TimeTrax pc

Computerized Time Tracking
for Payroll and Projects

Time Clock Experts.com

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

REFERENCE GUIDE

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MINIMUM SYSTEM REQUIREMENTS

- PC with a Pentium® class or faster processor
- 64 megabytes of RAM
- 40 megabytes of free space on the system's hard drive
- CD-ROM drive
- Monitor and video card capable of 800x600, 16-bit color resolution
- Mouse or other pointing device
- Either: 9-pin serial port ***or*** USB port (via an optional adapter)
- Windows® ME, 98, 2000, XP, Windows NT®
- Printer (if hard copy reports are desired)

INTRODUCTION

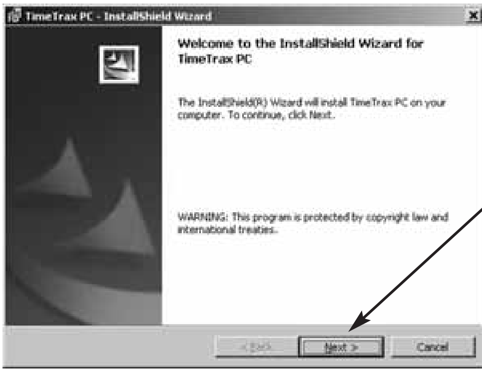
Congratulations on your purchase of the Pyramid TimeTrax PC Time and Attendance System.

TimeTrax PC is a software-only solution utilizing the powerful TimeTrax software with your existing computer hardware, rendering a low-cost solution for your Time & Attendance needs.

Features

- Standard 50 Employees, upgradeable to 100
- Weekly, Bi-weekly, Semi-monthly, or Monthly Pay Period
- Automatic overtime calculation
- Pay Interval rounding to 5, 6, 10, or 15 minutes
- Option to automatically deduct unpaid lunches
- Exports out of the box to ADP, PAYCHEX, QuickBooks, and Excel
- Produces a variety of useful reports

INSTALLING THE SOFTWARE



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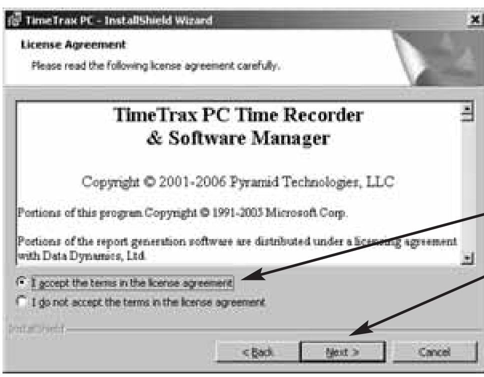
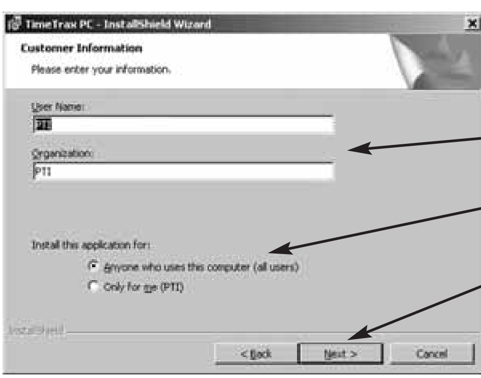


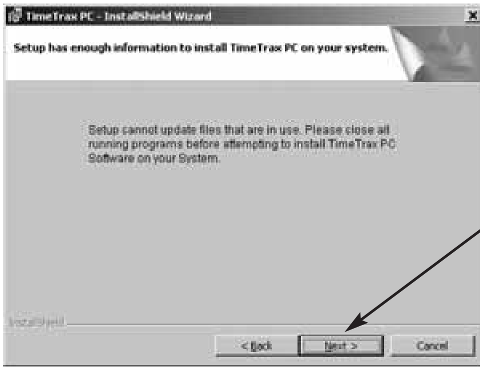
To accept licensing agreement click NEXT to continue



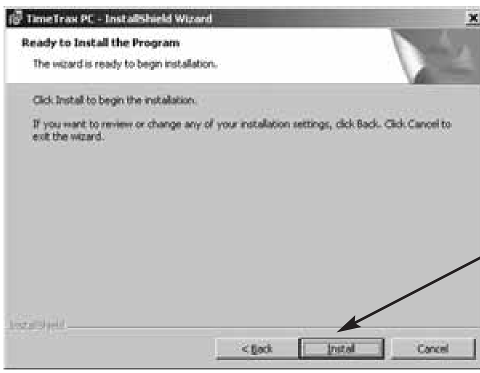
Enter User Name and Organization.

Choose for whom to install the application.

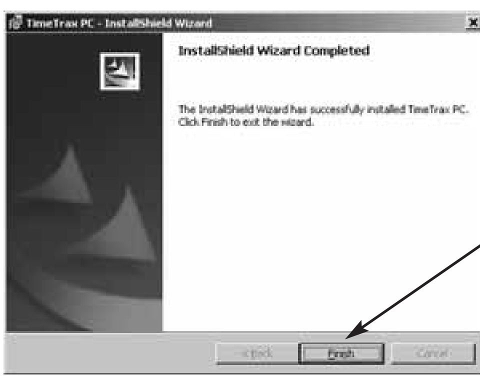
Click NEXT to continue



Click NEXT to continue



Click INSTALL to begin installation



When installation is complete, click FINISH

Double click the TimeTrax PC ICON placed on your desktop after install to begin setup. This is also the administrative area of TimeTrax where all punch editing, reporting, and exports will be completed.

Double click the TimeTrax PC PUNCH ENTRY to have employees punch in and out.

LOG IN WINDOW

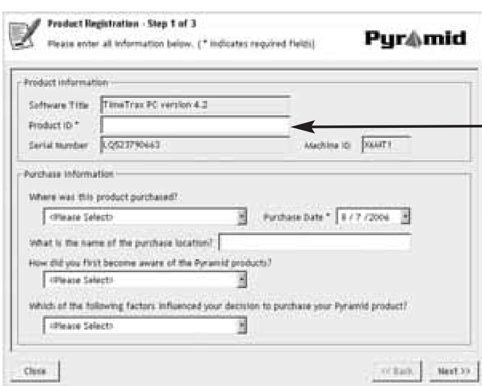
When the program is launched, you are presented with the **Log In Form.**

Enter ADMIN into USER NAME field

Enter PTI (uppercase) into PASSWORD field

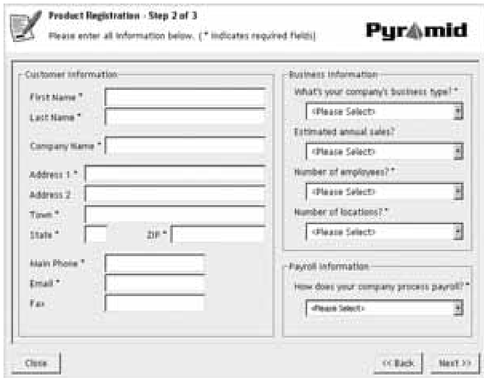
PRODUCT REGISTRATION

Click OK

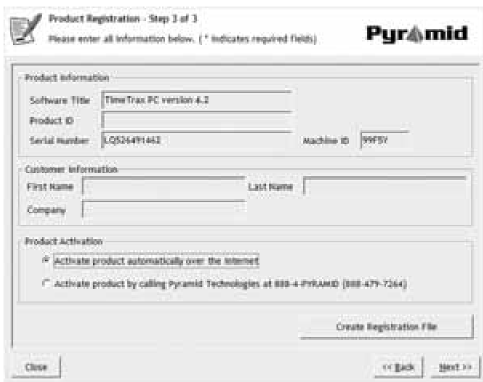


PRODUCT ID: Number is located on the sticker on the backside of the case.

Please complete all questions. Those with (*) are required fields.



Please complete all questions. Those with (*) are required fields.



CONFIRMATION PAGE:

Confirm all your information and then select one of the four Product Activation options.

OPTION 1:
Activate product automatically over the Internet ***(Recommended)***

OPTION 2:
Activate product with Pryamid via email at custsvc@pti.cc. Click Create Registration File and copy all the data to your email. Pyramid will respond via email with your activation code within 24-48 hours.

OPTION 2:
Activate product by calling Pyramid support at 888-479-7264

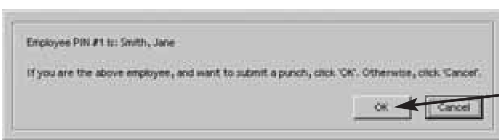
OPTION 3:
Click Create Registration File to print and fax your registration to Pyramid. Pyramid will respond via email with your activation code within 24-48 hours. Pyramid fax number: 203-237-9497

To complete a registration already in progress, open TimeTrax PC, go to HELP on the Menu Bar and select PRODUCT REGISTRATION, which will take you to the place that you left off.

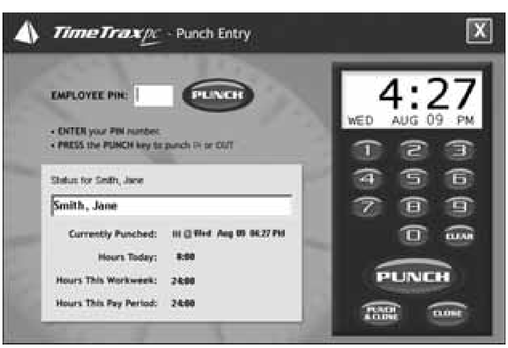
Enter ACTIVATION (KEY) CODE provided by Pyramid Technologies.

TIMETRAX PC PUNCH ENTRY

To punch in, employees can either enter their pre-established employee number and click PUNCH on the main portion of the screen, or use the mouse to click on the NUMERIC KEYPAD displayed on the right side of the screen.

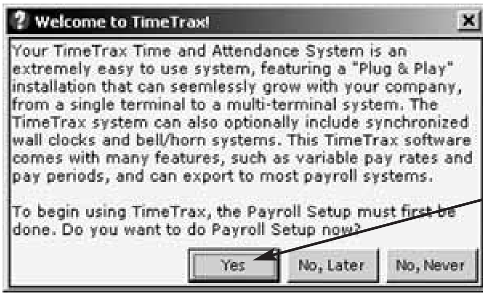


Click OK to accept the punch



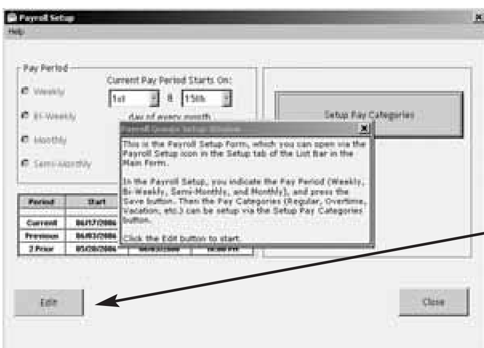
The program is now ready to accept the next punch

TIMETRAX PC SETUP WIZARD

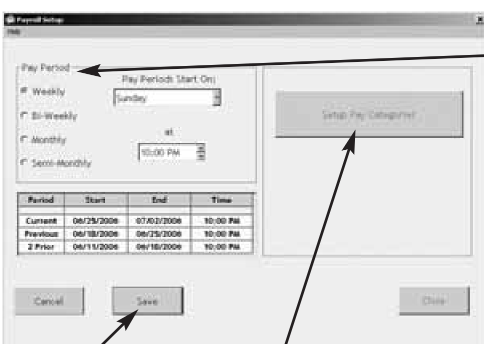


Click YES to continue

PAYROLL SETUP



Click the EDIT button to start



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.

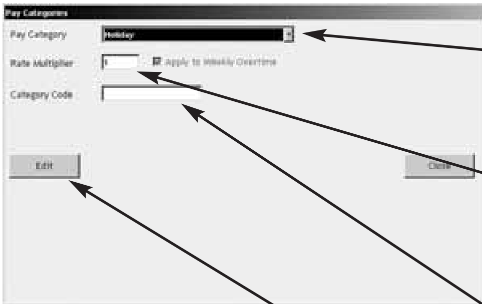
Select the time to begin the new Pay Period.
The time selected should be after the last out-punch of the previous pay period and before the first in-punch of the current pay period.

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 CATEGORY: Predefined classifications of employee hours.
(Holiday, Other, Overtime 1.5, Overtime 2, Regular, Sick, Vacation)

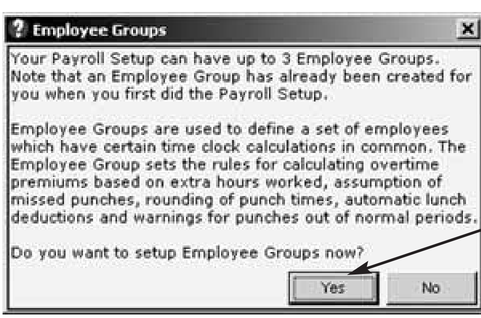
RATE MULTIPLIER: The rate at which the Pay Category is paid; i.e., Holiday would be rate multiplier 1 if the employee is paid regular rate for the day. If you choose to pay time and a half, the rate multiplier is 1.5.

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

EDIT 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 PC to your payroll service provider.

EMPLOYEE GROUPS SETUP



Click YES to continue

Click EDIT to start.

DAILY OVERTIME: Choose how it is paid and after how many hours.

WEEKLY OVERTIME: Choose how it is paid and after how many hours.

MONTHLY/SEMI-MONTHLY PAY PERIODS ONLY: Must select the day and time that the workweek begins to calculate overtime correctly.

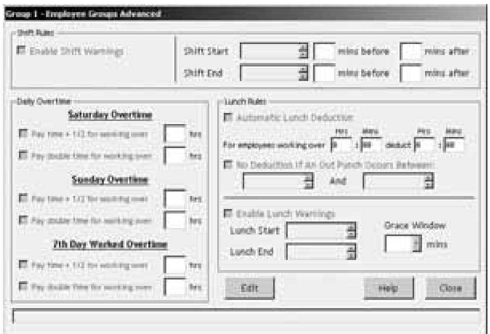
Max Hours Before Missed Punch Assumed: The maximum number of hours an employee can work without punching before the system assumes the employee forgot to punch out.

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 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.

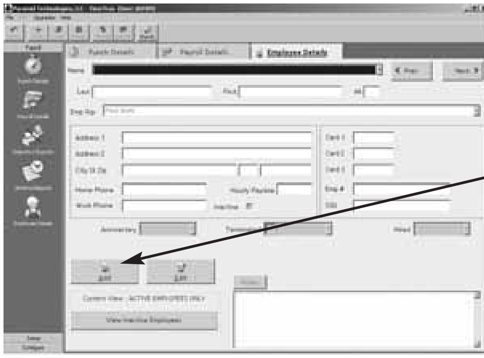
Lunch Rules: Allows the employer to specify whether an employee must punch out or have lunches automatically deducted or any combination of both. You can choose both ***Automatic Lunch Deductions*** and ***No Deductions,*** if the employees within your Employee Group will perform multiple activities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

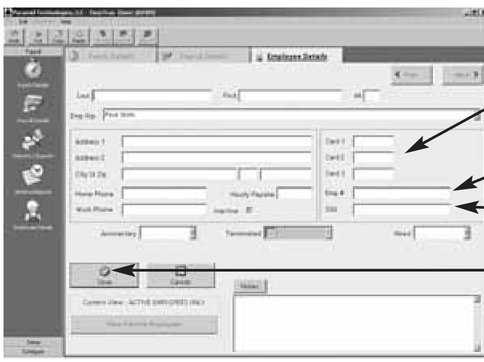
Enable Lunch Warnings: Allows the employee to punch at any time, but will generate a warning when an employee punches outside of the defined lunch. The user can define the warning based on minutes before or after the lunch starts or ends.

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)

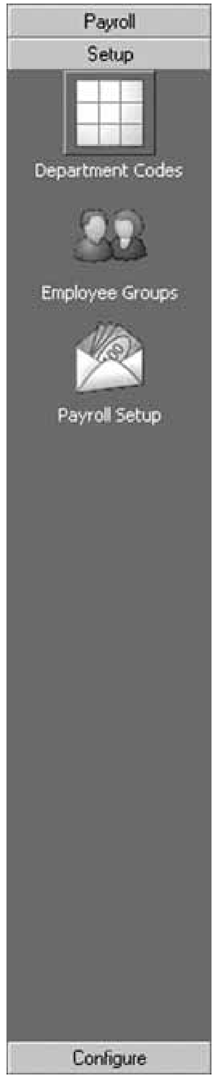




Last:	Enter Last Name ***(required field)***
First:	Enter First Name ***(required field)***
MI:	Enter Middle Initial
Employee Group:	Assign the employee to the Employee Group he/she belongs to
Address 1:	Enter Street Address
Address 2:	Enter Alternate Street Address
City/St/Zip:	Enter City, State and 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.)
Department:	*Optional Feature* -Enter an employees default department number. Pyramid recommends completing the setup wizard prior to establishing department/job codes. See Department codes section of this manual for more information
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*.

VERTICAL ICON BAR

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



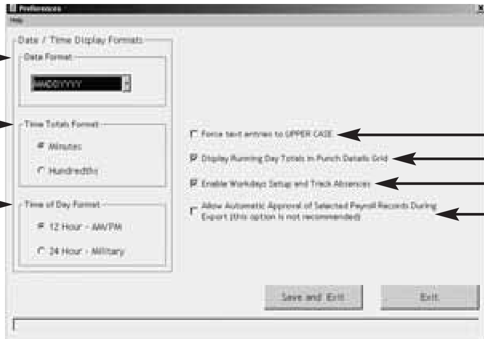
SETUP TAB: Operational setup handled initially through the wizard.

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

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 UPPER CASE.

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.

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.***

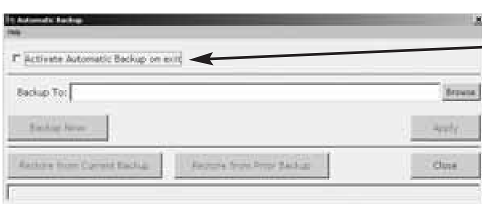
DATE FORMAT: The format in which you want the date displayed in the software as well as on reports.

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 is the screen in which you will enable automatic backups for use when you exit the system. This will create a file and save it to a specified location of your choice.



ACTIVATE AUTOMATIC BACKUP: Select this option to turn on automatic backups.

BROWSE: Click this button to find the location you would like to store the backups in. ***NOTE: This can be on a network drive.***

BACKUP NOW: Immediate Backup.

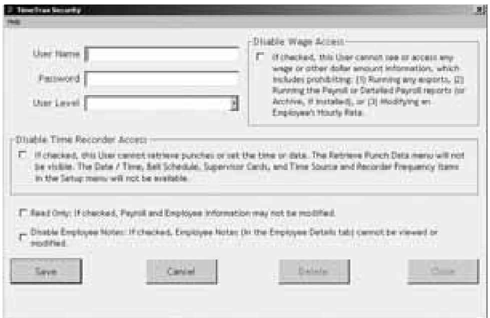
APPLY: Click after screen changes.

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 PC 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.

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.

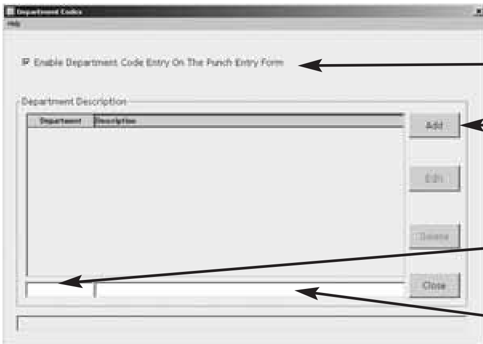
NOTE: Please remember to save each user record.

SETUP TAB

Employee Groups & Payroll Setup is addressed in initial TimeTrax PC Setup Wizard.

DEPARTMENT TRANSFERS

This function allows employees to change Departments or Jobs throughout the course of a workday. Department transfers could be used when an employer wants to capture time by job and employee vs. employee alone. This is an optional feature and is not required to run TimeTrax PC.



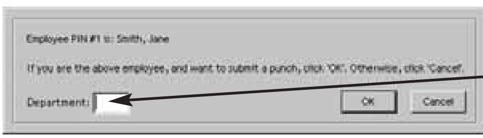
You must first check the Enable Department Codes box to activate the features.

Click ADD to begin adding Departments/ jobs.

Enter Department/Job Number

Enter Description

Note: You must click on SAVE to save any changes to the department code screen.

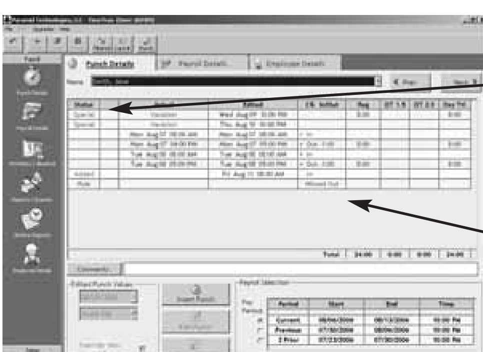


If an employee has no IN or OUT punches for a specific day, TimeTrax PC will automatically populate a status.

If you have department transfers activated - when your employees clock IN and OUT – they will be presented with this screen – if the employee is clocking IN or OUT for the day or from lunch or does not participate in specific departments or jobs, the employee will simply click "OK". However, if the employee does participate in specific departments or jobs, the employee will have to enter the appropriate department or job number before clicking ok.
Note: See employee details for setup of default departments.

PAYROLL TAB

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 PC will automatically populate a status.

Missed Out

PAYROLL TAB Cont.

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.

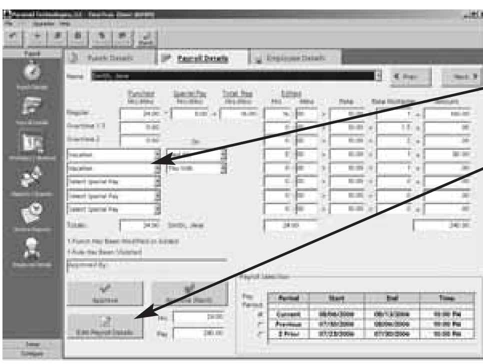
Edit Punch: Highlight the punch in question, click the EDIT PUNCH button, change the date and/or time of the punch, and choose SAVE.

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

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.

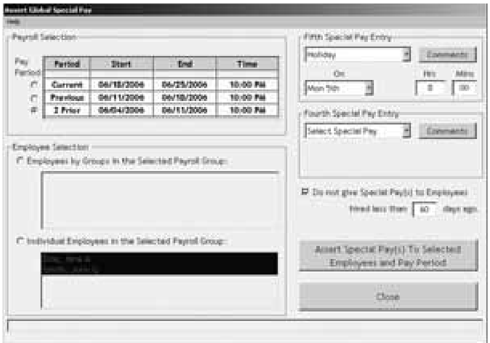


To enter exceptions click the EDIT PAYROLL DETAILS button and select which special pay you wish to add (the date will only pre-populate if special pay accrues towards overtime as selected in payroll groups). Enter the hours associated with the special pay in the edited hours field. Click SAVE.

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.*



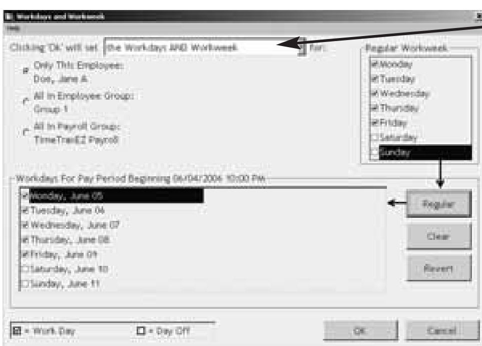
EMPLOYEE SELECTION: Choose either EMPLOYEE BY GROUPS in the Selected Payroll Group or INDIVIDUAL EMPLOYEES in the Selected Payroll Groups. If you choose EMPLOYEE BY GROUPS you are selecting every employee within the selected employee group. If you click on INDIVIDUAL you must click on each individual 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 WORKWEEK

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

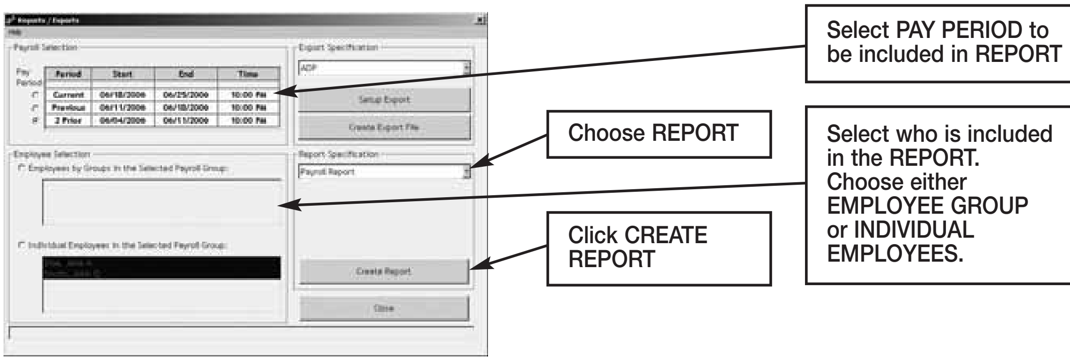
THE WORKDAYS AND WORKWEEKS: This will set template for the normally worked days (Workweek) for a specified individual or group AND the Workdays for a specified individual or group.

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.

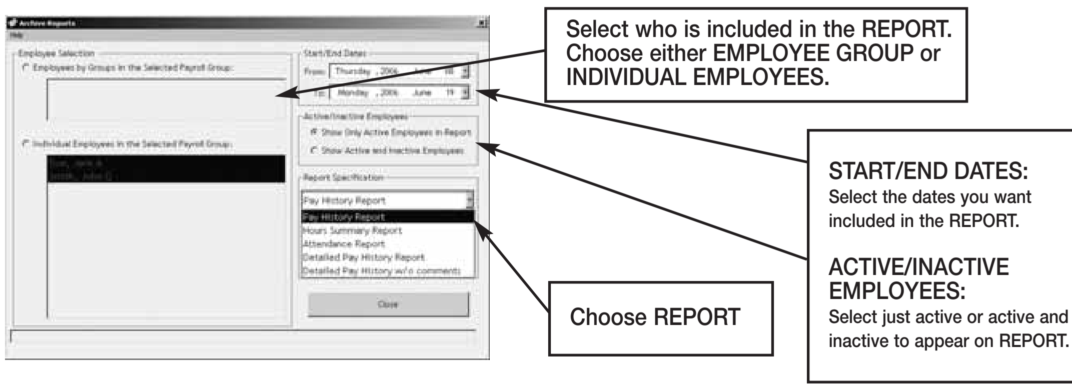
Employee Card Report: Shows the EMPLOYEE GROUP NAME, EMPLOYEE NAME, EMPLOYEE ID, and all cards assigned.

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 PC was installed up to and including the current date.



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.

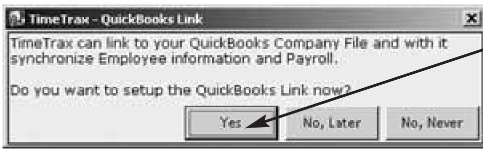
EMPLOYEE DETAILS

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

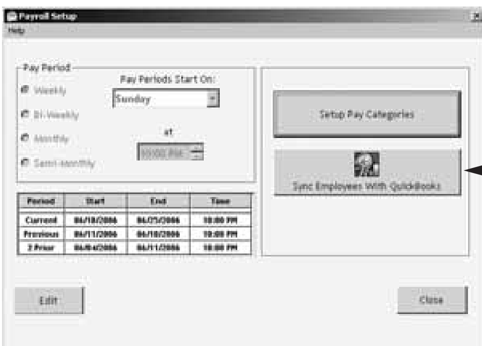
IMPORTING EMPLOYEES FROM QUICKBOOKS

This section discusses how to import employees from your QuickBooks system to TimeTrax PC to eliminate the double entry of employee information.

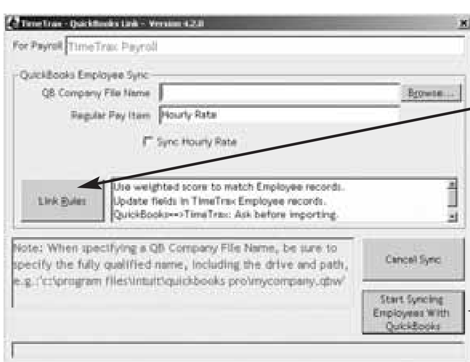
After you complete the setup of EMPLOYEE GROUPS, you will be presented with the following screen:



Click YES to continue.



Click SYNC EMPLOYEES WITH QUICKBOOKS to continue.



Click LINK RULES to setup how the system will import your employees.

After going through the LINK RULES (discussed below), click START SYNCING EMPLOYEES WITH QUICKBOOKS.

MATCH ONLY ON EMPLOYEE ID: The import will only match Employee ID's.

UNIQUELY MATCH: The import will do a cross reference on all employee data to ensure it is correct (Pyramid strongly recommends use of this option).

Check this option to have TimeTrax PC update your QuickBooks Employee data.

Check this option to have QuickBooks update your TimeTrax PC employee data. (PYRAMID STRONGLY RECOMMENDS USE OF THIS OPTION).

If ALWAYS IMPORT is selected you have the option to select an employee group that all new employees will be entered into by default.

ALWAYS IMPORT: When selected, this option will always import the QuickBooks employee into TimeTrax PC without asking.

ASK BEFORE: When selected, the system will always ask before it imports any employee into TimeTrax PC (Pyramid strongly recommends use of this option).

NEVER IMPORT: When selected, the system will never import any employees into TimeTrax PC.

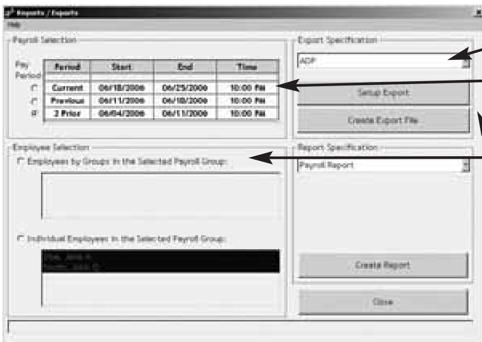
ALWAYS IMPORT: When selected, this option will always import the QuickBooks employee into TimeTrax PC without asking.

ASK BEFORE: When selected, the system will always ask before it imports any employee into TimeTrax PC.

NEVER EXPORT: When selected, the system will never export any employees from TimeTrax PC (PYRAMID STRONGLY RECOMMENDS USE OF THIS OPTION).

ADP

The following are instructions for setting up and using the ADP EXPORT contained in the TimeTrax PC. 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.



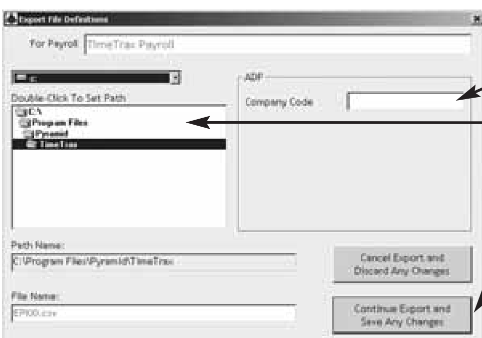
Choose EXPORT.

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:



Enter your company code as provided by ADP.

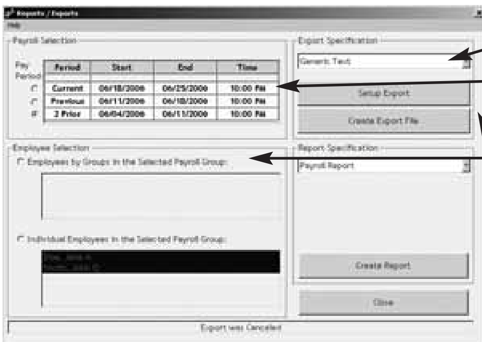
Select the drive and location where you want the export file to be saved.

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

The following are instructions for setting up and using the GENERIC TEXT EXPORT contained in the TimeTrax PC. 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.



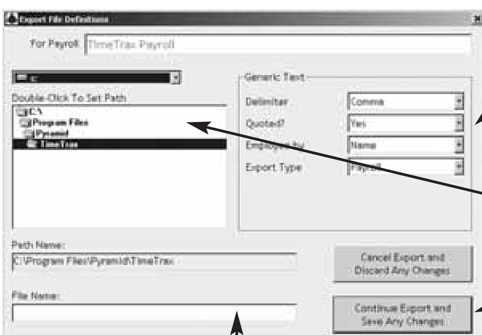
Choose EXPORT.

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.

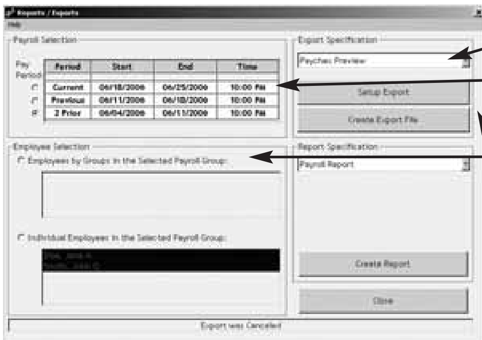
Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

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

The following are instructions for setting up and using the PAYCHEX PREVIEW EXPORT contained in the TimeTrax PC. 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.



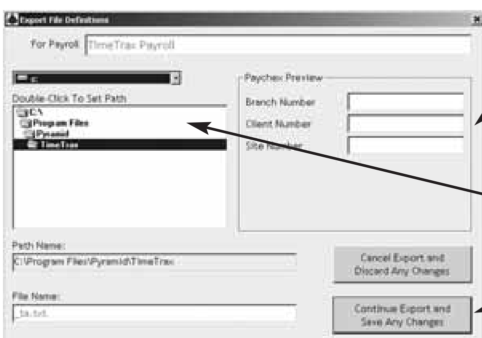
Choose EXPORT.

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, and SITE NUMBER for this export.

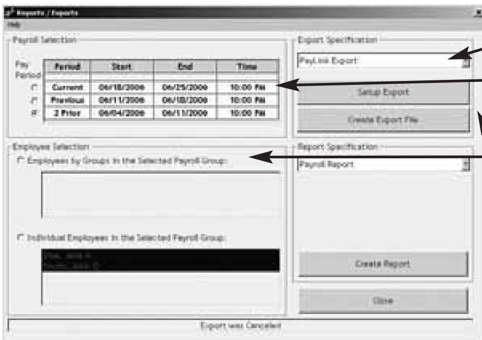
Select the drive and location where you want the export file to be saved.

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

The following are instructions for setting up and using the PAYCHEX PAYLINK EXPORT contained in the TimeTrax PC. 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.



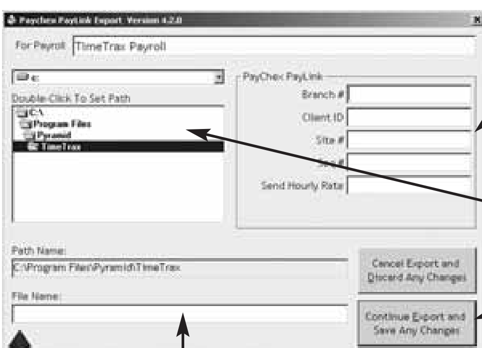
Choose EXPORT.

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.

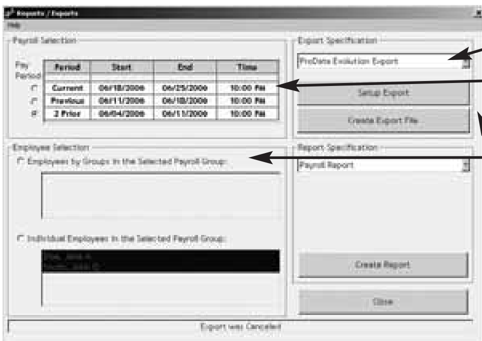
Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

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

The following are instructions for setting up and using the PRODATA EVOLUTION EXPORT contained in the TimeTrax PC. 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.



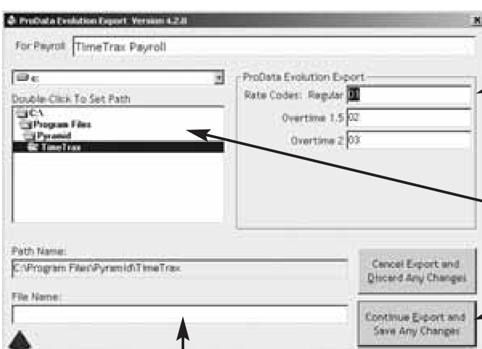
Choose EXPORT.

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:



ProData will provide RATE CODES for this export.

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

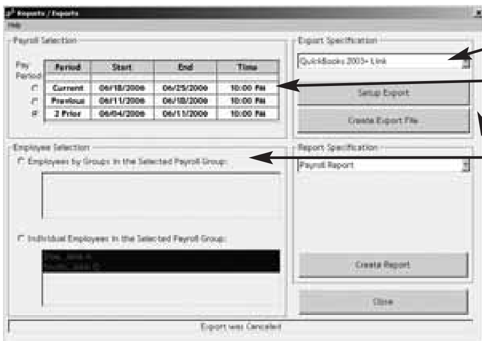
Click CONTINUE EXPORT and SAVE ANY CHANGES to export and save the file where you selected.

ProData will provide you with the file name for this export.

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.

QUICKBOOKS 2003+

The following are instructions for setting up and using the QUICKBOOKS 2003+ LINK EXPORT contained in the TimeTrax PC. 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.

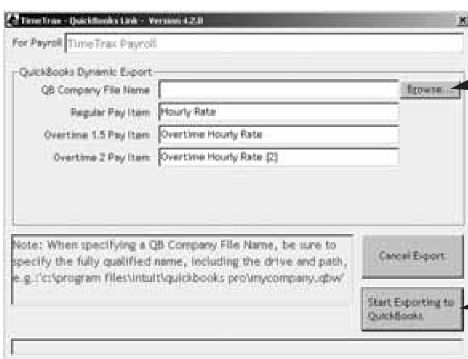


Choose EXPORT.

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.



You will need to browse to find your QuickBooks Company File.

Click START EXPORTING TO QUICKBOOKS.

REGULAR PAY ITEM: This is what is referred to as Regular Time in QuickBooks.

OVERTIME 1.5 PAY ITEM: This is what is referred to as Overtime Rate in QuickBooks.

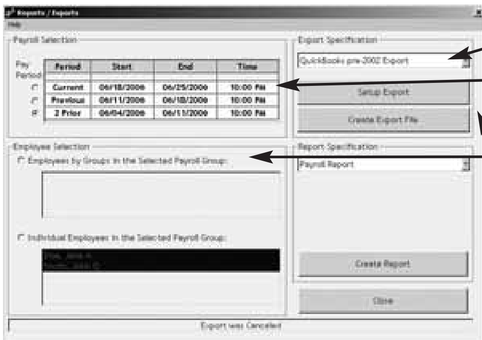
OVERTIME 2 PAY ITEM: This is what is referred to as Overtime Rate (2) in QuickBooks.

NOTE: It is imperative that you match EXACTLY what is in QuickBooks to these fields (they are case sensitive as well).

Congratulations, you have successfully created and saved a QuickBooks export file. At this point you can go into QuickBooks, and see that all of the hours will be assigned to the proper employees, and you can go about processing payroll as you normally would.

QUICKBOOKS – 2002

The following are instructions for setting up and using the QUICKBOOKS PRE-2002 LINK EXPORT contained in the TimeTrax PC. 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.

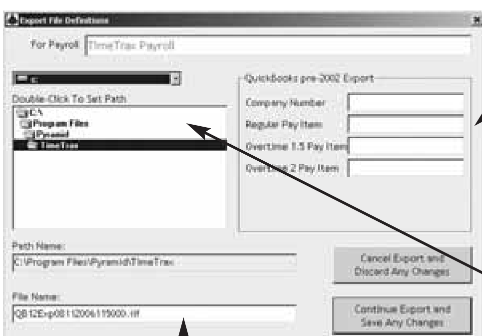


Choose EXPORT.

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.



REGULAR PAY ITEM: This is what is referred to as Regular Time in QuickBooks.

OVERTIME 1.5 PAY ITEM: This is what is referred to as Overtime Rate in QuickBooks.

OVERTIME 2 PAY ITEM: This is what is referred to as Overtime Rate (2) in QuickBooks.

NOTE: It is imperative that you match EXACTLY what is in QuickBooks to these fields (they are case sensitive as well).

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

QuickBooks will provide you with the file name for this export.

To obtain a COMPANY NUMBER, do the following:

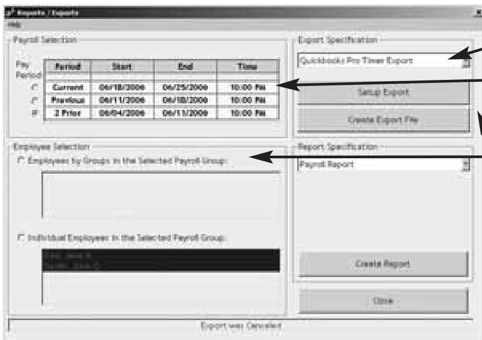
1. In the QuickBooks Tool Bar go into:
   FILE
   TIMER
   EXPORT LISTS FOR TIMER
2. Click OK when the EXPORTS LISTS FOR TIMER SCREEN appears.
3. Save in whatever drive you choose to use.
4. Change the file name to something easily identifiable such as myqbcompany.if. The name does not matter as long as the ending is .if.
5. Click on SAVE. You will get a message showing that your data has been exported successfully.
6. Minimize your QuickBooks Screen.
7. **In either Microsoft Explorer or Notepad, open the file you just created:** Go into either Explorer or Notepad. Open the Drive you saved the file in. Change the File of Type to ALL FILES. Look for the .if with the name you assigned. Open the file.
8. In the export file you just opened, look on the top line for the field called COMPANYCREATETIME. Under that field name and slightly to its left is a 10-digit number. This is your QUICKBOOKS COMPANY NUMBER.
9. **Record your QuickBooks Company Number.**
   It will always be needed to perform the export.

Once this is complete, click CONTINUE EXPORT and save any changes.

Congratulations, you have successfully created and saved a QUICKBOOKS EXPORT file. At this point you can go into QuickBooks, and see that all of the hours will be assigned to the proper employees, and you can go about processing payroll as you normally would.

QUICKBOOKS PRO TIMER EXPORT USERS

The following are instructions for setting up and using the QUICKBOOKS PRO TIMER EXPORT contained in the TimeTrax PC. 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.

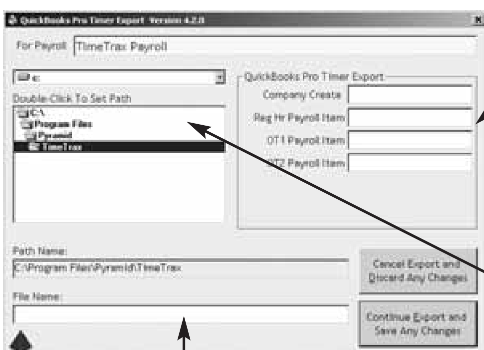


Choose EXPORT.

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.



REGULAR PAY ITEM: This is what is referred to as Regular Time in QuickBooks.

OVERTIME 1.5 PAY ITEM: This is what is referred to as Overtime Rate in QuickBooks.

OVERTIME 2 PAY ITEM: This is what is referred to as Overtime Rate (2) in QuickBooks.

NOTE: It is imperative that you match EXACTLY what is in QuickBooks to these fields (they are case sensitive as well).

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

Select a file name for this export.

To obtain a CREATE TIME, do the following:

1. In the QuickBooks Tool Bar go into:
   FILE
   TIMER
   EXPORT LISTS FOR TIMER
2. Click OK when the EXPORTS LISTS FOR TIMER SCREEN appears.
3. Save in whatever drive you choose to use.
4. Change the file name to something easily identifiable such as myqbcompany.if. The name does not matter as long as the ending is .if.
5. Click on SAVE. You will get a message showing that your data has been exported successfully.
6. Minimize your QuickBooks Screen.
7. **In either Microsoft Explorer or Notepad, open the file you just created:** Go into either Explorer or Notepad. Open the Drive you saved the file in. Change the File of Type to ALL FILES. Look for the .if with the name you assigned. Open the file.
8. In the export file you just opened, look on the top line for the field called COMPANYCREATETIME. Under that field name and slightly to its left is a 10-digit number. This is your QUICKBOOKS COMPANY NUMBER.
9. **Record your QuickBooks Company Number.**
   It will always be needed to perform the export.

Once this is complete click CONTINUE EXPORT and save any changes.

Congratulations, you have successfully created and saved a QUICKBOOKS EXPORT file. At this point you can go into QuickBooks, and see that all of the hours will be assigned to the proper employees, and you can go about processing payroll as you normally would.

TROUBLESHOOTING GUIDE

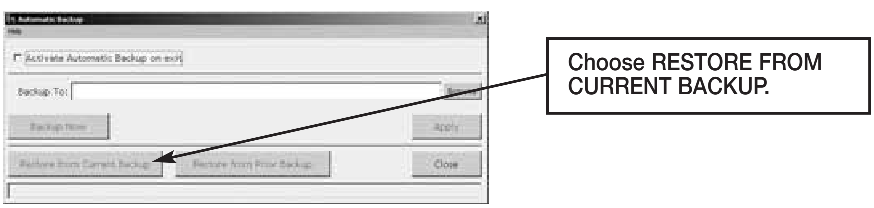
GENERAL TROUBLESHOOTING TIPS

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.

Restoring Database From a Crashed Hard Drive

- Reload your TimeTrax PC 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.



- This will restore all data from the last backup. If you have punches in the TimeTrax PC unit that have not been downloaded, download them as described in the PAYROLL TAB, GET PUNCHES SECTION of this manual.

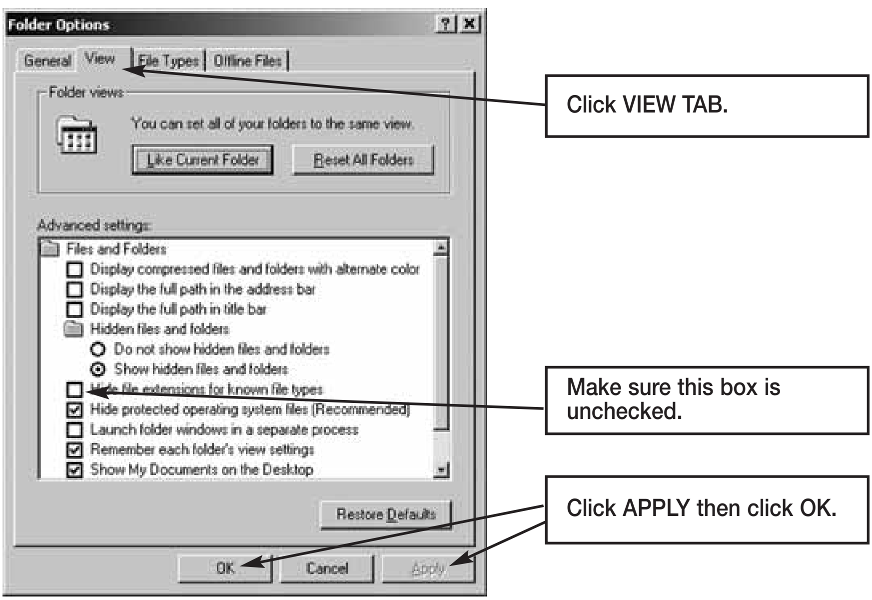
- If you do not have a backup, you will need to reinstall your software and go through the entire setup process beginning with the TimeTrax PC Setup Wizard.

- Once this is completed, you must perform an EMERGENCY PUNCH DOWNLOAD as described in the following section.

Moving TimeTrax PC From One Computer to Another:

- Reload your TimeTrax PC 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.

  Note: This will require re-registration of your TimeTrax software. See Product Registration section of this guide.



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.

QuickBooks Does Not Display Punch Information After Export

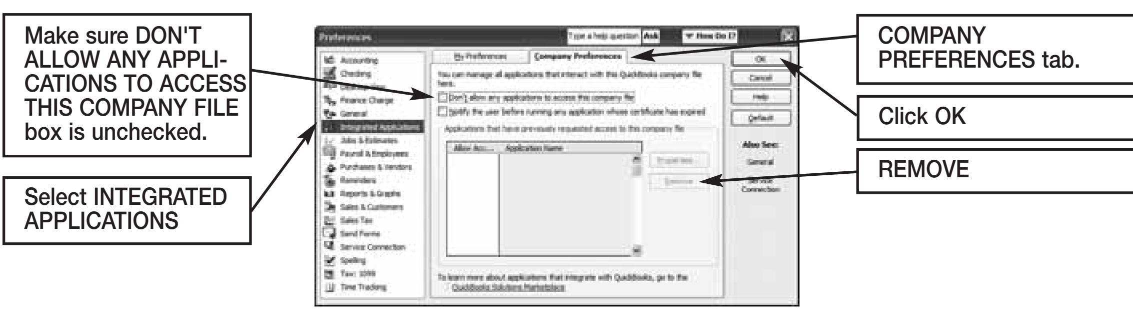
Time tracking data is missing for ALL employees:
From QuickBooks Program:

1. Choose EDIT.
2. PREFERENCES
3. TIME TRACKING
4. Tab to COMPANY PREFERENCES
5. DO YOU TRACK TIME? Check YES
6. Go to EMPLOYEES
7. Click on (any) 1 Employee
8. Change the Drop Down Box to PAYROLL AND COMPENSATION INFORMATION
9. Make sure all of the EARNINGS are set up
10. Make sure USE TIME DATA TO CREATE PAYCHECKS is checked

Do this for each employee and then export again.

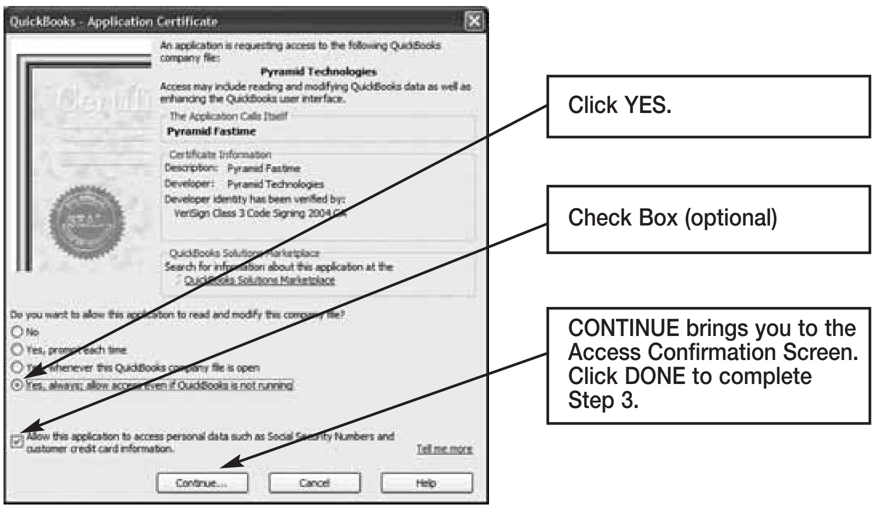
If this does not work, you must reinstall the QuickBooks link in TimeTrax PC. In order to do this, you must be in single user mode and logged in as ADMIN in QuickBooks to complete this step.

STEP 1: Remove the TimeTrax PC application from QuickBooks.
From the Edit Menu, select PREFERENCES (For 2004 edition and earlier, you reach PREFERENCES by accessing the FILE MENU) and click on COMPANY PREFERENCES tab and then INTEGRATED APPLICATIONS. Select PYRAMID TIMETRAX, Click REMOVE then Click OK.



STEP 2: Copy new QuickBooks 2003+Link_.exe from the original CD provided in shipment to C:\Program Files\Pyramid\TimeTrax.

STEP 3: Re-launch TimeTrax program.
The QuickBooks – Application Certificate Screen appears. Make sure *YES, always allow access even if QuickBooks is not running* is checked, and optionally ALLOW this application to access personal data such as Social Security Number and Customer Credit Card Information box is checked. Click CONTINUE and DONE on the Access Confirmation Screen.



Time tracking data is missing for SOME employees:
From QuickBooks Program:

- Go to EMPLOYEES
- Click on an affected EMPLOYEE
- Change the Drop Down Box to PAYROLL AND COMPENSATION INFORMATION
- Make sure all of the EARNINGS are set up
- Make sure USE TIME DATA TO CREATE PAYCHECKS is checked.

Do this for each affected employee and then export again.

For further technical support, Pyramid recommends that you contact Intuit (QuickBooks).

WARRANTY INFORMATION

RETURNS

Returns on non-defective equipment can be made within 30-days of purchase for a full refund after inspection. Software can only be returned if it is in its original factory sealed condition.

DAMAGE REPLACEMENT

In the event of damaged/defective CD, same product exchanges will be made up to 30 days from date of purchase. Call Pyramid for details at 888-479-7264.

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.

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NOTES