

Time Guide

Brisk managed documentation

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Tasks and Screens

Time Clock

Time Clock

Purpose and when to use this screen

Use Time Clock for the signed-in employee's ordinary start and stop actions. The page displays the current clock state and the ten most recent entries so the employee can catch an obvious missed punch before it reaches payroll.

Use the time clock

The screenshot shows the 'Time Clock' interface. At the top left, a yellow box displays the message: 'No employee is linked to your login. Ask an admin to connect your account.' To the right, a 'Quick Links' section contains four buttons: 'All Time Entries', 'My Time Entries', 'Payroll Export', and 'Payroll Runs'. Below these, a 'Recent Entries' table is shown with columns for 'Clock In', 'Clock Out', 'Status', and 'Worked'. The table currently contains the text 'No time entries yet.'

The Time Clock clock screen in the Brisk documentation demo.

1. Confirm that the employee name shown belongs to you and that the displayed local date/time is reasonable.
2. If no entry is open, select **Clock In** once when work begins. Brisk records the time, signed-in user, web source, and an Open status.
3. If an entry is open, review its start time and select **Clock Out** once when work ends. Brisk records the stop time and changes the entry to Closed.
4. Read the confirmation message and recheck the current state before leaving the page.

Review recent entries

The Recent Entries table shows clock-in, clock-out, status, worked time, and pay code. Look for an open entry from an earlier shift, a missing clock-out, an unexpected duration, or the wrong pay code. The employee screen does not silently fix these exceptions.

Correct a missed or incorrect punch

If Brisk says you are already clocked in, do not create another entry. If no open entry exists when you expected one, do not clock out under someone else's login. Contact an authorized manager to correct the saved [Time Clock Entry](#) through [Time Manager](#), following company timekeeping policy.

Identity and access

Your Brisk user must be linked to an Employee record. If the page reports that no employee is linked, ask an administrator to repair that relationship. Managers may see additional entry/export links based on department responsibility; those links do not change whose time is recorded by the clock buttons.

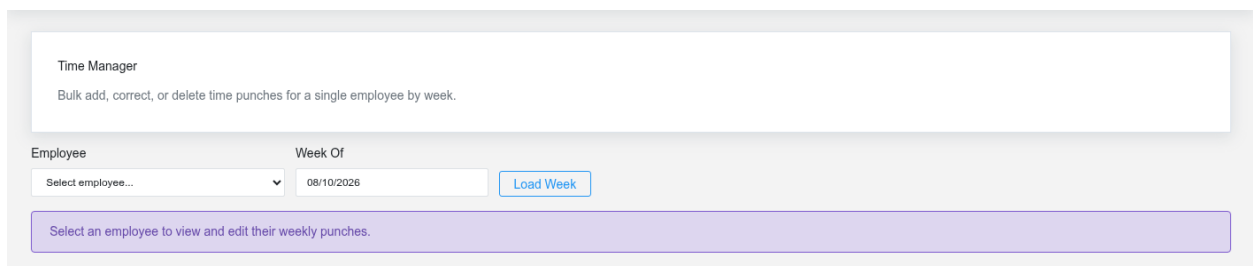
Time Manager

Time Manager

Purpose and when to use this screen

Time Manager gives department managers a weekly view of employee punches and a controlled way to correct missing, overlapping, or inaccurate time. Superusers can work across departments; other managers can select only employees in departments they manage.

Manage time activity



The screenshot shows the 'Time Manager' interface. At the top, it says 'Time Manager' and 'Bulk add, correct, or delete time punches for a single employee by week.' Below this, there are two input fields: 'Employee' with a dropdown menu labeled 'Select employee...' and 'Week Of' with a text input showing '08/10/2026'. To the right of the 'Week Of' field is a blue button labeled 'Load Week'. Below these fields is a purple-bordered box containing the text 'Select an employee to view and edit their weekly punches.'

The Time Manager manager screen in the Brisk documentation demo.

1. Select the **Employee** and enter a **Week Of** date. Brisk normalizes the date to Monday through Sunday.
2. Use **Previous Week** or **Next Week** to move without changing the employee.
3. Review the daily totals and punch summaries before opening a day. Look for open entries, gaps, overlaps, unreasonable durations, missing breaks, and entries assigned to the wrong date.
4. Select **Edit Day** for the affected date. Use **Add Punch** only for work that was actually performed but not recorded.
5. When editing a punch, confirm **Clock In**, **Clock Out**, **Break Minutes**, **Pay Code**, **Status**, and **Notes**. Preserve enough explanation for another manager or payroll reviewer to understand the correction.
6. Save the punch, then save the day and recheck the weekly total.

Manager boundaries

Do not move time to another employee, pay code, or service job merely to make a total fit. Confirm overnight-shift behavior before changing the work date. Delete only a genuinely duplicate or invalid punch; an inconvenient duration should be corrected with an auditable reason.

Before payroll export

Finish exception review for the entire pay period, confirm all open entries are resolved, and reconcile expected employees and hours. Payroll export is limited to authorized department managers and superusers. Once payroll calculation begins, coordinate later time corrections with payroll staff so the same hours are not paid or posted twice.

If an employee is unavailable

Verify that your signed-in user is linked to an Employee record and that you manage the employee's assigned department. An administrator should correct department or employee access; do not use another manager's account.