



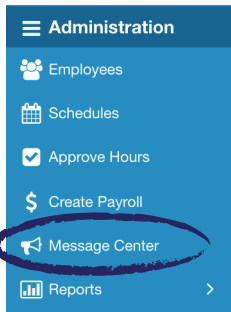
Zip Time Clock®

Sending Messages and Recording Notes

You can send messages to all your employees at one time or to individual employees and you can record notes about employees in their employee record.

Send A Global Message to Your Entire Company

① Select Message Center



② Create your message

Message Center

Start date

6/29/2016

End date

6/30/2016

Message

New message

Save

Enter the start date and end date you want this message to appear to all employees when they clock in.

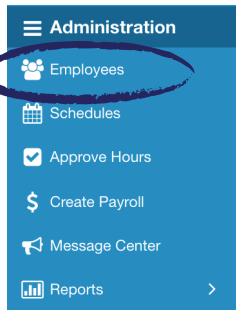
Enter your message.

Click Save.

Start date	End Date	Message
12/19/2015	12/23/2015	Enjoy the holidays and your time off. I am so grateful for all of you! Thank you for being e children, gymnastics coaches and customer managers - Merry Christmas!
07/22/2015	07/27/2015	We are doing another clinic Saturday August 8th for the Girls class coaches. Learn the b Level 1 and 2. Time: 1:00pm - 4:00pm with Tom and Heather
05/25/2015	05/31/2015	Hannv Memorial Dav! Try to promote signing up for summer classes with your students.

Send an Individual Message to an Employee

① Select Employees



② Find the employee you want

Click the **Notes** tab.

Enter the message you want the employee to see the next time they clock in. Change the Show In Clock to ON. Click **Save**.

Info

Schedule

Notes

Pay Rates

Notes

New Notes

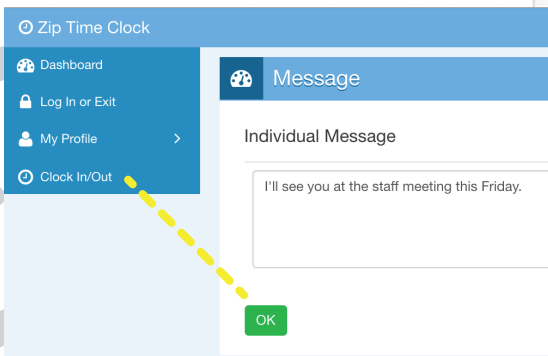
Show In Clock

OFF

Save

Created Date	Explanation	Show In Clock In		
6/29/2016 3:31 PM	Heather - we continue to get a message from our payroll company that your direct deposit information is incorrect and your check cannot be deposited. Can you update your bank information with Jeri? Thanks - Tom	Yes	Edit	Delete

When the employee clocks in they are shown your message and must click **OK** before they can clock in.

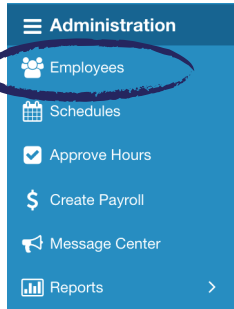




Recording Notes on Employees

You can record notes about employees in their employee record and print the notes in a report.

① Select Employees



② Find the employee you want

Click the **Notes** tab.

Enter the note you want to record about this employee.

DO NOT switch the button to ON. Leave the Show In Clock to OFF. Click **Save**.

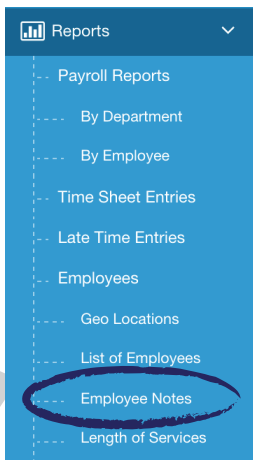
The screenshot shows the 'Notes' tab selected in the top navigation bar. Below the tabs, there is a 'Notes' section with a text area labeled 'New Notes'. Below the text area is a 'Show In Clock' toggle switch set to 'OFF'. A 'Save' button is located below the toggle. At the bottom, there is a table of recorded notes.

Created Date	Explanation	Show In Clock In	
6/29/2016 8:31:31 AM	Heather - we continue to get a message from our payroll company that your direct deposit information is incorrect and your check cannot be deposited. Can you update your bank information with Jeri? Thanks - Tom	Yes	Edit Delete

Print Employee Notes

You can print notes you have recorded for employees in the Reports section.

① Select Reports / Employee Notes



② Filter the report how you wish

Click the **Go** button.

Click **Export to PDF** to print.

The screenshot shows the 'Employees Notes' report interface. It includes a 'Filters' section with dropdown menus for 'Employees' and 'Keywords'. To the right of the filters is a 'Generate' button with a search icon and the text 'Go'. Below the filters is an 'Export to PDF' button. At the bottom, there is a table of employee notes.

Date	Employee	Note
06/29/2016	Heath, Heather	Heather - we continue to get a message from our payroll company that your direct deposit information is incorrect be deposited. Can you update your bank information with Jeri? Thanks - Tom
06/12/2016	Allen, Brittney	You don't work on Sunday so did you forget to clock in your second shift on Friday?
05/30/2016	Allen,	Memorial Day is not part of the girls team tuition so you must use paid time off for these hours. You count regular