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# Staff Record / Time Sheet

## User Guide

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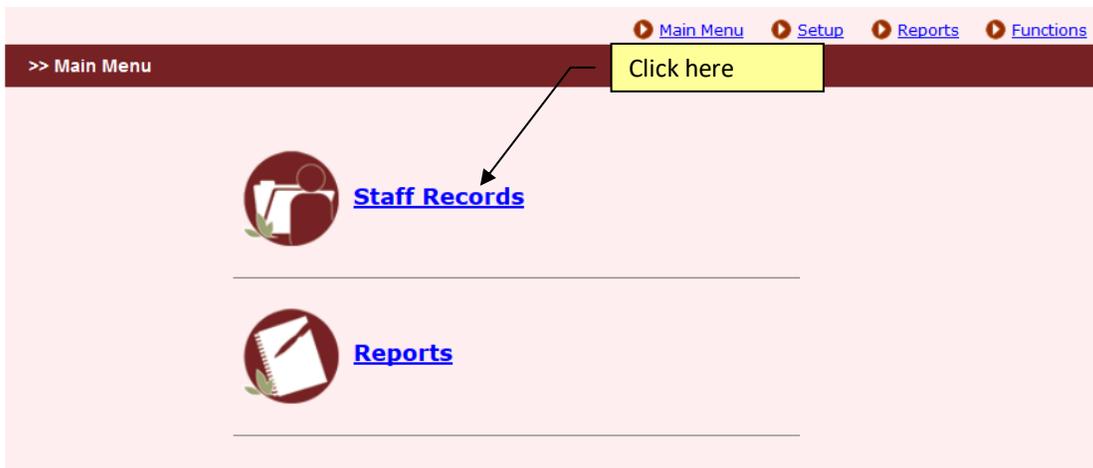
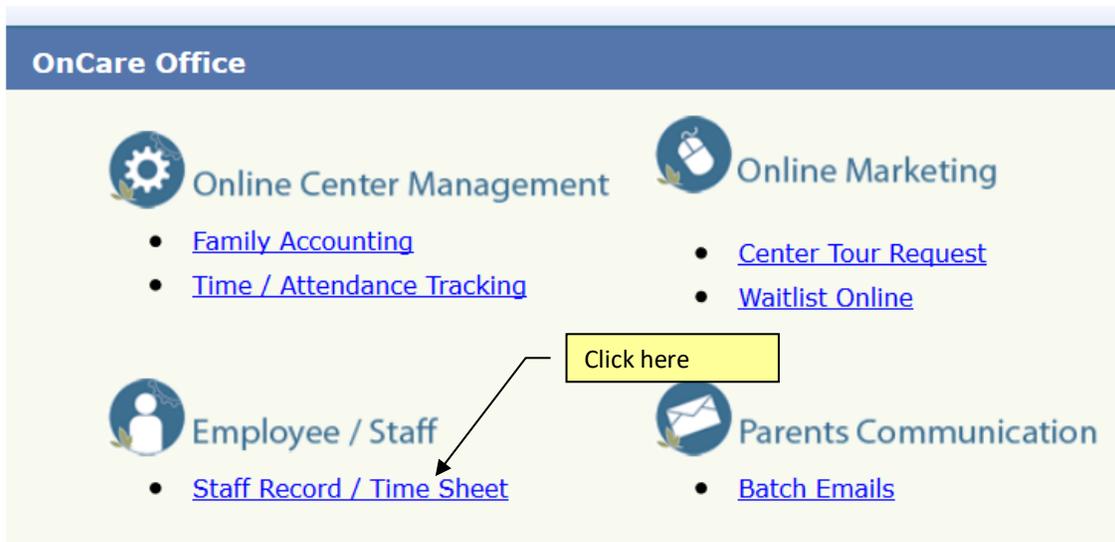
# 1. What is The Purpose

OnCare’s Staff Record/Time Sheet module manages staff member’s personal information, trainings and certifications, medical and emergency contact information, immunization information, employment information, system admin information (sign in/out code) and work schedules.

**The ID codes (e.g. 4-digit PIN code)** is strictly for the purpose of staffing signing in and out. The clocked in time captured is used for payroll purposes.

**The staff login (username/password)** to OnCare is for a different purpose. Once login, it allows the staff to update their personal information and view their time card.

# 2. Access the Staff Record Module



### 3. Add a New Staff

To start, you need to add the staff record to the system.

**Note:** If you have your staff information in Excel, please contact the OnCare Support team to help you upload the staff records into OnCare.

No.	Staff ID	Last Name	First Name	Class Room	Position	Status	Action
1	12001	Barroso	Michelle	Infant 1	Teacher	Active	<a href="#">Edit</a> <a href="#">Time Card</a> <a href="#">PTO</a> <a href="#">Absence</a>
2	12002	Berkey	Melody	Infant 1	Assistant teacher	Active	<a href="#">Edit</a> <a href="#">Time Card</a> <a href="#">PTO</a> <a href="#">Absence</a>

#### Mandatory Information to add a new staff record

You will be presented with a page to add the staff information. While there is a total of 7 (SEVEN) SECTIONS in the Staff Record, only the following information is **required** to create a staff record includes:

- Staff First and Last Name
- Gender
- Position
- Staff Schedule (This is explained in more detail later)

You can come back to add the other information later or invite your staff to login to update their own personal information.

**Staff Schedule**

Select from a template  add/edit Staff Schedule Template, [Click here.](#)

Staff Schedule Name  Do not check for absence

**Required**

Day	Time In	Time Out	Time In	Time Out
MON	<input type="text"/> : <input type="text"/> am	<input type="text"/> : <input type="text"/> am	<input type="text"/> : <input type="text"/> pm	<input type="text"/> : <input type="text"/> pm

## 4. Staff Sign In/Out ID Code

If you plan to use the Staff Sign In/Out function and the Time Sheet module, you need to setup the Sign In/Out ID code by staff.

In the System Admin Information section of the Staff Record, you can enter a 4-digit PIN code for each staff member. This code is given to each individual to sign In and out and the beginning and end of work shifts.

Note: Staff Sign In/Out Code can be 4-8 alpha-numeric characters.

**System Admin Information**

**Login User Name**

**Child Group Check In/Out**  Yes  No

**SignIn/Out Code**

**User Email**

**Password**

**Password Strength Meter**

**Confirm Password**

The system generates a unique 4-digit PIN code for each staff member

## 5. Staff Login to OnCare

In addition to the Sign In/Out Code which tracks attendance, you can create an OnCare login. These are different. The OnCare login allows the staff view and update their personal information. Each employee can only view and update their own information. To setup Staff Login, please see the instructions below:

- a) Create a Login User Name

- b) Enter a password for the staff
- c) Pass out this login information to each staff

a) Create a Login User Name here (e.g. personal email addresses)

The screenshot shows a 'System Admin Information' form with the following fields and annotations:

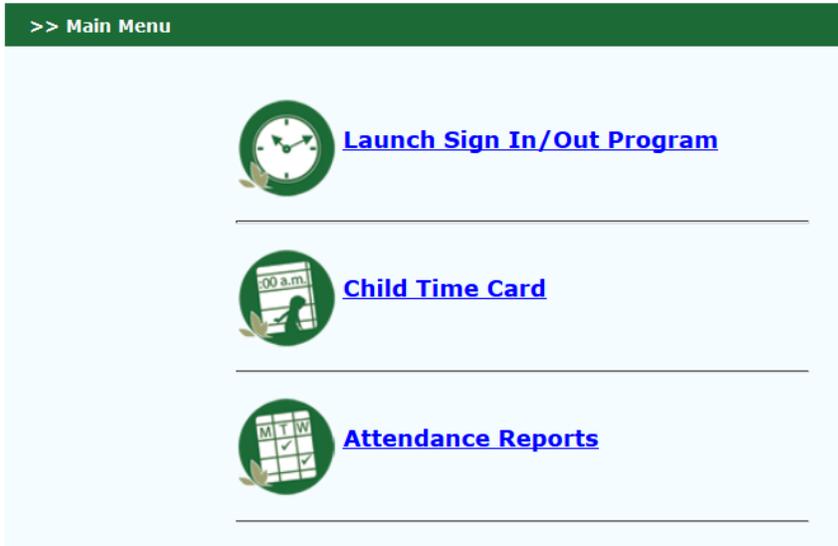
- Login User Name:** staff7@oncare3.com (Annotated with 'a) Create a Login User Name here (e.g. personal email addresses)')
- Staff ID:** 12007
- User Email:** staff7@oncare3.com (Annotated with 'b) Enter a password & confirm password')
- Child Group Check In/Out:** Radio buttons for Yes and No (No is selected).
- SignIn/Out Code:** 3007
- Password:** [Redacted] (Annotated with 'b) Enter a password & confirm password')
- Password Strength Meter:** Shows 'Secure' with a yellow bar.
- Confirm Password:** [Redacted] (Annotated with 'b) Enter a password & confirm password')

After you have created the staff login, it is recommended that you login to the OnCare system as a staff member to see what is visible and functional to the account.

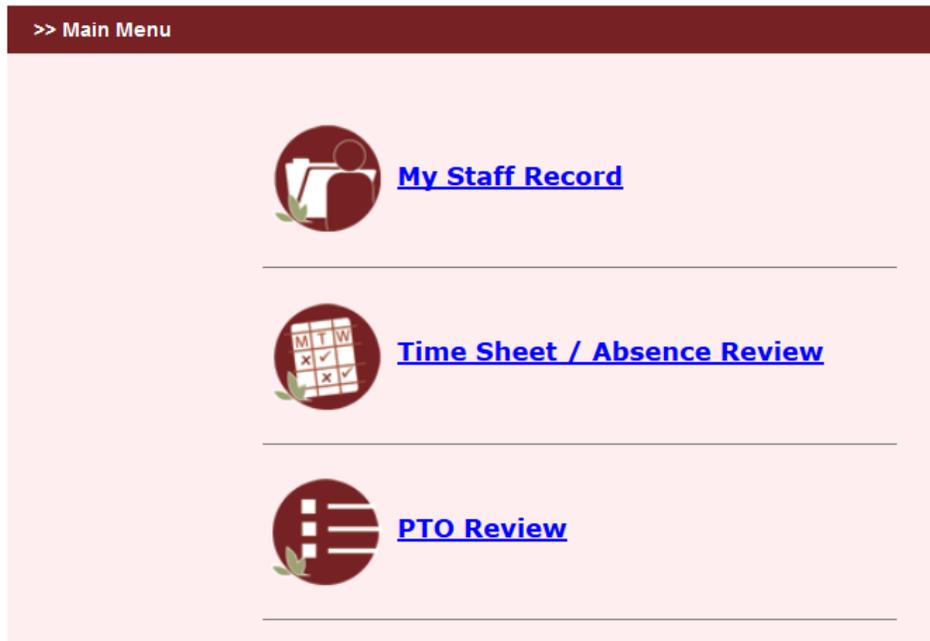
The OnCare login URL is the same as your center login: [www.oncareoffice.com](http://www.oncareoffice.com). After the individual login, they will see a limited menu items:



Under Time/Attendance Tracking, the staff can access the following:



Under the Staff Record/ Time Sheet function, the staff can see the following:



## 6. Staff Schedule

You will find the Staff Schedule in section 5 of the Staff Record. The work schedule is required. The recommended way to enter the staff schedule is using the "Template." The system defaults a "Full Day Schedule" template as 8 am to 5 pm. You can easily create your own staff schedule template by clicking on "To add/edit Staff Schedule Template."



## Staff Schedule

Select from a template  To add/edit Staff Schedule Template, [Click here.](#)

Staff Schedule Name   Do not check for absence

Day	Time In	Time Out	Time In	Time Out
MON	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾
TUE	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾
WED	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾
THU	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾
FRI	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾
SAT	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾
SUN	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾

To create a staff work schedule template, simply provide a name and enter the expected In and Out time of that schedule.

>> Add / Edit Staff's Schedule Template

<< Back

Name of Schedule

Status Active ▾

Enter In and Out Time, then click "Add"

Day	Time In	Time Out	Time In	Time Out
MON	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾
TUE	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾

Once you created your schedule template, you can assign schedules to staff by selecting from the template drop down:

Staff Schedule

Select from a template  Select here... To add/edit Staff Schedule Template, [Click here.](#)

Staff Schedule Name   Do not check for absence

Select one

- Select here...
- AM Schedule
- Full Day Schedule (Default)
- PM Schedule

Day	Time In	Time Out	Time In	Time Out
MON	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾
TUE	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾
WED	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾

Based on the Staff Schedule (expected sign in and out time), the system calculates the standard work hours for each staff member. The standard work daily hours (Std Hrs) are used in the Time Sheet management for payroll purposes.

Staff Schedule

Select from a template  Select here... To add/edit Staff Schedule Template, [Click here.](#)

Staff Schedule Name Full Day Schedule (Default)  Do not check for absence

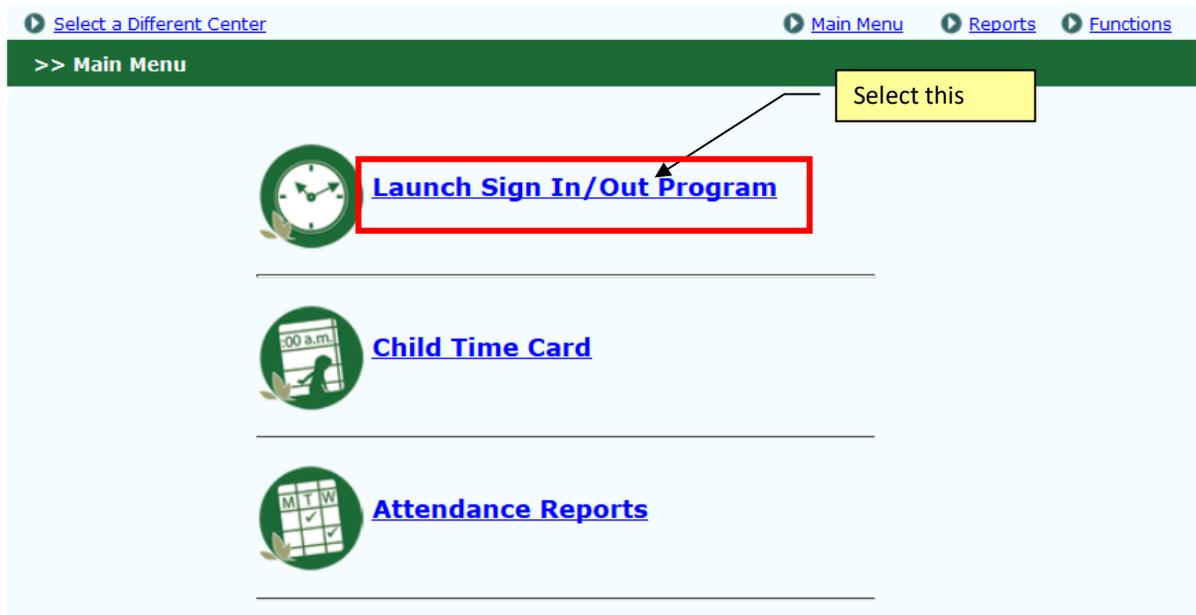
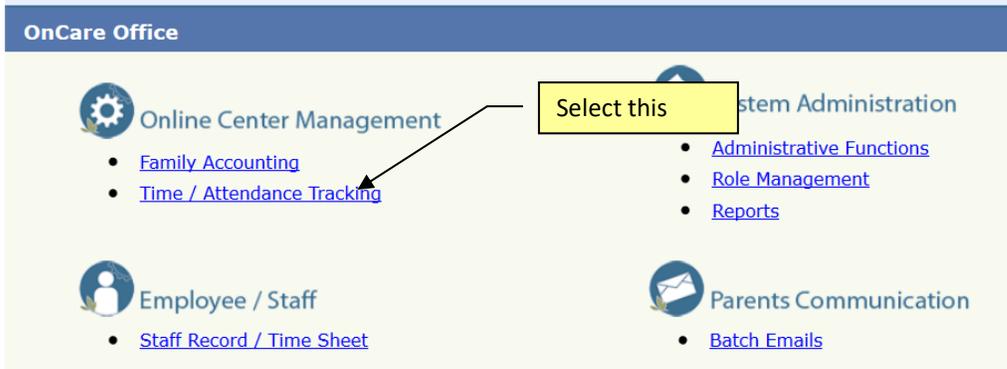
Daily

Day	Time In	Time Out	Time In	Time Out	Std Hrs
MON	08 : 00 am ▾	12 : 00 pm ▾	01 : 00 pm ▾	05 : 00 pm ▾	8.00
TUE	08 : 00 am ▾	12 : 00 pm ▾	01 : 00 pm ▾	05 : 00 pm ▾	8.00
WED	08 : 00 am ▾	12 : 00 pm ▾	01 : 00 pm ▾	05 : 00 pm ▾	8.00
THU	08 : 00 am ▾	12 : 00 pm ▾	01 : 00 pm ▾	05 : 00 pm ▾	8.00
FRI	08 : 00 am ▾	12 : 00 pm ▾	01 : 00 pm ▾	05 : 00 pm ▾	8.00
SAT	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾	
SUN	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾	
<b>Total Hours/Week</b>					<b>40.00</b>

## 7. Launch the Sign In/Out Program (Time Clock)

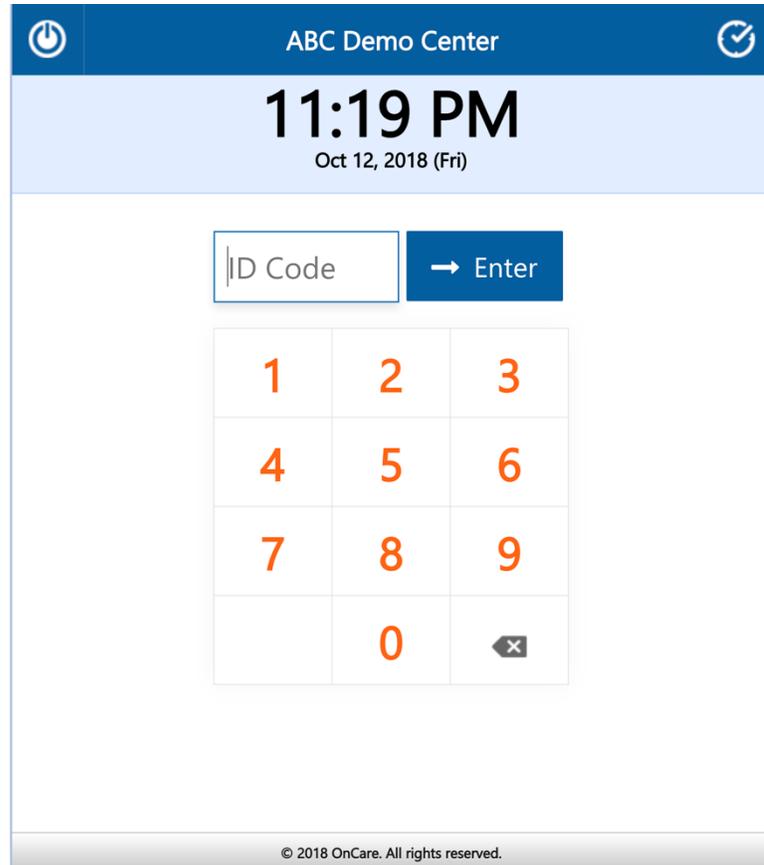
OnCare is a fully web-based program therefore a device/PC that is connected to the internet is needed to launch the electronic Sign In/Out function. On the designated Sign In/Out device, login to OnCare, select the Time / Attendance Tracking module, then select Launch Sign In/Out Program.

Note: This is **SAME Time Clock** for parents/Authorized persons sign in/out of the children.





All Authorized Persons can use this interface to sign the child in and out of the center.



ABC Demo Center

11:19 PM  
Oct 12, 2018 (Fri)

ID Code

1	2	3
4	5	6
7	8	9
	0	⌫

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## 8. TimeClock Role

OnCare allows your account Company Super User to manage user access to the system by role. For example, the Company Super User can create a role call "TimeClock" to limit access to only to launch the time clock only and nothing else.

You can then create a general user account named "<<your center initials>>timeclock" and then assign the timeclock role to this user.

With this setup can you give this limited user login to your center opener and closer. This way if there is any issue with the timeclock and someone needs to reboot the computer and relaunch the OnCare timeclock, the designated staff can do it without having to wait for the director.

## 9. Recommended Device

You can use regular PC, laptop or tablet as the sign in out device, as long as the device is connected to the Internet.

You can get iOS or Android tablets.



You can search online for the suitable **KIOSK STAND** to secure the tablet.