

Manager Mode - InTouch Timeclock

There are three ways for supervisors to access Manager Mode at the ADP InTouch timeclock:

- With a Supervisor Badge
- With an Employee Badge
- With an Employee Badge and Supervisor Log On Key

Important: Your timeclock will be set up to use only *one* of these methods.

The ADP InTouch Timeclock for Essential Time & Attendance allows supervisors to perform important activities after logging in to Manager Mode.

Note: If the device is in Manager Mode and remains idle for a specified amount of time without user input, it automatically exits Manager Mode and returns to Employee Mode.

Access Manager Mode with a Supervisor Badge

Note: Supervisor badges are sold and shipped separately from the clock. Supervisor badges must be ordered in addition to the InTouch timeclock. For more information, contact your product representative.

1. Swipe your Supervisor (“S”) badge or enter your badge ID using the keyboard icon . Tap **Enter**.
2. Enter your manager mode password and tap **Enter**.

Note: Your administrator can change the password using the host application. The supervisor password that you set at a device applies *only* to that device.

Note: To exit manager mode, tap **Log Off**.

Access Manager Mode with an Employee Badge

Manager mode can be accessed when the following conditions are met:

- You are enrolled as an employee with Supervisor access.
 - The InTouch timeclock allows you to use an Employee badge to access supervisor mode.
1. Swipe your employee badge or enter your badge ID using the keyboard icon  and tap **Enter**.
 2. Enter your manager mode password and tap **Enter**.

Note: To exit manager mode, tap **Log Off**.

Access Manager Mode with an Employee Badge and Supervisor Log On Key

Depending on the how the device is configured, you might be able to use your employee badge in conjunction with the Supervisor Log On key to access manager mode, when the following conditions are met:

- You are enrolled as an employee with a Supervisor license.
- The InTouch timeclock allows you to use an Employee badge to access supervisor mode.
- The InTouch timeclock enabled with the Supervisor Log On key.

1. On the employee home page, tap **Supervisor Log On**.
2. Swipe your badge or enter your badge ID using the keyboard icon  and tap **Enter**.
3. Enter your manager mode password and tap **Enter**.

Note: To exit manager mode, tap **Log Off**.

Supervisor Transactions

After accessing the Manager Mode, a supervisor can perform one or more transactions using the soft keys on the Manager Mode home page.

Note: The transactions and keys available depend on your company's setup and the timeclock's configuration.

Add Punch



To add a missing punch for an employee or to edit punch information, use Add Punch on the Manager Mode home page. You cannot change the date or time of an existing punch.

Note: You can perform this transaction for 29 days before or after the current date, which is considered day 0.

1. Access Manager Mode as a supervisor.
2. Tap **Add Punch**.
3. Swipe the employee's badge or enter the badge ID using the keyboard icon  and tap **Enter**.
4. Select the date.
5. Enter the time (in 24-hour format) and tap **Enter**.
6. Select a reason code for the punch and tap **Enter**.
7. Swipe the employee's badge or enter the badge ID and tap **Enter**.
8. Review the punch details and tap **Submit**.

Note: Midnight (enter as 00:00) is the first minute of a day; 11:59 P.M. (enter as 23:59) is the last minute of a day.

Add Meal



To add a missing meal punch for an employee or to edit a meal punch, use **Meal** on the Manager Mode home page.

1. Access Manager Mode as a supervisor.
2. Tap **Meal**.
3. Swipe the employee's badge or enter the badge ID using the keyboard icon  and tap **Enter**.
4. Select the date.
5. Enter the time (in 24-hour format) and tap **Enter**.
6. Select a reason code for the meal and tap **Enter**.
7. Swipe the employee's badge or enter the badge ID and tap **Enter**.
8. Review the meal details and tap **Submit**.

Add Pay Code



To apply the time an employee worked to a specific pay or earnings code, use Add Pay Code on the Manager Mode home page.

1. Access Manager Mode as a supervisor.
2. Tap **Add Pay Code**.
3. Swipe the employee's badge or enter the badge ID using the keyboard icon  and tap **Enter**.
4. Enter the date for the earnings.
5. Enter the time (in 24-hour format) and tap Enter.
6. Enter the hours and tap Enter.
7. Select the earnings code.
8. Select a reason code from the list provided.
9. Review the Pay Code details and tap **Submit**.

Delayed Labor Transfer



To enter a labor account transfer that occurred in the past or will occur in the future, use Delayed Labor Transfer on the Manager Mode home page.

1. Access Manager Mode as a supervisor.
2. Tap **Delayed Labor Transfer**.
3. Swipe the employee's badge or enter the badge ID using the keyboard icon  and tap **Enter**.
4. Enter the date for the transfer.

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5. Enter the time (in 24-hour format) for the employee transfer and tap **Enter**.
6. Select a Reason Code (Labor Charge Field) from the list provided.
7. Select a code from the list provided. Depending on how your system is configured, you can select one or more labor levels. For example:
 - Work Order
 - Item Number
 - Product
 - Cost Center
 - Job
 - Department
 - Division
8. Review the Labor Transfer details and tap **Submit**.

Enroll Employee



To enroll an employee for biometric verification, use Enroll Employee on the Manager Mode home page.

1. Access Manager Mode as a Supervisor.
2. Tap **Enroll Employee**.
3. Swipe the employee's badge or enter the badge ID using the keyboard icon  and tap **Enter**.
4. The Biometric Enrollment Wizard guides employees through the enrollment process.

Global Employee Override



To temporarily or indefinitely allow all employees to punch at restricted times, use Global Employee Override on the Manager Mode home page. For example, Global Employee Override is used to allow employees to punch out early because of inclement weather.

1. Access Manager Mode as a Supervisor.
2. Tap **Global Employee Override**.
3. Tap **Enable**.

Note: To disable an override, tap **Disable** in step 2.

4. Enter the duration of the override (use the hh:mm format). The maximum value is 99:59.
5. Review the override details.
6. Tap **Submit**.

Important: For the entire duration of the override, the system displays an icon below the logo on the employee and manager home pages.

Single Employee Override



To override schedule and punch restrictions for a specific employee, use Single Employee Override on the Manager Mode home page. For example, Single Employee Override is used to allow an employee to start or leave work earlier than scheduled.

Note: In the Number of Credits step, enter the number of times that an employee can punch. This step allows you to extend the override to an employee for a longer duration.

1. Access Manager Mode as a Supervisor.
2. Tap **Single Employee Override**.
3. Swipe the employee's badge or enter the badge ID using the keyboard icon  and tap **Enter**.
4. Enter the number of credits (99 or fewer) and tap **Enter**.

Note: When a restriction override is enabled, a small icon appears near the upper right corner of the idle screen (in Employee, Manager, or Maintenance mode).

Unenroll Employee



To remove an employee's template from the data collection device, use Unenroll Employee on the Manager Mode home page. It revokes the employee's ability to punch using a finger scan. The Unenroll Employee transaction requires the participation of both the manager and the employee.

1. Access Manager Mode as a Supervisor.
2. Tap **Unenroll Employee**.
3. Swipe the employee's badge or enter the badge ID using the keyboard icon  and tap **Enter**.
4. Tap **Yes**.
5. To unenroll another employee, do one of the following:
 - Tap **Yes**.
 - Tap **No** to return to the Manage Mode home page.

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