How to Set Up and Manage Clock Prompts in Time and Attendance

MY HR PROS

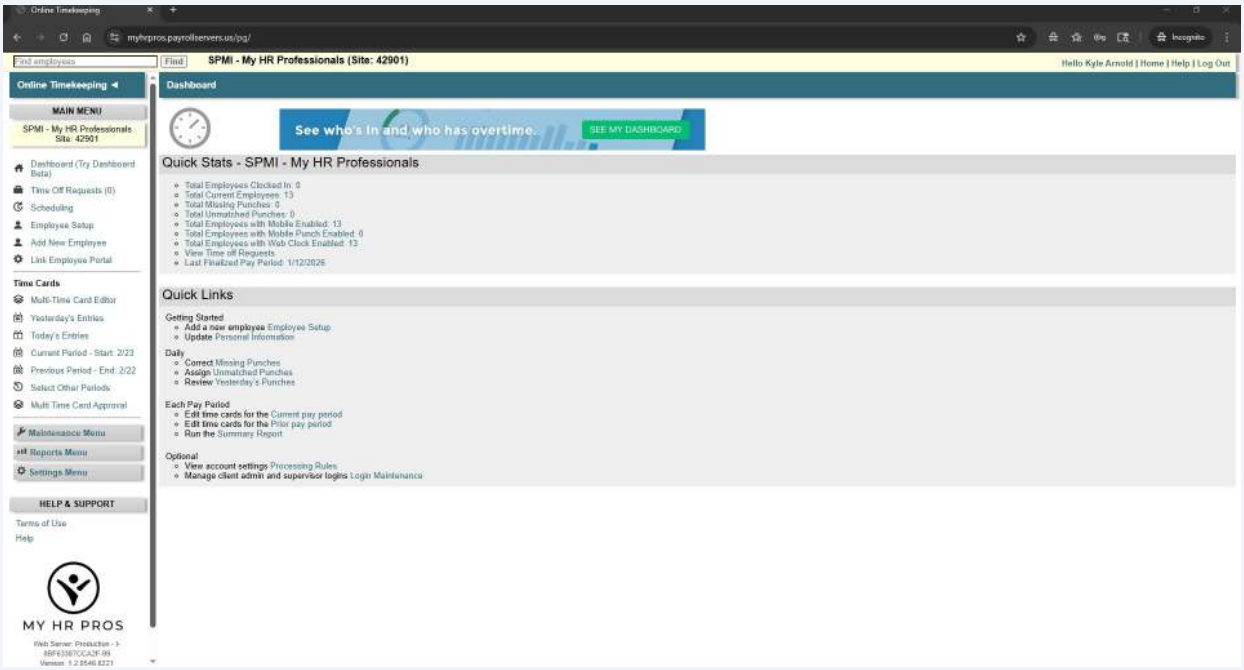
Learn how to effectively manage clock prompts within your online time and attendance system. This guide will walk you through setting up custom prompts to better track labor and employee information.

⚠ **Reminder!** If you need clock prompt data to reflect on your payroll reports, the field must also be set up in the payroll system, My HR Dashboard.

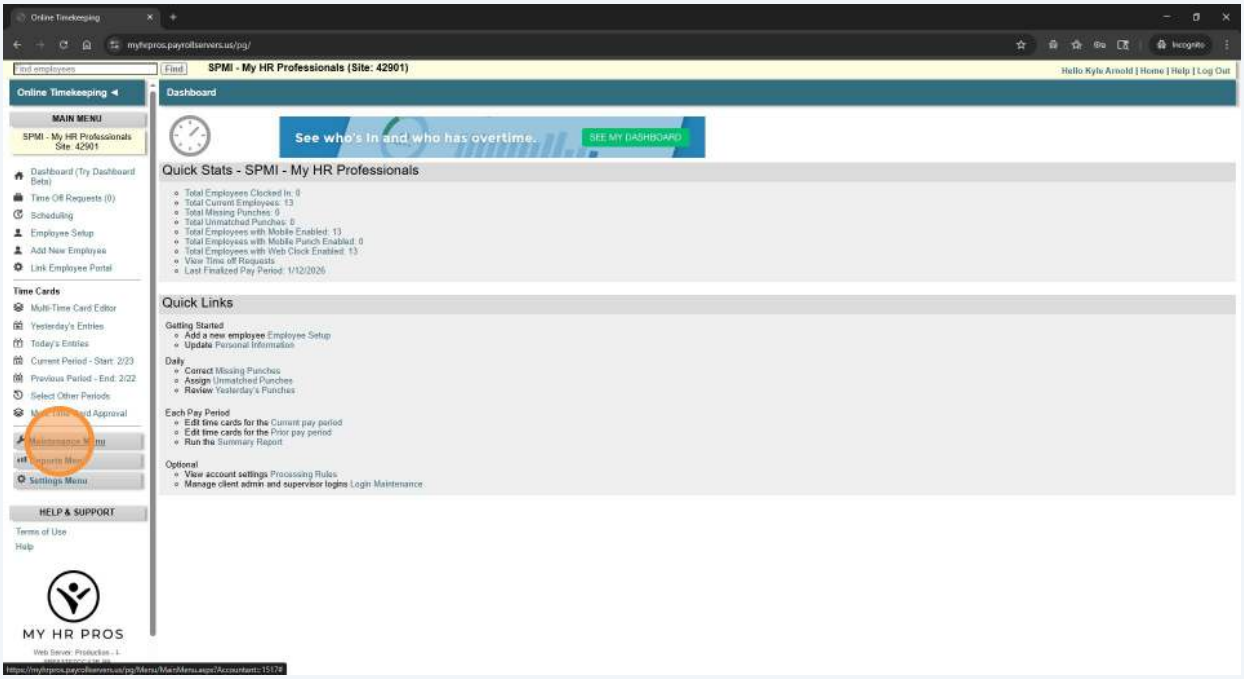
Please contact your Client Advocate if you have any questions on how to set the new field up in My HR Dashboard.

1 Log in to the Swipeclock Admin Portal

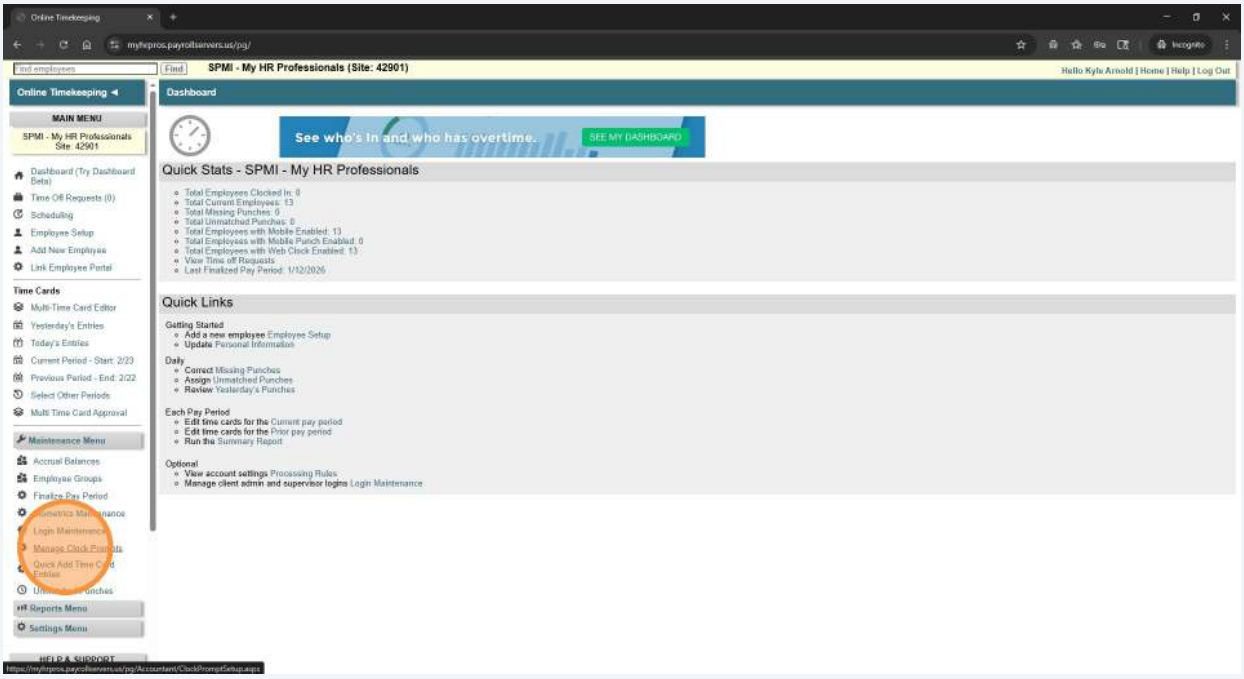
Note: Clients must have Client-level user access to manage clock prompts.



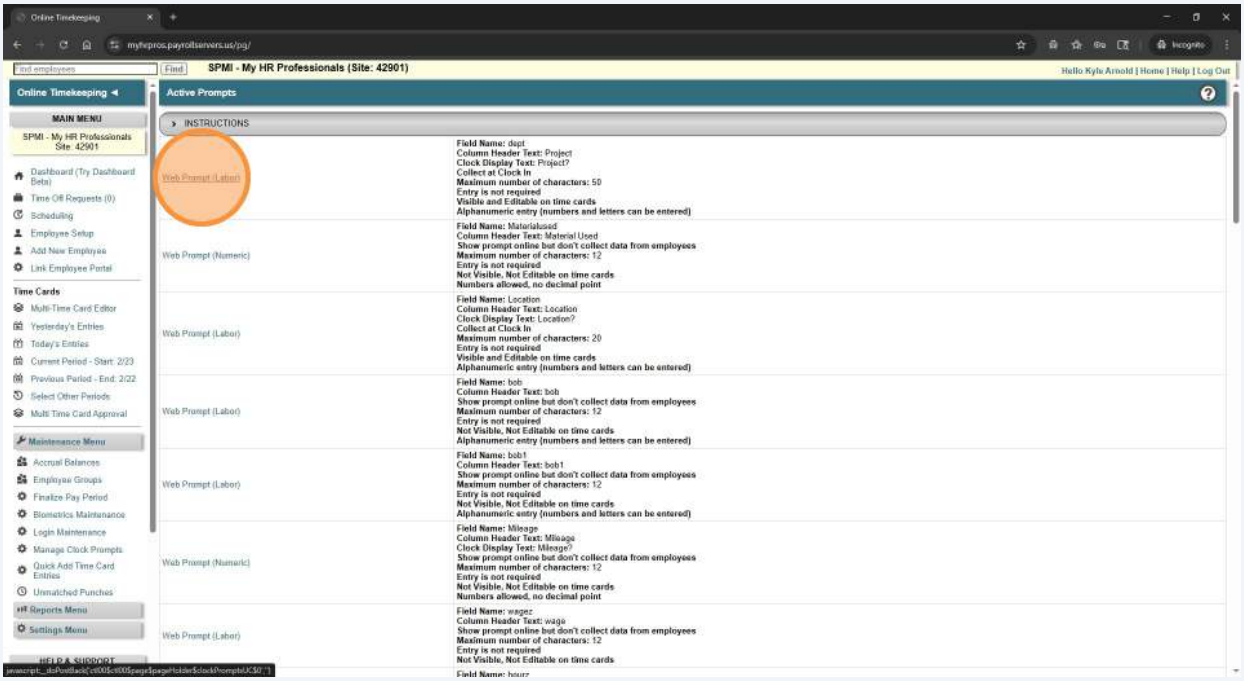
2 Click on the "Maintenance Menu"



3 Click "Manage Clock Prompts"

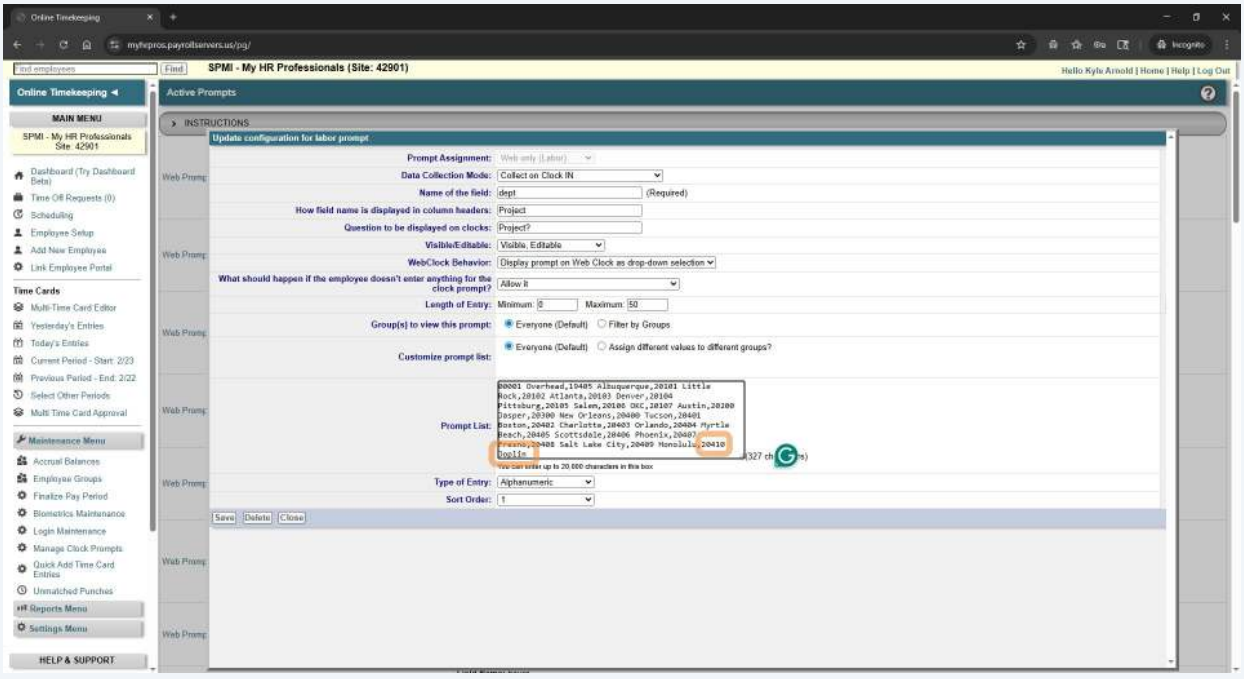


4 Click the name of the prompt you would like to update.

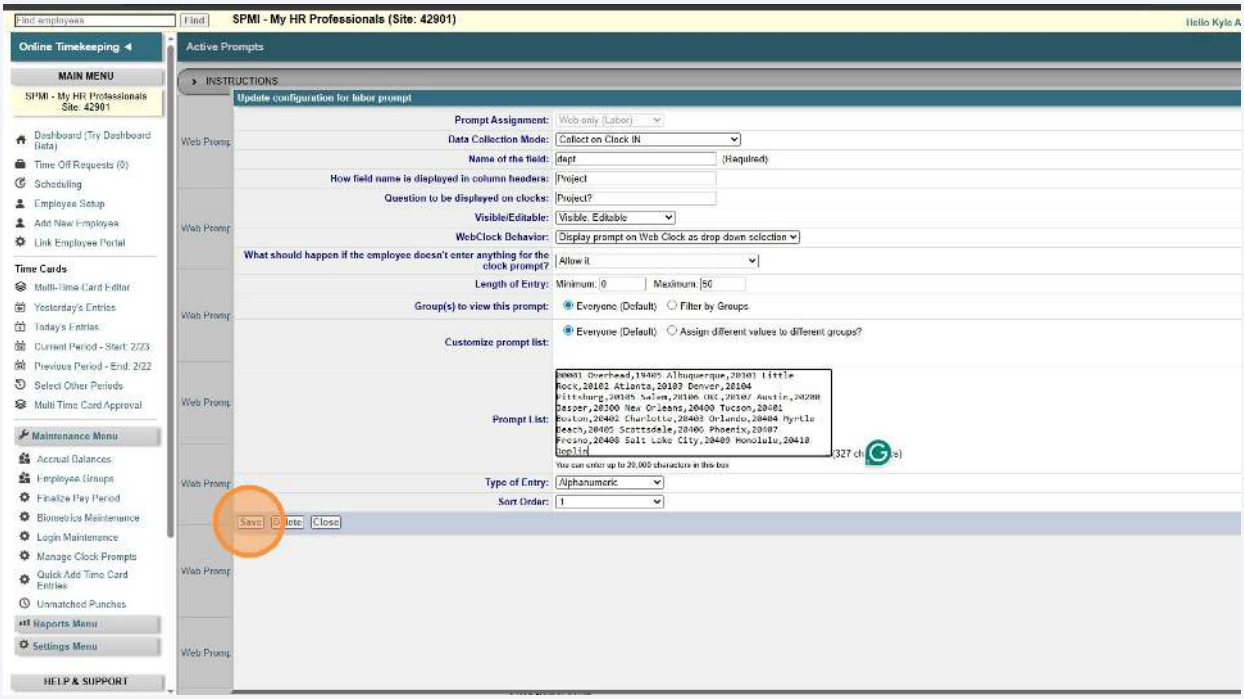


5 Within the "Prompt List," add the new prompt.

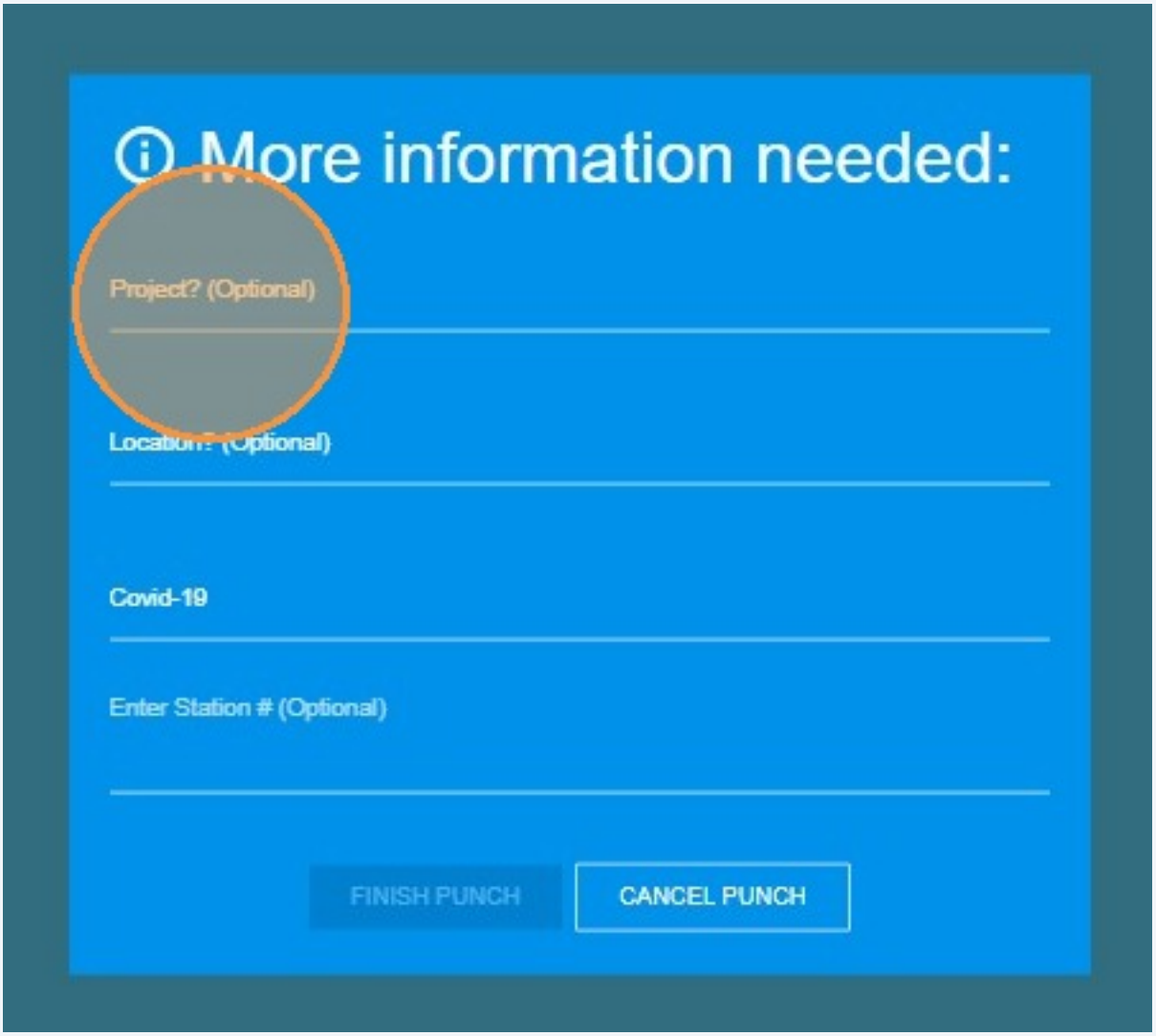
Note: Be sure to not add any spaces before your new project name or at the end of the project name as these will display on the employee prompt list and may impact background scripts. It is okay to have a space in the middle of the prompt option (i.e. "20410 Joplin")



6 Click "Save"


SPMI - My HR Professionals (Site: 42901)
Online Timekeeping
Active Prompts
INSTRUCTIONS
Update configuration for labor prompt
Prompt Assignment:
Data Collection Mode:
Name of the field:
How field name is displayed in column headers:
Question to be displayed on clocks:
Visible/Editable:
WebClock Behavior:
Length of Entry:
Group(s) to view this prompt:
Customize prompt list:
Prompt List:
Type of Entry:
Sort Order:
Save
Close

7 Within the Employee Login Screen, the new prompt will now appear as an option.



8 The new prompt option presents.

Note: These prompts present in the order they appear in the above "Prompt List." If you would like to re-sequence these, you may do so by changing their order in the prompt list.

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