Jobs

Settings · https://staging.proclock.com/help/kb/managers/manager-settings/jobs/

Overview

ProClock is a comprehensive time management system that allows businesses to track employee hours and manage job costs effectively. This article focuses on the Jobs feature within ProClock, explaining how to add, edit, and utilize job codes for accurate time tracking and reporting.

Key Features

- Add and edit job codes
- Associate employee time with specific jobs
- Generate job cost reports

Adding a New Job

To add a new job to the ProClock system:

1. Click the **ADD** button
2. Enter the following information:
   - **Job#**: A unique 4-digit job number
   - **Description**: A brief description of the job
3. Click the **APPLY** button to save the new job

Editing an Existing Job

To modify an existing job:

1. Select the job from the list by clicking on it

2. Change the Job Name and/or Job number as needed
3. Click the **APPLY** button to save the changes

Job Cost Reporting and Employee Punching

Enabling Job Cost Reporting

To enable job cost reporting:

1. Go to Company set-up
2. Check the "Job Cost Report needed" box

Employee Punching Process

When job cost reporting is enabled:

1. Employees will be prompted to enter a Job code (Job#) when clocking in with a Start Day (SD) punch
2. All hours worked until the next End Day (ED) punch will be associated with the entered Job#
3. For multiple jobs in a single shift:
    - Punch End Day (ED) for the current job
    - Punch Start Day (SD) for the new job, entering the new Job code

Job Cost Reports

Job cost reports are available only if the "Job Cost Report needed" option is checked in the Company set-up. If not enabled, this option will be disabled in the reporting interface.

Troubleshooting

Issue: Unable to Add New Job

1. Ensure you have the necessary permissions to add jobs
2. Verify that the Job# is a unique 4-digit number

3. Check that all required fields are filled out

Issue: Job Cost Reports Not Available

1. Confirm that "Job Cost Report needed" is checked in Company set-up
2. Restart the ProClock application if the setting was recently changed
3. Contact support if the issue persists

Feedback

We value your input! If you have suggestions for improving this documentation or encounter any issues not addressed here, please contact our support team at support@proclock.com or use the feedback form within the ProClock application.

To start using ProClock and its Jobs feature, sign up on our website and download the mobile app. For further assistance, please consult our comprehensive user manual or contact our customer support team.

To add a new Job to the system, click ADD button and enter:

Job#

Enter any 4 digit Job number.

Description

Enter a description of the job.

Then click APPLY button

To change the existing Job data, select the Job on the list by clicking on it.

Change the Job Name and/or Job number, **then click on APPLY button**

How does this affect employee punching?

If the "Job Cost Report needed" box is checked in Company set-up, Employees will be prompted to enter a Job code (Job#) whenever they clock in with an SD (Start Day) punch. Any hours worked until the next ED (End day) punch will be recorded with the above Job# in the hours database. If

employees work on more than one job in the same shift, they must punch End Day (ED) for one job, and then punch Start day (SD) for the next job.

Job Cost Reports

Job cost reports are available only if the Manager checked the "Job Cost Report needed", otherwise this option will be disabled