

# Timeclock Payroll Operations Manual

Employee Rate, Calculate Tip, OnPay Export, Payroll Edit, and Auto Email

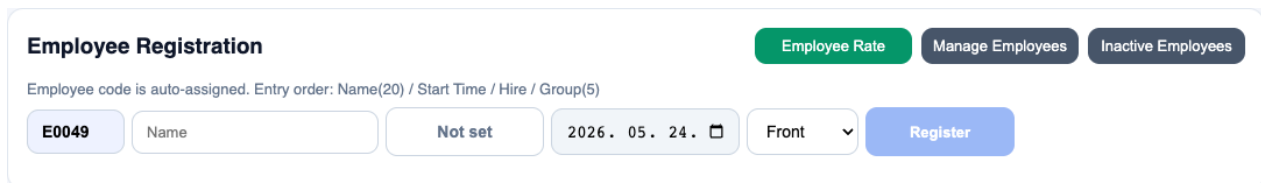
<b>Version</b>	5.0
<b>System</b>	https://time.themillionmarket.com/
<b>Prepared</b>	May 24, 2026
<b>Scope</b>	Mac/desktop admin payroll workflow. iPad timeclock screens may hide payroll export controls.

## Quick Workflow

1. Open SETTINGS and verify the admin PIN.
2. Set the Payroll Report Start and End dates for the exact payroll period.
3. Review Employee Registration > Employee Rate before exporting payroll.
4. Run Calculate Tip for the same Start/End period. If there are no tips, enter 0 and calculate.
5. Use OnPay Download for the final CSV only after Calculate Tip is completed.
6. Use Edit or Clock In/Out detail screens only when time records need correction.

**Safety rule: OnPay CSV should not be used until Calculate Tip has been completed for the same Payroll Report period.**

## Employee Registration and Employee Rate



The screenshot shows the 'Employee Registration' section of a software interface. At the top left, the title 'Employee Registration' is displayed. To its right are three buttons: 'Employee Rate' (highlighted in green), 'Manage Employees', and 'Inactive Employees'. Below the title, a note states: 'Employee code is auto-assigned. Entry order: Name(20) / Start Time / Hire / Group(5)'. The main form area contains several input fields and controls: a text box with 'E0049', a text box for 'Name', a text box with 'Not set', a date field showing '2026 . 05 . 24 . 📅', a dropdown menu set to 'Front', and a blue 'Register' button.

*Employee Registration area with the Employee Rate button and Register controls.*

## Employee Rate

### Employee Rate

Refresh
Save
CSV
Close

Employee pay settings for future OnPay upload files. This is available only on the Mac/desktop admin UI.

Shown 41
Ready 40
Pay Hold 7
Active 33
Saved on the server. It can be connected to OnPay CSV generation next.

No.	Name	OnPay EMP_NUM	Pay Type	Hourly Rate	Biweekly Salary/Flat	Pay Hold	Status
1	Siyeong Jeong	E0001	W2 Salary		3,000	<input type="checkbox"/>	Ready
2	Aiyana Thagools	E0002	W2 Hourly	16		<input type="checkbox"/>	Ready
3	AlanBSantiago	E0003	1099-MISC Fixed		2,100	<input checked="" type="checkbox"/>	Ready
4	Alysa Bunn	E0004	W2 Salary		1,800	<input type="checkbox"/>	Ready
5	Andrew Liu	E0005	W2 Hourly	15.5		<input type="checkbox"/>	Ready
6	Anu Gantulga	E0006	W2 Hourly	15		<input type="checkbox"/>	Ready
7	Chae Youn Jung	E0007	W2 Salary		3,000	<input type="checkbox"/>	Ready
8	Christine Moon	E0009	W2 Salary		2,600	<input type="checkbox"/>	Ready
9	David A. Turcio	E0010	W2 Salary		2,500	<input type="checkbox"/>	Ready
10	David Ignacio	E0011	W2 Hourly	16		<input type="checkbox"/>	Ready
11	Dora Zulema Nog	E0013	W2 Hourly	16		<input type="checkbox"/>	Ready
12	El Housseine Yo	E0014	W2 Hourly	18		<input type="checkbox"/>	Ready
13	ElenaCedilloGuz	E0015	W2 Hourly	14		<input type="checkbox"/>	Ready
14	Elizabeth Ticon	E0016	1099-NEC Hourly	15		<input checked="" type="checkbox"/>	Ready
15	Eric Kim	E0017	W2 Hourly	16		<input type="checkbox"/>	Ready

Employee Rate screen. Pay Hold is visible in the table and OnPay EMP\_NUM turns red when held.

Field	How to use it
<b>Pay Type</b>	Choose W2 Salary, W2 Hourly, 1099-NEC Hourly, or 1099-MISC Fixed. This is the payroll source of truth.
<b>Hourly Rate</b>	Used for hourly employees. Overtime is calculated from this rate according to the export rule.
<b>Biweekly Salary/Flat</b>	Used for salary or fixed-pay employees. The screen shows commas for readability, but the stored value is numeric.
<b>Pay Hold</b>	Use when payroll should not be sent to OnPay yet. The employee can still be included in Calculate Tip, but is excluded from OnPay CSV/email export.
<b>Status</b>	Ready means the row has enough payroll information for normal export logic.
<b>Save</b>	Save changes after editing rates, Pay Type, Pay Hold, or tip eligibility settings.

## Payroll Report Start and End

**Payroll Report**

Clock In/Out Calculate Tip Work Hours Edit

Start 2026. 05. 18. End 2026. 05. 31. Recipient email OnPay Download

**Auto Email OnPay File**

Enable Auto Send Auto-send email Cadence Bi-weekly Anchor Weekday Monday

Anchor start date 연도. 월. 일. One-time catch-up if missed Save

*Payroll Report controls: Start, End, OnPay Download, Calculate Tip, Edit, Work Hours, and Auto Email OnPay File.*

- Start and End define the payroll period used by Calculate Tip, OnPay Download, Work Hours, and payroll email logic.
- Always confirm Start/End before running Calculate Tip or downloading the OnPay CSV.
- Changing Start/End changes the Calculate Tip period label and the payroll rows that will be exported.
- Use the same Start/End period consistently across Work Hours review, tip calculation, and OnPay export.

## Calculate Tip

**Calculate Tip** Period: 05/25/2026 - 06/07/2026 (14 Days)

Calculates OnPay tip rows based on the Payroll Report period. Exit

Tip Amount

Calculate

CSV Download

History

EMP-CODE	EMPLOYEE NAME	WORK GROUP	TIP(05/25-06/07)	ELIGIBLE	MULTIPLIER	UPDATED
E0001	Siyeong Jeong	BACK		<input type="checkbox"/>	0.00	2026-05-23
E0002	Aiyana Thagools	FRONT		<input checked="" type="checkbox"/>	1.50	2026-05-23
E0003	AlanBSantiago	BACK		<input type="checkbox"/>	0.00	2026-05-23
E0004	Alysa Bunn	FRONT		<input type="checkbox"/>	0.00	2026-05-23
E0005	Andrew Liu	FRONT		<input checked="" type="checkbox"/>	1.50	2026-05-23
E0006	Anu Gantulga	FRONT		<input checked="" type="checkbox"/>	1.50	2026-05-23
E0007	Chae Youn Jung	FRONT		<input type="checkbox"/>	0.00	2026-05-23
E0009	Christine Moon	FRONT		<input type="checkbox"/>	0.00	2026-05-23
E0010	David A. Turcio	FRONT		<input type="checkbox"/>	0.00	2026-05-23
E0011	David Ignacio	FRONT		<input checked="" type="checkbox"/>	1.50	2026-05-23
E0013	Dora Zulema Nog	BACK		<input checked="" type="checkbox"/>	0.50	2026-05-23
E0014	El Housseine Yo	BACK		<input checked="" type="checkbox"/>	0.50	2026-05-23
E0015	ElenaCedilloGuz	FRONT		<input checked="" type="checkbox"/>	1.50	2026-05-23

Calculate Tip screen. The period label follows Payroll Report Start and End.

Control	Meaning
<b>Period</b>	Shown next to the Calculate Tip title. It is generated from Payroll Report Start/End.
<b>Tip Amount</b>	Enter total tips. The field formats as money while typing; the last two digits are cents. A value of 0 confirms that there are no tips.
<b>Eligible</b>	Only eligible employees participate in tip distribution. Employees with work time in the selected period are marked for easier review.
<b>Multiplier</b>	Controls the employee's relative tip weight, for example 1.50 or 0.50.
<b>Calculate</b>	Creates the tip batch for the selected period. This unlocks OnPay Download and normal auto email export.
<b>CSV Download / History</b>	Review or export saved tip calculation records.

**If tips are missing, automatic payroll email sends a warning with a reference-only Excel file and does not attach the OnPay CSV. If Calculate Tip is completed later the same day, the CSV is sent once.**

## OnPay Download

7. Confirm Start and End in Payroll Report.
8. Open Calculate Tip and calculate tips for the same period. Enter 0 if there are no tips.

9. Return to Payroll Report and click OnPay Download.
10. Upload the CSV to OnPay only after confirming the payroll period and tip batch are correct.
  - Pay Hold employees are excluded from OnPay export.
  - W2 hourly overtime exports with the appropriate overtime rate rule.
  - 1099-NEC hourly overtime is separated according to the configured 1099 regular/overtime export rule.
  - The CSV is the final OnPay upload file; Excel files are for review unless clearly marked otherwise.

## Auto Email OnPay File

Setting	Explanation
<b>Enable Auto Send</b>	Turns scheduled payroll email on or off.
<b>Auto-send email</b>	Recipient for scheduled payroll files and warning emails.
<b>Cadence</b>	Weekly creates 7-day periods. Bi-weekly creates 14-day periods.
<b>Anchor start date</b>	The first start date for the recurring payroll cycle. The system uses this date and cadence to calculate future Start/End dates.
<b>Anchor Weekday</b>	Derived from the Anchor start date. Use the date as the primary control; the weekday follows that anchor date.
<b>One-time catch-up</b>	Allows one missed scheduled send to be sent later, instead of skipping it entirely.

- Example: Weekly anchor 05/25/2026 creates 05/25/2026 - 05/31/2026 as the first period.
- The completed period remains available through the day after the End date so payroll can be reviewed and sent.
- If Calculate Tip is missing at scheduled send time, the system sends a warning and reference-only Excel, but not the OnPay CSV.
- If Calculate Tip is completed later on that same send day, the OnPay CSV is sent once automatically.

## Edit Payroll Time

### Edit Payroll Time

Close

Raw events stay unchanged. Only the manager adjustment layer is applied, and manager name plus reason are required before saving.

Raw events are never deleted. Adjusted times are applied to reports first, and before/after values, manager name, IP, and PC info are stored in the audit trail.

Employee ID or Name

Manager Name  Reason

Manual review example

Work Date

Selected Employee: Chae Youn Jung (E0007) 05/24/2026

**Correction Tools**

Clock In   Clock Out   Save Clock Out

**Events loaded.**

Type	Method	Original ET	Current Effective ET	Adjusted Date	Adjusted Time	Last Edit	Action
CLOCK_IN	ID	05/24/2026 15:42	05/24/2026 15:42	2026. 05. 24. 📅	오후 03:42 ⌚	No adjustment yet	
BREAK_START	ID	05/24/2026 17:40	05/24/2026 17:40	2026. 05. 24. 📅	오후 05:40 ⌚	No adjustment yet	
BREAK_END	ID	05/24/2026 18:09	05/24/2026 18:09	2026. 05. 24. 📅	오후 06:09 ⌚	No adjustment yet	<span>Delete Break</span>

*Edit Payroll Time screen with manager/reason fields, correction tools, events, and Delete Break action.*

11. Click Payroll Report > Edit.
12. Enter Employee ID or name and choose Work Date.
13. Enter Manager Name and Reason before saving any correction.
14. Click Load Events to review raw and effective events.
15. Edit existing row dates/times directly when correcting an existing event.
16. Use the Correction Tools area to add a missing Clock In/Out, add a break, or convert an incorrect Break Start to Clock Out.
17. Use Delete Break when a break was created by mistake and should be removed from payroll calculation.
  - Raw events are not deleted. The manager adjustment layer is applied first in reports.
  - Before/after values, manager name, reason, IP, and PC information are kept for audit history.
  - Future dates are blocked. Breaks must fall inside the shift and logical order is enforced.

# Clock In/Out Detail and Quick Edit

**Clock In/Out**

Start: 05/24/2026 12:00 PM End: 05/24/2026 12:00 PM

Display All Search Excel Download Close

Search all employees for the selected date range, or use Condition Search with an employee ID or name.

Clock In/Out loaded.

No.	Code	Name	Group	Work Date	In Date	In Time	Out Date	Out Time	Total	Total (Decimal)	Break Time	Total (Incl. Break)
1	E0005	Andrew Liu	FRONT	05/24/2026	05/24/2026	14:59		Currently Working	04:32	4.53	00:42	05:14
2	E0007	Chae Youn Jung	FRONT	05/24/2026	05/24/2026	15:42		Currently Working	04:02	4.03	00:30	04:32
3	E0047	Ethan Choe	FRONT	05/24/2026	05/24/2026	16:01		Currently Working	03:50	3.83	00:22	04:12
4	E0023	Justin Yee	FRONT	05/24/2026	05/24/2026	16:03		Currently Working	03:36	3.6	00:35	04:11
5	E0045	Jocelyn Liu	FRONT	05/24/2026	05/24/2026	16:59		Currently Working	02:54	2.9	00:21	03:15
6	E0010	David A. Turcio	FRONT	05/24/2026	05/24/2026	16:59		Currently Working	02:54	2.9	00:21	03:15
7	E0025	Kyunghoon Lee	BACK	05/24/2026	05/24/2026	05:52	05/24/2026	14:36	08:45	8.75	00:00	08:45
8	E0021	Julio Amilcar R	BACK	05/24/2026	05/24/2026	05:52	05/24/2026	14:00	08:09	8.15	00:00	08:09
9	E0032	Sleimane El Kha	BACK	05/24/2026	05/24/2026	05:53	05/24/2026	13:18	07:25	7.42	00:00	07:25
10	E0003	AlanBSantiago	BACK	05/24/2026	05/24/2026	05:57	05/24/2026	14:05	08:08	8.13	00:00	08:08
11	E0044	Ana Rosa Cedill	BACK	05/24/2026	05/24/2026	05:58	05/24/2026	14:22	08:24	8.4	00:00	08:24
12	E0016	Elizabeth Ticon	BACK	05/24/2026	05/24/2026	06:05	05/24/2026	14:23	08:18	8.3	00:00	08:18
13	E0027	Maria Perez	BACK	05/24/2026	05/24/2026	06:05	05/24/2026	13:29	07:25	7.42	00:00	07:25
14	E0024	Kyung Ran Kim	BACK	05/24/2026	05/24/2026	06:20	05/24/2026	15:22	08:53	8.88	00:10	09:03
15	E0013	Dora Zulema Nog	BACK	05/24/2026	05/24/2026	06:31	05/24/2026	14:45	07:54	7.9	00:21	08:15
16	E0036	Yoselin Orellan	BACK	05/24/2026	05/24/2026	06:33	05/24/2026	14:46	07:53	7.88	00:21	08:14
17	E0031	Saira Rodriguez	BACK	05/24/2026	05/24/2026	06:33	05/24/2026	14:46	07:52	7.87	00:21	08:13
18	E0030	Rosy Oranges Di	BACK	05/24/2026	05/24/2026	06:35	05/24/2026	14:44	07:48	7.8	00:22	08:10
19	E0015	ElenaCedilloGuz	FRONT	05/24/2026	05/24/2026	06:40	05/24/2026	15:22	08:19	8.32	00:24	08:43
20	E0009	Christine Moon	FRONT	05/24/2026	05/24/2026	07:01	05/24/2026	13:59	06:37	6.62	00:22	06:59
21	E0034	Vinh Q. Nguyen	FRONT	05/24/2026	05/24/2026	07:02	05/24/2026	15:08	07:24	7.4	00:42	08:06
22	E0006	Anu Gantulga	FRONT	05/24/2026	05/24/2026	08:28	05/24/2026	16:05	07:16	7.27	00:21	07:37
23	E0004	Alysa Bunn	FRONT	05/24/2026	05/24/2026	08:29	05/24/2026	17:02	07:48	7.8	00:45	08:33
24	E0022	Justin Nguyen	FRONT	05/24/2026	05/24/2026	08:46	05/24/2026	16:22	07:37	7.62	00:00	07:37
25	E0035	William Truono	FRONT	05/24/2026	05/24/2026	10:11	05/24/2026	16:26	05:53	5.88	00:23	06:16

Clock In/Out report. Use Display All or Search, then double-click a row to open detail.

**Andrew Liu (E0005)** Edit Close

Double-click a date/time cell to open the quick edit popup. Double-click an OPEN clock-out cell to add a missing Clock Out.

No.	In Date	In Time	Break Start	Break End	Break (Min)	Out Date	Out Time	Flags	Total	Total (Decimal)	Total (Incl. Break)
1	05/24/2026	14:59	16:23 18:40	16:33 19:10	42		Currently Working	OPEN	04:32	4.53	05:14

Clock In/Out detail screen. Double-click time cells for quick edit or use Edit for full correction tools.

- Open Payroll Report > Clock In/Out.
- Set Start and End, then click Display All or use Search for a specific employee.
- Double-click an employee row to open the detail screen.
- Double-click a date/time cell to open the quick edit popup.
- Double-click an OPEN clock-out cell to add a missing Clock Out.
- Click Edit to move into the full Edit Payroll Time screen when a larger correction is needed.

## Recommended Review Before Payroll

- Check Work Hours for missing clock-outs, unusual totals, and open shifts.
- Confirm Employee Rate rows are Ready and Pay Hold is correct.
- Confirm Calculate Tip period matches Payroll Report Start/End.
- Run Calculate Tip even when tips are 0.
- Download OnPay CSV only after the above checks are complete.