Time Clocks | Training

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

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

Topics Covered

- Enrolling an Employee
- Timeclock Setup
- Timeclock Overview

To request to join one of these future training sessions, please reach out to you CSM if you are no longer in implementation OR reach out to your Project Manager if you are currently in implementation.

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