



OnTheClock.com

Onboarding Guide

**5 Steps to Get Started Quickly,
Easily & Successfully!**

Web: www.ontheclock.com

Phone: (888) 753-5999

Hello and thank you for your interest in OnTheClock!

If you've recently purchased OnTheClock, or if you're planning on adding our online employee time clock solution to your business, our goal is to ensure that you enjoy maximum results that include:

- ✓ **Increasing Productivity**
- ✓ **Improving Accuracy**
- ✓ **Reducing Costs**
- ✓ **Ensuring Compliance**
- ✓ **Strengthening Security**



To help you enjoy all of the above as quickly and easily as possible, we're pleased to provide you with this **Onboarding Guide**, which covers five steps to help your employees adopt and embrace OnTheClock:

Step 1: Take a Guided Tour



Before introducing your employees to OnTheClock, set aside about 30 minutes and take a [guided tour](#) of our solution (if you've already purchased OnTheClock, then you may have already done this as part of your research and evaluation process).

A guided tour, which is led by one of our friendly experts, helps you fully understand the system: what it does, what it looks like, and how it works. It also gives you the opportunity to ask questions, and get a clear sense of how OnTheClock fits into your day-to-day work environment. And of course, you're certainly welcome to have other colleagues join you on the guided tour. The more the merrier!

Step 2: Communicate with Employees

Once you have a solid understanding of OnTheClock — especially when it comes to how simple and easy it is to use — then you'll be ready for the next step: communicating with employees.

While this is the 2nd step in the process, it's actually the most critical when it comes to a smooth and rewarding onboarding experience. Here's why: some employees view an employee time clock — whether online or conventional, it doesn't matter — in a negative light. Specifically, they feel as though their employer doesn't trust them, and wants to watch over their shoulder like "Big Brother."

Obviously, this is not your intention! But unless you address and neutralize this perception, then onboarding is likely to be a time consuming uphill challenge, instead of a streamlined and successful process. Since it goes without saying that you need to avoid the former and achieve the latter, here are the four key messages to communicate:



- **Adding OnTheClock is not about lack of trust — it’s about increasing success for everyone.**

Explain that your goal is to strengthen the business and make it more efficient, which is a win for employees since it means more job security, opportunities, and maybe even raises and perks down the road. Furthermore, each year across the country thousands of businesses undergo a payroll assessment or audit. Errors or oversights resulting from inaccurately-submitted or entered data can lead to hefty fines.

- **Adding OnTheClock is about protecting honest employees who follow the rules, from dishonest employees who might otherwise try to break them.**

Explain that it’s not fair to the vast majority of employees who honestly report their time, when their colleagues “fudge the numbers” by adding an hour or two (or sometimes more) here and there. Obviously, employees who behave this way are the exception and not the norm. But every dollar they steal indirectly harms honest employees.

- **Adding OnTheClock alleviates a heavy administrative burden.**

Explain that capturing and organizing time data is a significant administrative burden, and OnTheClock frees up individuals and teams to focus on higher-priority tasks. In other words: by spending less than a minute each day entering their time data, employees do their colleagues in HR/Administration a huge favor for which they will be grateful!

By successfully communicating all three of these messages — **that OnTheClock strengthens the business, protects honest employees, and supports individuals and teams** — you dramatically increase the likelihood that employees will see OnTheClock as an asset instead of a liability, and an ally instead of a threat.

Step 3: Highlight the Employee Recognition Portal



To get your employees more excited about using OnTheClock, and also to help them develop the habit of frequently logging into the system, we have recently introduced an “Employee Recognition Portal.”

The Employee Recognition Portal, which is integrated into OnTheClock, allows you to award a

digital badge to one or more employees who have accomplished a goal, achieved a milestone, or performed any other positive and praise-worthy activity or task. Employees simply log in to see who is being recognized — perhaps even themselves!

You can even link awards to system use. For example, you can reward the first employee who updates their time for 30 consecutive business days, or reward an employee who has gone above and beyond to help their colleagues use OnTheClock. There's no limit!

Step 3: Create Employee Accounts

Once your employees are excited about OnTheClock, the next step adding them to the system. This process is easy and fast, and involves inputting their name, email address (or username), password, mobile phone number (optional), and employee number (optional). Removing, editing or adding employee accounts can be done at any time.

Once employees are added to the system, they automatically get an email with login instructions. After that, they simply punch in and punch out from their computer, laptop, tablet or smartphone. It's remarkably user-friendly and takes seconds. Plus, there's a comprehensive — and easy-to-follow — [online knowledge base](#) that answers a wide range of questions.

Quickly add & invite up to 20 employees

- Add more employees later if you run out of lines.
- Punch Restrictions, Messaging, Automation and much more can be adjusted later.
- More than 25 employees? contact us and we will import them for you.

Send employee invites (Pager & Instructions)

Via Text Message

Via Email

Save

#	First Name	Last Name	Email or Username	Password	Mobile (optional)	Emp # (optional)
1	Alicia	Randevous	alicia@ontheclock.com	tw4L50	1.586.998.2234	001
2	Dan	Struthers	dans@ontheclock.com	twAE34	1.586.998.7783	102
3	John	Snakerton	john@ontheclock.com	twNU01	1.586.998.4362	003
4	Mark	Abright	mark@ontheclock.com	twXM54	1.586.998.8823	004
5				get click random		
6				get click random		
7				get click random		
8				get click random		
9				get click random		
10				get click random		
11				get click random		
12				get click random		
13				get click random		
14				get click random		
15				get click random		
16				get click random		
17				get click random		
18				get click random		
19				get click random		
20				get click random		

Step 4: Monitor & Get Timecard Reports For Payroll

Time Cards

Search & Filter

Period: 12/11/2016 thru 12/17/2016

Mgr: ALL

Dept: ALL

Emp: ALL

Job: ALL

Print, Export & Email

Show Daily

Show Totals

One / Page

We strongly recommend you print or export your timecards every payroll...

Send to QuickBooks

additional report formats

Time Card Approval

Select time cards to be approved by clicking the checkboxes below, then approve or un-approve the selected time cards.

Click Here to select all time cards

Add Multi Day's (hour only)

Add Single Day (hour only)

Pay Period: 12/11/2016 thru 12/17/2016 archived: False

Emp#	Employee	Day	Date	Total	Reg	OT1	OT2	OT3	VAC	HOL	SIC	PER	IN	OUT
2	Riley, Samantha	Sun	12/11/2016	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2	Riley, Samantha	Mon	12/12/2016	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2	Riley, Samantha	Tue	12/13/2016	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2	Riley, Samantha	Wed	12/14/2016	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2	Riley, Samantha	Thu	12/15/2016	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2	Riley, Samantha	Fri	12/16/2016	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2	Riley, Samantha	Sat	12/17/2016	5.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Hours Sub Total			35.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	Hours Grand Total			35.00	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

Once your employees log into the system, the next step is to monitor usage and ensure that everyone is compliant. While “no news” can indeed be “good news,” it may also be masking some concerns and problems — not because OnTheClock is difficult to use (it's actually refreshingly easy), but because it's a new part of the environment. Sometimes new things take a little while to take root.

Be patient, remain focused, and if necessary, reiterate the key messages highlighted in Step 2. Help employees understand that by not using OnTheClock, they are unintentionally harming their colleagues, the business and, ultimately, themselves.

Step 5: Access Ongoing Support



At any time — but especially in the few days and weeks after launch since that’s when “the rubber hits the road” and OnTheClock is taking root in your environment — you’re invited to contact our team for support and guidance. We’re available via live chat, email or phone. And of course, your employees can also contact us directly. We’re here to help!

Your Success is Our Success

OnTheClock is used by more than 7,000 organizations across all industries and sectors. But what really matters to you — and to us — is *YOUR* success. With this in mind, we hope that you find this onboarding guide practical and helpful, and that you use it to rapidly enjoy maximum results!

