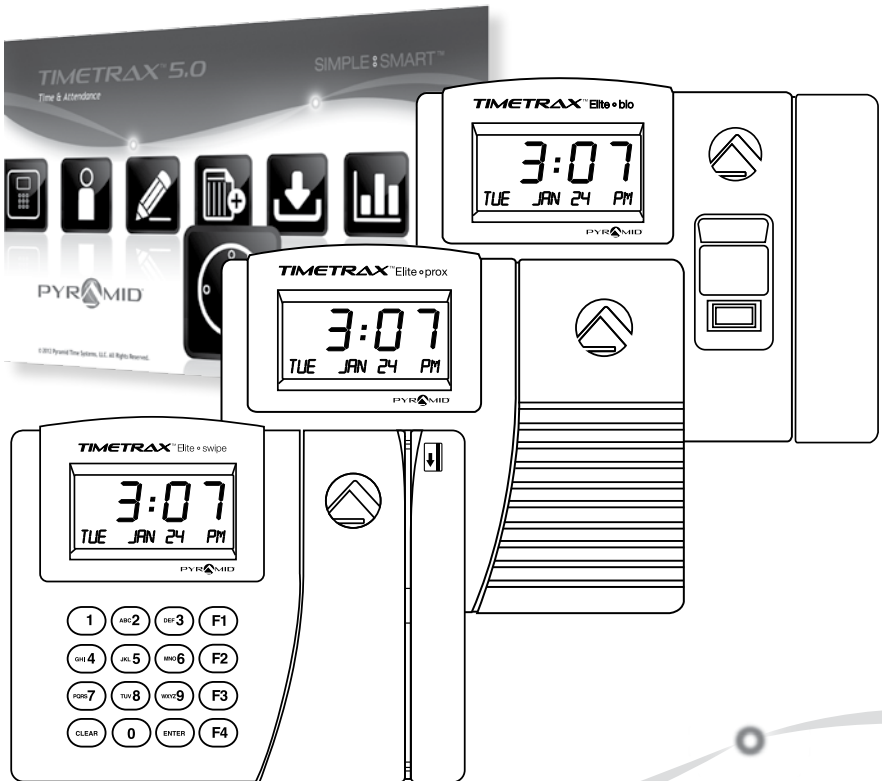




TIMETRAX™ ELITE • series

Software Reference Guide



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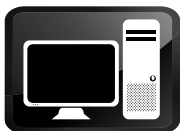


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SOFTWARE REQUIREMENTS

Please verify system meets ALL requirements listed below. Do not install TimeTrax™ software if system does not meet minimum requirements.



Single User installation,
Local Area Network (LAN) only

TimeTrax™ Time & Attendance software does not operate on server PC's. Pyramid Time Systems does not support the use of TimeTrax™ software on a server PC.



DHCP enabled network



Windows XP, Vista, 7 or 8



User Profile with Admin rights



Regional settings & hardware
input in English

PRODUCT OVERVIEW

Thank you for choosing the **TimeTrax™ ELITE Series Time Clock System!**

TimeTrax™ empowers business with essential employee time tracking tools to manage, report & export employee time & attendance. With the ELITE Series Time Clock System, employees can simply punch In and Out using a swipe card (**PSDLAUBKK**), proximity badge (**TTPROXEK**), or finger (**TTELTEEK**).

TimeTrax™ Time & Attendance software interfaces with the TTELTE series terminals to automatically calculate payroll including time-&-a-half, double time, special Saturday, Sunday or 7th day overtime work rules. This comprehensive software suite includes editing, payroll periods, special pay categories, global or select employee groups up to 15 analytical reports & exporting to most major payroll providers.

Please read through this Software Reference Guide or refer to **TimeTrax™ Help** for detailed information.

FEATURES

TimeTrax™	TTSWIPEEK	TTPROXEK	TTELTEEK
System Platform	Magnetic Swipe	Proximity	Biometric
Connectivity	Ethernet	Ethernet	Ethernet
Base Employees	50	50	50
Maximum Employees	Unlimited ¹	Unlimited ¹	Unlimited ¹
Standard Reports	10	10	10
Payroll Groups	Unlimited	Unlimited	Unlimited
Employee Groups	Unlimited	Unlimited	Unlimited
Special Pay Categories	Unlimited	Unlimited	Unlimited
Features	Department Codes Optional		
Pay Periods	Weekly, Bi-Weekly, Semi-Monthly or Monthly		
Automatic Overtime Calculation	Optional		
Pay Interval Rounding	0,5,6,10 or 15 minutes		
Automatic Lunch Deduction	Optional		
Exporting	Most Major Payroll Providers		

¹Holds up to 6,000 punches per terminal, per download. Employee software upgrades, additional swipe cards (PSDLAUBKK), proximity cards & key fobs (TTPROXEK) and terminals sold separately.

UPGRADES



Employee Upgrade



Software Support Plans



Department Code Upgrade

To add employees or enhance software capabilities, software upgrades are available. When you are ready to take it to the next level, visit pyramidthetimesystems.com or contact our customer support team at **888.479.7264, 8am-5pm EST, Mon-Fri**, to easily upgrade your software.

ACCESSORIES

TIMETRAX™ TTSWIPEEK : ACCESSORIES

ITEM #	DESCRIPTION
PSDLAUBTN	TimeTrax™ ELITE Swipe Terminal
41302	Replacement Cards (1-25)
41303	Swipe Cards (26-50)
41304	Swipe Cards (51-100)

TIMETRAX™ TTPROXEK : ACCESSORIES

ITEM #	DESCRIPTION
TTPROXET	TimeTrax™ ELITE Prox Terminal
42454	Proximity Badges (15pk)
42468	Proximity Fobs (5pk)

TIMETRAX™ TTTELITEEK : ACCESSORIES

ITEM #	DESCRIPTION
TTTELITEET	TimeTrax™ ELITE Bio Terminal

CARD/BADGE RACKS & HOLDERS

ITEM #	DESCRIPTION
500-12	12 Pocket Card/Badge Rack
500-24	24 Pocket Card/Badge Rack
500-4	40 Pocket Card/Badge Rack
42968	Badge Holder & Lanyard (25pk)

ACCESSORIES (cont.)

BELL RINGERS, BELLS & HORNS

ITEM #	DESCRIPTION
5300	24-Volt Single Zone Bell Ringer
5024	24-Volt - 4 Zone Bell Ringer
41361	TimeTrax™ Sync 6in 24-Volt DC Bell
41392	TimeTrax™ Sync 8in 24-Volt DC Bell
41362	TimeTrax™ Sync 24-Volt Signalling Horn

CUSTOMER SUPPORT

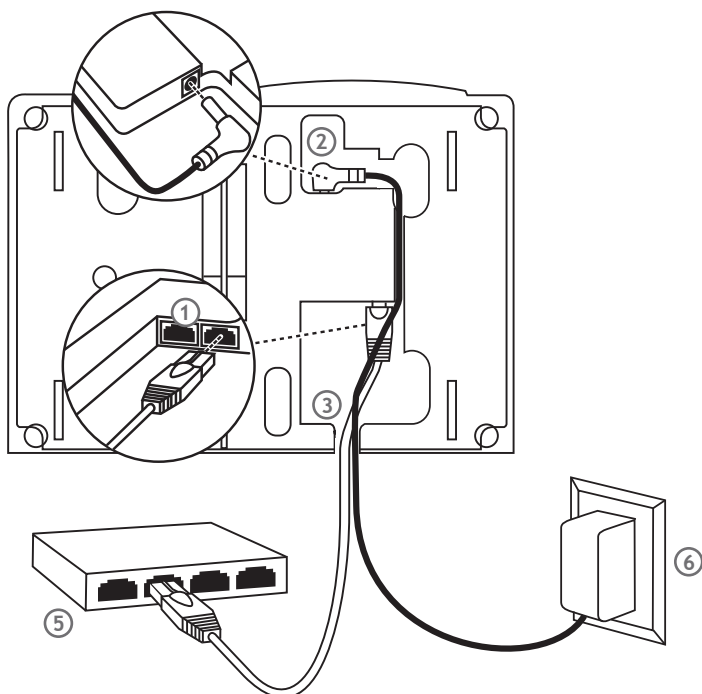
- **TimeTrax™ Help**
Click “**Help**” from main toolbar to access index of help topics.
- **Troubleshooting**
For answers to Frequently Asked Questions, please refer to pyramidthimesystems.com/SUPPORT
- **Online & Email Support**
 - ① Visit pyramidthimesystems.com
 - ② Click “**Support**” button on menu bar for customer support info.
 - ③ To submit a question, click “**Frequently Asked Questions**” or “**Technical Support**” tab on the left hand menu bar located on “**Support**” Page.
 - ④ Click “**Live Customer Support**” tab on home page.
- **Phone Support**
Customer Support is available by calling **888.479.7264**, 8am-5pm EST, Mon-Fri.

WARRANTY & EXTENDED TECHNICAL SUPPORT

Pyramid Time Systems provides TimeTrax™ software technical support for a period of 90 days from the date of purchase. Extended technical support contracts may be purchased separately through our **Timekeeper Warranty & Support Plan**. Call Customer Support at **888.479.7264**, 8am-5pm EST, Monday-Friday for more information.

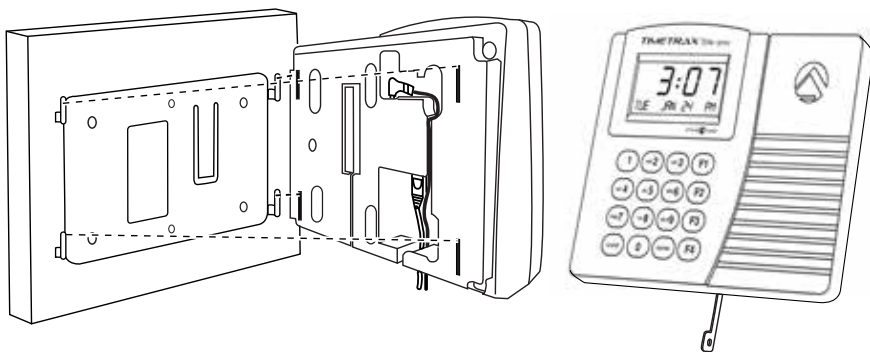
CONNECT TERMINAL

Please install and mount PSDLAUBKK, TTPROXEK or TTELITEEK Terminal before installing TimeTrax™ software. The software will search for terminal once it is connected to the network.



- ① Connect Ethernet cable into Ethernet port located in compartment on back of terminal.
- ② Connect Power Supply into Power port located in compartment on back of terminal.
- ③ Route the cables through channel at base of terminal.
- ④ Before mounting, please write down serial # located on back of terminal.
- ⑤ Mount terminal (see instructions on next page).
- ⑥ Plug free end of Ethernet cable into network jack, router or switch.
- ⑦ Plug free end of Power supply into outlet.

MOUNT TERMINAL



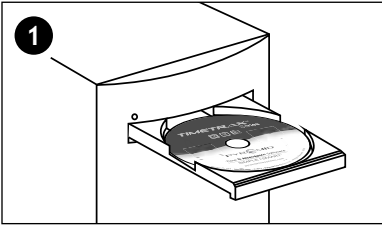
To mount terminal.

- ① Hold mounting bracket flush against wall with cable access cutout towards floor.
- ② Level bracket and mark four screw holes close to corner tabs.
- ③ Drill holes as marked and insert included anchors if needed.
- ④ Screw mounting bracket to wall with included screws.
- ⑤ Drill hole centered in rectangular opening of bracket for cables. The hole should be large enough to route cables through wall (optional)
- ⑥ Push terminal downward until locking tab clicks into place. When properly mounted, terminal cannot be slid up and off bracket without using included wall bracket release key to disengage locking tab.

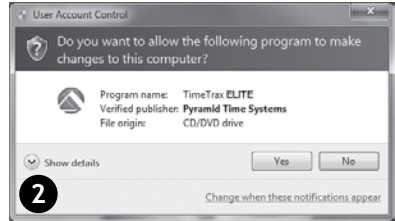
To detach terminal.

- ① Hold included wall bracket release key with pointed end up & diagonally cut side away from you.
- ② Insert key into narrow slot located on bottom of terminal to right of cable access cutout.
- ③ Push key all the way up into slot. The key will slide easily into the last ½ inch until some resistance from locking tab is felt.
- ④ With key fully pushed into slot, slide the terminal up and off security bracket.

INSTALL TIMETRAX™ ELITE SOFTWARE



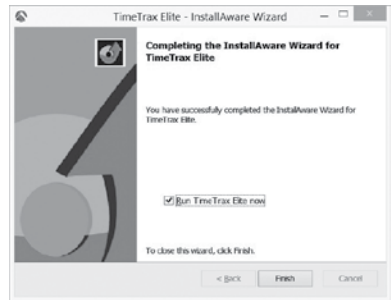
Insert TimeTrax™ CD into CD-ROM drive.



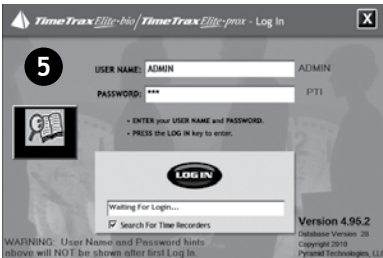
Click “Yes/Unblock” to allow program to make changes to this computer.



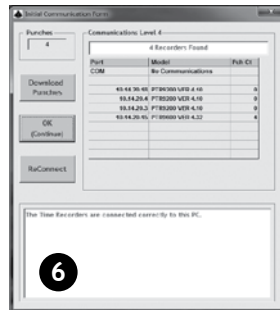
TimeTrax™ ELITE InstallAware Wizard will automatically open. Click “Next” to begin install.



Click “Finish” when install is complete. Click on Pyramid TimeTrax™ desktop icon.

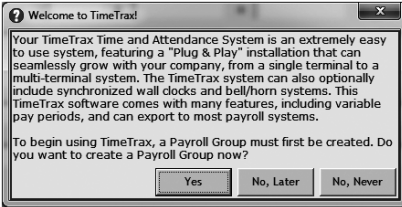


Enter temporary User Name “ADMIN”. Enter temporary password “PTI” (case sensitive). Click “Login”.

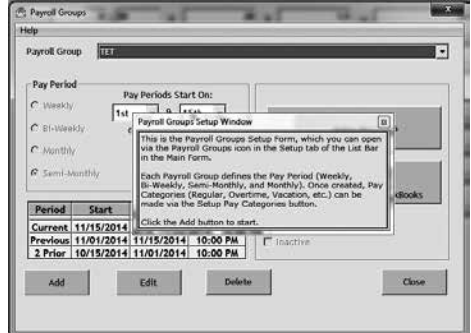


“Recorder Found” message will appear. Click “OK” to continue. If “No Recorder Found” message appears, check cable connections and click “Reconnect”.

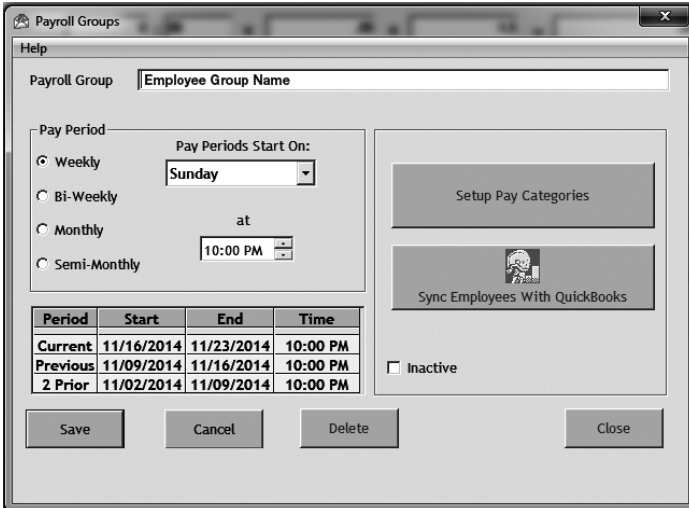
PAYROLL GROUPS



- 1 Choose "Yes" to continue to Payroll Group Screen.



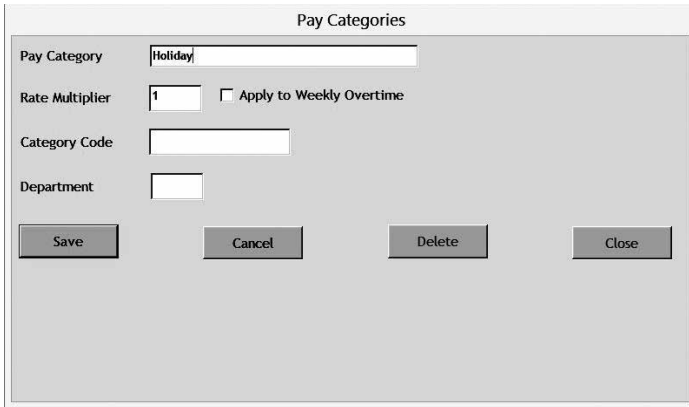
- 2 Click "Add" to start. Enter company name.



- 3 Choose Pay Period format (weekly, bi-weekly, monthly or semi-monthly), start day, and start time¹. Click "Save" then click "Setup Pay Categories" to continue.

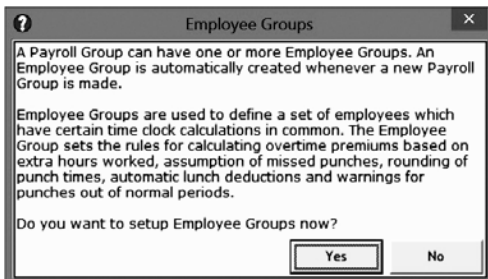


¹Select time two hours before the first punch of the new pay period. Do not select 12am midnight.

PAY CATEGORIES SETUP

① Click “Add” if you need additional pay categories other than pre-defined pay categories.

- **Pay Category**
Predefined employee hour classifications:
Overtime 1.5, Overtime 2 & Regular.
- **Rate Multiplier**
Rate at which Pay Category is paid
Example: Holiday is rate multiplier 1 if employee is paid regular rate for day.
Time and a half is rate multiplier 1.5.
- **Apply to Weekly Overtime**
Check box if category hours can accrue towards overtime.
- **Category Code**
Provided by payroll company if using one. Code ensures proper transfer of information from pay category in TimeTrax™ PC to payroll service provider.
- **Department**
Department code must be purchased to enable this feature.



② Click “Yes” to continue.

EMPLOYEE GROUPS SETUP

Period	Start	End	Time
Current	12/07/2014	12/14/2014	10:00 PM
Previous	11/30/2014	12/07/2014	10:00 PM
2 Prior	11/23/2014	11/30/2014	10:00 PM

③ Click “Edit” to begin. Enter **Daily** and **Weekly Overtime**¹. Choose “Advanced” for additional Employee Group settings (see next page).

- **Max Hours Before Missed Punch Assumed**

Maximum number of hours employee can work without punching out before system assumes employee failed to punch out.

- **Pay Interval Round**

Check “Enable” to use Pay Interval Rounding. Divides each clock hour into intervals of 5,6,10 or 15 minutes. Software automatically edits punch time to start of interval containing the actual time.

(i.e. At 5-minute intervals, 7:02am becomes 7:00am, and 7:07am becomes 7:05am. Leave box unchecked for no Pay Interval Rounding.

- **Filter Out Punches Closer Than**

Eliminates duplicate punches within user defined time.

(i.e. If employee accidentally punches In or Out twice, the filter will automatically filter out the second punch within the defined time, 90 seconds is recommended).



¹If using monthly or semi-monthly pay periods, select the day and time the workweek begins.

ADVANCED EMPLOYEE GROUPS SETUP

- **Shift Rules**

Allows employee to punch at any time and generates warning when employee punches outside of defined shift. **Shift Rounding** Prevents unauthorized overtime. You can enter the number of minutes prior to and following the end of each shift that overtime will not be paid. Punches during this period will display the actual punch time, however, calculations will not include the additional time. To authorize the punch and pay overtime for these punches, simply edit the punches and save it. This action will override the **Shift Rounding Rule**. Define warning in minutes before or after shift starts or ends.

- **Daily Overtime**

Choose to specify Saturday, Sunday and/or 7th Day worked are automatically categorized as overtime regardless of number of hours worked during regular pay period.

- **Lunch Rules**

Allows the employer to specify whether an employee must punch out or have lunches automatically deducted or any combination of both. You can choose both “**Automatic Lunch Deductions**” and “**No Deductions**” if the employees within Employee Group will perform multiple activities where they may not be able to consistently punch.



If “No Deduction” box is checked or enabled, there will be no additional deductions if In/ Out punch occurs between defined lunch time.

ADVANCED EMPLOYEE GROUPS SETUP

- **Lunch Rules**

Click “**Enable Lunch Warning**” to generate warning if employee punches outside of defined lunch. Define warning in minutes before or after lunch starts or ends.²

- **Grace Window**

The number of minutes that the employer will allow before a warning is generated for lunch punches.

- **Supervisor**

See security setup info on pgs. 22+23



²Lunch Warnings assume employee punches In and Out a total of 4X per day with 2nd and 3rd punch as In and Out punches for lunch. Do not enable lunch warnings if employee punches more than 4X per day. If an employee takes a shorter lunch than defined, a warning will not occur.

If using QuickBooks, click “**Yes**”.³

See pg. 38, Step 5 for QuickBooks Requirements & Syncing information.

EMPLOYEE DETAILS SETUP

The screenshot shows the 'Employee Details' tab in the TimeTrax software. The interface includes a sidebar with navigation options like 'Punch Details', 'Payroll Details', 'Reports / Exports', and 'Employee Details'. The main area contains form fields for employee information. A QR code is displayed on the right, with a note: 'to reorder, scan using smart phone, visit pyramidtimesystems.com or call us at 888.479.7264 ext 1'. The QR code is labeled 'SIMPLE : SMART' and 'TIMETRAX™ ProX'. A copyright notice '© Copyright 2011' is also present.

Click “Add” to enter a new employee¹. Click “Edit” to change existing record. Click “Save” after entering or editing each employee or click “Cancel” to discard changes.

- **Card 1,2,3** (*Card 1 is required to interface employee with terminal*)
Enter card number located on front of swipe card or back of proximity badge assigned to employee. In the event a card is lost or damaged, TimeTrax™ allows three unique numbers to be assigned to each employee in the card 2 or 3 field. For the TimeTrax™ Elite Bio, any unique number can be entered up to 8 characters. Refer to page 15 for instructions on how to register a finger scan.
- **Employee #**
Enter unique employee ID# if required by payroll provider.²
- **Inactive**
Check “Inactive” box if employee terminates employment.³



¹For QuickBooks users, please see section on **Importing Employees from QuickBooks** on pg. #39

²Duplicate employee records can impact data integrity. If two or more employees have identical first and last names, enter a unique middle initial. TimeTrax™ will display error messages if a duplicate employee record occurs. In case of inactive record, record should be re-activated.

³Inactive employees will not appear in reports when view is set to “Hide Inactive Employees”. Toggle “Current View” between “Active Employees Only” and “Active & Inactive Employees” by clicking “View/Hide Inactive Employees”.

Employee Notes. Click “File/Show Employee Notes” from top menu bar.

KEY PAD PUNCHES

Allows employees to use the keypad in conjunction with or independent of the swipe card, proximity badge or finger screen. It also allows the establishment of supervisor cards for use by a supervisor to punch in an employee who does not have their card when keypad entry is not allowed.

- ① Recorder must be found by software.
- ② Box must be checked to enable Keypad entry.
- ③ Select “Add” to set up a Supervisor Card.

REGISTERING FINGER SCAN

TimeTrax™ Elite Bio

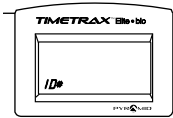
Before you try to register an employee on the TimeTrax™ Elite Bio, please make sure the recorder is found and you have set up a supervisor ID under keypad entry and you have already given your employees card numbers on the employee detail screen.¹

- ① To set up a supervisor ID, Click “Add” on the keypad Punch Screen.
- ② Select radial button next to Prox Card field.
- ③ Add an 8 digit supervisor number under Prox Card on the bottom left of the screen.
- ④ Add a Supervisor Description (can be the supervisors name if you like).
- ⑤ Click “Save”. Now you are ready to register your employee’s finger scans.

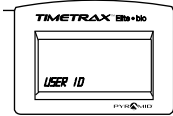


¹Supervisors must register employees on each terminal they will be using.

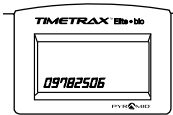
REGISTERING FINGER SCAN



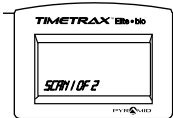
- ① Hit the F4 key. "ID#" will appear on the screen. Enter your Supervisor ID and hit enter then F4.



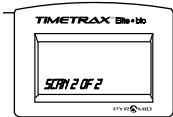
- ② "User ID" will appear on the screen



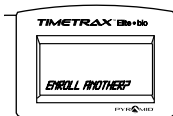
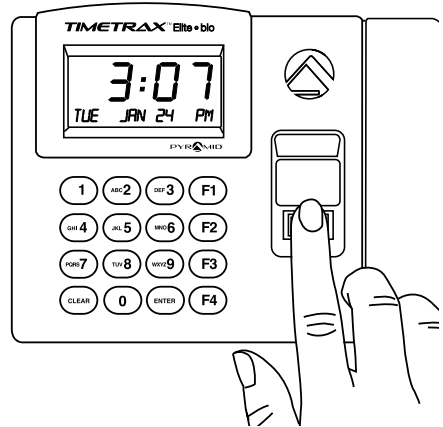
- ③ Enter your employee's card number and press enter.



- ④ "Scan 1 of 2" will appear on the screen. Have the employees place their finger on the scan.



- ④ "Scan 2 of 2" will appear on the screen. Have the employee place the same finger on the scan.



- ⑤ "Enroll Another?" will appear on the screen. If you don't want to enter another employee, just hit clear. If you want to register another employee immediately, hit enter. "User ID" will appear on the screen. Enter the next employee's card number and press enter. Your are now back to step 4.

Note: Anytime you make an error during one of the steps above, just hit clear and start from the beginning. Unregistering an employee on the clock can be found in the troubleshooting guide.

DELETING FINGER SCAN

Payroll Setup

Keypad Punches

Employee Groups

Payroll Groups

Fingerprint Scans

Bell Schedule

Configure

TimeTrax Elite-bio - Fingerprint Registration

Select Registration Terminal
MAC:0017F600A7B3

Select Employee
SCOTT, MATTHEW

Indicate Operation To Perform

☐ Register a fingerprint of SCOTT, MATTHEW to allow this employee to punch with a fingerprint.

☒ REMOVE fingerprint registration for SCOTT, MATTHEW

REMOVE Fingerprint Cancel

Please Note: If multiple Bio Terminals are connected, all employees must be registered on each Bio Terminal!

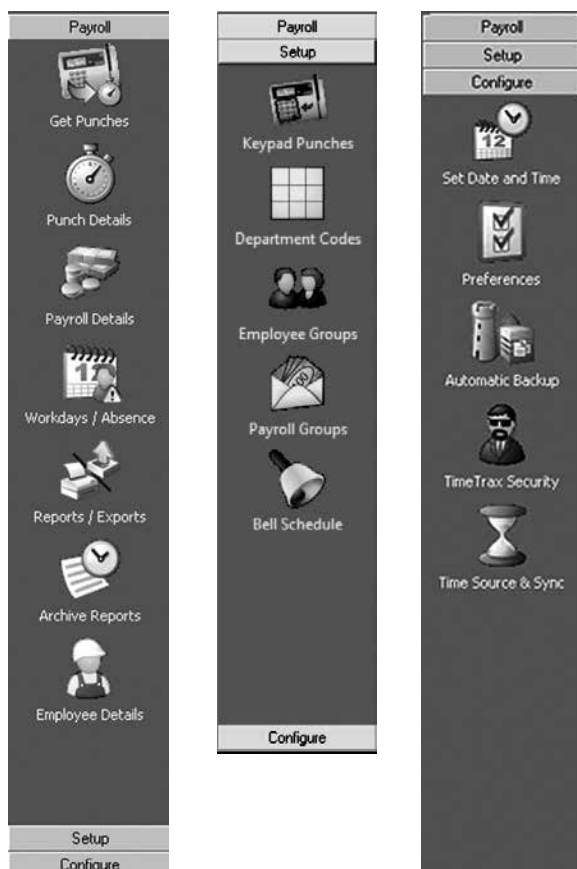
Help

==== REGISTRATION REMOVAL ====

1. Select Employee
2. Choose 'REMOVE fingerprint'
3. Click 'REMOVE Fingerprint' button

- ① Click the thumb print icon on the vertical icon bar under “Employee Detail”.
- ② Using the drop down menu, select the employee name.
- ③ Click “Remove Fingerprint”.
- ④ To re-enroll the employee, please follow steps on page 15 & 16.

VERTICAL ICON BARS



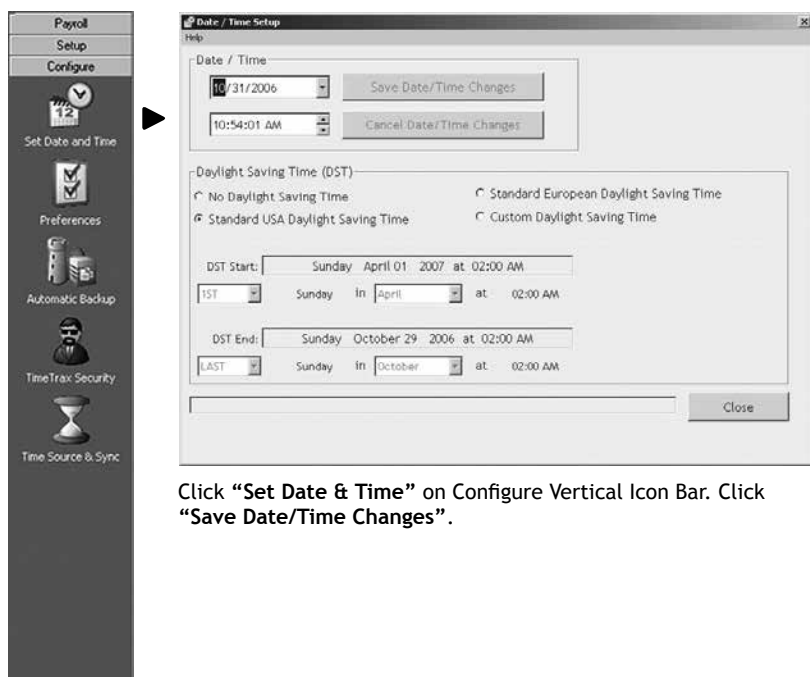
To select “Payroll”, “Setup” or “Configure”, click buttons at top & bottom of each Vertical Icon Bar or click “File/Show More Menus” on top menu bar.

- **Payroll**
Working Vertical Icon Bar used for daily transactions.
- **Setup**
Employee Groups and Payroll setup handled initially through InstallAware Wizard.
- **Configure**
Standard one-time setup for systems administration.

CONFIGURE

Set Date and Time

Adjust date, time, time zone, as well as Daylight Saving Time settings (No DST, STD USA DST, STD EURO DST) or set custom DST rule.

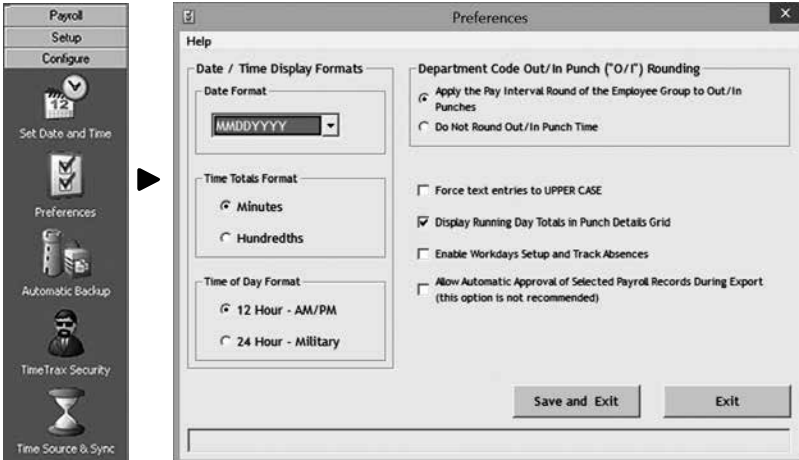


Click “Set Date & Time” on Configure Vertical Icon Bar. Click “Save Date/Time Changes”.

CONFIGURE

Preferences

Changes Date, Time Totals and Time of Day Format. Changes will appear in both software and reports.



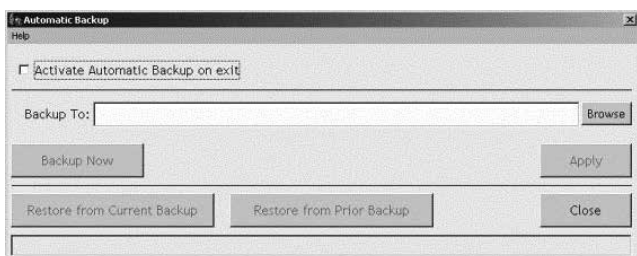
- **Date Format**
Select MMDDYYYY, MMDDYY, DDMMYYYY or DDMMYY.
- **Time Totals Format**
Select Minutes or Hundredths of an hour.
- **Time of Day Format**
Select 12 Hour-AM/PM or 24 Hour Military (applies to software & time clock terminal).
- **Department Code Out/In Punch ("0/1") Rounding¹**
Select to apply the Pay Interval Round of the Employee Group to Out/In punches or choose to not round out/in punchtime.
- **Force Text to Uppercase**
Select for uppercase text entries.
- **Display Running Totals in Punch Details Grid**
Select to view cumulative totals in Punch Details Window.
- **Enable Workdays Setup and Track Absences**
Set Workdays established and Absences reported. Selecting this option will open feature and the associated icon can be accessed from Payroll Tab on the vertical icon bar. Please see pg. #30.
- **Sync Employees with QuickBooks at Startup**
Select to sync employee records with QuickBooks when software opens.²

¹ Only applies if department codes are purchased.

² This option will only appear if QuickBooks is installed on PC.

CONFIGURE

Automatic Backup

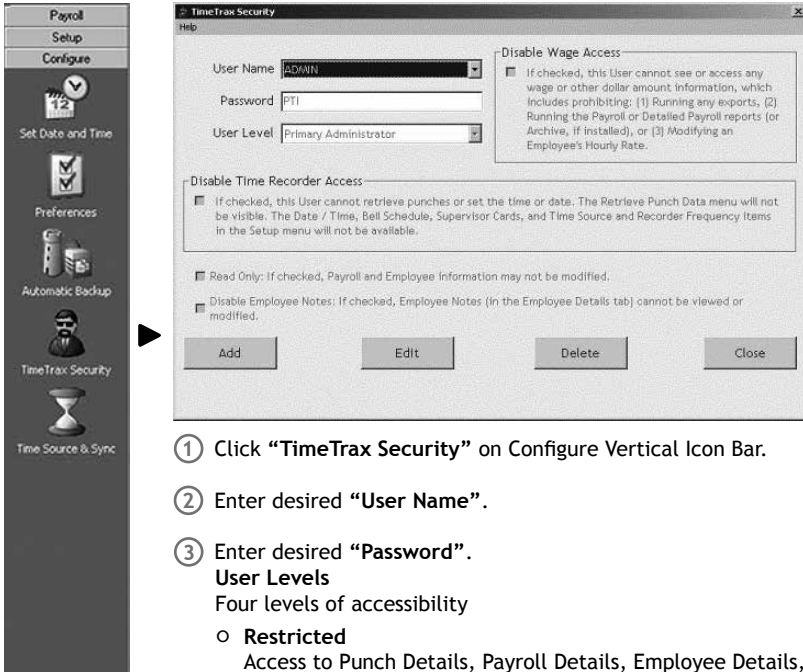


- ① Click **“Automatic Backup”** on Configure Vertical Icon Bar.
- ② Check **“Activate Automatic Backup”** to turn on automatic backups which will appear upon exit of software.
- ③ Click **“Browse”** to find location where you would like to store the backups.
- ④ Click **“Backup Now”** for immediate backup.
- ⑤ Click **“Apply”** after screen changes.

CONFIGURE

TimeTrax™ Security

User Names and Passwords, as well as security for anyone that logs into TimeTrax™ Software.



- ① Click “TimeTrax Security” on Configure Vertical Icon Bar.
- ② Enter desired “User Name”.
- ③ Enter desired “Password”.

User Levels

Four levels of accessibility

- **Restricted**

Access to Punch Details, Payroll Details, Employee Details, Assert Global Pay, Viewing Options, Date Time Setup Form, Reports/Exports, and Retrieve Punch Data.

- **Regular**

Access to all Restricted User features plus Supervisor Functions, Preferences, Backups, and Archive Reports, Bell Schedule and Department Codes (optional feature).

- **Super**

Access to Restricted and Regular User features plus Payroll Groups, Employee Groups, Time Source and Sync Standards, and Upgrade Capability.

- **Primary Administrator**

Access to all TimeTrax™ functions. This is only level capable of creating and managing user accounts through System Users and Passwords screen.¹

- **Group Supervisor**

Access supervisor’s read-only employee group. See setup p. to enable this feature.

CONFIGURE

- ④ Check “**Disable Wage Access**” to disable view or be able to change wage information for this user.
- ⑤ Check “**Read Only**” to give this user “read only” access to database.
- ⑥ Check “**Disable Employee Notes**” to disable this user’s access to notes information in Employee Details Screen.



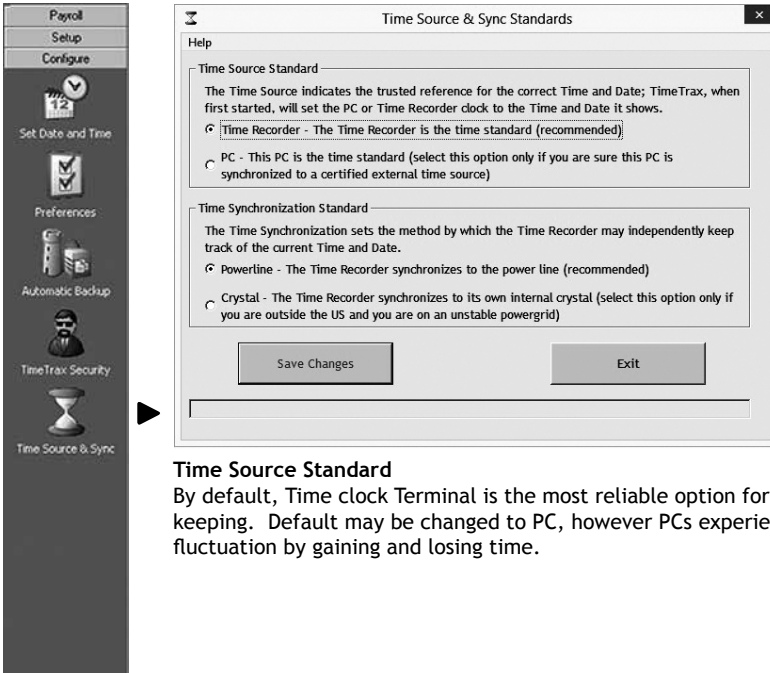
¹Only one Primary Administrator user is allowed. The Username and Password may be edited, however, the account can never be deleted.

²It is strongly recommended to create a User Name and Password immediately for data security.

CONFIGURE

TimeTrax™ Source & Sync Standards

Allows user to choose either Time Clock (Time Recorder) or PC for time source selection.



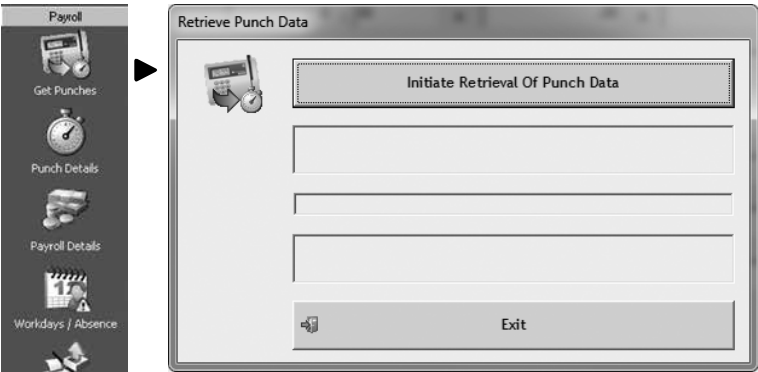
Time Source Standard

By default, Time clock Terminal is the most reliable option for time keeping. Default may be changed to PC, however PCs experience fluctuation by gaining and losing time.

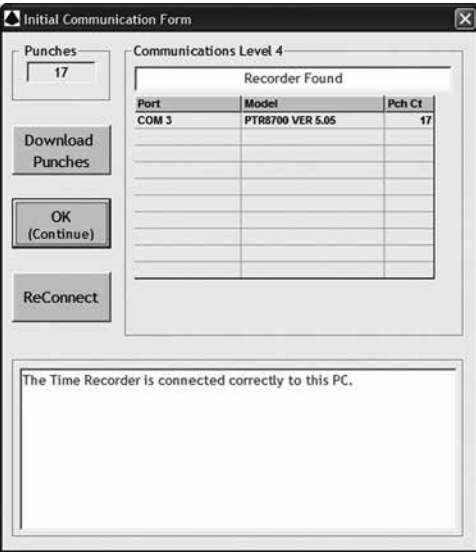
PAYROLL

Get Punches

All TimeTrax™ ELITE terminals (TTSWIPEEK, TTPROXEK, TTELITEEK) will hold up to 6,000 punches before download is required, however punch download is recommended on a regular basis to prevent data loss.



Click “Get Punches” on Payroll Vertical Icon Bar.
Click “Initiate Retrieval of Punch Data”.



Punches may also be retrieved at “login” by clicking “Download Punches”.

PAYROLL

Punch Details

Displays In and Out punches. View, insert, edit and delete punches, or assign comments to punches. View Current, Previous and 2 prior Pay Periods. Categorizes pay type and notifies user of possible errors.

The screenshot displays the 'Punch Details' window in the Timetrax Elite software. On the left is a vertical navigation menu with icons and labels for 'Payroll', 'Get Punches', 'Punch Details', 'Payroll Details', 'Reports / Exports', 'Archive Reports', 'Employee Details', 'Setup', and 'Configure'. The main window has a menu bar (File, Edit, Setup, Reports / Exports, Archive Reports, Retrieve Punch Data, Upgrades, Help) and a toolbar with icons for Undo, Cut, Copy, Paste, Filtered, Card #, Dept #, and Reference Guide. Below the menu bar are tabs for 'Punch Details', 'Payroll Details', and 'Employee Details'. The 'Punch Details' tab is active, showing a table with columns: Status, Actual, Edited, Click In/Out, Reg, OT 1.5, OT 2.0, and Day Tot. The table contains three rows of punch data. Below the table is a 'Comments' section with a text area and a 'Total' row showing 18:00, 0:00, 0:00, and 18:00. To the left of the table is a 'Setup' section with 'Employee Details' selected. Below this is an 'Edited Punch Values' section with fields for Date (11/30/2014), Time (10:00 PM), and Department, along with buttons for 'Insert Punch', 'Edit Punch', and 'Delete Punch'. To the right of the 'Edited Punch Values' section is a 'Payroll Selection' section with a 'Pay Period' dropdown and a table showing 'Current', 'Previous', and '2 Prior' periods with their respective 'Start', 'End', and 'Time' values.

- **Insert Punch**
Click “Insert Punch”, choose date and time of punch. Click “Save”.
- **Edit Punch**
Click “Edit Punch”, change date and/or time of punch. Click “Save”.¹
- **Delete Punch**
Highlight punch. Click “Delete Punch”. Choose “Yes” on verification screen to proceed.
- **Undelete Punch**
Highlight punch. Click “Undelete Punch”. Choose “Yes” on verification screen to proceed.

**Never edit AM to PM or PM to AM, or one date to another date. Delete the incorrect punch and add the correct punch.*



¹An edit trail is automatically produced for any modifications made to original punch and will appear on screen and in timecard report.

PAYROLL

Payroll Details

Allows user to enter exceptions to employee payroll record and approve/un-approve payroll records. Most fields are pre-populated from **Punch** and **Employee Detail** screens.¹

The screenshot displays the 'Payroll Details' window. On the left is a vertical sidebar with icons and labels for various functions. The main area contains several sections: 'Punch Details' with input fields for 'Regular' (18:00), 'Overtime 1.5' (0:00), and 'Overtime 2' (0:00); a 'Select Special Pay' dropdown menu; and a 'HOLIDAY' checkbox. Below these is a 'Totals' section showing '18:00' and a message '4 Punches Have Been Modified or Added'. To the right is an 'Edited' table with columns for Hrs, Mins, Rate, Rate Multiplier, and Amount. At the bottom, there are 'Approve' and 'Approve (Next)' buttons, and a 'Payroll Selection' dropdown set to 'Pyramid Time Systems'. A 'Pay Period' table is also visible, showing three periods with their respective start/end dates and times.

Period	Start	End	Time
Current	11/30/2014	12/07/2014	10:00 PM
Previous	11/23/2014	11/30/2014	10:00 PM
2 Prior	11/16/2014	11/23/2014	10:00 PM

- **Special Pay Type**

Click “Edit Payroll Details”. Choose which special pay to add.² Enter hours associated with special pay in hours field then click “Save”.

- **Approve**

User must click “Approve” at end of each pay period. In order to run reports on time periods of more than 2 pay periods prior, user **MUST** approve payroll at end of pay period. Data will not be archived unless payroll is approved. TimeTrax™ will generate a warning as a reminder.

- **Un-Approve**

Once approved, user can only edit payroll by first clicking “Un-Approve”. Click “Approve” after making changes.

- **Approve Next**

Click “Approve Next” to approve current employee, file data into archive and proceed to next employee record.



¹Edits must be made on the punch detail screen.

²Date will only pre-populate if special pay accrues towards overtime as selected in payroll groups. Regular, Overtime 1.5 & Overtime 2.0 will prepopulate based on the punch detail screen.

PAYROLL

Assert Global Special Pay

Pays all employees or group of employees same number of hours (i.e. Independence Day @ 8 hrs).

Assert Global Special Pay
Help

Payroll Selection
Payroll: Pyramid Technologies, LLC

Pay	Period	Start	End	Time
<input checked="" type="radio"/>	Current	10/29/2006	11/05/2006	10:00 PM
<input type="radio"/>	Previous	10/22/2006	10/29/2006	10:00 PM
<input type="radio"/>	2 Prior	10/15/2006	10/22/2006	10:00 PM

Employee Selection
☒ All Employees in the Selected Payroll Group
☐ Employees by Groups in the Selected Payroll Group:

☐ Individual Employees in the Selected Payroll Group:

Fourth Special Pay Entry
 Select Special Pay: Comments:

Fifth Special Pay Entry
 Select Special Pay: Comments:

☐ Do not give Special Pay(s) to Employees hired less than day(s) ago. 1

Assert Special Pay(s) To Selected Employees and Pay Period

Close

- **Assert Global Special Pay**
Click “File” from top menu bar. Click “Assert Global Pay” from drop down.
- **Employee Selection**
Choose “All Employees in the Selected Payroll Group”, “Employees by Groups in the Selected Payroll Group”, or “Individual Employees in the Selected Payroll Group”.²
- **Fourth/Fifth Special Pay Entry**
Choose **Special Pay Category** and **date**. If pay category does not accrue towards overtime, user is required to choose “Pay by Amount” (\$) or “Pay in Hours”.
- **Special Pay**
Choose to exclude employees hired less than a user-defined number of days. Hire date must be filled in on the employee detail screen for this to take effect.



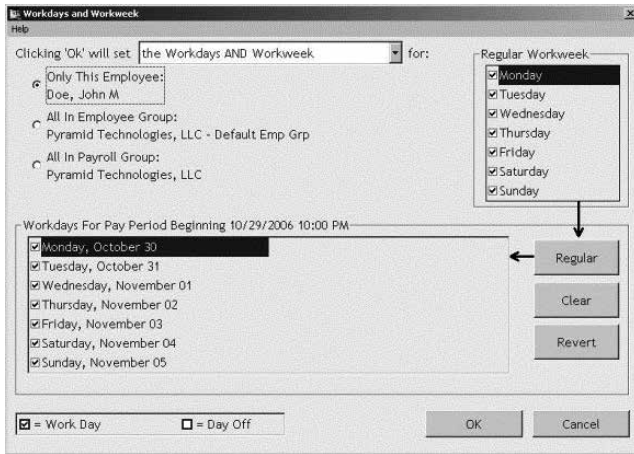
¹If this field is selected, you must populate the hire date on the employee profile.

²If selecting “Individual Employees in the Selected Payroll Group”, user must highlight each employee to assert global special pay.

PAYROLL

Workdays/Workweeks

Setup days Individual Employees, Employees within Employee Groups or Employees within Payroll Setup normally work. **“Enable Workdays Setup and Track Absences”** must be checked in the Configure vertical icon bar under preferences option (pg. 16) to access this feature.



① Click **“Workdays/Workweeks”**.¹

Edits must be made on the punch detail screen.

○ **Only Regular Workweek**

Set workweek template for specified individual or group. Enter days which make up regular workweek.

○ **Only Pay Period Workdays**

Set workdays for a specified individual or group. Enter actual workweek (i.e. Jane could not work Monday but worked Saturday instead. User unchecks Monday and checks Saturday).

○ **Workdays and Workweeks**

Set normal worked days (workweek) and work days template for a specified individual or group.

②

Click **“OK”** to save changes.



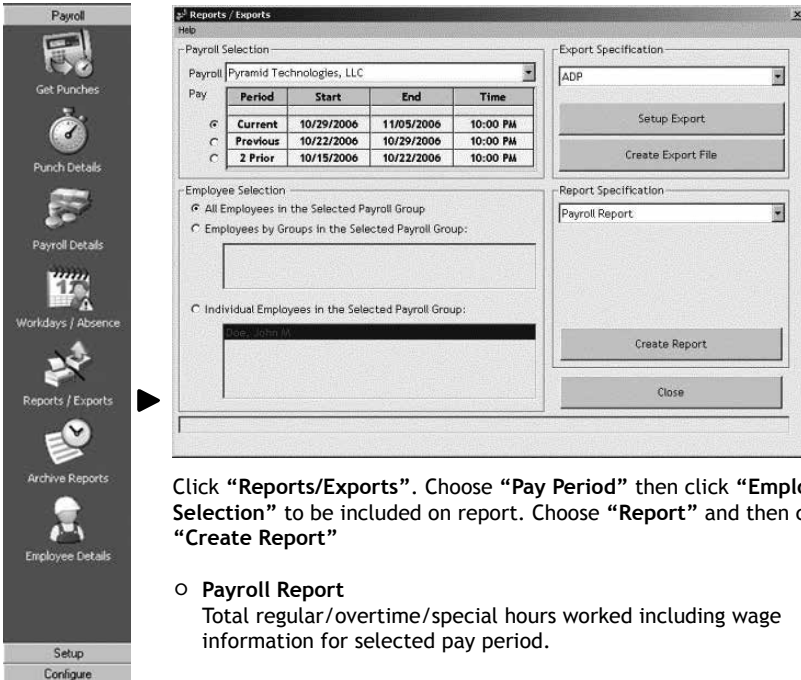
¹Once you have enabled Workdays/Workweeks, you will be able to see if an employee is absent on the punch detail screen.

PAYROLL

Reports/Exports

Reports

Generates up to 10 Analytical Employee and Payroll reports. Additional Department Reports are enabled if purchased.



Click **"Reports/Exports"**. Choose **"Pay Period"** then click **"Employee Selection"** to be included on report. Choose **"Report"** and then click **"Create Report"**

- **Payroll Report**

Total regular/overtime/special hours worked including wage information for selected pay period.

- **Time Card Report**

Individual punches, special pay and running totals of regular and overtime hours worked for selected pay period.¹

- **Attendance Report**

Absenteeism, missed punches and warnings for today, yesterday or selected pay period.²



¹Punch Detail user comments will appear on report if selected.

²This report will only function if workdays/workweeks and track absences is set up.

PAYROLL

Reports (cont.)

- **Punch Report**
Punches, Missed Punches, Absenteeism and Warnings. If no warnings are used, the report will show edited punches. If warnings are used, report will show actual punches.
- **Detailed Payroll Report**
Combines Payroll Report and Time Card Report.¹
- **Card Report**
Swipe Card or Prox Badge # and Employee Name card or badge is assigned to.
- **Card Report/Comprehensive**
Swipe Card or Prox Badge #, Employee Name card or badge is assigned to, and Employee Status.
- **Employee Card Report**
Employee Group Name, Employee Name, Employee ID# and all swipe cards or prox badges assigned.
- **Employee Contact Information**
Name, Address, Home Phone and Work Phone.
- **Employee Seniority Report**
Employee Name, ID#, Hire Date and Days Employed. Sort by 30/60/90 or 410-Day Bands, by Name or by Date Hired.

Department Reports

The following department reports are available if department codes are purchased. To purchase this feature, please contact Pyramid Customer Service at 888.479.7264.

- **Department Report**
Department name, Department Number, Hours and Total Dollars.
- **Department Report by Group**
Employee Group Number (assigned in Employee Group Setup), Department Name, Department Number, Hours and Total Dollars.
- **Department Hours Report**
Department Name, Number of Regular Hours, Overtime Hours and other Hours such as vacation, sick, etc.
- **Department Report by employee**
Employee Name, Department Name, Department Hours, and Total Hours.
- **Department List**
Department Number and Description.

See instructions for Department Codes on next page.



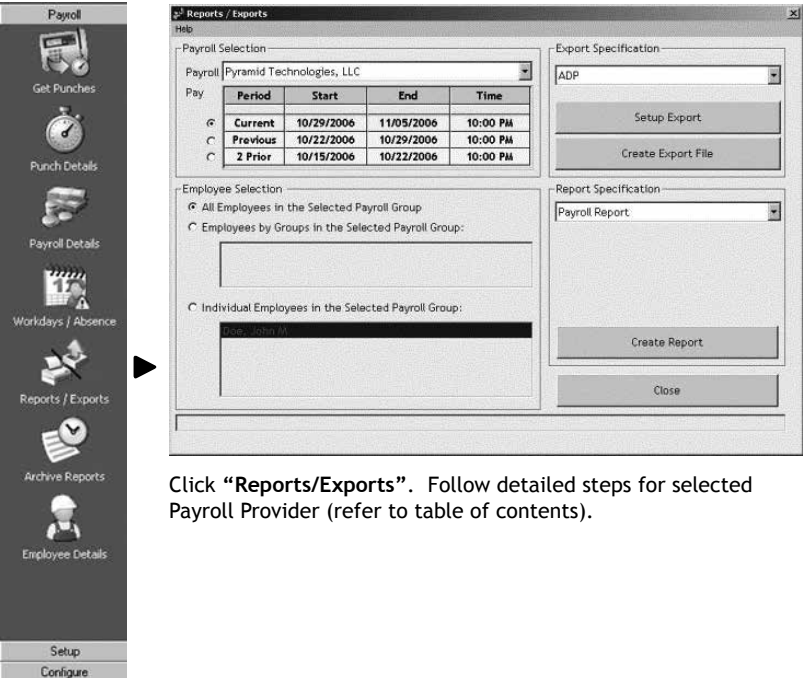
¹Punch Detail user comments will appear on report if selected.

PAYROLL

Reports/Exports

Reports

Export payroll to selected Payroll Provider.

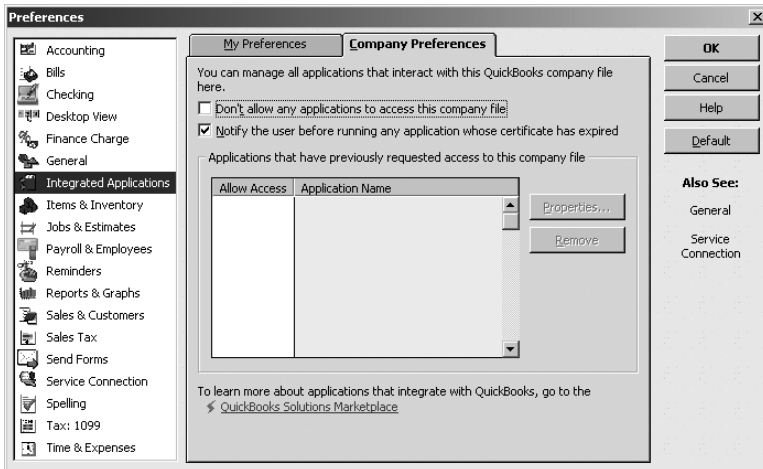


Click “**Reports/Exports**”. Follow detailed steps for selected Payroll Provider (refer to table of contents).

PAYROLL

QuickBooks Requirements

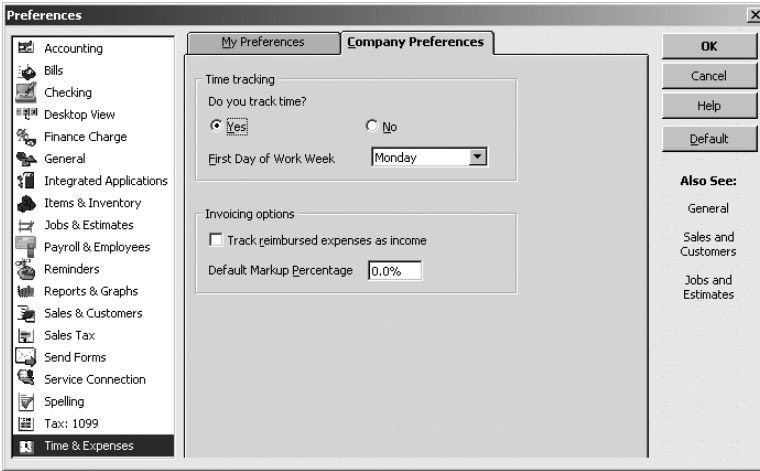
- QuickBooks and TimeTrax™ must be installed on same computer.
- User must be administrator in both TimeTrax™ and QuickBooks
- QuickBooks must be in single user mode.
- If QuickBooks is in multi-user mode please do the following:
 - ① In QuickBooks navigate to “File”.
 - ② In drop down click “Switch to Single User Mode”.
 - ③ In QuickBooks click “Edit”.
 - ④ Click “Preferences”.
 - ⑤ Click “Integrated Applications”.



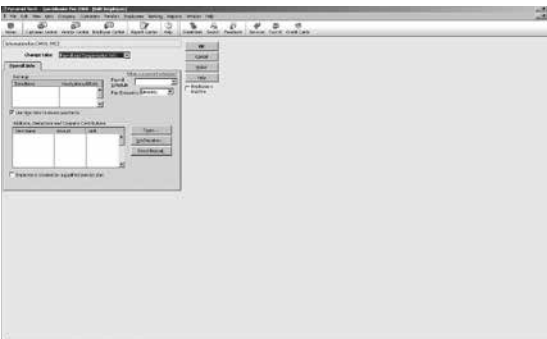
- ⑥ Click “Company Preferences”.
- ⑦ Choose “Notify the User before running any application whose certificate has expired”.
- ⑧ Click “OK”.

PAYROLL

QuickBooks Requirements (cont.)

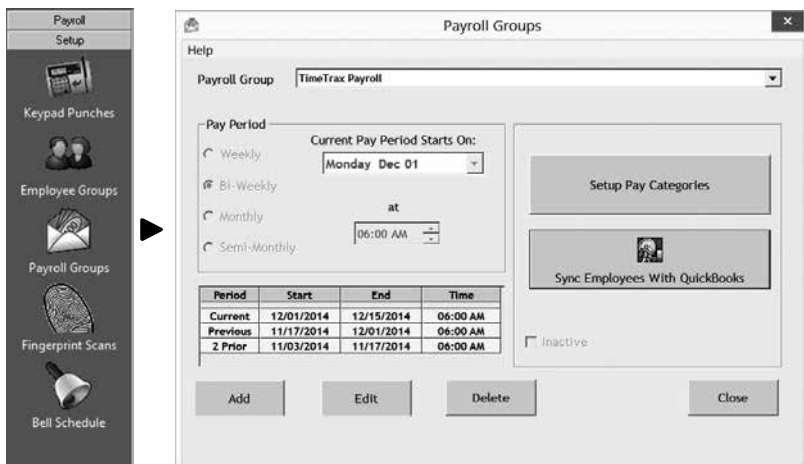


- 9 In QuickBooks click “Edit”.
- 10 Click “Preferences”.
- 11 Click “Time Tracking or Time & Expenses”.
- 12 Click “Company Preferences”.
- 13 Under Do you track time? Choose “Yes”.
- 14 Choose “First Day of Work Week” from dropdown.
- 15 Click “OK”.

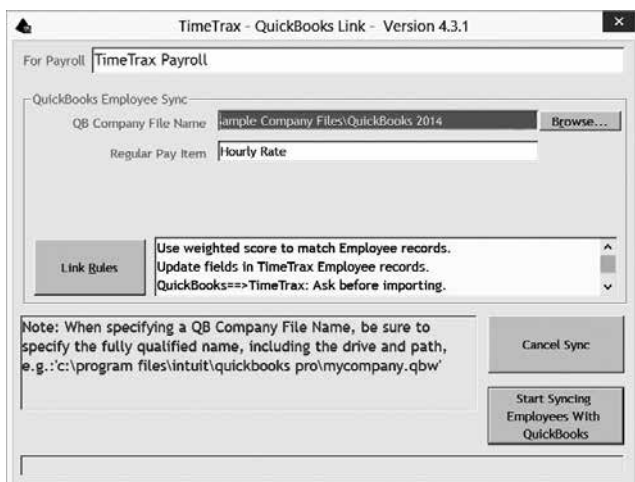


PAYROLL

Syncing Employees with QuickBooks



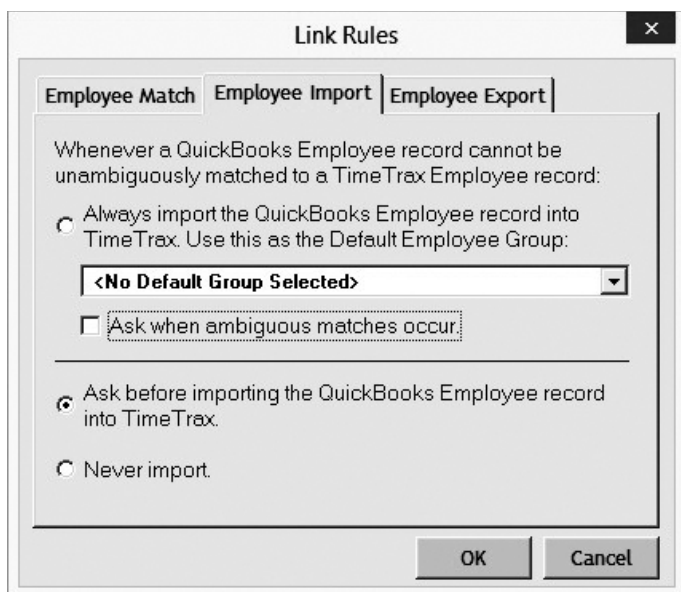
- ① Click “Setup” tab.
- ② Click on “Payroll Setup/Groups”.
- ③ Click “Sync Employees with QuickBooks”.



- ④ Click “Link Rules”.

PAYROLL

Syncing Employees with QuickBooks (cont.)



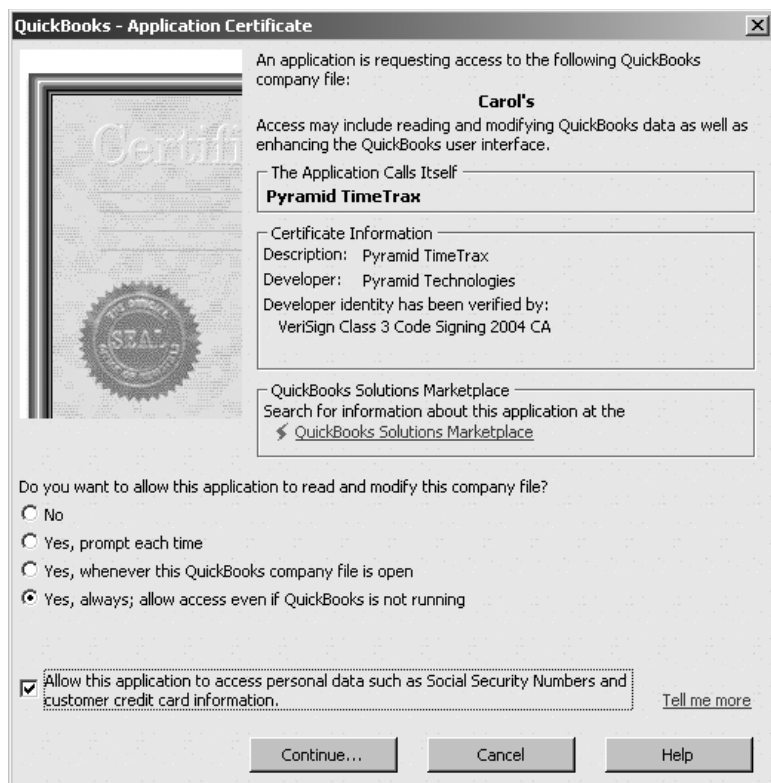
- ⑤ Click “Employee Import”.
- ⑥ Check “Ask before Importing the QuickBooks Employee record into TimeTrax™”.¹
- ⑦ Click “Employee Export”.
- ⑧ Check “Ask before exporting the TimeTrax™ Employee Record in QuickBooks”.
- ⑨ Click “OK”.
- ⑩ Click “Browse” to find the QuickBooks Company file location you previously wrote down.
- ⑪ Click “Start Syncing with QuickBooks”.



¹This is the recommended option.

PAYROLL

Syncing Employees with QuickBooks (cont.)



- 13 Click "Yes, always allow access even if QuickBooks is not running".
- 14 Check "Allow this application to access personal data such as Social Security Numbers and customer credit card information".
- 15 Click "Continue".
- 16 Click "Done".

PAYROLL**Syncing Employees with QuickBooks (cont.)**

? Import Employee: QuickBooks ==> TimeTrax

QuickBooks Employee

WEST, ELSIE

Details:

ID:

SSN:

Addr 1:

Addr 2:

Matching TimeTrax Employees

<No matches>

Details:

Import As A New TimeTrax Employee

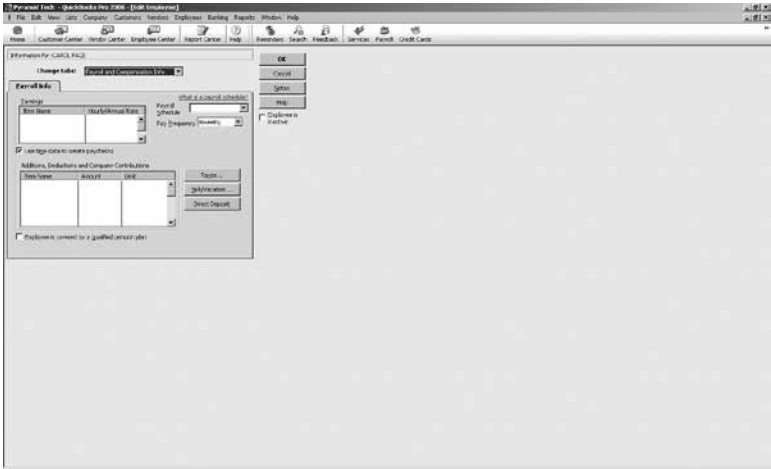
Don't Import

Import Into Group: <No Default Group Selected>

- 17 On “Import Employee” Screen, carefully select employees to integrate. Click “Don’t Import” to exclude an employee from Export/Import.

PAYROLL

QuickBooks Exporting Requirements

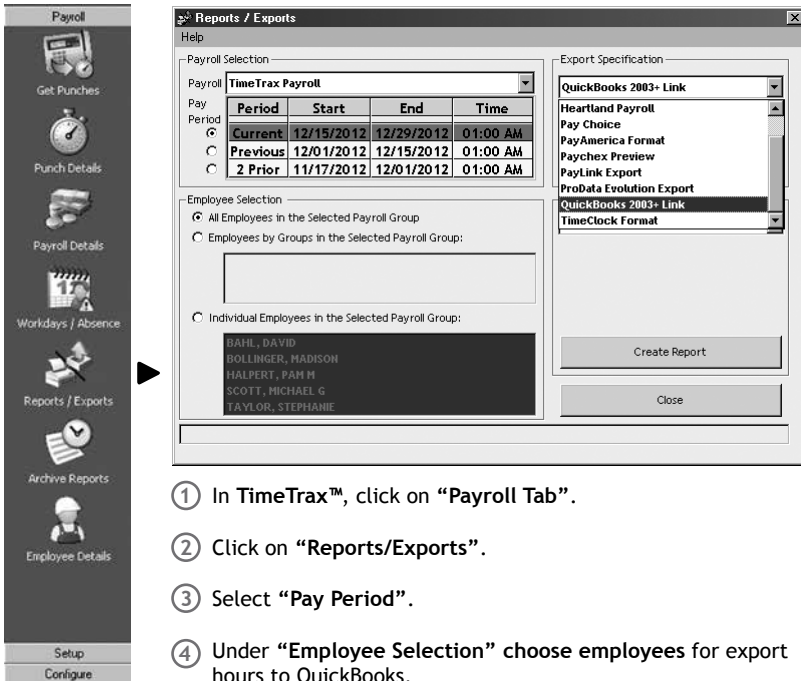


- ① In QuickBooks, click “Employee Center”.
- ② Double click on employee.
- ③ In “Change Tab” drop down, click “Payroll and Compensation Info”.
- ④ Check “Use time data to create pay checks”.¹



¹This box must be checked for all employees whose hours will sync with QuickBooks.

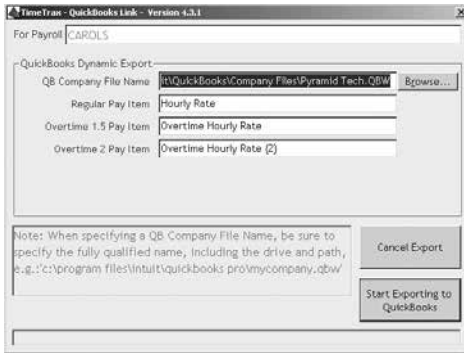
Exporting Hours to QuickBooks



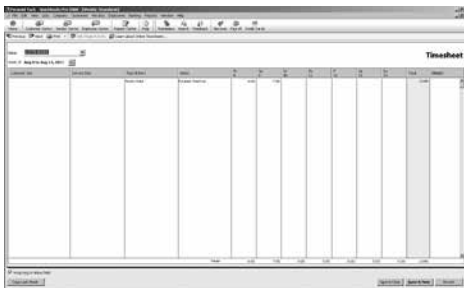
- ① In TimeTrax™, click on “Payroll Tab”.
- ② Click on “Reports/Exports”.
- ③ Select “Pay Period”.
- ④ Under “Employee Selection” choose employees for export hours to QuickBooks.
- ⑤ Select “QuickBooks 2003+ Link” from Export Specifications drop down.
- ⑥ Click “Setup Export”.
- ⑦ Check “Automatically Approve and Proceed with Export”.

PAYROLL

Exporting Hours to QuickBooks (cont.)



- ⑦ Click **“Browse”** and follow path you previously wrote down to locate QuickBooks company file.
- ⑧ Verify **“Regular Pay Item, Overtime 1.5 Pay Item, and Overtime 2 Pay Item”** are named exactly the same way in QuickBooks.¹
- ⑨ Click **“Start Exporting to QuickBooks”**.



- ⑩ Once the export is complete, check that hours are in QuickBooks.
- ⑪ Navigate to QuickBooks, and in **Employee Center**, click drop down **“Enter Time”**.
- ⑫ Click **“Use Weekly Time Sheet”**.
- ⑬ Select dates that coincide with exported pay period in **“date”** drop down. The exported hours should appear.



¹Check in QuickBooks by navigating to Lists and selecting either Item List or Payroll Item List. If sick, vacation time, etc. are being exported, the category titles in QuickBooks must match the category titles created in Special Pay Categories or the hours will not export.

PAYROLL

ADP Export



Reports / Exports

Help

Payroll Selection

Payroll: TimeTrax Payroll

Period	Start	End	Time
Current	12/15/2012	12/29/2012	01:00 AM
Previous	12/01/2012	12/15/2012	01:00 AM
2 Prior	11/17/2012	12/01/2012	01:00 AM

Employee Selection

☒ All Employees in the Selected Payroll Group

☐ Employees by Groups in the Selected Payroll Group:

☐ Individual Employees in the Selected Payroll Group:

BAHL, DAVID
BOLLINGER, MADISON
HALPERT, PAM M
SCOTT, MICHAEL G
TAYLOR, STEPHANIE

Export Specification

ADP

Generic Text
Heartland Payroll
Pay Choice
PayAmerica Format
Paychex Preview
PayLink Export
ProData Evolution Export

Create Report

Close

- ① Click “Reports/Exports”.
- ② Select “ADP” from Export Specifications drop down.
- ③ Select Pay Period to be included in Export.
- ④ Select Employees to be included in Export. Check “Employee by Group in the Selected Payroll Group” or “Individual Employees in the Selected Payroll Group”.
- ⑤ Click “Setup Export”¹ or “Create Export File”.



¹“Setup” is typically a one-time screen for setup.

“Create Export” creates export with the selected setup options.

PAYROLL**ADP Export (cont.)**

Export File Definitions

For Payroll

c: [Windows]

Double-Click To Set Path

- C:\
- Users
- Public
- Documents
- Pyramid
- TimeTrax

ADP

Company Code

☒ Export Hours

☐ Export Pay

Path Name:

File Name:

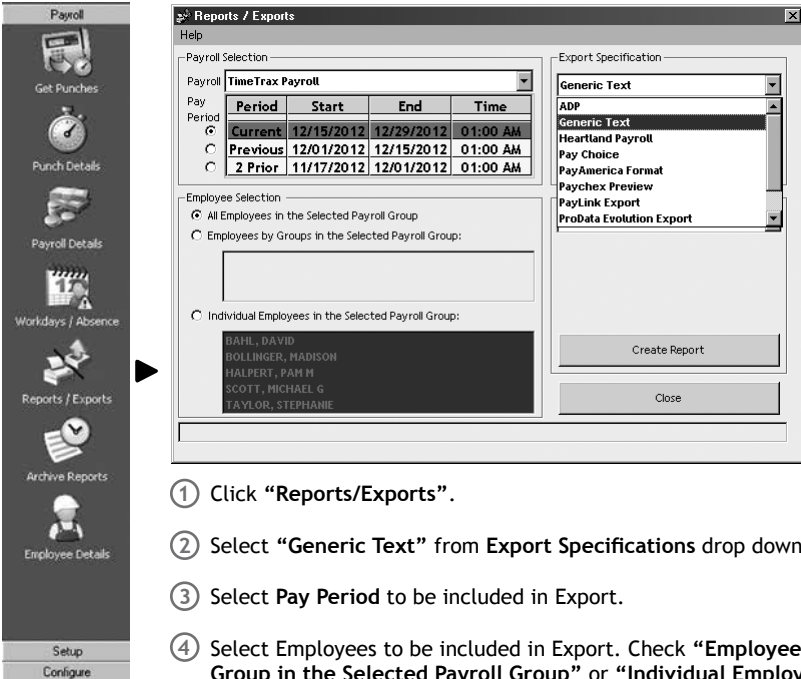
Cancel Export and Discard Any Changes

Continue Export and Save Any Changes

- ⑥ Enter **Company Code** provided by ADP.
- ⑦ Select “**Export Hours or Export Pay**”.
- ⑧ Select **drive and location** where export file will be saved.
- ⑨ Click “**Continue Export and Save Any Changes**”.
- ⑩ **Contact ADP** to obtain steps to import file into ADP software.

PAYROLL

Generic Text Export



- ① Click “Reports/Exports”.
- ② Select “Generic Text” from Export Specifications drop down.
- ③ Select Pay Period to be included in Export.
- ④ Select Employees to be included in Export. Check “Employee by Group in the Selected Payroll Group” or “Individual Employees in the Selected Payroll Group”.
- ⑤ Click “Setup Export”¹ or “Create Export File”.



¹“Setup” is typically a one-time screen for setup.

“Create Export” creates export with the selected setup options.

PAYROLL**Generic Text Export (cont.)**

Export File Definitions

For Payroll

c: [Windows]

Double-Click To Set Path

- C:\
- Users
- Public
- Documents
- Pyramid
- TimeTrax

Generic Text

Delimiter:

Quoted?:

Employee by:

Export Type:

☒ Export Hours
☐ Export Pay

Path Name:

File Name:

Cancel Export and Discard Any Changes

Continue Export and Save Any Changes

- ⑥ Under **Delimiter**, select “Comma”, “Tab”, or “Semi Colon” from drop down.
- ⑦ Under **Quoted?**, select “Yes” or “No”.
- ⑧ Under **Employee by**, select “Name”, “SSN” or “EMP#”.
- ⑨ Choose Export Type, “Payroll” or “Punches”.
- ⑩ Select “Export Hours” or “Export Pay”.
- ⑪ Select **drive** and **location** where export file will be saved.
- ⑫ Click “Continue Export and Save Any Changes”.
- ⑬ Enter **File Name** including file extension.
- ⑭ Go to location where file is saved and import into software of choice.

PAYROLL

Heartland Export



Reports / Exports

Help

Payroll Selection

Pay Period:

Period	Start	End	Time
<input checked="" type="radio"/> Current	12/16/2012	12/23/2012	10:00 PM
<input type="radio"/> Previous	12/09/2012	12/16/2012	10:00 PM
<input type="radio"/> 2 Prior	12/02/2012	12/09/2012	10:00 PM

Employee Selection

☒ All Employees

☐ Employees by Groups:

☐ Individual Employees:

Best, text

Export Specification

ADP

ADP

Generic Text

Heartland Payroll

Pay Choice

PayAmerica Format

Paychex Preview

PayLink Export

ProData Evolution Export

Create Report

Close

Export was Cancelled

- ① Click “Reports/Exports”.
- ② Select “Heartland Payroll” from Export Specifications drop down.
- ③ Select Pay Period to be included in Export.
- ④ Select Employees to be included in Export. Check “Employee by Group in the Selected Payroll Group” or “Individual Employees in the Selected Payroll Group”.
- ⑤ Click “Setup Export”¹ or “Create Export File”.

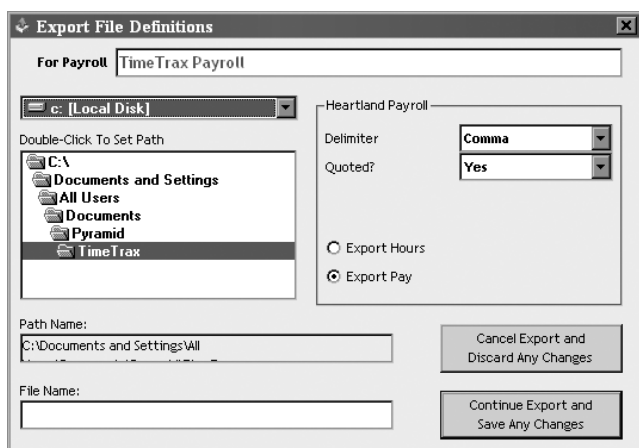
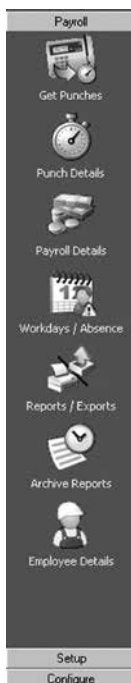


¹“Setup” is typically a one-time screen for setup.

“Create Export” creates export with the selected setup options.

PAYROLL

Heartland Export (cont.)



- ⑥ Under **Delimiter**, select “Comma”, “Tab”, or “Semi Colon” from drop down.
- ⑦ Under **Quoted?**, select “Yes” or “No”.
- ⑧ Under **Employee by**, select “Name”, “SSN” or “EMP#”.
- ⑨ Choose **Export Type**, **Payroll** or **Punches**.
- ⑩ Select “**Export Hours**” or “**Export Pay**”.
- ⑪ Select drive and location where export file will be saved.
- ⑫ Click “**Continue Export and Save Any Changes**”.
- ⑬ Enter **File Name** including file extension.
- ⑭ Go to location where file is saved and import into software of choice.

PAYROLL

Paychex Preview Export



Reports / Exports

Help

Payroll Selection

Payroll: **TimeTrax Payroll**

Period	Start	End	Time
<input checked="" type="radio"/> Current	12/15/2012	12/29/2012	01:00 AM
<input type="radio"/> Previous	12/01/2012	12/15/2012	01:00 AM
<input type="radio"/> 2 Prior	11/17/2012	12/01/2012	01:00 AM

Employee Selection

☒ All Employees in the Selected Payroll Group

☐ Employees by Groups in the Selected Payroll Group:

☐ Individual Employees in the Selected Payroll Group:

BAHL, DAVID
BOLLINGER, MADISON
HALPERT, PAM M
SCOTT, MICHAEL G
TAYLOR, STEPHANIE

Export Specification

Paychex Preview

Heartland Payroll
Pay Choice
PayAmerica Format
Paychex Preview
PayLink Export
ProData Evolution Export
QuickBooks 2003+ Link
TimeClock Format

Create Report

Close

- ① Click “Reports/Exports”.
- ② Select “Paychex Preview” from Export Specifications drop down.
- ③ Select Pay Period to be included in Export.
- ④ Select Employees to be included in Export. Check “Employee by Group in the Selected Payroll Group” or “Individual Employees in the Selected Payroll Group”.
- ⑤ Click “Setup Export”¹ or “Create Export File”.



¹“Setup” is typically a one-time screen for setup.

“Create Export” creates export with the selected setup options.

PAYROLL

Paychex Preview Export (cont.)

Export File Definitions

For Payroll

c: [Windows]

Double-Click To Set Path

- C:\
 - Users
 - Public
 - Documents
 - Pyramid
 - TimeTrax

Paychex Preview

Branch Number

Client Number

Site Number

☐ Export Hours

☐ Export Pay

Path Name:

File Name:

Cancel Export and Discard Any Changes

Continue Export and Save Any Changes

- ⑥ Enter **Branch Number**, **Client Number** and **Site Number** provided by Paychex.
- ⑦ Select “**Export Hours**” or “**Export Pay**”.
- ⑧ Select drive and location where export file will be saved.
- ⑨ Click “**Continue Export and Save Any Changes**”.
- ⑪ **Contact PAYCHEX** to obtain steps to import file into Paychex software.

PAYROLL

Paylink Export



Reports / Exports

Help

Payroll Selection

Payroll: **TimeTrax Payroll**

Period	Start	End	Time
<input checked="" type="radio"/> Current	12/15/2012	12/29/2012	01:00 AM
<input type="radio"/> Previous	12/01/2012	12/15/2012	01:00 AM
<input type="radio"/> 2 Prior	11/17/2012	12/01/2012	01:00 AM

Employee Selection

☒ All Employees in the Selected Payroll Group

☐ Employees by Groups in the Selected Payroll Group:

☐ Individual Employees in the Selected Payroll Group:

BAHL, DAVID
 BOLLINGER, MADISON
 HALPERT, PAM M
 SCOTT, MICHAEL G
 TAYLOR, STEPHANIE

Export Specification

Export: **PayLink Export**

- Heartland Payroll
- Pay Choice
- PayAmerica Format
- Paychex Preview
- PayLink Export**
- ProData Evolution Export
- QuickBooks 2003+ Link
- TimeClock Format

Create Report

Close

- ① Click “Reports/Exports”.
- ② Select “Paylink Export” from Export Specifications drop down.
- ③ Select Pay Period to be included in Export.
- ④ Select Employees to be included in Export. Check “Employee by Group in the Selected Payroll Group” or “Individual Employees in the Selected Payroll Group”.
- ⑤ Click “Setup Export”¹ or “Create Export File”.



¹“Setup” is typically a one-time screen for setup.

“Create Export” creates export with the selected setup options.

PAYROLL**Paylink Export (cont.)**

Paychex PayLink Export Version 4.2.0

For Payroll: Pyramid Technologies, LLC

Double-Click To Set Path

Path Name: C:\Program Files\Pyramid\TimeTrax

File Name:

PayChex PayLink

Branch #

Client ID

Site #

Seq #

Send Hourly Rate

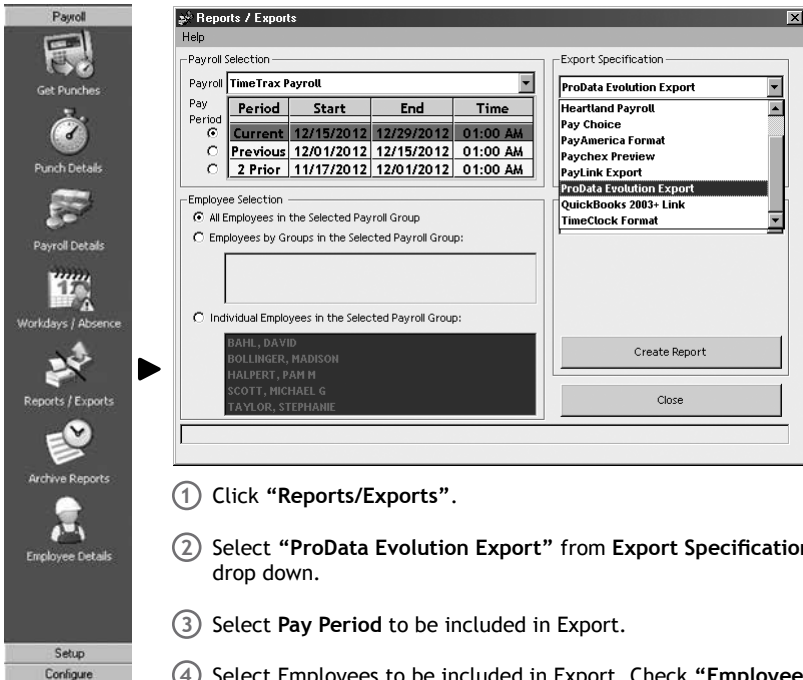
Cancel Export and Discard Any Changes

Continue Export and Save Any Changes

- ⑥ Enter **Branch Number**, **Client ID**, **Site#** and **Seq#** provided by Paylink, and select whether or not to **Send Hourly Rate**.
- ⑦ Select **drive** and **location** where export file will be saved.
- ⑧ Click “**Continue Export and Save Any Changes**”.
- ⑨ **Contact Paylink** to obtain steps to import file into Paylink software.

PAYROLL

ProData Evolution Export

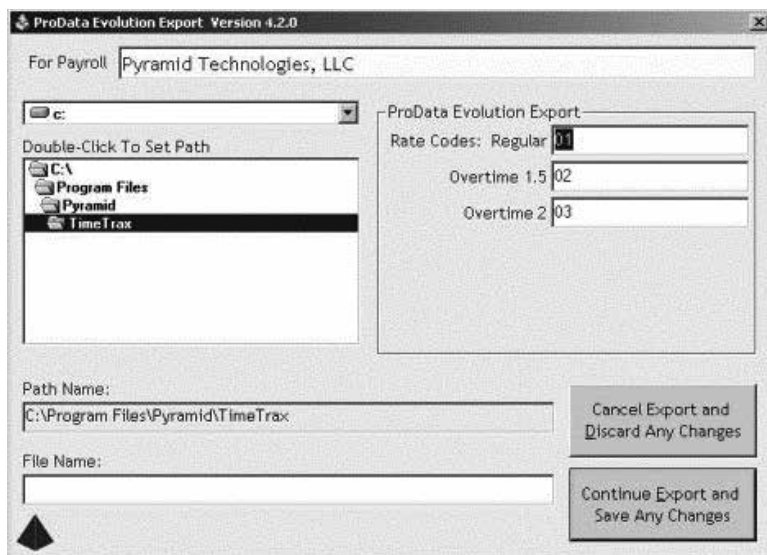


- ① Click “Reports/Exports”.
- ② Select “ProData Evolution Export” from Export Specifications drop down.
- ③ Select Pay Period to be included in Export.
- ④ Select Employees to be included in Export. Check “Employee by Group in the Selected Payroll Group” or “Individual Employees in the Selected Payroll Group”.
- ⑤ Click “Setup Export”¹ or “Create Export File”.



¹“Setup” is typically a one-time screen for setup.

“Create Export” creates export with the selected setup options.

PAYROLL**ProData Evolution Export (cont.)**

- ⑥ Enter **Rate Codes** provided by ProData Evolution.
- ⑦ Select **drive** and **location** where export file will be saved.
- ⑧ Click “**Continue Export and Save Any Changes**”.
- ⑨ **Contact ProData** to obtain steps to import file into ProData software.

PAYROLL

Pay America Export



Reports / Exports

Help

Payroll Selection

Payroll: **TimeTrax Payroll**

Pay Period	Period	Start	End	Time
<input checked="" type="radio"/> Current	12/15/2012	12/29/2012	01:00 AM	
<input type="radio"/> Previous	12/01/2012	12/15/2012	01:00 AM	
<input type="radio"/> 2 Prior	11/17/2012	12/01/2012	01:00 AM	

Employee Selection

☒ All Employees in the Selected Payroll Group

☐ Employees by Groups in the Selected Payroll Group:

☐ Individual Employees in the Selected Payroll Group:

BAHL, DAVID
 BOLLINGER, MADISON
 HALPERT, PAM M
 SCOTT, MICHAEL G
 TAYLOR, STEPHANIE

Export Specification

PayAmerica Format

Heartland Payroll

Pay Choice

PayAmerica Format

Paychex Preview

PayLink Export

ProData Evolution Export

QuickBooks 2003+ Link

TimeClock Format

Create Report

Close

- ① Click “Reports/Exports”.
- ② Select “Pay America Format” from Export Specifications drop down.
- ③ Select Pay Period to be included in Export.
- ④ Select Employees to be included in Export. Check “Employee by Group in the Selected Payroll Group” or “Individual Employees in the Selected Payroll Group”.
- ⑤ Click “Setup Export”¹ or “Create Export File”.



¹“Setup” is typically a one-time screen for setup.

“Create Export” creates export with the selected setup options.

PAYROLL**Pay America Export (cont.)**

Export File Definitions

For Payroll: **TimeTrax Payroll**

Double-Click To Set Path

C:\

- Documents and Settings
- All Users
- Documents
- Pyramid
- TimeTrax

Path Name: C:\Documents and Settings\All

File Name:

PayAmerica Format

Delimiter: **Comma**

Quoted?: **Yes**

Employee by: **Name**

Export Type: **Payroll**

☐ Export Hours

☐ Export Pay

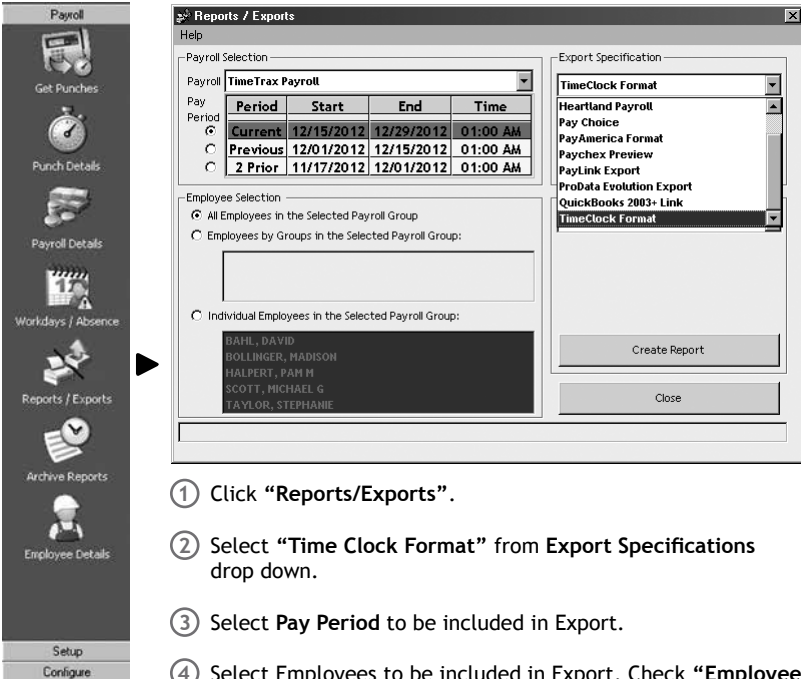
Cancel Export and Discard Any Changes

Continue Export and Save Any Changes

- ⑥ Under **Delimiter**, select “Comma”, “Tab” or “Semi Colon” from drop down.
- ⑦ Under **Quoted?**, select “Yes” or “No”.
- ⑧ Under **Employee by**, select “Name”, “SSN” or “EMP#”.
- ⑨ Select Export Type, **Payroll** or **Punches**.
- ⑩ Select **Export Hours** or **Export Pay**.
- ⑪ Select **drive** and **location** where export file will be saved.
- ⑫ Click “**Continue Export and Save Any Changes**”.
- ⑬ Enter **File Name** including file extension.
- ⑭ Go to location where file is saved and import into software of choice.

PAYROLL

Time Clock Export



- ① Click “Reports/Exports”.
- ② Select “Time Clock Format” from Export Specifications drop down.
- ③ Select Pay Period to be included in Export.
- ④ Select Employees to be included in Export. Check “Employee by Group in the Selected Payroll Group” or “Individual Employees in the Selected Payroll Group”.
- ⑤ Click “Setup Export”¹ or “Create Export File”.



¹“Setup” is typically a one-time screen for setup.

“Create Export” creates export with the selected setup options.

PAYROLL**Time Clock Export (cont.)**

Export File Definitions

For Payroll **TimeTrax Payroll**

C: \

Double-Click To Set Path

- C:\
- Documents and Settings
- All Users
- Documents
- Pyramid
- TimeTrax**

TimeClock Format

Delimiter **Comma**

Quoted? **Yes**

Employee by **Name**

Export Type **Payroll**

☐ Export Hours

☐ Export Pay

Path Name:
C:\Documents and Settings\All

File Name:

Cancel Export and Discard Any Changes

Continue Export and Save Any Changes

- ⑥ Under **Delimiter**, select “Comma”, “Tab”, or “Semi Colon” from drop down.
- ⑦ Under **Quoted?**, select “Yes” or “No”.
- ⑧ Under **Employee By**, select “Name”, “SSN” or “EMP#”.
- ⑨ Choose Export Type, “Payroll” or “Punches”.
- ⑩ Select “Export Hours” or “Export Pay”.
- ⑪ Select drive and location where export file will be saved.
- ⑫ Click “Continue Export and Save Any Changes”.
- ⑬ Enter **File Name** including file extension.
- ⑭ Go to location where file is saved and import into software of choice.

PAYROLL**Pay Choice**

Help

Reports / Exports

Payroll Selection

Payroll: [Dropdown]

Pay Period:

Period	Start	End	Time
<input checked="" type="radio"/> Current	11/30/2014	12/07/2014	10:00 PM
<input type="radio"/> Previous	11/23/2014	11/30/2014	10:00 PM
<input type="radio"/> 2 Prior	11/16/2014	11/23/2014	10:00 PM

Employee Selection

☒ All Employees in the Selected Payroll Group

☐ Employees by Groups in the Selected Payroll Group:

☐ Individual Employees in the Selected Payroll Group:

Export Specification

Export Specification: [Dropdown]

Pay Choice

Heartland Payroll

Pay Choice

PayAmerica Format

Paychex Preview

PayLink Export

ProData Evolution Export

Quic kBooks 2003+ Link

TimeClock Format

Create Report

Close

Export was Cancelled

- ① Click “Reports/Exports”.
- ② Select “Pay Choice” from Export Specifications drop down.
- ③ Select Pay Period to be included in Export.
- ④ Select Employees to be included in Export. Check “Employee by Group in the Selected Payroll Group” or “Individual Employees in the Selected Payroll Group”.
- ⑤ Click “Setup Export”¹ or “Create Export File”.

PAYROLL**Pay Choice Export (cont.)**

Export File Definitions

For Payroll **TimeTrax Payroll**

C:

Double-Click To Set Path

- C:\
- Documents and Settings
- All Users
- Documents
- Pyramid
- TimeTrax**

TimeClock Format

Delimiter: **Comma**

Quoted?: **Yes**

Employee by: **Name**

Export Type: **Payroll**

☐ Export Hours

☐ Export Pay

Path Name: C:\Documents and Settings\All

File Name:

Cancel Export and Discard Any Changes

Continue Export and Save Any Changes

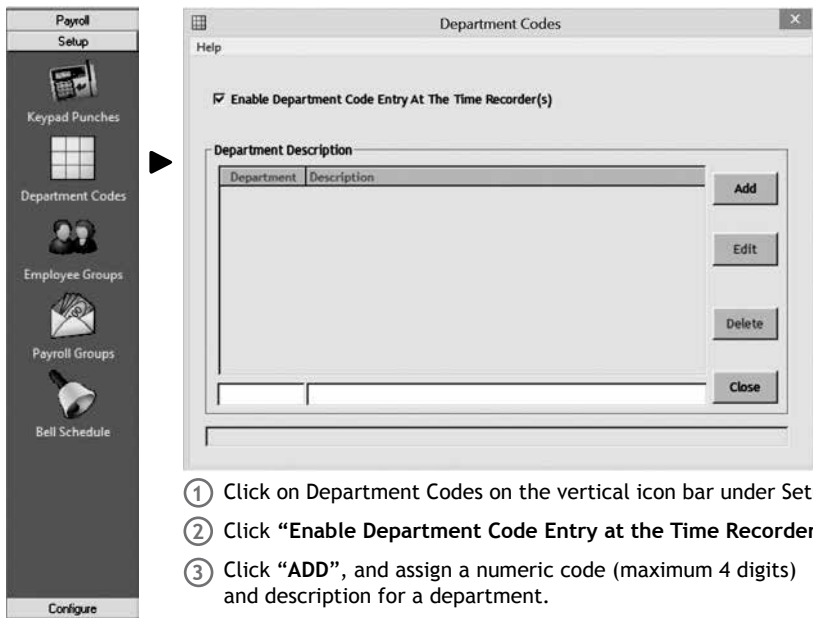
- ⑥ Under **Delimiter**, select “Comma”, “Tab”, or “Semi Colon” from drop down.
- ⑦ Under **Quoted?**, select “Yes” or “No”.
- ⑧ Select “Export Hours” or “Export Pay”.
- ⑨ Select **drive** and **location** where export file will be saved.
- ⑩ Click “Continue Export and Save Any Changes”.
- ⑪ Enter **File Name** including file extension.
- ⑫ Go to location where file is saved and import into software of choice.

SET UP

Using Department Codes

Department Codes allow employers the ability to capture time by Department and Employee vs. Employee alone.

Once you purchase the Department Code Feature, you can access it on the vertical icon bar under Setup. Before you begin the process below, be sure that your recorder is found in the software. The software will need to communicate with the clock to send it department code information.



- ① Click on Department Codes on the vertical icon bar under Setup.
- ② Click “Enable Department Code Entry at the Time Recorder”.
- ③ Click “ADD”, and assign a numeric code (maximum 4 digits) and description for a department.
- ④ Click “Save”. Continue this process for each department.

Once you have department codes set up, your employees can start using department codes at the clock.

To use a department code at the clock:

- ① Use your regular punch method at the clock and department code will appear on the screen.
- ② If you are punching in for the day and you want to track time in your home department, enter your home dept. code and press enter.
- ③ If your are leaving one department and entering another, punch in the code for the department you are entering and press enter. This will clock you out of your current department and punch you into the new department. There is no need for two separate punches.

SET UP

If you are punching out for lunch, going home for the day, or not using department codes at all, just press enter when `DEPART CODE?` appears.

Punch Detail Screen with Department Codes.

- ① Department Codes will show under status. If you don't see them, please click on the Department Code icon on your upper toolbar.
- ② Under Clock In/Out, you will see `I0/I1` if department codes were used to move from one department to another.

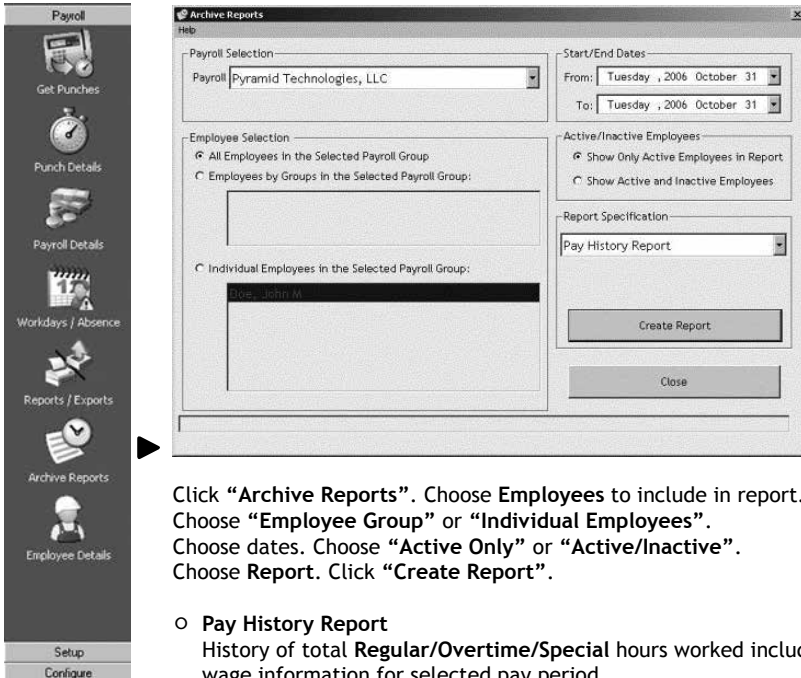
Reports- If you want to run reports that would include the time an employee spends in their regular department; they should enter the code for their home department when prompted as they punch in for the day.

If you don't have the department code feature already, you can purchase the feature by calling Customer Support at 888.479.7264.

PAYROLL

Archive Reports

Once payroll record is approved, it is placed in Archive. Archive Reports may be generated from date TimeTrax™ was installed up to and including current date¹.



Click “Archive Reports”. Choose **Employees** to include in report. Choose “**Employee Group**” or “**Individual Employees**”. Choose dates. Choose “**Active Only**” or “**Active/Inactive**”. Choose **Report**. Click “**Create Report**”.

- **Pay History Report**
History of total **Regular/Overtime/Special** hours worked including wage information for selected pay period.
- **Hours Summary Report**
History of total Pay Category hours.
- **Attendance Report**
History of absenteeism, missed punches and warnings.
- **Employee Details Report**
View & Edit employee information.
- **Time Card History Report**
Shows history of punches for selected pay period with comments for selected pay period.



¹ In order to run reports on time periods of more than 2 pay periods prior, user **MUST** have previously approved payroll at end of pay period. Data will not be archived unless payroll is approved. TimeTrax™ will generate a warning as a reminder.

PAYROLL

- **Time Card History Report w/o Comments**
Shows history of punches for selected pay period without comments for selected pay period.
- **Detail Pay History Report**
History of combined Payroll Report and Time Card Report with Punch Details comments for selected pay period.
- **Detail Pay History Report w/o Comments**
History of combined Payroll Report and Time Card Report without Punch Detail user comments.

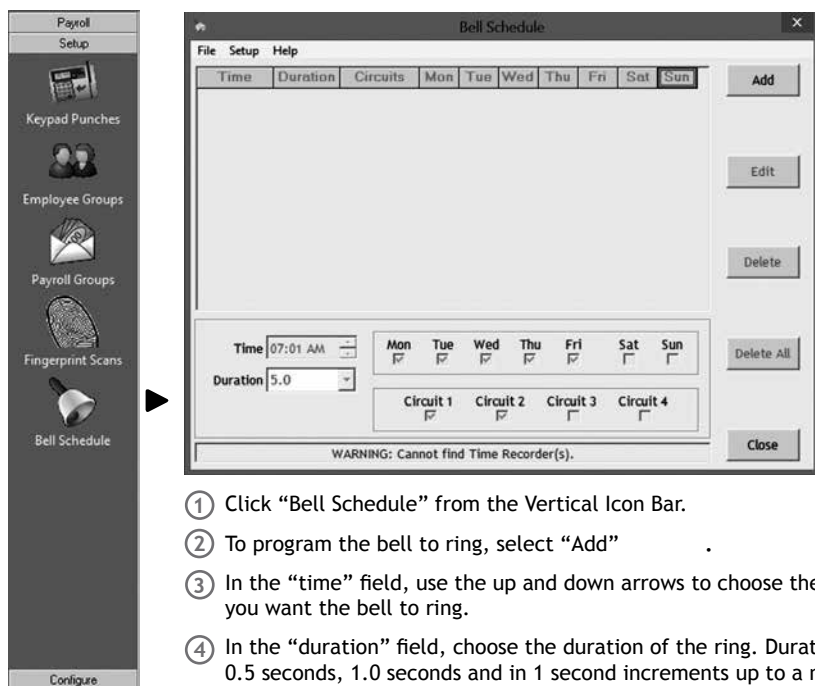
Department Code Archived Reports

Once payroll record is approved, it is placed in Archive. Archive Reports may be generated from date TimeTrax™ was installed up to and including current date¹.

- **Department Report**
Shows hours worked in all departments for selected pay period.
- **Department Report by Group**
Shows hours worked in each department by Payroll Group for selected pay period.
- **Department Report by Employee**
Shows hours in each department by Employee for selected pay period.
- **Department Hours Report**
Shows hours worked in each Department for selected pay period.

SETUP BELL SCHEDULES

TimeTrax™ Elite series accommodates bell scheduling for customers who have standard start/end and break/lunch times and wish to program bells to ring at a specific time to notify employees, up to 300 events. The programming is standard in the software, however additional bell ringing equipment is available for purchase by contacting Customer Support at 888.479.7264 or visit pyramiddtimesystems.com. See page 5 for a list of bell accessories.

**Circuits**

The circuit selection indicates which circuits are to ring at the designated time. The Time Clock, connected to the Pyramid 5300 or 5024 Bell Ringer, will automatically be Circuit 1. Save and repeat steps for each time that you want the bell to ring throughout the day.

SETUP

Changing Bell Schedule

Once a bell schedule is established, the time of an entry cannot be changed. The entire entry must be deleted and a new entry added for the correct time.

- ① To delete an entry, highlight the entry that you wish to change and click “Delete”. A pop up question box asking “Are you sure you want to delete this item?” will appear.
- ② Select “Yes” to delete the entry or select “Cancel” to abort the deletion.
- ③ To change the duration or days of the week, highlight the schedule you wish to modify.
- ④ Click “Edit” and make your change.
- ⑤ Click “Save” to save the change or click “Cancel” to return without changing the existing bell schedule.

Deleting Bell Schedule

- ① Click “Delete All”. A pop up question box asking “Are you sure you want to delete all scheduled items?” will appear.
- ② Click “Yes” to delete the entry or click “Cancel” to abort the deletion.
- ③ To change the duration or days of the week, highlight the schedule you wish to modify.
- ④ Click “Edit” and make your change.
- ⑤ Click “Save” to save the change or click “Cancel” to return without changing the existing bell schedule.

DIAGNOSTIC MODE ON THE TIMETRAX ELITE TERMINALS

For troubleshooting purposes, you may use the diagnostic mode on the TimeTrax™ terminals to gather the following information:

- F1 + 1 KEYS:** Displays firmware version
- F1 + 2 KEYS:** Displays the user defined terminal name
- F1 + 3 KEYS:** Displays the MAC address of the terminal
- F1 + 4 KEYS:** Displays the IP address of the terminal
- F1 + 5 KEYS:** Displays the uptime or the time that the unit has been running without loss of power
- F1 + 6 KEYS:** Displays the number of punches that have not been downloaded

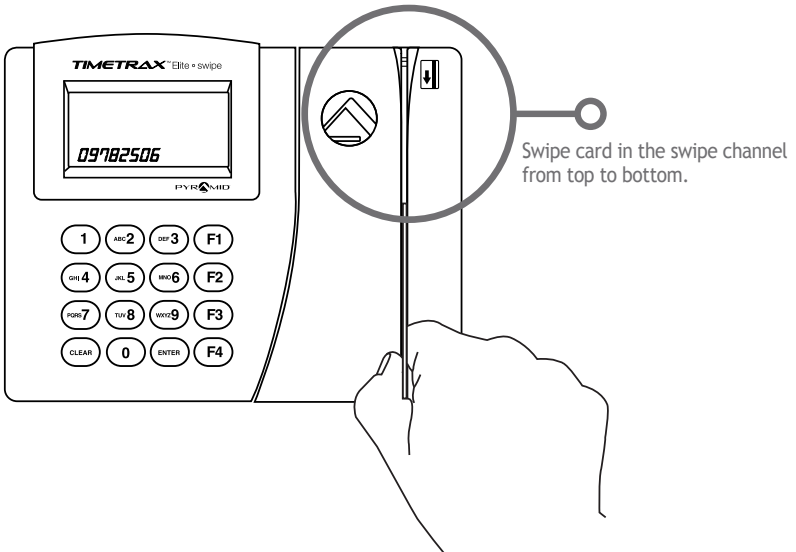
USING THE TIME CLOCK

PSDLAUBKK

Swipe card in the swipe channel from top to bottom.

If employee card number is successfully read, the time clock terminal will beep and the card number will be displayed briefly on terminal screen.

Employee punches generated from swipe card are stored within the terminal. The terminal stores the last 6,000 punches before download is required. Depending upon usage, punches can be retrieved on a more or less frequent basis.



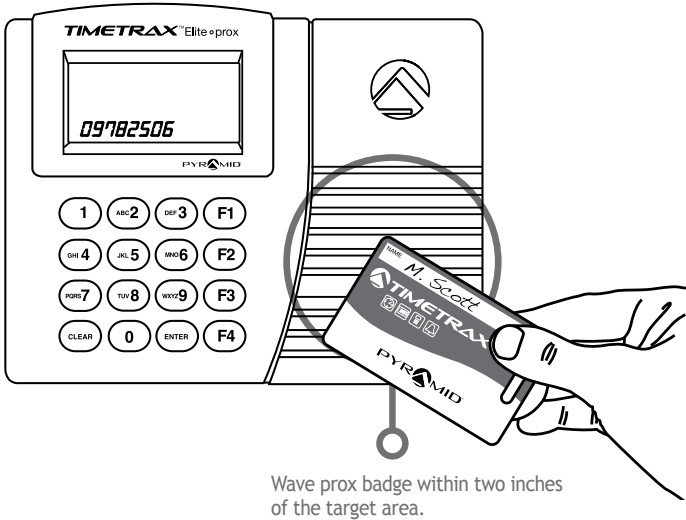
USING THE TIME CLOCK

TTPROXEK

Wave prox badge within two inches of target area.

If employee badge number is successfully read, the time clock terminal will beep and the badge number will be displayed briefly on terminal screen.

Employee punches generated from prox badge are stored within the terminal. The terminal stores the last 6,000 punches before download is required. Depending upon usage, punches can be retrieved on a more or less frequent basis.



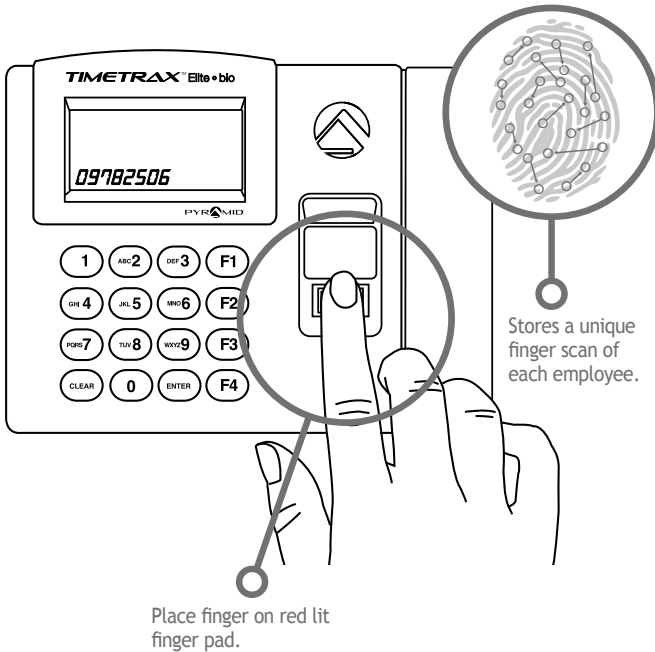
USING THE TIME CLOCK

TTELITEEK

Place finger on red lit finger pad.

If employee finger scan is successfully read, the red light will briefly go out, the time clock terminal will beep and the employee number will be displayed on terminal screen.

Employee punches generated from finger scans are stored within the terminal. The terminal stores the last 6,000 punches before download is required. Depending upon usage, punches can be retrieved on a more or less frequent basis.



SIMPLE : SMART™



CONTACT US:

For more information, visit pyramidthimesystems.com or call our technical support team at **888.479.7264** during regular business hours: **8am-5pm EST, Monday-Friday.**

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