Time Clock

Bridge Admin Portal – Bridge Services LLC

Overview

The **Time Clock** page allows administrators and managers to review and manage employee work hours. It supports both manual entry and real-time clock-ins from connected job sites.

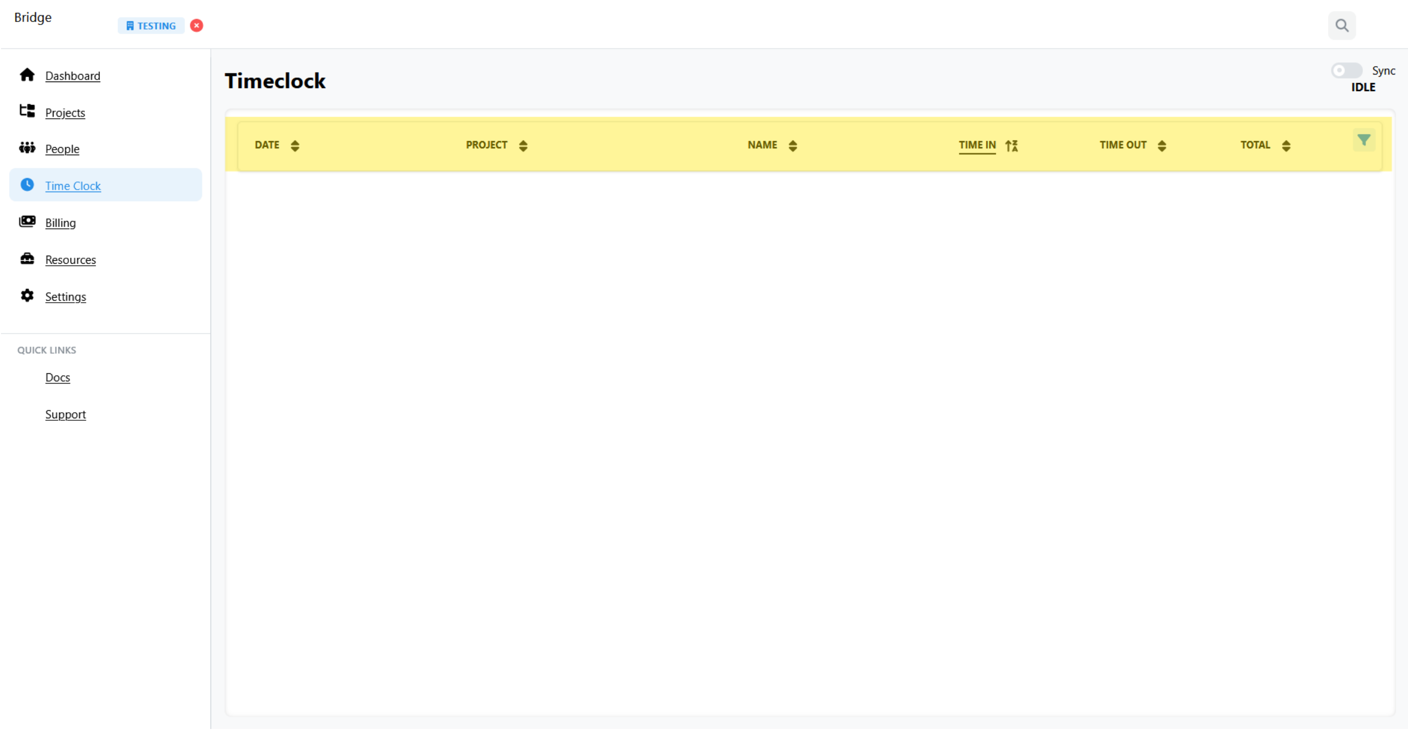
Features

1. Viewing Time Entries

Displays all logged hours by user, tenant, and project. Includes filters for:

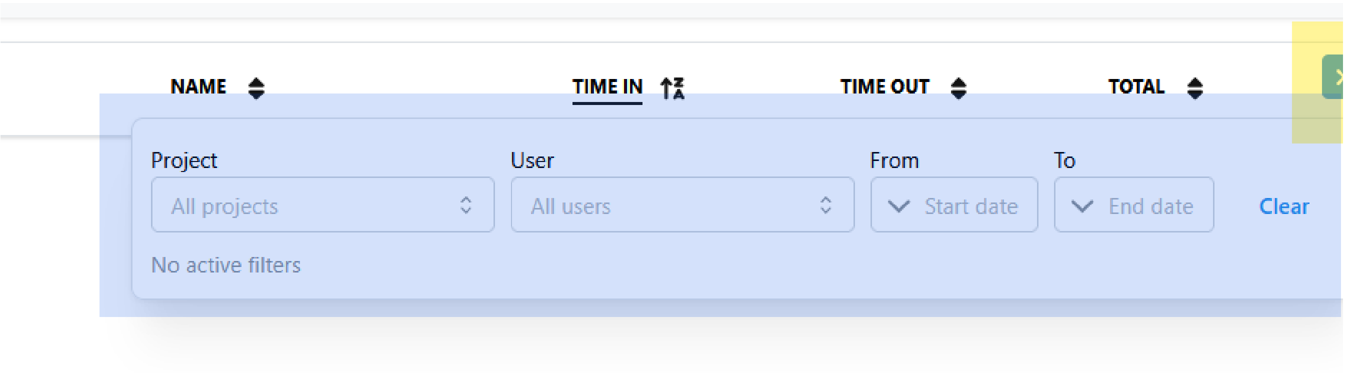
- Date Range
- Tenant
- User Role
- Project Name

Highlighted in Yellow



Additionally:

- You may add multiple filters using the funneling button **Highlighted in Yellow.**
- You can filter specific parameters **Highlighted in Blue** from Projects to User, and even choose a start and end date.



2. Adding Manual Time

1. Click **Add Entry**.
2. Select user and project.
3. Enter start and end times.
4. Add optional notes for work type or location.

5. Click **Save**.

3. Editing or Approving Time

Supervisors and admins can:

- Edit incorrect entries.
- Approve or reject time submissions.
- Export approved hours to billing or payroll.

Common Workflows

Approve Weekly Hours

1. Select the **Current Week** filter.
2. Review total hours by project.
3. Approve all or individual entries as needed.

Correct Time Errors

1. Locate the entry.
2. Click **Edit** to adjust time values.
3. Save changes to update records system-wide.

Tips

- Ensure all employees clock in/out via authorized devices for accuracy.
- Reconcile time logs before exporting to billing.

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