


**Time
 Clock**

**Time
 Cards**

PTO

Reports

Projects

**Company
 Settings**

Integrations
MANAGE YOUR EMPLOYEES FROM ANY INTERNET CONNECTION

Fishbowl Time is part of Fishbowl's business automation platform and it lets employees clock in and out on virtually any Internet-connected device. It's extremely flexible, helping businesses handle project management, overtime, paid time off, and much more. Plus, its integration with Fishbowl Manufacturing and Fishbowl Warehouse allows you to add labor costs to total product costs and get a complete picture of all expenses.

Time tracking has never been more intuitive thanks to Fishbowl Time's numerous features:

DASHBOARD

- Quick view of who is working and what they are working on
- View latest audit of employee time clock actions
- View Summary of hours on the clock
- Search employees
- Sort columns

TIME CLOCK

- Clock in and out
- Switch positions
- Switch projects
- Take breaks
- Add shift notes
- Edit or delete time

TERMINALS

- Create and set up new time clock terminals
- Edit or delete terminals
- Restrict access of where employees log in
- GPS tracking
- All features of time clock

TIME CARDS

- View employees' time
- Manually add employees' time
- Edit or delete employees' time
- Filter by employee
- Filter by department
- Export time to PDF or CSV file
- Automatic rounding of time punches
- Break down details

PROJECTS

- Create new projects
- Edit projects
- Track hours by project
- View details of project
- View employee breakdown of who worked on project
- Edit employees' time on projects
- Switch projects while remaining clocked in
- Archive projects

EMPLOYEES

- Add employees
- Set hourly rate
- Select position
- Select department
- Upload photos
- Give permission
- Edit or delete employees
- Import employees and all details
- Export employee data
- Edit employee info via import
- Print out employee QR codes
- Search and sort employees
- Search and sort positions
- Search and sort departments

PTO

- Employee time-off requests
- Manager time-off approval or denial
- Manager time-off adjustments
- PTO goes to payroll

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PAYROLL

- View payroll details
- Export payroll to Excel
- Export payroll to QuickBooks
- Export payroll to QuickBooks Online
- Export jobs and service item hours to QuickBooks
- View payroll by department
- View payroll by employee
- Print employee payroll sheet
- Option of choosing start day
- Select different pay periods
- Rates based on position
- Custom pay periods

FISHBOWL INTEGRATION

- Create new projects from Fishbowl
- Send labor hours to Fishbowl
- Send labor costs to Fishbowl

SETTINGS

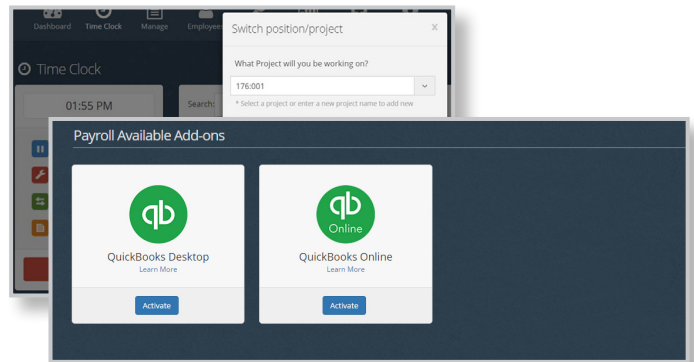
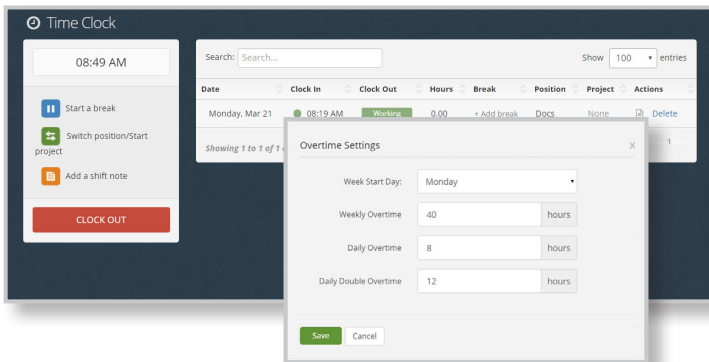
- Create, edit, and delete positions
- Create, edit, and delete departments
- Set weekly overtime threshold
- Set daily overtime threshold
- Set daily double overtime threshold
- Time format options of minutes or decimal
- Select different pay periods
- Change name format
- Select time zone
- Include breaks in payroll
- Require project clock-in
- Set rounding options
- Access terminal setup
- Enable flag alerts
- Give access to edit and add time
- Enable payroll integrations

MOBILE APP

- Terminal setup for multiple employees
- Clock in and out using QR code
- Clock in and out using 4 or 6 digit pin
- Employee quick clock in and out
- Add shift note
- Clock in by position

REPORTS

- Employee time cards
- Project details
- Payroll CSV
- Employee QR codes



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