

Payroll

Kozy's Payroll system and ability to track clock ins/outs allows you to use our software for payroll.

We have the ability to connect to ADP's API. If this is of interest to you and was not previously discussed please reach out to support@kozyops.com for next steps.

- [Shifts Schedules](#)
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Shifts Schedules

Shift Schedules

If you wish to use Shift Schedules please ensure we have all of your shift options to put in the database such as 5am start time vs 12pm start time or office 8-5pm.

1. Open the menu - Admin - Shift Schedules
2. Select New Shift to add a single date schedule per employee. Select Add Typical Shifts to add "normal" shifts for all active employees. If shift is applied to their profile this will fill in with typical shifts for the employee.
3. Use Edit Shifts to remove days they will be off.

Employee Clock In/Out

Employee Clock In/Out

Web:

1. Open the menu - My Time - Clock In or Clock Out.
2. Select if lunch was taken.
3. If a punch was missed select the box next to the date.
 1. Select Request Clock Event
 2. Ensure the Date and Time is accurate for the updated Clock Event and select the Description
 3. Submit

App:

1. Select My Time.
2. Clock In or Clock Out.
3. Slide if lunch was not taken for the day.