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TO PLACE AN ORDER CALL: 866-487-4751
OR VISIT: WWW.TIMECLOCKEXPERTS.COM

PRODUCT USER GUIDE

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Introduction

The employee time clock and Web-based software is a system that integrates with your computer through your Web browser. It is important to understand and familiarize yourself with how this system works so that you can set it up quickly and easily. Your system includes the following features:

- The employee time clock and Web browser (your computer) are directly linked after you log in.

- Important alerts will appear on the **Home** page. Alert rules and preferences can be established in the **Alerts Setup** portion of the program. Employee activity can be monitored in real-time.

- Real-time editing is accomplished through links on your report screens and from the main tool bar. If you place your mouse cursor over an editable link, your mouse cursor will turn into a pointing finger and the link will be underlined. Simply click on the link to bring up a new window or to make a selection. Data is edited directly from your report screens and updated immediately in the employee time clock.

- The system is compatible with all operating systems if an ethernet based connection is used. If a USB or serial port connection is used, drivers are installed that are only compatible with **Windows XP or later** versions of Windows.

- The employee time clock contains a built in proximity badge reader. Badges can be purchased and assigned to employees. This allows employees to enter their original ID number on the keypad or swipe an assigned badge to clock IN and OUT.

- Enhanced, consecutive day overtime rules are provided for employers that calculate consecutive day overtime. This is also referred to as "California Overtime".

- Optional upgrades can be purchased and easily added to your system that will provide many important and convenient features. See the **Appendix** for more details.

- The basic system is preprogrammed with 25 employee ID numbers. Employees can immediately start punching IN and OUT after the clock is powered on. But in order to get detailed and meaningful reports, it is required that you set up your employee time clock preferences and employee preferences first.
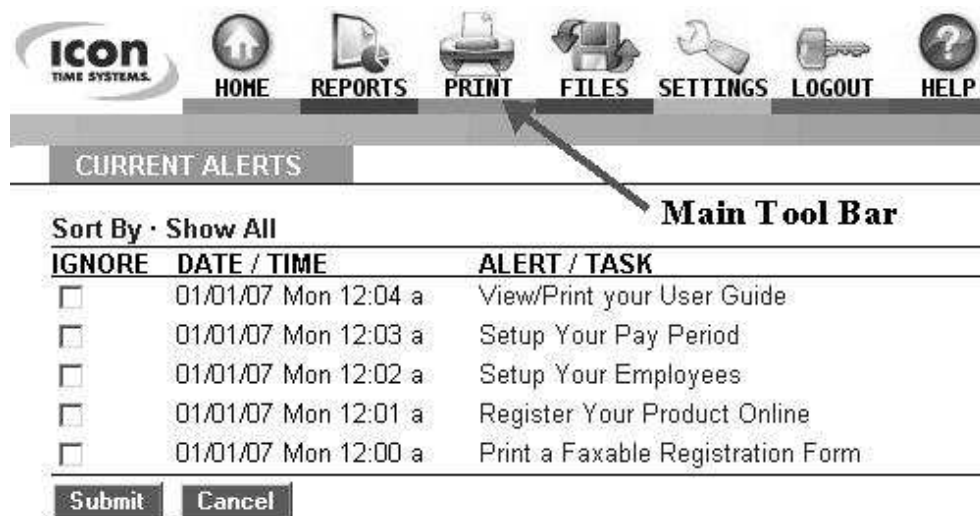
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Home Page

The **Home** page displays important alerts and reminders regarding your employees and software configuration.

- The main tool bar at the top of the **Home** page provides links to different software configuration options.

- The **Current Alerts** list displays important system alerts or alerts that you have setup in the program and the time and date they occurred.

- Click on the alert link in the **ALERT/TASK** list to view details on the alert. Select the IGNORE check box to hide the alert. Click on the Show All link to display hidden alerts. Click on the Sort By link to sort alerts by date or ID#.

- When setting up the system for the first time, it is important to print and read this user guide. Also, make sure you register your product.

NOTE: Before attempting to run reports for the first time, follow the Preference set up steps that follow. To print this user guide, select the File\Print option from your Web browser window.

PART I: Setting Up Your System

Step 1: Setting up your Preferences

PREFERENCES ↘

Pay Tab:

Pay   Punch   Device   Alerts   User

- **Payroll Preferences** - From the **Home** page, go to the **Preferences** section by clicking on the <u>Setup Your Pay Period</u> link in the **Alert/Task** list or select **Preferences** from the **Settings** icon on the main tool bar.

    o **Pay Period Type** - From the drop-down window, select your pay period type. The choices are weekly, bi-weekly, semi-monthly, and monthly.

    If you select semi-monthly, two additional date windows will appear. Manually enter the two days your pay periods will start during the month. In this example, the dates are set to the 1st and the 15th. Enter the corresponding dates in the Last, This, and Next Pay Start windows. An example is shown below. You *cannot* enter a date past the 28th for a semi- monthly starting date.

    PAYROLL PREFERENCES

Pay Period Type	Semi-Monthly ▾
Start Semi-Monthly on	1
and on	15
Last Pay Start	08/15/07
This Pay Start	09/01/07
Next Pay Start	09/15/07

    o **Last Pay Start** - Single-click in the date window to bring up the **Date Picker** calendar.

    Tip: Use the **Date Picker** to graphically enter dates.

    o Use the << >> arrows to select the year.
    o Use the < > arrows to scroll to the previous or next month, respectively.
    o Click on the day of the month in the calendar.
    o Click on [Close] to hide the calendar.

<<	<	[Close]	>	>>
		January 2007		

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- **This Pay Start** - Repeat the previous step and enter the correct starting date for this pay period. The system will advance pay periods automatically. You should not have to change any dates once they have been established.

- **Next Pay Start** - Repeat the previous step and enter the correct starting date for the next pay period.

- **Day Start** - Enter the day change time. Use the format h:mma/p. For example, enter 2:00a for 2:00am. This is the physical day start used for reports. In general, simply leave the entry at default - 12:00a. Let's say you have set the day start to 7:00a and an employee clocks IN at 6:45am on August 27th. The IN and OUT punch will appear on a report for the time period through August 26th but will be time stamped as occurring on August 27th.

  Tip: Use the **Time Picker** arrows to adjust time for any time fields in the program.
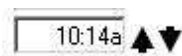
- **Week Start** - Using the drop-down window, select the day your payroll week starts. Weekly overtime and weekly reports will be calculated starting on this day.

- **Overtime Preferences** - Select overtime rules for your company.

  - **Day OT1 After** - Enter the number of hours in a day that must be worked before Overtime 1 is calculated. Overtime 1 is automatically calculated at "time-and-a-half" (hours are multiplied by 1.5). Enter "99" if you don't pay daily overtime.

  - **Week OT1 After** - Enter the number of hours in a week that must be worked before Overtime 1 is calculated. Enter "99" if you don't pay weekly overtime.

  - **Consecutive Day OT** - Leave this setting on "No" in the drop-down window unless your state requires consecutive day overtime calculations. For example, California is one state that requires this setting. Enhanced overtime and consecutive day overtime features are available as an upgrade. See the **Rules Pack** upgrade section of the **Appendix** for details.

Punch Tab:

- **Punch Preferences** - Select the **Punch** tab to enter your punch and rounding rules.

  - **Rounding Type** - Select the rounding rule in the drop-down window used by your company. Choices are **None**, **15 minute**, **15 minute slant**, and **10th hour**. Select **None** if you want to calculate to the exact minute when your employees are punching IN and OUT. Go to the **Appendix** to review details on different rounding options and examples.

  - **Automatic Punches become IN at** - Enter the number of hours that must pass before the next **automatic** punch automatically becomes an IN punch. This is convenient if the employee has forgotten to punch OUT the day before. Automatic punch entry is also known as **"Swipe and Go"**. The employee time clock will record every punch as an IN punch. Every other punch will be calculated as an IN punch by the program and on your reports. This setting does **not** affect validated and non-validated punches.

○ **Flag edits on Reports** - Check this box if you want punch edits to be flagged with an "E" on reports.

○ **Reject Like Punches within** - If an employee accidentally tries to enter the same type of punch at the clock within the minutes specified, the second punch will be ignored.

Device Tab:
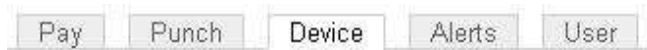
- **Device Preferences** - Select the **Device** tab in the **Preferences** window to configure the employee time clock and default report rules.

    ○ **System Information** - Important information such as your **Database Version, Software Version**, and employee time clock **Serial Number** will appear at the top of this section.

    ○ **Supervisor Code** - To secure your employee time clock, enter a unique 6-digit security code. This code is needed when accessing **Supervisor Mode** on the employee time clock. The default supervisor code is "00 00 00".

    ○ **Lock Keypad** - Select this check box to prevent keypad entry of PIN numbers to punch IN and OUT at the employee time clock. This will allow employees only to scan badges at the employee time clock. See the **Appendix** for proximity badge upgrade options.

    ○ **Use Daylight Savings** - Select this check box if you want the clock to automatically move the time ahead or back for daylight savings.

    ○ **Default Attendance Report To** - From the drop-down window, select the default time frame to view when you open the **Attendance Report** screen.

    ○ **Default TimeCard Report To** - From the drop-down window, select the default time frame to view when you open the **TimeCard Report** screen.

    ○ **Refresh Home Page** - Enter in minutes, how often the alerts on the **Home** Page should be refreshed. If the system seems to be running slowly, enter a larger number for the refresh time.

Alerts Tab:

- **Alert Preferences:** Select the **Alerts** tab in the **Preferences** window to setup the alert notices displayed on the **Home** page.

    NOTE: Alerts will not immediately update on the Home Page. The Home page will be updated based on your time setting for the "Check Alerts Every" option described below.

    ○ **Alert Low Hours at** - If an employee works a shift that is less than the hours specified, an alert will be generated. Enter "0" to disable the alert.

- Alert High Hours at - If an employee works a shift that is more than the hours specified, an alert will be generated. Enter "99" to disable the alert.

- Alert Maximum Time at - This is the maximum time for which a punch pair will be allocated. For example, if you enter "24", any employee that forgets to punch OUT the day before or that has a shift duration of more than a day will have a maximum of only 24 hours assigned to the punch pair, and an alert will be generated.

- Alert Day Overtime OT at - This is used in combination with the Day OT1 established in Overtime Preferences. If you have Day OT1 set to 8 hours and Alert Day Overtime OT set to 2 hours, an alert will be posted to the Home page when the employee reaches 8-2 = 6 hours worked for the day.

- Alert Week Overtime OT at - This is used in combination with the Week OT1 established in Overtime Preferences. If you have Week OT1 set to 40 hours and Alert Week Overtime OT set to 8 hours, an alert will be posted to the Home page when the employee reaches 40-8 = 32 hours worked for the week.

- Check Alerts Every - Enter the time in minutes. New alerts will be checked and posted to the Home page based on the time entered. If the system seems to be running slowly, enter a larger number in this window.

- Update Employee Hours Every - Enter in minutes how often punch information from the employee time clock is updated on your report screen. If the system seems to be running slowly, enter a larger number in this window.

  NOTE: Make sure you click the Submit buttons to save your changes and immediately update your clock's database.   Submit

User Tab:

- User Field Preferences - This is an optional upgrade. See the Appendix for details.

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Step 2: Setting up your Employees

ROSER REPORT ↘

Setup Employees: From the **Home** page, go to the **Roster Report** by clicking on the <u>Setup your Employees</u> link in the **Alert/Task** list or select **Roster Report** from the **Reports** icon on the main tool bar. Refer to the **Viewing and Running Reports, Roster Report** section of this manual for detailed information on overtime calculations on this screen.

NOTE: Each employee listed in the Roster report is a Web link. Click on the employee name to display and modify information for this employee.

```
023-_Employee 023
067-_Employee 067
101-_Employee 101
145-_Employee 145
```

EDIT AN EMPLOYEE ↘

- **Edit an Employee** - Follow the instructions below to set up your employees properly in the **Edit an Employee** screen.

    - **First Name** - Enter the first name of the employee.

    - **Middle Initial**- Enter the middle initial of the employee.

    - **Last Name** - Enter the last name of the employee.

    - **Display Name** - Enter how you want the name to display on the employee time clock.

    - **Address** - Enter Address/contact information in this window.

    - **PIN/Badges** - Displays the employee ID number used by the employee at the employee time clock.

    - **Active** - All employees default to an active status. Deselect this check box to make the employee inactive and to remove their name from the **Roster Report** . This will also remove the employee ID number from the employee drop-down window in the **Add a New Punch** screen and any other drop-down window that lists employees.

    - **Wage** - Enter an employee wage if you would like wages calculated on your reports.

    - **Entry Method** - *This is important.* This determines the procedure for punching IN and OUT by the employee at the employee time clock. Select the desired method from the drop-down window.

        NOTE: Refer to the Employee Time Clock section in the Appendix for employee time clock options and specific instructions on using the employee time clock by managers and employees

        - **Validated** - IN and OUT will display under the employee's name at the employee time clock. The employee is required to choose the correct button at that time - either IN or OUT. If IN is blinking on the display, the employee is required to punch IN. If OUT is

blinking on the display, the employee is required to punch OUT. For example, if an employee forgot to clock OUT the day before, they will have to punch OUT and then punch IN for the current shift. The punch information can be edited in the software so that the proper OUT time and date is recorded for your reports.

- **Non Validated** - IN and OUT will display under the employee's name at the employee time clock. The employee is required to choose the correct button at that time - either IN or OUT. Either entry will be accepted by the employee time clock.
- **Automatic** - This is also known as **"Swipe and Go"**. After the employee enters their ID number, the display on the employee time clock shows the employee name and the message "Entry Recorded". The employee is not allowed to make any other selections at the employee time clock. This provides a simple and quick method for the employee at the employee time clock. The employee time clock records every punch as an IN punch. Every "other" punch is considered an IN punch by the program. You **cannot** make any lunch override or hours adjustments to these type of punches. See the **Add a New Punch** section for details.

- **Lunch Enabled** - Select this check box to deduct a lunch. The deducted time for lunch is setup in the **Lunch Length** window. Lunch Enabled is usually used if the employees DO NOT manually punch OUT for lunch.

- **Lunch At** - Enter the number of hours the employee is required to work before the lunch period is automatically deducted from the employee's shift for the day.

- **Lunch Length** - Enter the amount of time in minutes to deduct for lunch.

- **Purge Punches** - Click on the <u>Delete all punches for this employee</u> link to delete all punches for the employee. You will get a final dialog box to approve the deletion of punches. Click OK to delete the employee's punches from the employee time clock, or select **Cancel** to keep the punches.

Step 3: Setting up Alerts

ALERTS SETUP ↘

Enter Alert Setup: From the main tool bar, select **Settings** and **Alert Setup.**

- **Alert Setup** - Follow the instructions below to set up alerts to be posted on the **Home** page.

   NOTE: To disable an alert, deselect the check box in the far left column. This will prevent the alert from being posted to the Home Page. Disable the alerts that you will not be using. This will speed up system performance. For each alert item there is a drop-down window in the Lifetime column. If an alert is posted to the Home page, it will be automatically removed based on the Lifetime (time duration) you have chosen on this screen.

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☑	DESCRIPTION	LIFETIME
☑	High Hours	1 Day
☑	Low Hours	1 Day
☑	Maximum Hours	1 Day
☑	Approaching Daily Overtime	1 Day
☑	Approaching Weekly Overtime	1 Day
☑	Check for Updates	Forever
☑	Backup Reminder	1 Week
☑	Punch Notify	1 Hour

- o **High Hours** - An alert will be posted if the **"Alert High Hours"** has been reached. These hours were established in the **Settings\Preferences\Alerts** tab in the previous section of the user guide.

- o **Low Hours** - An alert will be posted if the **"Alert Low Hours"** has not been reached. These hours were established in the **Settings\Preferences\Alerts** tab.

- o **Maximum Hours** - An alert will be posted if the **"Alert Maximum Time"** has been reached. These hours were established in the **Settings\Preferences\Alerts** tab.

- o **Approaching Daily Overtime** - An alert will be posted if the **"Alert Day Overtime"** has been reached. These hours were established in the **Settings\Preferences\Alerts** tab.

- o **Approaching Weekly Overtime** - An alert will be posted if the **"Alert Week Overtime"** has been reached. These hours were established in the **Settings\Preferences\Alerts** tab.

- o **Check for Updates** - This will post a reminder to the **Home** page to check for new updates.

- o **Backup Reminder** - This will post an alert to the **Home** page to remind you to backup your data.

- o **Punch Notify** - This will post an alert to the **Home** page when employees punch IN our OUT.

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PART II: Managing Your System

Viewing and Running Reports

Select a report option: From the main tool bar, select the **Reports** icon and the report to view or edit.

NOTE: Punch information will update based on the time setting entered for "Update Employee Hours Every" in Settings\Preferences\Alert Preferences. Select the <u>Refresh</u> link at the top of the report screen to view punch information that may have been updated.

Add Punch: From the **Attendance** or **TimeCard Repor**t screen, click on the <u>Add Punch</u> link at the top of the report. See "1" in the illustration above.

- **Employee** - Select the employee to receive the added punch in the drop-down window. The employee will **not** appear in the list if they have been set to **inactive** in the **Edit an Employee** screen.

- **Type** - Select the type of punch.

  - **IN** - Create an IN punch.
  - **OUT** - Create an OUT punch
  - **Automatic** - This will enter a punch opposite to the previous punch. The punch will become an IN punch if the automatic punch duration time that was set up in **punch preferences** has elapsed.

    NOTE: When adding or editing an Automatic punch, change the punch type from Automatic to OUT if you would like to edit lunch or adjustment hours. In other words, you cannot do a lunch override or adjustment hours to an automatic punch.

- **Date** - Use the **Date Picker** to choose the date.

- **Time** - Type in the time for the punch in hh:mma/p format. For example, enter 07:00a for 7:00 am. Use the **Time Picker** to select time also.

- **Lunch** - If the punch type is OUT, you will have the option to enter an additional lunch deduction for the shift in the Lunch window.

- **ADJ** - If the punch type is OUT, you will have the option to enter an additional time adjustment to the shift. You can enter positive or negative values to adust time for the shift. For example, let's say you have setup daily overtime to accrue after 8 hours. The employee has worked 8 hours but you want to give them 1 extra hour for coming in for that day. Enter 1.00 in the ADJ window and click the **Submit** button. This will cause the employee to accrue overtime since 8 hours has all ready been worked. The adjustment will be applied to OT1. The following will be posted to the report:

TIME IN	TIME OUT	LCH	ADJ	HRS	STD	OT1
Tue 06:30a E	Tue 02:30p E		1.00	9.00	8.00	1.00
				9.00	8.00	1.00

Let's say you have daily overtime set to accrue after 8 hours and an employee has worked 8.27 hours for the shift. You did not give the employee permission to work overtime, so .27 hours will be deducted from the shift. Enter -.27 in the ADJ window and click the **Submit** button. This will subtract this amount from the total hours worked for the day. This will adjust the time worked to 8 hours without any OT1 accrued. The following will be posted to the report:

TIME IN	TIME OUT	LCH	ADJ	HRS	STD	OT1
Tue 06:30a E	Tue 02:46p E		-0.27	8.00	8.00	
				8.00	8.00	0.00

EDIT A PUNCH ⬎

Adding a punch to complete a punch pair: You may come across an IN or OUT punch on a certain day that does not have a matching punch. To complete the punch pair, click on the Add Punch link on the **Report** screen to bring up the **Add a New Punch** screen. Follow the steps described in the **Add a New Punch** section to add a punch for the current employee. See "2" in the illustration at the beginning of this section.

Edit a Punch: From the **Attendance** or **TimeCard Report** screen, click on the actual IN or OUT time you want to edit. Each punch entry in the **Time IN** and **Time OUT** columns of the report is a link. See "3" in the illustration at the beginning of this section.

- Follow the instructions in the **Add Punch** section to properly edit the time and properties for the selected punch.

- **Flags** - If an alert exception has occurred for an existing punch pair, there will be a flag code or codes for the OUT punch in the **Edit a Punch** screen. Review the **Exceptions** description in the Attendance Report section below.

   NOTE: If you see an "E" next to a punch in the report, this indicates the punch was manually edited in the software.

Make sure you click the Submit buttons to save your changes and immediately update your clock's database.   `Submit`

ATTENDANCE REPORT

- **Attendance Report** - View or edit attendance information for a chosen day or time period for all employees. Refer to the illustration below.

From: 08/07/07 Thru: 08/13/07 Add New Punch				Daily · Labor · Exceptions · Refresh			
EMPLOYEE	TIME IN	TIME OUT	LCH	ADJ	HRS	STD	OT1
08/07/07							
067-Empl 067	Tue 07:00a	Tue 04:01p			9.02	8.00	1.02
101-Empl 101	Tue 07:00a	Tue 04:01p			9.02	8.00	1.02

   o **Select a time period for the report** - Click on the date link at the top of the **Report** screen as shown by "1" in the illustration above.

> o Click on the time period to display on the report.
> o Enter a date or use the **Date Picker** for a custom date range in the **From/Thru** Windows.
> o Click on the **Submit** button after entering custom dates.

> · Today   · Yesterday
> · This Week   · Last Week
> · This Pay Period   · Last Pay Period
>
> From: 08/21/07 Thru: 08/21/07
>
> `Submit`   `Cancel`

   o **Viewing additional details** - Each item shown by "2" in the first illustration above is a link to display additional information on the **Report** screen.

   - **Daily** - Click on this link to show total hours worked for each day. This is convenient if the employee clocks IN and OUT multiple times during the day.
   - **Labor** - Click on this link to view labor costs if you have entered employee wages.
   - **Exceptions** - Click on this option to view only punch exceptions in the report. Click again to bring back the original report.

     - **H:** An "H" in the exception column indicates the punch pair has reached the **Alert High Hours** established in **Settings\Preferences\Alert Preferences.**
     - **L:** An "L" in the exception column indicates the punch pair is below the **Alert Low Hours** setup in **Settings\Preferences\Alert Preferences.**
     - **M:** An "M" in the exception column indicates the punch pair has reached the **Alert Maximum Time** setup in **Settings\Preferences\Alert Preferences.**
     - **O:** An "O" in the exception column indicates the punch pair has been updated with a specific lunch deduction in the **Edit a Punch** screen.

   - **Refresh** - Click on this option to update the **Attendance Report** screen with any recent punches from the employee time clock.

   - **Editing employee information** - Simply click on the employee name in the **Employee** column of the report to edit employee details. Refer to the **"Edit an Employee"** section earlier in this manual.

- **Editing punch information** - Simply click on an IN or OUT punch in the **Time IN** or **Time OUT** column to edit the punch. Refer to the **"Edit a Punch"** section earlier in this manual. An "E" next to the punch indicates that the punch was edited.

  NOTE: The program will report the time elapsed since the IN punch occurred if there is no matching OUT punch. An example is shown below. Employee 701 clocked IN at 7:00am. The current time on the employee time clock is 7:07am. Thus .12 minutes have elapsed since the employee clocked IN. Hours will continue to accrue until the employee clocks OUT, the punch is edited, or the "Alert Maximum Time at" value has been reached.

  Smith, J-Empl 701

DATE	TIME IN	TIME OUT	LCH	ADJ	HRS	STD
09/06/07	Thu 07:00a	Add Punch			0.12	0.12
Totals:			1		0.12	0.12

- **Adding a new punch** - Click on the Add Punch link at the top of the report to create new punch entries for an employee. Be sure to select the correct employee from the drop-down window in the **Add a New Punch** screen.

- **Adding a punch to complete a punch pair:** For example, you may come across an IN or OUT punch on a certain day that does not have a matching punch. To complete the punch pair, click on the Add Punch link on the **Report** screen to bring up the **Add a New Punch** screen. Follow the steps described in the previous section to add a punch for the current employee.

- **Viewing hourly totals for a specific day** - Simply click on the date link in the **Employee** column of the report. Click again to hide the information.

Printing Reports: Select the Print icon from the main tool bar to print your report. Some browsers and computers may print differently depending on the font size and margin settings. The report may print better using narrower margins. Check your browser's print preferences to adjust print margins.

TIMECARD REPORT ⬐

- **Timecard Report** - View or edit timecard information for a chosen day or time period for a selected employee or all employees.

  NOTE: The procedure for viewing and editing Timecard reports is the same as it is for the Attendance report except for a couple of additional items. Please refer to the instructions and details in the previous section also.

  From: 08/07/07 Thru: 08/20/07 Add New Punch Summary · Signature · Daily · Labor · Exceptions · Refresh

  067-Empl 067

DATE	TIME IN	TIME OUT	LCH	ADJ	HRS	STD	OT1	OT2
08/07/07	Tue 07:00a	Tue 04:01p	2		9.02	8.00	1.02	
08/08/07	Wed 07:02a	Wed 04:02p			9.00	8.00	1.00	
08/09/07	Thu 07:02a	Thu 05:04p			10.03	8.00	2.03	

o **Select a time period for the report** - Click on the date link at the top of the **Timecard Report** screen as shown by "1" in the illustration above. In the date selection window shown below, click on the pay period link for the time period you would like to view or enter custom date ranges in the From\Thru date windows.

o **Select an employee** - For the **Timecard report**, you have the additional option of choosing a specific employee, or ALL employees, to view in the report. Remember to select the **Submit** button to save your selection.

o **Export** - Click on the Export link at the top of the report to save the report in comma-delimited (CSV) format. Click the Save button in the File Download window, choose a name for the file and a location to save the file. The CSV file can be opened in a text editor or Excel for editing.

o **Viewing additional details** - Each item shown by "2" in illustration above is a link to display additional information on the **Report** screen.

  - **Summary** - Click on this option to display only the hourly totals for each employee for the pay period. The individual punch hours will be hidden.
  - **Signatures** - Click on this option to display an employee signature line. When you print out time cards, this line will appear on the time card.
  - **Daily** - Click on this option to show total hours worked for each day. This is convenient if the employee clocks IN and OUT multiple times during the day.
  - **Labor** - Click on this option to view labor costs if you have entered employee wages.
  - **Exceptions** - Click on this option to view only punch exceptions in the report.

      - **H:** An "H" in the exception column indicates the punch pair has reached the **Alert High Hours** established in **Settings\Preferences\Alert Preferences.**
      - **L:** An "L" in the exception column indicates the punch pair is below the **Alert Low Hours** established in **Settings\Preferences\Alert Preferences.**
      - **M:** An "M" in the exception column indicates the punch pair has reached the **Alert Maximum Time** established in **Settings\Preferences\Alert Preferences.**
      - **O:** An "O" in the exception column indicates the punch pair has been updated with a specific lunch deduction in the **Edit a Punch** screen.

  - **Refresh** - Click on this option to update the **Timecard Report** screen with recent punches from the employee time clock.

  - **Editing employee information** - Simply click on the employee name in the report to edit employee details. Refer to the **"Edit an Employee"** section earlier in this manual.

- **Editing punch information** - Simply click on an IN or OUT punch in the **Time IN** or **Time OUT** column to edit the punch. Refer to the **"Edit a Punch"** section earlier in this manual. An "E" next to the punch indicates that the punch has been edited.

- **NOTE: The program will keep track of the time elapsed since the IN punch occurred if there is no matching OUT punch in that same row.**

- **Adding a new punch** - Click on the <u>Add Punch</u> link at the top of the report to create new punch entries for the employee. Be sure to select the correct employee from the drop-down window in the **Add a New Punch** screen.

- **Adding a punch to complete a punch pair:** You may come across an IN or OUT punch on a certain day that does not have a matching punch. To complete the punch pair, click on the <u>Add Punch</u> link on the **Report** screen to bring up the **Add a New Punch** screen. Follow the steps described above to add a punch for the current employee.

- **Viewing hourly totals for a specific day** - Simply click on the date link in the **Date** column of the report. Click again to hide the information.

Printing Reports: Select the Print icon from the main tool bar to print your report. Some browsers and computers may print differently depending on the font size and margin settings. The report may print better using narrower margins. Check your browser's print preferences to adjust print margins.

NOTE: Each employee time card will print on a separate sheet of paper when batch printing "all" employees.

ROSTER REPORT �

- **Roster Report** - View and edit employee information. The basic system comes with 25 preprogrammed employee ID numbers.

ROSTER REPORT

Details · Show All

Employee	Time Remaining Before Overtime		
	Daily	Weekly	Consecutive Days
023-Emp 023	6.25	33.95	5
067-Empl 067	8.00	40.00	7
101-Empl 101	8.00	40.00	7

- **Edit employee information** - In the **Roster Report** screen, click on the employee name or number in the **Employee** column. This will bring up the **Edit an Employee** screen. Please refer to the **"Edit an Employee"** section earlier in this manual for details on editing employees.

- **View employee details** - Click on the <u>Details</u> link at the top of the **Roster Report** screen to view or print details for all employees at once.

- **Viewing Inactive Employees** - If an employee is not marked as active in the **Edit an**

Employee screen, they will not show on the Roster Report. Select the <u>Show All</u> link at the top of the report to view all employees, active or inactive.

o **Time Remaining Before Overtime** - The **Daily** column will display the number of hours left in the day before the employee will start earning daily overtime. The default value for daily overtime is established in the **Day OT1 After** window in the **Settings\Preferences\Pay** tab section of the program. The time remaining before overtime will decrease through the day until the employee punches OUT or the value reaches 0. Overtime is accumulating when 0 is reached.

o **Time Remaining Before Overtime** - The **Weekly** column will display the number of hours left in the week before the employee will start earning weekly overtime. The default value for weekly overtime is established in the **Week OT1 After** window in the **Settings\Preferences\Pay** tab section of the program. The time remaining before overtime will decrease through the week until the value reaches 0. Overtime is accumulating when 0 is reached.

o **Time Remaining Before Overtime** - The **Consecutive Days** column will display the number of days left in the work week before the employee will start earning consecutive day overtime. The default value for consecutive day overtime is established in the **Consecutive Day OT** window in the **Settings\Preferences\Pay** tab section of the program. If Consecutive Day OT is set to NO, this column will be blank.

Printing Reports: Select the Print icon from the main tool bar to print a list of your employees. Employee details will also print on the report if they are made visible in the Roster Report screen. Some browsers and computers may print differently depending on the font size and margin settings. The report may print better using narrower margins. Check your browser's print preferences to adjust print margins.

Backup and Restoring Data
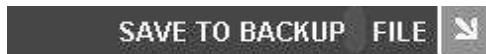
Creating a Backup: From the main tool bar, select the **Files** icon and then the **Save to Backup File** option from the drop-down menu. Click the **Submit** button in the **Save to Backup File** screen. This will create a backup (current copy) of your database and it will be saved to a location on your computer.

- **Saving a file** - Click the **Save** button in the **File Download** window when it appears.
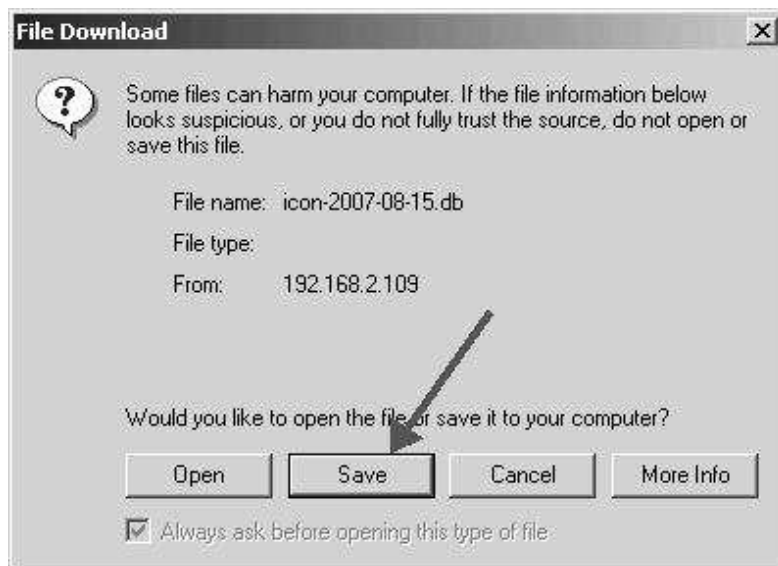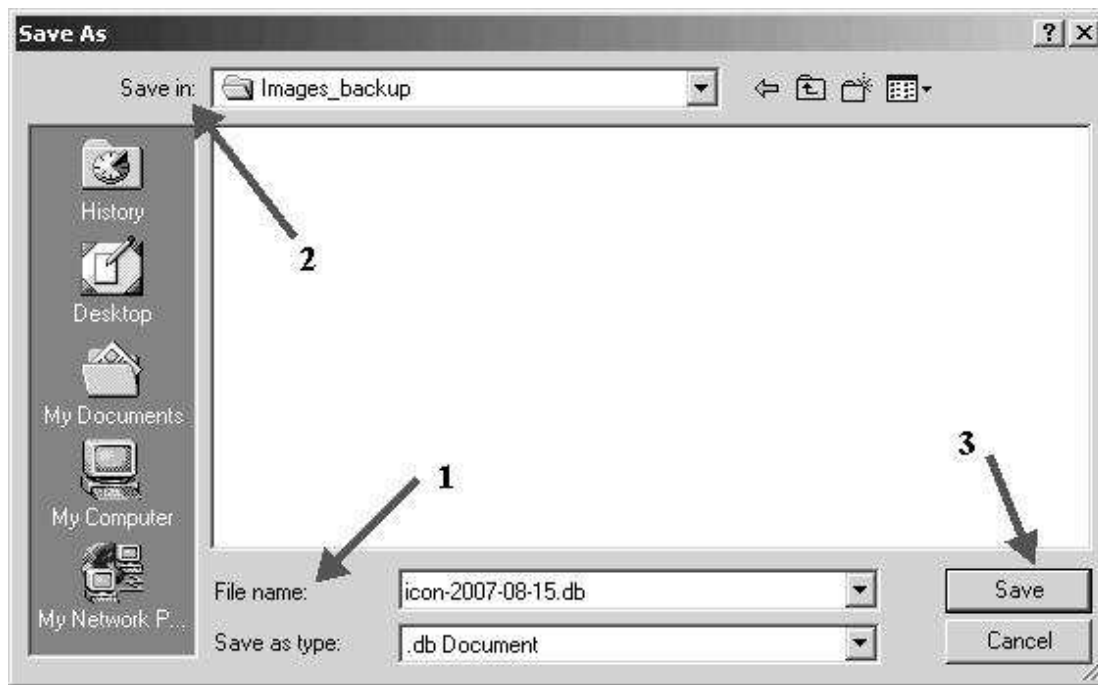
1. A file name is automatically assigned for you. The file name includes the current date for easy reference. For example, a typical file name might be **icon-2007-08-15.db**. If you prefer a different file name, enter this name in the **File name** window.
2. Browse to the directory to save the file in the **Save in** window.
3. Click the **Save** button to save the file. The current data from the clock is transferred and saved to a file on your computer. After the download is complete click on the **Close** button.

- **Removing Old Data** - At this point, you have the option to remove older punches from the employee time clock. You can remove any data **prior** to the previous pay period. You cannot remove the current or last pay period punches from the clock. Press the **Cancel** button if you do **NOT** want to remove any information from the clock. Else, enter a date in the **Delete Punches** window and click **Submit** to purge the clock of prior punches. Removing data periodically will help improve system performance.

RESTORE BACKUP   FILE

WARNING: Restoring a backup file will OVERWRITE the current data on the clock. Create a CURRENT backup of your data before attempting to restore and view "historical" data.

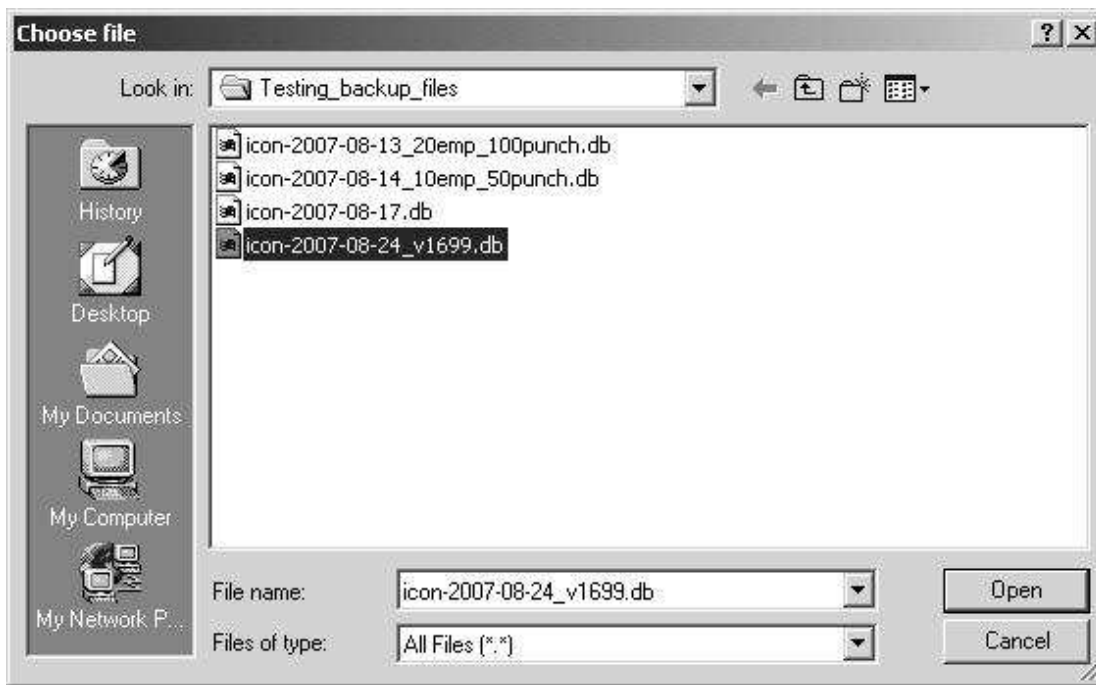**Restoring a Backup:** From the main tool bar, select the **Files** icon and then the **Restore Backup File** option from the drop-down menu.

- **Current Password** - Enter your system password.

- **Upload file** - Click the **Browse** button and browse to the location of your backup file. Select the file in the **Choose File** window and click the **Open** button.

- **Restore the Backup** - Click the **Submit** button in the **Restore Backup File** screen to restore the backup file. A warning message will display reminding you that your current data will be overwritten at the employee time clock. Click the OK button to continue.

  NOTE: It may take several minutes to restore a backup file especially if you are using a USB or serial port connection. The employee time clock will display a "Please Wait" and then a "Performing Restore" message. After the restore is complete, you will be required to log back into the software to view the backup information.

Updating your software: Occasionally, new updates will be available or needed for your employee time clock system. The system automatically alerts you to check for updates unless you have changed this preference in Settings\Alerts Setup. First, download the update from www.icontime.com. To do a system update, select the **Files** icon and **System Update** from the main tool bar.

- **Current Password** - Enter your current system password.

- **Upload File** - Browse to the location of the update file. Click the **Submit** button.

  NOTE: The following message box will appear. Please be patient. The upgrade may take

awhile to complete.

Please wait while processing...
USB and Serial Port connections
may take up to 15 minutes to
complete this process.

Printing Reports and Screens

Printing: Select the Print icon from the main tool bar to print the current report or page that is displayed in your Web browser. Some browsers and computers may print differently depending on the font size and margin settings. The report may print better using narrower margins. Check your browser's print preferences to adjust print margins.

Change Password

CHANGE PASSWORD

Changing the System Password: From the main tool bar, select the **Settings** icon and **Change Password** to change the security password for the software.

- **Current Password** - Enter the default or current password.

- **New Password** - Enter a new password.

- **Confirm New Password** - Enter the new password again to confirm the change. Click on the **Submit** button to save your changes.

Logout

Logging Off: If you need to leave your computer unattended, you can logout of the software. Select the Logout icon from the main tool bar to exit out of the program. At the Login screen, enter your Username and Password to log back into the system.

Help

Getting Help: Select the Help icon from the main tool bar to access this user guide.

PART III: Appendix

A: Employee Time Clock Upgrades

Contact the Icon Time System's sales department at 1-800-847-2232 option 3 for upgrade pricing and information. Current upgrades available are:

- **RTC1000**
- **Mobility**
- **Customize**
- **Departments**
- **Rules Pack**
- **Proximity Cards**
- **Employee Capacity Options**

NOTE: It is recommended that you make a backup of your data before performing any upgrades.

RTC1000: This upgrade adds 25 additional employees to the system for a total of 50 employees. This upgrade also allows the addition of notes in the employee, punches, and department screens. **Departments** is an additional option that can be purchased.

- **Adding Notes to Punches** - Click on an existing IN or OUT punch in the **Attendance or Timecard Report**. A Note window will appear at the bottom of the **Edit a Punch** screen. Enter a brief note associated with the punch. To view the note on the report, click the Notes link at the top of the report. A "+" symbol next to a punch indicates a note is attached to that punch. Notes are added in the same manner to new punches in the **Add a New Punch** screen.

023-Empl 023				Summary · Signature · Daily · Notes			
DATE	TIME IN	TIME OUT	LCH	ADJ	HRS	STD	
09/04/07	Tue 07:07a	+Tue 02:30p E			7.38	7.38	
		NOTE: Left early for Doctor Appt.					
Totals:	2				7.38	7.38	1

- **Adding Notes to Employees** - Click on the employee name in any of the available reports. A Note window will appear below the Address window in the **Edit an Employee** screen. Employee notes will appear on the **Roster Report** when the Details link is selected at the top of that report.

- **Adding Notes to Departments** - If you have purchased the **Department** upgrade, you can add notes in the **Edit a Department** screen. Department notes will appear in the department section of the **Roster Report** when the Details link for that section is selected. Review the **Department** upgrade section in this **Appendix** for more details.

Mobility: This upgrade adds email alert capability to your program and a Secure Server SSL option.

  Alerts Setup - From the main tool bar, select **Settings** and **Alerts Setup**. There will be three additional column fields available: E-mail, Repeat, and Recipient.

DESCRIPTION	LIFETIME	E-MAIL	REPEAT	RECIPIENT
High Hours	1 Day	Never	Never	mainoffice@yahoo.com
Low Hours	1 Day	Never	Never	day.manager@yahoo.com

- **E-mail** - From the drop-down window for each alert, select how soon an email alert message should be generated.
- **Repeat** - From the drop-down window for each alert, select how often you would like an alert email to be resent.
- **Recipient** - Enter the email address that you would like to receive the email alert. Enter multiple addresses in the same window by placing a semi-colon between each recipient.
- **SMTP Address** - From the main tool bar, select the **Settings Preferences/Device** tab. Enter your SMTP email server address. You should have this information, else contact your service provider for this information
- **Use SSL Server** - From the main tool bar, select the **Settings Preferences/Device** tab. Select the check box to use secure server options.

Customize: This upgrade adds user fields, customized PIN numbers, and custom system prompts to your employee time clock.

- **User Fields** - This allows you to enter additional property fields to your employees, departments, or system. These additional fields will appear on the appropriate screen and reports.

- **User Field Preferences** - From the main tool bar, select the **Settings** icon and **Preferences**. Select the **User** tab in the **Preferences** window to create additional user fields that can be used on your reports. You can create up to 10 additional user field names.

Preferences

| Pay | Device | Alerts | User |
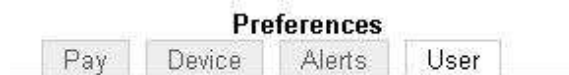
   - **Title for User 1** - Enter a custom title for User field 1. Repeat this step for User fields 2 through 10 if you need additional fields assigned in the program.

   - **Assign User 1 to** - Using the drop-down window, assign your **User field** to either the System, Employee, or Department section of the program. Leave the setting at "None" if you are not going to use a particular user field. For example, you can create a User 1 field called **"Phone Number"** and Assign User 1 to **"Employee"**. This will create a Phone number field in the **Edit an Employee** screen for all of your employees. Repeat this step for Assign User fields 2 through 10 if you need additional fields assigned in the program.

- **Customize PIN Numbers** - this added feature allows you to customize employee ID numbers, as well as, the option to use from 3 to 9 digits for the Employee ID number length. From the main tool bar, select the **Settings** icon and **Preferences**. Select the **Device** tab.

Time Clock Experts.com

DEVICE PREFERENCES

PIN Number Length	3 ▾	Digits
System Prompt 1	Work Safely	
System Prompt 2	Have a great day	
System Prompt 3	Enter ID Number	
Supervisor Code	00 00 00	

- ○ **PIN Number Length** - Enter the number of digits that employees will use to punch IN and OUT at the employee time clock.

- ○ **Updating an Employee ID number** - Select the employee from the **Roster report** screen. The **PIN/Badges** field can now be edited in the **Edit an Employee** screen. Enter the new ID number for the employee in this field. You can now also enter a **Display ID** for the employee. This can be any number. For example, a payroll ID number can be used. This number will appear on your reports. Select the **Submit** button to save your updates.

  NOTE: Certain ID numbers may not work if you increase the PIN number length and then decrease it at a later time. For example, if you increase the PIN number length from 3 to 4 digits, employee ID 023 will become 0023 and 067 will become 0067. If you change ID number 0067 to 1067, you will have to manually change the ID number back to 067 in the Edit an Employee screen if you go back to a 3 digit PIN number length. Any PIN number with leading zeroes such as 0023 will revert to 023 and work properly at the employee time clock.

- ○ **System Prompt 1, 2, and 3** - You can enter 3 different default messages to display on the employee time clock.

Departments: This upgrade adds 32 departments to the system. Departments can be assigned to employees as needed. Employees will automatically be assigned to the first department after doing the upgrade.

Setting up your Department Preferences

EDIT A DEPARTMENT ↘

Enter Department Preferences: Select **Roster Report** from the Reports icon on the main tool bar. Scroll down to the **department** section and click on a department name in the **Departments** column.

- • **Edit a Department - Follow the instructions below to set up your departments.**

  - ○ **Active** - All departments default to an active status. Deselect this check box if you would like the department to be hidden from in the **Roster Report** and the department drop-down windows.

o **Department Name** - Enter a custom name for the department. Click the **Submit** button to save the changes. The name will be updated in the **Roster report**.

o **Displaying department details in the Roster report** - Click on the <u>Details</u> link at the top of the **department** section of the **Roster report** to view details for all your departments. Click on the <u>Show All</u> link to view all active and inactive departments.

o **Adding Departments for an employee** - Select an employee from the **Roster Report** to access the **Edit an Employee** screen. Select a department from the drop-down window. Another similar window will appear to allow you to choose more departments. Enter a **Wage** for the employee if you are tracking labor costs. Different wages can be assigned to different departments. The **Order** column allows you to choose the order the departments will display at the time clock. Give the department used most by the employee the *lowest* order number to save time when punching IN at the employee time clock.

DEPT	WAGE	ORDER
office_1 ▾	10.00	1
Add Department ▾	0.00	2

o **Department Reports** - The department upgrade will allow you to run reports based on departments. From the main tool bar, select **Reports** and **Department Report**. Review the **Viewing and Running Reports** section in the main user guide for instructions on editing information in the department report.

Rules Pack: This upgrade activates the use of Revision Zones, enhanced Overtime Preferences, and Non-Worked Hours for your punches.

- **Entering Non-Worked Hours** - This allows you to enter paid hours such as vacation, sick, or holiday time. Select the <u>Add Punch</u> link at the top of the **Attendance or Timecard Report** screen.

Type   [NonWorked No OT ▾]
Date   [09/04/07]

Adjust [8.00] Hours

o **Type** - In the **Add New Punch** screen, select **NonWorked NO OT** from the drop-down window if these hours are not to be included in overtime calculations, else select **NonWorked W/OT**.

o **Date** - Enter the date for the NonWorked hours.

o **Adjust** - Enter the total hours for the day and click the **Submit** button. The punch will appear on a report as shown below.

601-Empl 601

DATE	TIME IN	TIME OUT	LCH	ADJ	HRS
09/04/07	Tue 02:24p E	Add Punch			8.00
Totals:					8.00

NOTE: An alert will be posted to the Home page if a non-worked punch is entered in the report screen. You can attach a note to the punch identifying the reason for the entry if you have purchased the RTC1000 upgrade package.

- **Entering Revision Zones** - From the main tool bar, select the **Settings** icon, **Preferences**, and go to the **Punch** tab.

  PUNCH PREFERENCES
  Rounding Type   None
  In Revision Start Time   7:30a
  In Revision End Time   8:00a
  Out Revision Start Time   4:00p
  Out Revision End Time   4:30p

    o **In Revision Start Time** - Enter a time in hh:mm:a/p format - for example 7:30a. If an employee clocks IN between the **In Revision Start and End Time**, the shift start time will be rounded to the **In Revisions End time**.

    o **In Revision End Time** - Enter a time in hh:mm:a/p format - for example 8:00a. Using the previous example, if an employee clocks IN between 7:30am and 8:00am, the "shift start" time will be rounded to 8:00am.

    o **Out Revision Start Time** - Enter a time in hh:mm:a/p format - for example 4:00p.

    o **Out Revision End Time** - Enter a time in hh:mm:a/p format - for example 04:30p. If an employee clocks OUT between the **Out Revision Start and End Time**, the shift end time will be rounded back to the **Out Revision Start time**.

- **Entering Overtime Preferences** - From the main tool bar, select the **Settings** icon, **Preferences**, and go to the **Pay** tab. The following additional features will be available:

    o **Day OT2 After** - Enter the number of hours that must be worked in a day before Overtime 2 (OT2) is calculated. This is usually calculated as "double-time". Enter "99" to disable this option.

    o **Week OT2 After** - Enter the number of hours that must be worked in a week before Overtime 2 (OT2) is calculated. This is usually calculated as "double-time". Enter "99" to disable this option.

    o **Consecutive Day OT1 After** - This is used with the **Consecutive Day OT** Trigger setting. For example, if the **Consecutive Day OT** is set Yes and the **Consecutive Day OT After** is set to 7 days, employees will receive Overtime 1 on the seventh consecutive day of work. If the **Consecutive Day OT1 After** setting is set to 1 hour, the first hour worked on the seventh day is considered straight time and the rest of the hours will be Overtime 1 (OT1).

    o **Consecutive Day OT2 After** - Refer to the previous example. If this entry is set to 8 hours, employees will receive Overtime 2 on the seventh consecutive day of work for any hours over 8 hours in the day.

    o **OT1 Multiplier** - Enter the pay rate for Overtime 1 (usually 1.5).

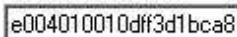o **OT2 Multiplier** - Enter the pay rate for Overtime 2 (usually 2.0).

TO PLACE AN ORDER CALL: 866-487-4751
OR VISIT: WWW.TIMECLOCKEXPERTS.COM

Proximity Badges: The employee time clock has a proximity badge reader installed. The employee will have the option to use their original PIN number or they can simply swipe their assigned badge to punch IN or OUT. Contact Icon Time System's sales department to order badges.

- **Assigning a badge to an employee** - This is done at the employee time clock. Press the **Supervisor Mode(lock)** key in the lower left of the keypad. Enter the security code. The default is "00 00 00". Press the up arrow until you see **"Assign Badges"** on the display of the clock. Press the **Enter** key. The clock will display **"Choose Employee"**. Use the **Up\Down** keys to find the desired employee. When you find the employee, press the **Enter** key and wave the badge near the keypad of the clock. An **"Assigned"** message will be displayed. The badge is now activated.

  NOTE: To reassign a currently used badge: Select the new employee in the Assign Badges menu and wave the badge. A "Badge All Ready Assigned" Message will appear. Press the Enter key to reassign the badge or select the Clear key to cancel.

  If a badge has been assigned to an employee, a window with a string of numbers will appear in the Edit an Employee screen just below the PIN/Badges field. This number is the badge's "identification number" and cannot be edited.

  `e004010010dff3d1bca8`

Employee Capacity Options: This upgrade allows you to add more employees to the employee time clock. Options available are 50, 100, 250, or 500 employees.

B: Employee Time Clock

Function Keys: The following is a summary of the employee time clock function keys.

- **Clear** - Returns user to the previous menu option.
- **Up\Down** - Used to scroll through menu options.
- **Enter** - Selects and saves menu options.
- **Supervisor Mode** - Allows supervisor to access employee time clock options.
- **Info** - Displays daily and weekly hourly totals for the employee.
- **Department Change** - Used to select departments if this upgrade has been installed.
- **In\Out** - Used by employees to punch IN or OUT for their work shift.

Management Functions:

There are certain options that can be set at the employee time clock by a supervisor. To go into Supervisor Mode, press the **Supervisor Mode(lock)** key on the keypad and enter your six-digit security code. The default is "00 00 00". A custom security code can be created in the program. See the **Device Preferences** section in the user guide for more details. Use the **Up\Down** keys to scroll through the options. The options are described below.

- **Assign Badges** - If you have purchased proximity badges, press **Enter** to assign a badge to an employee. The clock will display **"Choose Employee"**. Use the **Up\Down** arrow keys to find the desired employee. When you find the employee, press the **Enter** key and wave the badge near the keypad of the clock. An **"Assigned"** message will display. The badge is now activated and the

employee can use the badge to punch IN and OUT.

NOTE: To reassign a currently used badge: Select the new employee in the Assign Badges menu and wave the badge. A "Badge All Ready Assigned" Message will appear. Press the Enter key to reassign the badge or select the Clear key to cancel.

- **Set Date and Time** - Press **Enter** at this menu option to change or set the date and time on the employee time clock. Use the **Up\Down** keys to select the current month and then press **Enter**. Follow the same procedure to set the day and year. If a mistake is made, press the **Clear** key to go back a step. Follow the same procedure to set the correct time on the clock. When you are done, the employee time clock will display **"Date/Time Set Successfully"**.

- **View IP Address** - Press the **Enter** key to view the IP address assigned to the employee time clock. This is the address that is entered in the address window of your Web browser to access the employee time clock. To set a static IP address, press the **Enter** key again and type in the complete IP address. Do not change the IP Address if your clock is connected to a network and your DHCP server has automatically assigned an IP address to the employee time clock.

- **Reset Password** - Press the **Enter** key to reset the password in the program interface back to the default "admin". You will have one more chance to change your mind. Press the **IN** key to reset the password, or the **Clear** key to cancel the procedure.

- **Display Serial #** - Press the **Enter** key to view your employee time clock's serial number. This information will be needed if you choose to purchase upgrades for your system or need to update the software on your employee time clock. Serial number information is also displayed in the **Settings\Preferences\Device** tab of the program.

- **Enable Upgrade** - Press the **Enter** key and enter the 9-digit code given to you by our sales department or reseller to activate additional features on the employee time clock.

- **Erase All Memory** - This will clear all data off of the employee time clock and reset the clock to factory defaults. Press the **Enter** key. You will have one last chance to change your mind. The clock will display **"This will erase all memory"** and then **"Erase All Memory"**. Press the **IN** key to erase the clock or select the **Clear** key to cancel the procedure.

NOTE: After all clock functions have been set and checked, press the Clear key to exit out of Supervisor Mode.

Employee Functions:

The procedure used by the employee to punch IN and OUT at the employee time clock may vary slightly depending on the entry method selected in the **"Edit an Employee"** section of the program. Review the **"Edit an Employee"** section of the user guide for more information.

- **Validated** - If the employee's entry method is set to **Validated**, the employee will walk up to the employee time clock and enter their employee ID number. The employee's "display name" will appear on the first line of the employee time clock display. The words IN and OUT will display on the second line of the display. One of these selections will be flashing. The employee must press the corresponding key on the employee time clock for the entry to be accepted. After signing OUT, the total hours worked by the employee for the shift will display after a couple of seconds.

- **Non-Validated** - If the employee's entry method is set to **Non-Validated**, the employee will walk up to the employee time clock and enter their employee ID number. The employee's "display name" will appear on the first line of the employee time clock display. The words IN and OUT will display on the second line of the display. The employee must press either the **IN or OUT** key on the keypad depending on whether they are starting or ending their shift. After signing OUT, the total hours worked by the employee for the current shift will display after a couple of seconds.

- **Automatic** - This method is also known as **"Swipe and Go"**. If the employee's entry method is set to Automatic, the employee will walk up to the employee time clock and enter their employee ID number. The clock will simply display their ID number and **"Entry Recorded"**. The employee will not be allowed to make any other selections at the employee time clock. This provides a simple and quick method for punching IN and OUT at the employee time clock. The employee time clock will record every punch as an IN punch. Every other punch will be calculated as an IN punch by the program and on your reports. You **cannot** make any lunch override or hours adjustments to these type of punches. See the **Add a New Punch** section for details.

- **Proximity Badges** - If you have purchased proximity badges and assigned them to employees, the employee simply waves the badge within an inch of the keypad. The same entry methods described above apply with badges.

- **Viewing Hours Worked** - If the employee's entry method is set to **Validated or Non-Validated**, the **Info** key on the keypad can be used to view the time of the last punch, current punch hours, weekly hours, and daily hours worked. Enter the employee ID number or wave the badge. When the employee's name appears on the display of the clock, press the **Info** key. The date and time of the last punch will display. Press the **Up\Down** keys, to scoll through the hours information. Press the **Clear** key to quickly exit out of this mode.

- **Changing Departments** - This requires the department upgrade. Employees must be assigned to more than one department.

    - **Multiple Department Assignments** - Employees assigned to multiple departments will see the letters "DC" displayed between the IN and OUT prompts on the employee time clock. After pressing the **IN** key, the employee will be prompted to choose a department. Use the **Up\Down** keys to choose the desired department. Press the **Enter** key to punch IN at that department.

    - **Department Change Key** - This is a quick method to change departments. If an employee needs to punch OUT of one department and IN to another department, simply enter the employee ID number or wave a badge. Press the **Department Change** key. The employee will be prompted to choose a department. Use the **Up\Down** keys to choose the desired department. Press the **Enter** key to punch IN at that department. The employee will automatically be punched OUT of the previous department.

    - **NOTE: Employees that are assigned the automatic entry method in the program will not be able to choose departments at the employee time clock.**

C: Rounding Rules

There are four different rounding rules available in the Punch Preferences section of the program.

- **None** - Punch duration is based on the actual time registered on the employee time clock. The program calculates totals to 1/100th of an hour.

- **15 Minute** - Rounds and calculates punches from the nearest quarter of an hour, with the split occurring in the middle of each quarter hour. This is often referred to as 7/8 rounding.

    - **In other words:** 7 minutes 59 seconds rounds back. and 8 minutes 00 seconds rounds forward.

    - **Example:** A punch at 7:52a would calculate as 7:45a.
      A punch at 7:53a would calculate as 8:00a.

- **15 Minute Slant** - Quarter hour rounding similar to above except the break point occurs on the 5th minute or 10th minute depending on whether it is an IN punch or an OUT punch. (10/5 split on IN punch, 5/10 split on OUT punch.)

    - **In other words:** On an IN punch, 4 minutes 59 seconds after the quarter hour rounds back and 5 minutes 00 seconds rounds forward to the next quarter hour. On an OUT punch, 9 minutes 59 seconds after the quarter hour rounds back, and 10 minutes 00 seconds rounds forward to the next quarter hour.

    - **Examples:** An IN punch at 7:49a would calculate as 7:45a.
      An IN punch at 7:50a would calculate as 8:00a

      An OUT punch at 5:09p would calculate as 5:00p.
      An OUT punch at 5:10p would calculate as 5:15p.

- **10th Hour** - Tenths of hour's calculation (no rounding occurs). This selection calculates punches from the tenth hour point and advances each six minutes.

    - **In other words:**

Minutes		10th		Minutes		10th
00-05	=	.0		30-35	=	.5
06-11	=	.1		36-41	=	.6
12-17	=	.2		42-47	=	.7
18-23	=	.3		48-53	=	.8
24-29	=	.4		54-59	=	.9

    - **Example:** An In punch at 7:30a would calculate as 7.5a.
      An Out punch at 4:05p would calculate as 4.0p.

D: Minutes to Decimal Conversion Chart

Minutes	Decimal Hours	Minutes	Decimal Hours
01	.02	31	.52
02	.03	32	.53
03	.05	33	.55
04	.07	34	.57
05	.08	35	.58
06	.10	36	.60
07	.12	37	.62
08	.13	38	.63
09	.15	39	.65
10	.17	40	.67
11	.18	41	.68
12	.20	42	.70
13	.22	43	.72
14	.23	44	.73
15	.25	45	.75
16	.27	46	.77
17	.28	47	.78
18	.30	48	.80
19	.32	49	.82
20	.33	50	.83
21	.35	51	.85
22	.37	52	.87
23	.38	53	.88
24	.40	54	.90
25	.42	55	.92
26	.43	56	.93
27	.44	57	.94
28	.45	58	.95
29	.46	59	.96
30	.50	60	1.00

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E: Alert Examples

- **Monitoring Employees Approaching Daily Overtime** - Let's say you pay daily overtime for employees that work over 8 hours per day. You may want to monitor your employees to ensure that they do not work overtime without your approval.

  - **Set Daily Overtime Preferences** - Make sure you have entered your **Day OT1 Overtime Preferences** in the **Setting\ Preferences\Pay** tab. In this example, it is assumed to be 8 hours.

  - **Enter Alert Preferences** - To post an alert to the **Home** page if the employee is within 2 hours of working overtime for the day, select the **Settings\ Preferences\Alerts** tab. Enter "2.00" in the **Alert Day Overtime OT at** window. In the **Check Alerts Every** window, enter "1" minute. Do the same in the **Update Employee Hours Every** window. The program will check for any new punches on the clock every 1 minute and check for new alerts every 1 minute. You can adjust these settings to suit your needs.

  - **Enter Daily Overtime Duration** - From the main tool bar, select **Settings\Alerts Setup**. Since daily overtime is being monitored, make sure the **Approaching Daily Overtime** checkbox is selected in the first column. From the drop-down window, select a **Lifetime** of "1 Day".

  - **Summary of Behavior** - If an employee has worked 6 hours or more, an alert will be posted to the home page warning that they are approaching or have reached daily overtime. Daily Overtime alerts will automatically be removed from the **Home** page at the end of every day.

- **Monitoring Employees Approaching Weekly Overtime** - Let's say you pay weekly overtime for employees that work over 40 hours per week. You may want to monitor your employees to ensure that they do not work overtime without your approval.

  - **Set Weekly Overtime Preferences** - Make sure you have entered your **Week OT1 Overtime Preferences** in the **Setting\ Preferences\Pay** tab. In this example, it is assumed to be 40 hours.

  - **Enter Alert Preferences** - To post an alert to the **Home** page if the employee is within 8 hours of working overtime for the week, select the **Settings\ Preferences\Alerts** tab. Enter "8.00" in the **Alert Week Overtime OT at** window. In the **Check Alerts Every** window, enter "1" minute. Do the same in the **Update Employee Hours Every** window. The program will check for any new punches on the clock every 1 minute and check for new alerts every 1 minute. You can adjust these settings to suit your needs.

  - **Enter Weekly Overtime Duration** - From the main tool bar, select **Settings\Alerts Setup**. Since weekly overtime is being monitored, make sure the **Approaching Weekly Overtime** check box is selected in the first column. From the drop-down window, select a **Lifetime** of "1 Day".

  - **Summary of Behavior** - If an employee has worked 32 hours or more, an alert will be posted to the home page warning that they are approaching or have reached weekly overtime. Weekly Overtime alerts will automatically be removed from the **Home** page at the end of

every day.

- **Monitoring Employees that Forgot to punch OUT the Day Before** - Do the following if you want to check alerts in the morning to review a list of employees that forgot to punch OUT on the previous day.

  - o **Enter Alert Preferences** - To post an alert to the **Home** page if the employee has a punch duration of more than 24 hours, select the **Settings\ Preferences\Alerts** tab. Enter "24", or a smaller value if needed, in the **Alert Maximum Time at** window. If the employee forgets to punch OUT, the actual time elapsed since the IN punch is tracked by the program and can be used to trigger this alert setting.

  - o **Enter Maximum Hours Duration** - From the main tool bar, select **Settings\Alerts Setup**. Make sure the **Maximum Hours** check box is selected in the first column. Select "1 Day" for the **Lifetime**.

  - o **Summary of Behavior** - If an employee forgot to punch OUT the day before and 24 hours has elapsed, an alert will be posted to the **Home** page warning that they have reached Maximum Hours. Punches and alerts will be checked and posted every 1 minute. Maximum Hour alerts will automatically be removed from the **Home** page at the end of every day.

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F: Frequently Asked Questions

1. I added a new punch for an employee but I do not see it on my report. What could be wrong?

    The report screen will default to the original time frame after the punch is added. The punch was probably added into a different time frame. Click on the date link to select and view the proper time frame. If you were viewing ALL employees in the **Timecard** report, you will be brought back to a **Timecard** report for that specific employee. From the date link, you will need to select ALL employees to view the original report.

2. I have added a wage amount for my employee(s) but labor is displaying $0.00 on my reports. What could be wrong?

    The labor rate will not automatically update if the punches are all ready existing on your reports. To update labor totals, click on each **IN** punch on the report screen and simply click the SUBMIT button in the **Edit a Punch** screen.

3. The program seems to be responding slowly. What can I do to improve system performance?

    o   When editing punches, select an **Attendance** Report, click on the date link, and select the specific date of the punches you are trying to edit. Edit punches according to a specific date, as opposed to, a date range or pay period.

    o   In the **Settings\Preferences\Alerts** tab, enter a larger time duration value for the **Check Alerts Every** and **Update Employee Hours Every** options.

    o   In the **Settings\Alerts Setup** screen, disable any alerts that you don't really need or want to monitor.

    o   Periodically purge older punches from the employee time clock and remove punches for ex-employees. Make a backup before removing information that you may want to review at a later date.

G: FCC Part 15

This equipment has been tested and found to comply with the requirements for a Class B digital device under Part 15 of the Federal Communications Commission (FCC) rules.

These requirements are intended to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced technician for help.

Changes or modifications to this equipment not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

To ensure safety of users, the FCC has established criteria for the amount of radio frequency energy that can be safely absorbed by a user or bystander according to the intended usage of the product. This product has been tested for compliance with the FCC criteria.

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To request warranty service, ICON TIME SYSTEMS must be contacted within the warranty period. If ICON TIME SYSTEMS decides a product requires service, ICON TIME SYSTEMS will issue a Return Material Authorization Number (RMA). Products must be shipped back to ICON TIME SYSTEMS adequately insured, in their original packaging or equivalent, with shipping charges prepaid. Risk of loss or damage during shipping to ICON TIME SYSTEMS is the sender's responsibility. Return shipping costs of the repaired or replaced unit will be paid by ICON TIME SYSTEMS.

This warranty is extended only to the original purchaser. A purchase receipt or other proof of date of original purchase will be required before warranty work is rendered.

This warranty only covers failures due to defects in materials or workmanship that occur during normal use. It does not cover failures due to damage which occurs in shipment, or failures which are caused by products not supplied by ICON TIME SYSTEMS, or failures which result from accident, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, modification or service by anyone other than a factory service center, or damage that is attributable to acts of God.

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If a problem with your ICON TIME SYSTEMS unit develops during the warranty period, contact ICON TIME SYSTEMS SERVICE DIVISION, 15201 NW Greenbrier Parkway, Suite A1, Beaverton, Oregon 97006

There are no other express warranties except as listed above.

Icon Time Systems 15201 N.W. Greenbrier Parkway, Suite A1 Beaverton, Oregon 97006 971.249.1700

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