


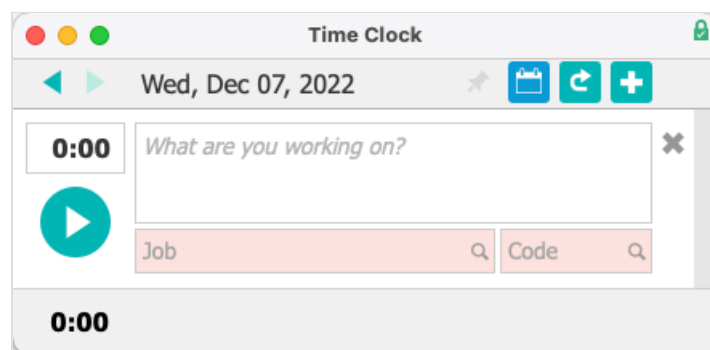
Using the Time Clock


Last Modified on 03/23/2023 12:58 pm EDT

This guide explains how to use the aACE internal time clock. It is intended for beginning users.

The Time Clock enables team members to log and track their time in real-time throughout the day. Time entries are linked to existing jobs and tasks that reference existing line item codes (LICs). aACE uses this info to generate and populate timesheets.

Display the Time Clock by clicking the Main Menu icon for this tool ():



When the Time Clock opens, it automatically creates a blank time entry block and begins accruing time. A blue highlight around the Pause button means time is accumulating. Clicking the Pause button removes that highlight and toggles the button to a Play icon ().

You can manually edit the time if you forget to stop or start the clock. With the clock stopped, click the hour/minutes numbers. In the dialog, enter positive numbers to add time to that task or negative numbers to reduce it. After the day ends, the time entry blocks for the day *cannot* be changed in the Time Clock. On the web, submitting the timesheet also prevents additional editing.

When you open the Time Clock, aACE also automatically creates a linked timesheet. Updates in the Time Clock are reflected on the timesheet record. After the day ends, any additional editing can be done in the [Timesheets module](https://aace6.knowledgeowl.com/help/understanding-and-working-with-time-management) (<https://aace6.knowledgeowl.com/help/understanding-and-working-with-time-management>).

Working with Jobs, Tasks, and LICs

On a time entry block, you can enter the job, task, and LIC information:

- If a user's Team Member record includes a default LIC, that LIC is auto-populated.

- In the Jobs and Tasks fields, drop-down lists show recently selected jobs and any open tasks linked to a selected job.
- You can locate new jobs and tasks by clicking the Search icon (🔍).
 - LICs linked to a selected task are auto-populated when you select the task.
- Auto-populated tasks and LICs can be changed manually.
- Changing a job updates the current task; changing the task updates the job.

The text box for notes is an optional field where you can record details about your work.

Working with Other Time Clock Features

On the Time Clock, you can also:

- Create new time entry blocks — Click the Plus icon at the top. The clock automatically begins tracking time on the new block.
Note: New time entry blocks *cannot* be created for past dates.
- Delete time entry blocks — Stop the clock, then click the Delete icon at the right of the block. Any accumulated time in that block is subtracted from the total.
- Submit the timesheet — Click the Submit button. This updates the timesheet status to Submitted for approval and prevents any editing through the Time Clock.
- View the timesheet — Click the Timesheet link to open the detail view in the Timesheets module.

Configuring Your System to Use the Time Clock

Your system administrator must make sure there is a valid accounting period by activating the required [automation schedule](https://aace6.knowledgeowl.com/help/configuring-automation-schedules) (https://aace6.knowledgeowl.com/help/configuring-automation-schedules): Main Menu > System Admin > Preferences > Automation Schedules > Update Current Period/Fiscal Year.

Using the Time Clock effectively also requires a network of jobs, [tasks](https://aace6.knowledgeowl.com/help/creating-task-groups) (https://aace6.knowledgeowl.com/help/creating-task-groups), and [LICs](https://aace6.knowledgeowl.com/help/overview-of-line-item-codes) (https://aace6.knowledgeowl.com/help/overview-of-line-item-codes).