



# Veezi Time and Attendance User Guide

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## About this document

This guide explains how best to use **Veezi Time and Attendance**. In it, you'll learn how to access the web application and use the two main areas: **Time Clock** and **Time Card**.

## Veezi Time and Attendance overview

The Veezi **Time and Attendance** module helps you keep track of the shifts worked by your employees. It lets them record when they clock in and out and when they take their breaks. As a manager, you can then log in yourself to review the shifts, make any necessary changes, and approve them for payment.

The module consists of two areas:

- **Time Clock** - used by employees to clock in and out of a shift and to record breaks.
- **Time Card** - used by managers to review time cards for their employees. You can create new time cards manually and approve shifts when they get created.

### Accessing Veezi Time and Attendance

Time and Attendance is a web app that you can access from any supported web browser.

You'll need to log in as the manager once each day before the day starts to kick things off, so we recommend having a dedicated machine available. This means you only have to log in once a day and all your employees will have the same point of contact for clocking on and off and taking breaks.

Time and Attendance automatically logs you out after 20 seconds of inactivity, so you don't have to worry about people forgetting to log out or using the wrong account.

## Setting up Veezi Time and Attendance

To get start with Veezi Time and Attendance, all you need to do is turn it on in Back Office and you'll be ready to go.

1. Log in to your **My Veezi** account.
2. Go to **Additional Modules**.
3. Scroll down to the **Time and Attendance** section.
4. Click **Install** next to the site where you want to use Time and Attendance.
5. Click **Enable Time and Attendance**.

**Note:** Veezi Time and Attendance is run separately at each site. You'll need to repeat the above steps for each site where you want to use it.

## Using Time Clock

As a valued employee at your local independent cinema, you want to make sure that the time you spend at work is recorded accurately and efficiently.

You'll use **Time Clock** to record when you start and end a shift, and when you take breaks. This means your manager can easily keep track of everyone's hours, and helps to make sure you're all paid accurately and on time.

Use your POS credentials to log in to Time Clock. Your cinema might want to use a single dedicated machine shared between coworkers, so remember to log out after you're done. Don't worry if you forget though; Veezi automatically logs you out after 20 seconds of inactivity.

### Clocking on and off

To record a shift at work, you need to clock on when you start and then clock off when you're done.

1. Log in to **Veezi Time and Attendance**.

**Note:** If you're the first person to log in for the day, you'll need to get your manager to give their credentials first. This only needs to happen once a day.

2. Click **Clock On**.

The shift timer starts.

3. Log yourself out, or wait 20 seconds for the app to log out for you.
4. When you've finished your shift, log in again and click **Clock Off**.

A summary of your shift is displayed. Take a look and make sure it's all correct. If you notice anything you don't expect, leave a comment for your manager.

### Leaving a comment

If you need to let your manager know about anything that impacted your shift, feel free to leave a comment. You can do this at any point during your shift or just after you clock off.

1. Log in to **Veezi Time and Attendance**.
2. Click **Leave Comment**.
3. Enter your comment and click **Done**.

Your manager will be able to see the comment when they log in to review your shift and make any necessary changes.

### Taking breaks

If you're scheduled to work a longer shift, you're probably also taking breaks. Even if you don't get paid for your breaks, you still need to log the start and end times in Time Clock so your manager knows who's where at what times.

1. Log in to **Veezi Time and Attendance** after you've already clocked on and are in the middle of a shift.
2. Click **Break**.

3. If you've been set up to have more than one type of break (for example, both paid and unpaid), select the type of break you're taking.

The break timer starts.

4. Log out.
5. When you've finished your break, log in again and click **Resume Shift**.

The break timer stops and the shift timer resumes. Remember to clock off from your shift when you've finished work.

## Time Card

As a manager, you'll use **Time Card** to see all of the shifts logged by your employees so you can review and approve them.

Each recorded shift for an employee displays in Time and Attendance as a time card. You can view shifts in two places in the application:

- The **Shift** tab shows all shifts logged by all employees.

*Tip! Use the fields at the top of the grid to filter shifts: change the date range or select a specific status or cinema to view shifts for.*

- The **Time card** tab lets you select an employee to see all the shifts they've logged and some summary values.

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