



# TreeRing

Workforce Solutions

## Administrator Manual TreeRing Time<sup>®</sup> Kiosk App



Enterprise  
Time, Attendance and  
Workforce Management

June 2022

## Notices

© 2022 TreeRing Workforce Solutions, Inc. All Rights Reserved.

TreeRing Workforce Solutions, Inc., 4780 Ashford Dunwoody Rd, Suite A-145, Atlanta, GA, 30338

TreeRing Time, TreeRing HRIS, TreeRing Payroll and TreeRing Visitor are either registered trademarks or trademarks of TreeRing Workforce Solutions, Inc. in the United States and/or other countries.

Information in this document is subject to change without notice. Without limiting the rights under copyright, no part of this document may be reproduced, in whole or in part, without the express written permission of TreeRing Workforce Solutions, Inc.

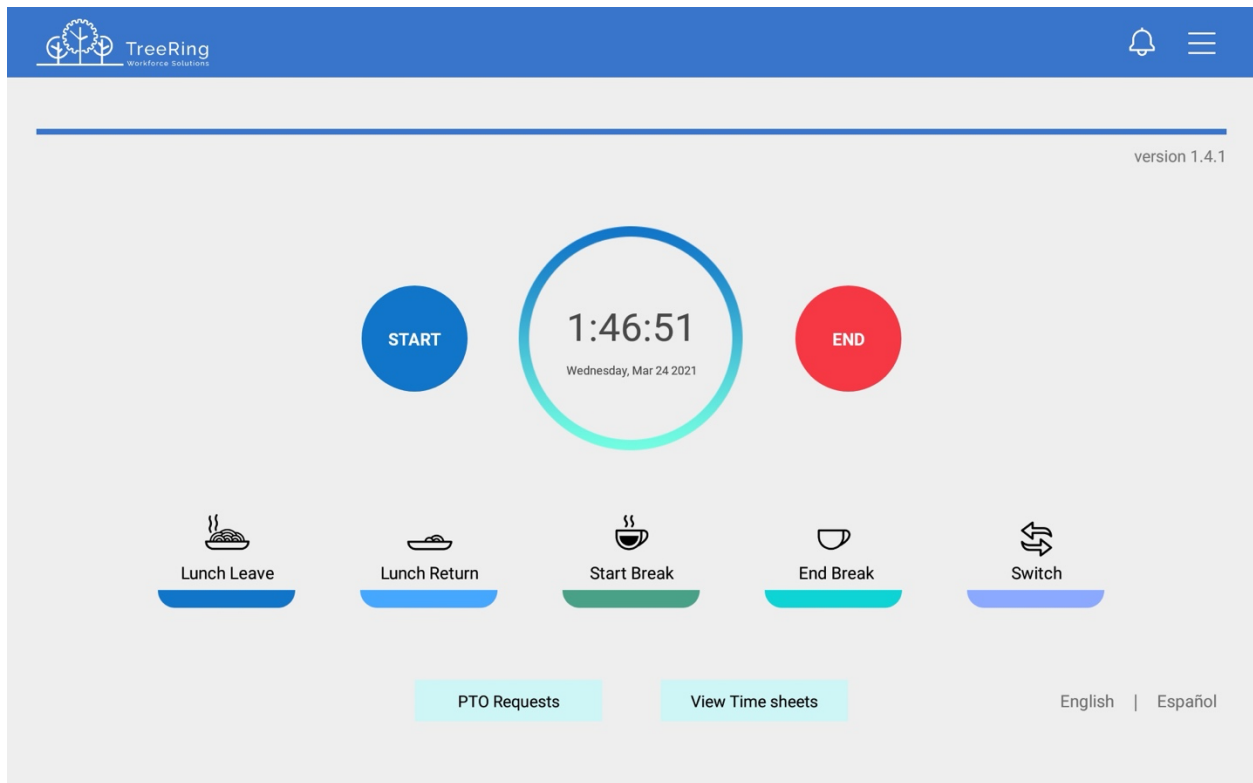
Unless otherwise noted, the example companies, organizations, and employees depicted herein are fictitious and no association with any real company, organization, or person is intended or should be inferred.

TreeRing Workforce Solutions, Inc. makes no representation or warranty, either expressed or implied, by or with respect to the TreeRing Time software or anything in this manual or reports created in, but not limited to warranties or merchantability and fitness for a particular purpose.

## Contents

TreeRing Time® Kiosk Application .....	1
Interface Menu .....	2
Setting up TimeClock Server URL and Admin User .....	3
Adding Your Device to TimeClock Server 9.....	5
Adding a Time Clock Schedule .....	8
Viewing the Activity Page .....	11
Clocking In and Out .....	12
Switching Organizational Levels during a Shift.....	15
Entering a PTO Request.....	16
Viewing Timesheet .....	18
Getting Assistance .....	19

# TreeRing Time® Kiosk Application



This is a multi-functional app for iOS or Android tablets. We recommend using a 10.1-inch tablet.

- Punch In and Out
- Lunch and Break Punches
- Apply customizable job and or department transfers
- View Timesheet
- View Schedule
- Request Time Off
- View PTO Upcoming Requests
- Health Attestation
- Break and Safety Attestation
- Visual feedback for accepted and rejected swipes
- Multi-language firmware supports English & Spanish

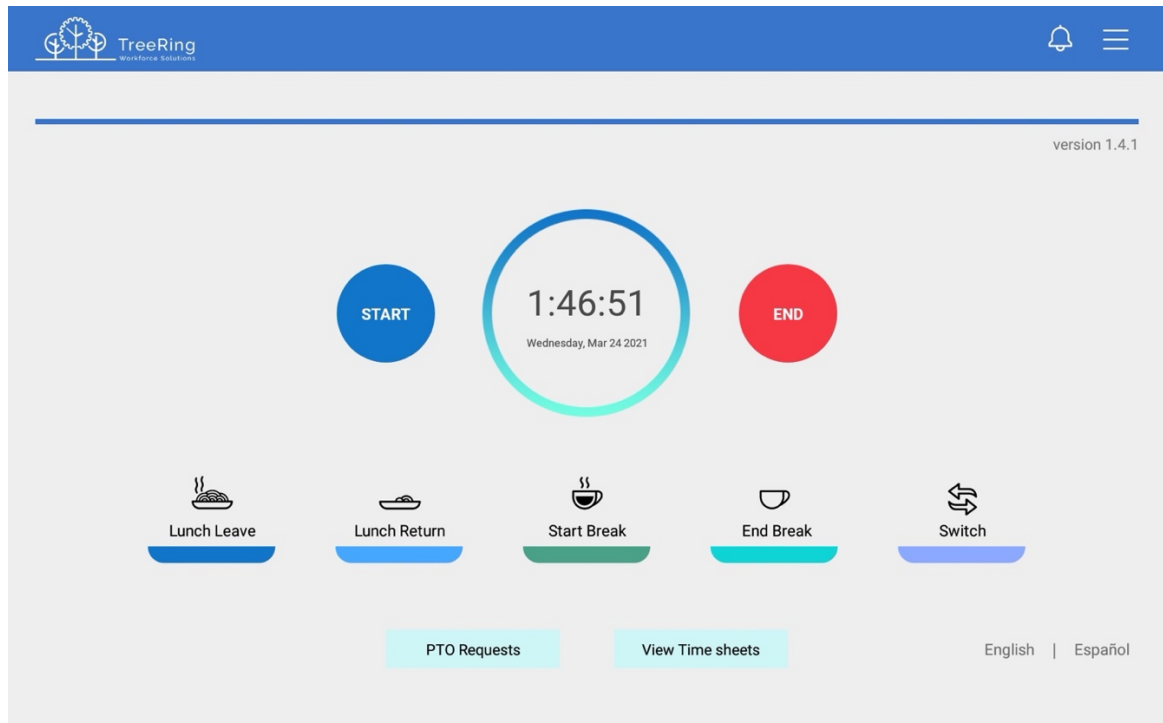
Download the TreeRing Time Kiosk tablet app at:

<https://play.google.com/store/apps/details?id=com.msb.treeringtime.kiosk>

<https://apps.apple.com/us/app/treering-time-kiosk/id1541024089>

Security Wall Mount Enclosure can be purchased from <https://www.tabcare.com/>

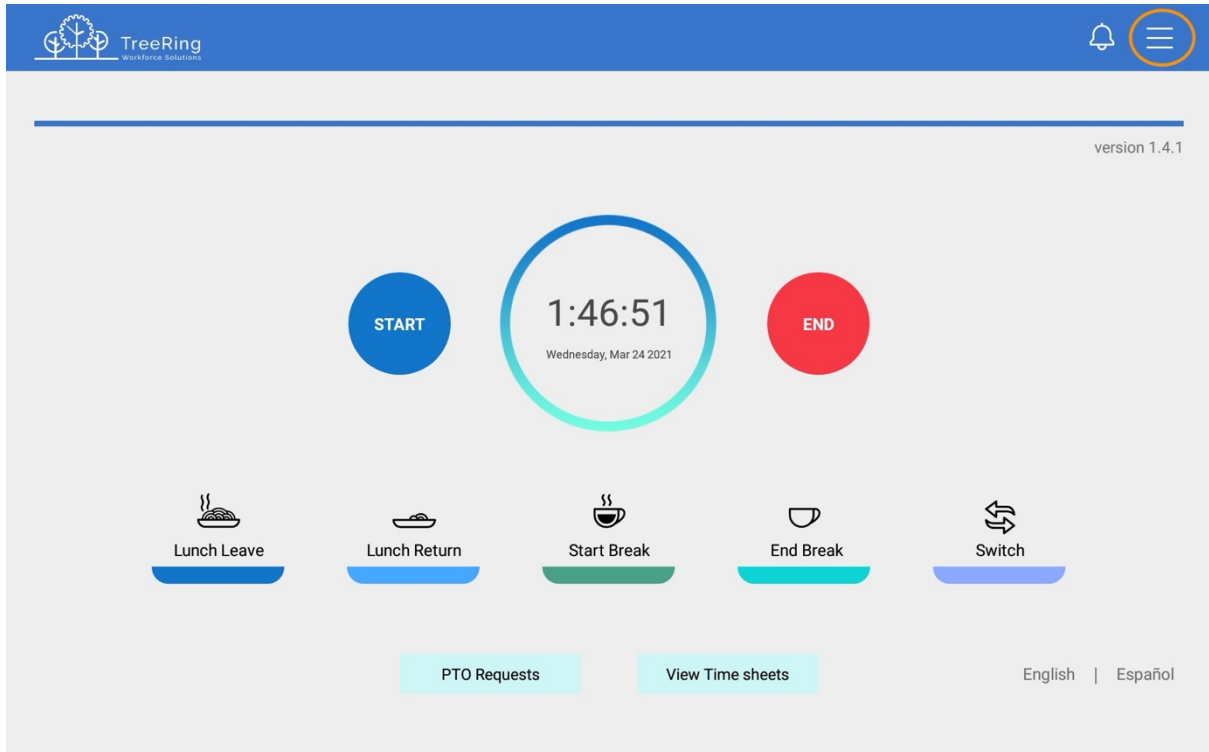
## Interface Menu



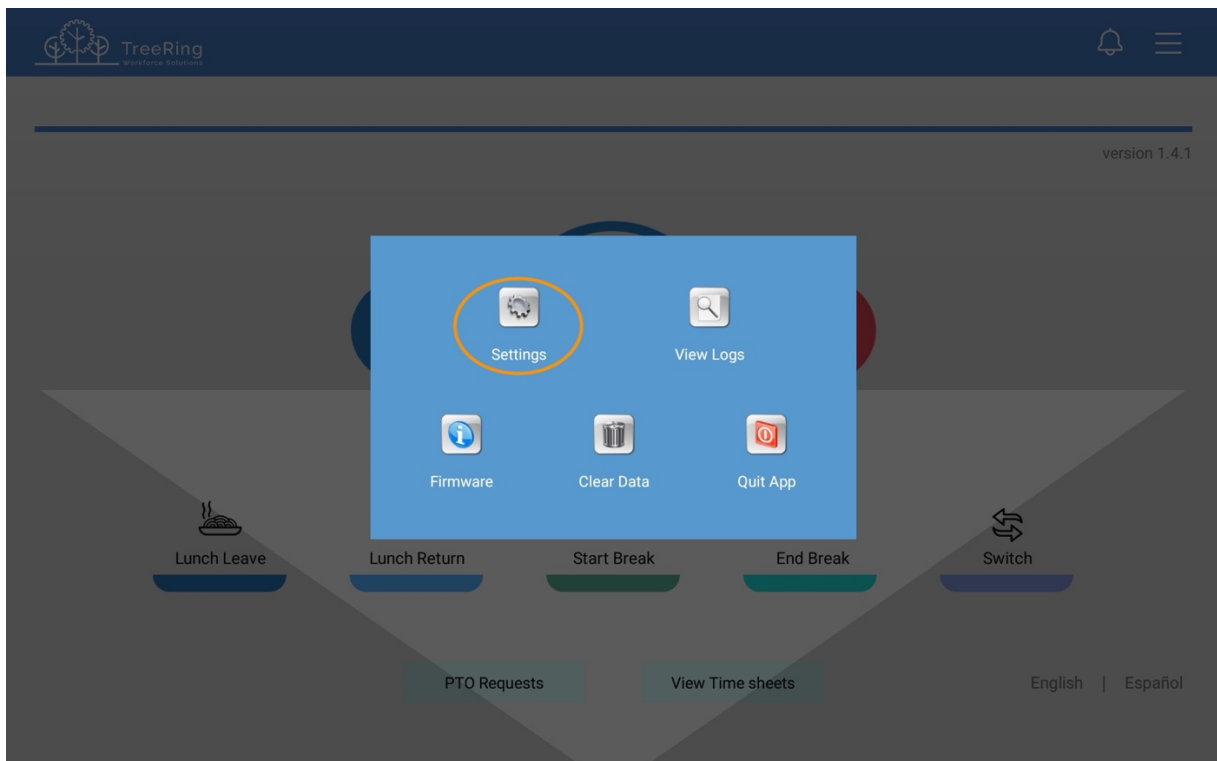
- **Start:** Press to begin a shift. You may be prompted for your organizational level and activity.
- **End:** Press to end your shift. You may be asked for the number of hours you worked.
- **Lunch Leave:** Press to take your lunch break.
- **Lunch Return:** Press when returning from lunch.  
**Note:** If a Minimum Lunch Time is configured for your organization, and you try to punch in for a Lunch Return before that time is up, you will be prevented from punching back in until the Minimum Lunch Time has passed.
- **Start Break:** Press when taking a break.
- **End break:** Press when returning from your break.
- **Switch:** You can switch organizational levels during a shift when the department, task, pay, or benefits change.
- **Language:** Press to select an alternate language.
- **View Schedule:** Displays your schedule for the current pay period.
- **PTO Request:** You can use to enter a paid time off (PTO) request.
- **View Time Sheet:** Displays your time sheet for the current pay period.
- **More Options:** Used to configure users (admin only), connection settings, logs, clear data and log off.

## Setting up TimeClock Server URL and Admin User

1. After downloading and installing the tablet app, press the **More Options** button.



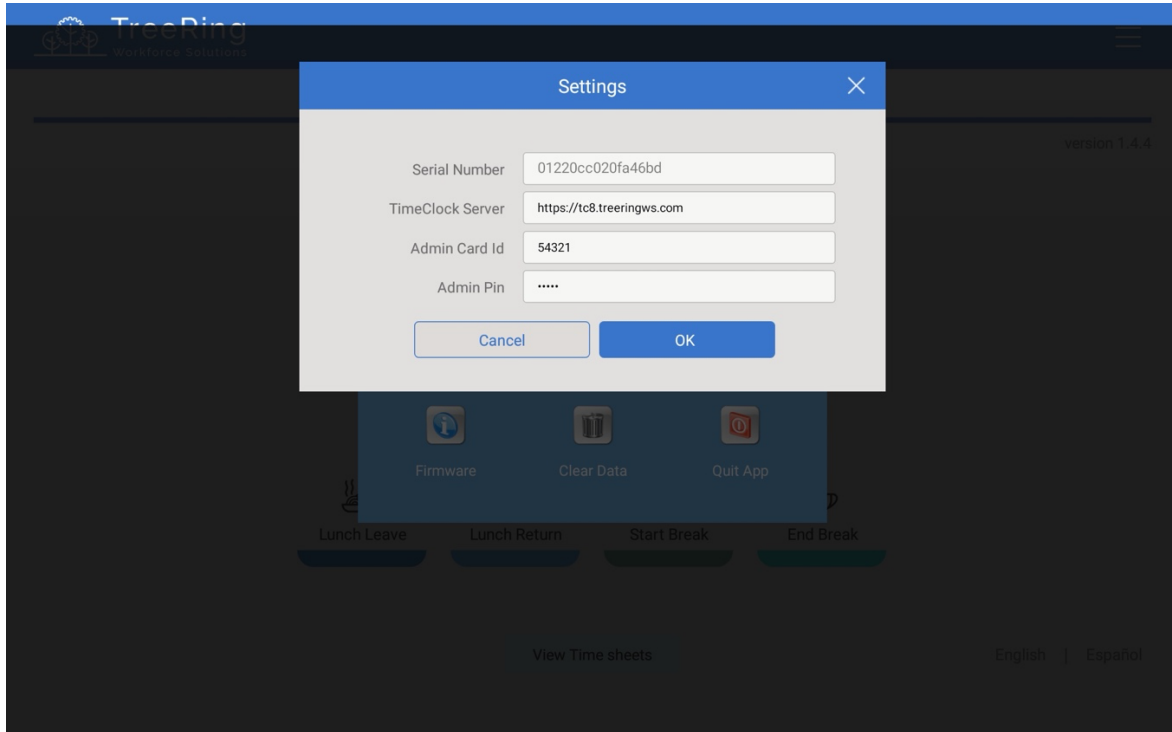
2. Press the **Settings** button.



3. Enter the TimeClock Server URL, Admin Card ID, and Admin Pin.  
*Please contact support with the serial number to obtain the TimeClock Server URL.*



**Note:** The Admin Card Id and Pin is used to log back into application.



4. Press **Save**.

## Adding Your Device to TimeClock Server 9

While the user is adding the TreeRing Time® Kiosk app to their device, the administrator will need to add the employee's device to TimeClock Server v9. This will provide additional security and ensure the proper punch types are available to the employee. To add a device:

The screenshot shows the 'Time Clock Server 9' configuration page. The top navigation bar includes 'Edits', 'Employees', 'Security', 'Reports', 'Dashboard', 'Configuration', 'Payroll Routines', 'eTimeClock', and 'eTimeClock 9'. The main header is 'Time Clock Server 9'. On the left, there is a sidebar with 'Clock Server' and 'Android Clocks'. The main content area is titled 'Details | Schedule | Levels | Activity'. The form contains the following fields and options:

- Serial Number \* (text input)
- Description (text input)
- Active (checkbox)
- Clock Model (text input)
- Model \* (dropdown menu)
- Authentication (text input)
- Authentication Mode \* (dropdown menu)
- Last Notification (text input)
- None registered
- Clock Timezone (text input)
- Timezone \* (dropdown menu, currently showing '(UTC-05:00) Eastern Time (US & Canada)')
- Configuration section with multiple checkboxes:
  - Use Validation Groups
  - Use Swipe and Go (checkbox) With Lunch (checkbox)
  - Enable Start/End (checkbox) Enable Switch (checkbox) Enable Break (checkbox) Enable Lunch (checkbox)
  - View PTOs (checkbox) View Schedules (checkbox) View Timesheet (checkbox) Attestation Questions (checkbox)
  - Require Photo (checkbox) Enforce Schedule (checkbox) Enforce Level Hierarchy Plan (checkbox)
  - Ask COVID attestation questions (checkbox)
  - Require Tip (checkbox)
  - Tip Prompt English (text input)
  - Tip Prompt Spanish (text input)
  - Require Quantity (checkbox)
  - Quantity Prompt English (text input)
  - Quantity Prompt Spanish (text input)
- Duplicated Punch Tolerance 0 (text input)
- Minimum Lunch 0 (text input)
- Communication Threshold: 30 (text input) minutes

At the bottom, there are three buttons: 'Cancel', 'Save', and 'Delete Device'.

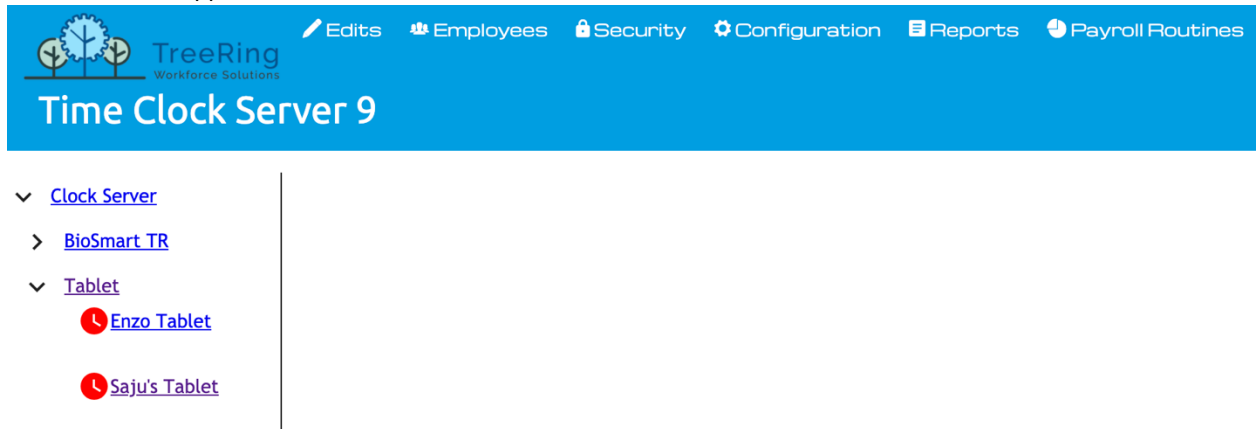
The Details Tab displays.

- **Serial Number:** Enter serial number that is shown on clock / tablet setup screen.
- **Description:** Enter appropriate description to identify this clock. For example description can be the location of clock.
- **Active:** Check box to indicate whether a clock is active or not. Unchecking this box will prevent the clock from communicating with server.
- **Model:** Select appropriate clock modem from drop down list
- **Authentication Mode:** Select appropriate clock authentication mode from drop list. Authentication mode varies depends on clock model.
- **Clock Time Zone:** Select the time zone where this clock is located.
- **Validation Groups:**
  - **Use Swipe and Go:** Check box to enable Swipe and Go mode. Swipe and Go function is available to as In and Out only or with Lunch as an option.
  - **Enable Start / End:** Check box to enable start and end punches on this clock
  - **Enable Switch:** Check box to enable switch function. This function is used to switch level codes during work day.

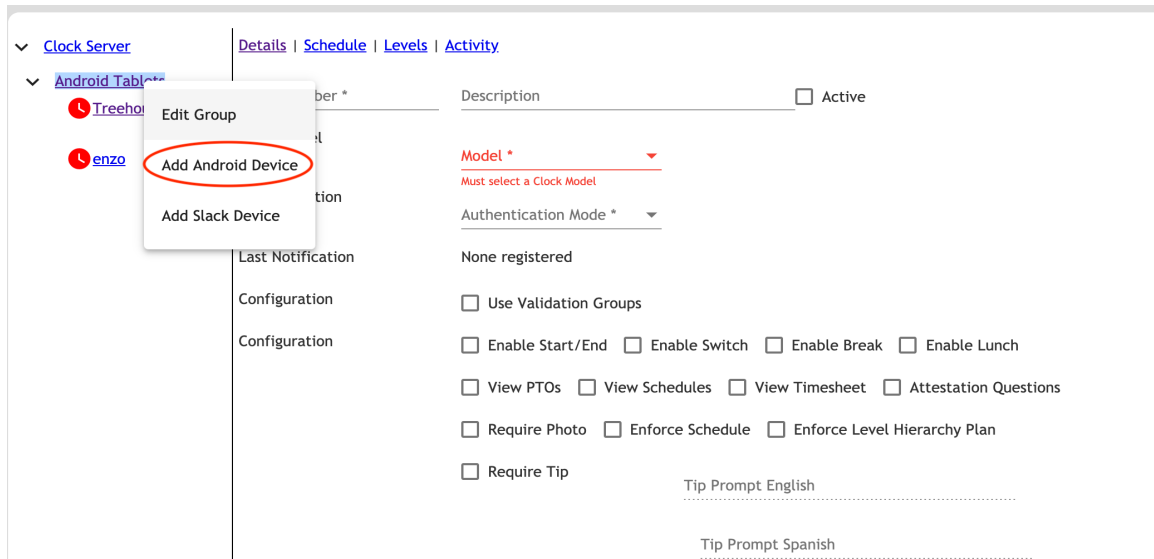


- Enable Break: Check box to enable break punches on this clock.
- Enable Lunch: Check box to enable lunch punches on this clock.
- View PTOs: Check box to enable the ability to view PTOs
- View Schedules: Check box to enable the ability to view schedules
- View Timesheet: Check box to enable the ability to view timesheet
- Attestation Questions: Check box to enable break and safety attestation questions
- Require Photo: Check box to require clock to take a photo of employee at start and end punch
- Enforce Schedule: Check box to enforce schedule
- Enforce Level Hierarchy Plan: Check box to enable level hierarchy. Checking this box will cause all levels entered at a clock to be validated using level hierarchy.
- Ask COVID attestation Questions: Check box to enable health attestation questions
- Require Tip: Check box to require employees to enter tip amount
- Require Quantity: Check box to require employees to enter quantity
- Duplicate Punch Tolerance: Enter minimum time before clock should accept a punch from same employee
- Minimum Lunch: Enter minimum lunch requirement
- Communication Threshold: Enter minimum time system should wait for pin from clock. Default setting is 30 minutes

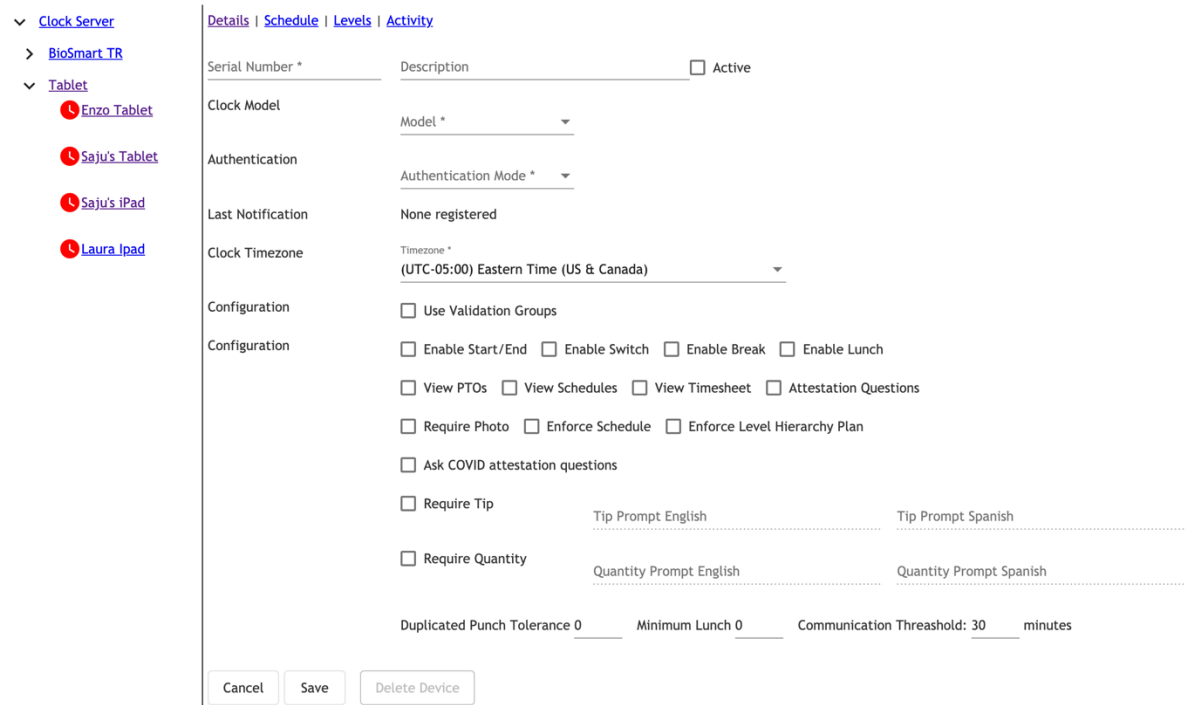
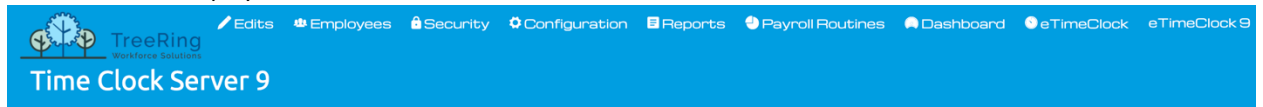
1. In TreeRing Time top level menu, go to **Configuration > Time Clocks > TimeClock Server 9**.  
A list of devices appears.



2. Right click on **Tablet Clock** and select **Add Android Device**.



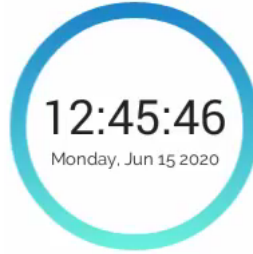
The Details Tab displays.



3. Enter the **Serial Number** (from your devices settings),
4. Enter **Description** (e.g. location of tablet)
5. Select **Tablet App** under **Model**
6. Select the **Authentication Mode** from drop down list
7. Check if you are using **Validation** groups.
8. Check all the punch types, scheduling, and level hierarchy you want the employee to use on their tablet.
9. Check if you want to display **Tips** or want the employee to enter **Quantities**.
10. Enter values for the **Duplicate Punch** tolerance or **Minimum Lunch break** duration.

11. Click **Save**.

Ring color around clock will change to blue green once clock is connected to server



## Adding a Time Clock Schedule

The next step in making your time clock ready is to create its schedule. The schedule works basically the same way for all time clocks.

TimeClock Server 9 utilizes the following events to communicate with the Kiosk App time clock:

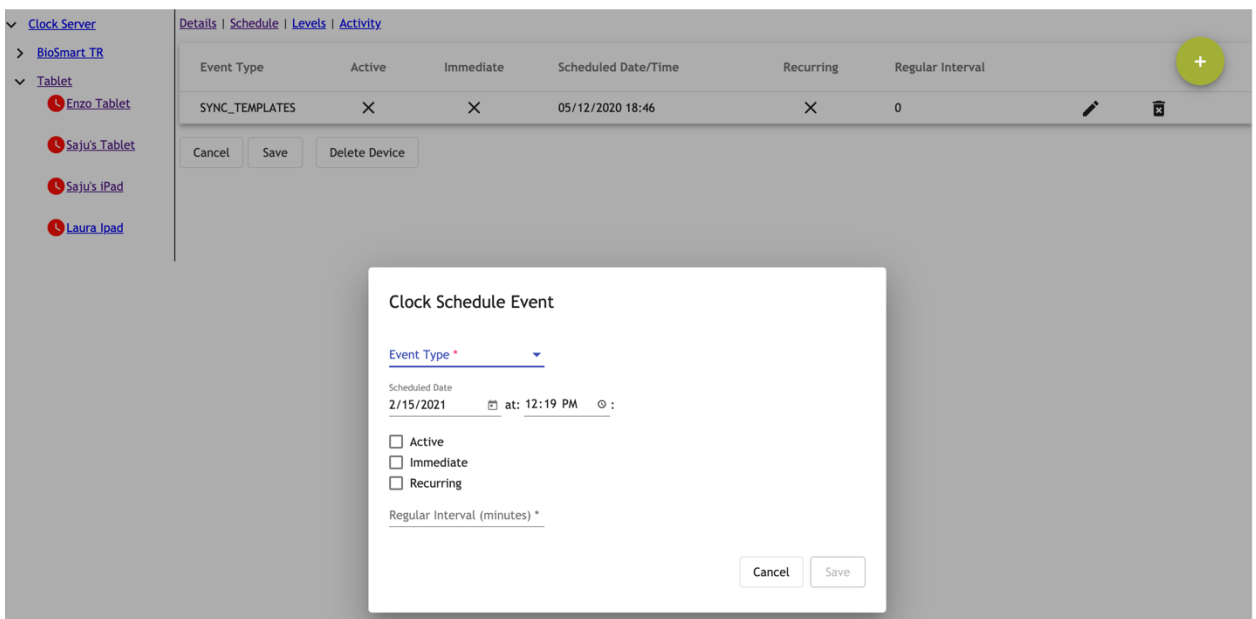
Event Name	Purpose	Frequency
Send clock setup	Set up the device per the TCS configuration on details page	As required
Send level codes	Sends level codes details to clock. Check required levels on levels page.	As required and/or as a recurring event
Synchronize templates	Send employees and collected templates to device (non-employee templates per the company rules as with other devices)	Required before clock can be used

To add a schedule:

1. In TreeRing Time top level menu, go to **Configuration > Time Clocks > TimeClock Server 9**. A list of devices appears.

- ▼ [Clock Server](#)
- > [BioSmart\\_TR](#)
- ▼ [Tablet](#)
  -  [Enzo Tablet](#)
  -  [Saju's Tablet](#)

2. Click the 'Green Plus' button at the top of the screen.

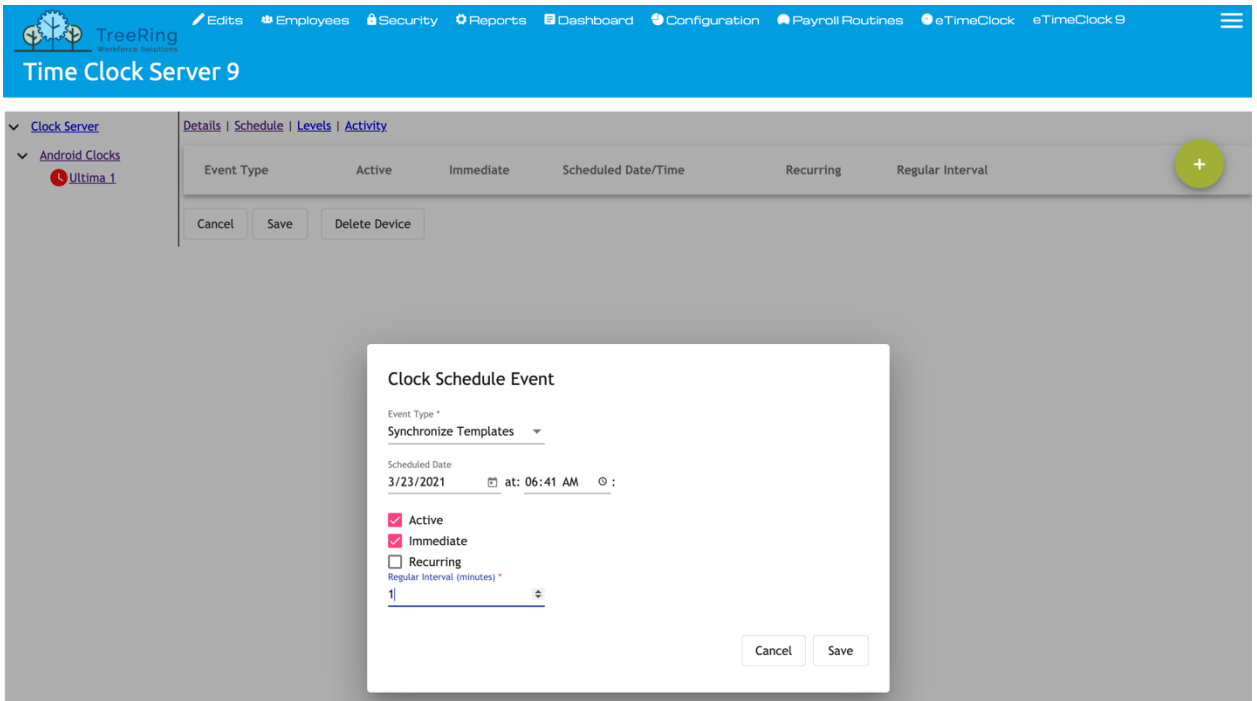


The screenshot shows the 'Clock Schedule Event' dialog box overlaid on the main interface. The dialog contains the following fields and options:

- Event Type \***: A dropdown menu.
- Scheduled Date**: 2/15/2021 at 12:19 PM (with a calendar icon and a time zone icon).
- Active**
- Immediate**
- Recurring**
- Regular Interval (minutes) \***: A text input field.
- Buttons**: Cancel and Save.

The Clock Schedule Event dialog displays

3. Select the **Event Type** from the drop-down list. For all clocks you need to setup 'Sync\_Template' events.



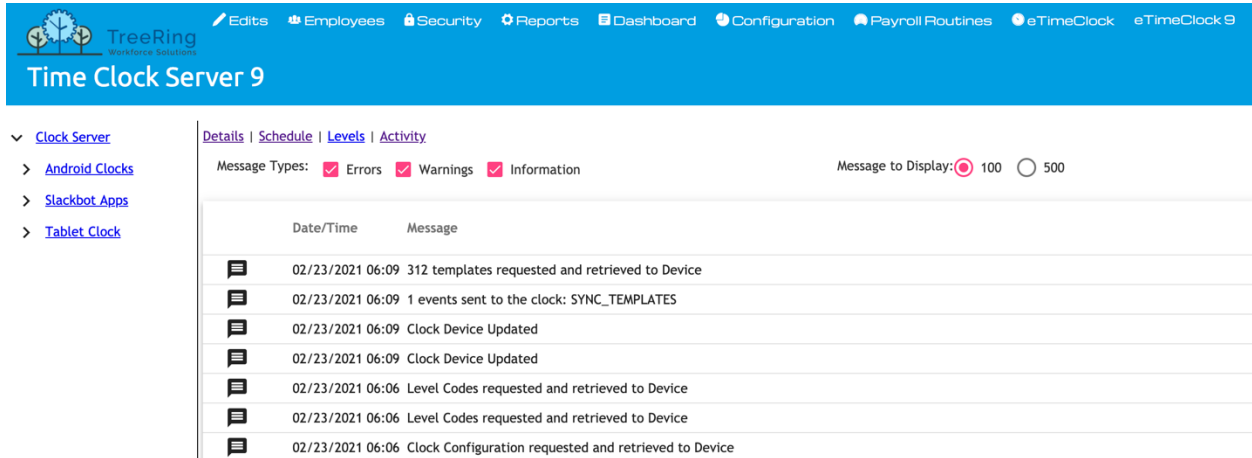
4. Enter the following options:
  - **Event** – This is the type of event that will occur. This is chosen from a drop-down menu.
  - **Active** – Check box specifying whether an event is active. Checking this box means that the Time Clock Server will schedule the event to happen; leaving it unchecked means that Time Clock Server will ignore it.
  - **Immediate** – Check box specifying whether the event should occur immediately. If you leave this box unchecked, then the event will be scheduled to occur in the future if the Reoccurring check box is selected. If you check the **Immediate** check box, then the server will automatically uncheck it for you when the event completes.
  - **Schedule** – The next date and time the event is scheduled to occur.
  - **Reoccurring** – Check box whether you want this event to be re-scheduled to occur again in the future. The **Reoccurring** check box is the counterpart of the **Immediate** check box. You must check one or the other or the event will not fire at all. You may check both if you want the event to occur now and on a recurring basis in the future.
  - **Regular Interval (minutes)** - The number of minutes between successful events. Use this field to indicate the normal period for the reoccurrence of the event, if everything goes as planned. (60 for hourly, 1440 for daily, 10080 for weekly, etc.)
5. Click **Save**.

## Viewing the Activity Page

The TimeClock Server 9 Activity tab shows a listing of server messages associated with the selected clock.

To view the activity log:

1. In TreeRing Time top level menu, go to **Configuration > Time Clocks > TimeClock Server 9**.  
A list of devices appears.
2. Click the **Activity** tab.
3. The Activity tab displays.



TreeRing  
Workforce Solutions

Edits Employees Security Reports Dashboard Configuration Payroll Routines eTimeClock eTimeClock 9

### Time Clock Server 9

Details | Schedule | Levels | Activity

Message Types:  Errors  Warnings  Information

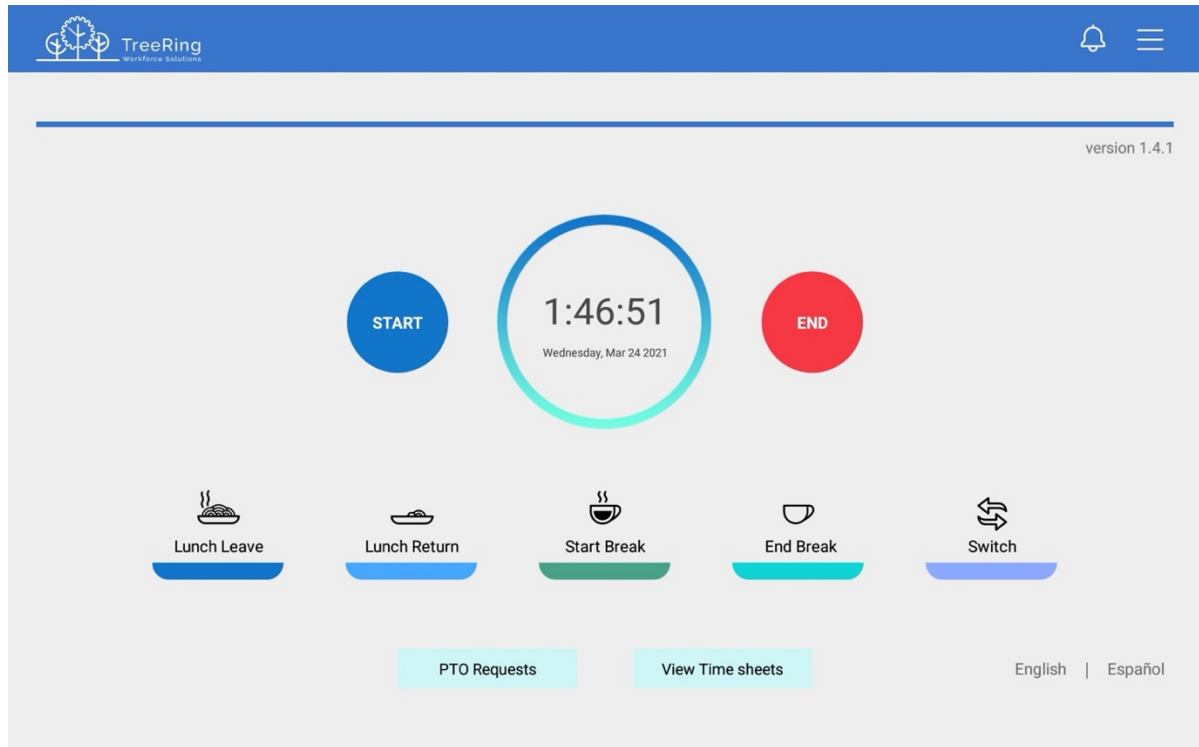
Message to Display:  100  500

Date/Time	Message
02/23/2021 06:09	312 templates requested and retrieved to Device
02/23/2021 06:09	1 events sent to the clock: SYNC_TEMPLATES
02/23/2021 06:09	Clock Device Updated
02/23/2021 06:09	Clock Device Updated
02/23/2021 06:06	Level Codes requested and retrieved to Device
02/23/2021 06:06	Level Codes requested and retrieved to Device
02/23/2021 06:06	Clock Configuration requested and retrieved to Device

# Clocking In and Out

Using the TreeRing Time Kiosk app to clock In and Out is easy.

1. Click the punch type button (**Start, End, Leave Lunch, Lunch Return, Start Break, End Break, Switch**).



1. Select a Function button for the appropriate part of the workday:

- Start
- End
- Lunch Leave
- Lunch Return



**Note:** If a Minimum Lunch Time is configured for your organization, and you try to punch in for a Lunch Return before that time is up, you will be prevented from punching back in until the Minimum Lunch Time has passed.

- Start Break
- End Break
- Switch

2. Enter your employee **Badge ID** and click **Enter**.



The image shows a kiosk application interface. At the top, a blue header displays the time "1:50 PM" and the date "Wednesday, Mar 24 2021". Below this is a dark blue button labeled "Enter Badge ID". Underneath the button is a numeric keypad with buttons for digits 1-9, 0, a backspace key (X in a circle), and a submit key (arrow pointing right).

3. If prompted, enter the number of hours for the shift or select from the options provided.
4. If you are prompted for Department, Job, or any other organizational level codes, select from the drop-down list provided and click **Submit**.



✕

## Transfer

Samuel,Saju

Area

Select ▼

Departments

Select ▼

DONE

**Count Option:** This is used to track a numerical count. If necessary, you will be prompted during an End/Out, Lunch Leave, or Switch punch to enter a Count value.

🔔 ☰

Samuel,Saju

---

In 03-24-2021 version 1.4.1

START

1:51:08

Wednesday, Mar 24 2021

END

Lunch Leave

Lunch Return

Start Break

End Break

Switch

PTO Requests

View Time sheets

English | Español

✔ Success!  
Punch accepted successfully!

Your punch will be accepted. After a few seconds the browser will refresh and return you to the default screen.

## Switching Organizational Levels during a Shift

You can switch organizational levels during a shift when the department, task, pay, or benefits change.

If your employer requires you to switch between organizational levels during the shift, then a Switch button will display on the time clock after you enter your Badge ID.

1. Select the **Switch** button.
2. Enter your employee **Badge ID** and click **Enter**
3. Select the code you want to switch from the drop-down list.
4. If prompted to do so, select any other codes requested.

The screenshot shows a user interface for switching organizational levels. It features a blue header bar with a close button (X) on the left, the title "Transfer", and the user name "Samuel,Saju". Below the header, there are two dropdown menus: "Area" and "Departments", both with "Select" and a downward arrow. At the bottom of the screen is a blue "DONE" button.

**Count Code:** This is used to track a numerical count. If necessary, you will be prompted during an End/Out, Lunch Leave, or Switch punch to enter a Count value.

## Entering a PTO Request

You can use TreeRing Time Kiosk app to enter a paid time off (PTO) request.

Follow the instructions below to enter a PTO request.

1. Select the **PTO Request** button.
2. Enter your employee **Badge ID** and click **Enter**
3. My PTO Request form display showing a list of pending PTO requests.




The screenshot shows a mobile application interface for PTO Requests. At the top, there is a blue header with a close button (X) and the title "PTO Requests". Below the header, there is a button labeled "+ Add PTO Request". Underneath, a table displays a list of requests. The table has columns for "Date From", "Start Time", "Hours Bank", "hours", "Note", and "Status". The first row contains the following data: "04/28/2020", "All Day", "Jury Duty", "8.00", and "Approved". To the left of the first row, there are two buttons: "Edit" (green) and "Delete" (red).


	Date From	Start Time	Hours Bank	hours	Note	Status
<a href="#">Edit</a> <a href="#">Delete</a>	04/28/2020	All Day	Jury Duty	8.00		Approved

4. Click the **Add PTO Request**.  
The New PTO Request form displays.

5. In the **Date From** field, click on the calendar and select the date of the first day off you want to take off.
6. Select how much of the day you want off: **Leave All Day** checked if you want the whole day; otherwise deselect it and enter a **Start Time**.
7. In the **Date To** field, click on the calendar and select the date of the last day off you want to take off.  
By putting a **Date From** and **Date To**, you can ask for a period off longer than a day. A request generates for each day for with the **Hours Per Day** value you enter in a following step.
8. In the **Pay Type** field, select from the drop down list the pay type which will apply to the time off request.
9. In the **Hours Per Day** field, specify the amount of time off you are requesting in a day or the duration of the workday you are asking for off
10. In the **Notes** field, enter any explanatory notes pertaining to the request.
11. In the **Bank** drop down menu, select the appropriate PTO type (Personal, Sick, Vacation, and so on).
12. Click the **Generate Request** button.  
The display refreshes with your request. If you ask for more than one day off, there will be a row for each day.
13. If the request looks all right, click **Confirm Requests**. Otherwise, click **Edit**, revise the information, click **Save**, and then click **Confirm Requests**.  
You return to the My PTO Requests Screen. Your request will now be listed.
14. Click the **X** in the top right of the report to return to the time clock.

✕ New PTO Request

Date From    All Day

Date To  

Start Time

Hours per Day

Bank

Note

---

Date: 2021-03-26      Start Time:  
Hours to Deduct: 8      Remaining Hours: -8  
Hours Bank: Jury Duty

## Viewing Timesheet

You can view your time sheet for the current pay period.

Follow the instructions below to view your time sheet for the current pay period.

1. Select **View Time Sheets** to view your time sheet for the current pay period.
2. Enter your employee **Badge ID** and click **Enter**

×
My TimeSheets

Pay Period: 03/14/2021 - 03/28/2021

Punch Type	Date In	Time In	Date Out	Time Out	Lunch	Total	Note
Work	03/17/2021	10:55	03/17/2021	11:01	0	0.10	
Work	03/22/2021	10:47	03/22/2021	10:48	0	0.02	

Total Paid Hours

0.12

Total	
Worked	Not Worked
0.12	0.00
Unpaid	Dollars
0.00	0.00

- Click the **X** in the top right of the report to return to the time clock.

## Getting Assistance

Contact our Technical Support Department with questions and troubleshooting assistance at **1.855.861.4381 option 2** or **support@treeringws.com**.