



MEC Time Clock — Manager's Guide

Quick reference for managers — daily use, corrections, time sheets, backups, and security.

Everyday Use (Employees)

Tap your name on the main screen, then choose **IN**, **Change Job**, **Lunch**, or **Out**. IN and Change Job ask for a department and job (unless a manager has turned that step off – see Settings below).

The clock automatically knows what buttons to show – you can't accidentally clock IN twice in a row, or go on Lunch before ever clocking in.

Manager Access

Tap **Manager** at the bottom of the main screen and enter a PIN. Every correction and admin action is attributed to whichever manager's PIN was used – there is no shared, anonymous password.

Once logged in, the Manager Menu offers: **Fix an Employee's Time**, **Edit Employee / Dept / Job Data**, **Create Time Sheets**, and **Exit Program**.

The app returns to the public clock screen (ending the manager session) whenever you choose **Back to Clock** from the Manager Menu – you'll need to re-enter a PIN next time.

Managing Employees, Departments & Jobs

Manager → **Edit Employee / Dept / Job Data**. Each column holds up to a fixed number of slots (24 employees, 8 departments, 16 jobs). Type a name into any blank slot to fill it, or clear a name to empty that slot – a blank slot simply shows no button on the main screen.

Two employees, two departments, or two jobs can't share the exact same name – you'll get a clear message if you try (add a distinguishing initial, e.g. "EricE" vs "Eric").

If the list is taller than the screen, use the **More Below / Back to Top** button next to Save to jump straight to the bottom and back.

Click the **On-Screen Keyboard** button (next to Save) any time you need to type – it doesn't open on its own, so a quick visit to just check a box doesn't get interrupted by it. Clicking it again later also un-minimizes it if you'd minimized it, so one button covers opening it and bringing it back.

When you're done with it, use its own small title bar buttons: the **_** (underscore) minimizes it out of the way, and the **X** closes it.

Manager PINs & Passwords

Up to 4 named managers, each with their own PIN (4–8 digits), are set in the **Managers** column of the Edit screen. Renaming or clearing a manager's slot removes their access immediately.

"00" Quick Entry – a checkbox in the Managers section lets PIN **00** log in as a generic "System" account. This is meant for testing/setup only – uncheck it for normal, day-to-day operation so every correction is tied to a real person.

IMPORTANT – Emergency Recovery PIN: **246813579** always works and cannot be deleted or disabled from any screen, even if every manager PIN above is accidentally removed. Keep this number somewhere safe – it's your guarantee the shop can never be permanently locked out of its own Manager Menu.

Fixing a Punch (Fix-It)

Manager → **Fix an Employee's Time** → pick the employee → select a punch from the list to edit or delete it, or fill in the Date/Time/Action/Dept/Job fields and choose **Add as a Missed Punch** for a clock-in that never happened.

Date and time are set with **Day / Hour / Minute +/-** buttons – no keyboard needed on the shop floor.

Every edit or addition is stamped in small red text under the affected time on that employee's printed time sheet: "Changed from ... by [manager]" or "Added by [manager]". The very first original time is always preserved, even if a punch is corrected more than once.

Deleting a punch removes it from every screen and report in the app, but the record itself is never truly erased – only visible again through direct inspection of the underlying database, never through the app.

Creating Time Sheets

Manager → **Create Time Sheets** → use **Previous/Next Week** to select the week you need (you can regenerate any past week at any time), then **Generate Time Sheets for This Week**.

For a biweekly pay period, navigate to the pay period's *ending* week and use **Generate Bi-Weekly (Selected Week + Week Before)** to produce both weeks in one step.

Each employee gets one printable HTML file with every shift, Regular and Overtime hours split out (anyone who crosses 40 hours in a week has that split shown right on the shift where it happened), and a signature line. Files are saved to a **timesheets** folder next to the program and open automatically.

Backups

Set a backup folder once in Edit → Settings → **Backup folder** (Browse, or type a path). This can be a folder on this PC or a shared network location, e.g. `\\SERVER\Backups\TimeClock` or a mapped drive like `T:\Backups`.

Once set, the program backs itself up **automatically, once every day** – it doesn't require closing the program, which may run for weeks or months at a stretch. It checks every few minutes and, worst case, catches the day within minutes after midnight; it also often catches a quieter moment during the day when everyone happens to be clocked out.

A backup is also taken automatically every time **Exit Program** is used. The most recent 20 backups are kept automatically; older ones are removed on their own.

A one-off backup can always be taken immediately with the **Backup Now** button next to the folder field.

Kiosk (Lockdown) Mode

Edit → Settings → **Enable kiosk (fullscreen lockdown) mode**. Once turned on and saved, the title bar disappears and the window can no longer be closed with Alt+F4 or the close button – **Manager** → **Exit Program** becomes the only way to close the app.

This keeps someone without a keyboard from reaching the Windows desktop through the time clock screen. It cannot block Alt+Tab, which Windows itself handles before it reaches any program – if that's a concern, the reliable fix is physical, not software: remove the keyboard entirely or lock it in a drawer/cabinet. No keyboard attached means no Alt+Tab or Windows key to press in the first place.

Confirm Exit Program works before relying on kiosk mode day-to-day.

Keep the Computer's Clock Accurate

Every punch, time sheet, and backup schedule in this program depends on the PC's own clock being correct. Make sure this computer's time stays automatically synced – either through Windows' own internet time sync (Settings → Time & Language → Date & Time) or, if the shop has one, synced to a company server/domain – rather than left to drift or set manually.