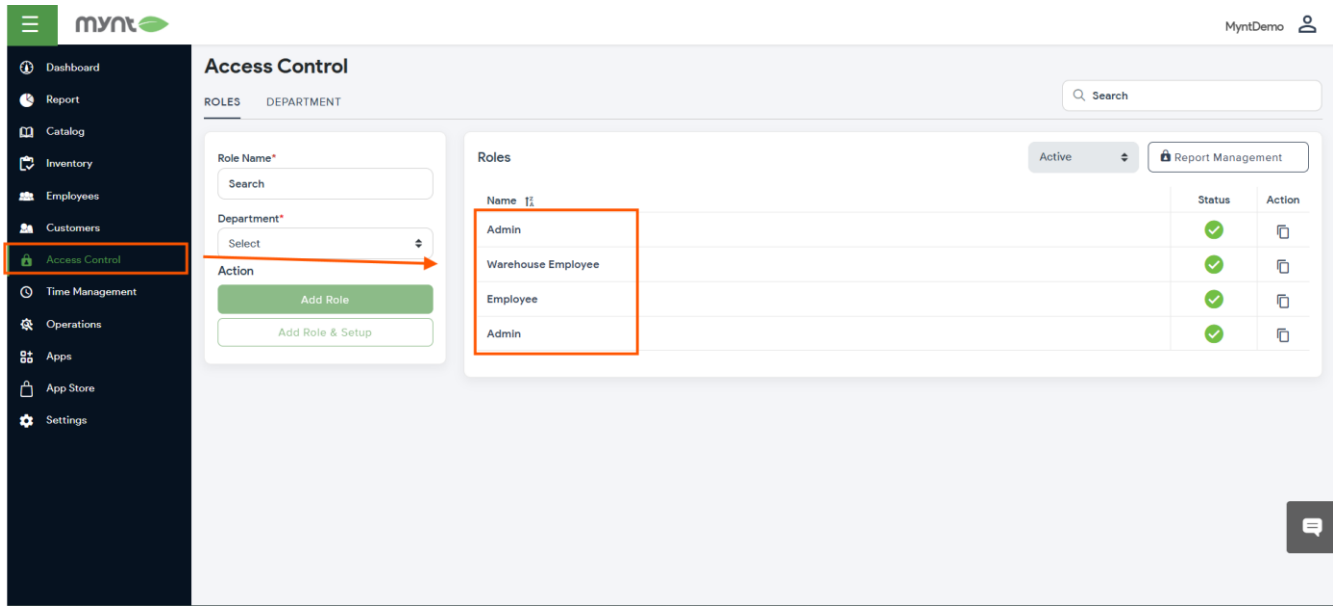
TIMECLOCK MANAGEMENT

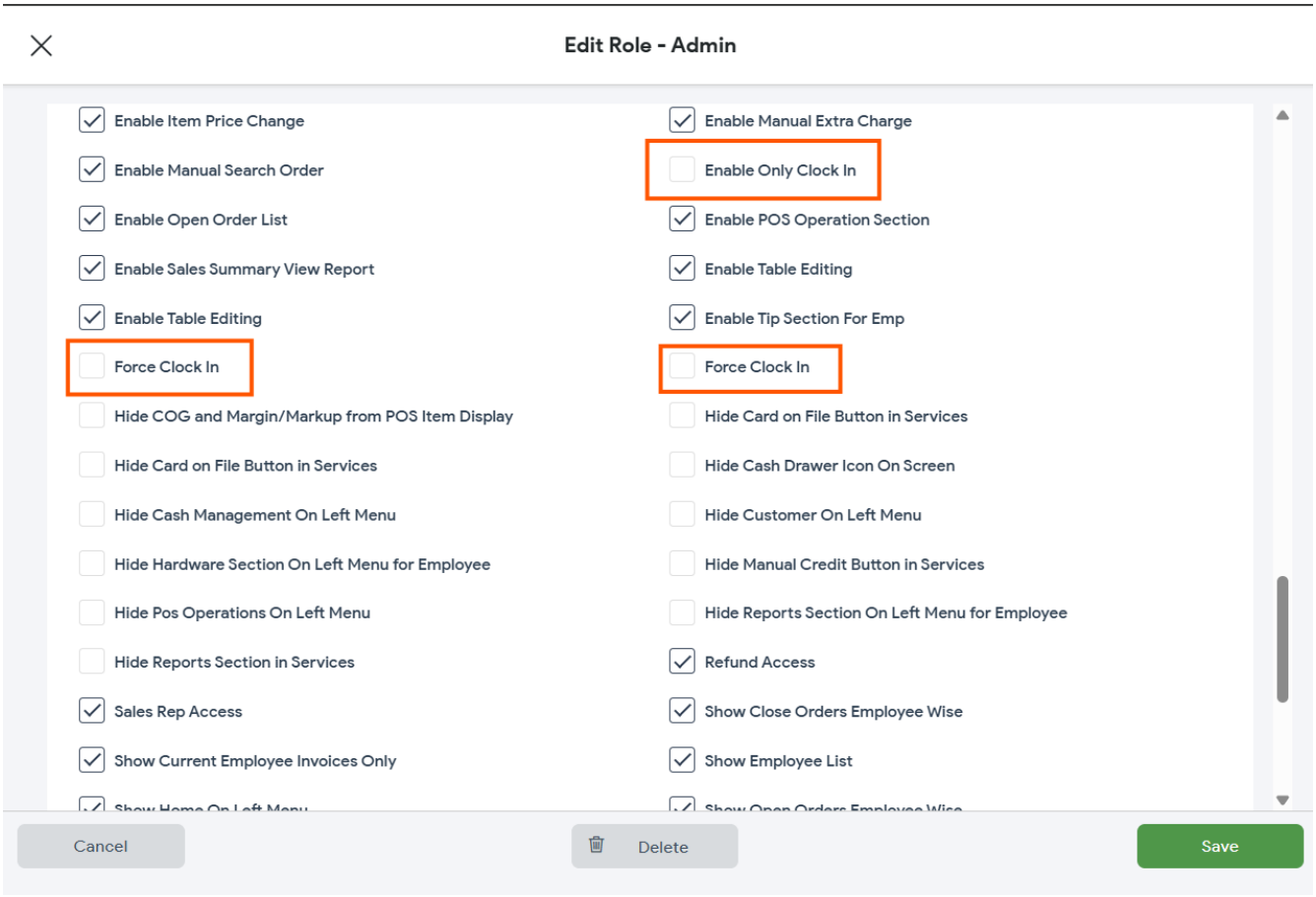
MYNT RETAIL

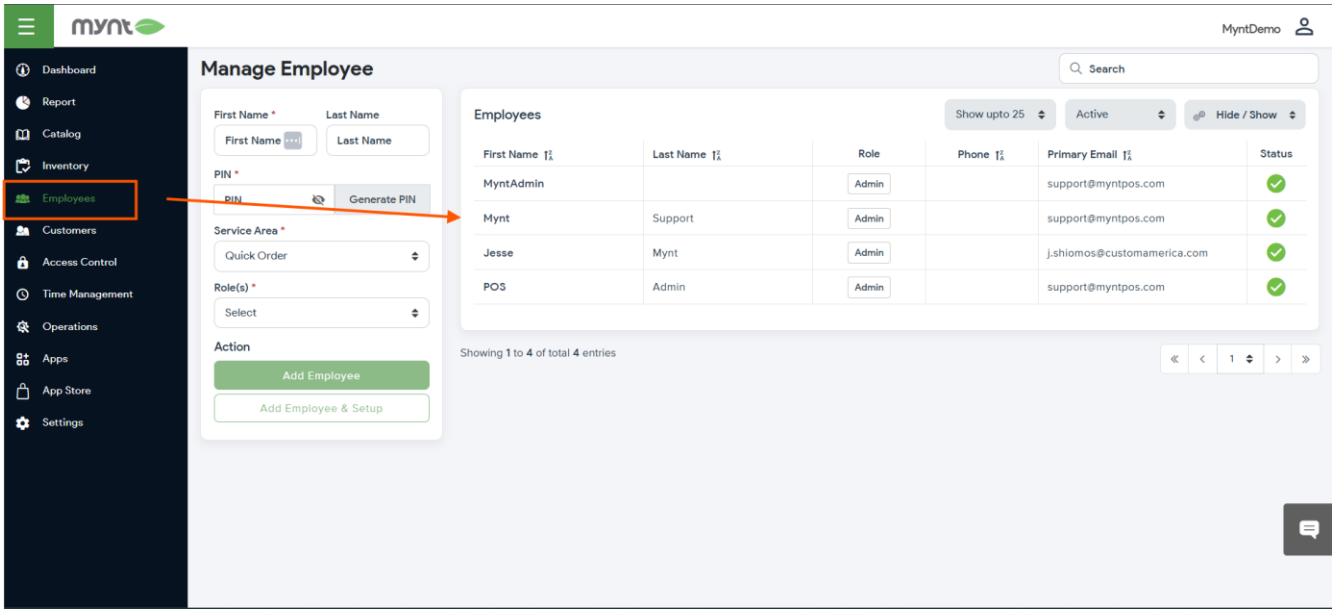
This Is a step-by-step guide on timeclock management in Mynt Retail.

Ensure your Roles / Employees are set up with the correct timeclock settings through Access Control on the backend Portal.

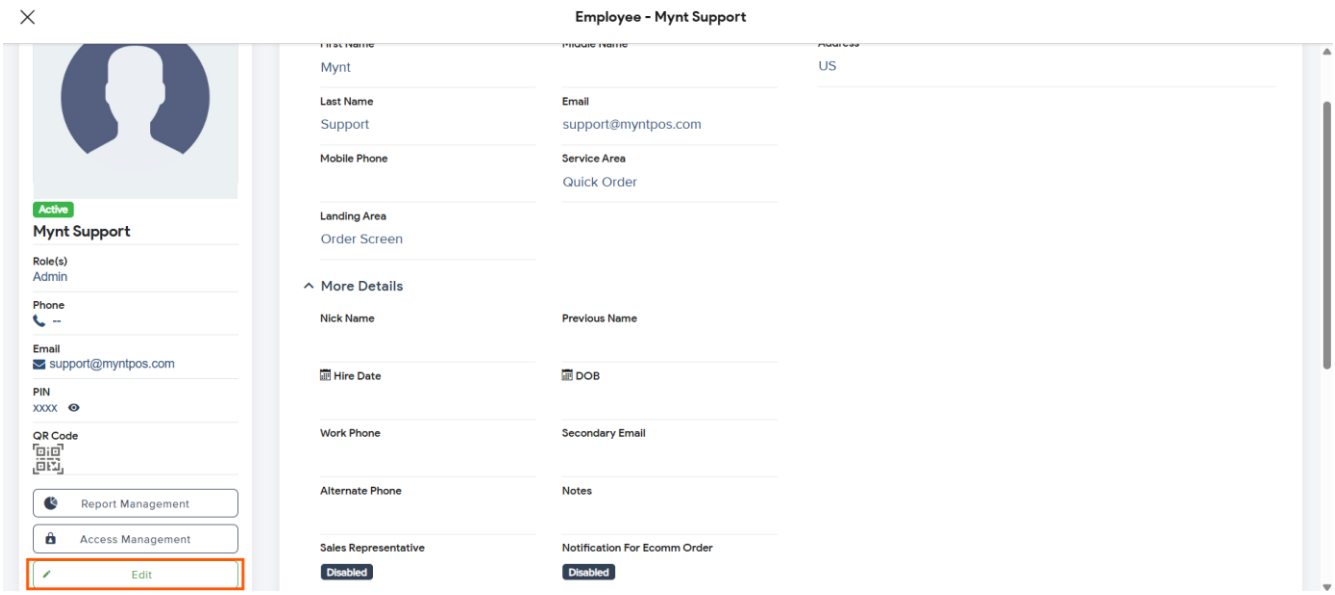


Below are a few examples of time clock configurations you can add to Roles:



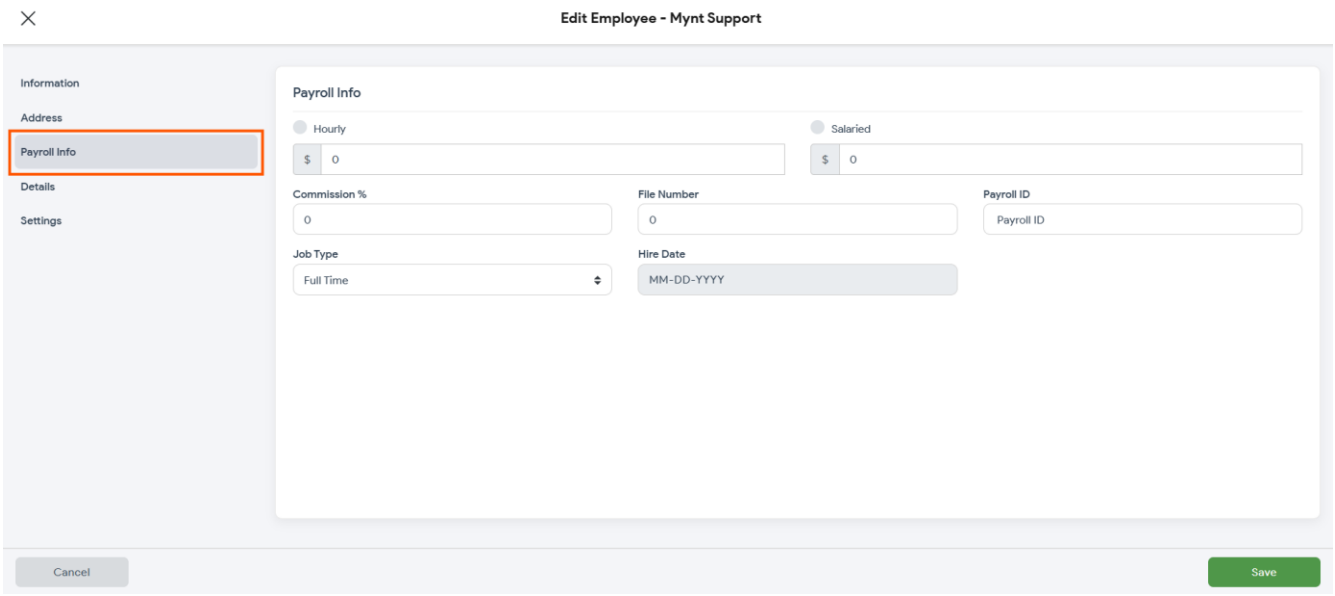


Employee Pay information can also be entered through the “Employees” tab in the backend Portal.

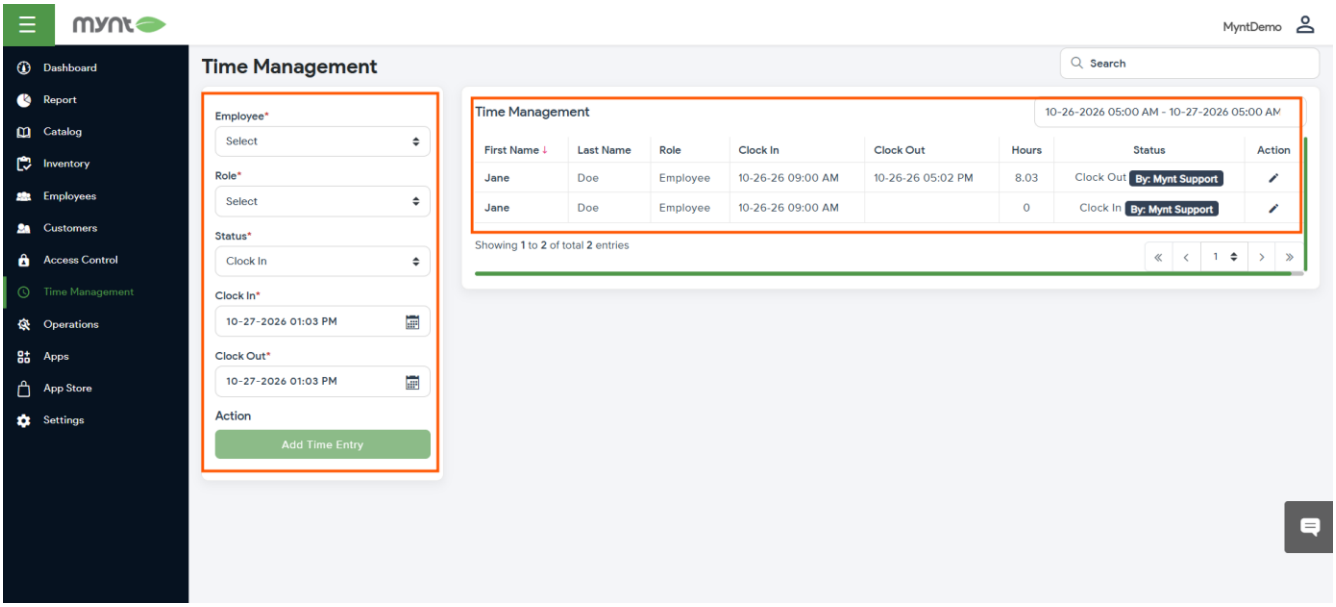


Press “Edit”.

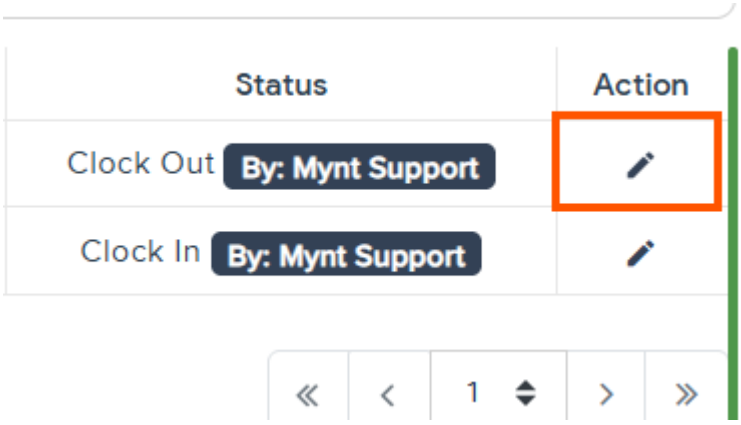
Open the “Payroll Info” tab and fill out the appropriate fields.

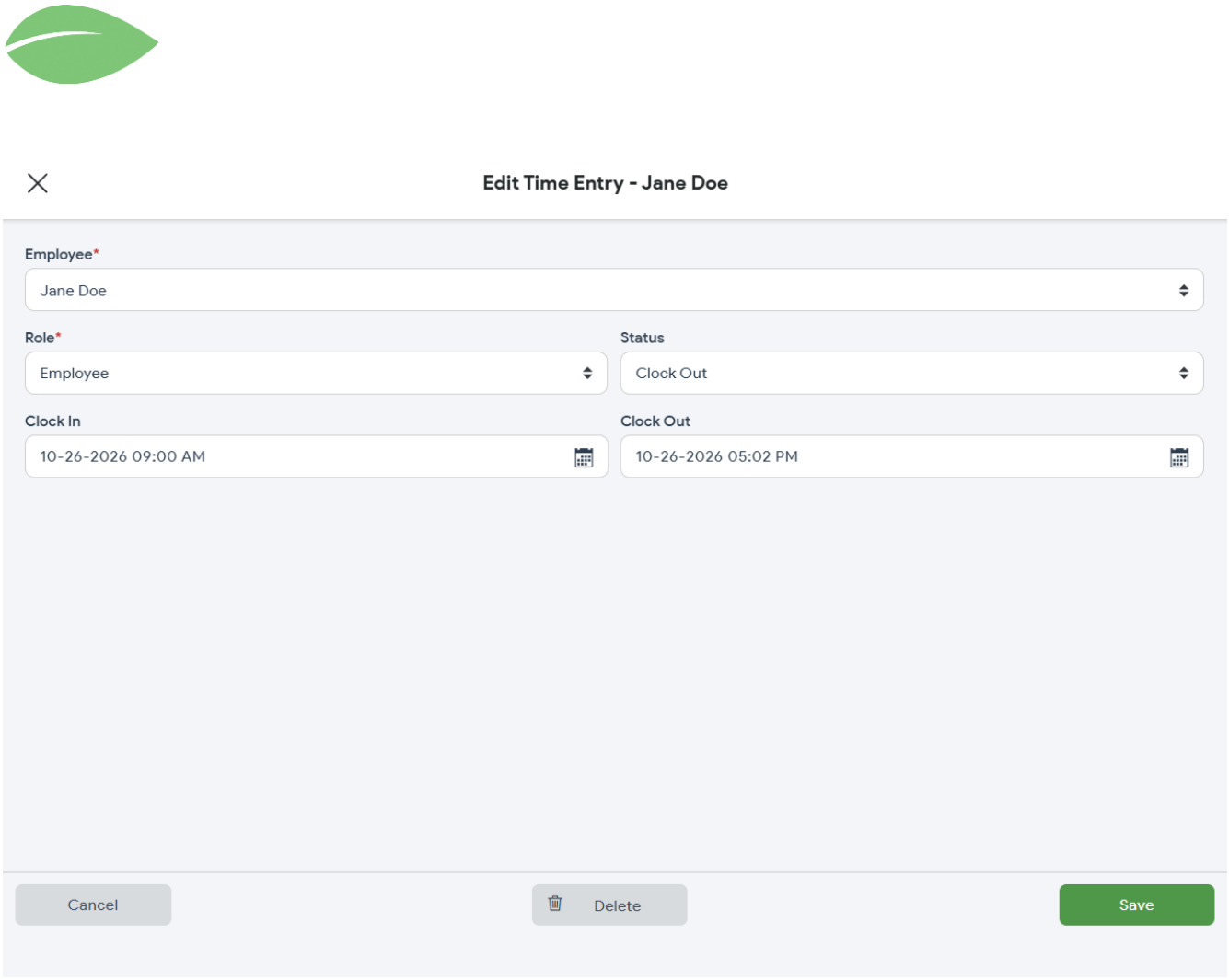


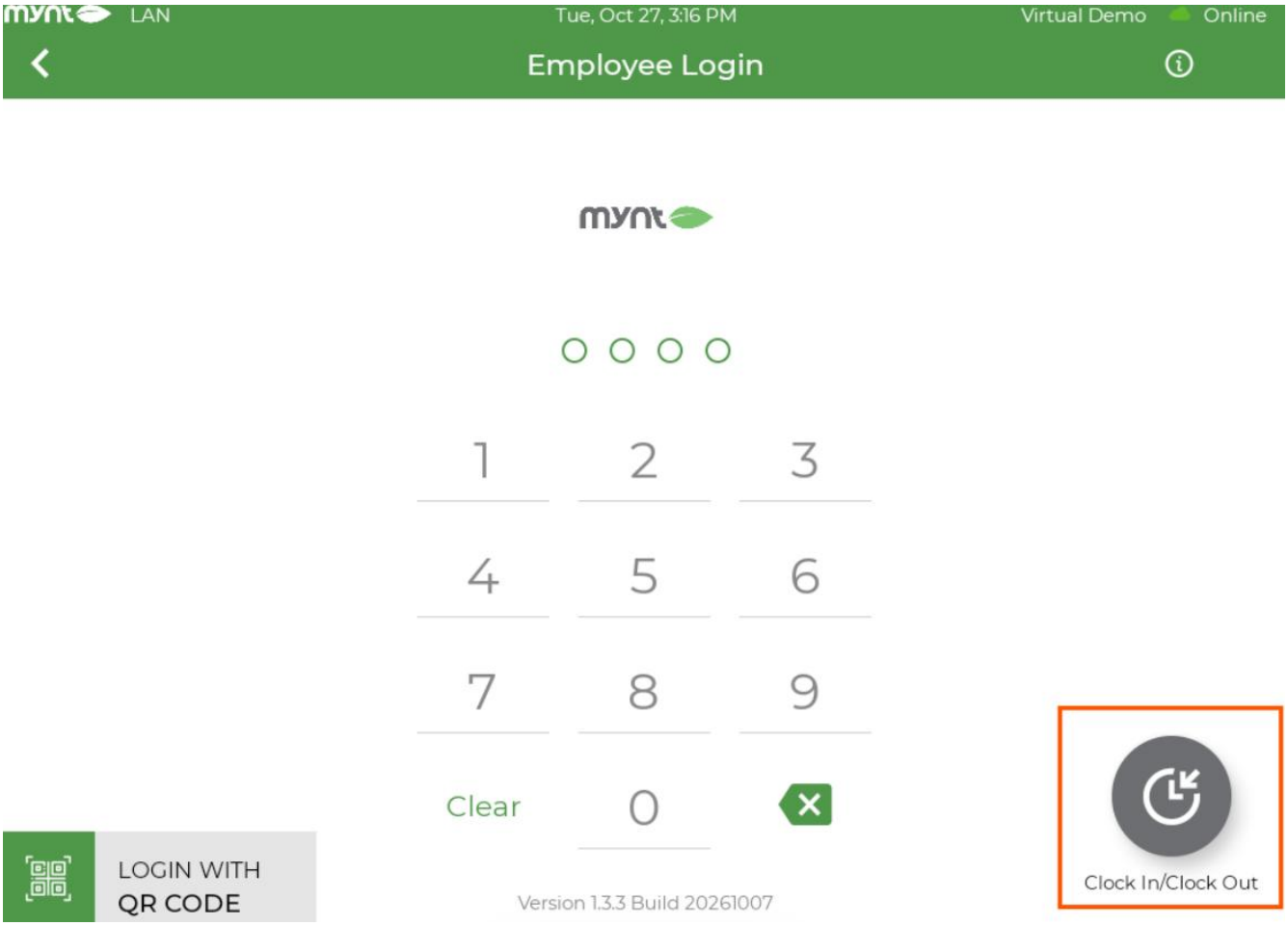
Once the Timeclock and Employee information is configured correctly, navigate to the “Time Management” tab.



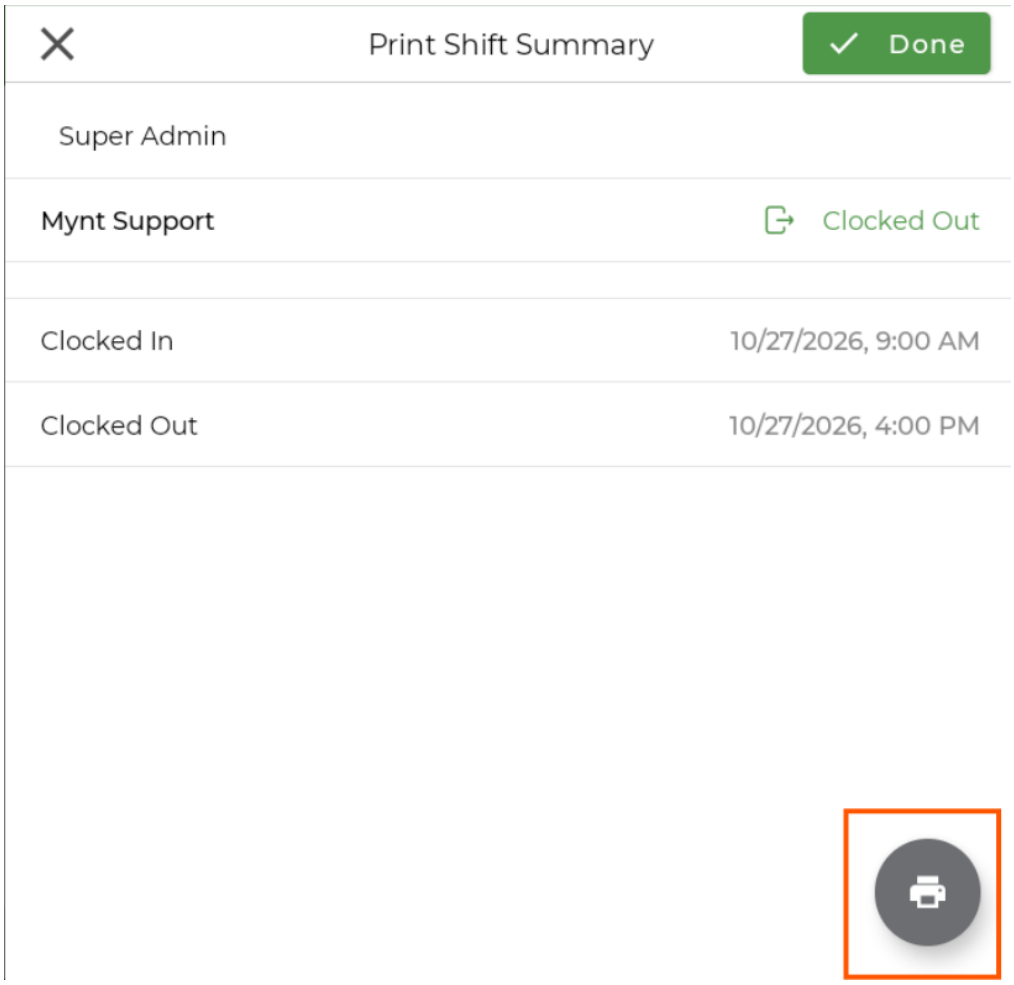
The box on the left can be used to clock your employees in or out. The box on the right displays the timeclock for all employees on the specified day. These hours can be adjusted by pressing the Pencil icon.




Edit Time Entry - Jane Doe
Employee*
Jane Doe
Role*
Employee
Status
Clock Out
Clock In
10-26-2026 09:00 AM
Clock Out
10-26-2026 05:02 PM
Cancel
Delete
Save



Employees can clock in or out by tapping the “Clock In/Clock Out” button on the login screen and then entering their pin.



Shift Summaries can then be printed out by pressing the printer icon.

Congratulations!

You can now successfully manage timeclocks!