



## Audit Review displays Manager Name for Employee Punch - Timeclocks

Managers **must** 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

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 **Manager** displays in the audit trail.

The screenshot displays the MCTime system interface. At the top, there's a navigation bar with tabs: GENERAL, MY GENIES®, TIMEKEEPING, SCHEDULING, MY LINKS, RECORD RETENTION, DEVICE MANAGER, and DATA INTEGRATION. Below this, the 'TIMECARD' section is active, showing a list of punches for Addison, AA... (ID 22350). The punches are for dates from Sat 3/30 to Sat 4/06. A red box highlights the punch for Fri 4/05 at 11:42AM. Below the timecard, the 'AUDITS' tab is selected, showing a table of audit entries. The first entry is for 4/05/2019 at 11:42AM, Type 'Add Punch', Account '...', Edit Date '4/05/2019', Edit Time '12:17PM (GMT-0...)', User 'PLAZINSKI, LORI:MCG-B167::MCTimeClock - EOB (555555)', and Data Source 'Workforce Device Manager'. The word 'Employee' is written in green above the timecard, and 'Manager' is written in orange above the audit entry.

Date	Time	Type	Account	Edit Date	Edit Time	User	Data Source
4/05/2019	11:42AM	Add Punch	...	4/05/2019	12:17PM (GMT-0...	PLAZINSKI, LORI:MCG-B167::MCTimeClock - EOB (555555)	Workforce Device Manager





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

### Scenario 2

1. 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 **Manager** displays in the audit trail.

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

Timecard | Schedule | People | Reports

#### TIMECARD

Loaded: 9:24AM

Name & ID HARRIS, TRACY A 6672

Time Period Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports										
	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift
X	Sat 3/30									
X	Sun 3/31									
X	Mon 4/01	Admin Leave - Cnty Facit...	8.0							8.0
X	Tue 4/02			4:30PM		8:15PM	8:56PM		1:00AM	7.98
X	Wed 4/03			4:30PM		8:15PM	8:56PM		1:00AM	7.98
X	Thu 4/04			4:03PM		8:15PM	8:55PM		1:01AM	8.47
X	Fri 4/05									

Edit Date	Edit Time	User	Data Source
4/03/2019	1:02AM (GMT -05:00) East...	RAU, CHRISTOPHER M.:mc...	Workforce Device Manager
4/03/2019	4:02PM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/03/2019	4:05PM (GMT -05:00) East...	RAUCHRIS:ext01.montgom...	Timecard Editor
4/03/2019	4:12PM (GMT -05:00) East...	RAUCHRIS:ext01.montgom...	Timecard Editor
4/03/2019	4:12PM (GMT -05:00) East...	RAUCHRIS:ext01.montgom...	Timecard Editor
4/03/2019	8:16PM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/03/2019	8:58PM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/04/2019	1:02AM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/04/2019	4:05PM (GMT -05:00) East...	CORBIN, DAVID W.:mcg-b7...	Workforce Device Manager
4/04/2019	8:17PM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/04/2019	8:56PM (GMT -05:00) East...	SuperUser:mcg-b733::DLC...	Workforce Device Manager
4/05/2019	1:02AM (GMT -05:00) East...	RAU, CHRISTOPHER M.:mc...	Workforce Device Manager

