

# Audit Review displays Manager Name for Employee Punch - Timeclocks

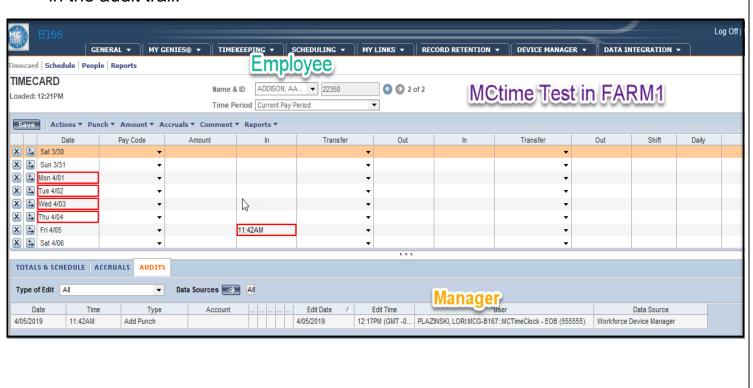
Managers <u>must</u> Punch Out from manager mode once they finish Transactions. Failure to log out of manager mode can result in the following audit trail results.

#### In the Timecard:

- Whenever an Employee punches, in the User Tab: SuperUser name is recorded
- Whenever a Manager punches, in the User Tab: Manager name is recorded

#### Scenario 1

- In the Audit Tab: User (Manager): Plazinski, Lori is displayed because she used the Timeclock in Manager Mode and didn't log out. Note: Automatic Timeout is 10 seconds. User (Employee): Addison, punched in while clock was still in Manager Mode, because Plazinski did not punch out.
- 2. The Employee punch was recorded but it displays the name of the Manager because the timeclock remained in Manager Mode.
- **3. Result:** Employee punch goes into timecard, but the name of <u>Manager</u> displays in the audit trail.



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## Audit Review displays multiple Manager Names for Employee Punch - Timeclocks

### Scenario 2

- In the Audit Tab, User: Corbin, David and Rau, Christopher names display because when Manager: Corbin & Rau used the Manager Mode they didn't log out. Note: Automatic Timeout is 10 seconds. Employee, Harris punched in while clock was still in Manager Mode, because Manager did not punch out.
- 2. The punch was recorded but it displays the name of the Manager(s) because the timeclock was logged in Manager Mode.
- 3. Result: The employee punch goes into timecard, but the name of <u>Manager</u> displays in the audit trail.

**NOTE:** Managers <u>must</u> Punch Out from manager mode once they finish Transactions. Failure to log out of manager mode can result in the following audit trail results.

