

Using CenterPoint Time Clock for Supervisors

Document #:	3333	Product:	CenterPoint® Payroll
--------------------	------	-----------------	----------------------

This document contains detailed information for employees who will use the time clock as a supervisor, for example for approving time and time off requests. The information in this document can be used if your Employee Code is entered as a Supervisor in CenterPoint Payroll in Setup > Employees > Employment tab. Follow the [Using CenterPoint Time Clock for Employees](#) document to register and use CenterPoint Time Clock as a Supervisor.

[Log In](#)

[Reset your Password](#)

[Changing your Password](#)

[View and Approve Employee Activity](#)

[View an Employee Summary and Approve All Employee Time](#)

[View/Approve Employee Time Off Requests](#)

[View/Change Employee Status](#)

[View the Clocked Time Log](#)

[View Employee History](#)

[Change Application Settings](#)

[Change the Employee Format](#)

[Set Alternate Supervisor](#)

[Receive Administrator Notifications](#)

[Entry Date Restriction](#)

[Frequently Asked Questions](#)

Log In

1. From a web browser, enter **<https://employeeportal.redwingsoftware.com>**.
2. Click **Log In**, enter your **Email** and **Password**, and then click **Log In**.



Note: If you can't remember your password and want to reset it, click the **Forgot your Password?** link, and follow the *Reset your Password* section in this document.

3. If you supervise employees for different companies, select the **Company**, **Employer**, and **Manage Time For** (Time Clock Company), and then click **Select**.
4. Once you are logged in, your name (Supervisor) will display at the top of the menu on the left side of the screen. . In the following example Jerry Berry is a Supervisor.

Portal 2.0 Test

Home / Time Clock

Time Clock

Jerry S. Berry (Supervisor)

Clock In/Out

Activity

History

Time Off Requests

Audit Log

Employees

Change Company

Settings

Logout

Good morning, Jerry!

Thursday, November 6, 2025

Time Management (Sat Nov 1st - Sun Nov 30th)

Clock In

Add Time

Date	Hours
Period Total: 0.00h	

Time Off Requests

Type	Current Balance
Paid Time Off	423.10h
Vacation - Manager	220.00h

Type	Requested
Vacation	16.00h
PTO- Hourly	8.00h

Coming up:

Vacation 11/06 (16h) Pending Approval

Request Time Off

Pending Time Off Requests

Employee	Date(s) Requested	Hours
Stella S. Sap	Fri 10/10/2025	2.00h
Stella S. Sap	Fri 10/10/2025	6.00h

Pay

Latest Advice	
10/24/2025	View

Reset your Password

If you have forgotten your password and would like to reset the password, follow the steps below:

1. From a web browser, enter **<https://employeeportal.redwingsoftware.com>**.
2. Click **Log In**.
3. Select the **Forgot your password?** link.
4. Enter your **Email** address.
5. Click **Email Link**.
6. An email will be sent to your current email address from Red Wing Software. Open the Reset Password email and click the **here** link.



Note: If the email is not received, please look in your Junk email folder.



Red Wing Software

Reset password.

Email

Password

Confirm password

Reset

7. Enter your **Email** address, your new **Password**, and then enter your new password again in the **Confirm password** box, and then click **Reset**.

Changing your Password

If you know your current password and would like to change the password, follow the steps below:

1. From a web browser, enter **<https://employeeportal.redwingsoftware.com>**.
2. Click **Log In**.
3. Enter your **Email** and **Password** and click **Log In**.

- From the Employee Portal, on the menu on the left side of the screen, select  **Settings** and then click **View Account**.
- Click **Change Password**.
- An email will be sent to your current email address. Open the Red Wing Software Change Password email and click the [here](#) link. Enter your **Current Password**, **New Password**, and **Confirm New Password**, and then click **Update Password**.

View and Approve Employee Activity

- From a web browser, enter <https://employeeportal.redwingsoftware.com>
- From the menu on the left side of the screen, select  **Time Clock**.
- Select  **Employees** >  **Employee Activity**.
- Select the **Employee** you want to review/approve time cards for.
- Select the **From/To** dates to display time cards in a date range.
- Click **Go**.

Supervisor: Ted W. Maple < >

Employee: Geraldine A. Oak < >

From: 01/01/2024 To: 01/31/2024 Go

Period: Previous Current Next

Add + Approve Approve + Next Remove Approval Audit Log Employee Summary

Date	Department	Pay Default	Project	Profit Center	Location	Hours	Pieces	Tips	Approved	Notes
Mon 06/20/2022 Hours Only						8.00	0.00	-	Yes	   
Tue 06/21/2022 Hours Only						8.00	0.00	-	Yes	   
Wed 06/22/2022 09:00 AM - 06:00 PM						8.00 	0.00	-	No	  
Thu 06/23/2022 Vacation		Vacation				8.00	0.00	-	Yes	  
Fri 06/24/2022 Hours Only						8.00	0.00	-	No	  
Totals						40.00	0.00	0.00		

- »   Use the buttons to move to the next Supervisor or Employee without approving employee activity.
- » Click **Add** to add additional time entries, for example, you may want to add an entry for overtime.

- »  To correct time entries or clocked entries, click the Edit button next to the entry that needs to be modified and the Edit Time screen will display where you can make your changes or approve the individual time entry by selecting the **Approve** check box. Click **Save** when the entry is accurate. If a note has been entered on the time card, the note button

will display. Click the  button to display the note.

Edit Time for Sam J. Apple

Date In

06/20/2022

Time In

hh:mm am/pm

Date Out

06/20/2022

Time Out

hh:mm am/pm

Break Hours

0.00

Hours

8.00

Pay Default

Department

Notes

Approved

Save

Cancel

- » An entry can be removed by selecting the corresponding  Trash Can button.
 - » An Audit Log can be viewed by clicking .
 - » Click **Employee Summary** to quickly move back and forth between the Employee Activity and Employee Summary pages filtered for the same dates.
7. Once all the entries displayed are accurate, click **Approve** to approve the entries all at once (if you did not approve them from the Edit Time screen), or click **Approve + Next** to approve all entries for the current employee and automatically move to the next employee.

View an Employee Summary and Approve All Employee Time Cards

- From a web browser, enter <https://employeeportal.redwingsoftware.com>.
- From the menu on the left side of the screen, select  **Time Clock**.
- Select  **Employees** >  **Employee Summary**.
- Select the **From/To** dates to display time cards in a date range.
- Click **Go**.
- The Employee Summary screen will display each employee and the total number of hours, the approval status, and the latest date approved. Click the employee's name to drill-down to the Employee Activity screen to see details for the

selected employee. Administrators can filter this screen by Supervisor and use the   buttons to move to the next Supervisor without approving employee activity.

Employee Summary

From

06/01/2022

To

06/30/2022

Go

Period

Previous

Current

Next

Approve

Remove Approval

Employee	Hours	Approved	Date Approved
Sam J. Apple	40.00	No	
Totals	40.00		

© 2022 - CenterPoint Time Clock: Provided by Red Wing Software, Inc.
Version: 2.08.0007

- Click **Approve** to approve all time entries in the specified date range or click **Remove Approval** to remove the approved status for all time entries in the specified date range.

View/Approve Employee Time Off Requests

- From a web browser, enter **https://employeeportal.redwingsoftware.com**.
- From the menu on the left side of the screen, select  **Time Clock**.
- Select  **Employees** >  **Employee Time Off Requests**.

Employee Time Off Requests

Supervisor

All

Employee

All

Type

All

Status

All

From

09/06/2022

To

09/06/2023

Go

Add

Approve All

Leave Balances

Leave Used

Employee	From	To	Type	Total Hours	Status	Notes
Sap, Stella S.	Tue 09/27/2022 Hours Only	Tue 09/27/2022 Hours Only	Vacation	8h 0m	Approved	 
Totals				8h 0m		

- Use the **Employee**, **Type**, **Status** and **From/To Dates** to filter for the type of request(s) you want to view within a specific date range.
- Click **Leave Balances** to view the Leave and Available Hours as of the last accrual (the Available Hours do not include pending time off requests).

Leave Balances

×

Leave	Available Hours
Paid Time Off	0.77*
Vacation	76.64*

*Balances accurate as of 09/12/2022, see your Payroll administrator with questions or for the latest amounts. Balances do NOT reflect pending time-off requests.

OK

- Click **Leave Used** to display all the leave pay defaults for an employee and any hours for pending time off requests. A pending time off request is an approved request that has not yet been imported into CenterPoint Payroll.

Leave Used			
Leave	Used		
PTO4	8.00		
Vacation	16.00		
		OK	

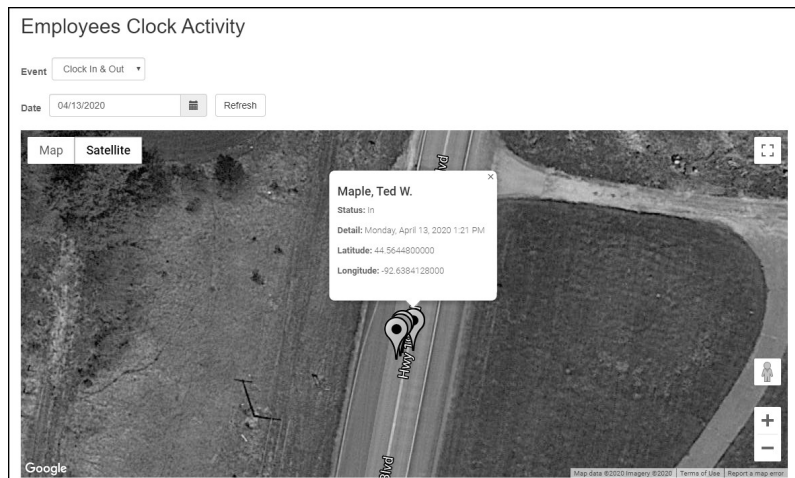
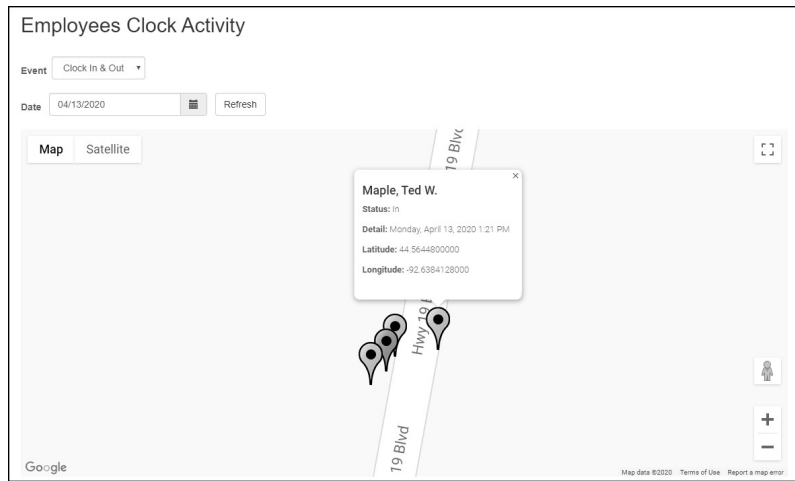
6. To approve an employee's time off request, click . If you want to include a comment when you approve the time off request, enter the comment in the Approve Request Comments screen and then click OK. To deny a request, click . If you want to include a comment when you deny the time off request, enter the comment in the Deny Request Comments screen and then click OK. The requesting employee will receive notification regarding the approval or denial.

To view notes from the employee or comments entered upon approval or denial of a time off request, click . To add an employee time off request, click **Add**, enter the details, and click **Save** (when a supervisor enters an employee time off request, a  icon appears to the left of the employee name and will indicate who entered the time when hovered over). To approve all pending time off requests, select the employee(s), click **Approve All**, and then click **Yes**.

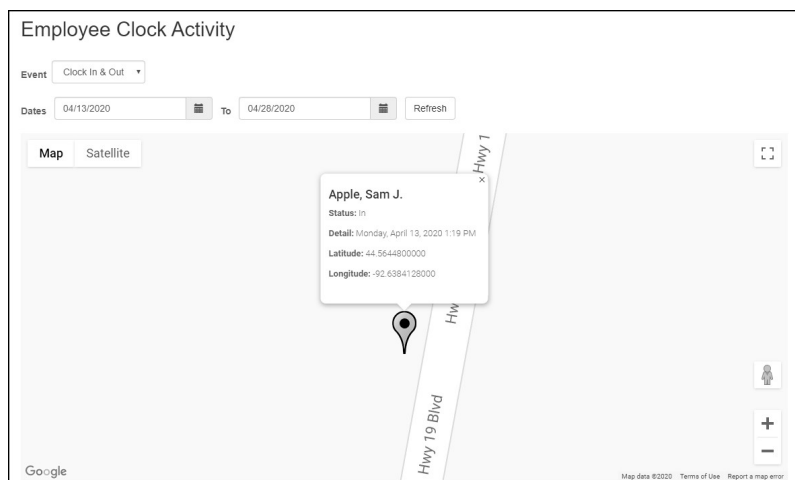
 Note: Once approved, time off requests in the period being imported will create time sheet entries in CenterPoint Payroll.

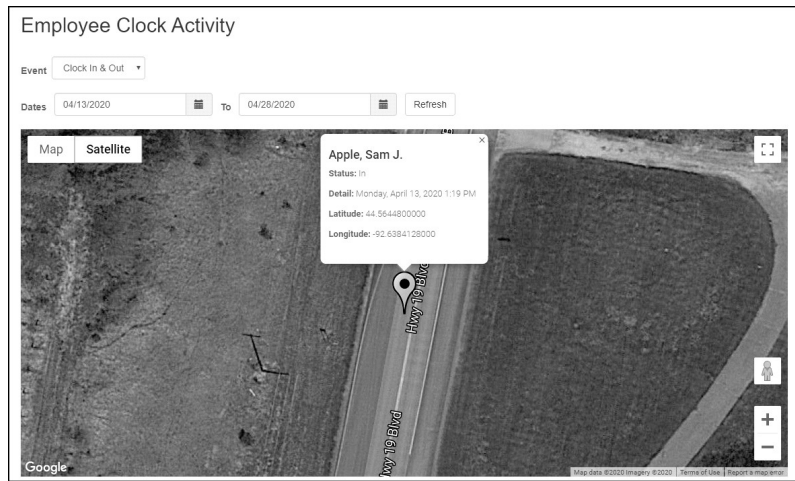
View/Change Employee Status

- From a web browser, enter <https://employeeportal.redwingsoftware.com>.
- From the menu on the left side of the screen, select  **Time Clock**.
- Select  **Employees** >  **Employee Status**.
- The Employee Status screen will display all employees the supervisor is responsible for and their current status/detail: In, Out, or on Leave. To display a specific status, change the filter from All to another status. From this screen you can also:
 - » **Clock In/Out or Add Time for a Group of Employees** - Select the employees and then click  to clock out, click  to clock in, or click  to add time.
 - » **Clock In/Out or Add Time for an Employee** - Select the employee and then click  to clock out, click  to clock in, or click  to add time.
 - » **Map Clock In/Out Locations for a Group of Employees** - Select the employees click , select the **Event**: Clock In & Out, Clock In, or Clock Out, select the **Date**, and then click **Refresh**. The Map or Satellite image displays pinpoints for clocked in entries in green and clocked out entries in red. Click on a pinpoint to display the employee name, clock in/out status, date details, and longitude and latitude information. Click **OK** to close the map.



- » **Map Clock In/Out Locations for an Employee** - Select the employee, click , select the **Event** type, select the **Date Range**, and then click **Refresh**. Click **OK** to close the map. The Map or Satellite image displays pinpoints for clocked in entries in green and clocked out entries in red. Click on a pinpoint to display the employee name, clock in/out status, date details, and longitude and latitude information. Click **OK** to close the map.





View the Clocked Time Log

This option allows you to quickly view a log of clocked in/out times for all employees for any selected date or time.

1. From a web browser, enter <https://employeeportal.redwingsoftware.com> Log into CenterPoint Time Clock.
2. From the menu on the left side of the screen, select **Time Clock**.
3. Select **Employees** > **Clocked Time Log**.
4. Select the **Date** and **From/To** times you want to view the log for. From/To times can be blank to see the whole day's activity.
5. Select the **Activity Type** you want to view: **All**, **Clocked In**, or **Clocked Out**.
6. Click **Go**.

Clocked Time Log

Date: 07/06/2022 From: 8:00 AM To: 9:15 AM Go Activity Type: Clock In

Employee	Activity Type	Time
Geraldine A. Oak	Clock In	09:00 AM
Stella S. Sap	Clock In	09:01 AM

© 2022 - CenterPoint Time Clock. Provided by Red Wing Software, Inc.
Version: 2.08.0009

View Employee History

The following selection allows supervisors to look up time cards for their employees which have already been imported into

CenterPoint. Administrators can filter this screen by Supervisor and use the buttons to move to the next Supervisor.

1. From a web browser, enter <https://employeeportal.redwingsoftware.com> Log into CenterPoint Time Clock.
2. From the menu on the left side of the screen, select **Time Clock**.
3. Select **Employees** > **Employee History**.
4. Select the **Employee** to view history for.
5. Select the **From/To** dates to display history for.

Employee History

Employee: Ted W. Maple

From: 05/31/2022 To: 07/31/2022 Go

Audit Log

Date	Pay Default	Hours	Approved
Mon 06/27/2022 Hours Only	Hourly	8.00	Yes
Tue 06/28/2022 Hours Only	Hourly	8.00	Yes
Wed 06/29/2022 Hours Only	Hourly	4.00	Yes
Totals		20.00	

6. Click Audit Log or  to view an audit of time clock entries.

Audit Log

From: 09/01/23 To: 09/30/23 Go

Date/Time	Time Card ID#	Employee	Description
09/23/2021 04:27 PM	29153	Sammy J. Apple	Clock entry completed. Changed "Pay Default" from "" to "Hourly Pay" Changed "Notes" from "" to "edit"
09/23/2021 04:20 PM	29122	Sammy J. Apple	Manual entry deleted.
09/23/2021 04:19 PM	29155	Sammy J. Apple	Manual entry modified. Changed "Hours" from "4.00" to "4.50"
09/23/2021 04:18 PM	29091	Sammy J. Apple	Clock entry completed. Changed "Approval Date" from "09/23/2021 02:28 PM CST" to "" Changed "Pay Default" from "" to "Salary"
09/23/2021 04:18 PM	29156	Sammy J. Apple	Leave entry created.
09/23/2021 04:17 PM	29155	Sammy J. Apple	Manual entry created.
09/23/2021 04:17 PM	29153	Sammy J. Apple	Clock entry completed.

Showing 1 to 10 of 114 entries

First Previous 1 2 3 4 5 ... 12 Next Last

Change Application Settings

 Note: The selections below are specific to Supervisors and Administrators. For settings that can be changed for employees, supervisors, and administrators, see the [Changing Application Settings](#) section in the [Using CenterPoint Time Clock for Employees](#) document.

For Supervisors and Administrators

Change Employee Format

- From a web browser, enter <https://employeeportal.redwingsoftware.com>
- From the menu on the left side of the screen, select  **Settings**.
- Click **Change** next to **Employee Format**.
- Select one of the other **Employee Format** options:
 - » Last, First
 - » First, Last
 - » First, Last (Code)
 - » Last, First (Code)
 - » (Code) First, Last
 - » (Code) Last, First
- Click **Change Employee Format**.

Set Alternate Supervisor

When an alternate supervisor is set all supervisor duties are switched to the alternate. The alternate supervisor can see activity and approve time/requests for the employees managed by the user. Note: The main supervisor will still have access to their

employees' time clock data, but time off request notifications will go to the alternate supervisor.

1. From a web browser, enter **<https://employeeportal.redwingsoftware.com>**
2. From the menu on the left side of the screen, select  **Settings**.
3. Click **Change** next to the current alternate supervisor setting.
4. If the setting is inactive, change the **Off** toggle to **On**.
5. In the **Supervisor** box, select the individual that will approve time cards and cover for the main supervisor in their absence. This list will contain other supervisors and employees this supervisor supervises.
6. Enter the **From/To** dates the alternate supervisor is active. The alternate supervisor will automatically inactivate after the To date.
7. In the **Time Off Notifications** box, select who to send notifications to, alternate supervisor, primary supervisor, or both supervisors.
8. Click **Apply**.

 Note: Administrators can also set an alternate supervisor for a supervisor from the **Time Clock > Admin > Manage Supervisors** menu.

For Administrators

Receive Administrator Notifications

This option can be set to eliminate unwanted email notifications for administrators who are not involved in the time off request approval process.

1. From a web browser, enter **<https://employeeportal.redwingsoftware.com>**.
2. From the menu on the left side of the screen, select  **Settings**.
3. Click **Change** next to the current **Receive Administrator Notification** setting.
4. If you are an administrator that is not involved in the time off request process, change the toggle selection to **No**.
5. Click **Update**.

Entry Date Restriction

This option prevents employees from entering time after payroll is completed for a pay period so time entries aren't missed during import and pay run processing.

1. From a web browser, enter **<https://employeeportal.redwingsoftware.com>**.
2. From the menu on the left side of the screen, select  **Settings**.
3. Click change next to the **Entry Date Restriction** setting.
4. Change the **Enabled** toggle to **On**.
5. Enter the **Date** that employees are restricted from entering time before. When time is imported into CenterPoint from Processes > Times Sheets > Time Import (Time Clock) and the Update Entry Date Restriction box is selected, this Date will be set to the day after the To Date entered in Time Import (Time Clock) and will also display as the Updated Entry Date Restriction date on the Time Card Summary screen.
6. In the **Action** box, if you want to be notified when entries are entered prior to the Date selection, select **Notify Administrators of time entries prior to this date** or to restrict time from being entered or edited, select **Prevent time entries prior to this date**.
7. Select **Apply**.

Frequently Asked Questions

Q: I have setup items (Employees, Pay defaults, departments, etc.) in CenterPoint Payroll that are not the same as those listed on the CenterPoint Time Clock. How can I make the website match my CenterPoint Payroll setup?

A: Perform a manual synchronization in CenterPoint Payroll by following the steps below:

- » From CenterPoint Payroll, select **Employee Portal > Settings >Registration** tab
- » Click **Synchronize**.
- » Click **OK**.