

# Huckstep Add-Ons

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## Web Time *Related Module to Huckstep Timesheets*

The screenshot shows the Huckstep Web Time interface. At the top, there are navigation icons for My Record, Clock In/Out, Timesheets, Expenses, Activities, and Logout. Below these are buttons for Approve All, Un-Approve All, Approve Selected, Un-Appr Selected, Submit, and Reports. The main area displays a table of employees and their timesheet entries. The table has columns for EmployeeID, Name, Process Group, Class, Employee Type, Appr Wk Hrs, Appr Lve Hrs, and LveBal. The first employee listed is Evening, Sam, with a Process Group of ADMIN and Class of 101. Below this, there is a detailed view of timesheet entries for Evening, Sam, with columns for Apprd, Work Date, Cost Center, Work Code, Wk Hrs, Lve Taken, leave Code, Leave Hrs, Amount, and Description. The entries show work on 2/27/2007 for Main Location - Di Mileage (50.00 hours) and Administration - Ge Wages (6.00 hours), and on 2/26/2007 for Main Location - Di Wages (2.00 hours and 8.00 hours). There is also an entry for 3/5/2007 with a leave code of Sick10 (8.00 hours). A summary row at the bottom shows 16.00 Appr Wk Hrs and 8.00 Appr Lve Hrs.

The screenshot shows the Huckstep Web Time interface for logging time. It features a calendar for May 2008 with the date Thursday, May 22, 2008 selected. To the right of the calendar is a form for logging time for that day. The form includes fields for Clocked In (08:00 AM), Timeout: from, Lunch: from, Timeout: from, and Clocked Out. There is also a Day Work Notes text area and a Total Hours Worked field showing 0.00. Below the form is a table with columns for Cost Center, Wage Code, Hours, Description, and Approved. The table shows an entry for Central Office Admin with a Wage Code of Wages and Hours of .00.

## Features

- Employees can only log time to their assigned work areas
- Overtime hours automatically calculated through work schedules
- Functions with web entry, time clock entry, swipe card, biometric, etc.
- Allows for tracking of unpaid time, supervisory entry of paid time off, or timesheet corrections
- Web-based entry of hours worked, expenses, and paid time off
- Web-based functionality for manager approval of staff timesheets
- Employees have the capability to view and print pay check information and W-2 information
- Stores multiple pay rates and multiple job codes