

TimeTrax^{mobile}

Time and Attendance System

Time Clock Experts.com



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

IMPORTANT

Software must be fully installed
PRIOR to connecting the
hardware.



REFERENCE GUIDE

Inside Front Cover
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***TimeTrax**mobile*



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WHAT'S IN THE BOX?

The TimeTrax Mobile system includes the following:

- (1) TimeTrax Mobile time recorder.
- Power Supply.
- (1) 7 foot Flat serial communications cable with RJ-45 connectors on both ends.
- (1) RJ-45 to DB-9 serial port adapter.
- (50) Employee cards (numbered 1-50).
- CD-ROM with TimeTrax Mobile software and help system.
- (1) Loop back diagnostic plug. (Please keep in a safe place for future use.)
- (1) USB interface w/standard RS232 adapter

SYSTEM REQUIREMENTS

In order to run the TimeTrax Mobile system the following is required:

- PC base computer with a Pentium® class or faster processor.
- Minimum 32 megabytes of RAM.
- Minimum 50 megabytes of free space on the hard drive.
- CD-ROM drive.
- VGA or higher resolution monitor.
- Mouse or other pointing device.
- Available USB port or 9-pin serial port.
- Microsoft Windows® NT, 2000, XP or VISTA.
- Printer (if hard copy reports are desired).
- Internet Explorer® Version 6 or later.

(Additional cards, cable extensions and other supplies are available from Pyramid. See pages 72-73 for accessories list.)

INTRODUCTION

Congratulations on your purchase of the Pyramid TimeTrax Mobile Time and Attendance System.

TimeTrax Mobile takes proven card reader technology and combines it with the powerful TimeTrax Mobile software to create a time and attendance solution that is highly effective, easy to use, and can move from job to job.

FEATURES

- Manage your employee workforce “on-the-go”
- Standard 50 Employees, upgradeable to 9999
- Weekly, Biweekly, Semi-monthly, or Monthly Pay Period
- Automatic overtime calculation
- Pay Interval rounding to 5, 6, 10, or 15 minutes
- Shift rounding up or down, to prevent unauthorized overtime
- Option to automatically deduct unpaid lunches
- Option to automatically deduct unpaid breaks
- Exports out of the box to QuickBooks, ADP, PAYCHEX, and Excel
- Produces a variety of useful reports
- Automatic history and backup
- Unlimited user-defined payroll groups and employee groups
- Unlimited user-defined pay codes/categories
- Department codes (optional)
- Network software (optional)
- Sturdy, water-tight, shock absorbent plastic carrying case
- Fully battery operated

IMPORTANT INFORMATION

Software must be fully installed PRIOR to connecting any cables.

USING THE TIME RECORDER

The Pyramid TimeTrax Mobile Time Recorder is powered by battery and can easily be moved from job site to job site so your Time Recorder is where your employees are! For employees traveling between multiple job sites, employees can swipe in at one location and swipe out at an entirely different one using the same card! Punches from each clock can be downloaded into the software one at a time or simultaneously using the Pyramid Multiplexer (sold separately.)

The TimeTrax Mobile recorder automatically stores 4,000 punches. Depending on usage, the punches can be retrieved on a more or less frequent basis. However, it is recommended that punches should be retrieved on a regular basis for two reasons:

1. The larger the number of new punches retrieved, the longer it takes for downloading to the TimeTrax Mobile database.
2. In case of catastrophic equipment failure of the time recorder, such as lightning or violent impact, the punches will not be lost.

CHARGING THE BATTERY

Note: There is no battery indicator light. We suggest fully charging the unit once per week (four hours). If the battery runs too low, time will have to be reset. However, punches/data will not be lost if the battery runs too low.

Connect the AC Power to a 115-volt electrical outlet and the other end to the TimeTrax Mobile charge port. The TimeTrax Mobile Time Recorder requires a minimum of 4 hours of charging prior to first time use. During the charging process, the charge light displays a constant green.

Fully charged, the TimeTrax Mobile battery life is 50 hours. The Sleep Mode offers battery conservation by automatically shutting off after 15-minutes of non-use allowing longer periods between recharges. Pyramid recommends frequent recharging.

When the TimeTrax Mobile is in Sleep Mode and an employee needs to swipe, the On/Off switch needs to be turned off and then back on to bring the unit back into ready mode. Sleep Mode does not move the switch to the OFF position but it shuts down the power as if it did.

USING THE CAR CHARGER

The Pyramid TimeTrax Mobile offers an Automotive Adapter/Car Charger (Pyramid Part Number 42180) as an optional accessory to charge your battery on the go. Simply plug one end of the car charger into the TimeTrax Mobile charge port and the other end into the car's 12-volt accessory power outlet/cigarette lighter for an instant charge. As with a 115-volt electrical outlet charge, Pyramid recommends frequent recharging.

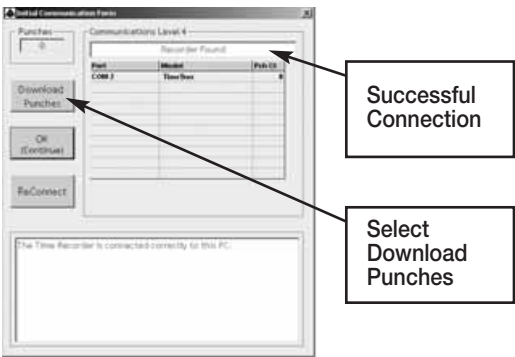
USING EMPLOYEE CARDS

- 1. Insert the employee card at the top of the slot on the right side of the time recorder. The card must be held with the magnetic stripe to the right and the card firmly in the slot.
- 2. Rapidly pull the card down through the slot. If the employee number is successfully read, the time recorder will beep and the card number will be displayed briefly on the screen.
- 3. Keypad entry of employee numbers can be done in lieu of employee cards.

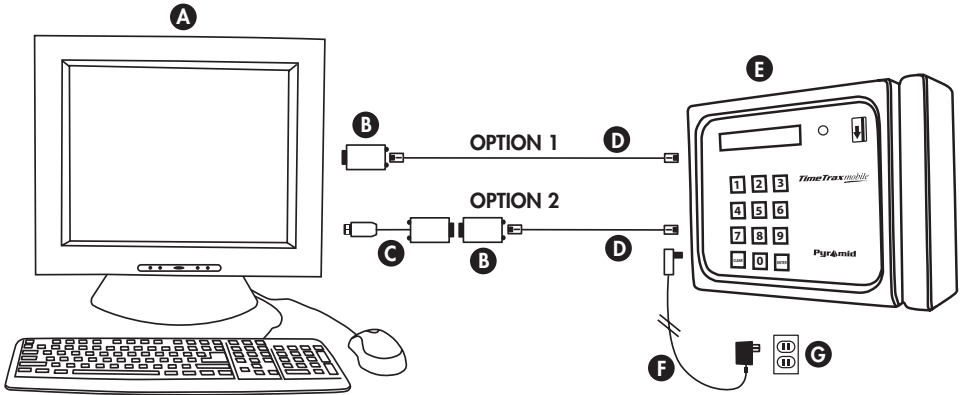


DOWNLOADING PUNCHES

Single TimeTrax Mobile Unit: Connect the hardware as shown in the diagram on page 5. Once connected, open software and from the Initial Communications Form, verify that the recorders are found and select the Download Punches box.



SERIAL CABLE INSTALLATION



Two available options for connecting the TimeTrax Mobile to your central PC (fig. A).

PARTS REFERENCE

- | | |
|---|---|
| A. Central PC | E. TimeTrax Mobile (PN TTMOBILE) |
| B. RJ45 to DB9 Adapter (PN 41400) | F. AC Power Supply (<i>included in shipment</i>) |
| C. USB to RS232 Adapter (PN 41685) | G. Standard 115v Wall Power Outlet |
| D. 7' RJ45 Flat Cable (PN 41539) | |

OPTION 1: PC has an available Serial 9-pin (COM) port.

Connect the 7' RJ45 cable (fig. D) to the RJ45/DB9 adapter (fig. B). This will then connect to the back of your PC. (fig. A)

OPTION 2: PC only has a USB port. *Important** Make sure the TimeTrax software is pre-installed prior to any hardware and cable connections.***

Connect the 7' RJ45 cable (fig. D) to the RJ45/DB9 adapter (fig. B) and then connect the RS232/USB adapter (fig. C) to the back of your PC (fig. A).

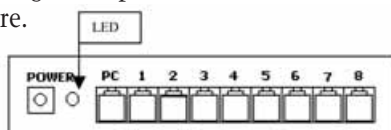
Note: If you purchased SQL (page 49) see that section of this manual for additional installation instructions.

Multiple TimeTrax Mobile Units: Follow the instructions for the Single TimeTrax Mobile unit as described on page 5. In this case, each terminal will have to be connected, one-at-a-time to download the punches.

To download punches from multiple TimeTrax Mobile Recorders simultaneously, connect a Pyramid Multiplexer P/N 8050 (sold separately) to the PC and then connect each terminal to the Pyramid Multiplexer as shown below. Verify proper connections and download the punches from the Initial Communications Form as shown on page 4.

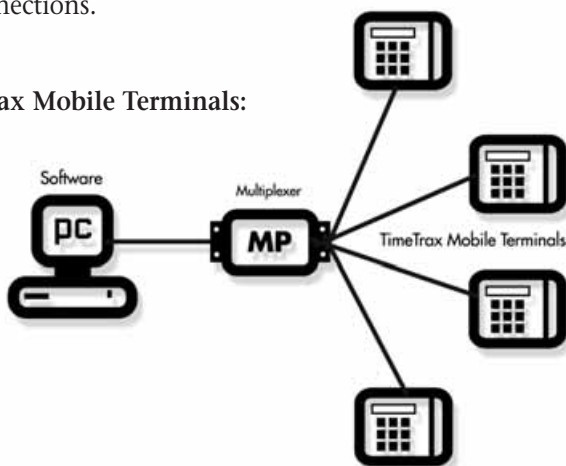
Multiplexer: The Pyramid Multiplexer is a device that allows TimeTrax software to interface with up to 8 additional TimeTrax recorders, in a serial environment. The Multiplexer can be used in a single computer environment or multi-computer environment with SQL software.

Electrical Installation on Multiplexer:



1. Plug the power jack from the supplied wall transformer into the connector labeled "POWER" and plug the wall transformer into the proper wall outlet. The green LED on the front of the unit will turn on.
2. Insert the RJ45 cable included in the shipment from the host Computer into the RJ45 connector marked "PC".
3. Using RJ45 cable, plug the each Recorder, (maximum 8) into any one of the RJ45 connectors labeled 1,2,3,4,5,6,7, or 8. A TimeTrax Recorder must be inserted into the connector marked 1 when any clock is included in the system so the clock receives a time signal.
4. Open the TimeTrax Program. The Initial Communication Screen will indicate the proper connections.

To Connect With TimeTrax Mobile Terminals:



INSTALLING THE SOFTWARE

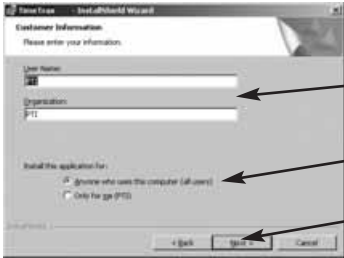


Note: Prior to install, it is recommended that you disable all anti-virus and firewall software so it does not interfere with the software. It can be turned back on immediately after installation.

Click NEXT to continue



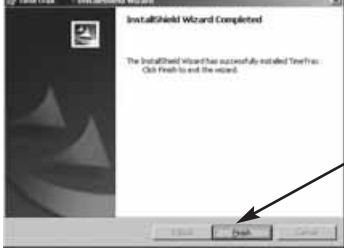
To accept licensing agreement click NEXT to continue



Enter User Name and Organization.
Choose for whom to install the application.
Click NEXT to continue



Click INSTALL to begin installation



When installation is complete, click FINISH



Double click the ICON placed on your desktop to begin

LOG IN WINDOW

When the program is launched, you are presented with the Log In Form.

Enter ADMIN into
USER NAME field

Enter PTI (uppercase)
into PASSWORD field

Search for Time Records

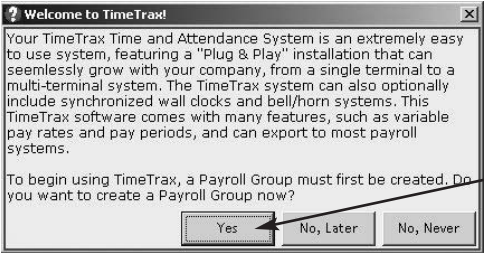
INITIAL COMMUNICATION FORM

After you successfully log in, the system initializes communications with the time recorder attached to the PC. When this is successfully accomplished, you will see **Recorder Found**. Once the initial communication between the PC and the TimeTrax terminal is successfully completed, you may opt for the software to not “Search for Time Recorders” every time it is opened by unchecking the SEARCH FOR TIME RECORDERS box on the Log In form. When this box is unchecked, it will speed up access to the TimeTrax program. Whenever the download of punches occurs, TimeTrax will automatically search for time recorders.

Successful Connection

Click OK to continue

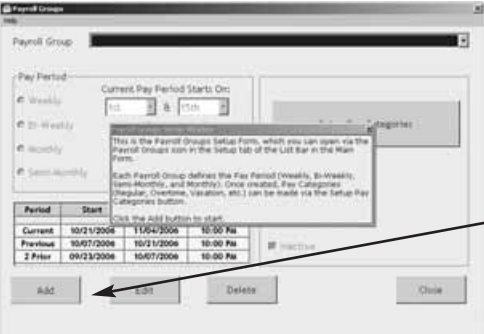
TIMETRAX MOBILE SETUP WIZARD



Click YES to continue

PAYROLL GROUP SETUP

Payroll Groups categorize how groups of employees are paid. As an example, Sales Department employees are paid monthly and Production Department employees are paid bi-weekly. Sales and Production would be two different Payroll Groups. **If your company pays all employees on the same schedule, you should have only one payroll group.** It is important to note that once an employee is placed in a Payroll Group, they cannot be moved to another Payroll Group. You will need to make the employee inactive in the first Payroll Group and enter them into the new one.



Click the ADD button to start

Payroll Group

Pay Period: ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Semi-Monthly

Pay Periods Start On:

at 10:00 PM

Period	Start	End	Time
Current	10/29/2006	11/05/2006	10:00 PM
Previous	10/22/2006	10/29/2006	10:00 PM
2 Prior	10/15/2006	10/22/2006	10:00 PM

☐ Inactive

Select your Pay Period.
Note: Hourly employees paid on a Monthly and Semi-Monthly basis could accrue overtime in one Pay Period that is applied to the next.

Select the day that your Pay Period starts on.

Select the time to begin the new Pay Period.
The time selected should be after the last out-punch of the previous pay period and before the first in-punch of the current pay period.

Click SAVE to continue

Once saved, click on SETUP PAY CATEGORIES

PAY CATEGORIES SETUP

Pay categories are classifications of employee hours. Click EDIT to begin.

Pay Categories

Pay Category:

Rate Multiplier: ☐ Apply to Weekly Overtime

Category Code:

Pay Category Update Successful

PAY CATEGORY: Classification of employee hours. Regular, Overtime 1.5 and overtime 2 are predefined. You can add an unlimited number of pay categories.

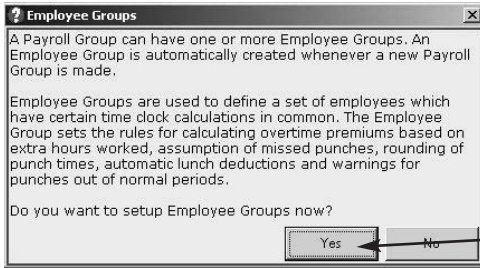
RATE MULTIPLIER: The rate at which the Pay Category is paid; i.e., Holiday would be rate multiplier 1 if the employee is paid regular rate for the day. If you choose to pay time and a half, the rate multiplier is 1.5.

APPLY TO WEEKLY OVERTIME: Check box if category hours can accrue towards overtime.

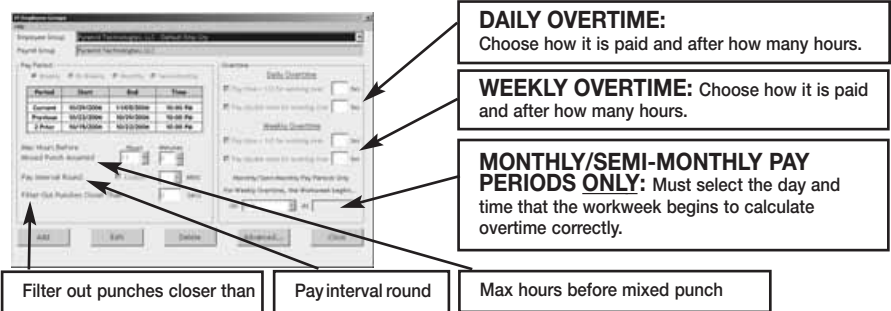
ADD allows access to the screen for editing purposes. It also doubles as SAVE. When your selections are complete, click Close to continue.

CATEGORY CODE: Provided by the payroll company if you are using one.
Ensures proper transfer of information from the pay category in TimeTrax Mobile to your payroll service provider.

EMPLOYEE GROUP SETUP



Click EDIT to start.



Max Hours Before Missed Punch Assumed: The maximum number of hours an employee can work without punching before the system assumes the employee forgot to punch out.

Pay Interval Round: Click ENABLE if you wish to use Pay Interval Rounding. Divides each clock hour into intervals of 5, 6, 10, or 15 minutes. The software automatically edits the punch time so that it is set to the start of the interval that contains the actual time. For example, at 5-minute intervals, 7:02 AM becomes 7:00 AM and 7:07 AM becomes 7:05 AM. Leave box unchecked for No Pay Interval Rounding.

Filter-Out Punches Closer Than: This will eliminate duplicate punches within a user definable time; i.e., If an employee goes to the time clock and punches their badge, forgets that they punched it, and punches again, this filter will automatically eliminate the second punch if it is within the filter time defined. Pyramid recommends using 90-seconds.

ADVANCED EMPLOYEE GROUPS SETUP

Employee Groups Advanced can be used when the standard Employee Groups is not sufficient for an organization.

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 made during this period will display the actual punch time, however, calculations will include the additional time. To authorize the punch and pay overtime for these punches, simply edit the punch and save it. This action will override the **Shift Rounding** rule.

Shift Warnings: Allows the employee to punch at any time, but will generate a warning when an employee punches outside of the defined shift. The user can define the warning based on minutes before or after the shift starts or ends.

Saturday Overtime: Allows the employer to specify whether or not Saturday is automatically overtime regardless of the number of hours worked during the regular pay period.

Sunday Overtime: Allows the employer to specify whether or not Sunday is automatically overtime regardless of the number of hours worked during the regular pay period.

7th Day Worked Overtime: Allows the employer to specify whether or not an employee who works 7 consecutive days is eligible for overtime regardless of hours worked during the 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 your Employee Group will perform multiple activities where they may not be able to consistently punch.

Enable Lunch Warnings: Allows the employee to punch at any time, but will generate a warning when an employee punches outside of the defined lunch. The user can define the warning based on minutes before or after the lunch starts or ends.

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

EMPLOYEE DETAILS SETUP

This section is where individual employee information is stored. (For QuickBooks users, please see the section on Importing Employees from QuickBooks)

SELECT payroll group employee will belong to and then click **ADD** to continue

CARD 1, 2, 3: TimeTrax Mobile allows up to 3 different card numbers to be assigned to each employee. Card 1 is a required field.

ENTER EMP#: Pyramid strongly recommends entering a unique employee ID for each employee in TimeTrax.

ENTER SSN: Employee Social Security Number.

BE SURE TO SAVE EACH EMPLOYEE RECORD.

Last:	Enter Last Name (<i>required field</i>)
First:	Enter First Name (<i>required field</i>)
MI:	Enter Middle Initial
Employee Group:	Assign the employee to the Employee Group he/she belongs to.
Address 1:	Enter Street Address
Address 2:	Enter Alternate Street Address
City/St/Zip:	Enter City, State and Zip Code
Home Phone:	Enter Home Phone
Work Phone:	Enter Work Phone
Hourly Pay Rate:	Enter Hourly Pay Rate
Inactive:	Check box if employee terminates employment. (To view inactive employees, click VIEW INACTIVE EMPLOYEES on the bottom left side of the screen.)
Anniversary:	The date that benefits commence
Terminated:	The date the employee terminates employment
Hired:	The date the employee was hired
Notes:	Enter any pertinent employee data. To show/hide Employee Notes, select FILE – Show Employee Notes from the top menu bar.

CHANGING PAYROLL GROUPS:

TimeTrax does not allow you to move an employee from one payroll group to another. To do so, you must follow the instructions below:

- Finish out the current pay period.

Note: *Changing a payroll group during an existing pay period may impact the integrity of your data.*

- Inactivate the employee record. Click on the “Edit” button in the Employee Detail Screen and check “inactive” in the address box. Next, delete the Emp# for this record and save the changes.
- Select the new Payroll Group that the employee will belong to. Select Add and enter a new employee record for the employee from the Employee Detail screen. The new employee must use the same emp#, the one from the now inactive record, first name, last name and middle initial. In addition, you must assign the employee a different card number than the one used in the previous Payroll Group.

- Once you save the record, you will get the Duplicate Employee Warning screen shown below:

- Select OK and the following confirmation screen will appear. You must type YES to allow the duplicate employee name.

VERTICAL ICON BAR



PAYROLL TAB: The working Vertical Icon Bar where daily transactions occur.



SETUP TAB: Operational setup handled initially through the wizard.



CONFIGURE TAB: Normal one time setup for systems administration.

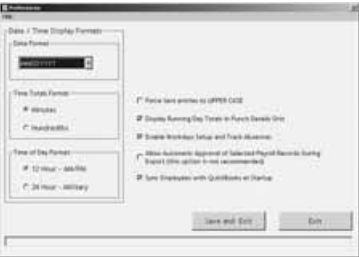
These Icons can also be seen on the top menu bar by selecting FILE – *Show More Menus*.

CONFIGURE TAB

Date/Time Setup: This is the screen in which you will make any adjustments necessary to the TimeTrax Mobile date and time, as well as Daylight Savings Time settings. *Note: Daylight Savings Time is based on 2007 law.*



Preferences: This is the screen in which you will define the preferences for your system settings. Click SAVE and EXIT button when completed.



FORCE TEXT TO UPPERCASE:

Select this option if you want all text entries to be UPPERCASE.

SYNC EMPLOYEES WITH QUICKBOOKS AT STARTUP:

Select this option if you want TimeTrax and QuickBooks to attempt to sync employee records each time the software opens. This option will only appear if QuickBooks is installed on the same computer.

DISPLAY RUNNING TOTALS IN PUNCH DETAILS GRID:

Select this option if you want to see cumulative totals in the Punch Details Window.

ENABLE WORKDAYS SETUP AND TRACK

ABSENCES: Select this option if you want to have Set Workdays setup and Absences reported. Selecting this option will open the feature and the associated icon can be accessed from the Payroll Tab on the vertical icon bar.

ALLOW AUTOMATIC APPROVAL OF SELECTED PAYROLL RECORDS DURING EXPORT:

Select this option if you want to have payroll records automatically approved during exports.

NOTE: Pyramid does not recommend this option.

DATE FORMAT: The format in which you want the date displayed in the software as well as on reports.

TIME TOTALS FORMAT: The format in which you want the times displayed in the software as well as on reports.

TIME OF DAY FORMAT: The format in which you want the hours displayed in the software as well as on reports.

AUTOMATIC BACKUP

This screen allows you to select the location that you want to store your system backup. The backup is stored in a folder named PYRAMID. The critical files for restoring your system are Pyramid.mdb, Pyrchive.mdb, Pyrexport.mdb, PryPolmd.mdb and Pyramid.ini. This is your main backup and the data updates with each backup action.

In addition, TimeTrax will create a separate zip file archive on the first of every month, beginning with the first of the month following the complete installation of the software or any time the BACKUP NOW button is selected. These zip files are stored in the same location that you chose to store your normal backup of the Pyramid Folder and can be accessed or restored.



ACTIVATE AUTOMATIC BACKUP:

Select this option to turn on automatic backups.

BROWSE: Click this button to find the location where you would like to store the backups.

NOTE: This can be on a network drive.

BACKUP NOW: Immediate Backup.

APPLY: Click after screen changes.

RESTORE FROM CURRENT BACKUP:

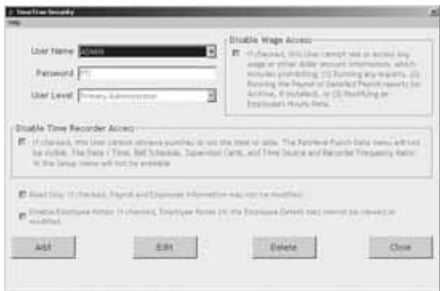
Restores system database from the backup you just created.

RESTORE FROM PRIOR BACKUP: Restores system database from a backup previously created.

TIMETRAX SECURITY

This is the screen in which you will set User Names and Passwords, as well as security for anyone that logs into the TimeTrax Mobile Software. The number of users is unlimited.

Note: Pyramid strongly recommends you create a user name and password immediately for data security.



USER NAME: Enter the desired login name.

PASSWORD: Enter the desired password for this user.

USER LEVEL: Enter the desired User Level.

(Levels are explained below.)

DISABLE WAGE ACCESS: Select this option if you do not want this user to be able to view or change any wage information.

READ ONLY: Select this option if you only want to give this user READ ONLY access to the database.

DISABLE EMPLOYEE NOTES: Select this option if you do not want this user to have access to the notes information in the Employee Details Screen.

USER LEVELS

Restricted: These users can only access the following: Punch Details, Payroll Details, Employee Details, Assert Global Pay, Viewing Options, Date Time Setup Form, Reports/Exports, and Retrieve Punch Data.

Regular: These users can access all of the Restricted Users areas and the following: Supervisor Functions, Preferences, Backups, and Archive Reports, Bell Schedule and Department Codes (optional feature).

Super: These users can access all of the Restricted and Regular Users areas and the following: Payroll Groups, Employee Groups, and Time Source and Sync Standards, Upgrade Capability.

Primary Administrator: This is the highest level in the Security chain, with access to all TimeTrax functions. It is the only level capable of creating and managing user accounts through the System Users and Passwords screen. Only one Primary Administrator user is allowed, and while the USERNAME and PASSWORD can be edited, the account can never be deleted.

Supervisor: Indicates a user who is restricted to viewing the records of only certain Employee Groups.

TIME SOURCE & SYNC STANDARDS

It is not necessary to make any changes on this screen.

TIME SOURCE STANDARD: By default Time Recorder is the most reliable option for time keeping. You can change the default to PC if you choose, however, PCs experience fluctuation by gaining and losing time.

TIME SYNCHRONIZATION STANDARD: By default Powerline is the most reliable option for time keeping. You can change the default to Crystal if you choose, however, internal crystals experience fluctuation by gaining and losing time.

SYNC BUTTON: In the event that the PC and time recorders lose time, clicking the Sync button will send a correction to each TimeTrax terminal synchronizing it with the time on the PC.

SUPERVISOR FUNCTIONS

Note: This option will only show if the “Keypad used for Punch Entry” has been selected under ADVANCED/SET-UP/PREFERENCES.

This function will be used to set up the supervisor cards. With these cards the supervisor will have the capability to enter a swipe into the recorder whenever an employee forgets to punch in. The supervisor can only enter the swipe for the current time. The administrator will still have to make the change to the PUNCH DETAILS to have the time show correctly.

The field for the CARD NUMBER only holds two digits. The employer should select a range of cards that will be dedicated to Supervisor Cards and do not allocate those numbers to anyone else.

An employee designated to have a Supervisor Card should use that card only in a supervisory function. If that supervisor is an hourly employee, the Supervisor Card should be separate from his or her own employee swipe card.

To enter the swipe when an employee forgets to punch in:

1. Swipe the SUPERVISOR CARD through the Time Recorder.
2. Enter the card number of the employee who forgot to punch.
3. Make sure you let the administrator know about the punch and what the correct time was supposed to be so the correction can be made.

SETUP TAB

Employee Groups and Payroll Setup is addressed in initial TimeTrax Mobile Setup Wizard.

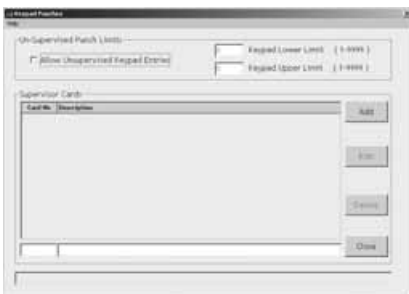
KEYPAD ENTRY

Using the Keypad

Punch records can be entered using the keypad on the time recorder if this has been enabled in the software in either of two ways. Certain cards can be designated as “supervisor cards” in the program. After a supervisor card is swiped, the keypad is temporarily enabled and an employee number may be entered. Additionally, a range of numbers may be designated in the software as allowable for unsupervised keypad entry. These numbers may be keyed in at any time. See help on Supervisor Functions for details on setting up supervisor cards and unsupervised keypad entry in the software.

Supervised Keypad Entry

- Swipe a designated supervisor card through the slot on the time recorder.
- If the supervisor card is successfully read, the green LED on the right side of the time recorder will flash, the time recorder will beep and the message “Keypad#” will display on the LCD screen.
- Immediately use the keypad to type in an employee number and then push the ENTER key to create a punch record or push the CLEAR key to abort the entry and start over.
- If the employee number is accepted, the green LED on the right side of the time recorder will flash, the time recorder will beep and the LCD screen will go back to displaying the date and time.



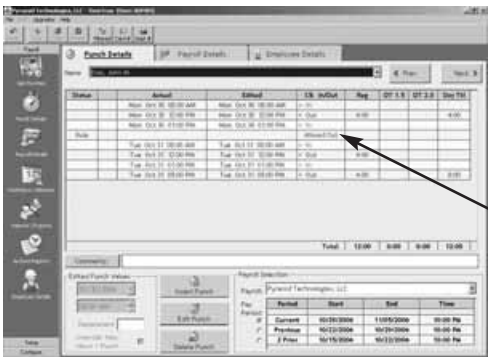
Unsupervised Keypad Entry

- Use the keypad to type in an employee number which is in the allowable range, and then push the ENTER key to create a punch record or push the CLEAR key to abort the entry and start over.
- If the employee number is accepted, the green LED on the right side of the time recorder will flash, the time recorder will beep and the LCD screen will go back to displaying the date and time.

PAYROLL TAB

Get Punches: At Login you are offered the option to download punches. Pyramid recommends that you do this on a regular basis to prevent data loss. Otherwise, GET PUNCHES allows you to download punches when you are ready for payroll activities. TimeTrax Mobile will automatically recognize new punches, and download only those not currently in the database.

Punch Details: The PUNCH DETAILS screen displays all in and out punches. This screen allows you to view, insert, edit and delete punches, as well as assign comments to punches. You can also view Current, Previous and 2 Prior pay periods. This screen categorizes the type of pay category, and notifies you of possible errors.



If an employee has no IN or OUT punches for a specific day, TimeTrax Mobile will automatically populate an Absent status.

Missed Out

PUNCH EDITING

Insert Punch: To insert a punch, click the INSERT PUNCH button. Select the date of the punch and then select the time of the punch and choose SAVE.

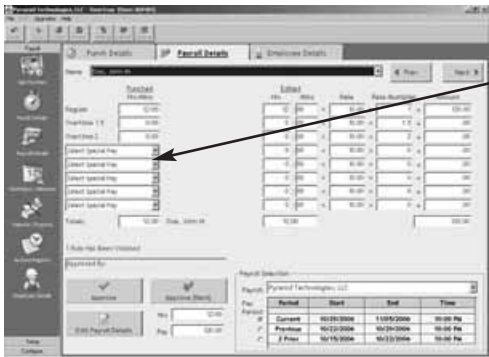
Edit Punch: Highlight the punch in question, click the EDIT PUNCH button, change the date and/or time of the punch, and choose SAVE.

Delete Punch: Highlight the punch in question, click the DELETE PUNCH button, and choose YES on the verification screen, if you are sure you want to delete this punch.

An audit trail is automatically produced for any modifications made to the original punch that will show up on screen as well as the timecard report.

PAYROLL DETAILS

The Payroll Detail's section is the location in the program that allows you to enter exceptions to the employee payroll record as well as approving and un-approving employee payroll records. Most fields are pre-populated from both the Punch Detail and Employee Detail screens.

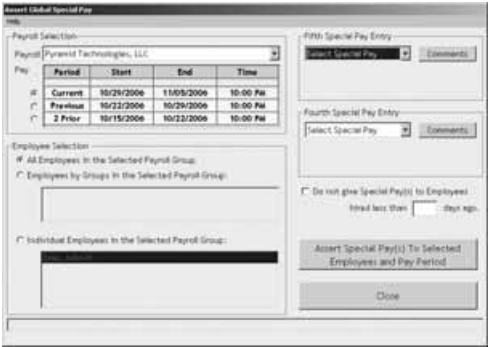


To enter Special Pay type, click the EDIT PAYROLL DETAILS button and select which special pay you wish to add (the date will only pre-populate if special pay accrues towards overtime as selected in payroll groups). Enter the hours associated with the special pay in the edited hours field. Click SAVE.

Approve, Un-Approve, and Approve (Next): Once you approve the payroll, you can only edit the payroll if you click the UN-APPROVE button first. Once you make your change, you must click APPROVE again. The APPROVE (NEXT) button will approve the current employee, place the data into archive and bring you to the next employee record.

ASSERT GLOBAL SPECIAL PAY

In the circumstances where you wish to pay all employees or a group of employees the same number of hours, (i.e., Independence Day @ 8 hours), go to FILE – Assert Global Special Pay.



EMPLOYEE SELECTION: Choose either **EMPLOYEE BY GROUPS** in the Selected Payroll Group or **INDIVIDUAL EMPLOYEES** in the Selected Payroll Groups. If you choose **EMPLOYEE BY GROUPS**, you are selecting every employee within the selected employee group. If you click on **INDIVIDUAL**, you must click on each individual that you wish to assert the global special pay.

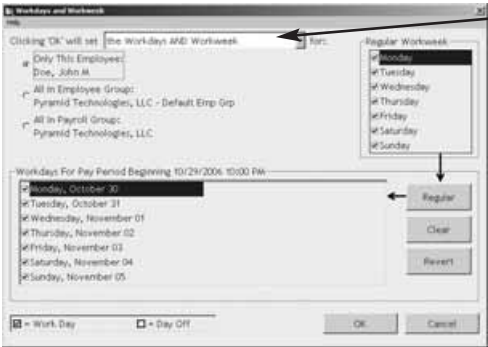
FOURTH/FIFTH SPECIAL PAY ENTRY: Choose the special pay category, the date (if the pay category accrues towards overtime, you will be required to enter the date). If the pay category does not accrue towards overtime, you will be required to choose either the **PAY BY AMOUNT** (Dollar Value) or **PAY IN HOURS**.

You can exclude special pay for employees who were hired less than a user definable number of days.

WORKDAYS AND WORKWEEKS

Note: This feature is only available if the “Enable Workdays Setup and Track Absences” box is checked in preferences. (See page 16) Selecting this preference will place the associated icon in the payroll tab on the vertical icon bar.

This is where you will setup the days that Individual Employees, Employees within Employee Groups or Employees within Payroll Groups normally work.



ONLY THE REGULAR WORKWEEK: This will set **ONLY** the workweek template for a specified individual or group. You will enter what days make up your regular workweek.

ONLY THE PAY PERIOD WORKDAYS: This will set **ONLY** the workdays for a specified individual or group. You will enter the actual workweek; i.e., Jane could not work Monday but worked Saturday instead, you would uncheck Monday and check Saturday

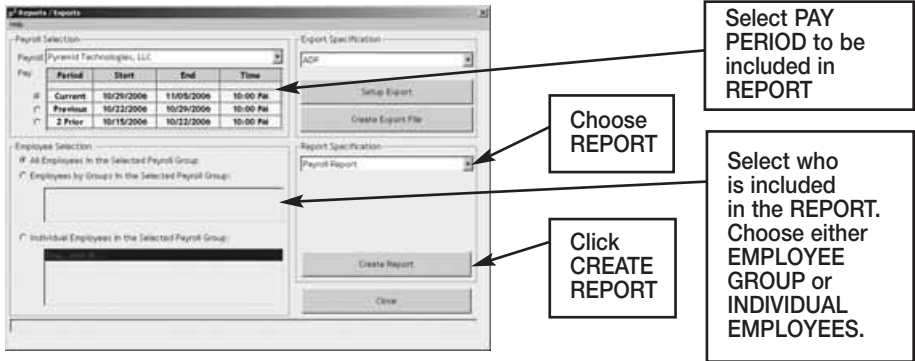
THE WORKDAYS AND WORKWEEKS: This will set template for the normally worked days (Workweek) for a specified individual or group **AND** the Workdays for a specified individual or group.

Click OK to save changes.

REPORTS / EXPORTS

REPORTS

When generating REPORTS you must select the PAY PERIOD you want included in the report, as well as the EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES you want included in the REPORT. Then, select the REPORT you want to run.



Payroll Report: Shows total regular/overtime/special hours worked including wage information for the selected PAY PERIOD.

Time Card Report: Shows individual punches, special pay and running totals of regular and overtime hours worked for the selected pay period. Comments input by user on PUNCH DETAIL screen will appear on this report if selected.

Attendance Report: Shows absenteeism and missed punches for the selected pay period for TODAY, YESTERDAY or the SELECTED PAY PERIOD.

Punch Report: Shows the first IN and last OUT punch for a selected pay period for TODAY, YESTERDAY or the SELECTED PAY PERIOD.

Detailed Payroll Report: Combines the PAYROLL REPORT and TIME CARD REPORT. Comments input by user on PUNCH DETAIL screen will appear on this report if selected.

Card Report: Shows CARD NUMBER and the EMPLOYEE NAME the card is assigned to.

Card Report/Comprehensive: Shows CARD NUMBER and the EMPLOYEE NAME the card is assigned to as well as the employee status.

Employee Card Report: Shows the EMPLOYEE GROUP NAME, EMPLOYEE NAME, EMPLOYEE ID and all cards assigned.

Employee Contact Information: Shows NAME, ADDRESS, HOME PHONE and WORK PHONE.

Employee Seniority Report: Shows EMPLOYEE NAME, ID NUMBER, HIRE DATE and DAYS EMPLOYED. You can sort by either 30/60/90 or 410-DAY BANDS or BY NAME or BY DATE HIRED.

ARCHIVE REPORTS

Once a payroll record is approved, it is placed in Archive. Archive Reports allow you to run reports from the date TimeTrax Mobile was installed up to and including the current date.

The screenshot shows the 'Archive Reports' dialog box. It has several sections: 'Payroll Selection' with a dropdown menu showing 'Pyramid Technologies, LLC'; 'Employee Selection' with two radio buttons, 'All Employees in the Selected Payroll Group' (selected) and 'Individual Employees in the Selected Payroll Group'; 'Start/End Dates' with 'From' and 'To' date pickers showing 'Tuesday, 10/26/2006' and 'Tuesday, 10/31/2006'; 'Active/Inactive Employees' with two radio buttons, 'Show Only Active Employees in Report' (selected) and 'Show Active and Inactive Employees'; 'Report Specification' with a dropdown menu showing 'Pay History Report'; and 'Create Report' and 'Close' buttons. Five callout boxes with arrows point to specific fields: 'Select who is included in the REPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.' points to the 'Employee Selection' radio buttons; 'START/END DATES: Select the dates you want included in the REPORT.' points to the 'Start/End Dates' pickers; 'ACTIVE/INACTIVE EMPLOYEES: Select just active or active and inactive to appear on REPORT.' points to the 'Active/Inactive Employees' radio buttons; 'Choose REPORT' points to the 'Report Specification' dropdown; and an unlabeled callout points to the 'Pay History Report' option in the dropdown.

Pay History Report: Shows a history of total regular/overtime/special hours worked including wage information for the selected PAY PERIOD.

Hours Summary Report: Shows a history of total PAY CATEGORY hours.

Attendance Report: Shows a history of absenteeism and missing punches.

Detail Pay History Report: Shows a history of the combined PAYROLL REPORT and TIME CARD REPORT. Comments input by user on PUNCH DETAIL screen will appear on this report.

Detail Pay History Report w/o Comments: Shows a history of the combined PAYROLL REPORT and TIME CARD REPORT. Comments input by user on PUNCH DETAIL screen will **not** appear on this report.

EMPLOYEE DETAILS

Click the Employee Details Icon to bring you to the EMPLOYEE DETAILS SCREEN covered in the initial TIMETRAX MOBILE SETUP WIZARD.

TIMETRAX QUICKBOOKS INTEGRATION

REQUIREMENTS: QUICKBOOKS PRO OR HIGHER. U.S. VERSIONS ONLY.

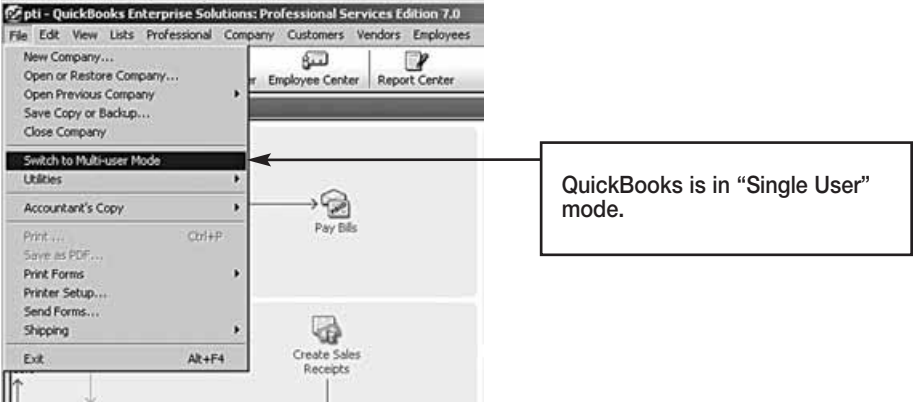
STEPS REQUIRED PRIOR TO INTEGRATION

STEP 1

IMPORTANT: Before You Integrate TimeTrax with QuickBooks, regardless of the scenario, you must:

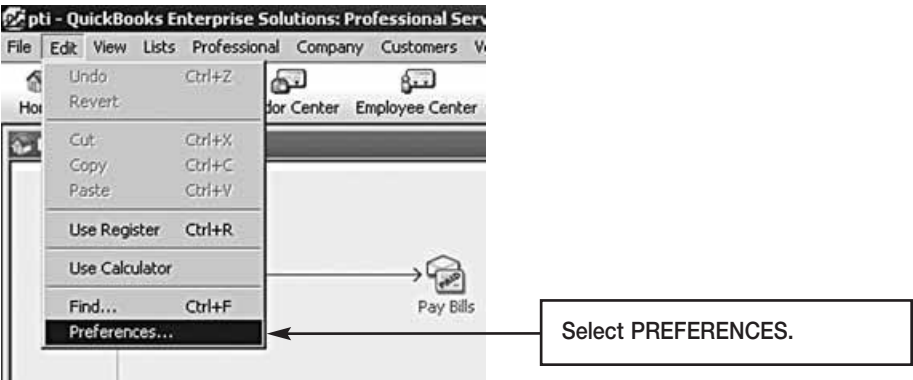
- **Log into QuickBooks as “Administrator” and**
- **Confirm that QuickBooks is in “Single User Mode”.**

Click on the “File” menu and verify that “Switch to Multi-user Mode” is displayed. This indicates that QuickBooks is in “Single User Mode”.

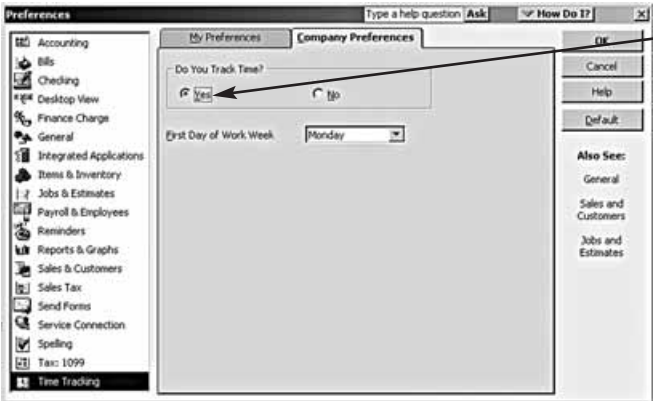


STEP 2

- Select PREFERENCES from the QuickBooks EDIT menu:



- Select TIMETRACKING from the displayed options and click on COMPANY PREFERENCES tab.
- Check the YES option in the DO YOU TRACK TIME field.

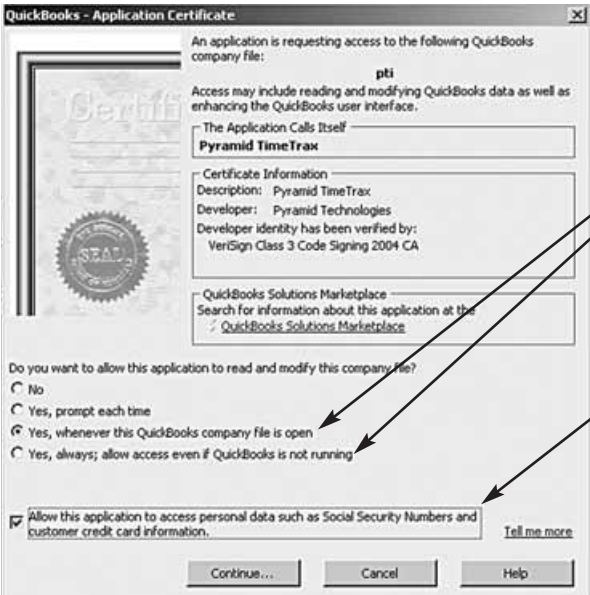


Select TimeTracking YES option.

INITIAL TIMETRAX/QUICKBOOKS COMMUNICATION

STEP 3

When TimeTrax attempts to communicate with QuickBooks for the first time, QuickBooks will present the user with the following access options:



Select either option.

Make sure this setting is checked.

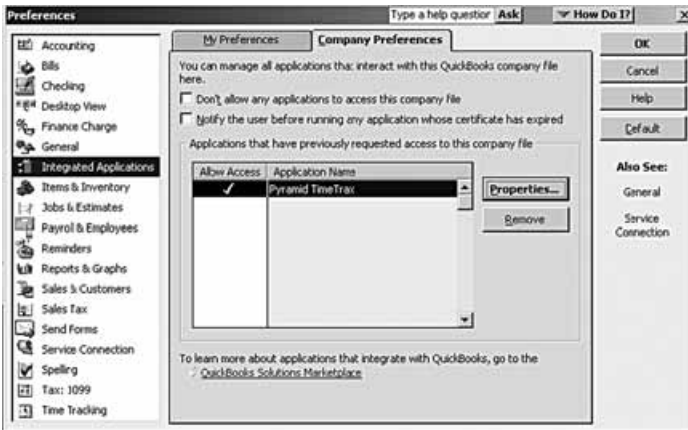
- Depending on access requirements select either of the two options:
YES, WHENEVER THIS QUICKBOOKS COMPANY FILE IS OPEN, or:
YES, ALWAYS; ALLOW ACCESS EVEN IF QUICKBOOKS IS NOT RUNNING.
- Make sure to check: ALLOW THIS APPLICATION TO ACCESS PERSONAL DATA SUCH AS SOCIAL SECURITY NUMBERS . . .

SETTING INTEGRATED APPLICATION PREFERENCES

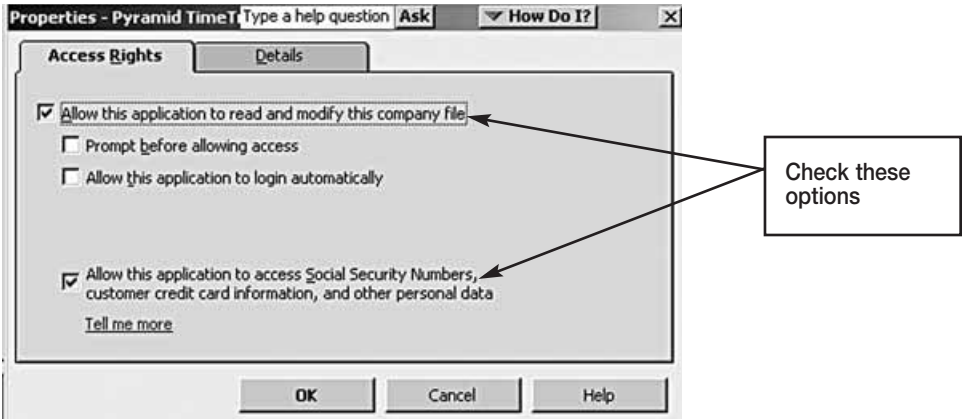
STEP 4

Next return to the QuickBooks EDIT menu and

- Select PREFERENCES
- Select INTEGRATED APPLICATIONS
- Select COMPANY PREFERENCES tab and click on PROPERTIES



- Make sure that the displayed options are checked:



Required steps to properly integrate TimeTrax and Quickbooks, will vary depending on which product you are currently using and which product you are adding. Please select which of the following scenarios describes your situation:

- I. EXISTING QUICKBOOKS USER NEW TO TIMETRAX
- II. EXISTING TIMETRAX USER NEW TO QUICKBOOKS
- III. BEGINNING BOTH SOFTWARE PROGRAMS SIMULTANEOUSLY

and follow the steps below:

- I. ESTABLISHED QUICKBOOKS USER, FIRST-TIME TIMETRAX USER

QuickBooks employee PAYROLL INFO settings.

After the integration, any new employee records, that are exported from TimeTrax into QuickBooks, will automatically be setup with the required default preferences for TIME TRACKING.

This does not apply to already established QuickBooks employee records. Please verify that each of these employee records is also set to TIME TRACKING and correct the preference setting if necessary.

- Open each respective employee record and select PAYROLL AND COMPENSATION INFO.
- Check USE TIME DATA TO CREATE PAYCHECKS

New Employee: Type a help question | Ask | How Do I? | [Icons]

Information for: John M Doe

Change tabs: Payroll and Compensation Info

Payroll Info

Earnings

Item Name	Hourly/Annual Rate

What is a payroll schedule?

Payroll Schedule: [Weekly] Pay Frequency: [Weekly] Class: []

☒ Use time data to create paychecks

Raises & Promotions

Employee is inactive

OK Cancel Next Help

Additional, Deductions and Company Contributions

Item Name	Amount	Link

Tags... Sick/Vacation... Direct Deposit

☐ Employee is covered by a qualified pension plan

Importing QuickBooks employee records into TimeTrax.

In order for TimeTrax and QuickBooks to be in sync, the QuickBooks employee records need to be imported from QuickBooks into TimeTrax.

In the TimeTrax QUICKBOOKS LINK screen, click on LINK RULES

TimeTrax - QuickBooks Link - Version 4.2.3

For Payroll: TimeTrax Payroll

QuickBooks Employee Sync

QB Company File Name: J:\Company Files\PTI_Manufacturing.QBW [Browse...]

Regular Pay Item: Hourly Rate

☐ Sync Hourly Rate

Link Rules: [Use weighted score to match Employee records.]

Note: When specifying a QB Company File Name, be sure to specify the fully qualified name, including the drive and path, e.g.: c:\program files\Intuit\quickbooks pro\mycompany.qbw

Cancel Sync Start Syncing Employees With QuickBooks

For optimal integration, the following settings are recommended.

Employee Match:

Link Rules

Employee Match

Employee Import

Employee Export

☐ Match only on Employee ID

Uniquely match on these fields weighted in this order:

☒ Employee ID, Social Security Number, Last Name, First Name, First Initial, Middle Initial

For each QuickBooks Employee record that matches a TimeTrax Employee record, always fill-in blank fields in the QuickBooks record with the entries made in TimeTrax.

☒ **Note: Social Security Number entries cannot be filled-in.**

☐ For each TimeTrax Employee record that is matched with a QuickBooks Employee record, always update it with the entries made in QuickBooks.

Required Employee Match LINK RULES Settings

Employee Import:

Employee Match

Employee Import

Employee Export

Whenever a QuickBooks Employee record cannot be unambiguously matched to a TimeTrax Employee record:

☐ Always import the QuickBooks Employee record into TimeTrax. Use this as the Default Employee Group:

<No Default Group Selected>

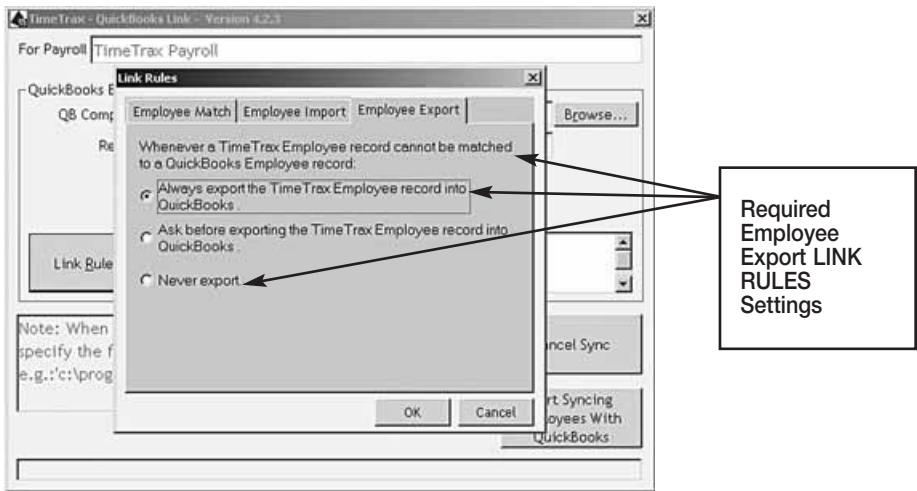
☒ Ask when ambiguous matches occur.

☒ Ask before importing the QuickBooks Employee record into TimeTrax.

☐ Never import.

Required Employee Import LINK RULES Settings

Employee Export:



Important: In order to prevent duplication of employee records in either TimeTrax and/or QuickBooks, please adhere to the following rules:

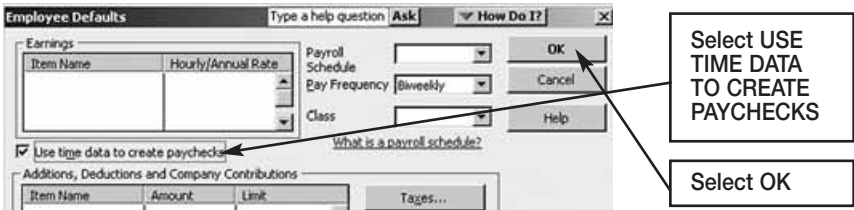
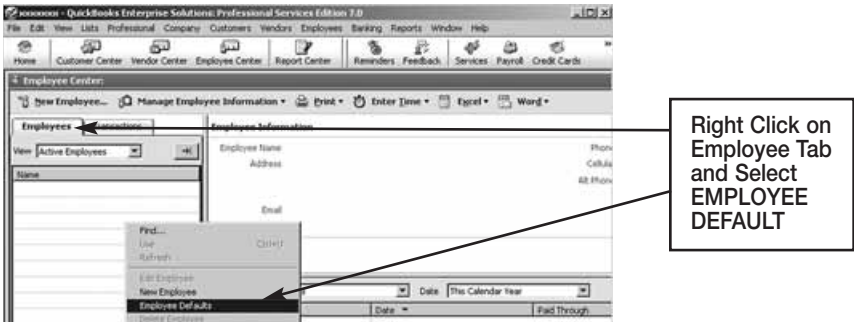
- Select the above LINKING RULES
- Always enter new employees in TimeTrax first, and then use the TimeTrax QuickBooks link to export the data from TimeTrax to QuickBooks.
- It is strongly recommended to enter an EMPLOYEE ID for new employees entered in to TimeTrax.

II. ESTABLISHED TIMETRAX USER, FIRST-TIME QUICKBOOKS USER

III. NEW USER TO BOTH APPLICATIONS

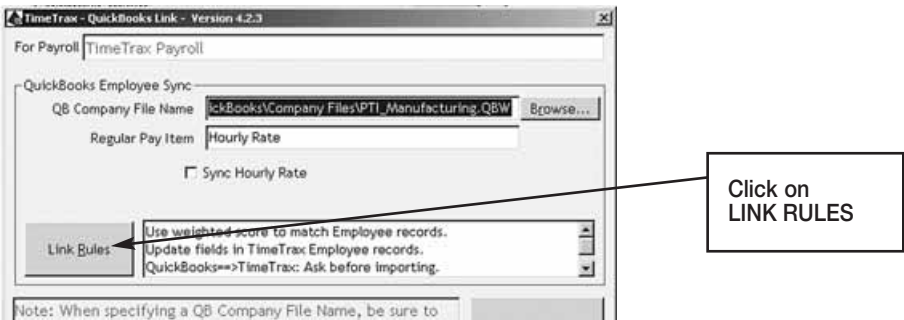
Setting Employee Default in New QuickBooks Company

Click on Employee/Employee Center

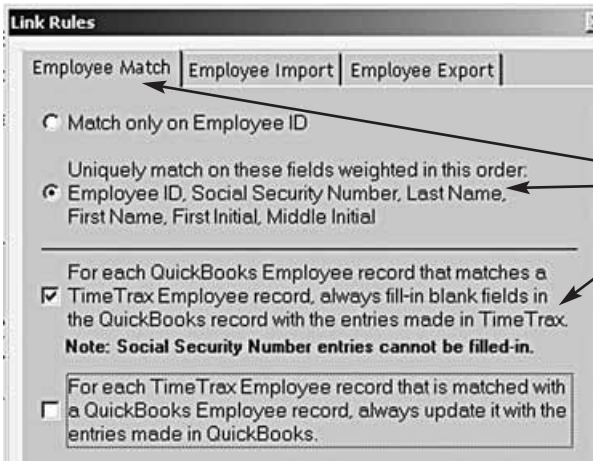


For optimal integration, the following settings are recommended.

In TimeTrax QUICKBOOKS LINK screen, click on LINK RULES



Employee Match:



Link Rules

Employee Match | Employee Import | Employee Export

☐ Match only on Employee ID

Uniquely match on these fields weighted in this order:

☒ Employee ID, Social Security Number, Last Name, First Name, First Initial, Middle Initial

For each QuickBooks Employee record that matches a TimeTrax Employee record, always fill-in blank fields in the QuickBooks record with the entries made in TimeTrax.
Note: Social Security Number entries cannot be filled-in.

☒ For each QuickBooks Employee record that matches a TimeTrax Employee record, always fill-in blank fields in the QuickBooks record with the entries made in TimeTrax.

☐ For each TimeTrax Employee record that is matched with a QuickBooks Employee record, always update it with the entries made in QuickBooks.

Required
Employee
Match LINK
RULES
Settings

Employee Export:



Link Rules

Employee Match | Employee Import | Employee Export

Whenever a TimeTrax Employee record cannot be matched to a QuickBooks Employee record:

☒ Always export the TimeTrax Employee record into QuickBooks.

☐ Ask before exporting the TimeTrax Employee record into QuickBooks.

☐ Never export.

OK Cancel

Required
Employee
Export LINK
RULES
Settings

Important: In order to prevent duplication of employee records in either TimeTrax and/or QuickBooks, please adhere to the following rules:

- Select the above LINKING RULES
- Always enter new employees in TimeTrax first, and then use the TimeTrax QuickBooks link to export the data from TimeTrax to QuickBooks.
- It is strongly recommended to enter an EMPLOYEE ID for new employees entered in to TimeTrax.

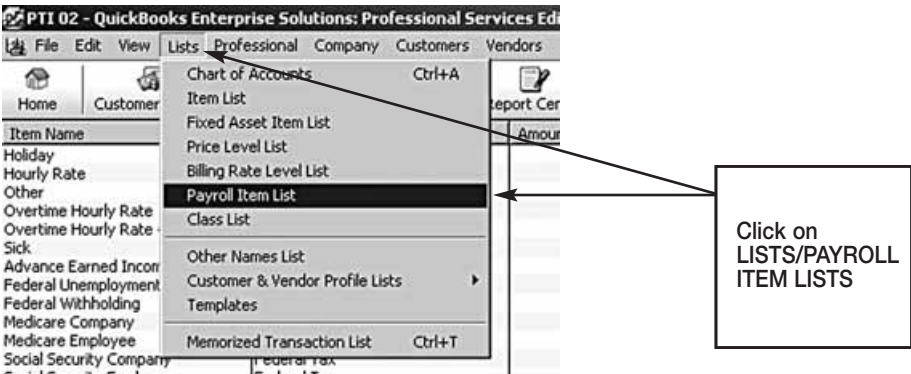
TIMETRAX PAY ITEMS AND QUICKBOOKS PAYROLL ITEMS

In order for QuickBooks to generate Payroll data, the following steps are required:

- The QuickBooks TIME TRACKING OPTION must be enabled. (See Pages 25-26).
- QuickBooks Payroll must have been set up.

Important: QuickBooks Payroll Items will only be visible in QuickBooks, after a QuickBooks Payroll Processing Option has been selected and QuickBooks Payroll has been set up. If you are a new QuickBooks user, please consult your QuickBooks help for Payroll selection and Payroll setup.

After payroll setup, click on LISTS. The menu item PAYROLL ITEM LIST will now be available.



List of QuickBooks Payroll Items

PTI 02 - QuickBooks Enterprise Solutions: Professional Services Edition 7.0 - [Payroll Item L				
File Edit View Lists Professional Company Customers Vendors Employees Banking Repo				
Home Customer Center Vendor Center Employee Center Report Center Reminders Feeds				
Item Name	Type	Amount	Annual Limit	Tax Tracking
Holiday	Hourly Wage			Compensation
Hourly Rate	Hourly Wage			Compensation
Other	Hourly Wage			Compensation
Overtime Hourly Rate	Hourly Wage			Compensation
Overtime Hourly Rate {2}	Hourly Wage			Compensation
Sick	Hourly Wage			Compensation
Advance Earned Income Credit	Federal Tax			Advance EIC Payment
Federal Unemployment	Federal Tax	0.8%	7,000.00	FUTA
Federal Withholding	Federal Tax			Federal
Medicare Company	Federal Tax	1.45%		Comp. Medicare
Medicare Employee	Federal Tax	1.45%		Medicare
Social Security Company	Federal Tax	6.2%	94,200.00	Comp. SS Tax
Social Security Employee	Federal Tax	6.2%	-94,200.00	SS Tax

TimeTrax Payroll Items correspond to QuickBooks Payroll Items.

By default TimeTrax provides the following Pay Items:

- Regular
- Overtime 1.5
- Overtime 2

Existing Quickbooks User New to TimeTrax

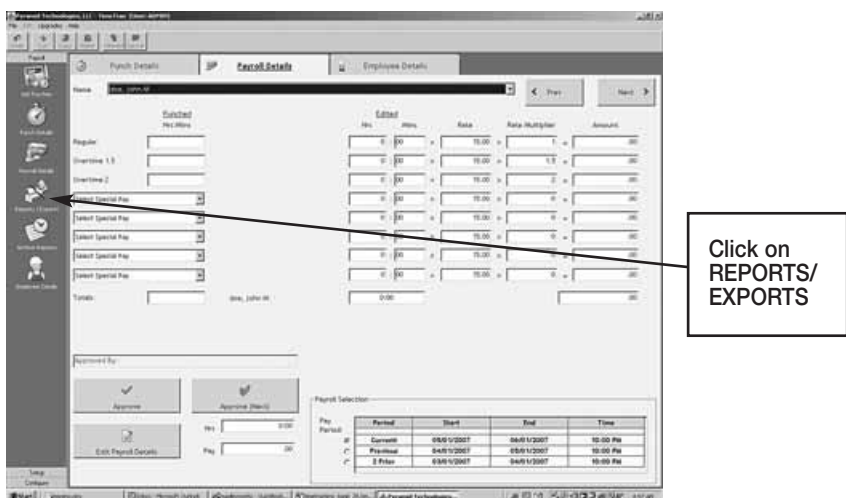
If employees are paid hourly, various Payroll Items for regular and overtime pay will already exist in QuickBooks and most likely the names for the respective payroll items will vary from the names of the TimeTrax default pay items.

In this case, the user has the following options:

- **Option #1: Renaming TimeTrax pay items Regular, Overtime 1.5 and Overtime 2, using the names given to the respective QuickBooks payroll items.**
- **Option #2: Merging Payroll Items In QuickBooks.**

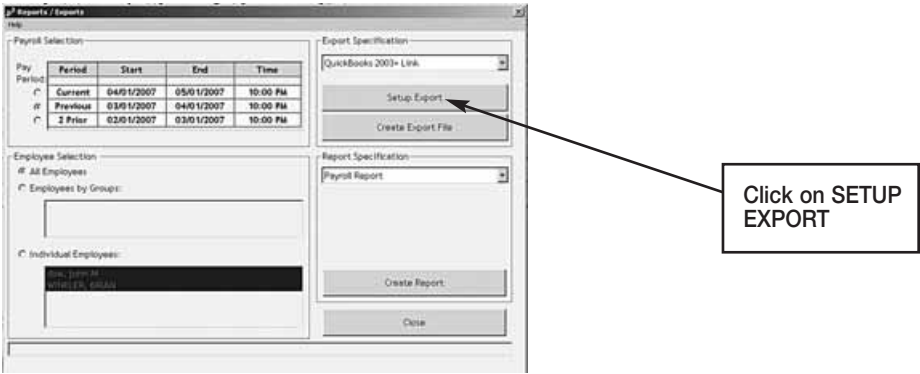
Note: Only TimeTrax Pay Items Regular, Overtime 1.5 and Overtime 2 can be renamed. TimeTrax's Special Pay Items "Sick", 'Holiday", "Vacation" and "Other" cannot be renamed and will create separate Payroll Items In QuickBooks.

For Option #1, Select “Payroll” on TimeTrax toolbar and click on “Reports/Exports” Icon.

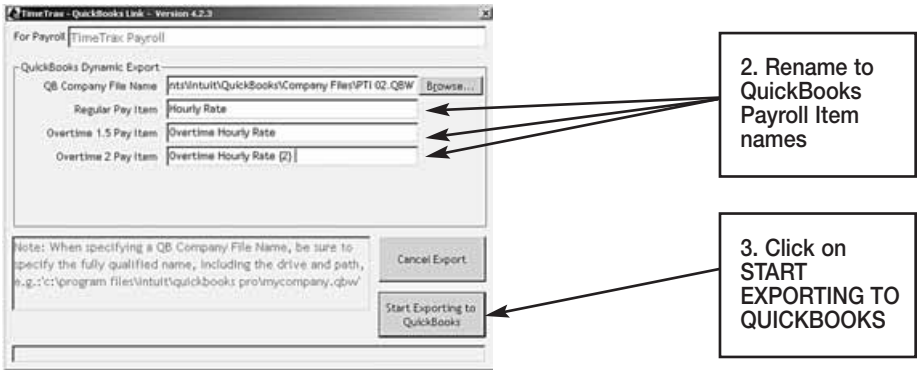


Option #1: RENAMING TIMETRAX PAY ITEMS.

Next click on **SETUP EXPORT** button.

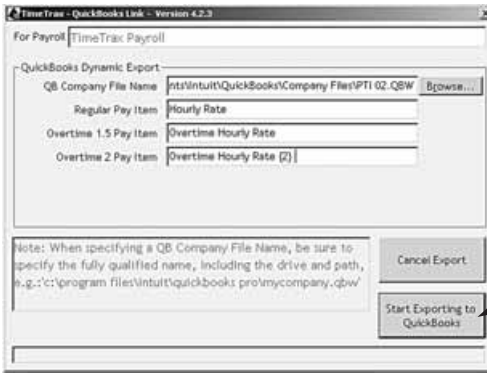


Change the displayed TimeTrax Pay Item names to the respective QuickBooks Payroll Item names and click on **START EXPORTING TO QUICKBOOKS**.



Option #2: MERGING PAYROLL ITEMS IN QUICKBOOKS.

Do not change the displayed Pay Item names and click on START EXPORTING TO QUICKBOOKS.



1. Click on
START
EXPORTING TO
QUICKBOOKS

The following message will be displayed:

Click on OK



2. Click on OK

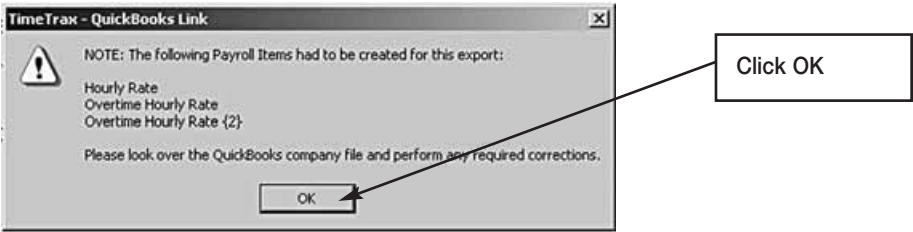
Proceed by clicking on NO



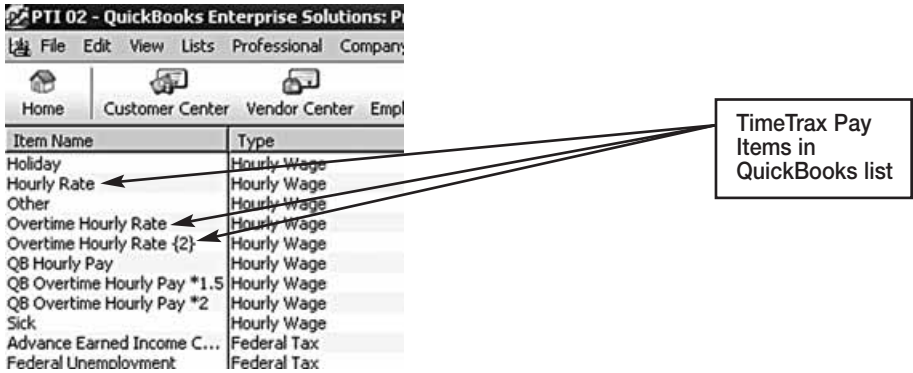
3. Click on NO

TimeTrax will now send the hours worked and the associated pay items to QuickBooks.

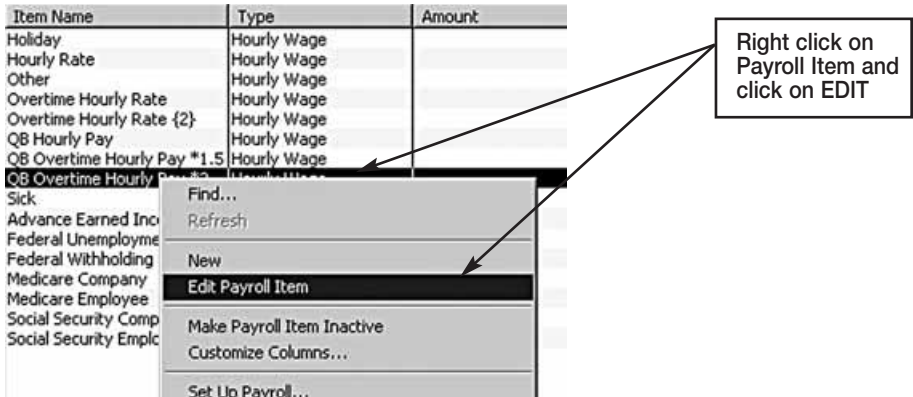
Next TimeTrax will display the following message.



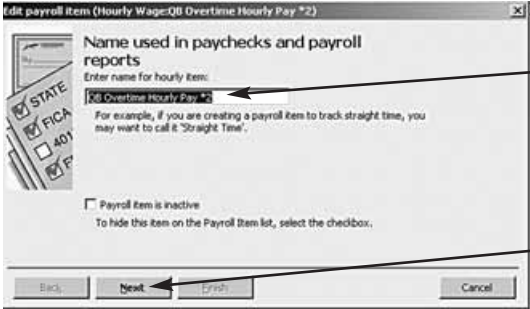
And QuickBooks will show the new Items in the Payroll Items list



Right click on the QuickBooks Payroll Item that needs to be merged with the TimeTrax Pay Item. In this example QB OVERTIME HOURLY PAY *2 will be merged with TimeTrax generated Payroll Item OVERTIME HOURLY RATE {2}



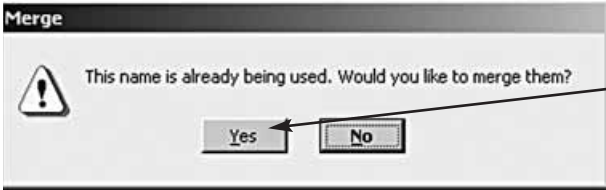
In the displayed editing screen, change the displayed QuickBooks Payroll Item name to OVERTIME HOURLY RATE {2} and click NEXT.



1. Over-write the displayed QuickBooks Payroll Item name with the TimeTrax Pay Item name OVERTIME HOURLY RATE{2}

2. Click NEXT

The following message will be displayed:



3. Click YES to merge items.

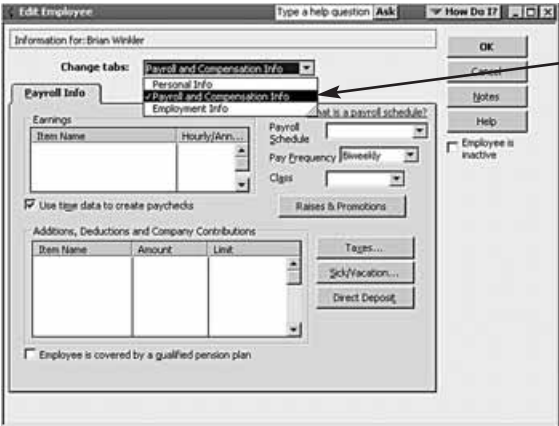
Click on YES to merge the Payroll Items. Repeat this procedure for all other QuickBooks Payroll Items, that need to be merged.

SETTING UP EMPLOYEES WITH NEW PAYROLL ITEMS IN QUICKBOOKS.

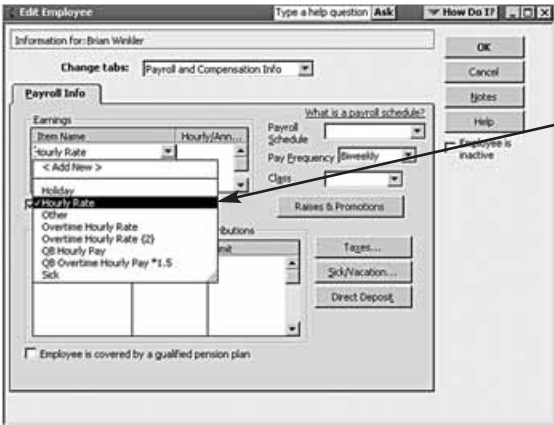
Before QuickBooks can process payroll, the required payroll items have to be added to the QuickBooks employees' payroll information.

Edit each employee's payroll and compensation information:

Select PAYROLL AND COMPENSATION INFO from the dropdown in the QuickBooks EDIT EMPLOYEE screen.



1. Select
PAYROLL AND
COMPENSATION



2. Right click
in ITEM NAME
field and select
Payroll Item from
dropdown list.

Next: assign hourly pay rate.

The screenshot shows the 'Edit Employee' window for 'Brian Winkler'. The 'Payroll Info' tab is selected. In the 'Earnings' section, the 'Hourly/Ann...' field is set to 13.00. A callout box points to this field with the text '3. Assign hourly pay rate'.

Important: Repeat for each required payroll item and for each employee.

Please note: Pay rates are not exported from TimeTrax to QuickBooks and have to be set up manually for each employee.

ENTERING NEW EMPLOYEES IN TIMETRAX

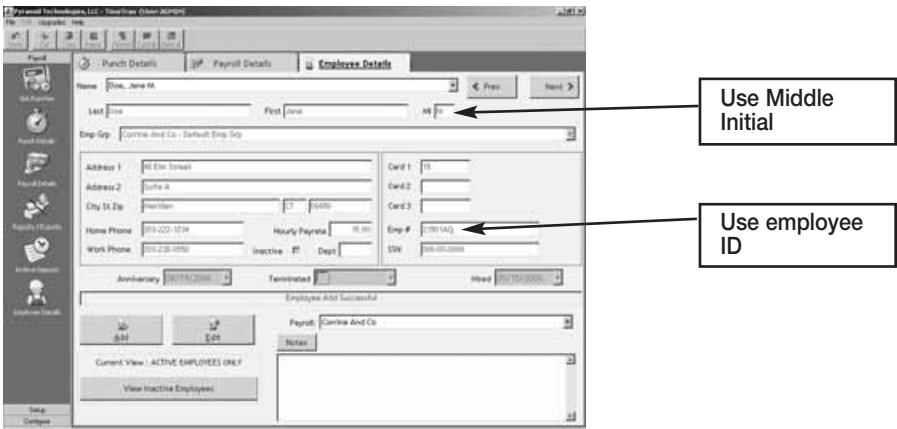
Duplicate employee records can impact data integrity. In order to avoid duplicates please adhere to the following rules:

- Always enter unique employee ID numbers.
- If two or more employees have identical first and last names, enter a unique middle initial.

There are three ways duplicate records are created:

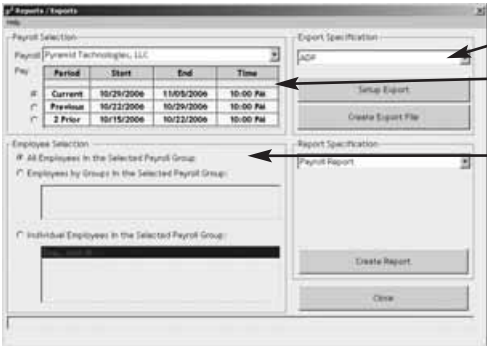
1. A TimeTrax employee record has previously been set to inactive, and the user, unaware of the already existing record, attempts to add the same employee as new. This would be the more common occurrence.
2. The user erroneously adds and saves the same employee names more then once.
3. In the case of moving an employee from one payroll group to another, a duplicate record may be necessary. (See Page 14).

In any case, TimeTrax will display error messages and it is up to the user to take appropriate action. In case of an inactive record, the employee record should either be re-activated or the inactive record should be deleted before the new record is added. (See Page 13).



ADP EXPORT

The following are instructions for setting up and using the ADP EXPORT contained in the TimeTrax Mobile. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL GROUPS – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.



The screenshot shows the 'Reports/Exports' window. It has a 'Payroll Selection' section with a table of payroll periods. The 'Export Specification' section has a dropdown for 'ADP'. The 'Employee Selection' section has two radio buttons: 'All Employees' and 'Employees by Group'. The 'Report Specification' section has a dropdown for 'Payroll Report'. Buttons for 'Setup Export', 'Create Export File', 'Report Specification', 'Payroll Report', 'Create Report', and 'Close' are visible.

Period	Start	End	Time
Current	10/29/2008	11/05/2008	10:00 PM
Previous	10/22/2008	10/29/2008	10:00 PM
2 Prior	10/15/2008	10/22/2008	10:00 PM

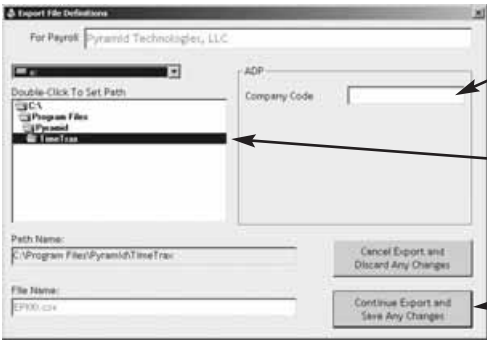
Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:



The screenshot shows the 'Export File Definitions' window. It has a 'For Payroll' dropdown set to 'Pyramid Technologies, LLC'. There is a 'Double-Click To Set Path' section with a tree view showing 'C:\Program Files\Pyramid\TimeTrax'. The 'ADP' section has a 'Company Code' field. The 'Path Name' field shows 'C:\Program Files\Pyramid\TimeTrax'. The 'File Name' field shows 'EXPORT.c2x'. Buttons for 'Cancel Export and Discard Any Changes' and 'Continue Export and Save Any Changes' are visible.

Enter your company code as provided by ADP.

Select the drive and location where you want the export file to be saved.

Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

Congratulations, you have successfully created and saved an ADP EXPORT FILE. You will need to contact ADP to obtain steps on how to import the file you created and saved into ADP software.

GENERIC TEXT EXPORT

The following are instructions for setting up and using the GENERIC TEXT EXPORT contained in the TimeTrax Mobile. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL GROUPS – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.

Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:

DELIMITER: Choose Comma, Tab, or Semi-Colon.

QUOTED: Choose Yes or No

EMPLOYEE BY: Choose Name, SSN, or EMP#

EXPORT TYPE: Choose Payroll or Punches.

Select the drive and location where you want the export file to be saved.

Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

Type the desired name for this file including the extension file.

Congratulations, you have successfully created and saved a GENERIC TEXT EXPORT file. You will need to go to the location where you created and saved the file and import it into the software of your choosing.

PAYCHEX PREVIEW EXPORT

The following are instructions for setting up and using the PAYCHEX PREVIEW EXPORT contained in the TimeTrax Mobile. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL GROUPS – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.

Period	Start	End	Time
Current	10/29/2006	11/05/2006	10:00 PM
Previous	10/23/2006	10/29/2006	10:00 PM
2 Prior	10/15/2006	10/22/2006	10:00 PM

Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:

PAYCHEX will provide BRANCH, CLIENT, and SITE NUMBER for this export.

Select the drive and location where you want the export file to be saved.

Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

Congratulations, you have successfully created and saved a PAYCHEX PREVIEW export file. You will need to contact PAYCHEX to obtain steps on how to import the file you created and saved into PAYCHEX software.

PAYCHEX PAYLINK EXPORT

The following are instructions for setting up and using the PAYCHEX PAYLINK EXPORT contained in the TimeTrax Mobile. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL GROUPS – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.

- Choose EXPORT.
- Select PAY PERIOD to be included in EXPORT.
- Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.
- Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:

- PAYCHEX will provide BRANCH #, CLIENT ID, and SITE #, SEQ #, and whether or not to send hourly rate for this export.
- Select the drive and location where you want the export file to be saved.
- Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.
- PAYCHEX will provide you with the file name for this export.

Congratulations, you have successfully created and saved a PAYCHEX PAYLINK EXPORT file. You will need to contact PAYCHEX to obtain steps on how to import the file you created and saved into PAYCHEX software.

PRODATA EVOLUTION EXPORT

The following are instructions for setting up and using the PRODATA EVOLUTION EXPORT contained in the TimeTrax Mobile. You will have to go into the REPORTS/EXPORTS tab to proceed with the export. It may also be necessary for you to setup the CATEGORY CODES within the SETUP – PAYROLL GROUPS – SETUP PAY CATEGORIES. (These codes will be provided to you from your payroll service provider). It is also required that individual payroll records are approved before export on the PAYROLL DETAILS SCREEN.

Period	Start	End	Time
Current	10/29/2006	11/05/2006	10:00 PM
Previous	10/23/2006	10/29/2006	10:00 PM
2 Prior	10/15/2006	10/22/2006	10:00 PM

Choose EXPORT.

Select PAY PERIOD to be included in EXPORT.

Select who is included in the EXPORT. Choose either EMPLOYEE GROUP or INDIVIDUAL EMPLOYEES.

Choose SETUP or CREATE EXPORT. Setup is typically a one-time screen for setup – CREATE EXPORT will create the export with the setup options you have selected.

Setup/Create Export:

ProData will provide RATE CODES for this export.

Select the drive and location where you want the export file to be saved.

Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

Congratulations, you have successfully created and saved a PRODATA EXPORT file. You will need to contact ProData to obtain steps on how to import the file you created and saved into ProData software.

DEPARTMENT CODES

Department Codes allow employees to change Departments or Jobs throughout the course of a workday. Department Codes could be used when an employer wants to capture time by job and employee versus employee alone. An employee would swipe when leaving one department (or job) to start working under a new department (or job).

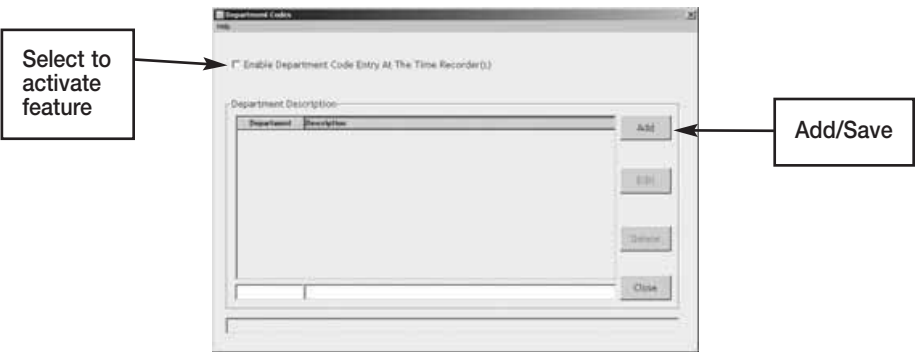
Note: Department codes are not a standard feature on all models, but can be purchased separately by calling Pyramid at 888-479-7264.

You can access the Department Code feature via. WORK RULES on the vertical icon bar.

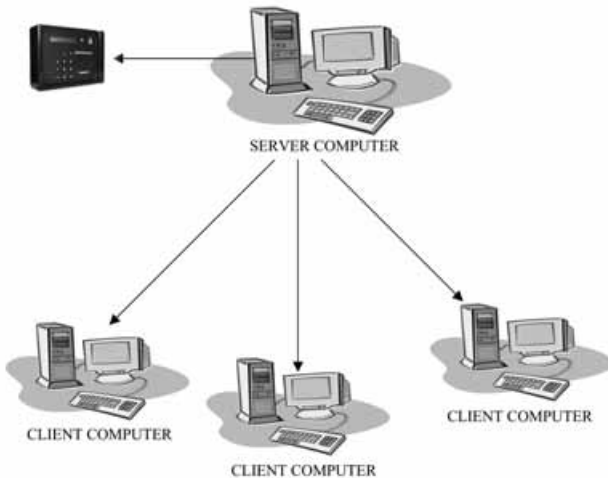
You must select the box **ENABLE DEPARTMENT CODE ENTRY AT THE TIME RECORDER(S)** in order to use this feature.

Select **ADD** and assign a numeric code (maximum 4-digit) for each department. Enter a text description for each department. Select **Save** and enter the remaining Department Codes. Next, go to employee details and assign a primary Department Code for each employee in the **DEPT** field.

If you have Department Codes activated – when your employee clocks IN and OUT – their default Department Code will populate. Use the keypad to select the appropriate department.



SQL SERVER SOFTWARE INSTALLATION



IMPORTANT: Software must be fully installed PRIOR to connecting the hardware.

1. Install SQL Server CD onto the PC that will act as the Server.
Close out of the program.
2. Install DB9 and USB adapter to the computer that will act as the Server.
3. Attach the RJ45 cable to the DB9 adapter.
4. Run the cable to the terminal.
5. Install SQL Client disk on all PCs that will run TimeTrax Program.

When upgrading to SQL From A Single User Version, or changing computers and you are using a USB interface with standard RS232 adapter, you must disconnect the adapter prior to installing the SQL Server CD. If you run the installation program with the USB connected, the software will not be able to locate the time recorder(s). If this happens, you **must** disconnect the adapter, uninstall the software, reinstall the software, and then connect the hardware for the software to successfully locate the recorders.

Note: When using serial TimeTrax terminals, only the computer that has the TimeTrax attached can download the punches. When using ethernet TimeTrax terminals, all computers can download the punches.

PLEASE READ THESE INSTRUCTIONS THOROUGHLY BEFORE ATTEMPTING THE INSTALLATION. ALSO PLEASE KEEP YOUR CDs IN A SAFE LOCATION FOR FUTURE ACCESS TO THE SUPPORT FOLDER.

Included in your shipment, you should have received (1) CD containing both the Server and Client program. It is important that you do not install the Client program on the same machine as the Server program.

HOW TO SELECT YOUR SERVER

TIMETRAX SQL_SVR: Install the Server Edition on the one computer that will store the database and respond to database access requests. Please note the following before selecting which of your computers will act as the server:

- Windows® version must be: Windows® NT4 SP6A or Windows 2000 SP4 or XP SP1A or later.
- SQL Server must not be placed on compressed file systems or a remote network drive such as a shared network directory. It must be located on the C:\ Drive of the Server computer.
- Once you establish the server, files stored on the server cannot be relocated.
- The Windows® User running the Server must have full administrative rights.
- You MUST install the Server Edition before any Client Edition is installed.

NEW SQL INSTALL

Step 1: Install the TIMETRAX SQL_SVR into the CD-ROM of the machine you have designated as the server. The Install Shield Wizard will begin.



***Note:** If your server computer already has another product that utilizes MS SQL Server 2000 MSDE, the TIMETRAX SQL_SVR installer may fail to install the database system that TIMETRAX SQL requires. See Troubleshooting for further assistance.*

Click OK

When the InstallShield Wizard completes, you will have 3 icons on your Desktop:

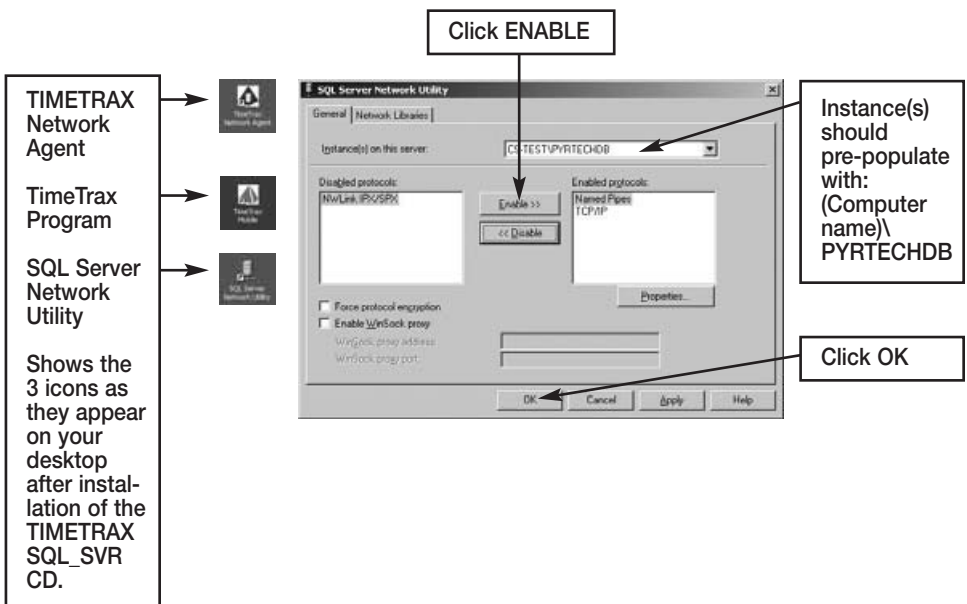
- TIMETRAX Network Agent – communicates with the client machines.
- TIMETRAX – Time and Attendance program.
- SQL Server Network Utility – sets the network communication parameters.

Recommendation:

To avoid possible conflict with other MSDE programs installed on Server computer, we recommend that after installing TIMETRAX SQL onto your server computer, please go to the Disc Drive and right click on the drive. Click on the EXPLORE option, then locate folder named SUPPORT and double click. Click on the MSDE INSTALLER ZIP FILE. Select all the files and extract files onto your desktop. On your desktop there should be a folder named “MSDE Install”. Double click. Click on MSDE SETUP and let it run.

IMPORTANT: DO NOT OPEN/RUN TIMETRAX ICON OR THE NETWORK AGENT ICON UNTIL THE SQL SERVER NETWORK UTILITY SETUP IS COMPLETE!

Step 2: Open/Run the SQL Server Network Utility: Highlight “Named Pipes” and “TCP/IP” in the Disabled protocols box and select ENABLE to move the 2 network protocols to the Enabled protocols box. Click OK to continue.





Click OK

Step 3: Open/Run the Pyramid TimeTrax Program by double clicking on the desktop icon. A small window will flash quickly displaying the message “Starting Microsoft SQL Server”.

Note: *TIMETRAX – Login Standalone must show on the title bar. The TIMETRAX application will do the required database initializations only in the Standalone mode.*



Enter ADMIN into
USER NAME field

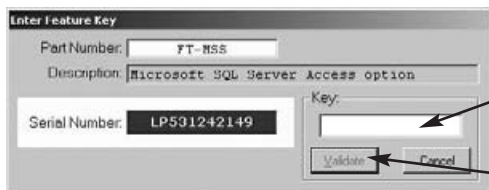
Enter PTI (uppercase)
into PASSWORD field

Search for Time Records

You will enter **ADMIN** into the User Name and **PTI** into the Password fields to log into TIMETRAX.

The following screen may come up prompting you to call Pyramid Technologies and provide the Serial Number shown to Customer Support. Customer Support will then provide you with a key number to activate the program. Once the key is entered, click **VALIDATE**.

Double
click on the
Pyramid
TimeTrax
Program.



Enter Key
Number

Validate

Step 4: Follow the TIMETRAX Setup Wizard or refer to your TIMETRAX manual for assistance. Once you have setup your company on the Server, exit the TIMETRAX system. You are ready to install the Client CD on the additional computers.

Step 5: TIMETRAX SQL_CLIENT: Install the Client Edition onto all other computers that payroll may be viewed or processed on.

To allow access to the TIMETRAX database over the network, make sure that the TimeTrax Program is closed on the Server. Then, double click on the TIMETRAX Network Agent icon on the Server's desktop. An icon in the form of a blue pyramid will appear in the system tray on the lower-right corner of your screen. This starts the Microsoft SQL Server and allows communications with the Client(s).

The TIMETRAX network is now ready for normal operation. The server and the client functions are interchangeable, and to secure the integrity of the information being modified, only one user can be in the system at that time. However, only the computer that is connected to the TIMETRAX terminal (serial port) is capable of retrieving punch data, regardless if that computer is the Server or the Client.

UPGRADE TO SQL FROM A SINGLE USER VERSION

It is important that you activate the SQL feature in your existing TimeTrax or Fastime program by calling Pyramid before attempting the upgrade. If you currently have TimeTrax (previously Fastime) software and are upgrading to the SQL version, you must copy your database files.

- Close out of TimeTrax Software.
- Create a **"TimeTrax Backup"** folder on your desktop.
- Right-click on the Desktop and select → NEW → FOLDER.
- Name this folder DATA.
- Navigate to My Computer – C:\ Program Files\Pyramid\TimeTrax folder and locate the following 6 files:

Pyramid.mdb	Pyrpolmd.mdb
Pyrarchive.mdb	Pyramid.ini
Pyrexpport.mdb	Pyramid.bku

If you cannot see the file extensions, you may need to go to Tools, Folder Options, View and then make sure HIDE FILE EXTENSIONS FOR KNOWN FILE TYPES is unchecked. These are your database files and contain all of your information.

- Copy these files to the DATA folder on your desktop. To do this, select the first file and single left click so that it is highlighted, hold the CTRL key on your keyboard and select the other 5 files. Choose EDIT → COPY and close out. Open the DATA folder on your desktop and choose EDIT → PASTE.
*It is very important that you have all 6 files in your DATA file before moving forward.
- Close all open windows. Navigate to Control Panel and select ADD/REMOVE PROGRAMS. Locate TIMETRAX on the list and choose REMOVE.

- Once the program is removed, navigate to My Computer – C:\ Program Files\Pyramid and delete the PYRAMID FOLDER.

Once you have created a folder on your desktop with the database files and uninstalled and deleted the program and folder as instructed, follow Step 1 and 2 of the instructions for the New SQL Install Steps 1 and 2 (Pages 50-52). When the Server is completely installed, before accessing the TimeTrax Program, go to the folder on your desktop named DATA and choose EDIT → SELECT ALL → EDIT → COPY. *All 6 files should copy over.

Navigate to My Computer – C:\ Program Files\Pyramid\TimeTrax and choose Edit → Paste into the TimeTrax folder. Choose YES TO ALL to replace the existing files.

Continue with Steps 3-5 of the New SQL Install instructions (Pages 52-53).

MAINTENANCE UPGRADES

All maintenance upgrades must be done on the Server computer and in the standalone mode. Standalone means that the database is not available over the network, but only to the user running it on the machine that hosts it (Server).

To disallow access to the TIMETRAX database over the network, make sure that the TimeTrax Program is closed on each Client terminal. Then, right click on the TIMETRAX Network Agent icon (blue pyramid) in the system tray on the lower-right corner of your screen. Select Exit. The icon will disappear from the tray and restrict communications with the Client(s).

To turn it back on, double click the TIMETRAX Network Agent icon on your desktop. The blue pyramid icon will return to the system tray and the Client(s) can access TIMETRAX from their terminals.

Alternatively, the TIMETRAX Network Agent can be started and stopped with the Windows Task Scheduler. See, “Running TIMETRAX Network Agent as a Background Task”.

DATABASE INFORMATION

The TIMETRAX database under SQL Server is the SQL Server Instance PYRTECHDB. PYRTECHDB is comprised of six files stored at “C:\Program Files\Pyramid\Data\ MSSQL\$PRTECHDB\Data”. The files are named as follows:

- | | |
|--------------------------------|--------------------------------|
| 1. PyramidFASTTIME.mdf, | 4. PyramidFASTTIMEArchive.ldf, |
| 2. PyramidFASTTIME.ldf, | 5. PyramidFASTTIMEExport.mdf, |
| 3. PyramidFASTTIMEArchive.mdf, | 6. PyramidFASTTIMEExport.ldf. |

Running TIMETRAX Network Agent as a Background Task

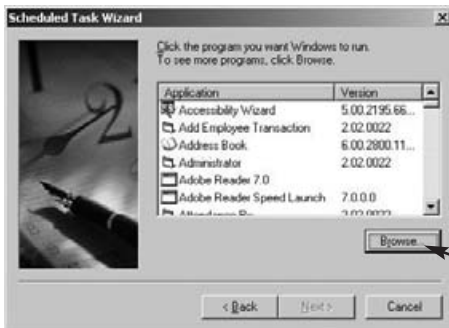
The TIMETRAX Network Agent must be running to allow database access over the network. Without the TIMETRAX Network Agent up and running, Client TIMETRAX computers cannot run TIMETRAX. To eliminate this situation, The TIMETRAX Network Agent should be set to run as a background task on the Server computer.

Using your Microsoft Windows Task Scheduler, schedule the TIMETRAX Network Agent to start after the computer boots up.

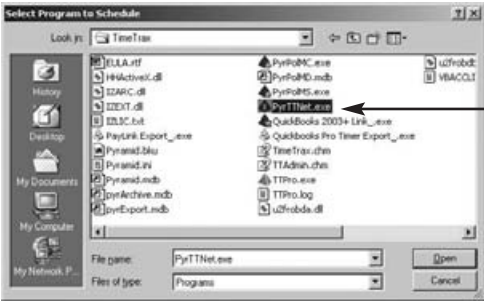
From the Control Panel (Start >Settings>Control Panel), double click the SCHEDULED TASKS icon. Double click on ADD SCHEDULED TASK. This will start the Scheduled Task Wizard.



Click NEXT



Click BROWSE



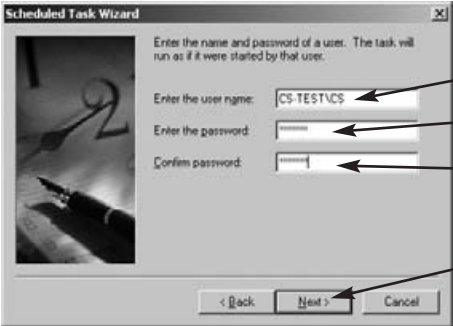
Select: Program Files\
Pyramid\TIMETRAX.
Double click on
PYRTT.NET.EXE



Task Name should pre-
populate, however, if it
does not, enter PYRFTNET

Select: WHEN MY
COMPUTER STARTS

Click NEXT



Enter Windows User Name

Enter Windows Password

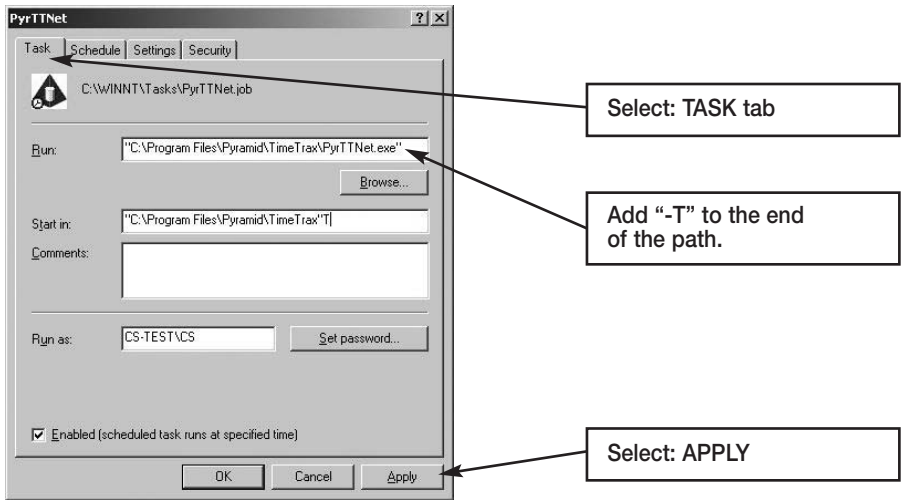
Confirm Windows Password

Select NEXT.
If the Next button won't
advance you forward, you
may need to re-enter or
re-confirm the password.

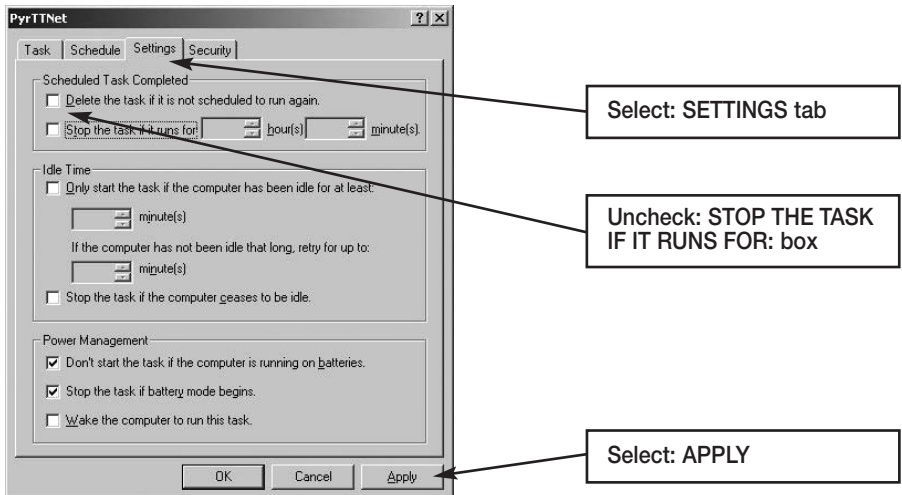


Select:
OPEN ADVANCED
PROPERTIES FOR
THIS TASK

Select: FINISH



In the "Run:" text field, it will display: "C:\Program Files\Pyramid\TIME-TRAX\PyrFTNet.exe". Click on the end of the line and add a space and then "-T", as shown in the example above. Click APPLY, then click OK.



This completes the Scheduled Task. Now, whenever the Server computer is booted up, the Windows Task Scheduler will automatically start the TIMETRAX Network Agent without need of any user intervention.

TROUBLESHOOTING GUIDE FOR YOUR TIME RECORDER

YOU MUST BE LOGGED IN AS ADMIN IN TIMETRAX AS WELL AS ANY OTHER INTEGRATED SOFTWARE PROGRAM, SUCH AS QUICKBOOKS, TO PERFORM ANY MAINTENANCE FUNCTIONS.

Software is Acting in an Unexpected Manner

- Restart TimeTrax and see if that corrects the problem.
- Reboot your computer and re-launch TimeTrax.
- Make sure you meet the minimum system requirements listed in the MINIMUM SYSTEM REQUIREMENTS section of this manual.

Upgrade or Software Reinstallation Single Version User

- Close out of TimeTrax Software.
- Create a “TimeTrax Backup” folder on your desktop.
- Right-click on the Desktop and select → NEW → FOLDER.
- Name this folder DATA.
- Navigate to My Computer – C:\ Program Files\Pyramid\TimeTrax folder and locate the following 6 files:

Pyramid.mdb	Pyrpolmd.mdb
Pyrarchive.mdb	Pyramid.ini
Pyrexport.mdb	Pyramid.bku

If you cannot see the file extensions, you may need to go to Tools, Folder Options, View and then make sure HIDE FILE EXTENSIONS FOR KNOWN FILE TYPES is unchecked. These are your database files and contain all of your information.

- Copy these files to the DATA folder on your desktop. To do this, select the first file and single left click so that it is highlighted, hold the CTRL key on your keyboard and select the other 5 files. Choose EDIT → COPY and close out. Open the DATA folder on your desktop and choose EDIT → PASTE.
*It is very important that you have all 6 files in your DATA file before moving forward.
- Close all open windows. Navigate to Control Panel and select ADD/REMOVE PROGRAMS. Locate TIMETRAX on the list and choose REMOVE.
- Once the program is removed, navigate to My Computer – C:\ Program Files\Pyramid and delete the PYRAMID FOLDER.

- Insert the Disk provided (or download from the website) and proceed with the install following all instructions and default selections.
- Once the new software is installed, go to the folder on your desktop named DATA and choose EDIT → SELECT ALL → EDIT → COPY. *All 6 files should copy over.
- Navigate to My Computer – C:\ Program Files\Pyramid\TimeTrax and choose EDIT → Paste into the TimeTrax folder. Choose YES TO ALL to replace the existing files.
- Open the TimeTrax software with your usual user name and password. All of your information will be there and the new version can be verified by Selecting HELP and then ABOUT TIMETRAX. from the menu bar. The version number should match the version number labeled on your CD.

Software Cannot Locate the Time Recorder

QuickBooks users, see page 25-41 for additional information.

Following is an example of one of the messages you may see in TimeTrax Mobile:



STEP 1: Verify that the hardware is set up correctly.

- Pyramid TimeTrax Mobile units require a COM Port for connection.
 - You must first attach the DB9 (included in shipment) to your PC.
 - Check to see if the wider side with holes will connect into an available port on the PC.
 - If it does, screw it in securely.
- Connect the 7' flat cable (included in the shipment) to DB9 and connect the other end of the white Cat5 cable to the port in the back of the time clock.

Note: The 7' flat cable should never connect directly to the computer. It should always connect to the DB9 and the DB9 should connect to the computer.

If the DB9 does not fit into a port on the computer, you will need a USB to RS232 adapter to connect the DB9 to your computer. You can purchase this adapter through Pyramid, P/N 41685.

You must first run the driver before attaching the USB adapter located in the support folder of the install.

USB to RS232 adapter (PN 41685): For computers with only a USB port.
****Important** Make sure that the TimeTrax software is installed prior to connecting the TimeTrax unit to the PC.** Connect the 7' RJ45 cable (fig. D) to the RJ45/DB9 adapter (fig. B) and then connect the RS232/USB adapter (fig. C) to the back of your PC (fig. A).

STEP II: Test that Windows, COM Port and DB9 are working properly.

- If the hardware is setup correctly, you will need to connect the loop-back plug included in the shipment to the DB9 that is plugged into your computer.
- Click the Reconnect Button on your screen.
- If the loop-back plug is found, it indicates that Windows, the COM Port and the adapter are working properly.

Ila: Test that the Cable is working properly.

- Unplug the 7' RJ45 flat cable from the TimeTrax Mobile unit and from the back of the PC.
- Plug them both back in, in the reverse order.
- If this still does not work, replace the RJ45 cable with another Ethernet or Cat5 cable.

Ilb: If the LCD displays time and date, test the Time Clock.

- First, try unplugging the unit and letting it sit for a few minutes, then plug it back into the wall socket.
- If it is still not connecting correctly, you will need to reset the clock.

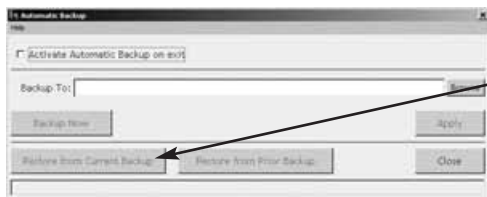
NOTE: Resetting the time clock erases all stored punches. To reset the clock, unplug the unit and hold down the 0 key while plugging it back in. If it does not connect at this point, the clock needs to be replaced.

Step III: Loop-Back Plug Not Found

- If the loop-back plug is not found, try connecting a USB to RS232 adapter (Pyramid P/N 41685) into the PC and then connecting the DB9 to the USB adapter.
- If this still does not work, it may be necessary to contact your computer support personnel.

Restoring Database From a Crashed Hard Drive

- Reload your TimeTrax Mobile Software as shown in the *Installing the Software* section of this manual. *Note: Please make sure that you are installing the same version that you are currently running.*
- If you have AUTOMATIC BACKUP activated, go to CONFIGURE TAB on the VERTICAL ICON BAR and Click on AUTOMATIC BACKUP.

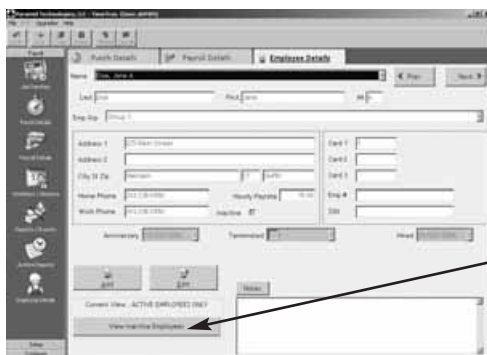


Choose **RESTORE FROM CURRENT BACKUP**.

- This will restore all data from the last backup. If you have punches in the TimeTrax Mobile unit that have not been downloaded, download them as described in the PAYROLL TAB, GET PUNCHES SECTION of this manual.
- If you do not have a backup, you will need to reinstall your software and go thru the entire setup process beginning with the TimeTrax Mobile Setup Wizard.
- Once this is completed, you must perform an EMERGENCY PUNCH DOWNLOAD as described in the following section.

Emergency Punch Download

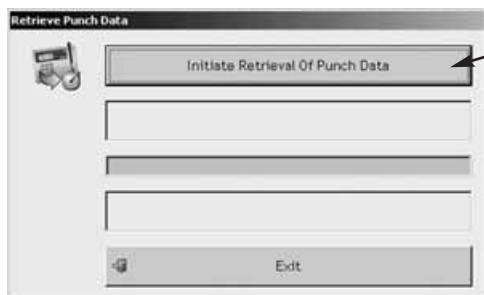
- In the event of a catastrophic database failure due to damage from viruses, hard drive crash, etc . . . you can retrieve the last 4,000 punches by initiating an EMERGENCY PUNCH DOWNLOAD.
- Before you attempt to do this, please note that if you have any inactive employees contained in the last 4,000 punches, you will need to go to the EMPLOYEE DETAILS ICON on the PAYROLL TAB on the VERTICAL ICON BAR and click on the VIEW INACTIVE EMPLOYEES TAB so those punches will not come through as unassigned.
- If you re-assigned a card number to a new employee, all punches from both the previous and new employee will go to the card number. You will need to manually review the duplicate card number and determine which punches should be deleted. Pyramid does not recommend reusing a card number for at least 3 pay periods.



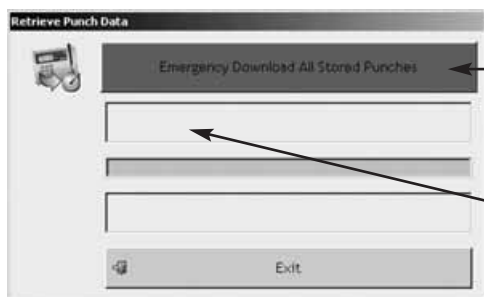
Click **VIEW INACTIVE EMPLOYEES**.

For each employee, go to edit button and uncheck the INACTIVE check box located under HOURLY PAY RATE.

From the PAYROLL ICON on the VERTICAL ICON BAR, click GET PUNCHES.



Press the F12 key on your keyboard and the screen below will appear.



Click EMERGENCY DOWNLOAD ALL STORED PUNCHES.

Once the emergency download is complete, make sure you go back and make the employees that you activated, inactive again. Click HIDE THE INACTIVE EMPLOYEES Tab.

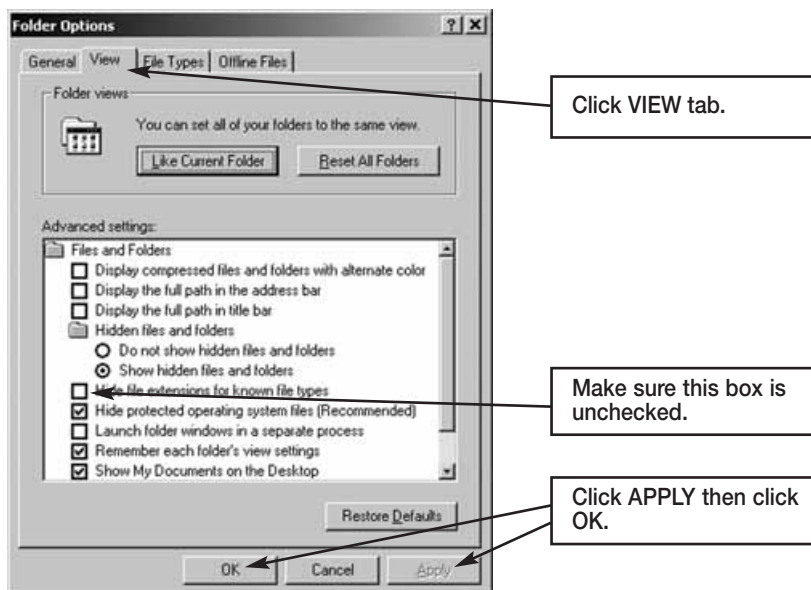
Note: Pyramid highly recommends the use of surge protectors to prevent data loss. In the event that you are in an area where power surges are common, Pyramid recommends the use of a battery backup system.

In the event that you cannot recapture your data using these methods, please contact Pyramid for additional support.

Moving TimeTrax Mobile From One Computer to Another

- Reload your TimeTrax Mobile software as shown in the *Installing the Software* section of this manual. *Note: Please make sure that you are installing the same version that you are currently running.*
- You will need to copy the .mdb files and the pyramid.ini file from the TimeTrax folder located in C:\Program Files\Pyramid directory.
 1. Right click on the START button of your desktop and select EXPLORE.
 2. Navigate to C:\Program Files\Pyramid\TimeTrax.
 3. From VIEW TAB, click DETAILS.
 4. From TOOLS TAB, click FOLDER OPTIONS.

5. Select TYPE TO SORT by type of file.
6. Select pyramid.ini and all .mdb files.
7. Right-click and copy files.



For Non-Network PC users:

1. Right-click on your desktop.
2. Select NEW and FOLDER.
3. Open the folder, right-click and paste files.
4. Transfer files to the new computer.
5. Navigate to the TimeTrax directory and paste the files.

Examples of transfer methods are: email attachment (Pyramid does not recommend this method due to the size of the files), Zip Disk, or burn the files onto a CD or DVD.

For Network PC users:

Navigate to the TimeTrax directory of the computer you are moving the files to and paste the files.

Error 1609 U.S.A. Home Editions of XP or VISTA

Error 1609: An error occurred while applying security settings. Power Users is not a valid user or group. This could be a problem with the package, or a problem connecting to a domain controller on the network. Check your network connection and click Retry or Cancel

This error will occur if you are using the U.S.A. HOME EDITION of either Windows XP or Windows Vista.

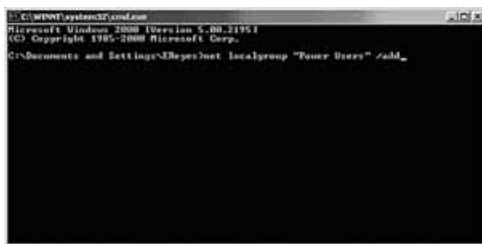
TimeTrax Installer Information

X

Error 1609. An Error occured while applying security settings. Power users is not a valid user or group. This Could be a problem with the package, or a problem connecting to a domain controller on the network. Check your network connection and click Retry, or Cancel.

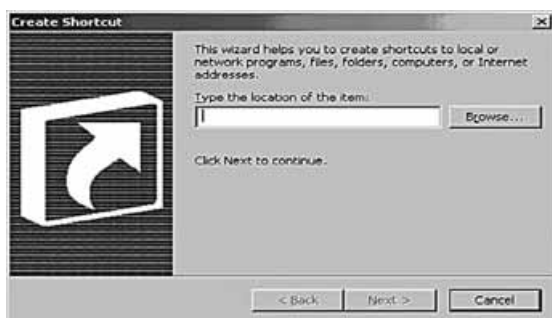
XP Home

In a Command Shell (Start-->Run-->cmd-->OK) type: net localgroup "Power Users" /add hit ENTER. Once it states command completed successfully, open the software again and you will be fine.



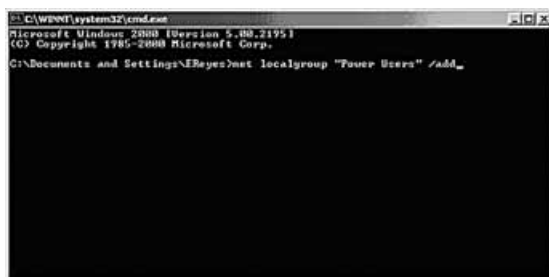
VISTA Home

Right click on desktop and select NEW and then SHORTCUT:



Select NEXT and FINISH. Vista will create an icon on your desktop. Right click and Run as Administrator.

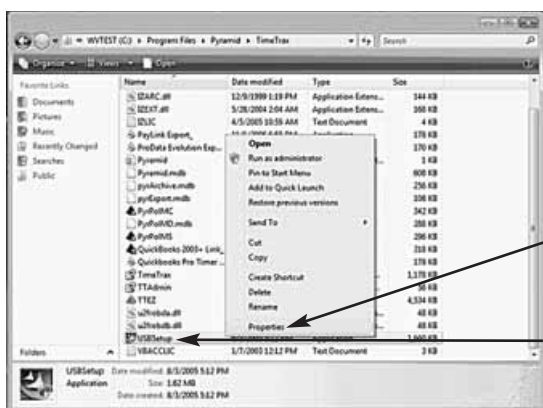
When you get the box below, type: NET LOCALGROUP "POWER USERS" /ADD. Once it states command completed successfully, open the software again and you will be fine.



VISTA and USB Adapter Driver

TimeTrax Mobile install CD includes a Driver for the USB adapter. If you are running VISTA and receive a message that the software CANNOT FIND THE DEVICE DRIVER, you will need to follow the instructions below.

Disconnect the USB adapter from your computer. Navigate to C:\Program Files\Pyramid\TimeTrax.

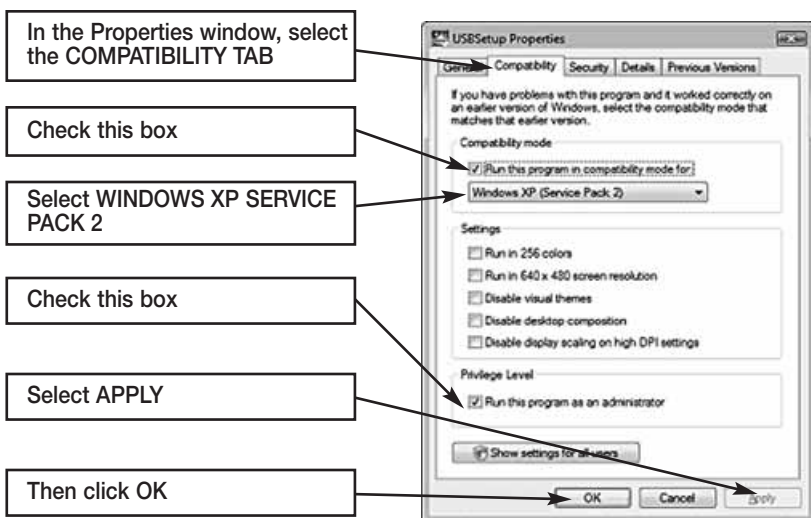


PROPERTIES

Locate the file USBSetup.exe

Locate the file USBSetup (USBSetup.exe). Click on it with the Right Mouse button, and select PROPERTIES from the pop-up menu.

Double-click the USBSetup program to run; allow it to run as an administrator.



In the Properties window, select the COMPATIBILITY TAB

Check this box

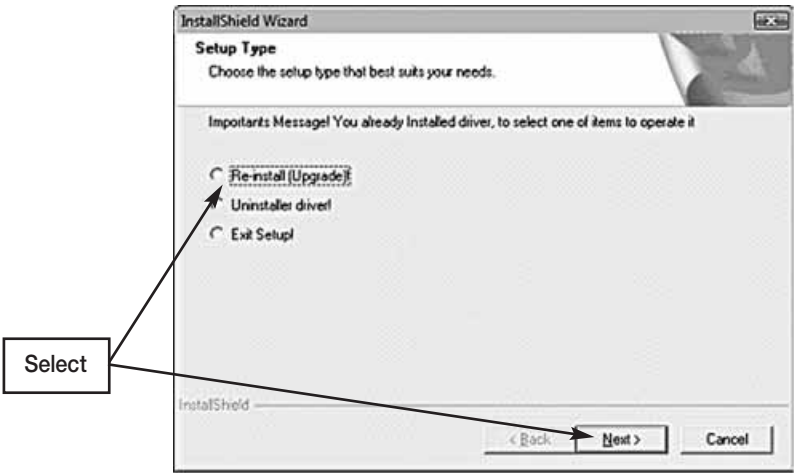
Select WINDOWS XP SERVICE PACK 2

Check this box

Select APPLY

Then click OK

VISTA and USB Adapter Driver



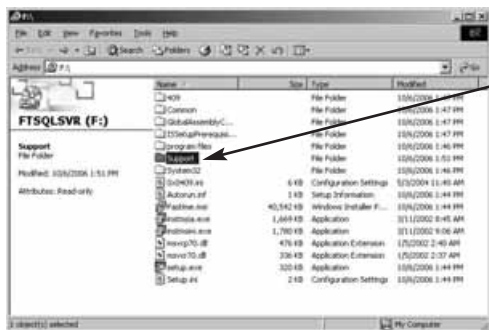
Select RE-INSTALL (UPGRADE), then Next to allow the USB-to-Serial device installer program to perform the installation. When it is finished, select FINISH and reboot your computer.

After rebooting the computer, log into TimeTrax Mobile software and plug in the USB adapter. Your computer should install the device driver. When installation succeeds, an alert balloon should appear in the lower right corner of the screen.

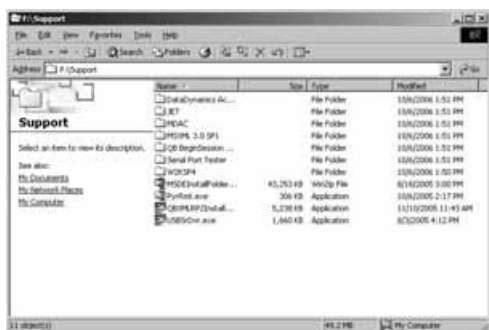


Troubleshooting Support Folder

Pyramid enclosed a Support Folder on the Server CD that does not load onto the Server during installation. The Support Folder contains workarounds in the event that your Server requires other programs that need to work with TIMETRAX. To access the Support Folder, put the TIMETRAX or the TIMETRAX SQL_SVR CD into the CD-ROM of the Server computer. When the CD begins installing, click CANCEL. Navigate to your CD-ROM drive, right click and select OPEN.



Select: SUPPORT



A description of and use for each folder within the Support folder is described in more detail on page 69.

DataDynamics ActiveReports 2 – Execute when TIMETRAX reports are not printing correctly.

JET and MDAC – Execute MDAC first and then JET (order specific) when you receive any error message relating to database issues.

MSXML 3.0 SP1 – The XML Processor needed for the QuickBooks 2003+ Link to run.

QB Begin Session Diagnostic – May be used to help troubleshoot QuickBooks linking issues.

Serial Port Tester – Tests the validity of the computer serial port if TIME-TRAX cannot locate the time recorder and troubleshooting efforts point to the Serial Port as the issue.

W2KSP4 – Windows® 2000 Service Pack 4 upgrade.

MSDEInstallFolder.zip – Contains the MSDE installer that may be unzipped and executed manually, if the computer that you have selected as the Server also contains another program that uses MSDE. Use when you get an error at install advising you of this. **Note: Execute MSDESetup.exe not setup.exe.**

PyRmt.exe – Pyramid file allowing for remote communications.

QBXMLRP2Installer.exe – Execute when QuickBooks import/export is not working properly.

USBSrDvr.exe – Driver patch for USB adapter (USB to RS-232 serial port).

IMPORTANT INFORMATION

QuickBooks 2007 Integration

The new QuickBooks 2007 upgrade contains a PDF Converter that utilizes a virtual port that masks itself as a COM port (COM1). This may interrupt communications with time and attendance system, since we use your PC's COM1 to communicate with our serial time recorders.

Error Message:

Communications Failure – Computer cannot locate Time Recorder

Resolutions:

1. Connect USB Adapter: Attach RJ45/DB9 adapter to a RS232/USB adapter and then connect the RS232 to your PC.
2. Re-assign the QuickBooks PDF Converter to a new port by following the instructions below:
 - Select the Windows Start button
 - **XP Users:** Select Printers and Faxes
Win2000 Users: Select Settings and then Printers
 - Right click on QuickBooks PDF Converter and select Properties from the drop down menu.
 - Select the Ports tab
 - Choose a Port, other than COM1, that is not in use and click OK.

QuickBooks 2003+ Link Failure

The new QuickBooks 2007 upgrade also moves the location of the company file from the Application Folder to a special folder located in the Shared Documents folder. For customers upgrading from an earlier edition of QuickBooks, you will need to correct the path in the software. To do this, follow the instructions below:

- Open the Pyramid time and attendance software.
- Select the Reports/Export tab
- Under Export Specification, Select QuickBooks 2003+ link from the dropdown box
- Select Setup Export tab
- Select Browse in the QB Company File Name box and double click on QuickBooks Company File.

WARRANTY INFORMATION

REGISTERING TIMETRAX MOBILE

Please be sure to complete the product registration form online at www.pyramidtechnologies.com to activate your **Technical Support/Hardware Warranty**.

RETURNS

Returns on non-defective equipment can be made within 30-days of purchase for a full refund after inspection. Returns on non-defective equipment made after 30-days, but within 60-days of shipping will be accepted after inspection and are subject to a 15% restocking fee. Returns after 60-days will not be accepted.

LIMITED HARDWARE WARRANTY

- Pyramid warrants the TimeTrax Mobile equipment to the original user against defective material or workmanship for a period of 1-year from the date of purchase. Proof of date of purchase is required for warranty service on this product.
- Pyramid's responsibility under this warranty is limited to the repair or replacement of the defective part or parts, and repair or replacement is the sole discretion of Pyramid.
- For Return Shipments to Pyramid, the product must be shipped in its original carton or equivalent, fully insured with shipping charges prepaid. Pyramid will not assume any responsibility for loss or damage incurred in shipping.
- Pyramid reserves the right to determine whether the parts failed because of defective material, workmanship, or other causes.
- Failure caused by accident, alteration, misuse or improper packaging of returned unit is not covered by this warranty.
- Any repair to the equipment other than by Pyramid voids the warranty.
- Users in countries other than the USA should contact the Dealer from whom the unit was purchased.
- The rights under this warranty are limited to the original user and may not be transferred to subsequent users.
- Extended Hardware Warranties are available by calling Customer Support at 888-479-7264 for more information.

LIMITED SOFTWARE TECHNICAL SUPPORT

Pyramid warrants the software and provides technical support assistance for a period of 90-days from the date of purchase. Extended warranties/technical support contracts can be purchased separately through Pyramid. Call Customer Support at 888-479-7264 for more information.

Register Online

TIMETRAX MOBILE PRODUCT LINE

PART NUMBER	TIMETRAX TERMINALS
TMOBILE	TimeTrax Mobile Kit
PART NUMBER	BADGE/SOFTWARE BUNDLE
41302S	Swipe Card & Software #1-25
41303S	Swipe Card & Software #26-50
41304S	Swipe Card & Software #51-100
PART NUMBER	SOFTWARE
FTEMP25	Software for Additional 25 Employees
FTEMP50	Software for Additional 50 Employees
FTEMP100	Software for Additional 100 Employees
FTEMP250	Software for Additional 250 Employees
FTEMP500	Software for Additional 500 Employees
FTEMP1000	Software for Additional 1000 Employees
FTEMPUNL	Software Unlimited Employees
FTDPT	Department Codes
FTSQL	Network Version of TimeTrax Mobile
FTPOL	Polling Software and Polling Modem
PART NUMBER	BADGES
41302	Badges 1-25
41303	Badges 26-50
41304	Badges 51-100
41305	Badges 101-150
41306	Badges 151-200
41331	Badges 201-300
41332	Badges 301-400
41333	Badges 401-500
41334	Badges 501-600
41335	Badges 601-700

CONTINUED ON NEXT PAGE

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41336	Badges 701-800
41337	Badges 801-900
41338	Badges 901-1000
PART NUMBER	WARRANTY & SUPPORT
TTW1S	1-Year Software Technical Support + Maintenance Upgrades
TTW1H	1-Year Extended Hardware Warranty for Single Terminal
TTW1TER	1-Year Extended Hardware Warranty Each Additional Terminal
PART NUMBER	HARDWARE ACCESSORIES
8050	Multiplexer for Additional Terminals
42180	Automotive Adapter/Car Charger
41400	Serial Computer Connector – DB9
41685	USB Interface w/Standard RS232
41311	Diagnostic Loop-Back Plug
41270	“Y” Connector, RJ45
42027	Inline Coupler Adapter for RJ45 Flat Cable
41539	7’ RJ45 Flat Cable
41269	50’ RJ45 Flat Cable
41314	100’ Flat Cable

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Pyramid Technologies Technical Support Plan

Pyramid Technologies, LLC ("Pyramid") and the Company ("Customer") ordering the Pyramid Technical Support Plan ("Technical Support Plan") hereby agree that the following terms and conditions shall govern the delivery of support services by Pyramid to Customer under the Technical Support Plan, with respect to the applicable registered Pyramid products. Ordering the Technical Support Plan indicates Customer's acceptance of the terms and conditions contained in this Service Agreement. This Technical Support Plan is effective upon receipt of payment by Pyramid ("Commencement Date").

SERVICES:

Pyramid will provide customer support Monday through Friday. With the purchase of a Pyramid Time and Attendance system, you receive 90 days of free support services from the date of purchase. Proof of Purchase may be required. Thereafter, you must be in a valid contract to receive support services. You may purchase a 12-month renewal plan by contacting Pyramid Technologies toll free at 888-479-7264 or emailing custsvc@pti.cc. Renewal plans include a copy of the current version of software.

RESTRICTIONS:

Pyramid may limit or terminate the support services being provided to any Customer who uses the support services in an abusive or fraudulent manner, as determined by Pyramid in its reasonable discretion.

Examples of such use include, but are not limited to: willful misrepresentation of answers to troubleshooting questions, a high number of calls that concern previously resolved issues, repeated posing of questions to which the answer is readily found in the documentation, and discussion of issues that are not related to technical support. Pyramid reserves the right to limit each call to a reasonable length of time under the circumstances, not to exceed one hour. Pyramid may require access to the Customer's computer over the Internet or may require the transmission of data files from the Customer's Pyramid software to resolve the Customer's support issue. Refusal to provide this access or information to Pyramid, or inability to do so due to lack of Internet access or a dial-up connection may limit or terminate the support service being provided.

EXCLUSIONS:

Pyramid shall not be required to provide any support services relating to problems or issues arising out of or from Customer's use of the products A) In a manner for which they were not designed; B) Damage to the media on which the products are provided, or technical problems residing on the computer on which the products are installed; C) Customer's negligence, misuse, or modification of the products or versions of the products other than the most recent version.

Technical Support Plan Continued

TERM AND TERMINATION:

This Support Plan shall have a term of one year from the Commencement Date. The Support Plan shall terminate immediately upon nonpayment of the fees for the Support Services ordered. Pyramid reserves the right to cancel this Support Plan at any time or change the fees, terms, conditions, support features, procedures, pricing and support availability upon thirty (30) days notice.

WARRANTY AND DISCLAIMER:

Pyramid will use reasonable effort to provide support services under this Support Plan in a professional manner, but Pyramid cannot guarantee that every problem/question raised by Customer will be resolved. Nothing in this Support Plan shall be construed to guarantee that any question or problem will be answered or resolved in a specific time-frame. Nothing in this Support Plan shall be construed as expanding or adding to the warranty for the products set forth in the End User License Agreement that accompanies such products. Pyramid specifically disclaims any implied warranty of merchantability or fitness for a particular purpose.

LIMITATION OF LIABILITY:

Pyramid's liability under this Support Plan is limited to the amounts paid by Customer for the Support Plan ordered by the Customer. In no event shall Pyramid have any liability for any special, punitive, indirect, or conse-

quential damages, including, without limitation: damages for lost profits, loss of data, costs of procurement of substitute goods or services, loss of use of equipment or facilities, or interruption of business arising in any way out of this service agreement under any theory of liability, whether or not Pyramid has been advised of the possibility of such damages. These limitations shall apply not withstanding the failure of the essential purpose of any limited remedy.

GENERAL:

Customer may not transfer this Support Plan. This Support Plan supercedes all other written and oral proposals, purchase orders, prior agreements, and other communications between Customer and Pyramid concerning the subject matter of this Support Plan, and constitutes the entire agreement between Pyramid and Customer regarding provision of the Support Plan. This Support Plan shall be governed by the laws of the State of Connecticut without reference to conflict of law principles. The state and federal courts located in New Haven County, Connecticut, shall have exclusive jurisdiction over all disputes relating to this Support Plan.

Pyramid
Time Keeping Made Simple

NOTES

Inside Front Cover
Inside Back Cover

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



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OR VISIT: WWW.TIMECLOCKEXPERTS.COM



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