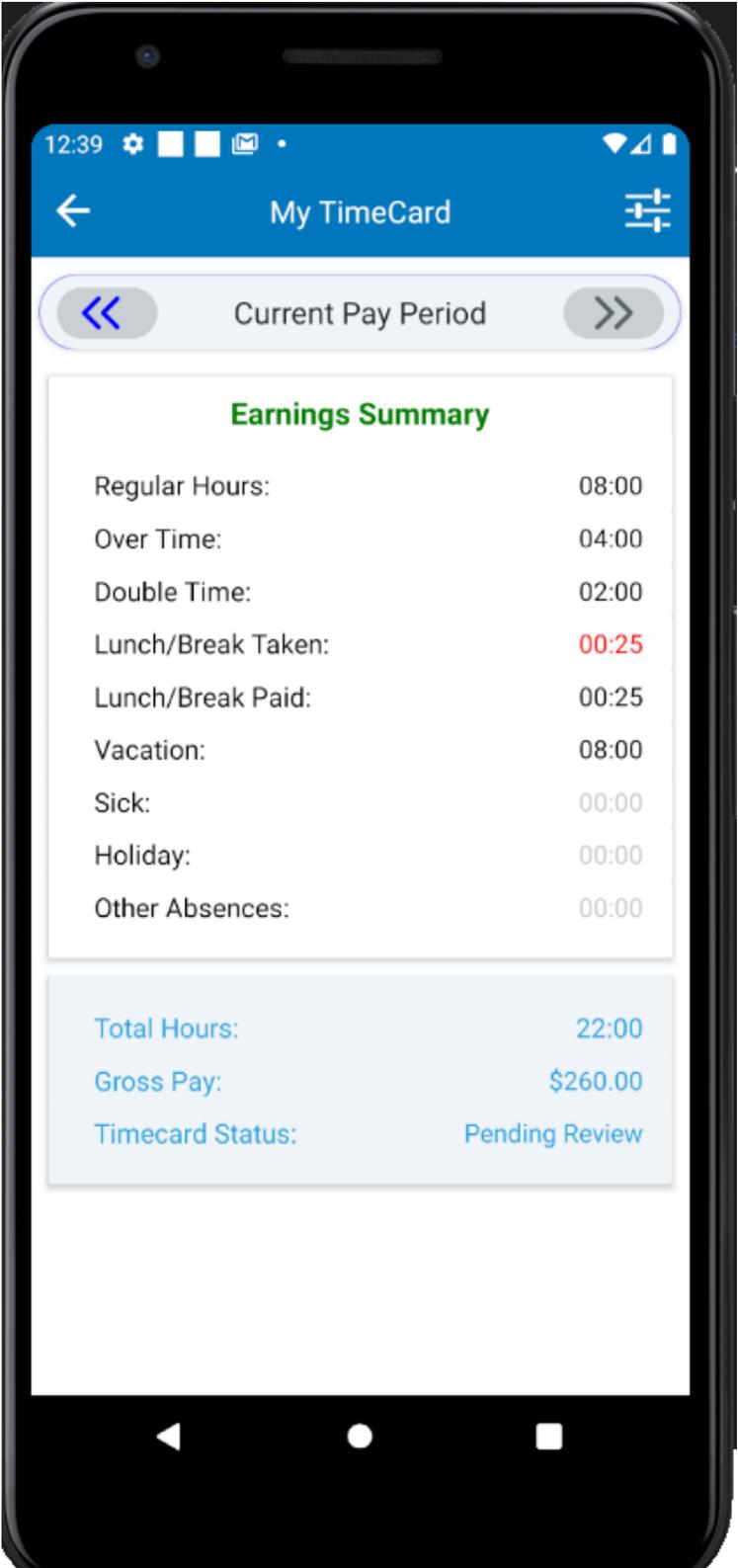
Annual Accrual Records: Vacation											
Year	<	2017	2018	2019	2020	2021	2022	2023	2024	2025	>
Date	Event Type	Method	Created By	Hours	Start Balance	End Balance					
May 19/2021	Absence Reverse	API	Renato / Admin	+ 8.00	24	32					
May 19/2021	Absence	Web	Renato3434578 / Admin	- 8.00	32	24					
May 19/2021	Absence	API	Renato / Admin	- 8.00	40	32					
May 18/2021	Adjustment	Web	Renato3434578 / Admin	40.00	0	40					
				Total Accrued Hours: 40		Total Taken Hours: 8		Total Available Ending Balance: 32			

- Mobile App 1.2 - Ability to see “Double Time” earned hours in the summary view for timecard and timesheet users:** We have added the “Double Time” earning code to the summary view for timecards and timesheet employees.

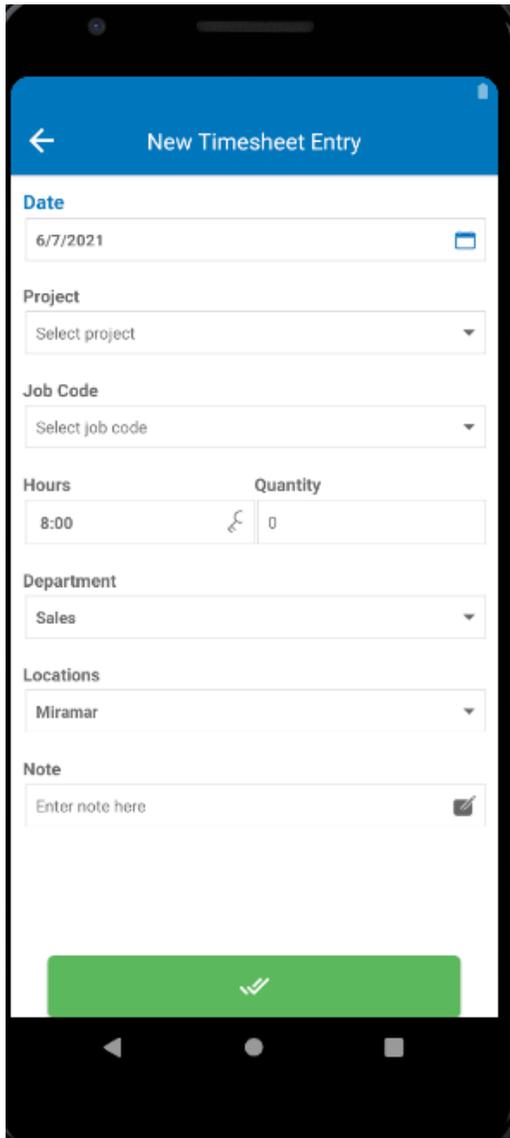


3. Employee Web Portal - Ability to search for Project and Job when clocking in and out:

An employee can now search for the project or job they want to use to clock in and out.



5. **“EC Mobile app 1.2” - Timesheet employees - Employee location and department will be selected automatically when adding a timesheet entry:** In the previous version, the employee location and department had to be selected to complete the timesheet entry. We have extended the same behavior as in the web app where it automatically selects these fields when entering a new timesheet entry. This will save the user time when creating a new entry.



The screenshot shows a mobile application interface for creating a new timesheet entry. The title bar is blue with a back arrow and the text "New Timesheet Entry". The form contains the following fields:

- Date:** A text input field containing "6/7/2021" with a calendar icon on the right.
- Project:** A dropdown menu with the placeholder text "Select project".
- Job Code:** A dropdown menu with the placeholder text "Select job code".
- Hours and Quantity:** A row with two input fields. The "Hours" field contains "8:00" and the "Quantity" field contains "0". There is a small icon between the two fields.
- Department:** A dropdown menu with "Sales" selected.
- Locations:** A dropdown menu with "Miramar" selected.
- Note:** A text input field with the placeholder text "Enter note here" and a pencil icon on the right.

At the bottom of the form is a large green button with a white checkmark icon. The mobile OS navigation bar is visible at the very bottom.

6. **“Import Tool” - Updated the “Sample Template” used to import timelogs into EasyClocking:** We updated the sample template to include the word “Required” for the “Clocking Type” column since this is a required value when importing timelogs.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	User ID (Required)	Log Time(Required)(YYYY-MM-DD HH:mm)	Device Serial Number	Job Code	Clocking Type(Required)	String Clocking Type							
2	1	3/2/2009 0:01	1111111111	1	1	FingerPrintBased							
3	1	3/2/2009 0:02	1111111111	1	2	PasswordBased							
4	1	3/2/2009 0:03	1111111111	1	3	CardBased							
5	1	3/2/2009 0:04	1111111111	1	1	FingerPrintBased							
6	1	3/2/2009 0:05	1111111111	1	2	PasswordBased							
7	1	3/2/2009 0:06	1111111111	1	3	CardBased							
8	1	3/2/2009 0:07	1111111111	1	2	PasswordBased							
9													
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7. **“Timesheet Employees” - Added the “Comp. Time” column:** The Comp Time total hours were not showing in the list of Earn Codes.

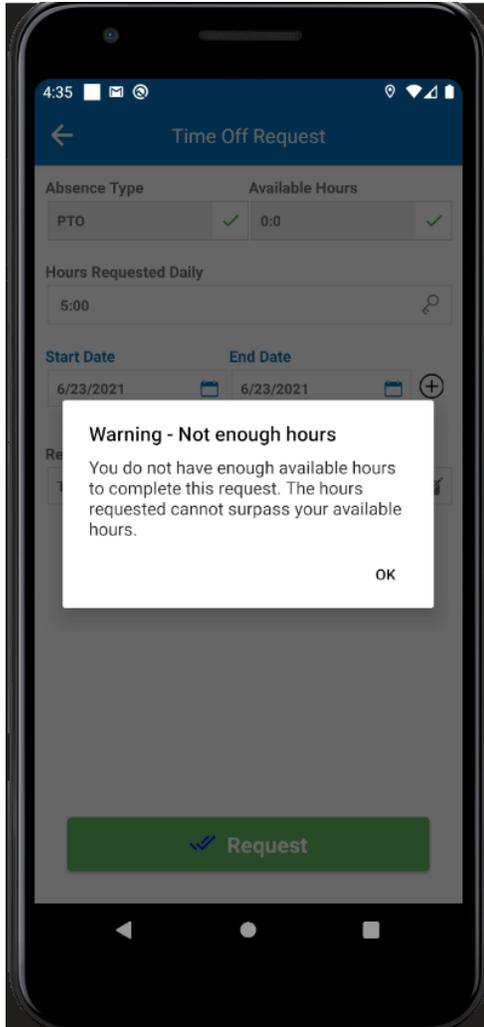
The screenshot shows the EasyClocking Timesheets interface. At the top, there's a header with the EasyClocking logo and user information: "Hello, Freddy (Timesheet) Costa | Support | Options". Below the header, there are tabs for "Timesheets", "My Timesheet", "My Benefit Time", and "My Messages". The main area contains filters for "Start Period" (5/31/2021), "End Period" (6/13/2021), "Filter by Project", and "Filter by Job". There are also view options for "List", "Week", and "Day".

Date	Project	Job	Hours	Quantity	Department	Location
Jun 07, Mon	Internal	Sales	8:00	0	Sales	Miramar
Jun 08, Tue	Internal	Sales	8:00	0	Sales	Miramar
Jun 09, Wed	11 - Nikki Beach	23 - DJ	4:30	0	Sales	Miramar
Jun 09, Wed	11 - Nikki Beach	300 - Barback	3:30	0	Sales	Miramar
Jun 09, Wed	Internal	Sales	5:00	0	Sales	Miramar
Fri Jun 11	Vacation	Internal	8:00	-	Sales	Miramar

At the bottom, there's a summary section with buttons for "Add Entry", "Save", and "Cancel". The summary shows:

Total Hours: 37:00	Regular: 24:00	OT: 00:00	OT2: 00:00	Comp. Time: 05:00
Vacation: 08:00	Holiday:	Sick:	Other:	Total Amount: \$320.00

8. **“PTO” - Changed the text on the message provided when “not enough” hours are available:** The text on the message provided when an employee makes an absence request and the employee does not have enough hours available. The message was changed on the web and new mobile app EasyClocking 1.2.



9. **“PTO History Bucket” - Date column will now show the exact time the event was recorded in the PTO history window:** This enhancement is very important to understand which event was first to be recorded when there are multiple absences events in one day.

Annual Accrual Records: Vacation

Year	<	2017	2018	2019	2020	2021	2022	2023	2024	2025	>
Date	Event Type	Method	Created By	Hours	Start Balance	End Balance					
Jun 22/2021 05:36 PM	Adjustment	Web	renato / SuperAdmin	8.00	8	8					
Jun 9/2021 12:59 PM	Adjustment	Web	renato / SuperAdmin	8.00	0	8					

Total Accrued Hours: 8 Total Taken Hours: 0 Total Available Ending Balance: 8

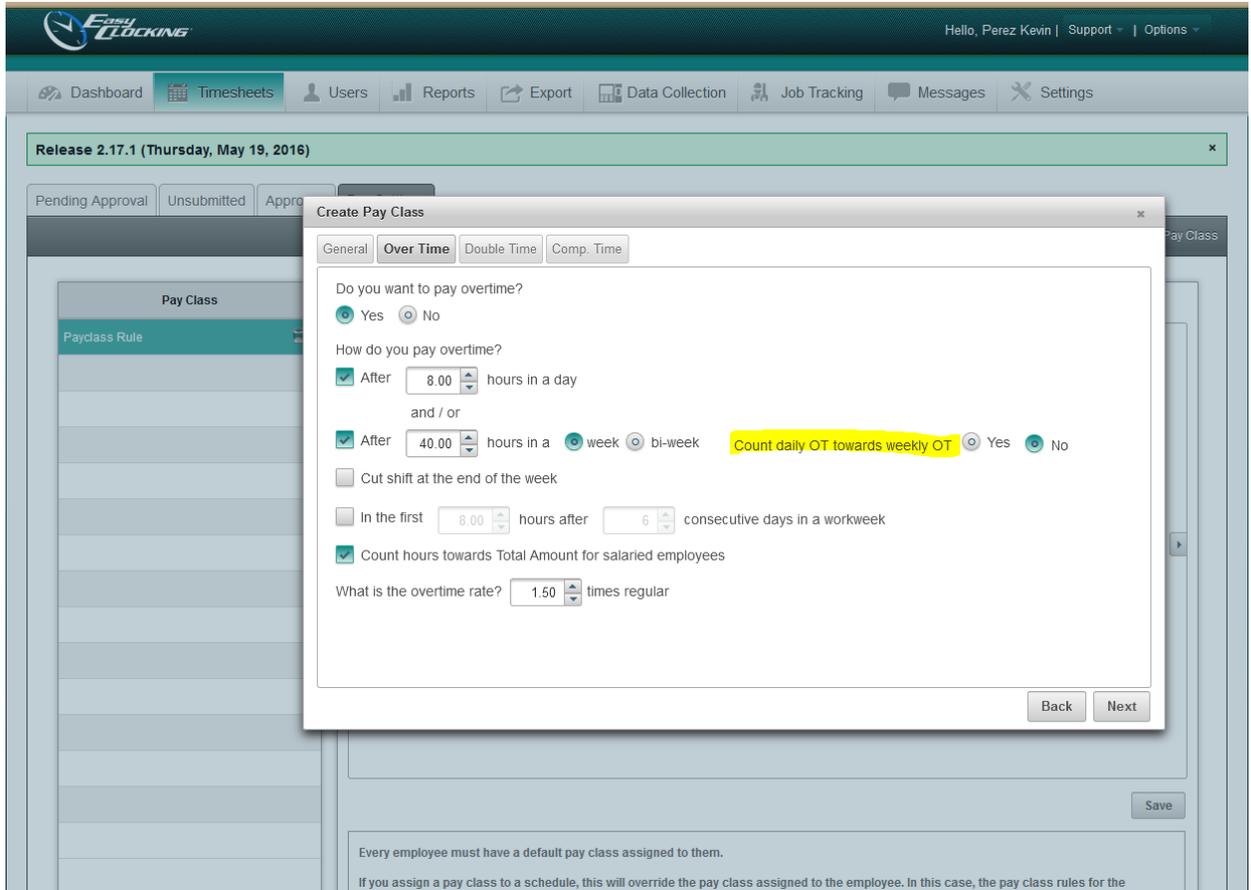
10. “Mobile app 1.2” - Overnight punches to be in a different color to easily understand an employee timecard: Overnight punches will show in the same color as the web

portal.

The image displays the Easy Locking portal interface. The top navigation bar includes Dashboard, Timesheets, Access Control, Users, Reports, and Export. The main content area is titled 'Timecards' and features a 'Construction Timecard' tab. It includes filters for 'Start Period' (6/14/2021) and 'End Period' (6/27/2021), a 'Department' dropdown, and a list of employees with columns for ID #, Name, and Selected status. A table shows timecard entries for Jimena Donaldson from June 15 to 24, 2021, with columns for Name, Day, Time In, and Time Out. A summary section at the bottom shows 'Total Hours: 18:57', 'Regular: 18:57', 'OT: 00:00', and 'Lunch/Break Ta'. A mobile app view is overlaid on the right, showing 'Timecard Details' for the same period, with columns for In, Out, Regular, Overtime, and Total hours.

Fixed Errors/Bugs:

1. **“Timesheets Pay Settings” - Removed the option to “Count daily OT towards weekly OT” from the pay settings for timesheet employees:** The “Count daily OT towards weekly OT” is a feature that was not designed to work with timesheets. We have removed this option when creating a new pay setting for timesheet users.



- 2. “Timesheets Pay Settings” - Removed the option to “Use Multi Rates Manager” from the pay settings for timesheet employees:** The “Multi Rates” feature is a feature that was not designed for the timesheet module. We removed this from the timesheet pay settings.

COVID-19: Get the latest EasyClocking Updates and Resources (Hide)

Hello, Perez Kevin | Support | Options

Dashboard Timesheets Users Reports Export Data Collection Job Tracking Messages Settings

Release 2.17.1 (Thursday, May 19, 2016)

Pending Approval Unsubmitted Approved Pay Settings

Create Pay Class

Pay Class

Alert

Payclass Rule

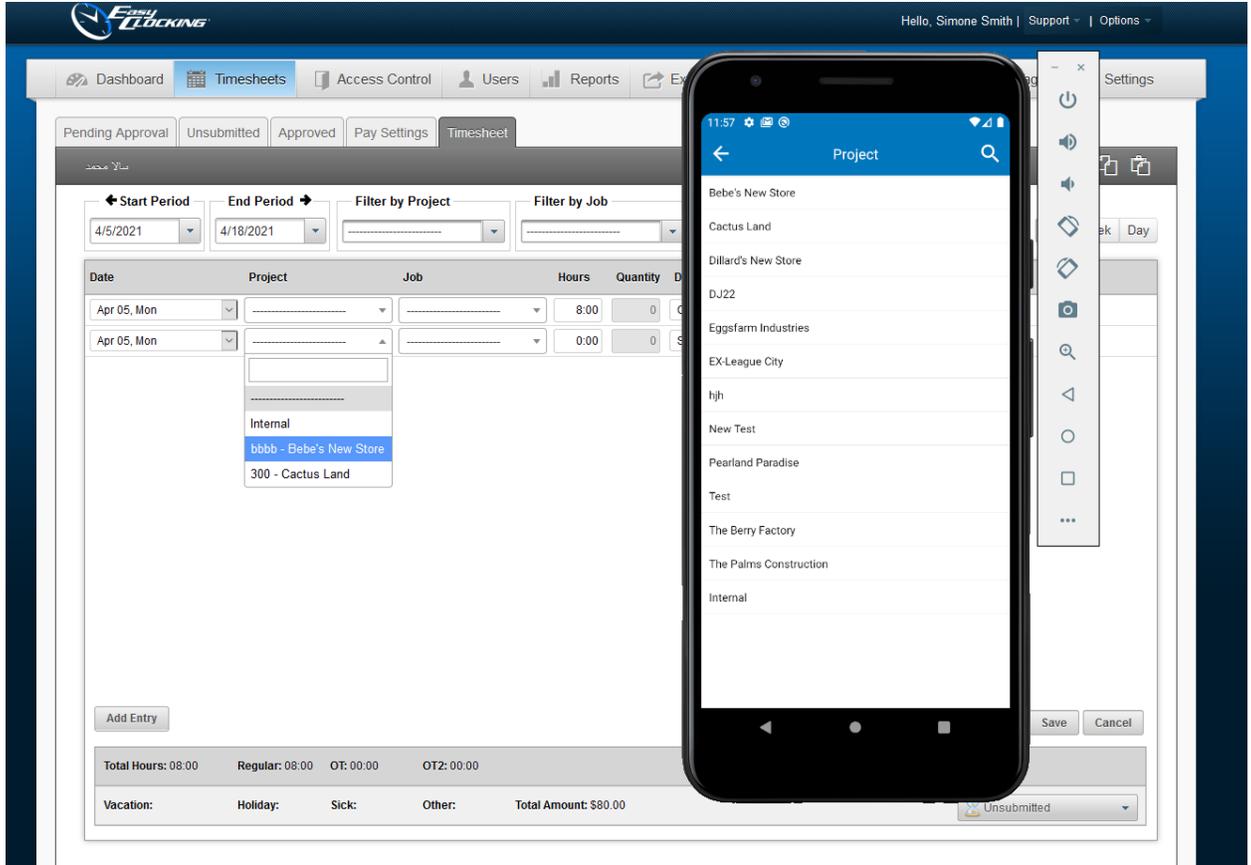
General Over Time Double Time Comp. Time Rates Config

Pay Class Name: Payclass Rule Use Multi Rates Manager

Save

Every employee must have a default pay class assigned to them.
If you assign a pay class to a schedule, this will override the pay class assigned to the employee. In this case, the pay class rules for the...

- 3. Mobile App 1.2 - Incorrect unassigned projects and jobs are showing up when creating a new timesheet entry as an admin or as an employee:** This issue has been corrected and now the user only sees and selects the projects and jobs assigned to them.



- 4. Mobile App 1.2 - When coming back from a break with a job code, the job code never makes it to the timecard:** This issue has been corrected and it is available in the new mobile app 1.2.

Timecards Bulk Timecard Edit Schedules Add Time Paid Time Off Absence Requests Geo Punches Who's In Timecard Options

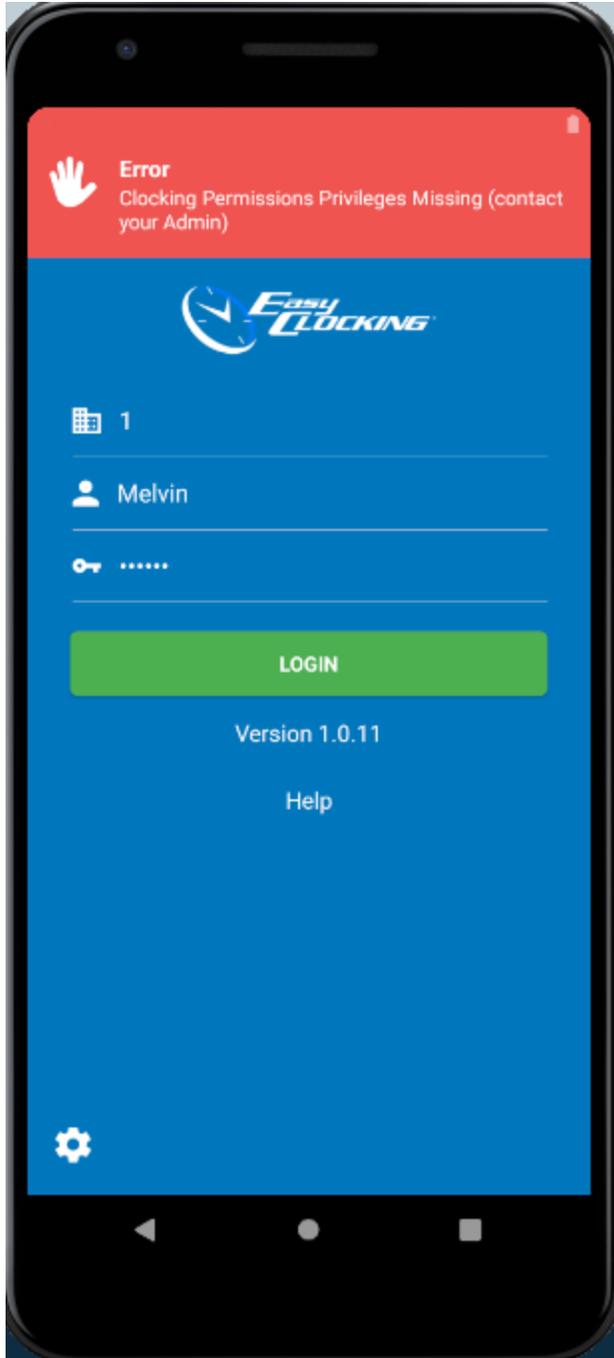
Start Period: 5/17/2021 End Period: 5/23/2021

Department: Filter by

ID #	Name	Selected
1	Alcivar Renato	
2	Albright Antonio	
3	Costa Alfredo	Selected: 1
99999	Admin345	
100000	Gates Dean A	

Name	Day	Time In	Time Out	Regular	OT	OT2	T-Bre...	T-Lun...	Projects	Job C
Costa Alfredo	May 18, Tue	09:59 PM	10:59 PM	01:00						
Costa Alfredo	May 18, Tue	10:59 PM	11:26 PM	00:27					100	10
Costa Alfredo	May 18, Tue	11:26 PM	12:28 AM	01:02					100	10
Costa Alfredo	May 19, Wed	12:43 AM	08:27 AM	05:31 *	02:28		00:15		100	10
Costa Alfredo	May 19, Wed	08:37 AM	11:59 AM		01:32 *	02:00	00:10		100	10
Costa Alfredo	May 21, Fri	Vacation								

- “EC Mobile App 1.2” - Updated the error message for a user that does not have “Clocking Permissions” to use the mobile app:** The previous message was not clear and did not provide enough details to know what the error was. The previous said “Error - Invalid Data” and the user did not have an idea on what the issue was about.



6. **“EC Mobile App 1.2” - Fixed an issue with the “Period Summary” widget when there were missing punches in an employee’s timecard:** The previous app version will not load the information on the widget. The widget will stay loading because there were missing punches.

7. **“Reports” - Fixed an issue with the “User Information” report:** This report is supposed to show the picture of the employee profile, previously it was not showing when creating the file or printing the report.

EasyClocking

Hello, Renato | Support | Options

Dashboard Timesheets Access Control Users Reports Export Devices Job Tracking Messages Settings

General Time Card Construction Timecard Jobs Time Sheets Schedule Miscellaneous Paid Time Off Access Control Time Clocks Report Settings

Report Type: User Information View

Department: Filter by

ID #	Name	Selected: 1
1	Simone Smith	<input checked="" type="checkbox"/>
2	سالا محمد	<input type="checkbox"/>
3	Jonathan Gardner	<input type="checkbox"/>
4	ندالي ارفع	<input type="checkbox"/>
7	John Smith	<input type="checkbox"/>
8	JohnK Doe	<input type="checkbox"/>
10	Christian Alcivar	<input type="checkbox"/>
13	Chandler Morrison	<input type="checkbox"/>
52	Джонатан Смит	<input type="checkbox"/>
70	Kats Franco	<input type="checkbox"/>
80	Zack Morris	<input type="checkbox"/>
81	Zack Besser	<input type="checkbox"/>

1 of 1 Automatic Zoom

User Information

Company: EasyClocking

User ID: 1	First name: Simone Smith	Home Telephone: easy_ym@sekureid2s.net	Type: Regular	Position: Account Manager	Hired date: 08/04/18
Personal ID: Simone2020ID	Pay Class: Regular	Privilege Group: Timecards Only			
Address: Test	City:	Zip Code:	State:	Country: USA	
Emergency Contact:	Contact Telephone:	Relationship:	Department: Onboarding		

Count: 1

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8. **“Bonus Hours and Earnings” - Fixed an issue when there were too many “Bonus Earnings” categories created:** When too many Bonus Hours or Bonus Earnings categories were created, the entire list of available bonuses was being displayed and some

of the selections were missing. A scroll bar has been added to resolve this issue.

The screenshot shows a software settings window titled "Settings". On the left is a sidebar menu under the heading "General" with the following items: Company, Pay Setting, Bonus Earnings (highlighted in blue), Lunch & Breaks, Projects & Jobs, Readers, Payroll Systems, Color Theme, Timesheets, Scheduling, Upgrade License, Billing, Critical Setting, and Technical Support. The main area of the window is divided into two sections: "1 Display As" and "2 Categories". Under "1 Display As", there is a text input field containing "Bonus Earnings (Dollars)". Under "2 Categories", there is a table with a scroll bar on the right side. The table has three columns: "Name", "Code", and a "+" icon with a trash can icon. The table contains the following rows:

Name	Code	+
Bonus - Disc	X1	🗑️
Cellphone Allowance	O90	🗑️
Commission	O20	🗑️
Graveyard	O60	🗑️
Other	O80	🗑️
Retro	O10	🗑️
Salary Override	SO	🗑️
School	O70	🗑️
Severance	O30	🗑️
Shoes	O50	🗑️
Stat \$\$	O40	🗑️

A yellow arrow points to the bottom of the scroll bar. At the bottom right of the settings window is a "Save" button.