

System Solutions LLC Time and Attendance for D365 Business Central User Guide Extension

- Extension Version Number: 1.2.0.0
- Extension Version Date: 05/13/2025
- Published by: [System Solutions LLC](#)
- [Find more extensions for Microsoft Dynamics 365 Business Central by System Solutions LLC](#)

Employee Setup

- After installing the extension, open an Employee card from the Employees page. Two fields have been added by the extension under the General tab:
 - **Time Clock Password:** Specifies the password the employee uses to log in to the time clock.
 - **Time Clock Edit Rights:** Click Show More to show this option. Specifies whether the employee can open the Time Clock Entries page in Edit Mode, which allows them to modify entries.

Punching In and Out

- Search for and open the **Time Clock** page.
- Enter User ID and Password:
 - User ID: Enter your Employee No.
 - Password: Enter the Time Clock password saved on your Employee card.
- **Punch In:**
 - Click on the "Punch In" button. This action will create a new time entry line with the current time as the "In" time.
 - The description will automatically update to reflect the Punch In status.
- **Punch Out:**
 - Click on the "Punch Out" button. This will fill in the "Out" time and calculate the Time Elapsed for the work period.
 - The description will automatically change to reflect the Punch Out status.

View or Edit Time Clock Entries

- Search for and open the **Time Clock Entries** page to display all the entries made by the employees.
- To modify existing entries, go to Actions > **Edit Mode** and login with your Employee number and password. This will open a new page that allows the lines to be edited.
 - The Employee must have been given edit rights on the Employee Card in order to open this page.

Reporting

- Search for and run either of the two reports provided with the extension:
 - **Time Clock Summary:** This report shows the total hours worked by each employee per day.
 - **Time Clock History:** This report provides a detailed list of all Time Clock entries. Please note that the entries are not currently sorted in date order.
- The reports can be viewed directly in Business Central or exported for further analysis.