

Viewing Audit Log by WebClock



The **Audit Log** allows you to examine when changes have been made to certain areas in **TimeClock Plus®**.

There are three functions available within the Audit Log:

- **Hours Audit Log:** This shows changes to employees' hours.
- **Employee Audit Log:** This shows changes to employees' profiles.
- **Incomplete Clock Operation Audit Log:** This shows situations where employees have not completed a clock operation.

Hours Audit Log

The screenshot shows the 'Hours Audit Log' interface. At the top, there is a dropdown menu set to 'Hours Audit Log'. Below it are four filter buttons: 'Employee Filter', 'Job Code Filter', 'User Filter', and 'Advanced Filter'. A date range selector shows '6/8/2016' to '6/8/2016' with a calendar icon and an 'Update' button. There are two search options: 'Search on dates edited' (selected) and 'Search on segment times'. A 'Group by' dropdown is set to 'Employee ID'. A search bar is located below the filters. The interface shows 'Showing 2 records of 2' and a table with columns: Time, Employee Name, Time In, Time Out, User Name, Feature, and Reason. The table contains two records for Mandy Nelson.

Time	Employee Name	Time In	Time Out	User Name	Feature	Reason
- 2 - Mandy Nelson						
6/8/2016 12:32 PM	Mandy Nelson	6/7/2016 09:00 AM	6/7/2016 05:30 PM	ADMIN	Individual Hours	Edited
6/8/2016 01:02 PM	Mandy Nelson	6/7/2016 09:15 AM	6/7/2016 05:30 PM	Philip Hodapp	Individual Hours	Edited

The **Hours Audit Log** allows users to view and search for edits made to employee segments. While many operations performed within **TimeClock Plus** will be performed by the employees themselves and will not require user oversight, the **Hours Audit Log** provides a permanent record of segments that were added, edited, or deleted by users, as well as information on where, when, and by whom these changes were made.

Navigating the Hours Audit Log

Group by: This dropdown determines how hours will be sorted within the Hours Audit Log. Sorting can be done by:

- **Date edited**
- **Date worked**
- **Department**
- **Employee ID**
- **Employee name**

- **Physical location**
- **User**

Search on dates edited: Selecting this radio button searches for segments edited within that date range. For example, if you were to search for segments edited in the month of October 2015, all segments that were edited during that time frame would appear, regardless of when the segment took place.

Search on segment times: Selecting this radio button searches for segments whose times fall within that date range. For example, if you were to search for segments in the month of November 2015, all edited segments that took place during that month that would appear, regardless of when they were edited.

Date Range: The date range boxes allow you to select a date range for the edited hours you would like to see. In addition, several common date ranges (such as month to date, open weeks, or pay period) can be selected from the dropdown menu.

Update: Once a date range and other criteria have been defined, clicking on the **Update** button allows you to view relevant segments.

Hours Audit Log Filters

Employee Filter: The **Employee Filter** allows you to filter employee segments by a number of criteria, such as hire date, employee number, or length of employment.

Job Code Filter: The **Filter Job Code** allows you to filter employee segments by the job code(s) the employees worked in.

User Filter: This filter allows you to select the user or users whose edits you wish to view.

Advanced Filter: This filter is comprised of several smaller filters:

- **Edit Filter** : Enabled by checking **Include changes to segments**, the **Edit Filter** allows you to filter employee segments by the type of edit (adding, editing, or deleting).
- **Approval Filter** : Enabled by checking **Include approvals**, the **Approval Filter** allows you to filter employee segments by exception type, override method, or triggering (type) of operation.
- **Location Filter** : Enabled by selecting the **Include specific features** radio button, the **Location Filter** allows you to filter by where the segments were added or edited.

Performing an Hours Audit

1. At the top of the window, select the date range desired for the hour audit. If necessary, select how segments will be grouped and the criteria for the date range.

2. If desired, filter the audit by selecting the valid filter. Segments can be filtered by employee or job code as well as type of edit or exception type.
3. Once you've configured your audit, click the gray **Update** button.
4. A list of all relevant segments will appear below the information bar. **Segment** groups can be expanded or collapsed by clicking on the **+** icon next to the group.
5. If the employee you are looking for doesn't appear on this list, type in their name or Employee ID into the **Search** bar and click on the magnifying glass icon.
6. Each edited segment has a  icon to the right. Click on this icon to open up the **Hours Audit Log History**. This window will show the time, location, user, and values for each version of the segment.

Hours Audit Log History ? Feedback

Time Edited	Description
04/18/2016 10:52 AM	Added Segment
04/18/2016 10:52 AM	Edited Segment
04/18/2016 10:52 AM	Approval Change
04/18/2016 10:53 AM	Approval Change
04/18/2016 10:53 AM	Approval Change

Time edited: 04/18/2016 10:53 A. Employee: 2 - Mandy Nelson
 Physical location: 192.168.2.19 Override Type: None
 Application / Feature: Individual Hours Clock Operation: Not Set
 User ID: ADMIN

Field	Old Value	New Value
Time In	04/18/2016 08:30 AM	
Actual Time In	04/18/2016 08:30 AM	
Time Out	04/18/2016 04:30 PM	
Actual Time Out	04/18/2016 04:30 PM	
Cost Code	N/A	
Substitute	N/A	
Job Code	100 - Trainer	
Rate of Pay	12.00	

Close

7. Each individual edit can be selected from the list on the left of the **Hours Audit Log History**. Additionally, edits can be browsed by clicking the up and down arrows.
8. Each edit will display the old and new values for each applicable field. If nothing was changed for a field, a single value will appear across both fields.

Employee Audit Log

Select feature:

Employee Filter User Filter Advanced Filter

6/8/2016 to 6/8/2016 Group by
 Today Update Employee ID

[Expand all](#) [Collapse all](#)

Showing 8 records of 8

	Time	Employee Name	User Name	Feature	Reason	Physical Location
- 2 - Mandy Nelson						
	6/8/2016 09:28 AM	Mandy Nelson	ADMIN	Employee Profiles	Edited	192.188.2.19
	6/8/2016 09:30 AM	Mandy Nelson	ADMIN	Employee Profiles	Edited	192.188.2.19
	6/8/2016 12:30 PM	Mandy Nelson	ADMIN	Employee Profiles	Edited	192.188.2.19
	6/8/2016 12:58 PM	Mandy Nelson	ADMIN	Employee Profiles	Edited	192.188.2.19
- 65 - Jack Kelly						
	6/8/2016 12:50 PM	Jack Kelly	ADMIN	Employee Profiles	Edited	192.188.2.19
	6/8/2016 12:50 PM	Jack Kelly	ADMIN	Employee Profiles	Edited	192.188.2.19
	6/8/2016 12:58 PM	Jack Kelly	ADMIN	Employee Profiles	Edited	192.188.2.19
	6/8/2016 01:05 PM	Jack Kelly	ADMIN	Employee Profiles	Edited	192.188.2.19

The **Employee Audit Log** allows users to view and search for edits made to employees' profiles. This log provides a permanent record of employees that were added, edited, or deleted by users, as well as information on where, when, and by whom these changes were made.

Navigating the Employee Audit Log

Group by: This dropdown determines how hours will be sorted within the Employee Audit Log. Sorting can be done by:

- **Date edited**
- **Employee ID**
- **Employee name**
- **Physical location**
- **User**

Date Range: The date range boxes allow you to select a range for when employee edits were performed. In addition, several common date ranges (such as month to date, open weeks, or pay period) can be selected from the dropdown menu.

Update: Once a date range and other criteria have been defined, clicking on the **Update** button allows you to view relevant segments.

Employee Audit Log Filters

Employee Filter: The [Employee Filter](#) allows you to filter employee segments by a number of criteria, such as hire date, employee number, or length of employment.

Job Code Filter: The [Filter Job Code](#) allows you to filter employee segments by the job code(s) the employees worked in.

Advanced Filter: This filter is comprised of smaller filters:

- **Include specific operations** : This allows you to choose whether **Add**, **Edit**, and/or **Delete** operations are shown.
- **Include all features/Include specific features** : This allows you to choose whether changes performed in **Global Addition**, **Import**, and/or **Employee Profiles** are displayed.

Performing an Employee Audit

1. At the top of the window, select the date range desired for the audit. If necessary, select how segments will be grouped and the criteria for the date range.
2. If desired, filter the audit by selecting the valid filter. Segments can be filtered by employee or job code as well as type of edit or exception type.
3. Once you've configured your audit, click the gray **Update** button.
4. A list of all relevant segments will appear below the information bar. Employees can be expanded or collapsed by clicking on the **+** icon next to the group.
5. If the employee you are looking for doesn't appear on this list, type in their name or Employee ID into the **Search** bar and click on the magnifying glass icon.
6. Each edited segment has a  icon to the right. Click on this icon to open up the **Audit Log Change** window. This window will show the time, location, user, and values for each version of the segment.
7. Each individual edit can be selected from the list on the left of the **Audit Log Change** window. Additionally, edits can be browsed by clicking the up and down arrows.
8. Each edit will display the old and new values for each applicable field. If nothing was changed for a field, a single value will appear across both fields.

Incomplete Clock Operation Audit Log

Select feature: **Incomplete Clock Operation Audit Log**

Employee Filter Advanced Filter

6/8/2016 to 6/8/2016 Group by: Employee ID

Today Update

Search

Expand all Collapse all

Showing 2 records of 2

Time	Employee Name	Application	Reason	Last Workflow Step	Type	Physical Location
- 2 - Mandy Nelson						
6/8/2016 01:47 PM	Mandy Nelson	WebClock	Cancelled Clock Operation	Gather Confirmation	Clock In	192.188.2.19
- 65 - Jack Kelly						
6/8/2016 01:50 PM	Jack Kelly	WebClock	Abandoned Clock Operation	Gather Job Code	Clock In	192.188.2.19

If your employees fail to complete a clock operation, then the failed operation will appear in the **Incomplete Clock Operation Audit Log**.

Viewing Incomplete Clock Operations

1. Select **Incomplete Clock Operation Audit Log** from the **Select feature** dropdown.
2. If you would like to only see certain employees, you can use the [Employee Filter](#).
3. If you would only like to view punches from a particular application (e.g. just unresolved punches from **WebClock**), check the desired application(s) from the **Advanced Filter** button:
 - **Mobile**: This will display incomplete Mobile App operations.
 - **TelClock**: This will display operations that were not completed on TelClock.
 - **Clock Hub**: This will display operations that were not completed on a clock device.
 - **WebClock**: This will display incomplete WebClock operations.
4. Enter a **Date Range** you would like to see incomplete clock operations for, or select one from the **Date Picker**, then click **Update**.
5. Click on the **+** to expand an employee, or click **Expand** or **Collapse All** to show or hide each section. When you have finished making changes to the tab, click **Save** to save your work or **Cancel** to go back to the previous settings.