Manager Manual: Employee Registration, Termination, Face Enrollment, and Clock In/Out Review

Timeclock beginner guide for store managers

Audience and purpose

This manual is written for managers who are responsible for onboarding employees, terminating employees, restoring terminated employees when needed, enrolling faces, and reviewing Clock In/Out records. It assumes the reader is a beginner.

1. Manager Responsibilities

Managers use this part of Timeclock to create employee records and keep employee status correct. A new employee should not use the timeclock until the manager has registered the employee and confirmed the employee code.

- Register new employees when they are hired.
- Confirm the employee code, name spelling, hire date, work group, and active status.
- Terminate employees by setting the termination date when employment ends.
- Restore an employee only when the termination was entered by mistake or the employee is rehired and should use the same employee record.
- Enroll faces only for active employees who will use face recognition.
- Review Clock In/Out records when an employee or owner asks about time records.

Manager-only rule

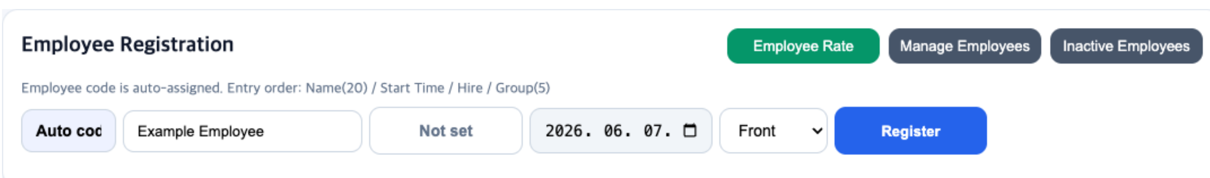
Do not share the admin verification code/password. Do not create test employees in the live system unless the owner specifically asks you to do so.

2. Before You Start

Open the Timeclock website, choose SETTINGS, and complete Admin Verification. After verification, the manager tools appear. The main tools used in this manual are Employee Registration, Manage Employees, Inactive Employees, Face Enroll, and Clock In/Out.

Tool	Manager uses it for
Employee Registration	Create a new employee record and receive/confirm the employee code.
Manage Employees	Find active employees, edit basic information, terminate employees, or start Face Enroll.
Inactive Employees	Find terminated employees and restore them if needed.
Face Enroll	Register exactly 5 valid face samples for face recognition.
Clock In/Out	Review employee time rows by date range and open details.

3. Register a New Employee



Employee Registration card used when a manager adds a new employee.

Use Employee Registration when an employee is hired for the first time. The system displays or assigns the employee code. The manager enters the employee name and setup fields, then clicks Register.

Step-by-step registration

1. Open SETTINGS and complete Admin Verification.
2. Find the Employee Registration card.
3. Confirm the employee code shown in the first field. This is the employee number the employee will use for ID clock-in if face recognition is not available.
4. Enter the employee's legal or store-approved display name in Name. Use consistent spelling because this name appears in reports.
5. Set Start Time only if the employee has a fixed scheduled start time. If the schedule changes, leave it as Not set.
6. Enter the Hire date.
7. Choose Work Group: Front or Back.
8. Click Register.

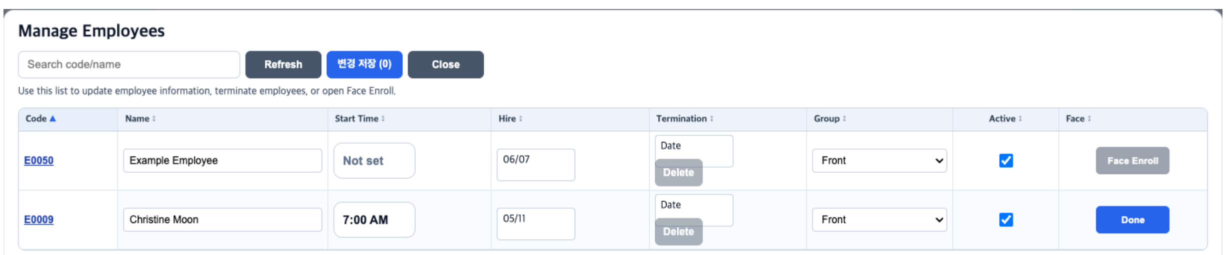
Field guide

Field	What to enter	Beginner note
Employee code	Use the code shown or provided by the system/owner.	Never reuse another employee's code.
Name	Employee name as it should appear in Timeclock.	Check spelling before saving.
Start Time	Fixed start time if required.	Use Not set if the employee has changing shifts.
Hire	First employment date.	This helps later employee history review.
Group	Front or Back.	This helps reports and operational review.
Register	Creates the employee.	After clicking, confirm the employee appears in Manage Employees.

After registering

Write down or tell the employee their employee code. If they will use face recognition, immediately continue to Face Enroll while the employee is present.

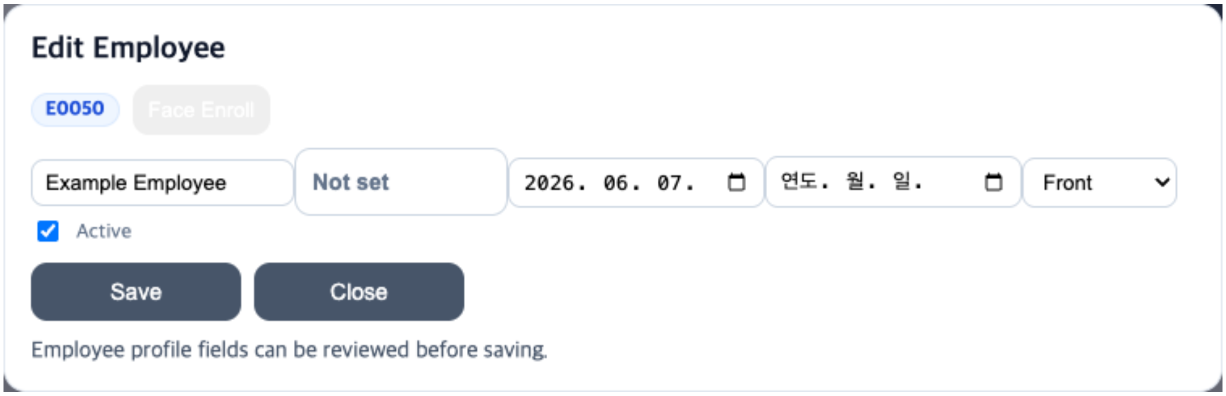
4. Confirm or Edit the Employee Record



Manage Employees list with active employee records.

Use Manage Employees after registration to confirm that the employee exists and to make basic corrections. The employee code appears on the left. Click the code to open the full edit window.

- Search condition: enter a code or name to narrow the list.
- Name: edit only when spelling is wrong.
- Start Time: use Not set unless the employee has a fixed start time.
- Hire: confirm the hire date.
- Termination: leave blank for active employees.
- Group: select Front or Back.
- Active: checked means the employee can be active in the system.
- Face: Face Enroll opens face registration; Done means face samples already exist.

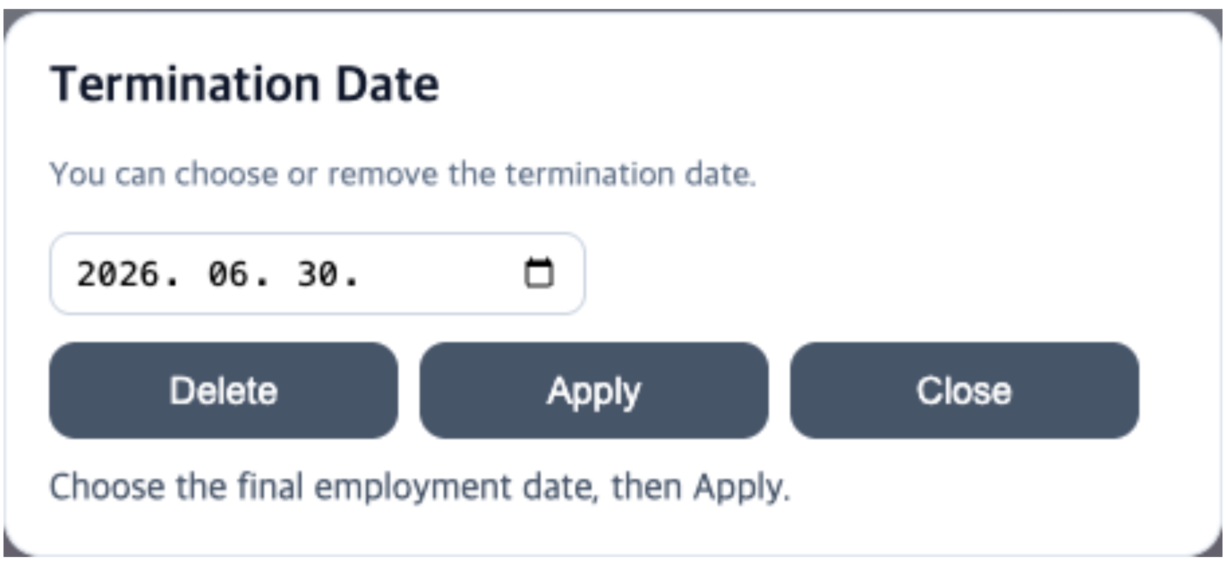


Edit Employee window opened from the employee code.

The Edit Employee window is useful when you need a clear single-employee view. It shows the same basic fields in one place: employee code, name, start time, hire date, termination date, group, active checkbox, and Face Enroll.

> **Saving changes**
>
> After editing fields, click Save. If you leave the modal without saving, the change may not be stored.

5. Terminate an Employee



Termination Date modal.

Termination is the manager's responsibility when an employee leaves the company. Termination means the employee should no longer be treated as an active employee.

When to terminate

- The employee permanently leaves the store.

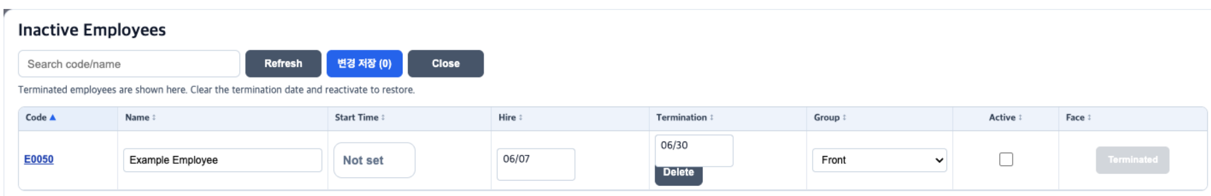
- The owner or authorized manager instructs you to mark the employee as no longer active.
- The employee should no longer clock in or use face recognition.

Termination steps

9. Open SETTINGS and complete Admin Verification.
10. Open Manage Employees.
11. Search for the employee by employee code or name.
12. Click the Termination date field or open the employee edit window.
13. Choose the final employment date.
14. Click Apply in the Termination Date window or Save in the Edit Employee window.
15. Confirm the employee no longer appears as a normal active employee.

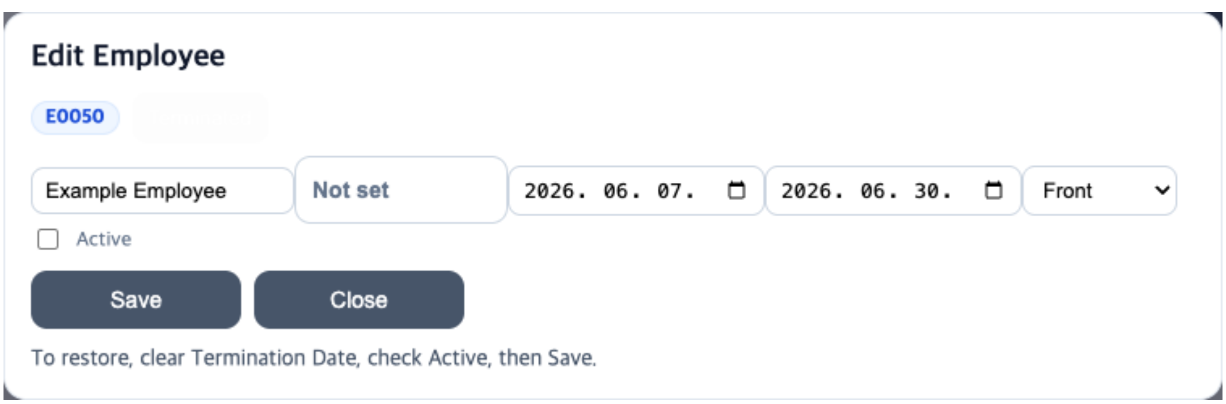
> **Important**
>
> Do not delete employee history. Use termination instead. Termination preserves the employee's prior time records for payroll and audit review.

6. Restore a Terminated Employee



Inactive Employees list used to find a terminated employee.

Restore is used when a termination was entered by mistake or the employee returns and the owner wants the same employee record reused. Restoration should be done carefully because it makes the employee active again.



Edit Employee window showing a terminated employee ready to restore.

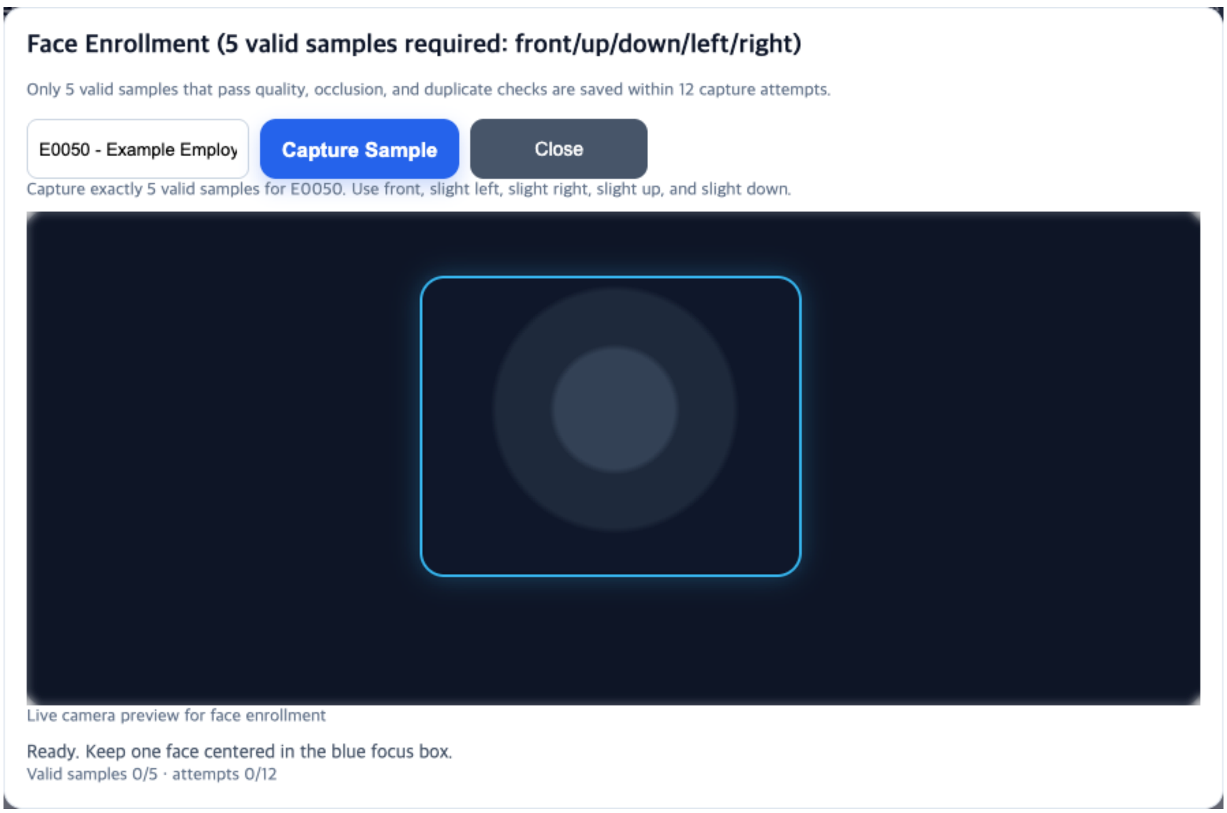
Restore steps

16. Open SETTINGS and complete Admin Verification.
17. Click Inactive Employees.
18. Search for the employee by employee code or name.
19. Open the employee record or use the termination date control.
20. Clear the Termination Date. In the Termination Date modal, use Delete to remove the date.
21. Check Active.
22. Click Save.
23. Return to Manage Employees and confirm the employee appears as active.

Face after restore

If the employee was away for a long time or face recognition fails, re-enroll the face after restoring the employee.

7. Face Enrollment



Face Enrollment screen with focus box and sample counter.

Face Enrollment stores the employee's face samples so the employee can clock in/out with face recognition. The manager must capture exactly 5 valid samples. The system may reject low-quality samples or duplicate-risk samples.

Before capturing

- Use a freshly refreshed Timeclock screen so the newest face focus/crop logic is active.
- Only one employee should be in the camera view. No second face should appear in the background.
- Use normal bright lighting. Avoid harsh backlight, dark shadows, hats covering the forehead, masks, or hair covering the eyes.
- The employee should stand at a comfortable distance with the full face inside the focus box.
- Ask the employee to look at the camera. Glasses are okay if there is not heavy reflection.

How to capture the 5 samples

24. Open Manage Employees and find the active employee.
25. Click Face Enroll for that employee.
26. Confirm the employee code/name shown at the top of the Face Enrollment window.
27. Capture Sample 1: front-facing, normal expression.
28. Capture Sample 2: slight left angle.
29. Capture Sample 3: slight right angle.
30. Capture Sample 4: slight up or chin slightly raised.
31. Capture Sample 5: slight down or chin slightly lowered.
32. Wait for the system to auto-save after 5 valid samples.

What the counters mean

Message or counter	Meaning	Manager action
Valid samples 0/5	No accepted sample yet.	Keep capturing until 5 valid samples are accepted.
Attempts 0/12	The system allows up to 12 capture attempts.	If attempts get high, improve lighting/position before continuing.
Face quality is low	The face sample was too dark, blurry, off-center, or occluded.	Move to better light and center the face.
Duplicate warning	The face looks too similar to another employee in the system.	Do not force unless the owner/admin confirms the employee identity.
Done / saved	The employee has active face templates.	Have the employee test face recognition at the kiosk.

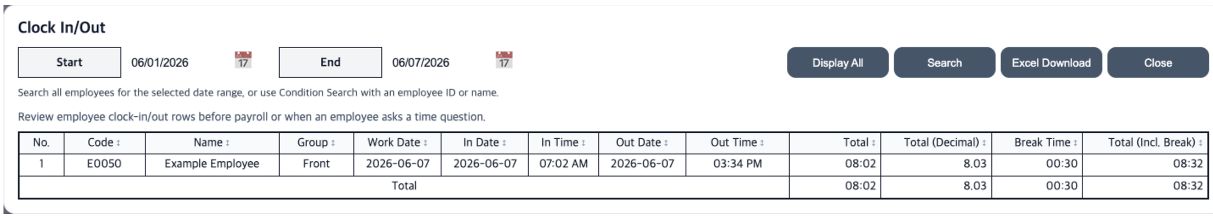
Safe face enrollment rule

The goal is not to force every face through. The goal is to register clean samples that identify the correct employee. If the system warns about duplicate risk, stop and verify before forcing.

Good face sample checklist

- Face centered in the focus box.
- Eyes visible and open.
- Nose and mouth visible.
- No mask, hat brim, hand, phone, or hair covering key face points.
- No second person visible behind the employee.
- Use the same iPad/kiosk camera when possible.

8. Clock In/Out Review for Managers



No.	Code	Name	Group	Work Date	In Date	In Time	Out Date	Out Time	Total	Total (Decimal)	Break Time	Total (Incl. Break)
1	E0050	Example Employee	Front	2026-06-07	2026-06-07	07:02 AM	2026-06-07	03:34 PM	08:02	8.03	00:30	08:32
Total									08:02	8.03	00:30	08:32

Clock In/Out review screen.

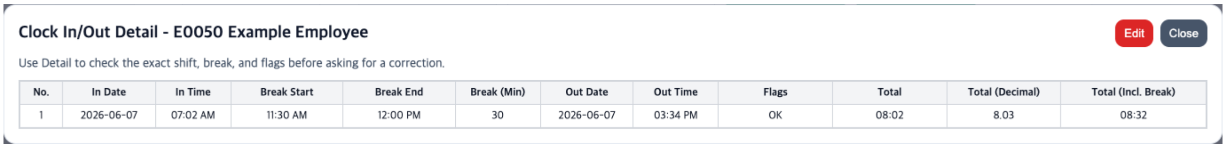
Managers should use Clock In/Out to answer employee time questions and to review work records before reporting an issue. This screen is a review tool. It shows the employee's work date, in time, out time, work total, decimal total, break time, and total including break.

How to review Clock In/Out

33. Open SETTINGS and complete Admin Verification.
34. Open Payroll Report, then click Clock In/Out.
35. Set Start and End dates.
36. Use Display All to review all employees, or Search/Condition Search to find one employee.
37. Review the row carefully: code, name, work date, in time, out time, total time, and break time.
38. Use Excel Download only when you need a spreadsheet copy for review.

What to check

- Is the employee listed under the correct code and name?
- Is the work date correct?
- Is there a clock-in time?
- Is there a clock-out time?
- Does break time look reasonable?
- Does total time match what the employee says happened?



No.	In Date	In Time	Break Start	Break End	Break (Min)	Out Date	Out Time	Flags	Total	Total (Decimal)	Total (Incl. Break)
1	2026-06-07	07:02 AM	11:30 AM	12:00 PM	30	2026-06-07	03:34 PM	OK	08:02	8.03	08:32

Clock In/Out Detail screen.

Open Detail when you need to inspect a single employee/day more closely. Detail shows the exact shift and break points. If a correction is needed, use the Edit button only when the manager is authorized to make time corrections and has the reason ready.

Common situations

Situation	Manager action
Employee says they forgot to clock out.	Review Clock In/Out Detail, confirm with manager/owner policy, then use the authorized edit process if allowed.
Employee says break time is wrong.	Open Detail and check Break Start/Break End.
Employee is missing from the list.	Check date range first, then search by employee code.
Time record looks unusual.	Do not guess. Review detail and ask the owner/admin before editing if unsure.

Manager Quick Checklist

Task	Checklist
New employee	Register employee, confirm code/name/hire/group, then face enroll if needed.
Face enrollment	Capture 5 valid samples: front, slight left, slight right, slight up, slight down.
Termination	Set termination date, save, confirm employee is no longer active.
Restore	Find in Inactive Employees, clear termination date, check Active, save.
Clock In/Out review	Set date range, search employee, review row, open Detail if needed.
Corrections	Edit only with manager name, reason, and authorization.

Final reminder

For a beginner manager, the safest habit is: search by employee code, confirm before saving, and never force face enrollment or time edits when the identity or reason is unclear.