

Time Clocks | Training

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This training is for Managers or Administrators, who handle employee timesheets and time-off requests, including reviewing and approving them and editing them manually.

	Led by a TLM Consultant
About this	Approximately 30 minutes long
Training	Audience is Admins and Managers who will be responsible for enrolling employees in clocks

Topics Covered

- Enrolling an Employee
- Timeclock Setup
- Timeclock Overview

Read these Topics...

- [Setting Up Clocks](#)
 - [Enrolling an Employee in InTouch®](#)
 - [Job Aids for Employees: Clocking In on the Web App, InTouch Clock, Web Clock, or Mobile](#)
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