

ClearOps Time

Workforce Attendance & Exception Management

A lightweight way to manage attendance, additional duties, corrections, leave, and approvals — without adding dedicated time-clock hardware.

Built for teams where the real complexity starts after the clock-in.

Attendance is easy. Exceptions are where the work starts.

Most organizations can record a basic clock-in. The operational burden comes from everything around it.

Additional duties

Extra assignments, after-hours work, substitute coverage, or special shifts often live in texts, email, or spreadsheets.

Corrections & approvals

Missed punches and time edits create follow-up, unclear ownership, and last-minute payroll cleanup.

Leave & attendance review

Leave, absences, late arrival, and approved exceptions need to be reviewed together before payroll.

The goal is not another time clock.

It is one operational workflow for the full attendance lifecycle.

One workflow from check-in to reviewed hours

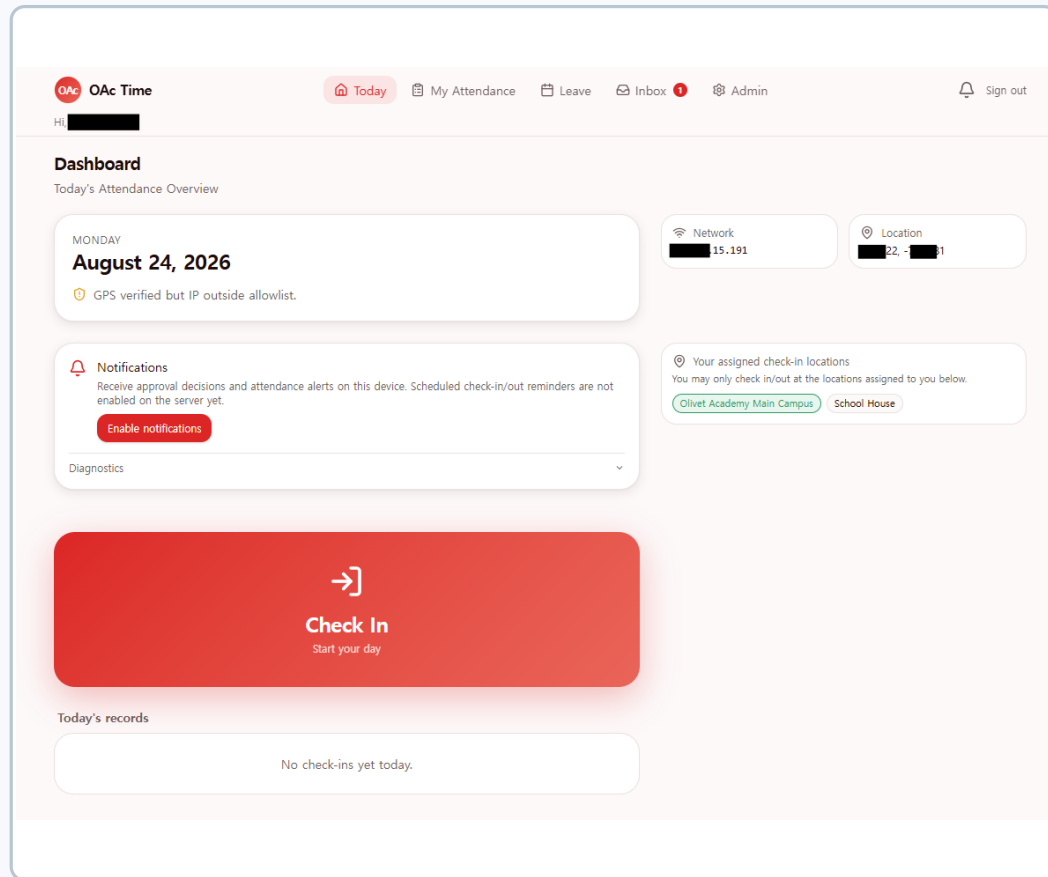
Regular attendance and exception work become part of the same review trail.



No separate spreadsheet should be needed just to explain what happened during the pay period.

Simple for employees

Existing phones or computers can be used for attendance — no dedicated time-clock device required.



NO NEW TIME-CLOCK HARDWARE

What employees can do

- Check in and out from an existing device
- See their attendance record
- Submit leave or correction requests
- Submit additional / exception work when needed

Location validation such as IP and GPS can be used where appropriate.

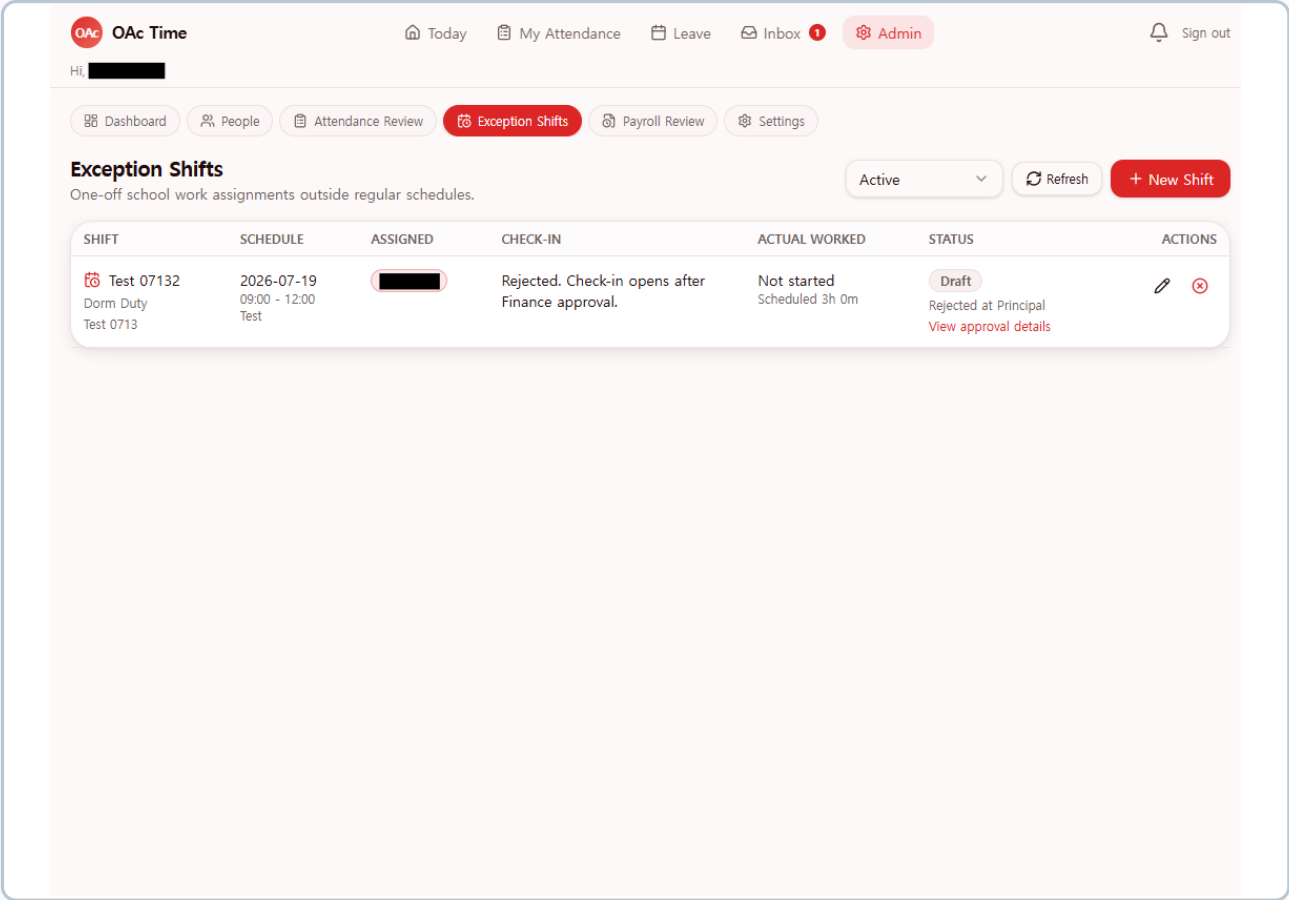
Capture the work that normal attendance misses

Exception work can be submitted, reviewed, and approved as its own operational workflow.

Example use cases

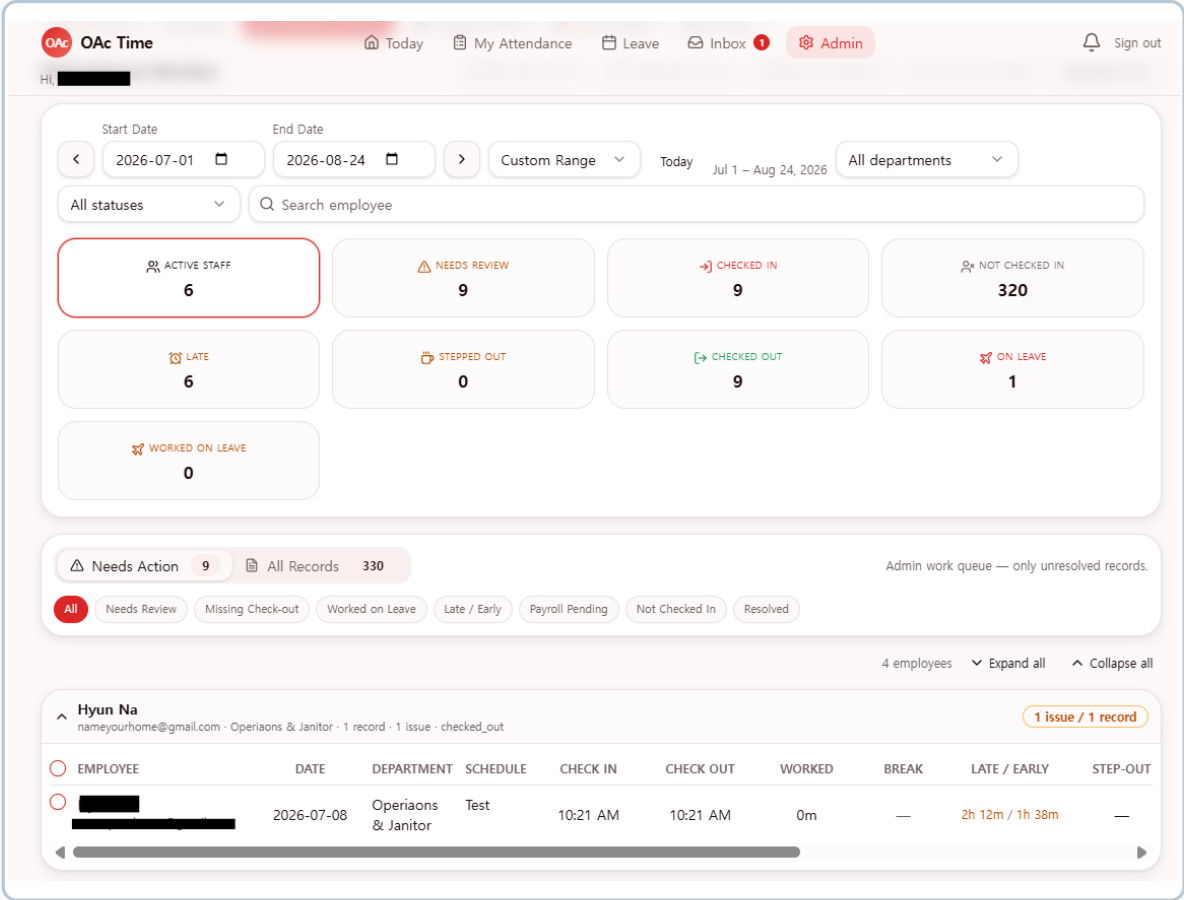
- Additional duty or after-hours work
- Substitute or temporary coverage
- Special event or operational assignment
- Work that needs manager confirmation before payroll review

Exceptions become visible instead of disappearing into text messages or memory.



Managers see what needs attention

Pending attendance issues can be reviewed from one place instead of being chased across messages and spreadsheets.



Approve

Confirm valid time or exception work and move it forward.

Return / Correct

Send back an inaccurate request or resolve a missed punch.

Audit trail

Keep the request, decision, and change history together.

A manager should be able to answer “What still needs attention?” without reconstructing the pay period manually.

Review first. Export second.

CleraOps Time is designed to prepare reviewed hours for payroll — not to replace the payroll engine.

OAc

OAc Time

Today

My Attendance

Leave

Inbox 1

Admin

Sign out

Hi [REDACTED]

Additional and Exception Shift records are provided for payroll review only and are not included in Regular Shift Recorded Hours.

Payroll Period

Custom Range

Start date

End date

Department

Employee

Status

2026-06-09

2026-08-29

All Departments

All Employees

All

Regular Shift Recorded Hours

First regular attendance session per employee and organization-local work date.

EMPLOYEES

6

WORK

4.45h

BREAK

0.00h

OTHERS

0.00h

ACTUAL WORK

4.45h

REGULAR

4.45h

OT

0.00h

LEAVE

8.17h

NEEDS ATTENDANCE REVIEW

4.45h

ATTENDANCE ISSUES

0

UNPAID/VOID

0.00h

Some employees still need attendance review before payroll can be finalized.

Review and resolve attendance records before payroll can be finalized.

View:

Show all

Needs review only

HR

Work 4.45h · Break 0.00h · Others 0.00h · Actual 4.45h · Reg 4.45h · OT 0.00h · Leave 8.17h

Employee	Work type	Work	Break	Others	Actual Work	Reg	OT	Leave	Status	Issu
[REDACTED]	Standard	0.10	0.00	0.00	0.10	0.10	0.00	0.00	Needs Attendance Review	—

Regular attendance

Standard clocked work appears alongside reviewed exceptions.

Exception visibility

Additional duties and corrections are identifiable instead of buried in notes.

Payroll-ready handoff

Reviewed records can be exported or handed off to the organization’s payroll process.

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A lightweight pilot using your real workflow

The pilot is designed to test ClearOps Time without forcing a large implementation project.

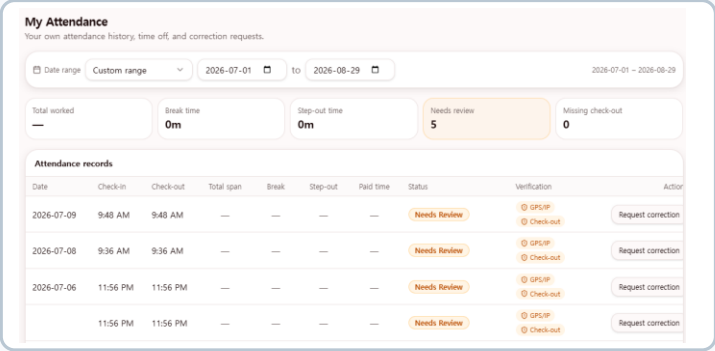
- | | | |
|----|----------------------------|--|
| 01 | Basic setup | Organization, employees, roles, and policy settings |
| 02 | Location validation | Use IP and/or GPS validation where appropriate |
| 03 | Run one pay period | Employees and managers use the workflow in normal operations |
| 04 | Review results | Compare exception handling and reviewed hours with the current process |

A practical pilot focuses on one real pay period with a small group — enough to see whether attendance, exceptions, corrections, and approvals become easier to manage.

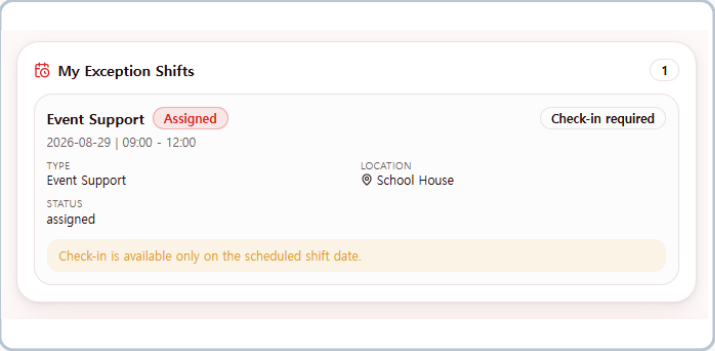
NO DEDICATED HARDWARE

Suggested screenshots for this deck

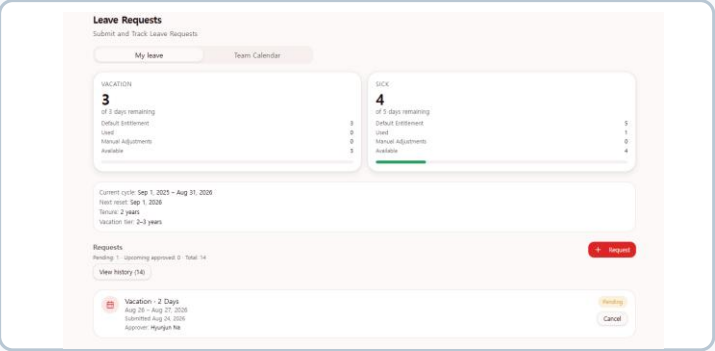
Check-In / Attendance



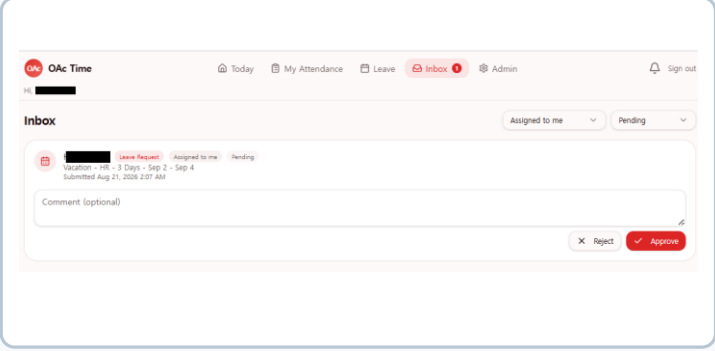
Exception Work



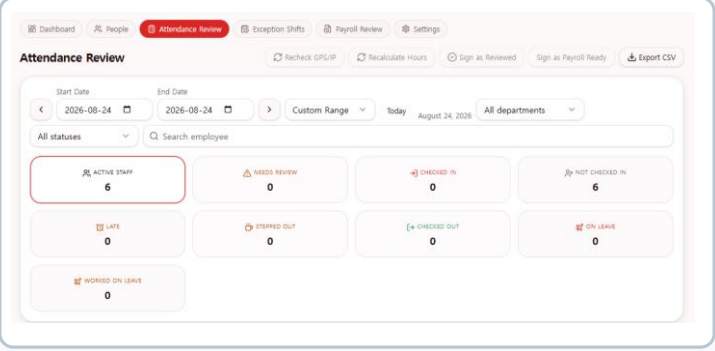
Leave / Correction



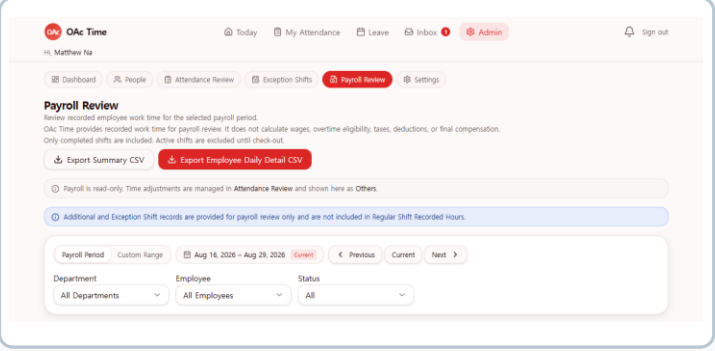
Manager Review



Attendance Review



Reviewed Hours



Pilot with a real workflow, not a demo-only setup.

A practical pilot uses one real pay period with a small group — enough to see whether attendance, exceptions, corrections, and approvals become easier to manage.

ClearOps Time

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PILOT FOCUS

1 pay period

Attendance
Exceptions
Corrections
Manager approvals
Reviewed hours