



PixelPlus IT

Pixel Time

Training Manual: new features

Employee record · Leave · Pay rules · Reports · Payroll export · Alerts · Roster planning · Report audit · Clocking integrity · Overtime requests · Leave balances · Timesheet sign-off · Management reports · Reconciliation · Data retention · Working-time rules · System health · ID cards · Mappings & history · Excel downloads · Document expiry

October 2026. Screens come from a demo company (Acme Trading), so names and amounts are examples.

What is new

Area	What you can now do
Team > Employee record	Store employee number, ID, address, emergency contact, contract dates, contracted hours, hourly rate and status (active, suspended, on leave).
Leave	South African leave types, paid or unpaid, monthly earning, carry-over, supporting documents, cancellation requests, decline reasons.
Settings > Pay rules	Overtime, Sunday, public holiday and night multipliers, with a start date.
Reports > More reports	Over 60 extra reports, including labour cost, contracted vs actual hours and leave reports.
Payroll export	Pay codes, warnings before export, a reason for exporting a period again, export history and a check for changes made after export.
Reports & money > Alerts	27 automatic checks (missing clock-in, late, absence, overtime, rest, contract expiry, offline devices and more) by app or email, with escalation.
Scheduling > Roster planning	Coverage against minimum staffing, availability and days off, publishing, and a history of every roster change.
Reports & money > Report audit	Delivery history of emailed reports, an audit trail, reconcile totals and reports on the payroll cut-off day.
Time & leave > Overtime	Ask for overtime before working it, approve or change it, monthly limits and budgets, budget warnings and approver performance.
Time & leave > Leave balances	Balances on any date, history for each person, carry-over and expiry, reconciliation, forecast, liability estimate and eligibility rules.
Time & leave > Timesheet sign-off	Employees submit their week; managers approve or send it back with a reason; levels, deadlines, reopening and a full history.
Reports & money > Labour budgets	Monthly labour budgets, compared with estimated cost in Reports > More reports, plus payroll variance, staffing shortage, availability, forecast against actual, cost per hour, six-month history and correction resolution

Area	What you can now do
	time.
Reports > More reports > Reconciliation	Hours reconciliation (clocked, payroll, last export), data retention review, and a search box on report results.
Scheduling > Working-time rules	Rule sets for overtime, weekly limits, meal intervals, flexi-time and bargaining council details; assign by employee, contract, department or company with start dates; recalculate attendance; change history.
Reports & money > System health	Your records, whether the automatic checks are running, quiet devices, failed emails, slow pages, retention settings and a safe clean-out of old audit entries and notifications; plus alerts for weekly hours near the limit and stopped reports.
Team > Document expiry	Expiry dates and reminders for employee documents; Excel (.xlsx) downloads for reports and payroll; actual vs payable hours report; overtime decline needs a reason.
Reports & money > Mappings & history	Payroll mapping (cost centres, leave codes, categories), audit-event alerts and keep times, settings history with restore; kiosk wrong-PIN limit.
Team > ID cards	Register RFID / proximity cards, mark lost or disabled, clock at the kiosk or a card terminal with a card; failed report emails retry automatically.
Time & leave > Clocking integrity	Finds duplicate, conflicting, out-of-sequence and late-synced clockings; event history; device sync status.
Time & leave > Leave balances > Personal rules	Give one person their own days per year, carry-over limit or eligibility period for a leave type.
Payroll export > Reconcile	Upload the hours your payroll system holds and see every difference against Pixel Time.
Reports > Prepare in background	Ask for a long report, carry on working and download it when ready (Excel or CSV).
Clocking integrity > Held clockings	A clocking a rule refused is kept, shown and can be accepted or dismissed; missing clock-outs are listed on the dashboard and in Data checks.
Night shifts and checks	A shift that runs past midnight now stays on the day it started: clock out after midnight and the hours land on the start day. Stricter checks on site, correction and team forms.
System health > Data checks, payroll API, backup check	Automatic data checks, a read-only payroll feed for other software, and a backup verification job.

1. Employee record

Who: administrators. Managers can see the status badge but cannot open the record.

Open an employee's record

1. Go to Team > Employee records in the menu.
2. Press Open record on the person. (It is also under Team > Everyone > Edit > Employee record, the section with the small arrow.)

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OVERVIEW
TEAM
Team
Employee records
Visitors
Photos
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
ACCOUNT

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Employee records

Acme Trading (Pty) Ltd · Friday, 16 October

21:21:05 🚨 Chris Admin ADMIN Log out

Employee records

Employee number, ID, address, emergency contact, contract dates, contracted hours, hourly rate and status for everyone. Press **Open record** on a person.

Search na

Name	Employee no.	Type	Department	Contract ends	Status	
Anele Mokoena	E006	Part-time	Warehouse	—	Active	Open record
Chris Admin	E001	Permanent	Operations	—	Active	Open record
Lerato Dlamini	E004	Casual	Warehouse	—	Suspended	Open record
Pieter van Wyk	E003	Full-time	Warehouse	—	On leave	Open record
Sipho Khumalo	E005	Contract	Operations	30 Nov 2026	Active	Open record
Thandi Nkosi	E002	Permanent	Operations	—	Active	Open record

▼ **Employee record** (employee number, ID, contact, emergency contact, contract, contracted hours, status)

EMPLOYEE NUMBER: E002 ID / PASSPORT NUMBER: 8505055000089

EMPLOYMENT TYPE: Permanent HOME ADDRESS: 12 Jacaranda St, Pretoria

EMERGENCY CONTACT NAME: Sam Nkosi RELATIONSHIP: Spouse

EMERGENCY PHONE: 0829998888 ALTERNATIVE PHONE:

CONTRACT START: 02/15/2021 CONTRACT END (LEAVE EMPTY IF OPEN-ENDED): mm/dd/yyyy

CONTRACTED HOURS PER WEEK: 45.00 CONTRACTED DAYS PER WEEK: 5.0

HOURLY RATE (R) (USED ONLY FOR LABOUR-COST ESTIMATES): 68.50

STATUS: Active STATUS NOTE: e.g. Disciplinary hearing, maternity

STATUS FROM: mm/dd/yyyy STATUS UNTIL: mm/dd/yyyy

Save employee record

Recent changes
16 Oct 2026 21:10 — contracted_hours_week: "" → "45"; contracted_days_week: "" → "5"; contract_start: "" → "2021-02-15"; address changed; id_number changed; emergency_name changed; emergency_phone changed; hourly_rate changed

Team > Employee records: press Open record on a person.

OVERVIEW

TEAM

Team

Visitors

Photos

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

ACCOUNT

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Team

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20:07:50 Chris Admin ADMIN Log out

Add employee Bulk import Departments Everyone (6)

Everyone (6)

Show former employees

Search by name or department...

Name	Department	Site	Shift	Today	Access	Actions
Anele Mokoena anele@acme.co.za	Warehouse	Default	Default		Web login	Edit Offboard
Chris Admin chris@acme.co.za	Operations	Default	Default		Web login	Edit Offboard
Lerato Dlamini lerato@acme.co.za	Warehouse	Default	Default		Web login	Edit Offboard
Pieter van Wyk pieter@acme.co.za	Warehouse	Default	Default		Web login	Edit Offboard
Sipho Khumalo sipho@acme.co.za	Operations	Default	Default		Web login	Edit Offboard
Thandi Nkosi thandi@acme.co.za	Operations	Default	Default		Web login	Edit Offboard

Team list. The grey badges show Suspended and On leave next to Today.

DEPARTMENT SITE

Operations Company default

JOB DETAILS

Supervisor Permanent 02/15/2021 Save

▼ Employee record (employee number, ID, contact, emergency contact, contract, contracted hours, status)

EMPLOYEE NUMBER

E002

ID / PASSPORT NUMBER

8505055000089

EMPLOYMENT TYPE

Permanent

HOME ADDRESS

12 Jacaranda St, Pretoria

EMERGENCY CONTACT NAME

Sam Nkosi

RELATIONSHIP

Spouse

EMERGENCY PHONE

0829998888

ALTERNATIVE PHONE

CONTRACT START

02/15/2021

CONTRACT END (LEAVE EMPTY IF OPEN-ENDED)

mm/dd/yyyy

CONTRACTED HOURS PER WEEK

45.00

CONTRACTED DAYS PER WEEK

5.0

HOURLY RATE (R) (USED ONLY FOR LABOUR-COST ESTIMATES)

68.50

STATUS

Active

STATUS NOTE

e.g. Disciplinary hearing, maternity

STATUS FROM

mm/dd/yyyy

STATUS UNTIL

mm/dd/yyyy

Save employee record

Recent changes

16 Oct 2026 20:05 — contracted_hours_week: "" → "45"; contracted_days_week: "" → "5"; contract_start: "" → "2021-02-15"; address changed; id_number changed; emergency_name changed; emergency_phone changed; hourly_rate changed

Employee record: employee number, contact details, contract, hourly rate and status.

Fields

- Employee number: must be unique in your company. Payroll exports use it.
- ID or passport number, address and emergency contact: needed for HR files and emergencies.
- Contract start and end: a report lists contracts ending in the next 60 days.

- Contracted hours and days per week: used by the Contracted versus actual hours report.
- Hourly rate: used only for the labour-cost estimates. Leave it empty if you do not want costs.
- Status: Suspended or On leave, with a note and dates. It shows on the Team list. It does not stop the person clocking in; to remove access, use Offboard.
- Recent changes: shows what was changed and when. ID, address, emergency contact and rate changes show as "changed" without the value, to protect personal information.

2. Leave

Employees: request leave

1. Go to My leave > Request leave.
2. Choose the leave type and the dates. Weekends and public holidays are not counted, unless your company's leave type counts them.
3. Attach a supporting document (PDF, JPG or PNG, up to 5 MB) when the leave type needs one, for example a medical certificate for sick leave over 2 days.
4. Submit. Your manager is notified.

The screenshot shows the 'My leave' section of the Pixel Time application. On the left is a dark sidebar with navigation links: OVERVIEW, TIME & LEAVE, My timesheet, My corrections, Shift swaps, My leave (highlighted), and ACCOUNT. The main content area is titled 'My leave' and shows the user's current location as 'Acme Trading (Pty) Ltd · Friday, 16 October' with a timestamp of '20:07:52'. Below this, there are six cards showing leave balances: Annual leave (21 days left), Sick leave (7 days left), Family responsibility (3 days left), Maternity leave (120 days left, Unpaid leave), Parental leave (10 days left, Unpaid leave), and Adoption leave (70 days left, Unpaid leave). A seventh card for Commissioning parental leave (70 days left, Unpaid leave) is partially visible. Below the cards, there is a 'Request leave' section with a 'My requests (1)' link. The 'Request leave' form includes a 'Leave type' dropdown menu (currently set to 'Annual leave'), 'Start date' and 'End date' fields with calendar icons, a 'Reason (optional)' text area, and a 'Supporting document' field with a file upload button and the text '(PDF/JPG/PNG; needed for some leave types, e.g. a medical certificate)'. A blue chat bubble icon is visible in the bottom right corner of the form area.

Request leave, showing balances and the supporting document field.

- You cannot request leave that overlaps leave you already have pending or approved.
- To cancel: open My requests. Pending leave cancels at once. Approved leave that has not started becomes a cancellation request that your manager approves or refuses. Leave that has started must be cancelled by your manager.

Managers and administrators: approve, decline, cancel

Pixel Time

OVERVIEW
TEAM
SCHEDULING
TIME & LEAVE
Approvals
Timesheets
Corrections
Shift swaps
Leave requests
REPORTS & MONEY
ACCOUNT

Dark mode

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Leave requests

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20:07:54 Chris Admin ADMIN Log out

Annual leave: 21 days left
Sick leave: 10 days left
Family responsibility: 3 days left
Maternity leave: 120 days left, Unpaid leave
Parental leave: 10 days left, Unpaid leave
Adoption leave: 70 days left, Unpaid leave
Commissioning parental leave: 70 days left, Unpaid leave

Log leave Team requests (4) Leave types

Team requests Calendar view → Export CSV Print

Pieter van Wyk · Annual leave
2 Nov – 6 Nov · 5.0 day(s) [✓] Reason (optional) [✕]

Anele Mokoena · Maternity leave Unpaid
16 Nov – 12 Mar · 85.0 day(s) [✓] Reason (optional) [✕]

Thandi Nkosi · Sick leave
12 Oct – 14 Oct · 3.0 day(s) [Approved] Cancel

Lerato Dlamini · Annual leave
14 Dec – 18 Dec · 5.0 day(s)
Cancellation reason: Wedding postponed [Cancel requested] Approve Refuse

Team requests: approve or decline (with an optional reason), and cancellation requests from employees.

- Approve with the tick, or decline with the cross. The optional reason is shown to the employee and in their email.
- Unpaid leave types show an Unpaid label.
- When an employee asks to cancel approved leave, press Approve to return the days to their balance, or Refuse to keep the leave.
- An administrator or manager can cancel approved leave directly. The days go back to the balance.

Administrators: leave types

1. Go to Leave requests > Leave types.
2. Press Add South African statutory types to add annual, sick, family responsibility, maternity, parental, adoption, commissioning parental, study, unpaid and other leave where you do not have them yet. The days are starting points: check them against your policy and contracts.
3. Edit a type: days per year, carry-over limit, earned at the start of the year or monthly, document needed after N days, paid or unpaid, count weekends.
4. Tick "Also change this year's balances by the difference" if a change to the days should apply to current balances as well.

Log leave
Team requests (4)
Leave types

Add South African statutory types

Adds annual, sick, family responsibility, maternity, parental, adoption and commissioning parental leave if you do not have them. The days are starting points; confirm them against your own policy and contracts. Weekends and public holidays are not counted unless you tick "Count weekends".

Name

Annual leave

Days per year

21

Carry-over to next year (max days)

5

Needs a document after (days, 0 = never)

0

Earned

All at the start of the year

☒ Paid leave
☐ Count weekends and public holidays
☐ Also change this year's balances by the difference

Save

Delete Annual leave

Name

Sick leave

Days per year

10

Carry-over to next year (max days)

0

Needs a document after (days, 0 = never)

2

Earned

All at the start of the year

☒ Paid leave
☐ Count weekends and public holidays
☐ Also change this year's balances by the difference

Save

Delete Sick leave

Name

Family responsibility

Days per year

3

Leave types: each type has its own rules.

- A leave type that has requests against it cannot be deleted. Set its days to 0 instead.
- New-year balances are created automatically on 1 January, with carry-over added up to the limit.

3. Pay rules and labour cost

Who: administrators set the rules. Administrators and auditors see labour-cost reports. Managers do not see pay rates.

Set the pay rules

1. Go to Settings > Pay rules.
2. Choose the date the rules start from and the four multipliers. 1 means no extra pay.
3. Save. Each rule applies from its date until the next rule starts. Saving a rule for a date that already has one replaces it.

Settings
Acme Trading (Pty) Ltd · Friday, 16 October
20:07:57 Chris Admin ADMIN Log out

My account Company Branding Locations & kiosk Notifications API & billing **Pay rules** Data & privacy

Pay rules
Multipliers used for the labour-cost estimates in Reports. 1 means no extra pay. Defaults follow the BCEA: overtime at 1.5, Sunday and public holiday work at 2 (1.5 on Sundays where the employee normally works Sundays). Night work (18:00 to 06:00) has no fixed BCEA multiplier; it needs an allowance or transport, so it starts at 1. Each rule applies from its date until the next rule starts. These are estimates for budgeting; your payroll system stays the authority on pay.

From 1 Oct 2026
Overtime ×1.5 · Sunday ×1.5 · Public holiday ×2 · Night ×1.1 Remove

From 1 Jan 2026
Overtime ×1.5 · Sunday ×2 · Public holiday ×2 · Night ×1 Remove

Add or change a rule

Applies from
10/01/2026

Overtime × Sunday ×
1.5 2

Public holiday × Night ×
2 1

Save rule

Saving a rule for a date that already has one replaces it. Set each employee's hourly rate on the Team page under Employee record.

Pay rules with two rules in force (from 1 January and from 1 October).

- BCEA starting point: overtime 1.5, Sunday and public holiday work 2 (1.5 where the employee normally works Sundays). Night work (18:00 to 06:00) has no fixed multiplier, so it starts at 1.
- Set each employee's hourly rate in Employee record. Employees with no rate cost R0 in the reports and appear in "Employees with no hourly rate".
- These are estimates for budgeting. Your payroll system remains the authority on pay.

How a day is costed

- Ordinary hours are paid at the hourly rate. On a Sunday or public holiday they use that day's multiplier.
- Overtime hours use the overtime multiplier, or the Sunday or holiday multiplier if it is higher.
- Night hours add the night multiplier's extra on top.
- Example: R100 an hour, 9 hours on a normal Monday with 1 hour overtime = $8 \times R100 + 1 \times R150 = R950$.

4. More reports

Where to find them

1. Go to Reports and open the More reports tab.
2. Choose a report from the list (grouped by topic), set From and To, and press Show.
3. Use Export CSV or Print.

The screenshot shows the Pixel Time web application interface. On the left is a dark sidebar with a menu including Overview, Team, Scheduling, Time & Leave, Reports & Money, and Account. The 'Reports' section is expanded, showing options like Report builder, Payroll export, Audit log, and ACCOUNT. The main content area is titled 'Reports' and shows 'Acme Trading (Pty) Ltd · Friday, 16 October' with a clock showing 20:08:00 and user 'Chris Admin'. A navigation bar includes links for Options, Daily register, Hours & overtime, Late & early leave, Absence & Bradford, Who is in now, Working-time check, and 'More reports' (which is active). Below this, the 'Labour cost estimate by employee' report is displayed. It has a dropdown menu set to 'Labour cost estimate by employee', date pickers for 'From' (10/01/2026) and 'To' (10/16/2026), and buttons for 'Show', 'Export CSV', and 'Print'. A note states: 'Ordinary hours are worked hours less overtime (Sunday and holiday hours are included in the ordinary/overtime columns and shown separately for reference). Estimate only.' The report table has columns: Employee, Hourly rate, Ordinary hours, Overtime, Sunday hours, Public holiday hours, Night hours, and Estimated cost. The data rows are: Anele Mokoena (R50.00, 30h 0m, 0h 0m, 0h 0m, 5h 0m, 0h 0m, R1,750.00), Lerato Dlamini (R42.00, 88h 0m, 0h 0m, 0h 0m, 8h 0m, 0h 0m, R4,032.00), Pieter van Wyk (R55.00, 110h 30m, 6h 30m, 18h 0m, 9h 0m, 0h 0m, R7,562.50), Sipho Khumalo (R48.00, 117h 0m, 26h 0m, 22h 0m, 11h 0m, 143h 0m, R9,086.40), and Thandi Nkosi (R68.50, 93h 30m, 11h 0m, 0h 0m, 9h 30m, 0h 0m, R8,151.50).

Labour cost estimate by employee (administrators and auditors only).

Reports added with these features

Report	What it shows
Labour cost estimate by employee, department, branch	Hours, overtime and estimated cost from rates and pay rules.
Employees with no hourly rate	Who is missing a rate.
Overtime, Sunday, public holiday and night hours	Premium hours per employee. No pay rates, so managers can use it for their department.
Contracted versus actual hours	Weekly contracted hours scaled to your date range against hours worked.
Employee register	Number, type, start date, contracted hours, status.
Missing or duplicate employee numbers	Fix these before a payroll export.
Employees with no emergency contact	Who still needs one.
Contracts ending soon or already ended	Next 60 days and any past end date.
Suspended and on-leave employees	Current status with dates and notes.
Unpaid leave days by employee	For payroll deductions.
Cancelled leave and cancellation requests	With the reasons given.
Leave that needs a document but has none	For example sick leave over 2 days with no certificate.
Leave types and rules, Pay rules in force	A printable copy of your current setup.

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
 - Reports**
 - Report builder
 - Payroll export
 - Audit log
- ACCOUNT

Reports

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20:08:03 Chris Admin [ADMIN](#) [Log out](#)

ptions Daily register Hours & overtime Late & early leave Absence & Bradford Who is in now Working-time check [More reports](#)

Contracted versus actual hours

Report

Contracted versus actual hours

From

10/05/2026

To

10/11/2026

Show

Export CSV

Print

Contracted hours are pro-rated by the number of days in the date range (days ÷ 7 × weekly hours). Only people with contracted hours set are listed.

Employee	Department	Contracted h/week	Contracted in period	Actual worked	Difference	Actual as % of contract
Anele Mokoena	Warehouse	24	24h 0m	15h 0m	-9h 0m	62.5%
Lerato Dlamini	Warehouse	30	30h 0m	40h 0m	+10h 0m	133.3%
Pieter van Wyk	Warehouse	45	45h 0m	54h 0m	+9h 0m	120.0%
Sipho Khumalo	Operations	48	48h 0m	66h 0m	+18h 0m	137.5%
Thandi Nkosi	Operations	45	45h 0m	47h 30m	+2h 30m	105.6%

Contracted versus actual hours for the week 5 to 11 October.

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
 - Reports**
 - Report builder
 - Payroll export
 - Audit log
- ACCOUNT

Reports

Acme Trading (Pty) Ltd · Friday, 16 October

20:08:07 Chris Admin [ADMIN](#) [Log out](#)

ptions Daily register Hours & overtime Late & early leave Absence & Bradford Who is in now Working-time check [More reports](#)

Employee register (numbers, type, contract, status)

Report

Employee register (numbers, type, contract, status)

From

10/01/2026

To

10/16/2026

Show

Export CSV

Print

Current active staff; the dates are ignored. ID numbers are not shown, only whether one is on file.

Employee	Employee no.	Department	Type	Start date	Contracted h/week	Status	ID number on file
Anele Mokoena	E006	Warehouse	Part-time	18 Sep 2023	24	Active	No
Chris Admin	E001	Operations	Permanent	1 Mar 2019		Active	No
Lerato Dlamini	E004	Warehouse	Casual	10 Jan 2024	30	Suspended	No
Pieter van Wyk	E003	Warehouse	Full-time	1 Jun 2022	45	On leave	No
Sipho Khumalo	E005	Operations	Contract	3 Mar 2025	48	Active	No
Thandi Nkosi	E002	Operations	Permanent	15 Feb 2021	45	Active	Yes

Employee register.

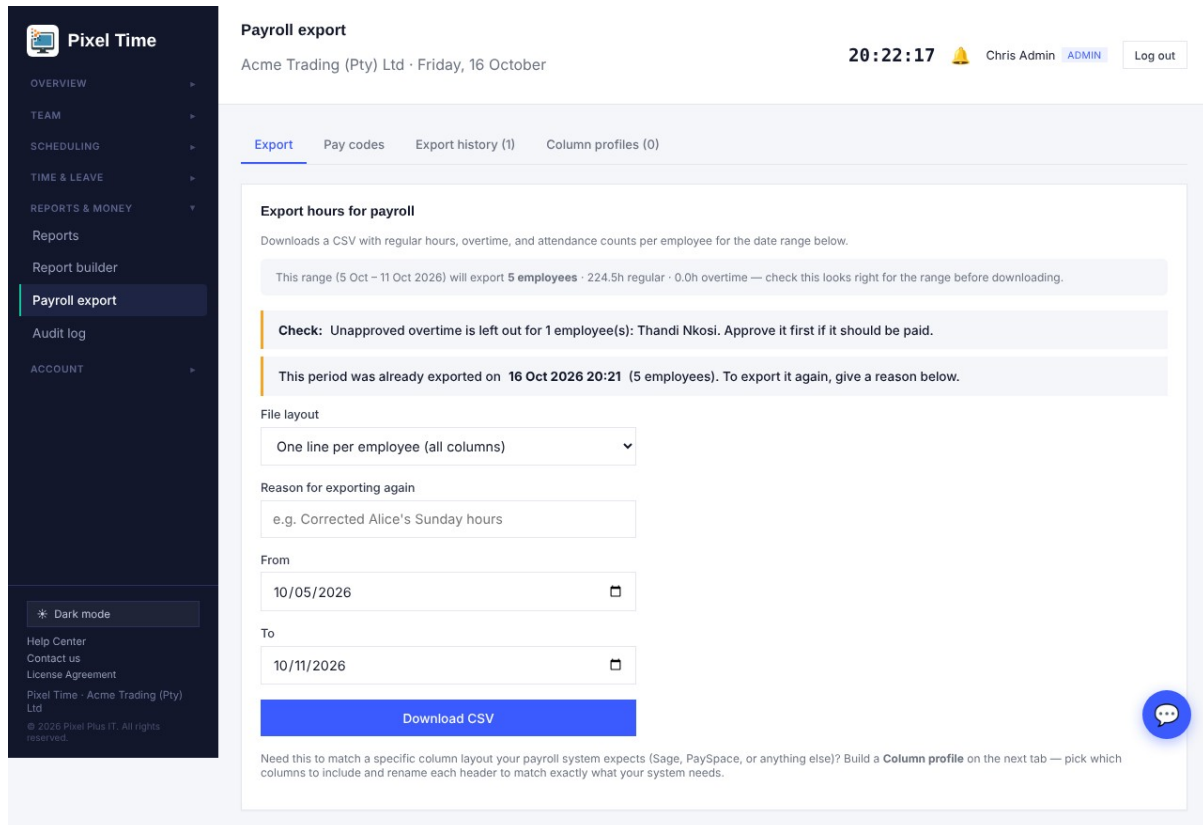
- Managers only see people in their own department in every report.
- The night-hours report counts 18:00 to 06:00, the period the BCEA treats as night work.

5. Payroll export controls

Who: administrators set pay codes. Administrators, managers (own department) and auditors can see the page. Auditors cannot change settings.

Warnings before you export

Open Payroll export and choose the dates. The page now checks the range before you download.



A red "Fix before export" item stops the download. A "Check" item is a reminder.

- Fix before export: an employee with no employee number, two employees with the same number, or hours with no pay code (pay-code layout only).
- Check: unapproved overtime is left out of the file. Approve it first if it should be paid.

Set pay codes

1. Open Payroll export > Pay codes.
2. Type the code your payroll system uses for regular, overtime, Sunday and public holiday hours.
3. Save. Two hour types cannot share one code.

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OVERVIEW TEAM SCHEDULING TIME & LEAVE REPORTS & MONEY Reports Report builder **Payroll export** Audit log ACCOUNT

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Payroll export

Acme Trading (Pty) Ltd · Friday, 16 October 20:22:18 Chris Admin ADMIN Log out

Export **Pay codes** Export history (1) Column profiles (0)

Pay codes

Type the code your payroll system uses for each kind of hours. They are used by the "one line per pay code" layout. Leave a type blank if you do not pay it separately. Hours with no code stop that layout from exporting, so nothing is silently dropped.

Regular hours
1000

Overtime hours
1500

Sunday hours
2000

Public holiday hours
2100

Save pay codes

Pay codes tab.

Then choose File layout: One line per pay code. The file has Employee No, Employee, Pay code and Hours, one line for each code an employee has hours for.

Exporting the same period twice

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Payroll export

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Export **Pay codes** Export history (1) Column profiles (0)

Export hours for payroll

Downloads a CSV with regular hours, overtime, and attendance counts per employee for the date range below.

This range (5 Oct - 11 Oct 2026) will export 5 employees · 224.5h regular · 0.0h overtime — check this looks right for the range before downloading.

Check: Unapproved overtime is left out for 1 employee(s): Thandi Nkosi. Approve it first if it should be paid.

This period was already exported on 16 Oct 2026 20:21 (5 employees). To export it again, give a reason below.

File layout
One line per pay code (Employee No, Pay code, Hou)

Reason for exporting again
e.g. Corrected Alice's Sunday hours

From
10/05/2026

To
10/11/2026

Download CSV

Need this to match a specific column layout your payroll system expects (Sage, PaySpace, or anything else)? Build a **Column profile** on the next tab — pick which columns to include and rename each header to match exactly what your system needs.

A period that was already exported asks for a reason before it can be exported again.

- The reason is saved in the export history and in the audit log.

Export history and changes after export

1. Open Payroll export > Export history.
2. Press Check for changes next to an export.

The screenshot shows the Pixel Time application interface. On the left is a dark sidebar with navigation links: OVERVIEW, TEAM, SCHEDULING, TIME & LEAVE, REPORTS & MONEY, Reports, Report builder, Payroll export (highlighted), Audit log, and ACCOUNT. The main content area is titled 'Payroll export' and shows 'Acme Trading (Pty) Ltd · Friday, 16 October' with a timestamp of 20:22:52 and a user 'Chris Admin' with a 'Log out' button. Below this are tabs for 'Export', 'Pay codes', 'Export history (1)', and 'Column profiles (0)'. The 'Export history' tab is active, displaying a table with columns: When, By, Period, Layout, Employees, Regular h, Overtime h, Repeat reason, and a 'Check for changes' button. The table contains one entry for '16 Oct 2026 20:21' by 'Chris Admin' for the period '2026-10-05 to 2026-10-11' with 5 employees, 222.50 regular hours, and 0.00 overtime hours. Below the table is a section titled 'Changed since export #1' with a table showing changes for 'Thandi Nkosi', specifically 'Regular hours (incl. manual adjustments): 47.50 to 50.50'. At the bottom of this section is a text prompt: 'Tell payroll about these, or export the period again with a reason.' A 'Dark mode' toggle is visible in the sidebar, and a chat bubble icon is in the bottom right corner.

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TEAM
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
Reports
Report builder
Payroll export
Audit log
ACCOUNT

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Payroll export

Acme Trading (Pty) Ltd · Friday, 16 October

20:22:52 Chris Admin ADMIN Log out

Export Pay codes **Export history (1)** Column profiles (0)

Export history

Every download is recorded with the numbers it contained. "Check for changes" compares those numbers with today's, so you can see anything that was corrected after the file went to payroll.

When	By	Period	Layout	Employees	Regular h	Overtime h	Repeat reason
16 Oct 2026 20:21	Chris Admin	2026-10-05 to 2026-10-11	Pay codes	5	222.50	0.00	<button>Check for changes</button>

Changed since export #1

Employee	What changed
Thandi Nkosi	Regular hours (incl. manual adjustments): 47.50 to 50.50

Tell payroll about these, or export the period again with a reason.

Each export keeps a copy of its numbers. The comparison names anyone whose hours changed afterwards.

- Tell payroll about the changes, or export the period again with a reason.

6. Alerts

Who: administrators set the rules and see every alert. Managers are told about their own department.

Switch checks on and set the numbers

1. Open Alerts in the menu (Reports & money), then the Alert rules tab.
2. Tick each check you want. Set the number (for example 30 minutes after shift start).
3. Choose who is told: the manager and admins, admins only, or the employee. Choose app, email or both.
4. Optional: add an extra email address (for example a payroll clerk) and an Escalate after time, in hours. An alert nobody resolves is then sent to every admin again.
5. Set the payroll cut-off day of the month at the bottom, then press Save alert rules.

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TEAM
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
Reports
Report builder
Payroll export
Report audit
Alerts
Audit log
ACCOUNT

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Alerts

Acme Trading (Pty) Ltd · Saturday, 17 October

09:47:23 Chris Admin ADMIN Log out

Open alerts (0) **Alert rules** Delivery history

Alert rules

Tick a rule to switch it on. Set the number, who is told, and how. "Escalate after" re-sends an unresolved alert to every admin after that many hours (0 = never). An extra email address (for example a payroll clerk) can be added to any rule.

Attendance

☒ **Missing clock-in**
Rostered today, no clock-in yet and not on leave or a holiday.

Number (minutes after shift start) Tell How Extra email (optional) Escalate after (hours)

30 Their manager and admins App and email 0

☐ **Late arrival**
Clock in later than the shift start plus this many minutes.

Number (minutes late) Tell How Extra email (optional) Escalate after (hours)

15 Their manager and admins App and email 0

☐ **Early departure**
Clock out earlier than the shift end by more than this.

Number (minutes early) Tell How Extra email (optional) Escalate after (hours)

15 Their manager and admins App and email 0

☒ **Absence / no-show**
Yesterday was a scheduled day, with no clocking and no approved leave.

Number (not used) Tell How Extra email (optional) Escalate after (hours)

0 Their manager and admins App and email 0

☒ **Missing clock-out**
Still clocked in this long after the shift ended (or from a previous day).

Number (minutes after shift end) Tell How Extra email (optional) Escalate after (hours)

60 Their manager and admins App and email 0

Overtime & hours

☒ **Unauthorised overtime**
Overtime worked that has not been approved.

Number (minutes of overtime) Tell How Extra email (optional) Escalate after (hours)

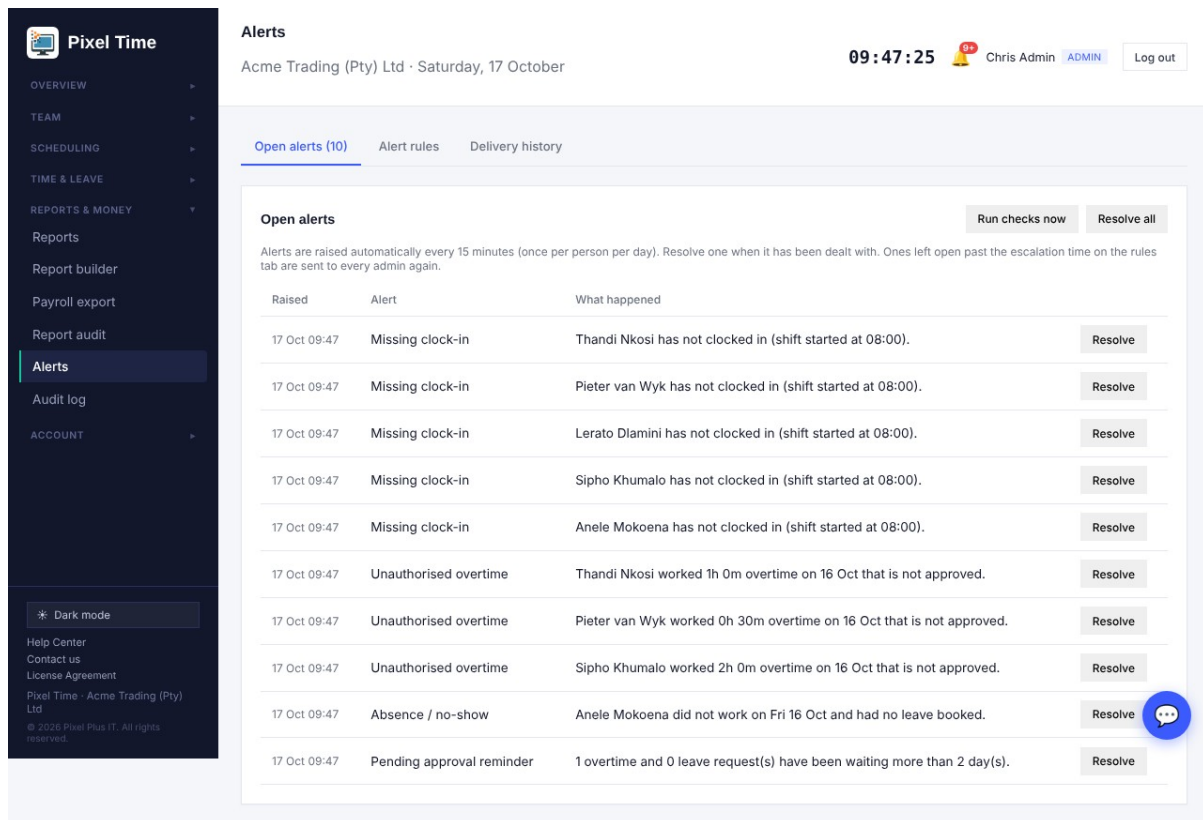
30 Their manager and admins App and email 0

☒ **Excessive hours**
More hours worked in one day than this.

Number (hours in a day) Tell How Extra email (optional) Escalate after (hours)

Alert rules: one row per check with its number, who is told and how.

Work through open alerts



The screenshot shows the Pixel Time web application interface. On the left is a dark sidebar with navigation links: OVERVIEW, TEAM, SCHEDULING, TIME & LEAVE, REPORTS & MONEY, Reports, Report builder, Payroll export, Report audit, Alerts (highlighted), Audit log, and ACCOUNT. Below these is a 'Dark mode' toggle and footer information including 'Help Center', 'Contact us', 'License Agreement', and 'Pixel Time - Acme Trading (Pty) Ltd'. The main header area displays 'Acme Trading (Pty) Ltd · Saturday, 17 October', the time '09:47:25', the user 'Chris Admin' with an 'ADMIN' role, and a 'Log out' button. The 'Alerts' section has three tabs: 'Open alerts (10)' (selected), 'Alert rules', and 'Delivery history'. The 'Open alerts' tab shows a table of alerts with columns 'Raised', 'Alert', 'What happened', and 'Resolve'. The table lists 10 alerts, including missing clock-ins for several employees and unauthorised overtime for three others. A 'Run checks now' button and a 'Resolve all' button are at the top right of the table. A blue speech bubble icon is visible on the right side of the table.

Raised	Alert	What happened	Resolve
17 Oct 09:47	Missing clock-in	Thandi Nkosi has not clocked in (shift started at 08:00).	Resolve
17 Oct 09:47	Missing clock-in	Pieter van Wyk has not clocked in (shift started at 08:00).	Resolve
17 Oct 09:47	Missing clock-in	Lerato Dlamini has not clocked in (shift started at 08:00).	Resolve
17 Oct 09:47	Missing clock-in	Sipho Khumalo has not clocked in (shift started at 08:00).	Resolve
17 Oct 09:47	Missing clock-in	Anele Mokoena has not clocked in (shift started at 08:00).	Resolve
17 Oct 09:47	Unauthorised overtime	Thandi Nkosi worked 1h 0m overtime on 16 Oct that is not approved.	Resolve
17 Oct 09:47	Unauthorised overtime	Pieter van Wyk worked 0h 30m overtime on 16 Oct that is not approved.	Resolve
17 Oct 09:47	Unauthorised overtime	Sipho Khumalo worked 2h 0m overtime on 16 Oct that is not approved.	Resolve
17 Oct 09:47	Absence / no-show	Anele Mokoena did not work on Fri 16 Oct and had no leave booked.	Resolve
17 Oct 09:47	Pending approval reminder	1 overtime and 0 leave request(s) have been waiting more than 2 day(s).	Resolve

Open alerts. Resolve one when it has been dealt with, or use Resolve all.

- Checks run every 15 minutes and raise each alert once per person per day. Run checks now does it straight away.
- The checks cover missing clock-in and clock-out, late arrival, early departure, absence, unauthorised and excessive overtime, rest period, missed break, pending approvals, payroll cut-off, contract expiry, upcoming shifts, roster changes, uncovered shifts, failed reports, clocking exceptions and offline devices.
- The Delivery history tab shows what was sent, to whom and when.

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TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Report builder

Payroll export

Report audit

Alerts

Audit log

ACCOUNT

* Dark mode

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Alerts

Acme Trading (Pty) Ltd · Saturday, 17 October

09:47:26Chris AdminADMINLog out

Open alerts (10)Alert rulesDelivery history

Delivery history

The last 200 alerts, who they went to and how, and whether they were dealt with.

Raised	Alert	What happened	Sent	Status
17 Oct 09:47	Pending approval reminder	1 overtime and 0 leave request(s) have been waiting more than 2 day(s).	in-app x1	Open
17 Oct 09:47	Absence / no-show	Anele Mokoena did not work on Fri 16 Oct and had no leave booked.	in-app x1	Open
17 Oct 09:47	Unauthorised overtime	Sipho Khumalo worked 2h 0m overtime on 16 Oct that is not approved.	in-app x1	Open
17 Oct 09:47	Unauthorised overtime	Pieter van Wyk worked 0h 30m overtime on 16 Oct that is not approved.	in-app x1	Open
17 Oct 09:47	Unauthorised overtime	Thandi Nkosi worked 1h 0m overtime on 16 Oct that is not approved.	in-app x1	Open
17 Oct 09:47	Missing clock-in	Anele Mokoena has not clocked in (shift started at 08:00).	in-app x1	Open
17 Oct 09:47	Missing clock-in	Sipho Khumalo has not clocked in (shift started at 08:00).	in-app x1	Open
17 Oct 09:47	Missing clock-in	Lerato Dlamini has not clocked in (shift started at 08:00).	in-app x1	Open
17 Oct 09:47	Missing clock-in	Pieter van Wyk has not clocked in (shift started at 08:00).	in-app x1	Open
17 Oct 09:47	Missing clock-in	Thandi Nkosi has not clocked in (shift started at 08:00).	in-app x1	Open



Delivery history.

7. Roster planning

Who: administrators and managers (own department). Only administrators set staffing levels.

Coverage and staffing

1. Open Roster planning (Scheduling menu, or the link at the top of the Roster page).
2. On Coverage & staffing choose one week, two weeks or a month.
3. Type the minimum and maximum people each shift needs, then save (administrators).

The screenshot displays the 'Roster planning' interface for 'Acme Trading (Pty) Ltd' on Friday, 16 October. The left sidebar contains navigation links: OVERVIEW, TEAM, SCHEDULING, Shifts, Rotations, Jobs, Break types, Roster, **Roster planning**, Sites, Devices, Holidays, TIME & LEAVE, REPORTS & MONEY, and ACCOUNT. A 'Dark mode' toggle is at the bottom of the sidebar. The main content area is titled 'Roster planning' and shows the current time as 21:53:23. Below the title are tabs for 'Coverage & staffing' (selected), 'Availability', 'Publish', 'Change history', and 'Back to roster'. The 'Coverage from 12 Oct' section shows a table with columns: Date, Shift, Rostered, Needs, Who, and a status. The table lists shifts for Tue 13 Oct, Wed 14 Oct, Thu 15 Oct, and Fri 16 Oct. 'Day shift' has 4 rostered people and 'min 3' needs, while 'Evening shift' has 0 rostered people and 'min 3' needs, both marked as 'Understaffed'. The 'Staffing requirements' section below has input fields for 'Minimum people' (set to 3) and 'Maximum people' (set to 0) for both shifts, with a 'Save staffing' button. A blue chat bubble icon is on the right.

Date	Shift	Rostered	Needs	Who	Status
Tue 13 Oct	Day shift	4	min 3	Pieter van Wyk, Lerato Dlamini, Sipho Khumalo, Anele Mokoena	OK
Tue 13 Oct	Evening shift	0	min 3	-	Understaffed
Wed 14 Oct	Day shift	4	min 3	Pieter van Wyk, Lerato Dlamini, Sipho Khumalo, Anele Mokoena	OK
Wed 14 Oct	Evening shift	0	min 3	-	Understaffed
Thu 15 Oct	Day shift	5	min 3	Thandi Nkosi, Pieter van Wyk, Lerato Dlamini, Sipho Khumalo, Anele Mokoena	OK
Thu 15 Oct	Evening shift	0	min 3	-	Understaffed
Fri 16 Oct	Day shift	5	min 3	Thandi Nkosi, Pieter van Wyk, Lerato Dlamini, Sipho Khumalo, Anele Mokoena	OK
Fri 16 Oct	Evening shift	0	min 3	-	Understaffed

Shift	Minimum people	Maximum people
Day shift	<input type="text" value="3"/>	<input type="text" value="0"/>
Evening shift	<input type="text" value="3"/>	<input type="text" value="0"/>

Coverage: red means below the minimum, amber means over the maximum.

- People on leave, on a public holiday or unavailable are not counted.
- A shift that is short in the next few days also raises an Uncovered shift alert.

Availability and days off

The screenshot shows the 'Roster planning' page for 'Acme Trading (Pty) Ltd' on 'Friday, 16 October'. The top right displays the time '21:53:25', a bell icon, the user 'Chris Admin' with an 'ADMIN' role, and a 'Log out' button. The left sidebar contains a navigation menu with categories: OVERVIEW, TEAM, SCHEDULING, Rotations, Jobs, Break types, Roster, and Roster planning (which is highlighted). Below these are links for Sites, Devices, Holidays, TIME & LEAVE, REPORTS & MONEY, and ACCOUNT. At the bottom of the sidebar are a 'Dark mode' toggle, a 'Help Center' link, and contact information for Pixel Time - Acme Trading (Pty) Ltd. The main content area has tabs for 'Coverage & staffing', 'Availability' (selected), 'Publish', 'Change history', and '← Back to roster'. The 'Availability' section is titled 'Availability' and includes a sub-header: 'Tick the weekdays a person can work. When the roster puts someone on a day they cannot work, you get a warning after saving (it is a warning, not a block)'. Below this is a dropdown menu showing 'Anele Mokoena'. A row of checkboxes for the days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun) is shown, with all days currently checked. A blue 'Save availability' button is positioned below the checkboxes. The 'Days off requested' section includes a date input field (mm/dd/yyyy), a calendar icon, a text input for 'Reason (optional)', and an 'Add day off' button. A blue chat bubble icon is located in the bottom right corner of the interface.

Availability: tick the weekdays a person can work and add days off they asked for.

- If you roster someone on a day they cannot work, the Roster page saves it but warns you: "Check availability".

Publish and change history

The screenshot shows the 'Roster planning' page for 'Acme Trading (Pty) Ltd' on 'Friday, 16 October'. The top right displays the time '21:53:26', a bell icon, the user 'Chris Admin' with an 'ADMIN' role, and a 'Log out' button. The left sidebar is identical to the previous screenshot, with 'Roster planning' highlighted. The main content area has tabs for 'Coverage & staffing', 'Availability', 'Publish' (selected), 'Change history', and '← Back to roster'. The 'Publish' section is titled 'Publish the roster for the week of 12 Oct 2026' and includes a sub-header: 'Publishing tells every employee working that week that their roster is ready (in the app and by email). You can publish again after changes; they are told again.' Below this, it says 'Not published yet'. There is a blue 'Publish roster' button, followed by a '← Previous week' button and a 'Next week →' button. A blue chat bubble icon is located in the bottom right corner of the interface.

Publish tells every employee working that week that their roster is ready.

- Change history lists every roster change: who changed it, which day, and from what to what.
- An employee whose shifts change after publishing gets a Roster change notice.

8. Report audit and delivery

Who: administrators only.

Delivery history

Report audit

Acme Trading (Pty) Ltd · Saturday, 17 October

09:48:17 Chris Admin ADMIN Log out

[Delivery history](#) [Audit trail](#) [Reconcile totals](#) < Report builder

Delivery history

Every emailed report, per recipient: sent or failed. A failed scheduled report also raises an alert on the Alerts page.

When	Report	Period	Sent to	How	Result
13 Oct 06:00	Payroll period hours	26 Sep - 25 Oct 2026	accounts@acmetrading.example	Scheduled	Failed Mail server refused the address
12 Oct 06:00	Weekly hours by department	5 Oct - 11 Oct 2026	manager@acmetrading.example	Scheduled	Sent
12 Oct 06:00	Weekly hours by department	5 Oct - 11 Oct 2026	payroll@acmetrading.example	Scheduled	Sent

Every emailed report, per person: sent, or failed with the reason.

- A failed scheduled report also raises a Report failed alert.

Audit trail

Report audit

Acme Trading (Pty) Ltd · Saturday, 17 October

09:48:18 Chris Admin ADMIN Log out

[Delivery history](#) [Audit trail](#) [Reconcile totals](#) < Report builder

Report audit trail

Every time a saved report was generated: who, which report, which period, how many rows.

When	Who	Report	What	Period	Rows
13 Oct 09:02	Chris Admin	Payroll period hours	send_test	26 Sep - 25 Oct 2026	51
12 Oct 08:15	Chris Admin	Weekly hours by department	Downloaded	5 Oct - 11 Oct 2026	54

Who ran which report, for which period, and how many rows it had.

Reconcile totals

Pick a period. The page compares the hours in the payroll export and in reports with the attendance records and tells you if they differ.

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TEAM >
SCHEDULING >
TIME & LEAVE >
REPORTS & MONEY >
Reports
Report builder
Payroll export
Report audit
Alerts
Audit log
ACCOUNT >

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Report audit
Acme Trading (Pty) Ltd · Saturday, 17 October

09:48:19 Chris Admin ADMIN Log out

Delivery history Audit trail **Reconcile totals** <- Report builder

Reconcile totals
Checks that the hours in the payroll export and in reports add up to the attendance records for the same period. Hours are worked time plus manual adjustments.

From 10/05/2026 To 10/11/2026 Check

Totals agree 25 attendance records, 5 employee(s), 5 Oct - 11 Oct 2026

Source	Hours	Difference
Attendance records (worked + adjustments)	222.50	none
Payroll export (regular + approved overtime)	222.50	none
Report builder (sum of Worked minutes, no adjustments)	222.50	none

A difference in the payroll line usually means an employee's adjustments take their hours below zero. A difference in the report line means worked minutes changed while checking.

Reconcile totals.

Send a report on payroll cut-off day

1. Open Report builder and save the report you want.
2. In the schedule list choose On the payroll cut-off day (pay period).
3. The report is emailed for the pay period that just ended. The cut-off day is set on the Alerts page.

9. Clocking integrity

Who: administrators see everyone. Managers see their own department.

Exceptions

1. Open Clocking integrity (Time & leave). Choose the dates and press Check.
2. Each line is a problem found by checking every raw clocking in time order.
3. Press Events to see the person and day in full, then fix a mistake in Corrections. The original clocking stays on record.

Clocking integrity

Acme Trading (Pty) Ltd · Saturday, 17 October

09:47:06 Chris Admin ADMIN Log out

Clocking exceptions

Found by checking every raw clocking in time order. Nothing is changed here; if a clocking is wrong, fix it in Corrections (the original stays on record).

From 10/05/2026 To 10/11/2026 Type All Check

4 exception(s): Conflicting sources 1 · Delayed synchronisation 1 · Out-of-sequence clocking 1 · Duplicate clocking 1

Date	Employee	Problem	What was found	
Fri 9 Oct 08:06:00	Siphon Khumalo	Conflicting sources	Clock in recorded by web and device 60 s apart.	Events
Thu 8 Oct 08:00:00	Anele Mokoena	Delayed synchronisation	Clock in reached the system 390 min after it happened (device was offline or slow to sync).	Events
Thu 8 Oct 16:30:00	Lerato Dlamini	Out-of-sequence clocking	Clock out with no clock in.	Events
Tue 6 Oct 08:00:40	Thandi Nkosi	Duplicate clocking	Clock in recorded twice, 40 s apart (web).	Events

Exceptions found for the week 5 to 11 October.

Problem	What it means
Duplicate clocking	The same clocking twice within 2 minutes (a double tap or a retrieved device message).
Conflicting sources	The same clocking from two places, for example a device and the web.
Out-of-sequence clocking	A clock-out with no clock-in, a clock-in while already in, or a break problem.
Clock-out before clock-in	The times are the wrong way round.
Delayed synchronisation	A device clocking that reached the system more than 10 minutes late.

Event history

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OVERVIEW
TEAM
SCHEDULING
TIME & LEAVE
Approvals
Timesheets
Corrections
Clocking integrity
Shift swaps
Leave requests
REPORTS & MONEY
ACCOUNT

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Clocking integrity
Acme Trading (Pty) Ltd · Saturday, 17 October

09:47:07 📢 Chris Admin ADMIN Log out

Exceptions **Event history** Devices & sync Contract expiry Corrections →

Event history
Every raw clocking recorded for the person and day, exactly as received, with where it came from and when the system received it. These records are never edited; corrections are stored separately.

Employee **Thandi Nkosi** Date **10/06/2026** Show

Time	Event	Source	Received	Address	Location
08:00:00	Clock in	Web	6 Oct 08:00:00	-	-
08:00:40	Clock in	Web	6 Oct 08:00:40	-	-
17:02:00	Clock out	Web	6 Oct 17:02:00	-	-

🗨️

Every raw clocking for a person and day, with its source and when it was received. These are never edited.

Devices and sync

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TEAM
SCHEDULING
TIME & LEAVE
Approvals
Timesheets
Corrections
Clocking integrity
Shift swaps
Leave requests
REPORTS & MONEY
ACCOUNT

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Clocking integrity
Acme Trading (Pty) Ltd · Saturday, 17 October

09:47:08 📢 Chris Admin ADMIN Log out

Exceptions Event history **Devices & sync** Contract expiry Corrections →

Devices & synchronisation
Last contact for each clocking device. In the last 24 hours, 0 device clocking(s) were received and 0 arrived 10 minutes or more after they happened (an offline queue syncing later).

No devices are set up.

🗨️

Last contact for each device and how many clockings arrived late.

- Contract expiry lists contracts ending in the next 90 days.

10. Overtime requests

Who: employees ask. Managers and administrators approve, change or decline.
Administrators set limits and budgets.

Employees: ask before you work it

1. Open My overtime (Time & leave).
2. Choose the day, the hours and a short reason, then press Send request.
3. Your manager and the administrators are told. You are told when it is approved, changed or declined.

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OVERVIEW

TIME & LEAVE

My timesheet

My corrections

My overtime

Shift swaps

My leave

ACCOUNT

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My overtime

Acme Trading (Pty) Ltd · Saturday, 17 October

09:57:11 Thandi Nkosi EMPLOYEE Log out

Ask for overtime

Ask before you work extra hours. Once it is approved, that overtime is approved on your timesheet automatically. Overtime worked without a request waits for a manager to approve it.

This month: 3h 0m used or requested of your 12h 0m limit.

Date: 10/17/2026 Hours of overtime: 1 Reason: e.g. stock take, urgent deliver **Send request**

My requests

Day	Hours	Reason	Status
Sun 18 Oct 2026	1h 30m (asked 2h 0m)	Month-end stock take	Waiting for a manager Cancel

My overtime: ask for overtime and follow your requests. You can cancel until the day has passed.

- Once a request is approved, the overtime you work that day is approved on your timesheet automatically, up to the hours approved.
- Overtime worked without a request still waits for a manager to approve it.
- If a monthly limit is set and the request would go over it, the page says so and the request is not sent.

Managers and administrators: decide

1. Open Overtime, or Approvals, where requests appear with leave and corrections.
2. Press Approve or Decline. Type a reason when declining; the employee sees it.
3. To change the hours, type the new hours and a reason, then press Change hours. The change is kept in the history.

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- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- Approvals
- Timesheets
- Corrections
- Overtime**
- Clocking integrity
- Shift swaps
- Leave requests
- REPORTS & MONEY
- ACCOUNT

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Overtime

Acme Trading (Pty) Ltd · Saturday, 17 October

09:57:12 Chris Admin [ADMIN](#) [Log out](#)

[Requests](#)
[My requests](#)
[Limits & budget](#)
[Approver performance](#)

Waiting for a decision (3)

A manager's approval needs an admin's final sign-off. You can change the hours before approving; the reason is kept in the history.

Waiting for a manager Lerato Dlamini

Tue 20 Oct - 3h 0m · Container offload
Month so far (including this): 3h 0m of 8h 0m limit

Reason if declining

3

Reason for change

Approve

Decline

Change hours

Waiting for a manager Pieter van Wyk

Mon 19 Oct - 1h 30m · Urgent delivery to Durban
Month so far (including this): 1h 30m of 8h 0m limit

Reason if declining

1.5

Reason for change

Approve

Decline

Change hours

Waiting for a manager Thandi Nkosi

Sun 18 Oct - 1h 30m · Month-end stock take
Month so far (including this): 3h 0m of 12h 0m limit

Reason if declining

1.5

Reason for change

Approve

Decline

Change hours

Recently decided

Employee	Day	Hours	Status	Decided by
Anele Mokoena	Thu 22 Oct	4h 0m	Declined	Chris Admin · 17 Oct 09:57
Sipho Khumalo	Wed 21 Oct	1h 0m	Approved	Chris Admin · 17 Oct 09:57

Requests: approve, decline or change the hours.

- A manager's approval needs an administrator's final sign-off, the same as corrections.
- Only an administrator can change a request that is already approved.

Limits and budget

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- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- Approvals
- Timesheets
- Corrections
- Overtime**
- Clocking integrity
- Shift swaps
- Leave requests
- REPORTS & MONEY
- ACCOUNT

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Overtime

Acme Trading (Pty) Ltd · Saturday, 17 October

09:57:13 Chris Admin [ADMIN](#) [Log out](#)

[Requests](#)
[My requests](#)
[Limits & budget](#)
[Approver performance](#)

Budget versus actual: October 2026

Overtime on timesheets that is pending or approved, plus approved or waiting requests for days not yet worked. 0 hours means no budget is set.

Where	Budget	Used	Left	
Whole company	40h 0m	8h 30m	31h 30m	21%
Operations	-	4h 0m	-	
Warehouse	16h 0m	4h 30m	11h 30m	28%

Limits and budgets

The limit is the most overtime one employee can use or request in a month. A request over the limit is refused. Alerts warn at the percentage set on the Alerts page. Use 0 for no limit. A department's own numbers replace the company numbers for that department.

Company limit per employee (hours a month)

Company overtime budget (hours a month)

By department

Department	Limit per employee (hours)	Budget (hours)
Operations	<input type="text" value="0"/>	<input type="text" value="0"/>
Warehouse	<input type="text" value="8"/>	<input type="text" value="16"/>

[Save limits and budgets](#)

Limits & budget: used versus budget for the month, with limits for the company and each department.

- The limit is the most overtime one employee can use or request in a month. A department's own numbers replace the company numbers for that department. Enter 0 for no limit.
- The budget is the overtime hours the company, or a department, plans to spend each month.
- On the Alerts page, Overtime near monthly limit and Overtime budget warning tell you when 80% (or the percentage you choose) is reached. Pending approval reminder now includes overtime requests nobody has decided.

Approver performance

Overtime

Acme Trading (Pty) Ltd · Saturday, 17 October

09:57:14 Chris Admin ADMIN Log out

Requests My requests Limits & budget **Approver performance**

Approver performance

How quickly overtime requests were decided, from the moment they were asked for. Covers requests made on the Overtime page.

From 10/01/2026 To 10/17/2026 Show

Still waiting now: 3 (oldest asked 17 Oct 09:57)

Approver	Decisions	Approved	First-level approvals	Declined	Average time to decide
Chris Admin	2	1	0	1	18.5 h

Approver performance: decisions made and the average time taken.

11. Leave balances, history and rules

Who: administrators change things. Managers see their own department. Auditors see everyone. The liability estimate is for administrators and auditors only.

Open Leave balances (Time & leave). The tabs are described below.

Balances on any date

1. Choose a date and, if you like, one leave type, then press Show.
2. Each person shows what they had earned, taken and left on that day. Leave booked after the date is not counted.

Pixel Time

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

Approvals

Timesheets

Corrections

Overtime

Clocking integrity

Shift swaps

Leave requests

Leave balances

REPORTS & MONEY

ACCOUNT

* Dark mode

Help Center

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Leave balances

Acme Trading (Pty) Ltd · Saturday, 17 October

10:06:58  Chris Admin [ADMIN](#) [Log out](#)

Balances

History

Carry-over & expiry

Reconciliation

Forecast

Liability

Rules

← Leave requests

Leave balances as at 31 Mar 2026

Pick any date to see what each person had earned, taken and left on that day. Leave booked after the date is not counted, and monthly-accrual types only count what was earned by then.

As at 03/31/2026  Leave type All types 

Show

Employee	Department	Leave type	Earned	Taken	Balance	
Anele Mokoena	Warehouse	Adoption leave	70	0	70	History
Anele Mokoena	Warehouse	Annual leave	21	0	21	History
Anele Mokoena	Warehouse	Commissioning parental leave	70	0	70	History
Anele Mokoena	Warehouse	Family responsibility	3	0	3	History
Anele Mokoena	Warehouse	Maternity leave	120	0	120	History
Anele Mokoena	Warehouse	Parental leave	10	0	10	History
Anele Mokoena	Warehouse	Sick leave	10	0	10	History
Chris Admin	Operations	Adoption leave	70	0	70	History
Chris Admin	Operations	Annual leave	21	0	21	History
Chris Admin	Operations	Commissioning parental leave	70	0	70	History
Chris Admin	Operations	Family responsibility	3	0	3	History
Chris Admin	Operations	Maternity leave	120	0	120	History
Chris Admin	Operations	Parental leave	10	0	10	History
Chris Admin	Operations	Sick leave	10	0	10	History
Lerato Dlamini	Warehouse	Adoption leave	70	0	70	History
Lerato Dlamini	Warehouse	Annual leave	21	0	21	History
Lerato Dlamini	Warehouse	Commissioning parental leave	70	0	70	History
Lerato Dlamini	Warehouse	Family responsibility	3	0	3	History
Lerato Dlamini	Warehouse	Maternity leave	120	0	120	History
Lerato Dlamini	Warehouse	Parental leave	10	0	10	History
Lerato Dlamini	Warehouse	Sick leave	10	0	10	History
Pieter van Wyk	Warehouse	Adoption leave	70	0	70	History
Pieter van Wyk	Warehouse	Annual leave	24	1	23	History
Pieter van Wyk	Warehouse	Commissioning parental leave	70	0	70	History
Pieter van Wyk	Warehouse	Family responsibility	3	0	3	History
Pieter van Wyk	Warehouse	Maternity leave	120	0	120	History
Pieter van Wyk	Warehouse	Parental leave	10	0	10	History
Pieter van Wyk	Warehouse	Sick leave	10	0	10	History
Sipho Khumalo	Operations	Adoption leave	70	0	70	History
Sipho Khumalo	Operations	Annual leave	21	0	21	History
Sipho Khumalo	Operations	Commissioning parental leave	70	0	70	History
Sipho Khumalo	Operations	Family responsibility	3	0	3	History
Sipho Khumalo	Operations	Maternity leave	120	0	120	History
Sipho Khumalo	Operations	Parental leave	10	0	10	History
Sipho Khumalo	Operations	Sick leave	10	0	10	History
Thandi Nkosi	Operations	Adoption leave	70	0	70	History
Thandi Nkosi	Operations	Annual leave	26	5	21	History
Thandi Nkosi	Operations	Commissioning parental leave	70	0	70	History
Thandi Nkosi	Operations	Family responsibility	3	0	3	History
Thandi Nkosi	Operations	Maternity leave	120	0	120	History
Thandi Nkosi	Operations	Parental leave	10	0	10	History
Thandi Nkosi	Operations	Sick leave	10	0	10	History

Balances as at 31 March 2026. Press History to see how a balance was made up.

History for one person

1. Choose the employee, leave type and year.
2. Every line is shown with the balance after it: yearly days (or monthly earnings), carry-over, adjustments, leave taken and expired days.
3. Administrators can add or remove days at the bottom. A reason is required and stays on the history.

The screenshot shows the 'Leave balances' section in the Pixel Time application. The left sidebar contains navigation links: OVERVIEW, TEAM, SCHEDULING, TIME & LEAVE, Approvals, Timesheets, Corrections, Overtime, Clocking integrity, Shift swaps, Leave requests, and 'Leave balances' (highlighted). Below these are links for Dark mode, Help Center, Contact us, License Agreement, and company information. The main content area is titled 'Leave balances' and shows 'Acme Trading (Pty) Ltd · Saturday, 17 October' with a timestamp of 10:06:59. The user is Chris Admin. The 'History' tab is selected, showing a table of leave history for Thandi Nkosi, Annual leave, 2026. The table has columns: Date, What, Days, and Balance. The history shows: 1 Jan 2026 (Yearly entitlement, +21, 21), 1 Jan 2026 (Carried over from 2025, +5, 26), 9 Feb 2026 (Leave 9 Feb to 13 Feb, -5, 21), 6 Jul 2026 (Leave 6 Jul to 7 Jul, -2, 19), and 17 Oct 2026 (Adjustment: Long service award, +2, 21). Below the table is an 'Adjust this balance' section with a text input for 'Days (minus removes)', a 'Reason' input, and an 'Adjust' button. A 'Show' button is also present above the table.

Date	What	Days	Balance
1 Jan 2026	Yearly entitlement	+21	21
1 Jan 2026	Carried over from 2025	+5	26
9 Feb 2026	Leave 9 Feb to 13 Feb	-5	21
6 Jul 2026	Leave 6 Jul to 7 Jul	-2	19
17 Oct 2026	Adjustment: Long service award	+2	21

History: nothing changes a balance without showing up here.

Carry-over and expiry

The screenshot shows the 'Carry-over and expiry' section in the Pixel Time application. The left sidebar is the same as the previous screenshot. The main content area is titled 'Leave balances' and shows 'Acme Trading (Pty) Ltd · Saturday, 17 October' with a timestamp of 10:07:00. The user is Chris Admin. The 'Carry-over & expiry' tab is selected, showing a table of carry-over and expiry for 2026. The table has columns: Employee, Leave type, Carried in, Still unused, Expires, and Expired. The table shows: Pieter van Wyk (Annual leave, 3, 2, 31 Mar 2026, Past, -) and Thandi Nkosi (Annual leave, 5, 0, 31 Mar 2026, -, -). A button 'Expire overdue carry-over now' is present. Below the table is a text input for 'Days (minus removes)', a 'Reason' input, and an 'Adjust' button. A 'Show' button is also present above the table.

Employee	Leave type	Carried in	Still unused	Expires	Expired
Pieter van Wyk	Annual leave	3	2	31 Mar 2026	Past
Thandi Nkosi	Annual leave	5	0	31 Mar 2026	-

Carry-over: days brought in, days still unused and the date they expire.

- Carried-over days are used first when leave is taken.
- Set how many months after 1 January carried-over days expire on the Rules tab. After that date, Expire overdue carry-over now removes the unused days. It is recorded on the person's history.
- The Alerts page has a Leave about to expire check that warns before the date.

Reconciliation

Pixel Time

OVERVIEW TEAM SCHEDULING TIME & LEAVE Approvals Timesheets Corrections Overtime Clocking integrity Shift swaps Leave requests **Leave balances** REPORTS & MONEY ACCOUNT

* Dark mode

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Leave balances

Acme Trading (Pty) Ltd · Saturday, 17 October 10:07:01 Chris Admin ADMIN Log out

Balances History Carry-over & expiry **Reconciliation** Forecast Liability Rules ← Leave requests

Leave reconciliation for 2026

Compares the days recorded as used on each balance with the approved leave requests that start in 2026. They should match. A difference usually means a balance was edited by hand or leave crossed into a new year.

42 balance(s) checked, 1 with a difference.

Employee	Leave type	Recorded as used	Approved leave	Difference	Pending	
Siphon Khumalo	Annual leave	4	0	+4	0	History Make them match

Reconciliation: the days recorded as used compared with the approved leave.

- The two should match. A difference usually means a balance was edited by hand or leave crossed into a new year.
- Make them match sets the used days to the approved leave. Check the history first.

Forecast

Pixel Time

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

Approvals

Timesheets

Corrections

Overtime

Clocking integrity

Shift swaps

Leave requests

Leave balances

REPORTS & MONEY

ACCOUNT

* Dark mode

Help Center

Contact us

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Leave balances

Acme Trading (Pty) Ltd · Saturday, 17 October

Balances	History	Carry-over & expiry	Reconciliation	Forecast	Liability	Rules	← Leave requests
Leave forecast: next 6 months							
Working days of leave booked in each month. Pending requests are shown separately because they are not approved yet.							
Month	Approved days		Pending days		People away		
October 2026	2		0		1		
November 2026	0		5		1		
December 2026	0		0		0		
January 2027	0		0		0		
February 2027	0		0		0		
March 2027	0		0		0		
Projected balance at the end of 2026							
Entitlement less leave used and pending. "May be lost" is what is left above the leave type's carry-over limit.							
Employee	Leave type	Entitled	Used	Pending	Left	May be lost	
Anele Mokoena	Adoption leave	70	0	0	70	70	
Anele Mokoena	Annual leave	21	0	0	21	16	
Anele Mokoena	Commissioning parental leave	70	0	0	70	70	
Anele Mokoena	Family responsibility	3	0	0	3	3	
Anele Mokoena	Maternity leave	120	0	0	120	120	
Anele Mokoena	Parental leave	10	0	0	10	10	
Anele Mokoena	Sick leave	10	0	0	10	10	
Chris Admin	Adoption leave	70	0	0	70	70	
Chris Admin	Annual leave	21	0	0	21	16	
Chris Admin	Commissioning parental leave	70	0	0	70	70	
Chris Admin	Family responsibility	3	0	0	3	3	
Chris Admin	Maternity leave	120	0	0	120	120	
Chris Admin	Parental leave	10	0	0	10	10	
Chris Admin	Sick leave	10	0	0	10	10	
Lerato Dlamini	Adoption leave	70	0	0	70	70	
Lerato Dlamini	Annual leave	21	0	0	21	16	
Lerato Dlamini	Commissioning parental leave	70	0	0	70	70	
Lerato Dlamini	Family responsibility	3	0	0	3	3	
Lerato Dlamini	Maternity leave	120	0	0	120	120	
Lerato Dlamini	Parental leave	10	0	0	10	10	
Lerato Dlamini	Sick leave	10	0	0	10	10	
Pieter van Wyk	Adoption leave	70	0	0	70	70	
Pieter van Wyk	Annual leave	24	1	5	18	13	
Pieter van Wyk	Commissioning parental leave	70	0	0	70	70	
Pieter van Wyk	Family responsibility	3	0	0	3	3	
Pieter van Wyk	Maternity leave	120	0	0	120	120	
Pieter van Wyk	Parental leave	10	0	0	10	10	
Pieter van Wyk	Sick leave	10	0	0	10	10	
Sipho Khumalo	Adoption leave	70	0	0	70	70	
Sipho Khumalo	Annual leave	21	4	0	17	12	
Sipho Khumalo	Commissioning parental leave	70	0	0	70	70	
Sipho Khumalo	Family responsibility	3	0	0	3	3	
Sipho Khumalo	Maternity leave	120	0	0	120	120	
Sipho Khumalo	Parental leave	10	0	0	10	10	
Sipho Khumalo	Sick leave	10	0	0	10	10	

Leave booked for the next six months and the projected balance at year end.

- May be lost shows days left over the leave type's carry-over limit.

Liability estimate

Pixel Time

OVERVIEW >

TEAM >

SCHEDULING >

TIME & LEAVE >

Approvals

Timesheets

Corrections

Overtime

Clocking integrity

Shift swaps

Leave requests

Leave balances

REPORTS & MONEY >

ACCOUNT >

* Dark mode

Help Center

Contact us

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Leave balances

Acme Trading (Pty) Ltd · Saturday, 17 October

10:07:03 🚨 Chris Admin ADMIN Log out

Balances History Carry-over & expiry Reconciliation Forecast Liability Rules ← Leave requests

Leave liability estimate

Unused days in the leave types marked for liability (Rules tab; annual leave by default), multiplied by each person's daily rate: hourly rate on the Employee record times contracted hours per day (8 hours if the contract hours are not filled in). This is an estimate for planning; confirm with your accountant before using it in the accounts.

Estimated total: **R 0.00**

No leave types are marked for liability.

Unused days times each person's daily rate.

- The daily rate is the hourly rate on the Employee record times the contracted hours per day (8 hours is assumed when contract hours are blank).
- People with no hourly rate are left out and counted. This is an estimate for planning, not an accounting figure.

Rules

 Pixel Time

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

Approvals

Timesheets

Corrections

Overtime

Clocking integrity

Shift swaps

Leave requests

Leave balances

REPORTS & MONEY

ACCOUNT

* Dark mode

Help Center

Contact us

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Leave balances

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10:07:04  Chris Admin ADMIN Log out

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Leave rules by type

Eligibility: months of service before an employee can request this type (counted from the contract start on the Employee record; if there is no start date, the person is treated as eligible). Expiry: months after 1 January when carried-over days of this type expire (0 = they never do). Liability: include unused days in the liability estimate.

Leave type	Eligible after (months of service)	Carried-over days expire after (months)	In liability
Adoption leave	<input type="text" value="0"/>	<input type="text" value="0"/>	☐
Annual leave	<input type="text" value="0"/>	<input type="text" value="3"/>	☐
Commissioning parental leave	<input type="text" value="0"/>	<input type="text" value="0"/>	☐
Family responsibility	<input type="text" value="0"/>	<input type="text" value="0"/>	☐
Maternity leave	<input type="text" value="0"/>	<input type="text" value="0"/>	☐
Parental leave	<input type="text" value="0"/>	<input type="text" value="0"/>	☐
Sick leave	<input type="text" value="0"/>	<input type="text" value="0"/>	☐

Save leave rules



Rules for each leave type.

- Eligible after: months of service before an employee can request this type. It uses the contract start date on the Employee record. If there is no start date, the person is treated as eligible.
- Carried-over days expire after: months after 1 January. 0 means they never expire.
- In liability: tick the types to include in the liability estimate. Annual leave is ticked by default.

12. Timesheet sign-off

Who: employees submit their week. Managers and administrators approve or send it back. Administrators set the levels and deadlines and can reopen a week.

Employees: submit your week

1. Open My sign-off (Time & leave).
2. Check the hours for the week. If a day has a missing clock-in or clock-out, ask for a correction first.
3. Press Submit. A manager approves the week or sends it back with a reason.
4. If it is sent back, fix the problem (usually a correction) and press Resubmit.

Pixel Time

My timesheet sign-off

Acme Trading (Pty) Ltd · Saturday, 17 October

10:14:51 Thandi Nkosi EMPLOYEE Log out

My weeks ← Timesheets

My weeks

Check your hours on [Timesheets](#), then submit the week. If something is wrong, ask for a [correction](#) first. A manager approves the week or sends it back with a reason, and you can fix it and submit again. Weeks must be submitted by Monday 12:00 after the week ends.

Week	Worked	Overtime	Status	
12 Oct – 18 Oct	47h 30m	5h 0m	Not submitted	Submit
5 Oct – 11 Oct	47h 30m	5h 30m	Waiting for admin sign-off	
28 Sep – 4 Oct	9h 30m	1h 0m	Not submitted	Submit

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My weeks: submit, and see what stage each week is at.

Managers and administrators: approve or send back

1. Open Timesheet sign-off, or Approvals, where submitted weeks appear with leave and overtime.
2. Open the timesheet if you want to check it. Then press Approve, or type what needs fixing and press Send back.

Pixel Time

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
 - Approvals
 - Timesheets
 - Corrections
 - Overtime
- Timesheet sign-off**
- Clocking integrity
- Shift swaps
- Leave requests
- Leave balances
- REPORTS & MONEY
- ACCOUNT

* Dark mode

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Timesheet sign-off

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10:14:52 Chris Admin ADMIN [Log out](#)

[To approve](#) [Week overview](#) [My weeks](#) [History](#) [Levels & deadlines](#) [← Timesheets](#)

Waiting for approval (2)

A manager's approval needs an admin's final approval. Approvers have 2 day(s), later than that raises an alert.

Waiting for admin sign-off Thandi Nkosi

Week of 5 Oct - 47h 30m worked over 5 day(s) - 5h 30m overtime

[Open timesheet](#)

What needs fixing (to send ba
Approve
Send back

Waiting for a manager Sipho Khumalo

Week of 5 Oct - 66h 0m worked over 6 day(s) - 12h 0m overtime

[Open timesheet](#)

What needs fixing (to send ba
Approve
Send back

To approve: approve, or send back with a reason the employee will see.

- When two levels are on, a manager's approval waits for an administrator's final approval.
- Sending a week back from the Approvals page uses a standard message. Use this page to write your own.

Week overview and history

Pixel Time

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
 - Approvals
 - Timesheets
 - Corrections
 - Overtime
- Timesheet sign-off**
- Clocking integrity
- Shift swaps
- Leave requests
- Leave balances
- REPORTS & MONEY
- ACCOUNT

* Dark mode

Help Center
Contact us
License Agreement
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Timesheet sign-off

Acme Trading (Pty) Ltd · Saturday, 17 October

10:14:53 Chris Admin ADMIN [Log out](#)

[To approve](#) [Week overview](#) [My weeks](#) [History](#) [Levels & deadlines](#) [← Timesheets](#)

Week of 5 Oct 2026

← Earlier Later →

Employee	Department	Worked	Overtime	Status	
Anele Mokoena	Warehouse	15h 0m	-	Not submitted	
Lerato Dlamini	Warehouse	40h 0m	-	Approved	Reason to reopen Reopen
Pieter van Wyk	Warehouse	54h 0m	3h 0m	Sent back Tuesday shows no clock-out. Request a correction and resubmit.	
Sipho Khumalo	Operations	66h 0m	12h 0m	Waiting for a manager	Reason to reopen Reopen
Thandi Nkosi	Operations	47h 30m	5h 30m	Waiting for admin sign-off	Reason to reopen Reopen

Week overview: everyone's status for the week. Administrators can reopen a submitted or approved week.

- If hours change after a week was approved, the overview says so, with the difference.

- Reopening needs a reason and is recorded as its own event. If the week is inside a locked payroll period, unlock the period on Timesheets first.

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- Approvals
- Timesheets
- Corrections
- Overtime
- Timesheet sign-off**
- Clocking integrity
- Shift swaps
- Leave requests
- Leave balances
- REPORTS & MONEY
- ACCOUNT
- Dark mode
- Help Center
- Contact us
- License Agreement
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Timesheet sign-off

Acme Trading (Pty) Ltd · Saturday, 17 October

10:14:54 Chris Admin ADMIN Log out

To approve Week overview My weeks **History** Levels & deadlines ← Timesheets

History

Every submission, approval, rejection and reopening, with who did it and the hours at the time.

When	Employee	Week	What	By	Hours	Note
17 Oct 10:14	Lerato Dlamini	5 Oct	Approved	Chris Admin	40h 0m	
17 Oct 10:14	Pieter van Wyk	5 Oct	Sent back	Chris Admin	54h 0m	Tuesday shows no clock-out. Request a correction and resubmit.
17 Oct 10:14	Thandi Nkosi	5 Oct	Manager approved	Chris Admin	47h 30m	
17 Oct 10:14	Sipho Khumalo	5 Oct	Submitted	Sipho Khumalo	66h 0m	
17 Oct 10:14	Lerato Dlamini	5 Oct	Submitted	Lerato Dlamini	40h 0m	
17 Oct 10:14	Pieter van Wyk	5 Oct	Submitted	Pieter van Wyk	54h 0m	
17 Oct 10:14	Thandi Nkosi	5 Oct	Submitted	Thandi Nkosi	47h 30m	

History: every submission, approval, rejection and reopening, with who did it and the hours at the time.

Levels and deadlines (administrators)

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- Approvals
- Timesheets
- Corrections
- Overtime
- Timesheet sign-off**
- Clocking integrity
- Shift swaps
- Leave requests
- Leave balances
- REPORTS & MONEY
- ACCOUNT
- Dark mode
- Help Center
- Contact us
- License Agreement
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Timesheet sign-off

Acme Trading (Pty) Ltd · Saturday, 17 October

10:14:55 Chris Admin ADMIN Log out

To approve Week overview My weeks History **Levels & deadlines** ← Timesheets

Approval levels and deadlines

Timesheet approval

Two levels: manager, then admin

Overtime request approval

Two levels: manager, then admin

An admin's approval is always final. These settings only decide whether a manager's approval is enough. Leave, corrections and overtime found on timesheets keep their two-level approval.

Deadlines

☒ Employees must submit their week
 Submit by Monday at 12:00 Approvers have (days) 2

The submit deadline is the first chosen weekday after the week ends. Alerts: "Timesheet not submitted" (only when submission is required) and "Timesheet approval overdue".

Save

Levels and deadlines.

- Approval levels: choose whether a manager's approval is final, or needs an administrator. This is set separately for timesheets and for overtime requests. Leave, corrections and overtime found on timesheets keep two levels.
- Deadlines: tick Employees must submit, then choose the day and hour after the week ends. Choose how many days approvers have.

- The Alerts page has Timesheet not submitted and Timesheet approval overdue.

13. Management reports and labour budgets

Who: administrators and auditors see every report. Managers see the reports that do not show money, for their own department. Where: Reports > More reports, group "Management". Administrators set budgets under Labour budgets.

The reports

- Payroll variance against the previous period: each employee's estimated cost this period against the period of the same length just before it.
- Staffing shortage and over-staffing: every date and shift where the planned numbers are under the minimum or over the maximum.

The screenshot shows the Pixel Time web application interface. On the left is a dark sidebar with navigation links: OVERVIEW, TEAM, SCHEDULING, TIME & LEAVE, REPORTS & MONEY (selected), and ACCOUNT. Under REPORTS & MONEY, there are links for Reports, Labour budgets, Report builder, Payroll export, Report audit, Alerts, and Audit log. At the bottom of the sidebar are links for Help Center, Contact us, License Agreement, and Pixel Time - Acme Trading (Pty) Ltd. A 'Dark mode' toggle is also present.

The main content area is titled 'Reports' and shows 'Acme Trading (Pty) Ltd · Saturday, 17 October' with a clock showing '10:27:24'. The user is 'Chris Admin' with a 'Log out' button. Below the header, there are tabs for various reports: Options, Daily register, Hours & overtime, Late & early leave, Absence & Bradford, Who is in now, Working-time check, and 'More reports' (active).

The 'More reports' section displays the 'Staffing shortage and over-staffing' report. It includes a dropdown menu set to 'Staffing shortage and over-staffing', date pickers for 'From 10/01/2026' and 'To 10/16/2026', and buttons for 'Export CSV', 'Print', and 'Show'. A note states: 'Planned numbers exclude people on leave and public holidays. Set the minimum and maximum per shift on the Roster page. Shows at most 62 days.'

Date	Shift	Minimum	Maximum	Planned	Result
Thu 1 Oct 2026	Day shift	6	8	3	Short by 3
Fri 2 Oct 2026	Day shift	6	8	3	Short by 3
Mon 5 Oct 2026	Day shift	6	8	3	Short by 3
Tue 6 Oct 2026	Day shift	6	8	3	Short by 3
Wed 7 Oct 2026	Day shift	6	8	3	Short by 3
Thu 8 Oct 2026	Day shift	6	8	3	Short by 3
Fri 9 Oct 2026	Day shift	6	8	3	Short by 3
Tue 13 Oct 2026	Day shift	6	8	2	Short by 4
Wed 14 Oct 2026	Day shift	6	8	2	Short by 4
Thu 15 Oct 2026	Day shift	6	8	3	Short by 3
Fri 16 Oct 2026	Day shift	6	8	3	Short by 3

Staffing shortage: each day and shift that is short, and by how many.

- Staff availability: each person's days they cannot work, and one-off days off in the range.
- Attendance forecast against actual: who was expected to work each day against who clocked in.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

ACCOUNT

* Dark mode

Help Center

Contact us

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Reports

Acme Trading (Pty) Ltd · Saturday, 17 October

10:27:33

Chris Admin ADMIN

Log out

Options

Daily register

Hours & overtime

Late & early leave

Absence & Bradford

Who is in now

Working-time check

More reports

Attendance forecast against actual

Report Attendance forecast against actual

From 10/01/2026 To 10/16/2026

Show

Export CSV

Print

Expected comes from the roster and standing shifts, less leave and public holidays. Future days show nobody clocked in yet.

Date	Expected to work	Clocked in	Difference	Turn-up
Thu 1 Oct 2026	5	0	-5	0.0%
Fri 2 Oct 2026	5	4	-1	80.0%
Sat 3 Oct 2026	2	0	-2	0.0%
Sun 4 Oct 2026	2	2	0	100.0%
Mon 5 Oct 2026	5	5	0	100.0%
Tue 6 Oct 2026	5	5	0	100.0%
Wed 7 Oct 2026	5	5	0	100.0%
Thu 8 Oct 2026	5	4	-1	80.0%
Fri 9 Oct 2026	5	4	-1	80.0%
Sat 10 Oct 2026	2	0	-2	0.0%
Sun 11 Oct 2026	2	2	0	100.0%
Mon 12 Oct 2026	0	5	5	—
Tue 13 Oct 2026	4	5	1	125.0%
Wed 14 Oct 2026	4	5	1	125.0%
Thu 15 Oct 2026	5	4	-1	80.0%
Fri 16 Oct 2026	5	4	-1	80.0%
Total	61	54	-7	88.5%

Forecast against actual, with turn-up per day.

- Cost per working hour: total cost divided by hours worked, per department, including overtime and premium rates.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

ACCOUNT

* Dark mode

Help Center

Contact us

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Reports

Acme Trading (Pty) Ltd · Saturday, 17 October

10:27:30

Chris Admin ADMIN

Log out

Options

Daily register

Hours & overtime

Late & early leave

Absence & Bradford

Who is in now

Working-time check

More reports

Cost per working hour

Report Cost per working hour

From 10/01/2026 To 10/16/2026

Show

Export CSV

Print

Includes overtime and premium rates, so the figure is higher than the plain hourly rate.

Department	Hours worked	Estimated cost	Cost per hour	Overtime share
Operations	247h 30m	R17,255.03	R69.72	15.2%
Warehouse	235h 0m	R13,344.50	R56.79	2.8%
Total	482h 30m	R30,599.53	R63.42	

Cost per working hour by department.

Pixel Time training manual · page 41

- Labour cost, last six months: hours, overtime and estimated cost for each month, with the change on the month before.
- Time correction resolution time: how long each correction request took to decide, and the average. Decision times come from the audit log.
- Costs are estimates from clocked hours, hourly rates and your pay rules. Payroll stays the authority.

Labour budgets (administrators)

1. Open Labour budgets (Reports & money).
2. Choose the month, whole company or one department, type the budget in rand and press Save budget. An amount of 0 removes it.
3. Open Reports > More reports > Labour budget against actual cost. Use a full month for a fair comparison.

Pixel Time

OVERVIEW TEAM SCHEDULING TIME & LEAVE REPORTS & MONEY

Reports

Labour budgets

Report builder Payroll export Report audit Alerts Audit log System health

ACCOUNT

* Dark mode

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Labour budgets

Acme Trading (Pty) Ltd · Saturday, 17 October 11:58:51 Chris Admin ADMIN Log out

Set what you plan to spend on labour in a month, for the whole company or one department. Reports > More reports > "Labour budget against actual cost" compares it with the estimated cost from clocked hours.

Month For Budget (R) **Save budget**

Budgets set

No budgets yet.

Labour budgets: one amount per month for the company or a department.


Pixel Time

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

ACCOUNT

* Dark mode

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Contact us

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Reports

Acme Trading (Pty) Ltd · Saturday, 17 October

10:27:27

Chris Admin [ADMIN](#)

[Log out](#)

[Options](#)
[Daily register](#)
[Hours & overtime](#)
[Late & early leave](#)
[Absence & Bradford](#)
[Who is in now](#)
[Working-time check](#)
[More reports](#)

Labour budget against actual cost

Report

Labour budget against actual cost

From

10/01/2026

To

10/16/2026

Show

Export CSV

Print

Actual cost counts only the days inside the chosen range, so use a full month for a fair comparison.

Month	Budget for	Budget	Actual (estimate)	Left (-) is overspend	Used	Result
October 2026	Whole company	R60,000.00	R30,599.53	R29,400.47	51.0%	Within budget

Budget against actual: what is left, the share used, and whether you are over.

14. Reconciliation, data retention and searching results

Who: administrators and auditors. Managers can use the hours reconciliation for their own department. Where: Reports > More reports, group "Reconciliation".

Employee hours reconciliation

1. Open Reports > More reports and choose Employee hours reconciliation.
2. Choose the same dates you will use for the payroll export, then press Show.
3. Read the Check column. "Agrees" means the clocked hours, payroll hours and last export match with nothing outstanding.

The screenshot shows the Pixel Time software interface. On the left is a dark sidebar with navigation links: OVERVIEW, TEAM, SCHEDULING, TIME & LEAVE, REPORTS & MONEY, Reports (highlighted), Labour budgets, Report builder, Payroll export, Report audit, Alerts, Audit log, and ACCOUNT. The main content area is titled 'Reports' and shows 'Acme Trading (Pty) Ltd · Saturday, 17 October' with a clock showing 10:46:51 and user 'Chris Admin ADMIN' with a 'Log out' button. Below this is a navigation bar with links: Options, Daily register, Hours & overtime, Late & early leave, Absence & Bradford, Who is in now, Working-time check, and More reports (highlighted). The 'Employee hours reconciliation (clocked, payroll, last export)' report is displayed. It includes a search bar with 'a' entered, a date range from 10/01/2026 to 10/16/2026, and buttons for 'Export CSV' and 'Print'. A table shows reconciliation data for several employees, with a 'Check' column indicating status like 'Agrees' or 'No employee number'. A total row shows 482.50 for both clocked and payroll hours. A note at the bottom of the table states '2 employee(s) need a look'.

Employee	No.	Clocked hours	Payroll hours	Last export	Check
Anele Mokoena	E006	30.00	30.00	Not exported	Agrees
Lerato Dlamini		88.00	88.00	Not exported	No employee number
Pieter van Wyk	E003	117.00	117.00	Not exported	Agrees
Sipho Khumalo	E005	143.00	143.00	Not exported	Agrees
Thandi Nkosi	E002	104.50	104.50	Not exported	1h 30m overtime not yet approved
Total		482.50	482.50		2 employee(s) need a look

Hours reconciliation: clocked hours, payroll hours, the last export, and what needs a look.

- It flags days missing a clocking, overtime not yet approved, pending adjustments, a missing employee number, and hours that changed after the export.
- The Last export column only fills in when an export was made for exactly the same dates.

Data retention review

Pixel Time

OVERVIEW
TEAM
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
Reports
Labour budgets
Report builder
Payroll export
Report audit
Alerts
Audit log
ACCOUNT

* Dark mode

Help Center
Contact us
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Reports

Acme Trading (Pty) Ltd · Saturday, 17 October

10:46:53 Chris Admin ADMIN Log out

Options Daily register Hours & overtime Late & early leave Absence & Bradford Who is in now Working-time check **More reports**

Data retention review

Report: Data retention review From: 10/01/2026 To: 10/16/2026 Show Export CSV Print

For your retention review: nothing is deleted automatically. Payroll and time records are normally kept for at least 3 years (BCEA) and tax records for 5. The date range above is ignored.

Search these results

Records	Total held	Oldest	Older than 3 years	Older than 5 years
Attendance records	54	2 Oct 2026	0	0
Audit log	7	17 Oct 2026	0	0
Notifications	0	—	0	0
Leave requests	4	12 Oct 2026	0	0
Time corrections	0	—	0	0
Alerts raised	0	—	0	0
Overtime requests	0	—	0	0
Timesheet weeks	0	—	0	0
Payroll export history	0	—	0	0

Data retention review: how much is held, the oldest record, and how much is older than 3 and 5 years.

- Nothing is deleted automatically. Use this to decide what to archive or remove. Payroll and time records are normally kept at least 3 years, tax records 5.

Search inside results

- Any report with more than five rows shows a Search box above the table. Type part of a name or value and only matching rows stay visible. Clear the box to see everything again.

15. Working-time rules

Who: administrators set rules; managers (own department) and auditors can look. Where: Scheduling > Working-time rules. Reports are under Reports > More reports, group "Working-time rules".

Rule sets

1. Open Working-time rules and fill in New rule set. Anything you leave empty uses your company settings.
2. Overtime after: the hours per day before overtime starts. Weekly hours limit: used by the weekly limit report.
3. Meal interval: how many hours a person must work before a meal interval is required, and how long it is. Tick "Deduct automatically" to remove the missing time from paid hours when nobody took it.
4. Flexi-time: tick it, set the daily target and (optionally) the core hours people must be in.
5. Bargaining council or agreement: record which agreement the rules come from, and its reference.

Pixel Time

Working-time rules

Acme Trading (Pty) Ltd · Saturday, 17 October

11:03:11 Chris Admin ADMIN Log out

Rule sets Who it applies to Recalculate History

Rule sets

A rule set can change when overtime starts, set a weekly limit, require a meal interval (and deduct it automatically if it was not taken), turn on flexi-time with core hours, and record the bargaining council or collective agreement it comes from. Anything left empty uses your company settings. Create the set here, then choose who it applies to.

Name	Agreement	Overtime after	Weekly limit	Meal interval	Flexi	
Metal industry (bargaining council)	MEIBC Main Agreement 2024/25	9 h/day	45 h	60 min after 5 h (auto-deduct)	No	Edit Delete
Office flexi-time	—	Company	—	—	Yes, core 09:30-15:30	Edit Delete
Short-term contract	—	8 h/day	40 h	—	No	Edit Delete

New rule set

Name Bargaining council or agreement Agreement reference Notes

Overtime after (hours per day) Weekly hours limit Meal interval required after (hours worked) Meal interval length (minutes)

☐ Deduct the meal interval automatically if it was not taken ☐ Flexi-time (bank hours against a daily target) Flexi daily target (hours) Core hours start

Core hours end

Save rule set

Rule sets and the form to create or edit one.

Who it applies to

1. Open the Who it applies to tab, choose the rule set, who it is for (a person, a contract type, a department or everyone) and the date it starts, then press Assign.
- The most specific rule in force on the day wins: employee, then contract type, then department, then the whole company.
 - Because each assignment has a start date, earlier days keep the rule that applied then. Assign a new rule from a later date to change things going forward.

- OVERVIEW
- TEAM
- SCHEDULING
- Shifts
- Rotations
- Jobs
- Break types
- Roster
- Roster planning
- Working-time rules**
- Sites
- Devices
- Holidays
- TIME & LEAVE
- REPORTS & MONEY
- ACCOUNT
- * Dark mode
- Help Center
- Contact us
- License Agreement
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Working-time rules

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11:03:12 Chris Admin ADMIN Log out

Rule sets Who it applies to Recalculate History

Who each rule set applies to

The most specific rule in force on a day wins: employee, then contract type, then department, then the whole company. Each assignment starts on a date, so history is kept: earlier days keep the rule that applied then.

Rule set Metal industry (bargaining council) Applies to Employee Starts on 10/17/2026 Assign

Starts	Applies to	Who	Rule set	
1 Oct 2026	Contract type	Contract	Short-term contract	Remove
1 Jan 2026	Department	Operations	Office flexi-time	Remove
1 Jan 2026	Department	Warehouse	Metal industry (bargaining council)	Remove

Assignments, newest first. Remove one with the Remove button.

Recalculate

1. Open the Recalculate tab. Choose the dates (up to 62 days) and, if you like, one employee.
2. Press Recalculate. Hours, overtime and meal deductions are worked out again from the raw clockings under today's rules.

- OVERVIEW
- TEAM
- SCHEDULING
- Shifts
- Rotations
- Jobs
- Break types
- Roster
- Roster planning
- Working-time rules**
- Sites
- Devices
- Holidays
- TIME & LEAVE
- REPORTS & MONEY
- ACCOUNT
- * Dark mode
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- Contact us
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Working-time rules

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11:03:15 Chris Admin ADMIN Log out

Rule sets Who it applies to Recalculate History

Recalculate attendance

Works hours, overtime and meal deductions out again from the raw clockings using today's rules. Use it after changing a rule set or the company overtime settings. Days in a locked payroll period are skipped. At most 62 days at a time. Existing overtime decisions are kept.

From 10/01/2026 To 10/16/2026 Employee Everyone Recalculate

54 days checked, 0 changed.

The result says how many days were checked and changed, and lists each change.

- Days inside a locked payroll period are skipped. Overtime decisions already made are kept.
- Recalculate after you change a rule set, or assign one that starts in the past.

History

- OVERVIEW
- TEAM
- SCHEDULING
- Shifts
- Rotations
- Jobs
- Break types
- Roster
- Roster planning
- Working-time rules**
- Sites
- Devices
- Holidays
- TIME & LEAVE
- REPORTS & MONEY
- ACCOUNT

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Working-time rules

Acme Trading (Pty) Ltd · Saturday, 17 October

11:03:13 Chris Admin ADMIN [Log out](#)

[Rule sets](#)
[Who it applies to](#)
[Recalculate](#)
[History](#)

Change history

Every time a rule set is created, changed or deleted, a copy of its settings is kept here.

When	Rule set	What	By	Settings at the time
17 Oct 2026 11:03	Short-term contract	Created	Chris Admin	Overtime after 8 h; weekly 40 h; meal none; flexi off
17 Oct 2026 11:03	Office flexi-time	Created	Chris Admin	Overtime after company; weekly none; meal none; flexi on
17 Oct 2026 11:03	Metal industry (bargaining council)	Created	Chris Admin	Overtime after 9 h; weekly 45 h; meal 60 min after 5 h auto; flexi off

Every time a rule set is created, changed or deleted, its settings are kept with who did it and when.

Reports

- Working-time rule in force for each employee: which rule applies to each person, and why.

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
- Reports**
- Labour budgets
- Report builder
- Payroll export
- Report audit
- Alerts
- Audit log
- ACCOUNT

* Dark mode

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Reports

Acme Trading (Pty) Ltd · Saturday, 17 October

11:03:18 Chris Admin ADMIN [Log out](#)

[Options](#)
[Daily register](#)
[Hours & overtime](#)
[Late & early leave](#)
[Absence & Bradford](#)
[Who is in now](#)
[Working-time check](#)
[More reports](#)

Working-time rule in force for each employee

[Export CSV](#)
[Print](#)

Report Working-time rule in force for each employee From 10/01/2026 To 10/16/2026 [Show](#)

Rule in force on the last day of the range (2026-10-16). The most specific one wins: employee, then contract type, then department, then whole company.

Employee	Department	Contract	Rule set	Applies because	Agreement	Daily overtime after	Weekly limit
Anele Mokoena	Warehouse	part time	Metal industry (bargaining council)	Department from 1 Jan 2026	MEIBC Main Agreement	9h 0m	45h 0m
Chris Admin	Operations	permanent	Office flexi-time	Department from 1 Jan 2026		Company	—
Lerato Dlamini	Warehouse	casual	Metal industry (bargaining council)	Department from 1 Jan 2026	MEIBC Main Agreement	9h 0m	45h 0m
Pieter van Wyk	Warehouse	full time	Metal industry (bargaining council)	Department from 1 Jan 2026	MEIBC Main Agreement	9h 0m	45h 0m
Sipho Khumalo	Operations	contract	Short-term contract	Contract type from 1 Oct 2026		8h 0m	40h 0m
Thandi Nkosi	Operations	permanent	Office flexi-time	Department from 1 Jan 2026		Company	—

The rule each employee works under, and where it comes from.

- Flexi-time balance and core-hours check: hours banked or owed against the daily target, and days outside core hours.

Pixel Time training manual · page 48

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

ACCOUNT

* Dark mode

Help Center

Contact us

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Reports

Acme Trading (Pty) Ltd · Saturday, 17 October

11:03:21

Chris Admin

ADMIN

Log out

Options

Daily register

Hours & overtime

Late & early leave

Absence & Bradford

Who is in now

Working-time check

More reports

Flexi-time balance and core-hours check

Report Flexi-time balance and core-hours check

From 10/01/2026

To 10/16/2026

Show

Export CSV

Print

Only employees on a flexi rule set are listed. Banked time is hours worked less the daily target for each day worked in the range.

Employee	Rule set	Days worked	Hours worked	Target	Banked (+) or owed (-)	Days outside core hours
Thandi Nkosi	Office flexi-time	11	104h 30m	88h 0m	+16h 30m	0

Flexi balance per employee.

- Meal interval compliance: days someone worked past the limit without taking the full meal interval.
- Weekly hours against each rule's limit: weeks over or near the limit.

16. System health, retention and new alerts

Who: administrators and auditors can look; only administrators change settings or remove records. Where: Reports & money > System health.

System health

Pixel Time

System health

Acme Trading (Pty) Ltd · Saturday, 17 October

11:58:48 Chris Admin ADMIN Log out

Health Slow pages Retention & audit

System health

A quick look at whether the system and its scheduled jobs are running well. Alerts (Reports & money) tells you when a job stops.

Check	Result	Status
Database response	0 ms (counting 54 attendance records)	OK
Database size	2.9 MB	OK
Alert checks (cron)	Last ran 17 Oct 11:53 (5 min ago)	OK
Scheduled reports (cron)	Last ran 17 Oct 11:38 (20 min ago)	OK
Report emails that failed (7 days)	0	OK
Slow pages (7 days)	2 page(s) slower than 2000 ms	Check
Disk space free	29.3 GB (12%)	Check
PHP	8.3.6, memory limit -1	OK

Health: your records, whether the automatic checks are running, quiet devices, failed emails and slow pages. Only your own company is shown.

- Automatic alert checks and Scheduled reports show when each last ran. If one stops, the Alerts page raises "Scheduled job not running" so you find out.
- These run by themselves. If one stays red, contact Pixel Plus support.

Slow pages

The screenshot shows the 'System health' page in the Pixel Time application. The left sidebar contains navigation links: OVERVIEW, TEAM, SCHEDULING, TIME & LEAVE, REPORTS & MONEY, Reports, Labour budgets, Report builder, Payroll export, Report audit, Alerts, Audit log, System health (highlighted), and ACCOUNT. The main content area has tabs for Health, Slow pages (selected), and Retention & audit. Under 'Slow pages, last 7 days', a table lists pages that took longer than the 2000 ms slow-page setting to load.

Page	Times	Average	Slowest	Last
reports.php	2	3000 ms	3400 ms	17 Oct 11:58
timesheets.php	1	2300 ms	2300 ms	17 Oct 11:58

Pages that took longer than your slow-page limit, with how often and how slow.

Retention and audit

1. Open the Retention & audit tab.
2. Set how many months to keep audit-log entries (12 to 240), how many days to keep read notifications, and what counts as a slow page. Press Save.
3. The table shows how many records are past their retention. Press Remove them now only when you are sure; it cannot be undone and the removal is written to the audit log.

The screenshot shows the 'Retention & audit' tab in the Pixel Time application. The left sidebar is the same as in the previous screenshot. The main content area has tabs for Health, Slow pages, and Retention & audit (selected). Under 'Retention and audit settings', there are input fields for 'Keep audit-log entries (months)' (36), 'Keep read notifications (days)' (90), and 'A page is slow after (ms)' (2000). Below these is a 'Save' button. Under 'Records past their retention', a table shows the number of records ready to be removed.

Records	Ready to remove
Audit-log entries	2
Read notifications	0
Slow-page records	0

Retention settings and what is ready to remove.

- Only audit-log entries, read notifications and slow-page records can be removed here. Attendance, leave, timesheets and payroll history are never removed.

New alerts

- Weekly hours near the limit: tells managers when someone has reached 90% (you can change this) of their weekly limit. The limit comes from their working-time rule, or 45 hours if they have none.
- Scheduled job not running: tells administrators when the alert checks or the scheduled reports have stopped.

Labour budgets page

Pixel Time

OVERVIEW TEAM SCHEDULING TIME & LEAVE REPORTS & MONEY ACCOUNT

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

* Dark mode

Help Center
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Labour budgets

Acme Trading (Pty) Ltd · Saturday, 17 October

11:58:51 Chris Admin ADMIN Log out

Set what you plan to spend on labour in a month, for the whole company or one department. Reports > More reports > "Labour budget against actual cost" compares it with the estimated cost from clocked hours.

Month 2026 For Budget (R)

Budgets set

No budgets yet.

Labour budgets (Reports & money): set the monthly amount for the company or a department.

17. ID cards (RFID) and email retry

Who: administrators and managers register cards (managers for their own department).

Where: Team > ID cards. Employees use their card at the kiosk.

Register a card

1. Open ID cards. Choose the employee.
2. Click in Card number and scan the card with a USB card reader (it types the number and presses Enter), or type the number printed on the card.
3. Press Register card. Each person can have up to 3 active cards.

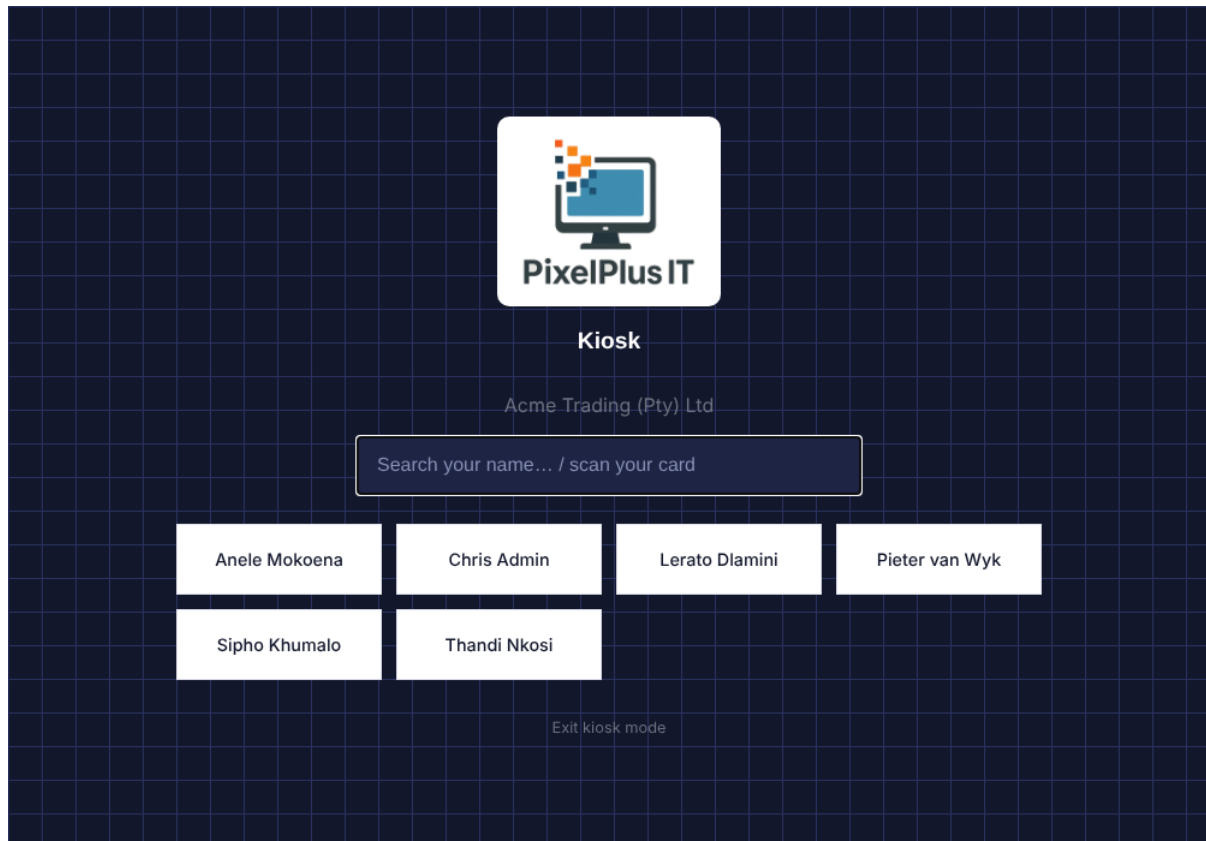
The screenshot shows the 'ID cards' section of the Pixel Time application. The left sidebar contains navigation links: OVERVIEW, TEAM, Visitors, Photos, ID cards (selected), SCHEDULING, TIME & LEAVE, REPORTS & MONEY, and ACCOUNT. The main content area is titled 'ID cards' and shows 'Acme Trading (Pty) Ltd · Sunday, 18 October' and a clock '08:57:04'. Below this is a 'Register a card' section with a dropdown for 'Employee' (Anele Mokoena), a 'Card number' input field with a placeholder 'scan or type', a 'Note (optional)' field with a placeholder 'e.g. blue fob', and a 'Register card' button. Below this is a 'Kiosk setting' section with a checkbox 'After a card is scanned, also ask for the person's PIN' and a 'Save' button. Below that is a 'Registered cards' table with columns: Employee, Card number, Note, Status, Used, Last used, and action buttons (Lost, Disable, Delete, Reactivate). The table lists four cards: Anele Mokoena (04A303E8, blue fob, Active, 14, 18 Oct 07:56), Lerato Dlamini (04A3040D, Active, 0, Never), Pieter van Wyk (04A30432, Active, 0, Never), and Sipho Khumalo (04A30457, Lost, 0, Never). Below the table is a section 'People with no active card (2)' listing 'Sipho Khumalo, Thandi Nkosi'. A 'Dark mode' toggle is visible in the bottom left of the sidebar.

Employee	Card number	Note	Status	Used	Last used	Lost	Disable	Delete	Reactivate
Anele Mokoena	04A303E8	blue fob	Active	14	18 Oct 07:56				
Lerato Dlamini	04A3040D		Active	0	Never				
Pieter van Wyk	04A30432		Active	0	Never				
Sipho Khumalo	04A30457		Lost	0	Never				

ID cards: register cards, see who has which, mark lost or disabled, and who has no card yet.

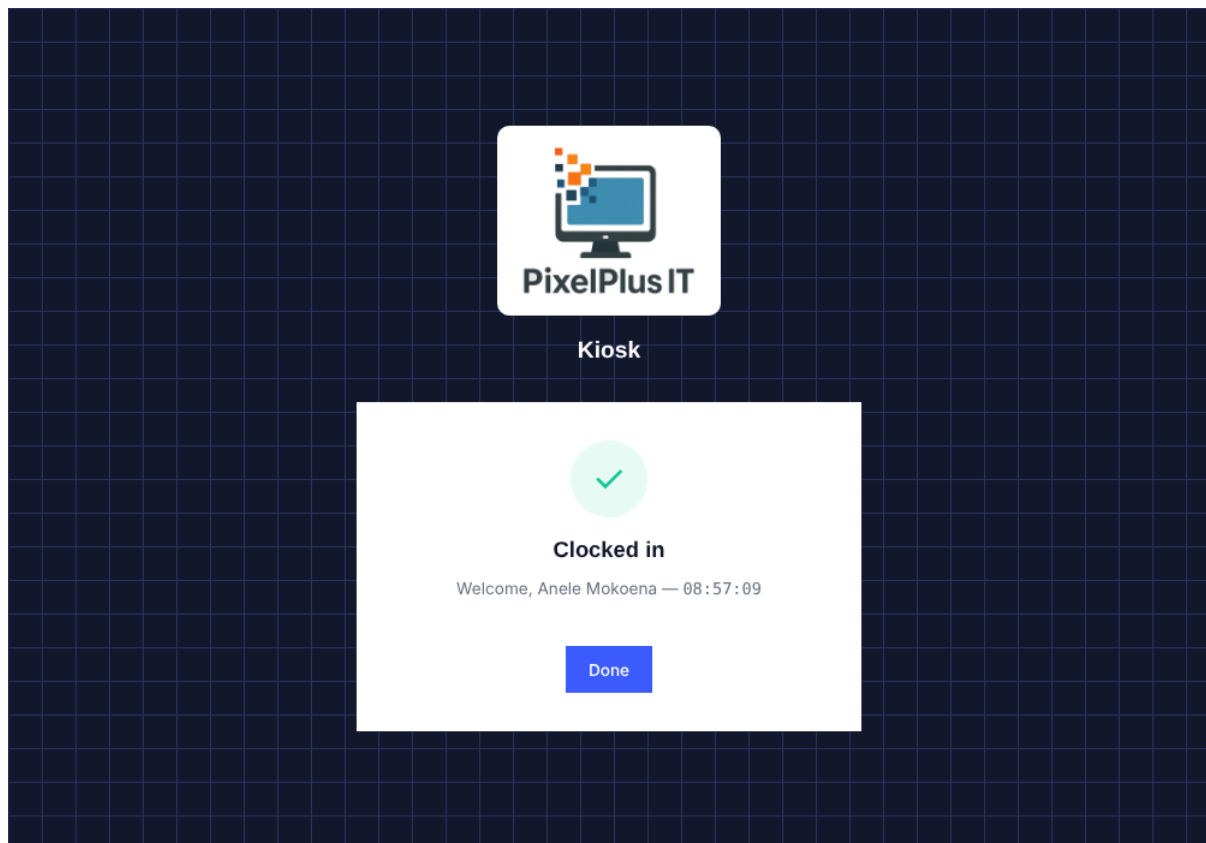
- Lost and Disable switch a card off straight away without deleting its history. Reactivate switches it back on. Only administrators can delete a card.
- A card number can belong to one person only. If a card is reissued, delete the old entry first.

Clocking with a card at the kiosk



The kiosk name box also accepts a card scan.

1. At the kiosk, scan the card. (If the cursor is not in the name box, tap it first.)
2. The kiosk clocks the person in, out or on and off a break, exactly as it does after a PIN.



The kiosk confirms who clocked in.

- A lost, disabled or unregistered card shows "Card not recognised".
- If cards could be borrowed, tick "After a card is scanned, also ask for the person's PIN" on the ID cards page.
- Wall-mounted terminals (ZKTeco and similar) that send the card number work once the card is registered here.

Failed report emails are retried

- If a scheduled report email fails, the system tries again every 30 minutes or more, up to 3 more times, for 24 hours.
- Report audit > Delivery history then shows "Sent on retry 1/2/3". After the last try it stays Failed and the alert remains.
- This happens automatically on the hour.

18. Mappings, audit events and settings history

Who: administrators change; auditors can view. Where: Reports & money > Mappings & history.

Payroll mapping

1. Open the Payroll mapping tab.
2. Type the code your payroll system uses for each department (cost centre), each leave type (leave code) and each contract type (category). Leave a row blank if it is not needed.
3. Press Save under each block.


Pixel Time

OVERVIEW
TEAM
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
Reports
Labour budgets
Report builder
Payroll export
Report audit
Alerts
Audit log
System health
Mappings & history
ACCOUNT

* Dark mode
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Mappings & history
Acme Trading (Pty) Ltd · Sunday, 18 October

09:16:33

Chris Admin
ADMIN
Log out

Mappings & history

Match Pixel Time to the codes your payroll system uses, choose which audit events notify you, and see or undo changes to your settings.

Payroll mapping
Audit events
Settings history

Department → cost centre
The cost centre code your payroll system uses for each department. Leave a row blank if your payroll system does not need it.

Operations
CC-110
Warehouse
CC-120
Save

Leave type → payroll leave code
The code your payroll system uses for each kind of leave. Leave a row blank if your payroll system does not need it.

Adoption leave
LV1
Annual leave
LV2
Commissioning parental leave
LV3
Family responsibility
LV4
Maternity leave
LV5
Parental leave
LV6
Sick leave
LV7
Save

Contract type → payroll category
The category or pay frequency your payroll system uses for each contract type. Leave a row blank if your payroll system does not need it.

Full time
Monthly
Part time
Weekly
Contract
payroll value
Temporary
payroll value
Save

Not mapped yet: Contract, Temporary.

Cost centre and category are added to the "one line per pay code" payroll export. Leave days are on the [Payroll export](#) page as a separate download.

Payroll mapping: cost centres, leave codes and contract categories.

- Cost centre and category are added as two extra columns to the "one line per pay code" payroll export once any department or contract mapping exists.

- On Payroll export > Pay codes there is a download of approved leave days in the period, with each leave type's payroll code. Leave that spans the period boundary is counted only for the days inside the period.
- Two leave types cannot share one payroll leave code.

Audit events

1. Open the Audit events tab.
2. Tick Tell me for the kinds of event you want an alert about. Administrators get the alert within 15 minutes.
3. Optionally enter a shorter keep time (6 months or more) for the less sensitive kinds.

Pixel Time

Overview TEAM SCHEDULING TIME & LEAVE REPORTS & MONEY

Reports Labour budgets Report builder Payroll export Report audit Alerts Audit log System health **Mappings & history** ACCOUNT

* Dark mode

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Mappings & history

Acme Trading (Pty) Ltd · Sunday, 18 October 09:16:34 Chris Admin ADMIN Log out

Match Pixel Time to the codes your payroll system uses, choose which audit events notify you, and see or undo changes to your settings.

Payroll mapping **Audit events** Settings history

Audit events

Every event is always recorded. Tick "Tell me" to get an alert when that kind of event happens. Less sensitive kinds can be kept for a shorter time than the overall audit retention; sign-in, payroll, rules and export events are always kept for the full period.

Kind of event	What it covers	Tell me	Keep for (months)
Sign-in and security	Sign-ins, two-step verification and password resets.	☐	Always kept in full
Payroll and locked periods	Payroll exports, locking and unlocking periods, record purges.	☒	Always kept in full
Rules and settings	Changes to working-time rules, pay rules, budgets and settings.	☒	Always kept in full
Data exports	Full data downloads and personal data exports.	☐	Always kept in full
People and ID cards	Adding, changing and offboarding people, ID cards and documents.	☒	overall
Clocking and timesheets	Corrections, manual statuses and timesheet sign-off.	☐	overall
Leave	Leave requests, balances and cancellations.	☐	18
Overtime	Overtime requests and approvals.	☐	overall
Roster and swaps	Publishing rosters, shift swaps and staffing needs.	☐	12

Save

The alert checks run every 15 minutes, so a watched event reaches you within that time. The shorter keep times are applied when you remove expired records on [System health](#).

Audit events: which kinds to be told about, and how long the less sensitive ones are kept.

- Every event is always recorded. Sign-in, payroll, rules and export events are always kept for the full audit retention and cannot be shortened.
- Shorter keep times are applied when you remove expired records on System health > Retention & audit, which lists them separately.

Settings history

1. Open the Settings history tab. Each change to company settings, pay codes, payroll mapping or audit-event settings is a numbered version with who and what.
2. Choose Restore on a version. The page lists exactly what would change.
3. Press Restore this version to put those settings back. The restore itself is recorded as a new version and in the audit log.

Pixel Time

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

ACCOUNT

* Dark mode

Help Center

Contact us

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Mappings & history

Acme Trading (Pty) Ltd · Sunday, 18 October

09:16:35 Chris Admin ADMIN Log out

Mappings & history

Match Pixel Time to the codes your payroll system uses, choose which audit events notify you, and see or undo changes to your settings.

Payroll mapping

Audit events

Settings history

Settings history

Every change to company settings, pay codes, payroll mapping and audit-event settings is kept here. Secret values (keys, tokens, PINs) are never stored.

#	When	Area	Who	What changed	
10	18 Oct 2026 09:16	Company settings	Chris Admin	ot_daily_minutes: 480 → 600; clock_rounding_minutes: 0 → 5	Restore...
9	18 Oct 2026 09:16	Audit-event settings	Chris Admin	Audit-event settings saved: money.notify: 0 → 1; rules.notify: 0 → 1; people.notify: 0 → 1; leave.months: (blank) → 18 (+1 more)	Restore...
8	18 Oct 2026 09:16	Payroll mapping	Chris Admin	Payroll mapping saved: employment_type.full_time: (blank) → Monthly; employment_type.part_time: (blank) → Weekly	Restore...
7	18 Oct 2026 09:16	Payroll mapping	Chris Admin	Payroll mapping saved: leave_type.1: (blank) → LV2; leave_type.2: (blank) → LV7; leave_type.3: (blank) → LV4; leave_type.4: (blank) → LV5 (+3 more)	Restore...
6	18 Oct 2026 09:16	Payroll mapping	Chris Admin	Payroll mapping saved: department.1: (blank) → CC-110; department.2: (blank) → CC-120	Restore...
5	18 Oct 2026 09:16	Pay codes	Chris Admin	Pay codes saved: overtime_hours: (blank) → 1100; regular_hours: (blank) → 1000	Restore...
4	18 Oct 2026 09:16	Audit-event settings	System	First recorded version	Restore...
3	18 Oct 2026 09:16	Payroll mapping	System	First recorded version	Restore...
2	18 Oct 2026 09:16	Pay codes	System	First recorded version	Restore...
1	18 Oct 2026 09:16	Company settings	System	First recorded version	Restore...

Settings history: every change with who, when and what.

Pixel Time

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
- Reports
- Labour budgets
- Report builder
- Payroll export
- Report audit
- Alerts
- Audit log
- System health
- Mappings & history**
- ACCOUNT

* Dark mode

Help Center
 Contact us
 License Agreement
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Mappings & history
 Acme Trading (Pty) Ltd · Sunday, 18 October
 09:16:37 Chris Admin ADMIN [Log out](#)

Mappings & history

Match Pixel Time to the codes your payroll system uses, choose which audit events notify you, and see or undo changes to your settings.

Payroll mapping Audit events Settings history

Restore Company settings to version #10?

From 18 Oct 2026 09:16. Restoring changes these settings:

Nothing would change; the settings already match this version.

[Cancel](#)

Settings history

Every change to company settings, pay codes, payroll mapping and audit-event settings is kept here. Secret values (keys, tokens, PINs) are never stored.

#	When	Area	Who	What changed	
10	18 Oct 2026 09:16	Company settings	Chris Admin	ot_daily_minutes: 480 → 600; clock_rounding_minutes: 0 → 5	Restore...
9	18 Oct 2026 09:16	Audit-event settings	Chris Admin	Audit-event settings saved: money.notify: 0 → 1; rules.notify: 0 → 1; people.notify: 0 → 1; leave.months: (blank) → 18 (+1 more)	Restore...
8	18 Oct 2026 09:16	Payroll mapping	Chris Admin	Payroll mapping saved: employment_type.full_time: (blank) → Monthly; employment_type.part_time: (blank) → Weekly	Restore...
7	18 Oct 2026 09:16	Payroll mapping	Chris Admin	Payroll mapping saved: leave_type.1: (blank) → LV2; leave_type.2: (blank) → LV7; leave_type.3: (blank) → LV4; leave_type.4: (blank) → LV5 (+3 more)	Restore...
6	18 Oct 2026 09:16	Payroll mapping	Chris Admin	Payroll mapping saved: department.1: (blank) → CC-110; department.2: (blank) → CC-120	Restore...
5	18 Oct 2026 09:16	Pay codes	Chris Admin	Pay codes saved: overtime_hours: (blank) → 1100; regular_hours: (blank) → 1000	Restore...
4	18 Oct 2026 09:16	Audit-event settings	System	First recorded version	Restore...
3	18 Oct 2026 09:16	Payroll mapping	System	First recorded version	Restore...
2	18 Oct 2026 09:16	Pay codes	System	First recorded version	Restore...
1	18 Oct 2026 09:16	Company settings	System	First recorded version	Restore...

Restore shows what will change before anything is touched.

- Keys, tokens, PINs and passwords are never stored in the history.
- Changes are noticed the next time an administrator opens any page, so the history shows the person who made the change.

Security incident report

- Reports > More reports > Audit & security > Security incident report (administrators and auditors) lists resets, unlocked periods, exports, removed records, restored settings, kiosk PIN locks and hand-overs in the dates, marked High or Medium, plus accounts locked right now.

Kiosk wrong-PIN limit

- After 5 wrong PINs within 15 minutes a person is locked at the kiosk for the rest of the 15 minutes; the lock is written to the audit log. The kiosk unlock and exit PINs lock the device the same way.

19. Excel downloads, document expiry and payable hours

Who: administrators and managers (auditors can view). Where: Reports, Payroll export, Team > Document expiry.

Download as Excel

1. On Reports (including More reports) press Export Excel next to Export CSV.
2. On Payroll export press Download Excel instead of Download CSV. The same checks apply: blocked exports and the "already exported" reason still work.

The screenshot shows the 'Payroll export' page in the Pixel Time application. The left sidebar contains a navigation menu with options like Overview, Team, Scheduling, Time & Leave, Reports & Money, and Account. The 'Payroll export' option is highlighted. The main content area is titled 'Payroll export' and shows the company 'Acme Trading (Pty) Ltd' on 'Sunday, 18 October'. The time is '10:33:51' and the user is 'Chris Admin'. Below the title, there are tabs for 'Export', 'Pay codes', 'Export history (1)', and 'Column profiles (0)'. The 'Export' tab is active, showing 'Export hours for payroll'. It includes a summary of the export range (12 Oct - 18 Oct 2026) for 5 employees, totaling 202.5h regular and 0.0h overtime. There are two buttons: 'Download CSV' (highlighted in blue) and 'Download Excel'. A note at the bottom explains that a 'Column profile' can be used to match specific payroll system expectations.

Payroll export: Download CSV or Download Excel.

- You get a real .xlsx file: bold header row, filter buttons, frozen header and sensible column widths.
- Employee numbers and pay codes stay as text, so 007 keeps its zeros. Hours are real numbers you can add up.

Document expiry

1. Upload the document on the employee's profile as before.
2. Open Team > Document expiry, find the document and choose the expiry date, then Save.
3. Use the tabs to see what is expired, expiring soon or still without a date.

OVERVIEW

TEAM

Team

Document expiry

Visitors

Photos

ID cards

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Document expiry

Acme Trading (Pty) Ltd · Sunday, 18 October

10:33:47 Chris Admin ADMIN Log out

Document expiry

Work permits, licences, certificates and medicals. Set the date a document expires and you are reminded 30 days ahead (change this on the Alerts page). Upload documents on the employee's profile.

All (5)

Expired (1)

Expiring soon (2)

No expiry set (1)

Employee	Document	Uploaded	Expires		Status
Lerato Dlamini	First aid certificate	18 Oct 2026	10/09/2026	Save	Expired
Anele Mokoena	Work permit	18 Oct 2026	10/30/2026	Save	Expiring soon
Thandi Nkosi	Medical fitness	18 Oct 2026	11/12/2026	Save	Expiring soon
Pieter van Wyk	Driver licence	18 Oct 2026	03/07/2027	Save	Valid
Sipho Khumalo	Signed contract	18 Oct 2026	mm/dd/yyyy	Save	No expiry set

Document expiry: every document with its date and status.

- You are alerted 30 days ahead, and again if it has expired. Change the days on the Alerts page (Employee document expiring). Managers only see their own department.
- Reports > More reports > Management > Employee documents: expiry gives the same list for printing.

Actual hours and payable hours

- Reports > More reports > Reconciliation > Actual hours and payable hours separates what the clock recorded from what is payable (clocked time plus approved manual adjustments), with approved overtime and overtime still awaiting approval shown separately.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Reports

Acme Trading (Pty) Ltd · Sunday, 18 October

10:33:50

Chris Admin ADMIN

Log out

Options

Daily register

Hours & overtime

Late & early leave

Absence & Bradford

Who is in now

Working-time check

More reports

Actual hours and payable hours

Report: Actual hours and payable hours

From: 09/18/2026 To: 10/17/2026

Show

Export CSV

Export Excel

Print

Actual hours are what the clock recorded after rounding. Payable hours are the actual hours plus approved manual adjustments, which is what the payroll export uses. Overtime still awaiting approval is shown but is not paid as overtime yet. Break time is information only; unpaid breaks are already taken out of the clocked time.

Search these results

Employee	Department	Actual hours (clocked)	Manual adjustments	Payable hours	of which approved overtime	Overtime awaiting approval	Break time (info)
Anele Mokoena	Warehouse	30h 0m	0h 0m	30h 0m	0h 0m	0h 0m	0h 0m
Lerato Dlamini	Warehouse	80h 0m	0h 0m	80h 0m	0h 0m	0h 0m	0h 0m
Pieter van Wyk	Warehouse	108h 0m	0h 0m	108h 0m	0h 0m	0h 0m	0h 0m
Sipho Khumalo	Operations	132h 0m	0h 0m	132h 0m	0h 0m	0h 0m	0h 0m
Thandi Nkosi	Operations	95h 0m	0h 0m	95h 0m	0h 0m	1h 30m	0h 0m
Total		445h 0m	0h 0m	445h 0m	0h 0m	1h 30m	

Actual hours, adjustments and payable hours for each employee.

Declining overtime

- Declining an overtime request now needs a reason. It is shown to the employee and kept in the history.

Pixel Time training manual · page 63

20. PDF reports, sign-in and device history, offline clocking, leave value

Who: administrators and managers unless stated. Where: Reports > More reports, and the Clock page.

Download as PDF

1. Open any report, including More reports, and press Export PDF beside Export CSV and Export Excel.
2. You get a landscape A4 document with the title, company, dates, a header row repeated on every page and page numbers.

Failed sign-in history

1. Reports > More reports > Audit & security > Failed sign-in history (administrators and auditors).

Pixel Time

OVERVIEW TEAM SCHEDULING TIME & LEAVE REPORTS & MONEY

Reports

Labour budgets Report builder Payroll export Report audit Alerts Audit log System health Mappings & history ACCOUNT

* Dark mode

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Reports

Acme Trading (Pty) Ltd · Sunday, 18 October

10:45:39 Chris Admin ADMIN Log out

Options Daily register Hours & overtime Late & early leave Absence & Bradford Who is in now Working-time check **More reports**

Failed sign-in history (dated)

Export CSV Export Excel Export PDF Print

Report: Failed sign-in history (dated) From: 09/18/2026 To: 10/18/2026 Show

Every failed sign-in to this company, newest first. Passwords are never stored. Attempts with an e-mail address that is not on any account cannot be tied to a company, so they are not listed here. Entries are kept for 180 days.

Search these results

When	Who	What happened	Address
18 Oct 2026 10:45	Anele Mokoena	Tried while locked	197.80.1.5
18 Oct 2026 10:45	Pieter van Wyk	Wrong password	41.13.7.20
18 Oct 2026 10:45	Lerato Dlamini	Wrong password	102.67.4.9
18 Oct 2026 10:45	Lerato Dlamini	Wrong password	102.67.4.9
18 Oct 2026 10:45	Anele Mokoena	Wrong password	41.13.7.20
18 Oct 2026 10:45	Anele Mokoena	Wrong password	41.13.7.20
18 Oct 2026 10:45	Anele Mokoena	Wrong password	41.13.7.20

Failed sign-ins: wrong password, unknown e-mail, locked account, with the address.

- Unknown e-mail addresses are partly hidden. You are alerted when ten failures come from one address, or five for one person, within an hour (Alerts page: Repeated failed sign-ins).

Device reports

1. Device synchronisation and failures shows when each device last made contact and how many punches were received, skipped, rejected or from an unknown Device ID.
2. Attendance by device and Device failures show the same detail per punch.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Reports

Acme Trading (Pty) Ltd · Sunday, 18 October

10:45:43

Chris Admin

ADMIN

Log out

ptions

Daily register

Hours & overtime

Late & early leave

Absence & Bradford

Who is in now

Working-time check

More reports

Device synchronisation and failures

Export CSV

Export Excel

Export PDF

Print

Report

Device synchronisation and failures

From

09/18/2026

To

10/18/2026

Show

Skipped = the person was already clocked out that day. Rejected = outside their shift window. Unknown employee = no one has that Device ID in Team. A long delay means the device stored punches while offline and sent them later.

Device	Last contact	Silent for	Punches received	Skipped	Rejected	Unknown employee	Longest delay before arriving
Office entrance	18 Oct 2026 05:45	5 h	14	0	0	0	7375 min
Warehouse door	18 Oct 2026 10:38	7 min	14	1	1	1	7375 min

Each device: last contact, punches, skipped, rejected and unknown employees.

- Device records start from the day this update is uploaded. Earlier punches are not tagged with a device.

Offline clocking

1. Open the Clock page while you still have a signal and leave it open.
2. If the signal drops, press the button as normal. The punch is saved on the phone with the time you pressed it.

Pixel Time training manual · page 65



Clock In / Out

Acme Trading (Pty) Ltd · Sunday, 18 October

10:45:14



Thandi
Nkosi

EMPLOYEE

Log
out

Sunday, 18 October

10:45:14



You're not clocked in yet today.

Location and a quick photo are captured for audit purposes where your browser allows it — clocking in still works if you say no to either.

Camera not available — continuing without a photo.

Clock in

Saved on this phone, waiting for a signal:

Clock in 10:45:14

Saved on this phone, waiting for a signal.

1. When the phone is back online the punch is sent by itself and the page refreshes.



Clock In / Out

Acme Trading (Pty) Ltd · Sunday, 18 October

10:45:18



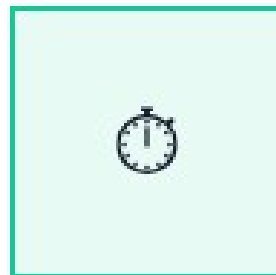
Thandi
Nkosi

EMPLOYEE

Log
out

Sunday, 18 October

10:45:18



Clocked in at **10:45:13** **Late**

This session: **00:00:05** and counting

Location and a quick photo are captured for audit purposes where your browser allows it — clocking in still works if you say no to either.

Camera not available — continuing without a photo.

Start break

Clock out

Synced: the punch is recorded at the time it was pressed.

- The server checks every punch again (locked periods, order, shift window, location). Punches older than 48 hours are refused. The phone clock is corrected if it is wrong.
- The page must already have been open before the signal was lost. If the phone is switched off, or the browser data is cleared, a waiting punch can be lost.
- Reports > More reports > Audit & security > Offline clockings lists each one with the delay and result.

The screenshot shows the Pixel Time web application interface. On the left is a dark sidebar with navigation links: OVERVIEW, TEAM, SCHEDULING, TIME & LEAVE, REPORTS & MONEY, Reports (highlighted), Labour budgets, Report builder, Payroll export, Report audit, Alerts, Audit log, System health, Mappings & history, and ACCOUNT. Below these is a 'Dark mode' toggle and footer information including 'Help Center', 'Contact us', 'License Agreement', and 'Pixel Time - Acme Trading (Pty) Ltd'. The main content area is titled 'Reports' and shows 'Acme Trading (Pty) Ltd · Sunday, 18 October' with a clock showing '10:45:56' and user 'Chris Admin'. A navigation bar includes links like 'Options', 'Daily register', 'Hours & overtime', 'Late & early leave', 'Absence & Bradford', 'Who is in now', 'Working-time check', and 'More reports'. The 'More reports' section is active, displaying 'Offline clockings synchronised from phones'. It includes filters for 'Report' (set to 'Offline clockings synchronised from phones'), 'From' date (10/10/2026), and 'To' date (10/18/2026), with 'Export CSV', 'Export Excel', 'Export PDF', and 'Print' buttons. A 'Show' button is also present. Below the filters is a table with columns: Employee, Action, Time pressed, Received, Delay, Result, and Reason or note. The table contains one entry for 'Thandi Nkosi' with a 'clock in' action at '18 Oct 2026 10:45:13', received at '18 Oct 2026 10:45', with a '0 min' delay and 'Recorded' result. A chat bubble icon is in the bottom right corner.

Employee	Action	Time pressed	Received	Delay	Result	Reason or note
Thandi Nkosi	clock in	18 Oct 2026 10:45:13	18 Oct 2026 10:45	0 min	Recorded	

Offline clockings: time pressed, time received, delay and result.

More reports

- Clock sessions: each in-and-out pair, breaks and time between.
- Approver activity: leave, corrections and overtime each manager approved or declined, and how long overtime waited.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Reports

Acme Trading (Pty) Ltd · Sunday, 18 October

10:45:49 Chris Admin ADMIN Log out

Options Daily register Hours & overtime Late & early leave Absence & Bradford Who is in now Working-time check More reports

Approver activity: leave, corrections and overtime

Export CSV Export Excel Export PDF Print

Report Approver activity: leave, corrections and overtime From 09/18/2026 To 10/18/2026 Show

Who decided what in the dates (leave and corrections by the date requested, overtime by the date decided). Only overtime keeps a decision time, so the wait is shown for overtime only. Managers see only their own row.

Approver	Leave approved	Leave declined	Corrections approved	Corrections declined	Overtime approved	Overtime declined	Average overtime wait
Chris Admin (admin)	1	0	0	0	0	0	
Still waiting (nobody has decided)	2		0				

Approver activity.

- Leave liability now shows the Rand value (days owed x hourly rate x 8-hour day). Employees without a rate are flagged. Leave ledger shows every movement behind a balance.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Reports

Acme Trading (Pty) Ltd · Sunday, 18 October

10:45:52 Chris Admin ADMIN Log out

Options Daily register Hours & overtime Late & early leave Absence & Bradford Who is in now Working-time check More reports

Leave liability estimate (days owed and Rand value)

Export CSV Export Excel Export PDF Print

Report Leave liability estimate (days owed and Rand value) From 09/18/2026 To 10/18/2026 Show

Only leave types marked "include in liability" on Leave balances > Rules. Value = days owed x hourly rate x hours in a day (from the contract, else 8). Set hourly rates on the Employee record. An estimate for provisioning, not a payout figure.

Search these results

Employee	Days still owed	Daily rate	Value	Note
Anele Mokoena	304	R680.00	R206,720.00	Assumes an 8-hour day
Chris Admin	304	No hourly rate		Assumes an 8-hour day
Lerato Dlamini	304	R736.00	R223,744.00	Assumes an 8-hour day
Pieter van Wyk	304	R891.00	R270,864.00	
Sipho Khumalo	304	R848.00	R257,792.00	Assumes an 8-hour day
Thandi Nkosi	301	R1,017.00	R306,117.00	
TOTAL			R1,265,237.00	1 person(s) have no hourly rate and are not valued

Leave liability in Rand.

Pixel Time training manual · page 70

21. Approval rules, hours of leave and allowances

Who: administrators set these up (auditors can view). Where: Reports & money > Approval rules.

Roster changes that need approval

1. Open Approval rules and tick that a manager's roster changes wait for an administrator, then Save.

Pixel Time

OVERVIEW
TEAM
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
Reports
Labour budgets
Report builder
Payroll export
Report audit
Alerts
Audit log
System health
Mappings & history
Approval rules
ACCOUNT
Dark mode

Help Center
Contact us
License Agreement
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Approval rules
Acme Trading (Pty) Ltd · Sunday, 18 October
10:58:20 Chris Admin ADMIN Log out

Approval rules

Choose which changes need a second person to approve them, how many hours make a working day for leave, and set allowance rates.

Approval rules Roster changes Allowances

Roster changes

☒

Changes a manager makes to the roster wait for an administrator to approve them

Nothing changes on the roster, and nobody is told, until the change is approved. Administrators' own changes apply straight away.

Leave

☒

A manager's approval of leave also needs an administrator (HR) to approve it

Only for leave of at least this many days
(0 = all leave)

0

Hours in a working day
(used to turn "2 hours of leave" into part of a day)

8

Save

Approval rules: roster approval, second leave approval and the length of a working day.

1. When a manager saves the roster they are told the changes were sent for approval. Nothing changes on the roster yet.
2. Open the Roster changes tab. Each waiting change shows the day, the employee, what they have now and what is proposed.

Pixel Time

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
- Reports
- Labour budgets
- Report builder
- Payroll export
- Report audit
- Alerts
- Audit log
- System health
- Mappings & history
- Approval rules**
- ACCOUNT
- * Dark mode
- Help Center
- Contact us
- License Agreement
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Approval rules
 Acme Trading (Pty) Ltd · Sunday, 18 October

10:58:21

 Chris Admin **ADMIN**
Log out

Approval rules

Choose which changes need a second person to approve them, how many hours make a working day for leave, and set allowance rates.

Approval rules
 Roster changes
 Allowances

Waiting for approval

Approve all

Date	Employee	Now	Proposed	Asked by		Reason (optional)
Mon 12 Oct	Chris Admin	Off	Day shift 08:00-16:00	Mandla Mokoena 18 Oct 10:58	☒	<input type="text"/>

Recently decided

Date	Employee	Proposed	Result	By
Nothing decided yet.				

Roster changes waiting for an administrator.

1. Approve or decline each one, or choose Approve all. The employee is told only when a change is approved.
 - Administrators' own changes apply straight away. A newer proposal for the same person and day replaces the waiting one. Every step is in the audit log.

Second approval for leave

1. In Approval rules tick that a manager's approval of leave also needs an administrator (HR). Choose from how many days it applies; 0 means all leave.
2. When the manager approves, the request shows Waiting for second approval and administrators are notified.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

Approvals

Timesheets

Corrections

Overtime

Timesheet sign-off

Clocking integrity

Shift swaps

Leave requests

Leave balances

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Leave requests

Acme Trading (Pty) Ltd · Sunday, 18 October

10:59:07

Mandla Mokoena

MANAGER

Log out

Annual leave

21 days left

Sick leave

10 days left

Family responsibility

3 days left

Maternity leave

120 days left

Unpaid leave

Parental leave

10 days left

Unpaid leave

Adoption leave

70 days left

Unpaid leave

Commissioning parental leave

70 days left

Unpaid leave

Log leave

Team requests (2)

Team requests

Calendar view →

Export CSV

Print

Thandi Nkosi · Annual leave

26 Oct – 26 Oct · 0.25 day(s) (2 hours)

Waiting for second approval

Waiting for an administrator

Thandi Nkosi · Sick leave

12 Oct – 14 Oct · 3.00 day(s)

Approved

Cancel

The manager has approved; an administrator must approve too.

1. The administrator approves or declines on the Leave page. Balances change only at the final approval.

Leave for a few hours

1. On the Leave page choose the same start and end date and type the hours, for example 2.

Pixel Time

- OVERVIEW
- TIME & LEAVE
 - My timesheet
 - My corrections
 - My overtime
 - My sign-off
 - Shift swaps
 - My leave**
- ACCOUNT

* Dark mode

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[Contact us](#)
[License Agreement](#)
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My leave

Acme Trading (Pty) Ltd · Sunday, 18 October

10:58:22 Thandi Nkosi EMPLOYEE [Log out](#)

Annual leave
21 days left

Sick leave
7 days left

Family responsibility
3 days left

Maternity leave
120 days left
Unpaid leave

Parental leave
10 days left
Unpaid leave

Adoption leave
70 days left
Unpaid leave

Commissioning parental leave
70 days left
Unpaid leave

[Request leave](#) My requests (1)

Request leave

Leave type
Annual leave

Start date
mm/dd/yyyy

End date
mm/dd/yyyy

Or hours, for part of one day
(leave blank for whole days; use the same start and end date)
e.g. 2

Reason (optional)

Supporting document
(PDF/JPG/PNG; needed for some leave types, e.g. a medical certificate)
Choose File No file chosen

Weekends and public holidays are not counted as leave days (unless your company's leave type counts them).

Submit request

Request leave: use the hours box for part of one day.

- Hours become part of a day using the length of a working day (8 hours unless you change it in Approval rules): 2 hours is 0.25 of a day. It is shown as 0.25 day(s) (2 hours) on the request.
- Part-day requests can share a day as long as they total no more than one day. More hours than a working day is refused.
- Leave balances and requests now keep two decimals, so quarter days are exact.

Allowance rates

- Open Approval rules > Allowances. Add a name, what it is paid for (night hour, Sunday hour, public holiday hour or per day worked), the rate in Rand and the date it starts.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

Approval rules

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Approval rules

Acme Trading (Pty) Ltd · Sunday, 18 October

10:59:10

Chris Admin ADMIN

Log out

Approval rules

Choose which changes need a second person to approve them, how many hours make a working day for leave, and set allowance rates.

Approval rules

Roster changes

Allowances

Allowance rates

An allowance is paid on top of normal pay for night work, Sundays, public holidays, or a fixed amount for each day worked. The report **Allowances payable** (Reports > More reports > Labour cost) adds them up for any dates. A new row for the same name replaces the old rate from its start date; older dates keep the older rate.

Allowance	Paid for	Rate	From	
Night shift allowance	Per night hour	R12.50	1 Jan 2026	<button>Remove</button>
Transport	Per day worked	R35.00	1 Jan 2026	<button>Remove</button>

Add an allowance rate

Name

e.g. Night shift allowance

Paid for

Per night hour — Hours worked between 18:00 and 06:00

Rate (Rand)

Starts from

10/01/2026

Add

Allowance rates with the date each starts.

1. Open Reports > More reports > Labour cost > Allowances payable and choose the dates.

Pixel Time training manual · page 75

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

Approval rules

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Reports

Acme Trading (Pty) Ltd · Sunday, 18 October

10:59:11

Chris Admin ADMIN

Log out

ptions

Daily register

Hours & overtime

Late & early leave

Absence & Bradford

Who is in now

Working-time check

More reports

Allowances payable

Export CSV

Export Excel

Export PDF

Print

Report: Allowances payable

From: 09/18/2026

To: 10/18/2026

Show

Worked time in the dates, multiplied by the allowance rates set up under Approval rules. Night work is 18:00 to 06:00. Payroll stays the authority on pay.

Search these results

Employee	Allowance	Hours or days	Amount
Anele Mokoena	Transport	6 day(s)	R210.00
Lerato Dlamini	Transport	10 day(s)	R350.00
Pieter van Wyk	Transport	12 day(s)	R420.00
Sipho Khumalo	Night shift allowance	132h 0m	R1,650.00
Sipho Khumalo	Transport	12 day(s)	R420.00
Thandi Nkosi	Transport	10 day(s)	R350.00
Total			R3,400.00

Allowances payable for each employee.

- Each day uses the rate in force on that date, so a rate change from 15 January does not change earlier days. Night work is 18:00 to 06:00. The report can also be exported to Excel and PDF.
- Allowances are shown to administrators and auditors only. Payroll stays the authority on pay.

Pixel Time training manual · page 76

22. Original clockings, BCEA starting points, payroll approval and checklists

Who: administrators; managers where stated. Where: Reports, Working-time rules, Payroll export, Team.

Original clockings are kept

1. When a time correction is approved, or an administrator or manager sets a day's times directly, the punches that were there before are copied away first.
2. Open Reports > More reports > Audit & security > Original clockings before correction and choose the dates.

The screenshot shows the Pixel Time web application interface. On the left is a dark sidebar with a menu including Overview, Team, Scheduling, Time & Leave, Reports & Money, and Account. The 'Reports' section is active. The main content area is titled 'Reports' and shows 'Acme Trading (Pty) Ltd · Sunday, 18 October' with a clock showing 11:11:31 and a user 'Chris Admin'. Below this is a navigation bar with options like 'Options', 'Daily register', 'Hours & overtime', 'Late & early leave', 'Absence & Bradford', 'Who is in now', 'Working-time check', and 'More reports'. The 'More reports' section is expanded, showing 'Original clockings before correction'. This section includes filters for 'Report' (set to 'Original clockings before correction'), 'From' (10/01/2026), and 'To' (10/18/2026), with a 'Show' button. Below the filters is a table with columns: Employee, Day, Punch, Time, Source, Recorded, Replaced by, Replaced on, and Reason. The table contains two entries for 'Sipho Khumalo' on 'Wed 14 Oct 2026', both showing a 'Clock in' and 'Clock out' punch at 08:41:00 and 16:58:00 respectively, both from a 'device' source, recorded on '18 Oct 2026 11:10', replaced by 'Chris Admin' on '18 Oct 2026 11:11', with the reason 'Device was offline in the morning'. The interface also includes export buttons (CSV, Excel, PDF) and a print button.

Employee	Day	Punch	Time	Source	Recorded	Replaced by	Replaced on	Reason
Sipho Khumalo	Wed 14 Oct 2026	Clock in	08:41:00	device	18 Oct 2026 11:10	Chris Admin	18 Oct 2026 11:11	Device was offline in the morning
Sipho Khumalo	Wed 14 Oct 2026	Clock out	16:58:00	device	18 Oct 2026 11:10	Chris Admin	18 Oct 2026 11:11	Device was offline in the morning

Original clockings: what was recorded, who replaced it, when and why.

- Each line shows the punch, where it came from (device, web, kiosk), when it was recorded, who replaced it and the reason. Managers see their own department.
- Only punches replaced from this update onward are kept. Earlier corrections cannot be recovered.

BCEA starting points

1. Open Working-time rules > Rule sets and use Start from the BCEA.

OVERVIEW

TEAM

SCHEDULING

Shifts

Rotations

Jobs

Break types

Roster

Roster planning

Working-time rules

Sites

Devices

Holidays

TIME & LEAVE

REPORTS & MONEY

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Working-time rules

Acme Trading (Pty) Ltd · Sunday, 18 October

11:10:58 Chris Admin ADMIN Log out

Rule sets

Who it applies to

Recalculate

History

Start from the BCEA

Adds a ready-made rule set based on the Basic Conditions of Employment Act. It is only a starting point: it is not assigned to anyone until you do that, and you can edit it. Sector determinations and bargaining council agreements can differ.

Add: BCEA standard: 5-day week

Add: BCEA standard: 6-day week

Rule sets

A rule set can change when overtime starts, set a weekly limit, require a meal interval (and deduct it automatically if it was not taken), turn on flexi-time with core hours, and record the bargaining council or collective agreement it comes from. Anything left empty uses your company settings. Create the set here, then choose who it applies to.

Name	Agreement	Overtime after	Weekly limit	Meal interval	Flexi	
BCEA standard: 5-day week	Basic Conditions of Employment Act Section 9 and 14	9 h/day	45 h	60 min after 5 h	No	<div>Edit</div> <div>Delete</div>
Metal industry (bargaining council)	MEIBC Main Agreement 2024/25	9 h/day	45 h	60 min after 5 h (auto-deduct)	No	<div>Edit</div> <div>Delete</div>
Office flexi-time	—	Company	—	—	Yes, core 09:30-15:30	<div>Edit</div> <div>Delete</div>
Short-term contract	—	8 h/day	40 h	—	No	<div>Edit</div> <div>Delete</div>

New rule set

Name

Bargaining council or agreement

Agreement reference

Notes

Overtime after (hours per day)

Weekly hours limit

Meal interval required after (hours worked)

Meal interval length (minutes)

☐ Deduct the meal interval automatically if it was not taken

☐ Flexi-time (bank hours against a daily target)

Flexi daily target (hours)

Core hours start

Core hours end

Save rule set

Rule sets: add a ready-made BCEA rule set.

1. Choose the 5-day week (up to 9 ordinary hours a day) or the 6-day week (up to 8), both with 45 hours a week and a one-hour meal interval after 5 hours.
2. Assign the set on the Who it applies to tab. Nothing is assigned automatically, and you can edit the set like any other.
 - These are starting points only. Sector determinations and bargaining council agreements can differ, so check them against your contracts.

Approve a pay period before it is exported

1. Open Approval rules and tick that a pay period must be approved before it can be exported. Leave the second box ticked if the person who asks must not approve their own request. Save.

Pixel Time

OVERVIEW
TEAM
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
Reports
Labour budgets
Report builder
Payroll export
Report audit
Alerts
Audit log
System health
Mappings & history
Approval rules
ACCOUNT
Dark mode

Help Center
Contact us
License Agreement
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Approval rules

Acme Trading (Pty) Ltd · Sunday, 18 October

11:11:32

Chris Admin
ADMIN
Log out

Approval rules

Choose which changes need a second person to approve them, how many hours make a working day for leave, and set allowance rates.

Approval rules
Roster changes
Allowances

Roster changes

☐

Changes a manager makes to the roster wait for an administrator to approve them

Nothing changes on the roster, and nobody is told, until the change is approved. Administrators' own changes apply straight away.

Leave

☐

A manager's approval of leave also needs an administrator (HR) to approve it

Only for leave of at least this many days
(0 = all leave)

0

Hours in a working day
(used to turn "2 hours of leave" into part of a day)

8

Payroll export

☒

A pay period must be approved before it can be exported

☒

The person who asked for approval cannot approve it themselves
(needs two administrators)

Managers and administrators ask for approval on the Payroll export page; an administrator approves it there. An approved period can be withdrawn. Every step is in the audit log.

Save

Approval rules: payroll export approval.

1. On Payroll export, a manager or administrator presses Ask for approval for the dates chosen.

Pixel Time training manual · page 79

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Payroll export

Acme Trading (Pty) Ltd · Sunday, 18 October

11:11:33 Mandla Mokoena MANAGER Log out

Export

Pay codes

Export history (0)

Column profiles (0)

Export hours for payroll

Downloads a CSV with regular hours, overtime, and attendance counts per employee for the date range below.

This range (12 Oct – 18 Oct 2026) will export 2 employees · 100.5h regular · 0.0h overtime — check this looks right for the range before downloading.

Check: Unapproved overtime is left out for 1 employee(s): Siphon Khumalo. Approve it first if it should be paid.

Not approved yet. This period must be approved before it can be exported.

Ask for approval

File layout

One line per employee (all columns)

From

10/12/2026

To

10/18/2026

Download CSV

Download Excel

Need this to match a specific column layout your payroll system expects (Sage, PaySpace, or anything else)? Build a Column profile on the next tab — pick which columns to include and rename each header to match exactly what your system needs.

Not approved yet: the period cannot be exported.

1. An administrator opens the same dates and presses Approve (or Decline). Administrators are notified when a request is made.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

Approval rules

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Payroll export

Acme Trading (Pty) Ltd · Sunday, 18 October

11:11:34 Naledi Admin ADMIN Log out

Export

Pay codes

Export history (0)

Column profiles (0)

Export hours for payroll

Downloads a CSV with regular hours, overtime, and attendance counts per employee for the date range below.

This range (12 Oct – 18 Oct 2026) will export 5 employees · 200.5h regular · 0.0h overtime — check this looks right for the range before downloading.

Check: Unapproved overtime is left out for 1 employee(s): Siphon Khumalo. Approve it first if it should be paid.

Waiting for approval.

Asked by Mandla Mokoena on 18 Oct 11:11. This period cannot be exported until an administrator approves it.

Approve

Decline

File layout

One line per employee (all columns)

From

10/12/2026

To

10/18/2026

Download CSV

Download Excel

Need this to match a specific column layout your payroll system expects (Sage, PaySpace, or anything else)? Build a Column profile on the next tab — pick which columns to include and rename each header to match exactly what your system needs.

Waiting for approval.

1. Once approved the page says so and the download works. Withdraw approval puts the block back.

Pixel Time training manual · page 80

Pixel Time

OVERVIEW TEAM SCHEDULING TIME & LEAVE REPORTS & MONEY

Reports Labour budgets Report builder **Payroll export** Report audit Alerts Audit log System health Mappings & history Approval rules ACCOUNT

* Dark mode

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Payroll export

Acme Trading (Pty) Ltd · Sunday, 18 October

11:11:35 Naledi Admin ADMIN Log out

Export Pay codes Export history (0) Column profiles (0)

Export hours for payroll

Downloads a CSV with regular hours, overtime, and attendance counts per employee for the date range below.

This range (12 Oct – 18 Oct 2026) will export 5 employees · 200.5h regular · 0.0h overtime — check this looks right for the range before downloading.

Check: Unapproved overtime is left out for 1 employee(s): Sipho Khumalo. Approve it first if it should be paid.

Approved for export by an administrator on 18 Oct 2026 11:11 (12 Oct – 18 Oct 2026). Withdraw approval

File layout

One line per employee (all columns)

From 10/12/2026

To 10/18/2026

Download CSV

Download Excel

Need this to match a specific column layout your payroll system expects (Sage, PaySpace, or anything else)? Build a **Column profile** on the next tab — pick which columns to include and rename each header to match exactly what your system needs.

Approved for export.

- An approval for a longer period covers any shorter period inside it. The Payroll export approvals report (Audit & security) lists every request and decision.
- If you have only one administrator, untick the second box so that administrator can approve their own request.

Onboarding and offboarding checklists

1. Open Team > Onboarding & offboarding. A checklist starts by itself when you add an employee (onboarding) or offboard one (offboarding).
2. Open a person on the One person tab and tick each step as it is done. Who ticked it and when is kept.

OVERVIEW

TEAM

Team

Document expiry

Onboarding & offboarding

Visitors

Photos

ID cards

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

ACCOUNT

Dark mode

Help Center

Contact us

License Agreement

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Checklists

Acme Trading (Pty) Ltd · Sunday, 18 October

11:11:37 Chris Admin ADMIN Log out

Onboarding & offboarding

Steps to complete when someone joins or leaves, so nothing is forgotten. A checklist starts by itself when you add or offboard an employee.

In progress

One person

Standard steps

Employee

Thandi Nkosi

Onboarding — 2 of 9 done

☒ Signed employment contract received

Done 18 Oct 2026 11:11 by Chris Admin

☒ Copy of ID or passport received

Done 18 Oct 2026 11:11 by Chris Admin

☐ Banking details and tax number captured

☐ Employee number and hourly rate set on the employee record

☐ Department, shift and contract type set

☐ Leave balances checked

☐ Fingerprint or ID card enrolled and consent signed (if used)

☐ Privacy (POPIA) notice acknowledged

☐ First clock-in tested

Offboarding

No offboarding checklist yet.

Start offboarding checklist

A person's onboarding checklist.

1. The In progress tab shows everyone with open steps, how far they are and whether they are overdue.

OVERVIEW

TEAM

Team

Document expiry

Onboarding & offboarding

Visitors

Photos

ID cards

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

ACCOUNT

Dark mode

Help Center

Contact us

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Checklists

Acme Trading (Pty) Ltd · Sunday, 18 October

11:11:39 Chris Admin ADMIN Log out

Onboarding & offboarding

Steps to complete when someone joins or leaves, so nothing is forgotten. A checklist starts by itself when you add or offboard an employee.

In progress

One person

Standard steps

In progress

Employee	List	Progress	Due	
Anele Mokoena	Offboarding	0 of 8 (0%)	21 Oct 2026	Open
Thandi Nkosi	Onboarding	2 of 9 (22%)	25 Oct 2026	Open

Checklists in progress.

Pixel Time training manual · page 82

1. Administrators change the standard steps on the Standard steps tab. Lists already started are not changed.

Pixel Time

Checklists

Acme Trading (Pty) Ltd · Sunday, 18 October

11:11:39 Chris Admin ADMIN Log out

Onboarding & offboarding

Steps to complete when someone joins or leaves, so nothing is forgotten. A checklist starts by itself when you add or offboard an employee.

In progress One person Standard steps

Onboarding steps

1. Signed employment contract received [Remove](#)
2. Copy of ID or passport received [Remove](#)
3. Banking details and tax number captured [Remove](#)
4. Employee number and hourly rate set on the employee record [Remove](#)
5. Department, shift and contract type set [Remove](#)
6. Leave balances checked [Remove](#)
7. Fingerprint or ID card enrolled and consent signed (if used) [Remove](#)
8. Privacy (POPIA) notice acknowledged [Remove](#)
9. First clock-in tested [Remove](#)

Add a step [Add](#)

Offboarding steps

1. Resignation or dismissal letter filed [Remove](#)
2. Final timesheet approved and signed off [Remove](#)
3. Leave balance reviewed for payout [Remove](#)
4. ID card, keys and equipment returned [Remove](#)
5. Fingerprint or ID card removed from devices [Remove](#)
6. Final payroll export checked [Remove](#)
7. Exit documents handed over [Remove](#)
8. Account offboarded in Pixel Time [Remove](#)

Add a step [Add](#)

Changing these steps does not change checklists already started. Onboarding steps are due 7 days after the checklist starts, offboarding steps 3 days after.

Standard steps for onboarding and offboarding.

- Onboarding steps are due 7 days after the list starts, offboarding steps 3 days. You are alerted when steps stay open past their due date (Alerts page: Onboarding or offboarding steps overdue).
- Reports > More reports > Management > Onboarding and offboarding progress lists every checklist.

23. Live board, profile photos and reports on screen

Who: administrators, managers (own department) and auditors for the live board and shared reports; every person for their own photo. Where: Overview > Live board, Account > My photo, Reports & money > Report builder and Shared reports.

The live board

1. Open Overview > Live board. It shows who is in right now and refreshes by itself every minute.

Pixel Time

OVERVIEW
Dashboard
Live board
Clock In / Out
TEAM
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
ACCOUNT

* Dark mode

Help Center
Contact us
License Agreement
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Live board

Acme Trading (Pty) Ltd · Sunday, 18 October

11:37:52 Chris Admin ADMIN Log out

Right now, 11:37. This page refreshes by itself every minute. 8 active people.

In now: 2
On a break: 1
Over daily hours: 0
Late today: 1
Expected, not in: 5
On leave: 0
Finished: 1

Headcount by department

Department	People	In now	Expected, not in	On leave	Finished
No department	1	0	1	0	0
Operations	4	1	3	0	0
Warehouse	3	1	1	0	1

Everyone (8)

Employee	Department	Status	Since	Hours so far	Flags
Anele Mokoena Dispatch clerk	Warehouse	Expected, not in			
Chris Admin Owner	Operations	Expected, not in			
Lerato Dlamini Packer	Warehouse	Finished	05:50	0h 20m	
Mandla Mokoena	Operations	Expected, not in			
Naledi Admin	No department	Expected, not in			
Pieter van Wyk Forklift driver	Warehouse	On a break	05:55	5h 58m	
Sipho Khumalo Security	Operations	Expected, not in			
Thandi Nkosi Supervisor	Operations	Working	05:50	5h 48m	Late

Live board: counts, headcount by department and everyone in scope.

1. Press a number card (for example Late today or Expected, not in) to list only those people.

OVERVIEW

Dashboard

Live board

Clock In / Out

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

ACCOUNT

* Dark mode

Help Center

Contact us

License Agreement

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Live board

Acme Trading (Pty) Ltd · Sunday, 18 October

11:37:53 Chris Admin ADMIN Log out

Live board

Right now, 11:37. This page refreshes by itself every minute. 8 active people.

In now2

On a break1

Over daily hours0

Late today1

Expected, not in5

On leave0

Finished1

Headcount by department

Departments

Sites

Department	People	In now	Expected, not in	On leave	Finished
No department	1	0	1	0	0
Operations	4	1	3	0	0
Warehouse	3	1	1	0	1

Late today (1)

CSV

Excel

PDF

Show everyone

Employee	Department	Status	Since	Hours so far	Flags
Thandi Nkosi Supervisor	Operations	Working	05:50	5h 48m	Late

Filtered to the people who are late today.

1. The Headcount table can be switched between Departments and Sites. Press a department or site name to see its people.
2. Use CSV, Excel or PDF to download the list you are looking at.
 - Over daily hours is an estimate for people still clocked in. It is judged against their working-time rule, or the company daily limit, and is confirmed when the day closes.
 - Managers see their own department only. Auditors can look but not change anything.

Timesheet downloads

1. On Timesheets, next to Export this view (CSV), press Excel for a spreadsheet or PDF for a printable attendance statement.

Pixel Time

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- Approvals
- Timesheets**
- Corrections
- Overtime
- Timesheet sign-off
- Clocking integrity
- Shift swaps
- Leave requests
- Leave balances
- REPORTS & MONEY
- ACCOUNT

* Dark mode

Help Center
 Contact us
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Timesheets
 Acme Trading (Pty) Ltd · Sunday, 18 October

11:37:54

 Chris Admin **ADMIN**
Log out

Employee: **All employees**
 From date: **10/12/2026**
 To date: **10/18/2026**
 Clock-in from: **--:--:--**
 Clock-in to: **--:--:--**
Apply Reset

Week of 12 Oct – 18 Oct
← Prev Next →
Export this view (CSV) Excel PDF
Export payroll summary Print selected (1 page each)

Lock period

☒ Select all employees (each prints on its own page)

☒ Include in print Print this timesheet

Anele Mokoena — 15h 0m worked Mark reviewed

Date	Clock in	Clock out	Worked	Status	
Mon, 12 Oct	08:00:00	13:00:00	5h 0m	Present	Adjust Set status Fix
Tue, 13 Oct	08:00:00 <small>(2 sessions — view all)</small>	13:00:00	5h 0m	Present	Adjust Set status Fix
Wed, 14 Oct	08:00:00 <small>(2 sessions — view all)</small>	13:00:00	5h 0m	Present	Adjust Set status Fix

☒ Include in print Print this timesheet

Lerato Dlamini — 40h 20m worked Mark reviewed

Date	Clock in	Clock out	Worked	Status	
Mon, 12 Oct	08:00:00	16:00:00	8h 0m	Present	Adjust Set status Fix
Tue, 13 Oct	08:00:00 <small>(2 sessions — view all)</small>	16:00:00	8h 0m	Present	Adjust Set status Fix

- The Excel and PDF have the same lines as the CSV for the week and people you are viewing.

Profile photos

1. Open Account > My photo, choose a JPG or PNG (at least 100 x 100 pixels, up to 6 MB) and press Save photo.

Pixel Time

- OVERVIEW
- TIME & LEAVE
- ACCOUNT
- Settings
- My photo**

* Dark mode

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Profile photo
 Acme Trading (Pty) Ltd · Sunday, 18 October

11:38:36

 Thandi Nkosi **EMPLOYEE**
Log out

Profile photo

Choose a photo
(JPG or PNG, a clear face, at least 100 × 100 pixels)

Choose File
No file chosen

Save photo

Remove photo

The photo is cropped to a square and shrunk. Anything hidden inside the original, such as where it was taken, is removed. Colleagues who can see your name can see your photo.

My photo page.

1. The photo is cropped to a square and shrunk. Anything hidden inside the original, such as where it was taken, is dropped.

Pixel Time

- OVERVIEW
- Dashboard
- Live board**
- Clock In / Out
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
- ACCOUNT

* Dark mode

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Live board
Acme Trading (Pty) Ltd · Sunday, 18 October
11:38:37 Chris Admin [ADMIN](#) [Log out](#)

Live board

Right now, 11:38. This page refreshes by itself every minute. 8 active people.

In now
2

On a break
1

Over daily hours
0

Late today
1

Expected, not in
5

On leave
0

Finished
1

Headcount by department

Departments Sites

Department	People	In now	Expected, not in	On leave	Finished
No department	1	0	1	0	0
Operations	4	1	3	0	0
Warehouse	3	1	1	0	1

Everyone (8)

CSV Excel PDF

Employee	Department	Status	Since	Hours so far	Flags
Anele Mokoena Dispatch clerk	Warehouse	Expected, not in			
Chris Admin Owner	Operations	Expected, not in			
Lerato Dlamini Packer	Warehouse	Finished	05:50	0h 20m	
Mandla Mokoena	Operations	Expected, not in			
Naledi Admin	No department	Expected, not in			
Pieter van Wyk Forklift driver	Warehouse	On a break	05:55	5h 59m	
Sipho Khumalo Security	Operations	Expected, not in			
Thandi Nkosi Supervisor	Operations	Working	05:50	5h 49m	Late

The photo appears next to the name on the live board. People without one show their initials.

- Administrators can change anyone's photo, managers their own people's. Remove photo returns to initials. Photos are only shown to people in the same company.
- Adding an employee: the Add employee form has an optional Photo box, so the photo goes in with the new person. If the photo is not suitable, the employee is still added and you are told why.
- One person later: Team > Everyone shows each person's picture and a Photo button on their row.
- Many at once (administrators): Team > Bulk import > Upload many photos at once. Name each photo after the person's employee number or Device ID, for example E1042.jpg, and choose them all together. A table then shows which were saved and which were not, and why. Most servers accept about 20 files at a time, so send bigger groups in batches.
- A bulk CSV import cannot carry photos. Import the people first with their employee numbers, then upload the photos named by those numbers. Photos only ever match people in your own company.

Reports on screen

- Open Report builder and press View beside a saved report, or open Reports & money > Shared reports.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

Approval rules

ACCOUNT

Dark mode

Help Center

Contact us

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Reports on screen

Acme Trading (Pty) Ltd · Sunday, 18 October

11:38:38

Chris Admin

ADMIN

Log out

Reports on screen

Open a saved report here to group it, see totals, drill into the rows and download it as Excel or PDF. Create new reports in the [Report builder](#).

Report	Dates	Grouped by	Shared	
Hours by department	This month	Department	Managers and auditors	<div>Open</div> <div>Edit</div>

Saved reports you can open.

1. A report set to group by department, employee, site, day or month shows one line per group with the number of rows and the totals of every minutes column.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

Approval rules

ACCOUNT

Dark mode

Help Center

Contact us

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Reports on screen

Acme Trading (Pty) Ltd · Sunday, 18 October

11:38:39

Chris Admin

ADMIN

Log out

Hours by department

1 Oct 2026 to 18 Oct 2026 · 53 row(s) · grouped by department

Totals					CSV	Excel	PDF	Edit	Duplicate
Department	Rows	Worked (minutes)	Overtime (minutes)	Regular time (minutes)					
Operations	23	13620 (227h 0m)	2070 (34h 30m)	11550 (192h 30m)	Show rows				
Warehouse	30	13100 (218h 20m)	360 (6h 0m)	12740 (212h 20m)	Show rows				
Total	53	26720 (445h 20m)	2430 (40h 30m)	24290 (404h 50m)					

[← All reports](#)

A report grouped by department, with totals.

1. Press Show rows on a group to see the lines behind it, and back to the totals to return.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

Approval rules

ACCOUNT

* Dark mode

Help Center

Contact us

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Reports on screen

Acme Trading (Pty) Ltd · Sunday, 18 October

11:38:39

Chris Admin [ADMIN](#)

Log out

Hours by department

1 Oct 2026 to 18 Oct 2026 · 23 row(s) · grouped by department

Rows in one department [back to the totals](#)

CSV

Excel

PDF

Edit

Duplicate

Employee	Date	Worked (minutes)	Overtime (minutes)	Regular time (minutes)
Sipho Khumalo	2026-10-04	660	120	540
Sipho Khumalo	2026-10-05	660	120	540
Thandi Nkosi	2026-10-05	570	90	480
Sipho Khumalo	2026-10-06	660	120	540
Thandi Nkosi	2026-10-06	570	60	510
Sipho Khumalo	2026-10-07	660	120	540
Thandi Nkosi	2026-10-07	570	60	510
Sipho Khumalo	2026-10-08	660	120	540
Thandi Nkosi	2026-10-08	570	60	510
Sipho Khumalo	2026-10-09	660	120	540
Thandi Nkosi	2026-10-09	570	60	510
Sipho Khumalo	2026-10-11	660	120	540
Sipho Khumalo	2026-10-12	660	120	540
Thandi Nkosi	2026-10-12	570	60	510
Sipho Khumalo	2026-10-13	660	120	540
Thandi Nkosi	2026-10-13	570	60	510
Sipho Khumalo	2026-10-14	660	120	540
Thandi Nkosi	2026-10-14	570	60	510
Sipho Khumalo	2026-10-15	660	120	540
Thandi Nkosi	2026-10-15	570	60	510
Sipho Khumalo	2026-10-16	660	120	540
Thandi Nkosi	2026-10-16	570	60	510
Thandi Nkosi	2026-10-18	0	0	0
Total (all 23 rows)		13620 (227h 0m)	2070 (34h 30m)	11550 (192h 30m)

← All reports

The rows inside one department.

1. CSV, Excel and PDF download exactly what is on screen: the totals, or the rows of the group you opened.
2. Administrators press Edit to change the name, columns, dates, filters, grouping, sorting and who may see it.

Pixel Time training manual · page 89

Pixel Time

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
- Reports
- Labour budgets
- Report builder**
- Payroll export
- Report audit
- Alerts
- Audit log
- System health
- Mappings & history
- Approval rules
- ACCOUNT
- * Dark mode
- Help Center
- Contact us
- License Agreement
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Reports on screen
 Acme Trading (Pty) Ltd · Sunday, 18 October

11:39:21

 Chris Admin **ADMIN**

Log out

Edit report

Name

Hours by department

Columns

Employee ☒	Department ☐	Site ☐
Date ☒	Clock in ☐	Clock out ☐
Worked (minutes) ☒	Overtime (minutes) ☒	Overtime status ☐
Break (minutes) ☐	Manual adjustment (minutes) ☐	Status ☐
Employee number ☐	Job title ☐	Contract type ☐
Day of week ☐	Regular time (minutes) ☒	

Dates

This month

Custom dates

mm/dd/yyyy

mm/dd/yyyy

Department

All

Site

All

Attendance status

All

Employee

Everyone

Overtime status

Any

Group by

Department

Sort by

Date, then name

Order

Lowest first

☒
 Managers (their own department) and auditors can see this report

Save

Cancel

Schedules and recipients are set in the [Report builder](#). Scheduled e-mails stay as a flat CSV.

Editing a saved report.

1. Duplicate makes a copy called Copy of ..., which starts private and unscheduled.
2. Tick Managers and auditors can see this report to share it. Managers then see only their own department's lines.


Pixel Time

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- ACCOUNT
- REPORTS & MONEY
 - Shared reports

* Dark mode

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Reports on screen
Acme Trading (Pty) Ltd · Sunday, 18 October

11:39:22

Mandla Mokoena MANAGER
Log out

Reports on screen

Open a saved report here to group it, see totals, drill into the rows and download it as Excel or PDF. You can see the reports an administrator has shared with managers and auditors.

Report	Dates	Grouped by	Shared
Hours by department	This month	Department	Managers and auditors Open



What a manager sees: only shared reports.

- New reports are still made in the Report builder, which now also offers Employee number, Job title, Contract type, Day of week and Regular time columns.
- Scheduled report e-mails stay as a flat CSV and are set up in the Report builder.
- On screen, a report uses up to 20 000 rows. Downloads take up to 100 000. Narrow the dates if you hit the limit.

24. Calculation breakdown, bulk overtime approval and new reports

Who: administrators, managers (own department) and auditors; employees for their own hours. Where: Time & leave > Calculation breakdown, Overtime, Reports > More reports.

Calculation breakdown

1. Open Time & leave > Calculation breakdown, choose the employee and the dates (up to 62 days) and press Show.

Calculation breakdown

Acme Trading (Pty) Ltd · Sunday, 18 October 11:52:48 Chris Admin ADMIN Log out

Calculation breakdown

Shows, day by day, the shift, the clockings and how the hours were worked out, with a warning on any day that looks incomplete or odd. The figures are the ones saved for payroll.

Employee: Siphon Khumalo From: 10/12/2026 To: 10/18/2026 Show CSV Excel PDF

Siphon Khumalo 12 Oct to 18 Oct 2026 (up to 62 days)

5 day(s) worked · worked **44h 0m** · regular **36h 0m** · overtime **10h 0m** · payable **44h 0m** · **7 warning(s)**

Day	Shift	Clockings	Breaks	Worked	Adjust	Regular	Overtime	Rule	Warnings
Mon 12 Oct Company shutdown day	Shift: 08:00-17:00	clock in 19:00 clock out 06:00	0h 0m	11h 0m		9h 0m	2h 0m (pending)	Short-term contract (Contract type)	▲ Worked on a public holiday ▲ Overtime is waiting for approval
Tue 13 Oct	Shift: 08:00-17:00	clock in 19:00 clock out 06:00	0h 0m	11h 0m		9h 0m	2h 0m (pending)	Short-term contract (Contract type)	▲ Overtime is waiting for approval
Wed 14 Oct	Shift: 08:00-17:00	clock in 19:00 clock out 06:00	0h 0m	11h 0m		9h 0m	2h 0m (pending)	Short-term contract (Contract type)	▲ Overtime is waiting for approval
Thu 15 Oct	Shift: 08:00-17:00	clock in 19:00 clock out 06:00	0h 0m	11h 0m		9h 0m	2h 0m (pending)	Short-term contract (Contract type)	▲ Overtime is waiting for approval
Fri 16 Oct	Shift: 08:00-17:00	clock in 19:00	0h 0m	0h 0m		0h 0m	2h 0m (pending)	Short-term contract (Contract type)	▲ No clock-out recorded ▲ Overtime is waiting for approval
Sat 17 Oct	Shift: 08:00-17:00								
Sun 18 Oct	Shift: 08:00-17:00								

Worked is the time between clocking in and out, less breaks. Regular is worked time less overtime. Payable is worked time plus approved manual adjustments. Payroll stays the authority on pay.

Calculation breakdown for one person.

1. Each day shows the shift, every clocking, breaks, time worked, any approved adjustment, regular time, overtime and its approval status, and the working-time rule that applied.
2. A warning appears on a day that looks incomplete or odd: no clock-out, clockings out of order, a break never ended, more than 16 hours, work on a day with no shift, work on a public holiday, or an adjustment or overtime still waiting for approval.
3. Where a day was corrected, it says how many original punches were kept.
4. CSV, Excel and PDF download the same table.
 - Employees open My hours explained to see the same for themselves.

OVERVIEW

TIME & LEAVE

My timesheet

My hours explained

My corrections

My overtime

My sign-off

Shift swaps

My leave

ACCOUNT

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My hours explained

Acme Trading (Pty) Ltd · Sunday, 18 October

11:52:49 Thandi Nkosi EMPLOYEE Log out

My hours explained

Shows, day by day, the shift, the clockings and how the hours were worked out, with a warning on any day that looks incomplete or odd. The figures are the ones saved for payroll.

From To

Show CSV Excel PDF

Thandi Nkosi 12 Oct to 18 Oct 2026 (up to 62 days)

5 day(s) worked · worked 47h 30m · regular 42h 30m · overtime 5h 0m · payable 47h 30m · 6 warning(s)

Day	Shift	Clockings	Breaks	Worked	Adjust	Regular	Overtime	Rule	Warnings
Mon 12 Oct Company shutdown day Sick leave	Shift 08:00-17:00	clock in 08:00 clock out 17:30	0h 0m	9h 30m		8h 30m	1h 0m (pending)	Office flexi-time (Department)	<div>▲ Worked on a public holiday</div> <div>▲ Overtime is waiting for approval</div>
Tue 13 Oct Sick leave	Shift 08:00-17:00	clock in 08:00 clock out 17:30	0h 0m	9h 30m		8h 30m	1h 0m (pending)	Office flexi-time (Department)	▲ Overtime is waiting for approval
Wed 14 Oct Sick leave	Shift 08:00-17:00	clock in 08:00 clock out 17:30	0h 0m	9h 30m		8h 30m	1h 0m (pending)	Office flexi-time (Department)	▲ Overtime is waiting for approval
Thu 15 Oct	Shift 08:00-17:00	clock in 08:00 clock out 17:30	0h 0m	9h 30m		8h 30m	1h 0m (pending)	Office flexi-time (Department)	▲ Overtime is waiting for approval
Fri 16 Oct	Shift 08:00-17:00	clock in 08:00 clock out 17:30	0h 0m	9h 30m		8h 30m	1h 0m (pending)	Office flexi-time (Department)	▲ Overtime is waiting for approval
Sat 17 Oct	Shift 08:00-17:00								
Sun 18 Oct	Shift 08:00-17:00								

Worked is the time between clocking in and out, less breaks. Regular is worked time less overtime. Payable is worked time plus approved manual adjustments. Payroll stays the authority on pay.

What an employee sees: only their own days.

- Worked is the time between clocking in and out less breaks. Regular is worked time less overtime. Payable is worked time plus approved adjustments. Payroll stays the authority on pay.

Approve overtime in bulk

1. Open Overtime > Requests. Requests that are safe to approve are marked fine to approve: the person really worked at least that much overtime, stays inside their monthly limit, and the date is not in a locked pay period.

Pixel Time training manual · page 93

Pixel Time

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- Approvals
- Timesheets
- Calculation breakdown
- Corrections
- Overtime**
- Timesheet sign-off
- Clocking integrity
- Shift swaps
- Leave requests
- Leave balances
- REPORTS & MONEY
- ACCOUNT
- * Dark mode
- Help Center
- Contact us
- License Agreement
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Overtime

Acme Trading (Pty) Ltd · Sunday, 18 October

11:52:50 Chris Admin ADMIN [Log out](#)

Requests

My requests

Limits & budget

Approver performance

Waiting for a decision (6)

A manager's approval needs an admin's final sign-off. You can change the hours before approving; the reason is kept in the history.

Approve all that are fine (5)

Approve ticked

Fine means the person worked at least that much overtime, stays inside their monthly limit, and the date is not locked.

☐

Waiting for a manager **Pieter van Wyk**

Sat 17 Oct · 5h 0m · Stock take

Reason (required to decline)

5

Reason for change

Change hours

Approve

Decline

☐

Waiting for a manager **Pieter van Wyk** (fine to approve)

Wed 7 Oct · 0h 30m · Rush order

Reason (required to decline)

0.5

Reason for change

Change hours

Approve

Decline

☐

Waiting for a manager **Thandi Nkosi** (fine to approve)

Wed 7 Oct · 1h 0m · Rush order

Reason (required to decline)

1

Reason for change

Change hours

Approve

Decline

☐

Waiting for a manager **Sipho Khumalo** (fine to approve)

Tue 6 Oct · 2h 0m · Rush order

Reason (required to decline)

2

Reason for change

Change hours

Approve

Decline

☐

Waiting for a manager **Pieter van Wyk** (fine to approve)

Tue 6 Oct · 0h 30m · Rush order

Reason (required to decline)

0.5

Reason for change

Change hours

Approve

Decline

☐

Waiting for a manager **Thandi Nkosi** (fine to approve)

Tue 6 Oct · 1h 0m · Rush order

Reason (required to decline)

1

Reason for change

Change hours

Approve

Decline

Recently decided

Nothing decided yet.

Overtime requests with bulk approval.

1. Press **Approve all that are fine** to approve every such request in your scope, or tick some and press **Approve ticked**.

Pixel Time

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- Approvals
- Timesheets
- Calculation breakdown
- Corrections
- Overtime**
- Timesheet sign-off
- Clocking integrity
- Shift swaps
- Leave requests
- Leave balances
- REPORTS & MONEY
- ACCOUNT
- * Dark mode
- Help Center
- Contact us
- License Agreement
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Overtime

Acme Trading (Pty) Ltd · Sunday, 18 October

11:52:51 Chris Admin ADMIN [Log out](#)

Requests

My requests

Limits & budget

Approver performance

Waiting for a decision (1)

A manager's approval needs an admin's final sign-off. You can change the hours before approving; the reason is kept in the history.

Approve all that are fine (0)

Approve ticked

Fine means the person worked at least that much overtime, stays inside their monthly limit, and the date is not locked.

☐

Waiting for a manager **Pieter van Wyk**

Sat 17 Oct · 5h 0m · Stock take

Reason (required to decline)

5

Reason for change

Change hours

Approve

Decline

Recently decided

Employee	Day	Hours	Status	Decided by
Pieter van Wyk	Wed 7 Oct	0h 30m	Approved	Chris Admin · 18 Oct 11:52
Thandi Nkosi	Wed 7 Oct	1h 0m	Approved	Chris Admin · 18 Oct 11:52
Sipho Khumalo	Tue 6 Oct	2h 0m	Approved	Chris Admin · 18 Oct 11:52
Pieter van Wyk	Tue 6 Oct	0h 30m	Approved	Chris Admin · 18 Oct 11:52
Thandi Nkosi	Tue 6 Oct	1h 0m	Approved	Chris Admin · 18 Oct 11:52

After bulk approval: only the request that needs a person is left.

- Anything not fine is left for you to look at one by one. Managers still need an administrator's final sign-off where two-level approval is on.

New reports

- Reports > More reports now also has: Calculation warnings (Audit & security), Overtime by pay week and employee, Ordinary (regular) hours per employee, and Leave usage by employee and leave type.

The screenshot shows the Pixel Time web application interface. On the left is a dark sidebar with a menu including Overview, Team, Scheduling, Time & Leave, Reports & Money, and Account. The 'Reports' section is active. The main content area is titled 'Reports' and shows 'Acme Trading (Pty) Ltd · Sunday, 18 October' with a clock showing 11:52:53 and a user 'Chris Admin' with a 'Log out' button. A navigation bar includes links like 'Options', 'Daily register', 'Hours & overtime', 'Late & early leave', 'Absence & Bradford', 'Who is in now', 'Working-time check', and 'More reports'. The 'More reports' link is selected, displaying a section for 'Calculation warnings (incomplete or odd days)'. This section has export buttons (CSV, Excel, PDF, Print) and a search filter set to 'Calculation warnings (incomplete or odd days)' from 10/01/2026 to 10/18/2026. A 'Show' button is present. Below the filter, a text note explains that these are days with missing clock-outs or other irregularities. A table lists the results:

Employee	Day	Warning
Sipho Khumalo	Fri 16 Oct 2026	No clock-out recorded

Calculation warnings.

The screenshot shows the same Pixel Time web application interface, but with the 'Overtime by pay week and employee' report selected. The sidebar and top navigation are identical. The main content area shows the report title and the same date and user information. The 'More reports' link is selected, displaying the 'Overtime by pay week and employee' section. It includes export buttons and a search filter set to 'Overtime by pay week and employee' from 10/01/2026 to 10/18/2026. A 'Show' button is present. Below the filter, a text note states 'Weeks run Monday to Sunday. Use the dates to match your pay period.' and a search bar. A table lists the results:

Week starting	Employee	Department	Days with overtime	Overtime	Approved	Not approved
Mon 28 Sep 2026	Pieter van Wyk	Warehouse	1	0h 30m	0h 30m	0h 0m
Mon 28 Sep 2026	Sipho Khumalo	Operations	1	2h 0m	2h 0m	0h 0m
Mon 5 Oct 2026	Pieter van Wyk	Warehouse	6	3h 0m	1h 30m	1h 30m
Mon 5 Oct 2026	Sipho Khumalo	Operations	6	12h 0m	4h 0m	8h 0m
Mon 5 Oct 2026	Thandi Nkosi	Operations	5	5h 30m	3h 30m	2h 0m
Mon 12 Oct 2026	Pieter van Wyk	Warehouse	5	2h 30m	0h 0m	2h 30m
Mon 12 Oct 2026	Sipho Khumalo	Operations	5	10h 0m	0h 0m	10h 0m
Mon 12 Oct 2026	Thandi Nkosi	Operations	5	5h 0m	0h 0m	5h 0m

Overtime by pay week and employee.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

Approval rules

ACCOUNT

* Dark mode

Help Center

Contact us

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Reports

Acme Trading (Pty) Ltd · Sunday, 18 October

11:52:55

Chris Admin ADMIN

Log out

ptions

Daily register

Hours & overtime

Late & early leave

Absence & Bradford

Who is in now

Working-time check

More reports

Ordinary (regular) hours per employee

Export CSV

Export Excel

Export PDF

Print

Report

Ordinary (regular) hours per employee

From

10/01/2026

To

10/18/2026

Show

Ordinary hours are worked time less overtime. Payable adds approved manual adjustments (a negative one lowers it).

Employee	Department	Days worked	Worked	Overtime	Ordinary hours	Approved adjustments	Payable
Anele Mokoena	Warehouse	6	30h 0m	0h 0m	30h 0m	0h 0m	30h 0m
Lerato Dlamini	Warehouse	10	80h 0m	0h 0m	80h 0m	0h 0m	80h 0m
Pieter van Wyk	Warehouse	12	108h 0m	6h 0m	102h 0m	0h 0m	108h 0m
Sipho Khumalo	Operations	12	121h 0m	24h 0m	97h 0m	0h 0m	121h 0m
Thandi Nkosi	Operations	10	95h 0m	10h 30m	84h 30m	0h 0m	95h 0m

Ordinary hours per employee.

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

REPORTS & MONEY

Reports

Labour budgets

Report builder

Payroll export

Report audit

Alerts

Audit log

System health

Mappings & history

Approval rules

ACCOUNT

* Dark mode

Help Center

Contact us

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Reports

Acme Trading (Pty) Ltd · Sunday, 18 October

11:52:57

Chris Admin ADMIN

Log out

ptions

Daily register

Hours & overtime

Late & early leave

Absence & Bradford

Who is in now

Working-time check

More reports

Leave usage by employee and leave type

Export CSV

Export Excel

Export PDF

Print

Report

Leave usage by employee and leave type

From

10/01/2026

To

10/18/2026

Show

Requests that touch the dates are counted in full, even when only part of the leave falls inside them.

Employee	Department	Leave type	Requests	Days taken	Days waiting for approval	Days being cancelled
Thandi Nkosi	Operations	Sick leave	1	3	0	0

Leave usage by employee and leave type.

- Managers see their own department. Download any of them with the CSV, Excel and PDF buttons.

Pixel Time training manual · page 96

25. Printing ID cards with a barcode

Who: administrators; managers for their own department. Where: Team > ID cards > Print ID cards with a barcode.

1. Open Team > ID cards and press Print ID cards with a barcode. Choose a department if you like, and tick the people.

Print ID cards

Acme Trading (Pty) Ltd · Sunday, 18 October 12:08:22 Chris Admin ADMIN Log out

Print ID cards

Each card shows the person's photo, name, job title, department, employee number and a barcode of their card number. At the kiosk, a person holds the barcode under a USB barcode scanner to clock in or out. Add photos under Account > My photo, or an administrator can add them for people. [Back to ID cards](#)

Department: Everyone

People (6) ☐ Tick all

	Employee	No.	Department	Card number
☐	Anele Mokoena	E006	Warehouse	Has a card
☐	Lerato Dlamini	04	Warehouse	Has a card
☐	Mandla Mokoena		Operations	Has a card
☐	Pieter van Wyk	E003	Warehouse	Has a card
☐	Sipho Khumalo	E005	Operations	none yet
☐	Thandi Nkosi	E002	Operations	none yet

Layout: Ten cards on an A4 sheet (cut out) ☒ Print the back of each card too

☒ Make a card number for anyone who has none [Preview and print](#)

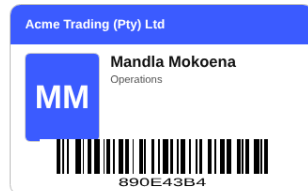
A new card number is registered straight away, so the barcode works at the kiosk as soon as the card is printed. Up to 200 cards at a time.

Choose the people, the layout and the options.

1. Choose the layout: ten cards on an A4 sheet to cut out, or one card per page for a card printer (85.6 x 54 mm).
2. Leave Print the back of each card too ticked if you want the back, and leave Make a card number for anyone who has none ticked so that everyone gets a working barcode.
3. Press Preview and print, then Print. In the print window turn off headers and footers and set the scale to 100%.

[Print](#)[← Choose people](#)[ID cards](#)

4 card(s), fronts then backs. In the print window turn off headers and footers and set scale to 100%. For two-sided printing choose to flip on the long edge.



A4 sheet preview: photo, name, job title, department, employee number and barcode.



One card per page for a card printer.

- The card shows the photo from Account > My photo (initials if there is none), the name, job title, department, employee number, your logo and brand colour, and a barcode of the card number.
- At the kiosk, click in the name box and hold the barcode under a USB barcode scanner. The scanner types the number and the person clocks in or out, the same as a proximity card. If you have chosen that cards also need a PIN, the PIN is still asked.
- A new card number is registered on the ID cards page as soon as you print, so you can mark it lost or disabled later. If a card is lost, mark it lost and print a new one: the old barcode stops working.
- Two-sided sheets: print the fronts and backs on both sides of the paper, flipping on the long edge. The backs are already arranged to line up.
- Use a scanner that reads Code 128 barcodes (almost all do) and set it to add Enter after each scan.

26. E-mail notification settings

Who: everyone for their own settings; administrators for the company defaults. Where: Account > Notification settings (or E-mail settings on the Notifications page).

1. The bell at the top always shows every notification. Open Account > Notification settings to choose which topics are also sent to your e-mail address.

Notification settings

Acme Trading (Pty) Ltd · Sunday, 18 October

12:17:57 Thandi Nkosi EMPLOYEE Log out

Notification settings

The bell at the top always shows every notification. Here you choose which ones are also sent to your e-mail address. [Back to notifications](#)

Topic	Company default	For me
Requests waiting for you Leave, overtime, corrections and other requests that need your decision	E-mail	Use the company default ▼
Leave Leave approved, declined or cancelled	E-mail	In the app only ▼
Overtime Overtime approved, declined or needing sign-off	E-mail	Use the company default ▼
Timesheets Timesheet sign-off, send-backs and reminders	In the app only	Use the company default ▼
Time corrections Corrections to clock times approved or declined	In the app only	Use the company default ▼
Rosters Roster published, approved or sent back	In the app only	Use the company default ▼
Payroll approval Pay period approvals and decisions	In the app only	Use the company default ▼
Alerts Late arrivals, missing clock-outs, expiring documents and other alerts	In the app only	E-mail me ▼
Visitors A visitor has arrived for you	In the app only	Use the company default ▼

Save

Send me a test e-mail Sent to the address on your profile.

My e-mail notifications: use the company default, e-mail me, or in the app only.

1. For each topic (requests waiting for you, leave, overtime, timesheets, time corrections, rosters, payroll approval, alerts, visitors) choose Use the company default, E-mail me, or In the app only, then press Save.
2. Press Send me a test e-mail to check that e-mail reaches you. Check the spam folder the first time.
3. Administrators set the company defaults at the bottom: tick the topics that should be e-mailed to everyone who has not chosen. Untick Let each person choose for themselves to make the defaults apply to everyone.

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
- ACCOUNT
- Billing
- Custom fields
- Settings
- Notification settings

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Notification settings

Acme Trading (Pty) Ltd · Sunday, 18 October

12:17:56

 Chris Admin
 ADMIN
 Log out

Notification settings

The bell at the top always shows every notification. Here you choose which ones are also sent to your e-mail address. [Back to notifications](#)

My e-mail notifications

Topic	Company default	For me
Requests waiting for you Leave, overtime, corrections and other requests that need your decision	E-mail	<input type="text" value="Use the company default"/>
Leave Leave approved, declined or cancelled	E-mail	<input type="text" value="Use the company default"/>
Overtime Overtime approved, declined or needing sign-off	E-mail	<input type="text" value="Use the company default"/>
Timesheets Timesheet sign-off, send-backs and reminders	In the app only	<input type="text" value="Use the company default"/>
Time corrections Corrections to clock times approved or declined	In the app only	<input type="text" value="Use the company default"/>
Rosters Roster published, approved or sent back	In the app only	<input type="text" value="Use the company default"/>
Payroll approval Pay period approvals and decisions	In the app only	<input type="text" value="Use the company default"/>
Alerts Late arrivals, missing clock-outs, expiring documents and other alerts	In the app only	<input type="text" value="Use the company default"/>
Visitors A visitor has arrived for you	In the app only	<input type="text" value="Use the company default"/>

Save

Sent to the address on your profile.

Company defaults

What people get when they have not chosen for themselves. Everything starts as in-app only.

☒ E-mail: Requests waiting for you
 ☒ E-mail: Leave
 ☒ E-mail: Overtime

☐ E-mail: Timesheets
 ☐ E-mail: Time corrections
 ☐ E-mail: Rosters

☐ E-mail: Payroll approval
 ☐ E-mail: Alerts
 ☐ E-mail: Visitors

☒ Let each person choose for themselves

Save company defaults

E-mails sent

When	To	Topic	Subject	Result
18 Oct 12:17	Chris Admin chris@acme.co.za	Alerts	Pixel Time: This is a test e-mail from Pixel Time.	Not sent

"Sent" means the server accepted the e-mail. It cannot tell whether the inbox delivered it.

Company defaults and the list of e-mails sent.

- The E-mails sent list shows each e-mail, who it went to and whether the server accepted it. Not sent means the server refused it: contact Pixel Plus support.

- Everything starts as in the app only, so nothing is e-mailed until an administrator or the person turns a topic on.
- A person with no valid e-mail address on their profile, or who is suspended, is never e-mailed.
- Sent means the server accepted the e-mail. It cannot tell whether the inbox delivered it.

Pixel Time training manual · page 101

27. Clocking methods

Who: administrators. Where: Team > Clocking methods.

1. Open Team > Clocking methods. Tick the ways people may clock: web or phone, kiosk with name and PIN, ID card or barcode at the kiosk, QR code poster, and fingerprint, face or card devices. Press Save.

Pixel Time

OVERVIEW
TEAM
Team
Document expiry
Onboarding & offboarding
Visitors
Photos
ID cards
Clocking methods
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
ACCOUNT

* Dark mode

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Clocking methods

Acme Trading (Pty) Ltd · Sunday, 18 October

12:27:28 Chris Admin ADMIN Log out

Clocking methods

Choose how people may clock in and out. Anything switched off here is refused, and every refusal is written to the Audit log. Fingerprint, face and card devices that are switched off are refused too, so their punches are not recorded: check the Devices page after changing this.

For the whole company

- ☐ **Web or phone**
The clock page in the browser or on a phone, including punches saved offline
- ☐ **Kiosk with name and PIN**
A shared tablet or screen at the door
- ☒ **ID card or barcode at the kiosk**
Scanning a proximity card or the printed barcode at the kiosk
- ☒ **QR code poster**
Scanning the QR poster with a phone
- ☒ **Fingerprint, face or card devices**
Hardware clocking terminals that send punches in

Save

If a card also needs a PIN at the kiosk (set on the ID cards page), people with cards allowed can still enter that PIN even when "Kiosk with name and PIN" is off.

Exceptions for named people

An exception beats the company setting. For example, switch Web or phone off for the company and allow it for office staff, or leave it on and block it for people who must clock at the kiosk.

Employee: **Anele Mokoena** Way of clocking: **Web or phone** Rule: **Not allowed** **Add**

Employee	Way of clocking	Rule	
Pieter van Wyk	Web or phone	Allowed	Remove

Remove

Clocking methods: company switches and exceptions for named people.

1. To make an exception for a person, choose the employee, the way of clocking and Allowed or Not allowed, and press Add. An exception beats the company setting. Press Remove to go back to the company setting.
 - Example: switch Web or phone off for the company and allow it for office staff, or leave it on and block it for people who must clock at the kiosk.
 - A person who tries a way that is not allowed sees a message, nothing is recorded, and the attempt is written to the Audit log (clock method blocked).
 - At least one way must stay on, so that nobody is locked out.

- Devices that are switched off are refused too and their punches are lost, so check the Devices page after changing this. Punches already recorded are not affected.
- If cards also need a PIN at the kiosk, people with cards allowed can still enter that PIN when Kiosk with name and PIN is off.

28. Calculation history, timezone and team filters

Who: administrators, managers (own department) and auditors for history; administrators for the timezone.

1. Calculation history: when a finished day is calculated again and its figures change (a recalculation under new rules, a correction or an added clocking), the earlier figures are kept. Open Time and leave > My hours explained, choose the person and dates, and look at Earlier figures that were replaced. It shows who changed it, when, why, and the figures before and after.

 Pixel Time

OVERVIEW

TEAM

SCHEDULING

TIME & LEAVE

Approvals

Timesheets

Calculation breakdown

Corrections

Overtime

Timesheet sign-off

Clocking integrity

Shift swaps

Leave requests

Leave balances

REPORTS & MONEY

ACCOUNT

* Dark mode

Help Center

Contact us

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Calculation breakdown

Acme Trading (Pty) Ltd · Sunday, 18 October

12:41:38  Chris Admin ADMIN Log out

Calculation breakdown

Shows, day by day, the shift, the clockings and how the hours were worked out, with a warning on any day that looks incomplete or odd. The figures are the ones saved for payroll.

Employee Thandi Nkosi From 10/12/2026 To 10/18/2026 Show CSV Excel PDF

Thandi Nkosi 12 Oct to 18 Oct 2026 (up to 62 days)

5 day(s) worked · worked 47h 30m · regular 42h 30m · overtime 5h 0m · payable 47h 30m · 1 warning(s)

Day	Shift	Clockings	Breaks	Worked	Adjust	Regular	Overtime	Rule	Warnings
Mon 12 Oct	Company shutdown day	Shift 08:00-17:00	in 08:00 out 17:30	0h 0m	9h 30m	8h 30m	1h 0m (none)	Office flexi-time (Department)	▲ Worked on a public holiday
Tue 13 Oct	Sick leave	Shift 08:00-17:00	in 08:00 out 17:30	0h 0m	9h 30m	8h 30m	1h 0m (none)	Office flexi-time (Department)	
Wed 14 Oct	Sick leave	Shift 08:00-17:00	in 08:00 out 17:30	0h 0m	9h 30m	8h 30m	1h 0m (none)	Office flexi-time (Department)	
Thu 15 Oct		Shift 08:00-17:00	in 08:00 out 17:30	0h 0m	9h 30m	8h 30m	1h 0m (none)	Office flexi-time (Department)	
Fri 16 Oct		Shift 08:00-17:00	in 08:00 out 17:30	0h 0m	9h 30m	8h 30m	1h 0m (none)	Office flexi-time (Department)	
Sat 17 Oct		Shift 08:00-17:00							
Sun 18 Oct		Shift 08:00-17:00							

Worked is the time between clocking in and out, less breaks. Regular is worked time less overtime. Payable is worked time plus approved manual adjustments. Payroll stays the authority on pay.

Earlier figures that were replaced

When a finished day is calculated again (new rules, a correction or an added clocking), the figures it had before are kept here.

Day	Changed	By	Reason	Before	After
Wed 14 Oct	15 Oct 10:02	Chris Admin	Correction by manager	worked 8h 0m, overtime 0h 0m, breaks 0h 30m 08:00 to 16:30	worked 9h 0m, overtime 1h 0m, breaks 0h 30m 08:00 to 17:30
Thu 15 Oct	16 Oct 09:12	Chris Admin	Recalculated under working-time rules	worked 9h 30m, overtime 0h 30m, breaks 1h 0m 08:00 to 17:30	worked 9h 0m, overtime 0h 0m, breaks 1h 30m 08:00 to 17:30

Earlier figures that were replaced, shown under My hours explained.

- For all people at once, open Reports > More reports > Calculation history (figures that were replaced).

Calculation history (figures that were replaced)

[Export CSV](#) [Export Excel](#) [Export PDF](#) [Print](#)

Report: Calculation history (figures that were replaced) From: 10/01/2026 To: 10/31/2026 [Show](#)

Every time a finished day was calculated again and its figures changed, the figures it had before are kept. The dates are the work days. Starts from the day this feature was installed.

Employee	Work day	Changed on	Changed by	Reason	Worked before	Worked after	Overtime before	Overtime after	Times before	Times after
Thandi Nkosi	Wed 14 Oct 2026	15 Oct 2026 10:02	Chris Admin	Correction by manager	8h 0m	9h 0m	0h 0m	1h 0m	08:00-16:30	08:00-17:30
Thandi Nkosi	Thu 15 Oct 2026	16 Oct 2026 09:12	Chris Admin	Recalculated under working-time rules	9h 30m	9h 0m	0h 30m	0h 0m	08:00-17:30	08:00-17:30

The Calculation history report.

- Days still open are not logged, and neither are days that did not change. History starts from the day this update was installed.
1. Timezone: open Settings > Company. Timezone is now a list with South Africa first. The time shown beside it is the current time there. Pick the right one and press Save changes. A timezone that is not on the list is refused and the old one is kept.

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
- ACCOUNT
- Billing
- Custom fields
- Settings**
- Notification settings

* Dark mode

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Settings

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12:41:38 Chris Admin ADMIN [Log out](#)

- My account
- Company**
- Branding
- Locations & kiosk
- Notifications
- API & billing
- Pay rules
- Data & privacy

Company profile & overtime rules

Organization name

Acme Trading (Pty) Ltd

Tenant code (used for Kiosk/Device setup, not for signing in)

ACME-0001

Timezone
(time there now: Sun 18 Oct 12:41)

Africa/Johannesburg

Default workday start (used when an employee has no shift assigned)

08:00 AM

Daily overtime threshold (hours)

10

Weekly overtime threshold (hours)

40

Minimum expected hours per day
(optional — leave blank for no rule)

No minimum

Maximum allowed hours per day
(optional — leave blank for no rule)

No maximum

Save changes

Choosing the company timezone.

1. Team filters: on Team > Everyone, use the lists beside the search box to show one department, site, employment type or access level. The number beside the lists shows how many people match.

- OVERVIEW
- TEAM
- Team**
- Document expiry
- Onboarding & offboarding
- Visitors
- Photos
- ID cards
- Clocking methods
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
- ACCOUNT

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Team

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12:41:39 Chris Admin ADMIN [Log out](#)

- Add employee
- Bulk import
- Departments
- Everyone (6)**

Everyone (6) [Show former employees](#)

Search by name or department... **Operations** **All employment types** **All access levels** Showing 3

Name	Department	Site	Shift	Today	Access	Actions
Chris Admin chris@acme.co.za	Operations	Default	Default	No record	Web login	Edit Offboard
Sipho Khumalo sipho@acme.co.za	Operations	Default	Default	No record	Web login	Edit Offboard
Thandi Nkosi thandi@acme.co.za	Operations	Default	Default	No record	Web login	Edit Offboard

Filtering the team list by department.

29. Compliance and pay reports

Who: administrators and auditors see everyone; managers see their own department.

Where: Reports > More reports.

1. Open Reports > More reports, choose the report, set the dates and press Show. Every report can be printed or downloaded as CSV, Excel or PDF.
- Excessive hours warning (group Working-time rules): lists days longer than the company maximum hours per day (Settings > Company, or 12 hours when none is set) and weeks longer than 55 hours.

Excessive hours warning (long days and long weeks)

[Export CSV](#) [Export Excel](#) [Export PDF](#) [Print](#)

Report: Excessive hours warning (long days and long weeks) From: 10/01/2026 To: 10/18/2026 Show

A day is flagged above the company maximum hours per day (Settings > Company), or 12 hours when none is set. A week is flagged above 55 hours (45 ordinary plus 10 overtime). Weeks are counted only from the days inside the dates you chose.

Employee	Department	Day or week	Warning	Hours	Limit	Over by
Sipho Khumalo	Operations	Tue 13 Oct 2026	Long day	15h 0m	12h 0m	3h 0m
Sipho Khumalo	Operations	Week of 5 Oct 2026	Long week	66h 0m	55h 0m	11h 0m
Sipho Khumalo	Operations	Week of 12 Oct 2026	Long week	59h 0m	55h 0m	4h 0m

Excessive hours warning.

- Rest-period exceptions (Working-time rules): lists people who started a shift less than 12 hours after finishing the previous one, and by how much it was short. The day before your first date is also checked.

Rest-period exceptions (less than 12 hours between shifts)

[Export CSV](#) [Export Excel](#) [Export PDF](#) [Print](#)

Report From To [Show](#)

The daily rest period is taken as 12 hours between finishing one shift and starting the next. Check it against your own policy or sectoral determination.

Employee	Department	Finished	Started again	Rest taken	Short by
Pieter van Wyk	Warehouse	14 Oct 2026 23:30	15 Oct 2026 06:00	6h 30m	5h 30m
Sipho Khumalo	Operations	13 Oct 2026 06:00	13 Oct 2026 06:00	0h 0m	12h 0m

Rest-period exceptions.

- **Unauthorised overtime (Overtime and public holidays):** overtime that was worked but has no request, was declined, or is still waiting for approval.

Employee	Department	Day	Overtime worked	Status
Pieter van Wyk	Warehouse	Sun 4 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Mon 5 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Tue 6 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Wed 7 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Thu 8 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Fri 9 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Sun 11 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Mon 12 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Tue 13 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Wed 14 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Thu 15 Oct 2026	0h 30m	No overtime request
Pieter van Wyk	Warehouse	Fri 16 Oct 2026	0h 30m	No overtime request
Sipho Khumalo	Operations	Sun 4 Oct 2026	2h 0m	No overtime request
Sipho Khumalo	Operations	Mon 5 Oct 2026	2h 0m	No overtime request
Sipho Khumalo	Operations	Tue 6 Oct 2026	2h 0m	No overtime request
Sipho Khumalo	Operations	Wed 7 Oct 2026	2h 0m	No overtime request
Sipho Khumalo	Operations	Thu 8 Oct 2026	2h 0m	No overtime request
Sipho Khumalo	Operations	Fri 9 Oct 2026	2h 0m	No overtime request
Sipho Khumalo	Operations	Sun 11 Oct 2026	2h 0m	No overtime request
Sipho Khumalo	Operations	Mon 12 Oct 2026	2h 0m	No overtime request
Sipho Khumalo	Operations	Tue 13 Oct 2026	3h 0m	No overtime request
Sipho Khumalo	Operations	Wed 14 Oct 2026	2h 0m	No overtime request
Sipho Khumalo	Operations	Thu 15 Oct 2026	2h 0m	No overtime request
Sipho Khumalo	Operations	Fri 16 Oct 2026	2h 0m	No overtime request
Thandi Nkosi	Operations	Mon 5 Oct 2026	1h 30m	Still waiting for approval
Thandi Nkosi	Operations	Tue 6 Oct 2026	1h 0m	No overtime request
Thandi Nkosi	Operations	Wed 7 Oct 2026	1h 0m	No overtime request
Thandi Nkosi	Operations	Thu 8 Oct 2026	1h 0m	No overtime request
Thandi Nkosi	Operations	Fri 9 Oct 2026	1h 0m	No overtime request
Thandi Nkosi	Operations	Mon 12 Oct 2026	1h 0m	No overtime request
Thandi Nkosi	Operations	Tue 13 Oct 2026	1h 0m	No overtime request
Thandi Nkosi	Operations	Wed 14 Oct 2026	1h 30m	Declined
Thandi Nkosi	Operations	Thu 15 Oct 2026	1h 0m	No overtime request
Thandi Nkosi	Operations	Fri 16 Oct 2026	1h 0m	No overtime request

Unauthorised overtime.

- **Paid and unpaid hours per employee (Hours and timesheets):** time at work, paid hours, unpaid time such as unpaid breaks, and unpaid leave days.

Paid and unpaid hours per employee

[Export CSV](#) [Export Excel](#) [Export PDF](#) [Print](#)

Report: Paid and unpaid hours per employee From: 10/01/2026 To: 10/18/2026 [Show](#)

Time at work runs from the first clock-in to the last clock-out. Paid hours already exclude unpaid breaks and include approved adjustments. Unpaid leave is listed in days.

Employee	Department	Days	Time at work	Paid hours	Unpaid time (breaks and deductions)	Unpaid leave days
Anele Mokoena	Warehouse	6	30h 0m	30h 0m	0h 0m	0
Lerato Dlamini	Warehouse	10	80h 0m	80h 0m	0h 0m	0
Pieter van Wyk	Warehouse	12	108h 30m	108h 30m	0h 0m	0
Sipho Khumalo	Operations	12	136h 30m	136h 0m	0h 30m	0
Thandi Nkosi	Operations	10	95h 0m	95h 0m	0h 0m	0

Paid and unpaid hours.

- The 12-hour rest and 55-hour week are guides. Check them against your own policy, contracts and current labour law.

30. Keep times and removing old personal details

Who: administrators change and remove; auditors can look. Where: System health > Retention & audit.

1. Open System health > Retention & audit. Under Keep times for logs and former employees, set how long sent e-mail records, resolved alerts and calculation history are kept, and after how many years a former employee is reviewed. Press Save.

The screenshot shows the 'System health' interface for 'Acme Trading (Pty) Ltd' on Sunday, 18 October. The user is 'Chris Admin' with a 'Log out' button. The 'Retention & audit' tab is active, showing settings for retention and audit logs, and keep times for logs and former employees.

Retention and audit settings

How long records are kept before they can be cleaned out. Attendance, leave, payroll export history and timesheets are never removed here; keep those for at least 3 years (BCEA) and tax records for 5.

Keep audit-log entries (months) Keep read notifications (days) A page is slow after (ms)

Save

Keep times for logs and former employees

Sent e-mail records, resolved alerts and calculation history are cleaned out after these times. Former employees who left longer ago than the review period can have their personal details removed (see below).

Sent e-mail records (days) Resolved alerts (months) Calculation history (months)

Review former employees after (years) **Save**

Former employees past the review period (2)

Anonymising removes the name, e-mail, phone, ID number, address, emergency contacts, photo, documents, cards and PINs. Their hours, leave, overtime and pay history stay, under the name "Former employee #number", because those records must be kept. This cannot be undone. Already anonymised: 0.

Name	Left on	
Johan Pretorius	31 Mar 2018	Anonymise
Busisiwe Zulu	15 Nov 2019	Anonymise

Records past their retention

Records	Ready to remove
Audit-log entries	0
Read notifications	0
Slow-page records	0
Audit entries (Leave, shorter keep time)	0
Audit entries (Roster and swaps, shorter keep time)	0
Sent e-mail records	0
Resolved alerts	0
Calculation history	0

Remove them now

The removal itself is written to the audit log.

Keep times and former employees past the review period.

1. Records past their keep time are listed under Records past their retention. Press Remove them now to clean them out. This is written to the Audit log.
2. Former employees who left longer ago than the review period are listed. Press Anonymise to remove the name, e-mail, phone, ID number, address, emergency contacts, photo, documents, cards and PINs.
 - Their hours, leave, overtime and pay history stay, under the name Former employee and a number, because those records must be kept.
 - Anonymising cannot be undone. Administrators and people who are still active are never listed.

- Attendance, leave, overtime, timesheets and payroll export history are never deleted here. Keep time records at least 3 years and tax records 5, and confirm your own legal advice.

31. Manager access, branch rules and overtime rules

Who: administrators. Where: Team > Manager access, Scheduling > Working-time rules, and Overtime > Limits and budget.

1. Manager access: a manager always sees and approves for their own department. Open Team > Manager access, choose the manager, choose a branch or a department and press Add access. From then on that manager sees those people in the Team list, approvals, reports, rosters and alerts. Press Remove to take it back.

Manager access

Acme Trading (Pty) Ltd · Sunday, 18 October 13:13:57 Chris Admin ADMIN Log out

Manager access

Extra departments and branches

A manager always sees and approves for their own department. Add other departments or whole branches here, for example a manager who runs a site. Approvals, reports, rosters and alerts follow it straight away.

Manager: Mandla Mokoena (Operations) Add: A branch (site) Branch: Cape Town Branch Add access

Manager	Extra access	
Mandla Mokoena	Branch: Cape Town Branch	Remove

What each access level can do

Capability	Admin	Manager	Auditor	Employee
Clock in and out, see own hours and leave	Yes	Yes	No	Yes
Request leave, overtime and time corrections	Yes	Yes	No	Yes
See other people's attendance	Everyone	Own department and granted access	Everyone (view only)	No
Approve leave, overtime, corrections, timesheets	Everyone	Own department and granted access	No	No
Add and edit employees	Yes	Add only, own department	No	No
Pay rates and labour cost	Yes	No	Yes (view)	No
Reports	All	Without money, own scope	All (view)	Own only
Settings, rules, devices, billing	Yes	No	No	No
Audit log and system health	Yes	No	View	No
Data retention and anonymising	Yes	No	View	No

The access level is set per person on the Team page. Rules for individual pages are in the training manual under Who can see what.

Giving a manager extra branches or departments, and the overview of what each access level can do.

- Only people with the Manager access level can be given extra access. Every change is written to the Audit log.
1. Branch rules: open Working-time rules, choose a rule set, set Applies to as Branch (site), pick the branch and the start date, and press Assign. The most specific rule wins: employee, then contract type, then branch, then department, then the whole company.

- OVERVIEW
- TEAM
- SCHEDULING
- Shifts
- Rotations
- Jobs
- Break types
- Roster
- Roster planning
- Working-time rules**
- Sites
- Devices
- Holidays
- TIME & LEAVE
- REPORTS & MONEY
- ACCOUNT

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Working-time rules

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13:13:58 Chris Admin ADMIN Log out

Rule sets Who it applies to Recalculate History

Who each rule set applies to

The most specific rule in force on a day wins: employee, then contract type, then branch, then department, then the whole company. Each assignment starts on a date, so history is kept: earlier days keep the rule that applied then.

Rule set Durban depot agreement Applies to Branch (site) Branch (site) Cape Town Branch Starts on 10/18/2026

Assign

Starts	Applies to	Who	Rule set	
1 Oct 2026	Contract type	Contract	Short-term contract	<button>Remove</button>
1 Jan 2026	Branch (site)	Durban Depot	Durban depot agreement	<button>Remove</button>
1 Jan 2026	Department	Operations	Office flexi-time	<button>Remove</button>
1 Jan 2026	Department	Warehouse	Metal industry (bargaining council)	<button>Remove</button>

Assigning a working-time rule set to a branch.

1. Overtime authorisation rules: open Overtime > Limits and budget. Approve automatically up to sets a number of minutes that need no sign-off. Needs an administrator above sets the length a manager cannot finish alone. Use 0 to switch a rule off.

- OVERVIEW
- TEAM
- SCHEDULING
- TIME & LEAVE
- Approvals
- Timesheets
- Calculation breakdown
- Corrections
- Overtime**
- Timesheet sign-off
- Clocking integrity
- Shift swaps
- Leave requests
- Leave balances
- REPORTS & MONEY
- ACCOUNT

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Overtime

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13:13:58 Chris Admin ADMIN Log out

Requests My requests Limits & budget Approver performance

Budget versus actual: October 2026

Overtime on timesheets that is pending or approved, plus approved or waiting requests for days not yet worked. 0 hours means no budget is set.

Where	Budget	Used	Left
Whole company	-	1h 30m	-
Operations	-	1h 30m	-

Limits and budgets

The limit is the most overtime one employee can use or request in a month. A request over the limit is refused. Requests up to the automatic approval time need no sign-off at all; requests longer than the administrator time cannot be finished by a manager. Alerts warn at the percentage set on the Alerts page. Use 0 for no limit. A department's own numbers replace the company numbers for that department.

Company limit per employee (hours a month)

Company overtime budget (hours a month) Approve automatically up to (minutes, 0 = off)

Needs an administrator above (minutes, 0 = off)

By department

Department	Limit per employee (hours)	Budget (hours)
Operations	<input type="text" value="0"/>	<input type="text" value="0"/>
Warehouse	<input type="text" value="0"/>	<input type="text" value="0"/>

Save limits and budgets

Overtime authorisation rules.

- Automatic approval still applies the monthly limit and refuses locked pay periods. Automatic approvals are marked in the request history and the Audit log.

32. Protecting and checking data

Who: administrators; managers for the roster; everyone allowed to see reports for the reports.

1. Encryption: open System health > Data protection. ID or passport numbers, home addresses and emergency contacts are stored encrypted, so a copy of the database or a backup file cannot be read. Pixel Time shows them normally to people who are allowed to see them.

The screenshot shows the Pixel Time web interface. On the left is a dark sidebar with a menu including Overview, Team, Scheduling, Time & Leave, Reports & Money, System health (highlighted), Mappings & history, Approval rules, and Account. The main content area is titled 'System health' and shows 'Acme Trading (Pty) Ltd · Sunday, 18 October' with a clock at 13:13:59 and user 'Chris Admin'. Below this are tabs for Health, Slow pages, Retention & audit, and Data protection (selected). The 'Data protection' section is titled 'Protection of personal details' and contains a table with encryption status. A note explains that ID or passport numbers are stored encrypted (AES-256). A button 'Encrypt existing values now' is visible, followed by a warning to keep the key safe.

Protection of personal details	
ID or passport numbers, home addresses and emergency contacts are stored encrypted (AES-256), so they cannot be read from a database copy or backup file. They are shown normally inside Pixel Time to people who are allowed to see them.	
Encryption available on this server	Yes
Values already encrypted	7
Values not yet encrypted	1 (they are encrypted the next time each record is saved, or with the button below)
Key	Derived from the database login. For stronger protection, add a long random APP_ENC_KEY to config.php before encrypting.
Encrypt existing values now	
Keep your key safe. If you set APP_ENC_KEY, keep a copy somewhere secure and do not change it later: values encrypted with the old key could no longer be read.	

Data protection: how many values are encrypted.

- Press Encrypt existing values now once after installing this update. New and edited records are encrypted automatically.
1. Checking an import: on Team > Bulk import, tick Check the file only (nothing is saved) before pressing Import. You get the list of rows with problems, such as an email already in use, a device ID already used, or the same person twice in the file. Fix the file and check again, then import for real.

- OVERVIEW
- TEAM
- Team**
- Document expiry
- Onboarding & offboarding
- Visitors
- Photos
- ID cards
- Clocking methods
- Manager access
- SCHEDULING
- TIME & LEAVE
- REPORTS & MONEY
- ACCOUNT

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Team

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13:14:00 Chris Admin ADMIN Log out

Add employee
Bulk import
Departments
Everyone (7)

Bulk import

Upload a CSV to add many people at once. Only "Name" is required — everything else is optional. Department and Default Shift are matched by name (not case-sensitive); if a name doesn't match anything existing, that person is still added, just without that field set. Employment Type accepts full-time/part-time/contract/temporary (with spaces, hyphens, or underscores — all work); Start Date accepts dd/mm/yyyy or yyyy-mm-dd.

Download CSV template

Choose File

No file chosen

☐

Check the file only (nothing is saved)

Import

Nobody imported this way gets an email automatically — grant web login individually afterward from Everyone if someone needs one. This keeps a bulk import from blasting temporary passwords to dozens of inboxes at once before you're ready.

Bulk import with the check-only option.

1. Roster filters: on Scheduling > Roster use Find a person, Department and Branch, then press Show. Only the people shown are on the page, and saving changes only those people.

- OVERVIEW
- TEAM
- SCHEDULING
- Shifts
- Rotations
- Jobs
- Break types
- Roster**
- Roster planning
- Working-time rules
- Sites
- Devices
- Holidays
- TIME & LEAVE
- REPORTS & MONEY
- ACCOUNT

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Roster

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13:13:59 Chris Admin ADMIN Log out

Week of 12 Oct

Staffing, availability, publish & history

← Prev week
Next week →

Find a person
Name
Department Warehouse
Branch All branches
Show
Clear
3 shown

You haven't created any shifts yet — add one first, then come back to assign it to specific days here.

Roster filtered by department.

- Duplicate employees: a second person with the same ID or passport number is refused. Reports > More reports > Possible duplicate employees also finds the same phone, device ID or name.
- Workforce utilisation by department (Management): scheduled hours against ordinary hours, overtime, Sunday and public holiday hours, leave days and hours not worked.

Workforce utilisation by department (working-time categories)

[Export CSV](#) [Export Excel](#) [Export PDF](#) [Print](#)

Report From To [Show](#)

Scheduled hours come from each person's shifts (unpaid breaks are not deducted). Sunday and public holiday hours are shown separately from ordinary hours and overtime. Leave days are approved requests that start inside the dates. Limited to 62 days at a time.

Department	People	Scheduled	Ordinary hours	Overtime	Sunday and public holiday	Leave days	Scheduled but not worked	Worked as % of scheduled
Operations	4	648h 0m	157h 0m	27h 30m	42h 30m	3	491h 0m	35.0%
Warehouse	3	486h 0m	173h 30m	4h 30m	40h 0m	0	312h 30m	44.9%

Workforce utilisation by department.

- Overtime and which rule applied (Overtime and public holidays): each overtime day with its day type, the working-time rule in force and why it counted as overtime.

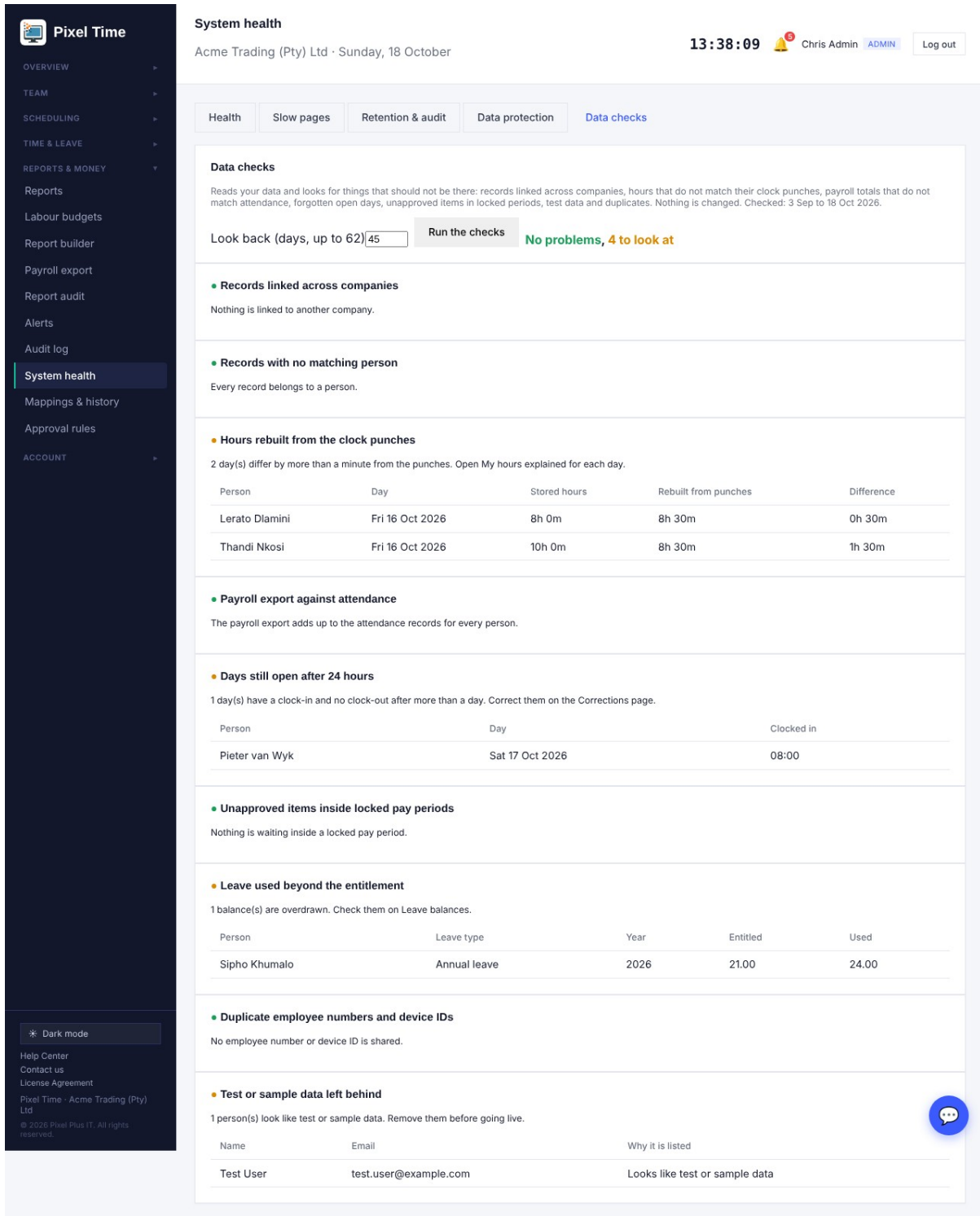
Employee	Day	Day type	Rule applied	Why it is overtime	Worked Overtime		Approval
Pieter van Wyk	Sun 4 Oct 2026	Sunday	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Mon 5 Oct 2026	Ordinary day	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Tue 6 Oct 2026	Ordinary day	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Wed 7 Oct 2026	Ordinary day	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Thu 8 Oct 2026	Ordinary day	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Fri 9 Oct 2026	Ordinary day	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Sun 11 Oct 2026	Sunday	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Mon 12 Oct 2026	Public holiday: Company shutdown day	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Tue 13 Oct 2026	Ordinary day	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Wed 14 Oct 2026	Ordinary day	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Thu 15 Oct 2026	Ordinary day	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Pieter van Wyk	Fri 16 Oct 2026	Ordinary day	Rule set "Metal industry (bargaining council)" (Department)	Over the weekly limit of 45h 0m	9h 0m	0h 30m	No request
Sipho Khumalo	Sun 4 Oct 2026	Sunday	Rule set "Short-term contract" (Contract type)	Over the daily limit of 8h 0m	11h 0m	2h 0m	No request
Sipho Khumalo	Mon 5 Oct 2026	Ordinary day	Rule set "Short-term contract" (Contract type)	Over the daily limit of 8h 0m	11h 0m	2h 0m	No request
Sipho Khumalo	Tue 6 Oct 2026	Ordinary day	Rule set "Short-term contract" (Contract type)	Over the daily limit of 8h 0m	11h 0m	2h 0m	No request
Sipho Khumalo	Wed 7 Oct 2026	Ordinary day	Rule set "Short-term contract" (Contract type)	Over the daily limit of 8h 0m	11h 0m	2h 0m	No request
Sipho Khumalo	Thu 8 Oct 2026	Ordinary day	Rule set "Short-term contract" (Contract type)	Over the daily limit of 8h 0m	11h 0m	2h 0m	No request
Sipho Khumalo	Fri 9 Oct 2026	Ordinary day	Rule set "Short-term contract" (Contract type)	Over the daily limit of 8h 0m	11h 0m	2h 0m	No request
Sipho Khumalo	Sun 11 Oct 2026	Sunday	Rule set "Short-term contract" (Contract type)	Over the daily limit of 8h 0m	11h 0m	2h 0m	No request
Sipho Khumalo	Mon 12 Oct 2026	Public holiday: Company shutdown day	Rule set "Short-term contract" (Contract type)	Over the daily limit of 8h 0m	11h 0m	2h 0m	No request
Sipho Khumalo	Tue 13 Oct 2026	Ordinary day	Rule set "Short-term contract" (Contract type)	Over the daily limit of 8h 0m	11h 0m	2h 0m	No request
Sipho Khumalo	Wed 14 Oct 2026	Ordinary day	Rule set "Short-term contract" (Contract type)	Over the daily limit of 8h 0m	11h 0m	2h 0m	No request

Overtime and which rule applied.

33. Data checks

Who: administrators and auditors. Where: System health > Data checks.

1. Open System health > Data checks, choose how many days to look back (up to 62) and press Run the checks. Nothing is changed: the page only reads your data and tells you what looks wrong.



System health

Acme Trading (Pty) Ltd · Sunday, 18 October

13:38:09 Chris Admin ADMIN Log out

Health Slow pages Retention & audit Data protection **Data checks**

Data checks

Reads your data and looks for things that should not be there: records linked across companies, hours that do not match their clock punches, payroll totals that do not match attendance, forgotten open days, unapproved items in locked periods, test data and duplicates. Nothing is changed. Checked: 3 Sep to 18 Oct 2026.

Look back (days, up to 62) 45 Run the checks No problems, 4 to look at

• **Records linked across companies**

Nothing is linked to another company.

• **Records with no matching person**

Every record belongs to a person.

• **Hours rebuilt from the clock punches**

2 day(s) differ by more than a minute from the punches. Open My hours explained for each day.

Person	Day	Stored hours	Rebuilt from punches	Difference
Lerato Dlamini	Fri 16 Oct 2026	8h 0m	8h 30m	0h 30m
Thandi Nkosi	Fri 16 Oct 2026	10h 0m	8h 30m	1h 30m

• **Payroll export against attendance**

The payroll export adds up to the attendance records for every person.

• **Days still open after 24 hours**

1 day(s) have a clock-in and no clock-out after more than a day. Correct them on the Corrections page.

Person	Day	Clocked in
Pieter van Wyk	Sat 17 Oct 2026	08:00

• **Unapproved items inside locked pay periods**

Nothing is waiting inside a locked pay period.

• **Leave used beyond the entitlement**

1 balance(s) are overdrawn. Check them on Leave balances.

Person	Leave type	Year	Entitled	Used
Sipho Khumalo	Annual leave	2026	21.00	24.00

• **Duplicate employee numbers and device IDs**

No employee number or device ID is shared.

• **Test or sample data left behind**

1 person(s) look like test or sample data. Remove them before going live.

Name	Email	Why it is listed
Test User	test.user@example.com	Looks like test or sample data

Data checks with a few findings listed.

- Records linked across companies and Records with no matching person: should always be fine. A red result means contact support.
- Hours rebuilt from the clock punches: every finished day is worked out again from its original punches (unpaid breaks taken off, paid breaks kept) and compared with the

stored hours. Days that differ by more than a minute are listed. This check is skipped when clock rounding is on, or for days under a meal-deduction rule, because those hours legitimately differ.

- Payroll export against attendance: the payroll export total for each person must equal their attendance total.
- Days still open after 24 hours, Unapproved items inside locked pay periods, Leave used beyond the entitlement, Duplicate employee numbers and device IDs, and Test or sample data left behind: things to tidy up before payroll or before going live.
- Run the checks before locking a pay period and again before the first real payroll.

34. Personal leave rules, payroll reconciliation, prepared reports and backup check

Personal leave rules

Who: administrators change them; managers and auditors can see them for the people they can see. Where: Time & leave > Leave balances > Personal rules.

1. Open Leave balances and choose the Personal rules tab. Pick the person and the leave type, then fill in only what is different for that person: days per year, carry-over maximum, or months of service before they may take it. Leave a box empty to keep the company rule.
2. Write why the person has their own rule, for example the contract clause. This is required and is kept in the audit log.
3. Press Save personal rule. If you changed the days, this year's balance moves by the difference straight away and the change shows on the person's balance history. Next year's balance is created from the personal days and carry-over limit.
4. To remove a personal rule, clear all three boxes and save again. The balance goes back to the company days.

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Overview
Team
Scheduling
Time & Leave
Approvals
Timesheets
Calculation breakdown
Corrections
Overtime
Timesheet sign-off
Clocking integrity
Shift swaps
Leave requests
Leave balances
Reports & Money
Account

Leave balances

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16:33:53 Chris Admin ADMIN Log out

Balances History Carry-over & expiry Reconciliation Forecast Liability **Personal rules** Rules ← Leave requests

Personal leave rules

Give one person their own days per year, carry-over limit or eligibility period for a leave type, for example a contract that grants 25 annual leave days instead of 21. Everyone else keeps following the company rules. Changing the days updates this year's balance straight away and is written to the person's history. Leave a box empty to keep the company rule; clear all three to remove the personal rule.

Person	Leave type	Days per year	Carry-over max	Eligible after (months)	Why
Lerato Dlamini	Annual leave	company (21)	company (5)	0	Transferred from sister company
Pieter van Wyk	Annual leave	25	8	company (0)	Contract clause 7 (senior)

Add or change a personal rule

Person: Anele Mokoena
Leave type: Adoption leave
Days per year: company rule
Carry-over max (days): company rule
Eligible after (months of service): company rule
Why: e.g. contract clause 7

Save personal rule

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Personal leave rules: one person with 25 days and a carry-over of 8, another eligible straight away.

Reconcile with your payroll system

Who: administrators, managers (own department) and auditors. Where: Reports & money > Payroll export > Reconcile.

1. Choose the dates on the Export tab first. Open the Reconcile tab and choose the CSV your payroll system holds for the same dates. The first row must have an employee number (or name) column and an hours column, for example Employee No,Hours. Hours may be 7.5, 7,5 or 7:30.
2. Choose whether to compare against regular hours plus approved overtime, or regular hours only, and press Compare.
3. The page lists everyone who differs first, then people only in the payroll file, people only in Pixel Time, and those that agree, with the totals. Nothing is saved or changed. Fix the cause in Pixel Time or the payroll system, then compare again.

Payroll export

Acme Trading (Pty) Ltd · Sunday, 18 October 16:33:55 Chris Admin ADMIN Log out

Export Pay codes Export history (0) Column profiles (0) **Reconcile**

Reconcile with your payroll system

After you export, load the hours your payroll system holds for the same dates (a CSV with an employee number and hours, for example "Employee No,Hours"). Pixel Time lists everyone who differs, anyone missing on either side and the totals. Nothing is saved or changed. The dates above (2026-10-01 to 2026-10-18) are used.

Payroll file (CSV) Compare against

No file chosen

Please look at these differences

4 agree, 1 differ, 1 only in the payroll file, 0 only in Pixel Time. Payroll file total 453.50 h, Pixel Time total 445.00 h, difference 8.50 h.

Result	Employee no	Name	Payroll file (h)	Pixel Time (h)	Difference (h)
Differs	E005	Sipho Khumalo	128.50	132.00	-3.50
Only in payroll file	X99		12.00		
Agrees	E006	Anele Mokoena	30.00	30.00	0.00
Agrees	04	Lerato Dlamini	80.00	80.00	0.00
Agrees	E003	Pieter van Wyk	108.00	108.00	0.00
Agrees	E002	Thandi Nkosi	95.00	95.00	0.00

Reconcile: one person differs by 3.5 hours and one number exists only in the payroll file.

Prepared reports (background reports)

Who: administrators, managers and auditors. Where: Reports & money > Reports, then Prepare in background on any More report, or open Prepared reports directly.

1. Choose a report, the dates (up to 400 days) and Excel or CSV, then press Prepare report. You can carry on working or close the page.
2. The report is built in the background with exactly the people and figures you would see on screen, then appears in your list with a Download button. Files are kept for seven days. You may have up to ten waiting at a time.
3. Administrators can see and download everyone's prepared reports; everyone else sees only their own.

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OVERVIEW
TEAM
SCHEDULING
TIME & LEAVE
REPORTS & MONEY
Reports
Labour budgets
Report builder
Payroll export
Report audit
Alerts
Audit log
System health
Mappings & history
Approval rules
ACCOUNT

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Prepared reports
Acme Trading (Pty) Ltd · Sunday, 18 October
16:33:55
Chris Admin
ADMIN
Log out

Prepared reports

Ask for a report

Use this for long periods or big companies. The report is prepared in the background with exactly the people and figures you would see on screen, and kept here for seven days. You can close the page.

Report
From
To
Format

— choose a report —
08/01/2026
10/18/2026
Excel

Prepare report

Everyone's prepared reports

Asked by	Report	Period	Asked	Status	
Chris Admin	Paid and unpaid hours per employee (Excel)	1 Oct 2026 – 18 Oct 2026	18 Oct 16:32	Ready (5 rows)	Download
Chris Admin	Excessive hours warning (long days and long weeks) (CSV)	1 Sep 2026 – 18 Oct 2026	18 Oct 16:32	Ready (1 rows)	Download
Chris Admin	Employee attendance scorecard (Excel)	1 Aug 2026 – 18 Oct 2026	18 Oct 16:32	Ready (5 rows)	Download

Prepared reports with three finished reports ready to download.

Payroll feed for other software

Settings > API & billing shows your API key. Payroll software or a spreadsheet can ask `/api/v1/payroll.php?start=YYYY-MM-DD&end=YYYY-MM-DD` with the key in an X-Api-Key header and receives one line per person: regular, overtime, Sunday and public holiday hours, cost centre, category, a checksum and whether the period is locked. It only reads, so asking twice never duplicates anything. Up to 92 days per request.

35. Night shifts, form checks and speed

Night shifts that run past midnight

Who: everyone who clocks. Where: Clock page, kiosk, QR clocking, card terminals and the phone app.

1. Clock in as normal, for example at 22:00. Clock out after midnight, for example at 06:00. Pixel Time keeps the whole shift on the day you started it, so it shows as one day with the right hours.
2. Breaks taken after midnight are counted on the same shift.
3. While the shift is running, the Clock page, the dashboard and the live board show you as clocked in.
 - A clock-in older than 14 hours is treated as forgotten. It is not counted as live time and is flagged as a missing clock-out. If nobody fixes it, the nightly auto clock-out closes it at 23:59 of its start day with the note Auto clocked-out by system.
 - Late and early-departure checks for a shift such as 22:00 to 06:00 use the next morning as the end time.
 - Offline phones and terminals that send punches later follow the same rule, so sending twice does not double count.

Held clockings: nothing goes missing

Who: administrators and managers (own department). Where: Time & leave > Clocking integrity > Held clockings.

1. When a terminal, card reader or phone sends a clocking and a rule refuses it (outside the shift window, that clocking method switched off, a locked pay period, or out of sequence), Pixel Time keeps it instead of dropping it. The number appears on the tab and in a Clockings need attention box on the dashboard.
2. Open Held clockings and read why it was held. Press Accept to add it to the day exactly as received, or write a reason and press Dismiss. Nothing counts towards hours until it is accepted.
 - Clock-ins with no clock-out after 14 hours are listed on the Exceptions tab as Missing clock-out, on the dashboard, and in Data checks. Add the clock-out in Corrections.
 - The dashboard, reports, timesheets and payroll export now bring people who are still on the clock up to date before they add up, so Total hours today matches the live board. Present now includes people who are late.
 - Corrections and Fix a day now keep real clockings: a future date, an impossible time or a clock-out that is not later than the clock-in is refused with a clear message, and giving only a clock-out for a day with an open clock-in keeps the original clock-in. The clock page keeps showing the original clock-in time after a break.
 - Terminals: a punch that arrives twice, or a second touch within a minute, is counted once. A terminal that was offline and sends a backlog out of order is read in the order the punches happened. Hikvision terminals that send the face picture with the event are read as well.
 - Punches from a device for a Device ID nobody has are still only in the device log. Add the Device ID in Team and the next punch will work, or use People found on devices (next).
 - A punch whose time cannot be right is refused: more than a day in the future, or over a year old. This protects your hours from a terminal with a wrong clock. It shows in the device log as rejected, with the reason. Fix the terminal clock and the next punches are accepted.

Standard shifts for every new company

- A new company now starts with the shifts most businesses use: Day Shift 08:00 to 17:00, Office Hours 08:00 to 16:30, Early Shift 06:00 to 14:00, Late Shift 14:00 to 22:00, Night Shift 22:00 to 06:00 (Monday to Friday), Retail / Shop 09:00 to 18:00 (Monday to Saturday) and Weekend Shift 08:00 to 16:00 (Saturday and Sunday).
- They are ordinary shifts. Open Shifts to change the hours or the days, or delete the ones you do not use.
- A company that already exists can press Add the standard shifts on the Shifts page. Shifts you already have, matched by name, are skipped and keep their own hours.

People enrolled on the terminal

- Open Devices > People found on devices. When someone is enrolled on a ZKTeco, eSSL, Realtime or Biomax terminal, the terminal sends their Device ID, name and card number here. Nothing is created until you accept it.
- Press Ask now to make a device send everyone enrolled on it, instead of waiting for new enrolments.
- Create employee makes a clock-only employee with that Device ID, so their punches count straight away. Link to the selected employee attaches the Device ID to someone already in Team. Dismiss hides a person for good.
- You must tick the consent box first: a Device ID links a person to fingerprint or face enrolment, and POPIA needs their written consent. A person who is already linked is not offered again, and a full plan stops new employees with a clear message.
- Any brand: when someone punches on a terminal with a Device ID nobody has (Hikvision, ZKTeco or any other), they also appear here, with their name when the terminal sends one. A bridge for another brand can send its whole list of people to the same place.
- Hikvision terminals cannot be asked for their list, and they do not announce people when they are enrolled. Each person appears here the first time they clock in (with their name if the terminal sends it), so a full list builds up over the first day. Face data stays on the terminal and is not copied to Pixel Time. To avoid accepting people one by one, add the employees in Team first with the same number as the terminal's Employee No.; their first punch then counts straight away.

Setting up a Hikvision MinMoe face terminal (DS-K1T342MFWX-E1)

- Devices > Register a device > Hikvision, with a name and the terminal serial number. Under Your devices press Download setup file and save it on a Windows PC that is on the same Wi-Fi or network as the terminal. This PC is needed once only.
- If the PC has no Python, install it free from python.org and tick Add Python to PATH. On the terminal, find its IP address under Communication Settings > Wi-Fi.
- On the PC open the folder with the file, click the address bar, type cmd and press Enter, then type python pixel_time_terminal_setup.py and press Enter. Enter the terminal IP address, admin user and admin password. It should say Done.
- On the terminal switch ISUP off (Communication Settings > ISUP) and check its date and time. Add each person under User Management > Add with an Employee No. of digits only, their name and face, and enter the same number as their Device ID in Team.
- Have someone clock in. The terminal shows Online in Devices and the clocking appears in Team and Timesheets. After this one-time setup the terminal works from any network with internet.

12-hour days, overtime and the timesheet

- Working-time rules > Rule sets: add a rule set, for example 12-hour shift. Set Overtime after (hours per day) to 12 and Paid at the overtime rate after (hours per day) to 9. Assign it on the Who it applies to tab.
- On the timesheet all 12 hours show as Normal hours and only time after 12 hours shows as Overtime. For pay, hours 9 to 12 are paid at the overtime rate (the multiplier in Settings > Pay rules).
- Payroll export: a column Normal-day hours paid at the overtime rate appears when a rule uses this. On the Pay codes tab give those hours their own code; the Regular hours code then covers only the first 9 hours.
- The printed timesheet shows the Employee No., name, days worked, and for every day the Normal hours, Overtime and Total worked, with totals for the period. Below the days is a Notes box and the signature lines. Type a note on the timesheet page and press Save notes; it prints above the signatures.

Sage Pastel Payroll export and 30-minute rounding

- Pastel Payroll: set up a batch layout in Pastel that lists the items to import in order. In Pixel Time open Payroll export > Pay codes > Sage Pastel Payroll batch file, enter the Pastel company code and batch number and choose the same items as Value 1 to Value 6. Save.
- On the Export tab choose File layout > Sage Pastel Payroll batch file, pick the dates and download the .txt file. Every person needs an Employee No that matches their Pastel employee code (up to 8 letters or numbers). Try one person in a test company first.
- Rounding: Settings > Clock rounding > 30 minutes, Nearest. The first clock-in and last clock-out of the day round to the closest half hour (06:29 to 06:30, 06:59 to 07:00). Timesheets, the monthly sheet and paid hours use the rounded times; the exact punch stays on record and shows when you hold the mouse over the time.

Monthly time sheet on one page

- Timesheets > choose the person and the dates > Print this timesheet. A full month prints on one A4 page. Press Preview printed sheet to see it on screen first.
- The sheet shows Employee ID, name, title, department and start date; every day with In and Out; Normal hours; overtime on weekdays, Saturday and Sunday; and public holiday hours.
- The total hours worked for the period are at the bottom, then the Notes box and the employee and supervisor signature lines with dates.

Shifts with an overtime window

- Shifts > add or edit a shift. Enter the start and end time; a night shift may end the next morning, for example 18:00 to 06:00.
- Overtime window from and to: time worked inside this window is paid at the overtime rate, for example 15:00 to 18:00 on a day shift. A window after midnight on a night shift is understood.
- Tick Time after the shift ends is also overtime when work after the end time must count as overtime as well. Leave the window empty to keep the normal hours-based rule.
- The timesheet, payroll export and labour-cost reports use these times automatically. Use Recalculate on the working-time rules page for days already recorded.

Sick leave over 3 years, and new leave types

- Sick leave is now 36 days over a 3-year cycle (12 a year). All 36 days are available at any time, so a person who needs them all in one year can take them. Each year

the balance shows 36 days minus the sick leave taken earlier in the same cycle. A new cycle starts every 3 years.

- To change it: Leave > Leave types > Sick leave. Set Days per year (or per cycle) and Cycle in years. A cycle of 0 means a normal yearly entitlement.
- Press Add South African statutory types to add Maternity, Parental, Adoption, Commissioning parental, Study, Unpaid and Other leave. Study starts at 5 days; Unpaid and Other have no set limit, so the days taken are recorded and never run out. Tick No set limit on any leave type of your own to get the same.

Other brands now have their own URL

- Devices > Register a device > Other brand now gives each device its own Push URL (like Hikvision does). Paste it into the terminal, its vendor software or a small script. Last seen, the device log and Event history then work the same as for every other device.
- The URL accepts a single punch, a list of punches, a form post, or lines such as 12,2026-10-19 08:00:00. Common field names from Dahua, Suprema and Anviz are understood, and a call with nothing in it counts as a heartbeat.
- A punch by someone with an unknown Device ID, or a list of people sent to the URL, appears on People found on devices. Every safeguard applies: a repeated punch or a second touch within a minute counts once, shift windows and clocking methods are checked, and refused punches are held, not lost.
- Regenerate key replaces the URL if it ever leaks. Update the device afterwards.
- Security: the site now tells browsers to always use https (HSTS) and limits the camera and location to Pixel Time itself. Nothing changes for staff; terminals that use plain http keep working.
- The Push URL also works over plain http, for terminals that cannot use https. The site address itself stays https only.

Stricter checks on forms

- Sites: latitude must be between -90 and 90, longitude between -180 and 180, radius a whole number of metres, and latitude and longitude must be given together.
- Corrections: the date must be a real date that has already happened, and times must be HH:MM.
- Team: a valid e-mail address is needed when the person gets web login. A department name that already exists (in any letter case) is refused.

Large reports

Reports for hundreds of people over a quarter are much quicker. In our test with 500 employees over 90 days the whole report catalogue went from about three minutes to under 30 seconds, and a hours report opens in under a second. For very long reports you can still use Prepare in background.

36. Who can see what

Feature	Admin	Manager	Auditor	Employee
Employee record (edit)	Yes	No	No	No
Request and cancel own leave	Yes	Yes	No	Yes
Approve, decline, cancel others' leave	Yes	Own department	No	No
Leave types	Yes	No	No	No
Pay rules	Yes	No	No	No
Labour cost reports (pay rates)	Yes	No	Yes	No
Other More reports	Yes	Own department	Yes	No
Payroll export: pay codes	Yes	No	View only	No
Payroll export: download	Yes	Own department	Yes	No
Overtime: ask for overtime	Yes	Yes	No	Yes
Overtime: approve, decline, change	Yes	Own department (admin signs off)	No	No
Overtime: limits and budgets	Yes (change)	View	No	No
Leave balances: view	Yes	Own department	Yes	No
Leave balances: adjust, rules, expire	Yes	No	No	No
Leave liability (money)	Yes	No	Yes	No
Timesheet sign-off: submit own week	Yes	Yes	No	Yes
Timesheet sign-off: approve or send back	Yes	Own department (admin signs off)	No	No
Timesheet sign-off: levels, deadlines, reopen	Yes	No	No	No
Management reports with money	Yes	No	Yes	No
Management reports without money	Yes	Own department	Yes	No
Labour budgets (set)	Yes	No	No	No
Hours reconciliation	Yes	Own department	Yes	No
Data retention review	Yes	No	Yes	No
Working-time rules: change	Yes	No	No	No
Working-time rules: view and reports	Yes	Own department	Yes	No
Recalculate attendance	Yes	No	No	No
System health: view	Yes	No	Yes	No

Feature	Admin	Manager	Auditor	Employee
System health: settings and removal	Yes	No	No	No
ID cards: register, lost, disable	Yes	Own department	No	No
ID cards: delete	Yes	No	No	No
Mappings & history: change or restore	Yes	No	No	No
Document expiry: set dates	Yes	Own department	No	No
Document expiry: view	Yes	Own department	Yes	No
Excel and CSV downloads	Same people as the report or export they come from			
Mappings & history: view	Yes	No	Yes	No
Alerts: rules and all alerts	Yes	No	No	No
Roster planning: view and publish	Yes	Own department	No	No
Roster planning: staffing levels	Yes	No	No	No
Report audit	Yes	No	No	No
Clocking integrity	Yes	Own department	No	No
Live board	Yes	Own department	Yes	No
Profile photo: own	Yes	Yes	Yes	Yes
Profile photo: someone else	Yes	Own department	View only	No
Reports on screen: open shared reports	Yes	Own department	Yes	No
Reports on screen: edit, duplicate, share	Yes	No	No	No
Calculation breakdown: anyone	Yes	Own department	Yes	No
Calculation breakdown: own days	Yes	Yes	No	Yes
Overtime: approve in bulk	Yes	Own department (admin signs off)	No	No
Print ID cards	Yes	Own department	No	No
Clocking methods: company and exceptions	Yes	No	No	No
Data checks	Yes	No	Yes	No
Held clockings: accept or dismiss	Yes	Own department	No	No

Feature	Admin	Manager	Auditor	Employee
Personal leave rules	Yes (change)	View own department	View	No
Payroll reconcile	Yes	Own department	Yes	No
Prepared reports	Yes (everyone's)	Own	Own	No
Manager access (extra branches and departments)	Yes	No	No	No
Overtime authorisation rules (automatic approval, administrator above)	Yes (change)	View	No	No
Encrypt personal details	Yes	No	View	No
Bulk import check	Yes	No	No	No
Roster filters	Yes	Own scope	No	No
Keep times and anonymise former employees	Yes	No	View only	No
Compliance and pay reports (excessive hours, rest period, unauthorised overtime, paid/unpaid)	Yes	Own department	Yes	No
Calculation history: view	Yes	Own department	Yes	No
Timezone: change	Yes	No	No	No
Team filters	Yes	Own department	No	No
Notification settings: own e-mail choices	Yes	Yes	Yes	Yes
Notification settings: company defaults and sent list	Yes	No	No	No

37. Good to know

- The leave type days (maternity, parental, adoption and so on) are starting points. Confirm them against your own policy, contracts and current labour law.
- Leave days are now working days. Leave requested before this update keeps the days it was saved with.
- A suspended employee can still clock in. Use Offboard to remove access.
- Profile photos need photo processing to be available. If the My photo page says it is unavailable, contact Pixel Plus support.
- Reconcile totals tells you when two numbers differ; it does not change anything.
- Labour cost is an estimate. Check payroll against your payroll system before paying anyone.