

## <sup>1</sup>Proshop Tee Times – How To Time Cards

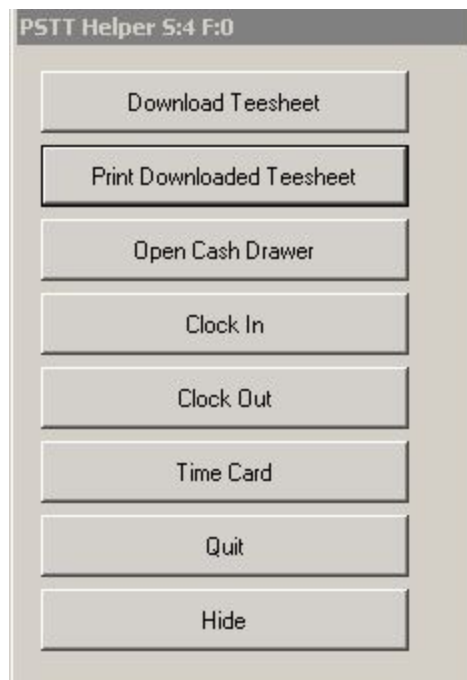
Proshop Tee Times has a Time Card system that allows employees to clock in, clock out, leave notes for accounting, and view their time card.

The accountant will be able to run a Time Cards report for a specified date range that will total hours by employee.

The Clock In, Clock Out, and View Time Card options are part of the PSTT Helper program that is configured to run every time your computer starts. To view the PSTT Program, click on the Proshop Tee Times icon in the task bar next to your clock.



The helper program looks like this.



### To Clock in

1. Click on the PSTT Help icon in the task bar next to the clock.
2. Click on Clock In

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<sup>1</sup> Updated

**Clock In Time**

Employee

Date

Actual Time

Notes

3. Select your name in the Employee list
4. Enter any notes you want the accountant to see. For example if you have been working 15 minutes before you clocked in. Think of it as writing a note on your time card.
5. Click OK

#### **To Clock Out**

1. Click on the PSTT Help icon in the task bar next to the click.
2. Click on Clock Out
3. Select your name from the Employee List.
4. Enter the sum of cash tips you received.
5. Enter any notes you want the accountant to read.
6. Click OK

#### **To View Your Time Card**

1. Click on the PSTT Help icon in the task bar next to the click.
2. Click on Time Card
3. Select your name from the Employee List
4. Specify the date range and click OK

# Administrative Functions

## To Add an Employee

1. Sign in with an account with administrative rights.
2. Click on the ADMIN menu
3. Click on Time Card Entries

### Time Card Entries

	Employee	Entry Time	Clock Time	In / Out	Tips	Notes
Delete	Jay Snider	12/14/2013 8:22 PM	12/14/2013 8:31 PM	I	\$0.00	test
Delete	Jay Snider	3/10/2014 1:47 PM	3/8/2014 2:00 PM	I	\$0.00	test
Delete	Jay Snider	3/20/2014 10:07 AM	3/20/2014 10:07 AM	I	\$0.00	test
Delete	Jay Snider	3/20/2014 10:07 AM	3/20/2014 10:07 AM	O	\$0.00	test
Delete	Jay Snider	3/20/2014 2:22 PM	3/20/2014 2:32 PM	I	\$0.00	test
Delete	Jay Snider	3/20/2014 2:22 PM	3/20/2014 2:32 PM	O	\$0.00	test
Delete	Jay Snider	3/20/2014 4:46 PM	3/20/2014 4:53 PM	I	\$0.00	test
Delete	Jay Snider	3/20/2014 4:47 PM	3/20/2014 4:54 PM	O	\$0.00	test

Employee

4. Click on Add Employee
5. Enter the employees first and last name and click OK

## To Delete an Employee

When you follow these steps, you will be “hiding” an employee so their name no longer appears in lists or reports. Contact support if you need us to un-delete an employee and their time card history.

1. Sign in with an account with administrative rights.
2. Click on the ADMIN menu
3. Click on Time Card Entries
4. Select the employee you want to delete from the Employee list on the bottom left corner of the window.
5. Click Delete Employee and click Yes when asked if you want to delete this employee.

## Time Card Reports

1. At the end of the pay period, you will want to run the a report that tells you how many hours

each employee worked. Sign in with an account with administrative rights.

2. Click on the ADMIN menu
3. Click on Time Card Entries
4. Click on Time Cards Report
5. Specify a date range and click OK