

Release Notes 2.75 - Wednesday, October 20th, 2021

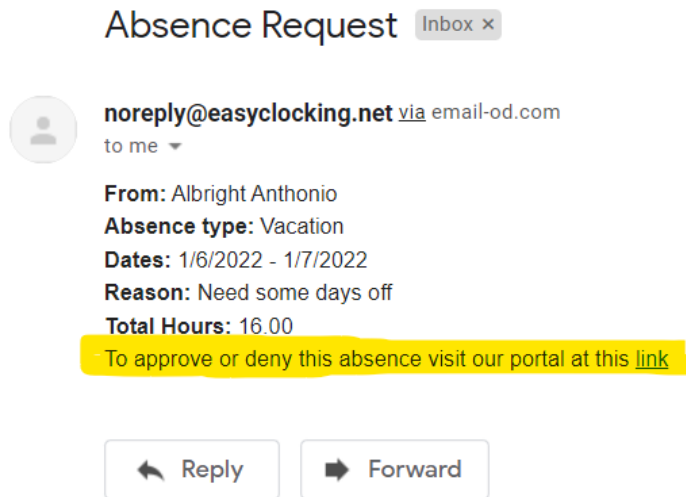
Hello EasyClockers! Here are the notes for release 2.75. In this release, we worked on the messages section available for administrators and employees. Also corrected a couple of bugs in the construction timecard reports and also in the timecard approval process. Kindly send us an email with your feedback to products@easyclocking.com. Stay tuned for upcoming updates.

Enhancements/Add-ons:

- 1. “Messages - Internal Inbox Message” - Admin users will now be able to see if there is a message pending to be viewed:** Before this update, admin users were not able to see if there were any new internal inbox messages or messages pending to be viewed. If you did not know, you can send internal messages from the software to other employees, and employees can also reply back or send messages internally to other co-workers. If you have any questions about this feature kindly contact our team.

[illegible]

2. **“PTO request email” - Added the link to “Easyclocking.net” on the email admins receive for employees’ PTO requests:** This enhancement provides an easy way to jump to easyclocking.net for the manager to go and approve the pending request.



Fixed Errors/Bugs:

1. **“Construction TimeCard - Report” - Removed the “Approval Status” placeholder from the construction detailed timecard report:** The “Approval” feature timecard for employees was never extended to work with construction timecards. When generating the detailed construction timecard report, this report would show the “approval status”, but this information is not supposed to be on this report.

General Time Card **Construction Timecard** Jobs Time Sheets Schedule Miscellaneous Paid Time Off Time Clocks

Report Settings

Report Type
Detailed View

Start Period: 7/19/2021 End Period: 7/25/2021

Department: Filter by

ID #	Name	Selected: 1
2004	Emerlinda Alejandro ...	<input checked="" type="checkbox"/>
2020	Wilberto Calderon Me...	<input type="checkbox"/>
2044	Efrain Alicea Crespo	<input type="checkbox"/>
2048	Yasmin Martinez Donato	<input type="checkbox"/>
2063	Felipe Capeles Quin...	<input type="checkbox"/>

data: 1 / 2 75%

Detailed

Company: Interlink Co From: 7/19/2021 To: 7/25/2021

User ID: 2004 Name: Emerlinda Alejandro Ortiz Location: 151-Sheraton Lease Area #7
Department: Interlink Construction Pending review

Jul, 19, Monday 7:00 AM-3:30 PM 07:00 AM - 03:30 PM

Date	Time In	Time Out	R	OT	DT	OS	LBP	Total	Project	Job	R	OT	DT
Jul 19, Mon	6:24 AM	3:32 PM	08:00	00:00	00:00	00:38	00:00	08:00			00:00	00:00	00:00
Totals: 08:00 00:00 00:00 00:38 00:00 08:00													

Invalid data: Regular hours do not match.

Jul, 20, Tuesday 7:00 AM-3:30 PM 07:00 AM - 03:30 PM

Date	Time In	Time Out	R	OT	DT	OS	LBP	Total	Project	Job	R	OT	DT
Jul 20, Tue	6:27 AM	3:35 PM	08:00	00:00	00:00	00:38	00:00	08:00			00:00	00:00	00:00
Totals: 08:00 00:00 00:00 00:38 00:00 08:00													

Invalid data: Regular hours do not match.

Jul, 21, Wednesday 7:00 AM-3:30 PM 07:00 AM - 03:30 PM

☒ Absent 00:00

Date	Time In	Time Out	R	OT	DT	OS	LBP	Total	Project	Job	R	OT	DT
Totals: 00:00 00:00 00:00 00:00 00:00 00:00 00:00													

2. **“Critical Setting - Timecard Approval”** - Fixed an issue with the **“Set up whether or not employees may approve their timecards”** option for employees: The **“Allow to approve timecard”** checkbox available for employees was not working as intended. We corrected the issue and improved the approval workflow process when employees are allowed to manage and approve their own timecards.

General Pay Class Shifts Departments Absence Types Custom Fields Positions Contractors Locations Geo Locations Privileges Administrators API Tasks

General

Company
Pay Setting
Lunch & Breaks
Projects & Jobs
Readers
Payroll Systems
Color Theme
Timesheets
Scheduling
Upgrade License
Billing
Critical Setting
Technical Support
Employee Disclaimer

Time Card

Bulk Timecard Edit
Use Special Jobs
Enable Absences Toward OT
Enable Unions
Use ACA
General
Behavior Grouping Strategy
Allow Duplicates
Export Hours Salaried Employees
Alert and Notifications
User hourly rate decimal places
Bonus hours & Bonus Earnings
Pay Class
Accrual Rules
Employee Information

Salary employees get automatic hours only in clocks in

Do you want to show Construction TimeCard under Dashboard? ☒ Yes ☐ No

Use Punch Indicator ☐ Yes ☒ No

Show Full decimal precision hint in Dashboard? ☐ Yes ☒ No

Use approval process for Salary Employees ☒ Yes ☐ No

Use custom rounding rule? ☒ Yes ☐ No

Use Full Or Half Day for Absence Requests ☐ Yes ☒ No

Show Rounded TimeCard Totals? ☐ Yes ☒ No

Use Time Log Requests ☐ Yes ☒ No

Allow Undo Time Records Changes ☐ Yes ☒ No

Export only approved TimeCards ☐ Yes ☒ No

Set up whether or not employees may approve their Timecards ☐ Yes ☒ No

Allow timecard modification on previous pay periods ☐ Yes ☒ No

Use "Employee Disclaimer" timecard approval process ☒ Yes ☐ No

Count "OT" and "DT" Bonus Hours towards "Compensatory Time" ☐ Yes ☒ No

Save