

## Timekeeping

*AccuFund Onsite*

### Choose the Timekeeping Options That Work Best for Your Organization

AccuFund offers a wide range of timekeeping options to meet the needs of government agencies and nonprofits, including the ability to access distributions, earning items, clients, and memos. In all cases, employees can clock into and out of programs, jobs, or projects.

- **Time Clock**

Employees entering a building—from one or multiple locations—can activate this physical clock with card, fob, or biometrics, and facial recognition is on the way. No computer is required: a rugged device attaches to a wall or stand.

- **Web Clock**

This clock is a great option for those who prefer a simple, browser-based timekeeper. Web clocks are ideal for employees who have ready access to computers.

- **Soft Clock**

This downloadable app for Android or Apple devices turns tablets and smartphones into AccuFund time entry options with robust functionality. It's perfect for mobile employees but it can also be mounted as a fixed kiosk clocking device.

### Time Keeping Online Version

Looking for the cloud online version of this module?

[Show Me the Online Version](#)

Clock in or out



Submit

Cancel

12:17:02 PM

Clock:  In  Out

Earning Item: Hourly

Memo:

Type: <none>

Position: <none>

Rate: 0.0000

Distribution: Admin

Amount: 0.00

## Enjoy Two Convenient Time-Entry Methods

AccuFund's Timekeeping module offers two time-entry methods that eliminate paper time sheets, automatically route timesheets for approval, and seamlessly integrate, in real time, with AccuFund Payroll.

- **Employee Time Entry**

DailyOur most popular time entry method allows employees to log in and fill out their own time sheets. It's well suited for staff who need to track their time in various programs and departments. Simple tools make complex time recording easy and duplicate entries are avoided.

- **Employee Calendar Entry**

This simple time entry method provides a user-friendly, graphical view of time recorded. Employees can drag through a time period to enter their time, make adjustments, and copy time to other days.

The screenshot shows the 'Time, 7/1 - 7/15' interface. The legend on the left includes: Work (red), Unpaid Break (blue), Lunch (green), Sick (yellow), Paid Break (pink), COVID (light blue), Holiday (light green), and Vacation (orange). The calendar grid shows time entries for Monday through Friday, with red blocks for work and green blocks for lunch.

	Mon 07/01	Tue 07/02	Wed 07/03	Thu 07/04	Fri 07/05	Sat 07/06	Sun 07/07	Mon 07/08	Tue 07/09	Wed 07/10	Thu 07/11	Fri 07/12	Sat 07/13	Sun 07/14	Mon 07/15
7:00															
8:00	08:00 -	08:00 -	08:00 -	08:00 -	08:00 -										
9:00	12:00 (4) Hou	12:00 (4) Hou	12:00 (4) Hou	12:00 (4) Hou	12:00 (4) Hou										
10:00															
11:00															
12:00	1... -	1... -	1... -	1... -	1... -										
1:00	13:00 -	13:00 -	13:00 -	13:00 -	13:00 -										
2:00	16:00 (3) Hou	16:00 (3) Hou	16:00 (3) Hou	16:00 (3) Hou	16:00 (3) Hou										
3:00															

## Let's Get Started

AccuFund supports your mission with a full suite of financial management applications for nonprofit and government organizations. To learn more and arrange a demo, contact AccuFund at 877-872-2228 or [sales@accufund.com](mailto:sales@accufund.com) or visit [www.accufund.com](http://www.accufund.com).

[Download PDF](#)