



SwipeClock: Time Card Audit Log Report

Key Links:

- Website: [Swipeclock site](#)

Steps/Procedures:

The first step is to navigate to the Employee's Time Card. First go to Total Current Employees under Quick Stats on the main menu.

A screenshot of the SwipeClock dashboard for "Palmetto Wildlife". The left sidebar contains a "MAIN MENU" with options like "Dashboard (Try Dashboard Beta)", "Time Off Requests (0)", "Time Cards", "Yesterday's Entries", "Today's Entries", "Current Period - Start: 8/7", "Previous Period - End: 8/6", "Select Other Periods", "Maintenance Menu", "Reports Menu", "Settings Menu", and "HELP & SUPPORT". The main content area has a header with a clock icon, the text "See who's In and who has overtime.", and a "SEE MY DASHBOARD" button. Below this is a "Quick Stats - Palmetto Wildlife" section with a list of statistics: "Total Employees Clocked In: 2", "Total Current Employees: 3", "Time Off Requests: 0", "Total Missing Punches: 0", "Total Employees with Mobile Enabled: 3", "Total Employees with Web Clock Enabled: 3", and "New Release: Release Notes". A red arrow points to the "Total Current Employees: 3" stat. Below the stats is a "Quick Links" section with categories: "Getting Started" (Update Personal Information), "Daily" (Correct Missing Punches, Review Yesterday's Punches), "Each Pay Period" (Edit time cards for the Current pay period, Edit time cards for the Prior pay period, Run the Summary Report), and "Optional" (View account settings Processing Rules). The FRG logo is at the bottom left.

The next step is to click on the employee to view the associated time card.


A screenshot of the "Find employees" search interface. It features a search bar at the top, followed by a blue button labeled "Online Timekeeping" with a left arrow. Below that is another blue button labeled "Clock Activity". The interface shows a date range "8/7/2016 - 8/20/2016" and a "Pay Period Finder:" field. There is a checkbox for "Show Missing Only" and a link "(Back to Main Menu)". A "Search:" label is followed by a "Search Employees" button. At the bottom, there is a table with columns "Employee", "M", and "E".

Employee	M	E
Hunt, Mickey	0	0



Choose the pay period you wish to view. Under “Time Card Options” choose “Show Mobile Punch Details.”

This will bring up a map that shows the Address, Time, Type (In or Out), Accuracy in feet, and GPS Coordinates. You can zoom into the map to observe details of each punch. Once you are finished with the map, you can print the details using the print button in the top right.


[< Previous Pay Period](#) |
 [Next Pay Period >](#)

Pay Period Finder:

Time Card Options ▼

Date	In	Out	Deducted Time	Category	Hours
Sun 7/24	-	-	-	-	-
Mon 7/25	7:29a	6:12p	-1.00		9.72
Tue 7/26	7:27a	6:28p	-1.00		10.00
Wed 7/27	7:00a	5:11p	-1.00		9.11
Thu 7/28	7:25a	8:00p	-1.00		11.50
Fri 7/29	7:33a	6:45p	-1.00		10.12
Sat 7/30	-	-	-	-	-
Total hours clocked for week of 7/24 to 7/30: 50.70					
Sun 7/31	-	-	-	-	-
Mon 8/1	7:31a	7:48p	-1.00		11.20
Tue 8/2	7:30a	6:42p	-1.00		10.20
Wed 8/3	5:56a	9:27p	-1.00		14.50
Thu 8/4	8:31a	3:49p	-1.00		6.30
Fri 8/5	-	-	-	-	-
Sat 8/6	-	-	-	-	-
Total hours clocked for week of 7/31 to 8/6: 42.29					



Out

Deducted Time

Category

Hours

Mobile Punch Details

Address: 1173 Pond Branch Rd, Gilbert, SC 29054, USA X

Fri, 07/29/2016, OUT @ 7:26 PM

Accuracy: HIGH (26ft.)

GPS: 33.85483029, -81.3440883

Google SOUTH Map data ©2016 Google, INEGI Terms of Use Report a map error

Map	Punch Time	Action	Location	Coordinates	Accuracy
<input checked="" type="checkbox"/>	Mon, 07/25/2016 7:29 AM	IN	1008 Ferguson St, Columbia, SC 29201, USA	33.98076874, -81.02763893	HIGH
<input checked="" type="checkbox"/>	Mon, 07/25/2016 7:29 AM	OUT	1008 Ferguson St, Columbia, SC 29201, USA	33.98076874, -81.02763893	HIGH

Select All

Close