



TIMECENTRE®

DATABASE SOFTWARE MANUAL

TimeCentre D Version 6

TimeCentre D Version 6, Database Software
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Manual edited by TimeCentre Technical Support

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Section I

Installation & Setup

1. Overview
2. Getting Started
3. Database Navigation
4. Company Rules Setup

1. Overview

Introduction

We are confident you will be pleased with your decision to utilize TimeCentre in your organization. TimeCentre is a robust, state of the art technology tool designed to streamline your timekeeping and labor tracking process. Proactively manage your labor costs with a system that is simple, efficient and reliable.

TimeCentre automates the collection of employee hours, jobs, tasks and departments. You can receive timely labor information and generate the reports you need to ensure that costs are not exceeding budget as a job moves through your organization. TimeCentre also provides employee scheduling (optional), management reports and automatically exports payroll summary hours to payroll.

TimeCentre's Historical Reporting feature allows you to run reports for any date range so you can see at a glance what department activity has been for the last quarter, or what a job has cost in labor dollars since its inception, or detail an employee's total work history. You now have the tools to gain control of this important information.

The TimeCentre Database Software operates on a host PC, and provides editing and reporting capabilities for all data collected from your employees with TimeCentre Data Collection devices (refer to Data Collection User Guides). It also includes communication instructions to connect the host PC to the devices, either by modem, network connection or serial cable.

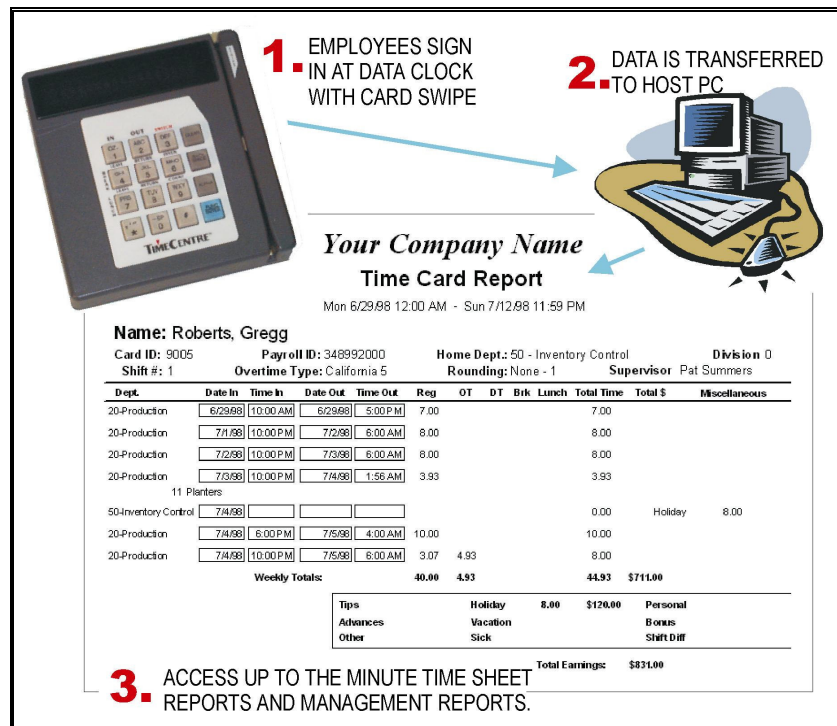
While TimeCentre was designed to run effortlessly under Microsoft Windows 98/NT/2000/XP, this manual does not provide the user with training to run Windows. Refer to the Windows tutorials located in Windows Help menu and the manuals that came with the Windows program for more information. Proficiency with Windows enhances your productive use of TimeCentre.

There are many ways to approach learning TimeCentre. It is suggested that you read through the manual, then practice going through all the functions of the program with some trial data. Delete the trial data before going live with your payroll system.

Your ongoing business is appreciated. Please do not hesitate to call, write or email your comments or feature requests. TimeCentre is continually being enhanced according to client needs.



How to Use the TimeCentre System



The Database Software on the Host PC is responsible for communicating with the data collection device, generating all reports, and exporting to payroll.

Understanding the basic TimeCentre system flow makes it easier to use TimeCentre effectively and get results faster.

1. **COLLECT DATA:** TimeCentre offers a wide variety of data collection options: Data Clocks, TeleTrak, Mobility scanners, PCTimeClock, or Biometric HandPunch systems.
2. **TRANSFER DATA:** The host PC facilitates the transfer of data from the clock or other collection device. This can be done on a schedule, real time, or on demand.
3. **PROCESSING DATA:** The host PC processes the data into a wide array of reports and then exports the data for paycheck preparation or further analysis.

Note: This manual focuses on setting up and using Communications and TimeCentre database software. For assistance setting up and using the data clock or other data collection devices, please refer to the appropriate user guide.

Startup & Operation Procedure

You will need to consider the internal procedures you will use to process data. Since every company will use TimeCentre a bit differently, you will need to plan this strategy to insure a smooth process.

Here are some tips for developing that strategy.

Step 1: Poll data capture device

Refer to the following sections in Chapter 10 if they apply.

- ▼ TimeCentre Communications Options
- ▼ Polling Schedule

Step 2: Edit Exceptions

- ▼ Establish a routine for looking at daily exceptions. Smaller companies generally choose to look at the Exceptions form and contact a supervisor or the employee directly for information on a missing punch (first run the duplicate punch routine.) Larger organizations generally print and distribute exceptions reports and supervisor sign off reports. Duplicate and overlap punches are automatically checked when you run an Exceptions Report.

Step 3: Edit and Print Time Cards

- ▼ Any final changes in time information can be edited in the Edit Time Cards form. Distribute time cards to supervisors and/or employees for approval.

Step 4: Print Management Reports

- ▼ Establishing management reporting routines is dependent on your company policy. Determine which reports are required and the best cycle on which to run these reports. Finish the pay period with specific end of period reports requested by management. This may include home department reports, work department reports, detail or summary reports, job reports or special audit reports. You can run department or job cost reports for project-to-date periods as well.

Step 5: Check Absences

- ▼ (Available if schedules are in use.) Once all editing is completed, you should check absences. Since there may be situations that you do not want to permanently record an absence, delete any transactions you do not want posted to attendance. (Edits & Processes | Absences)

Step 6: Run Export

- ▼ At the end of the pay period, export the time card data to your chosen payroll system.

Step 7: Run the Period End Routine

Close the pay period by simply pressing the Period End button on the toolbar. This changes the pay period dates to the next pay period and transfers the completed pay period data to the historical file.

(With schedules in use) At the end of the year, post Attendance.

Step 8: Database & System Maintenance

To ensure database stability, after running the Period End Routine, perform the following activities:

- Run the Scandisk utility – Scandisk instructions vary based on your Operating System.
- Access the TimeCentre Database Utility by selecting Start | Programs | TimeCentre Database Utility or select Database Utility from the Windows Program Manager. (Note: you can set TimeCentre to automatically “compact” the database on each exit (Be sure “compact on exit”

is checked in the TimeCentre logoff screen). You can set this feature as a default in the Utilities | Miscellaneous menu. Select <Auto Compact: ON>.

- Highlight the appropriate database name. Press the Repair button. When the system finishes the process, which may take several minutes depending on the size of your database, then press the Compact button.

Important Note: Run scandisk, and repair & compact every time the system is abnormally terminated, such as with a power loss, or if your system is interrupted for any reason without proper shut down.

Step 9: Backup

- ▼ Don't forget to back up onto a server, zip disk, or other medium. TimeCentre does not backup data. Hardware failure or electrical problems will occur eventually. Be prepared with a daily backup!

There may be more steps to using your system based upon your reporting needs.

Note: Follow the Getting Started setup and processing instructions in the next chapter to ensure you are ready to receive data before using TimeCentre for the first time.

New Features in TimeCentre D, Version 6

If you are upgrading, here's a list of what's new!

Access 2000 – This is probably the most important news of this edition of TimeCentre. Access 2000 is Microsoft's best ever release of this ever popular database tool. With Access 2000 you can create your own custom forms, reports, processes and code and integrate it right into the software.

32 bit advantage – While prior versions of TimeCentre are on a 16-bit platform and on most machines will run faster than the 32 bit version, this version takes advantage of the additional "horsepower" you add to the native 32-bit environment.

New Data Structures – The data structures were changed to more closely match our Enterprise product. This helps you maintain custom code when upgrading to a larger platform. (This also means customs written in prior versions will have to be upgraded.)

New Employee Setup Form – More real estate was given to setting up employees on a single record form instead of a multi-record form.

Make-Up Time: TimeCentre now supports the new overtime pay requirements of some states which allow an employee who misses time to make up that time without triggering daily overtime.

Consecutive Day calculation: TimeCentre now allows the option to count vacation, sick days and other time off to accrue in the count of consecutive days for overtime calculations.

TimeCentre supports Edit Time Rounding – Added by popular demand, time cards displayed in the edit time card screen can now have time rounded so that data is closer to the final report.

Single Time Cards – Now you can get single time cards on demand from the Edit time card form.

Support for Multiple Collection Methods—Now if you have a serial clock and a modem clock at another location, you can launch communications for both devices at the same time. No more switching protocols.

Export Management – One of the key improvements to the export process has been to remove it from the core software. This helps to manage an ever-changing part of the product separate from the core software. You only get an update to the part you need.

2. Getting Started

Getting Started Overview

Getting started with TimeCentre is easy. This chapter provides a procedural checklist, along with instructions on the set up and installation of the TimeCentre database software on the host PC. Instructions are provided to set up a demo company, complete with data, so you can acquaint yourself with all the forms and reports using actual data.

The following check list of activities will insure you have everything set up correctly.

STEP 1 – Install Data Clock

If you are using alternate data collection devices such as TeleTrak, PCTimeClock, Mobility, HandPunch or Fingerprint Recognition systems, refer to the user guides for installation overview.

- ☐ Install data clock (refer to TimeCentre Data Clock User Guide.)
- ☐ Setup data clock prompts, time and other options.
- ☐ Run Cable(s) from data clock to PC. You have the option to run serial cable, modem, RS485 wiring or connect to your Ethernet network. If you have TCP/IP Ethernet, run connections from the network hub.
- ☐ Attach power connector to suitable surge protector or UPS.

STEP 2 – Install Software

- ☐ Optimize PC if required and make sure your hardware is sufficient.
- ☐ Install a UPS or minimally a high quality surge suppressor.
- ☐ Install the TimeCentre software on your PC. If you are upgrading from a previous version and have data to transfer, follow Upgrade Instructions in Chapter 2.
- ☐ Set up the Company information. Configure all data locations if you are on a network or are not using the installation defaults. Be sure to point to the correct drive and path. (Chapter 4)
- ☐ Set up divisions. Set up supervisors. Set up department codes and descriptions (Chapter 4).

- ☐ Set up company holidays and holiday groups (Chapter 4)
- ☐ Set up shifts, shift rounding parameters, shift descriptions and (optional) shift differentials (Chapter 4)
- ☐ Set up schedules (optional) (Chapter 5)
- ☐ Set up security features (optional) (Chapter 8)
- ☐ Set up employee names and numbers (Chapter 9)
- ☐ Assign departments, shifts, holiday and schedule to employee. (Setup | Employee (Chapter 9)
- ☐ Set up job codes and descriptions (optional) (Chapter 6)
- ☐ Set up Communications for the data clocks. Test to be sure it is installed and working correctly. (Chapter 10)

Note: If you forget to set up an employee, the Exceptions Report will prompt you to insert this information after the first data clock download.

STEP 3 - Test

Test the system by:

- ☐ Enter several in and out punches in the data clock or alternate system.
- ☐ Poll or manually upload the data clock in TimeCentre Communications.
- ☐ Check system for data by selecting Edits and Processes | Time Cards from the Main Switchboard. Data should appear for all badge IDs that have been set up in the system. Be sure correct date is set up in company setup and files.
- ☐ Delete test data. From Edits and Processes | Time Cards, highlight all records and press the Delete key.

Host PC Requirements

Hardware/Software Required

Pentium III-based PC

Minimum 128 MB RAM; 256 MB recommended

Microsoft Windows 98/NT/2000/XP

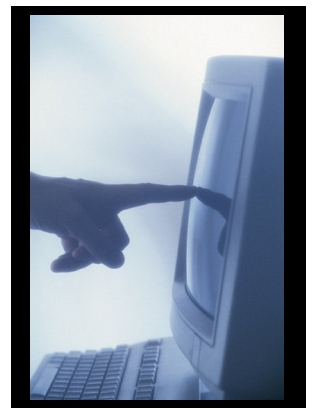
Serial or Bus Mouse

200 MB free hard drive space (for 100 employee company)

Choice of: Serial cable, LAN connection, or Modem (U.S.Robotics) to meet minimal data clock speeds.

Printer for reports (laser recommended)

Data capture device with high quality surge suppressor



Optional

Fax board and Windows faxing software to send reports

Recommended

256 MB or more RAM for larger databases (100 or more employees)

As a rule of thumb, add 25 MB of hard drive space for every 100 employees above 100, i.e. for 200 employees, have at least 100 MB free for program and one year's worth of data; for 300 employees, 125 MB.

Approved UPS (Uninterrupted Power Supply) to help insure data integrity.

For best viewing, setup SVGA monitor for 800x600 resolution. Elect the display icon in the Control Panel to adjust resolution.

For screen saver on PC, run blank screen.

If you are sharing a phone line with a fax machine, use a line-sharing device.

Monitor Setup

If your monitor is running at 800x600 or higher resolution, skip this section. By utilizing the SVGA mode your system was designed to support, you will be able to see all your TimeCentre information on the screen. Otherwise, scroll to view the full page of data.

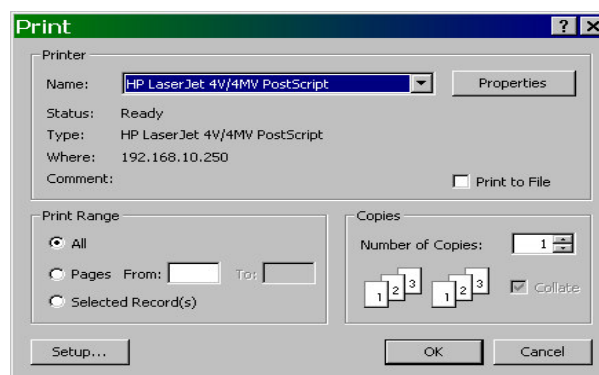
Printer Setup

Important: A printer must be selected, even if you are printing to the screen. TimeCentre will not run if a default printer is not set up.



Refer to your Windows manual or printer user guide for instructions on selecting a default printer.

TimeCentre allows you to change the printer from the File, Print Setup menu.



Host PC Operator Requirements

The Host PC operator is the TimeCentre center of control. TimeCentre is designed to run effortlessly in the Windows environment, so basic familiarity in operating Windows is expected. Proficiency with Windows enhances your productive use of TimeCentre.

Refer to the Windows tutorials located in Windows Help menu for more information on running Windows. There are many options for additional Windows training from computer schools, local community colleges, videotapes and books.

Learning to Use TimeCentre

Upon installation of the TimeCentre database software on the host PC, you have the option to load a demonstration database. We recommend you practice going through all the functions of the program with this trial data. This allows you to look at all the reports and forms with active data and determines which of the available reports will be beneficial to your organization.

Make a copy of Appendix A, the Operations Checklist, and note which procedures and reports will be part of your time and attendance operation on a daily/weekly and period-end basis.

Once this is determined, delete the trial data or just change the date to the current pay period and begin your set up of TimeCentre.

To ensure an efficient transition to your new TimeCentre system, follow these important guidelines:

1. Read this manual to insure a successful operation of TimeCentre.
2. Test all components including data collection communications and database before “going live”.
3. Complete a trial run with only a few employees before bringing on all employees.
4. Parallel your existing system with TimeCentre for one or two periods.
5. Install an uninterrupted power supply (UPS) on your PC for data integrity.
6. Back up your database daily!

Once you have a routine established, you will enjoy the many benefits of TimeCentre and will appreciate the ease at which you can run reports, which detail all your labor information.

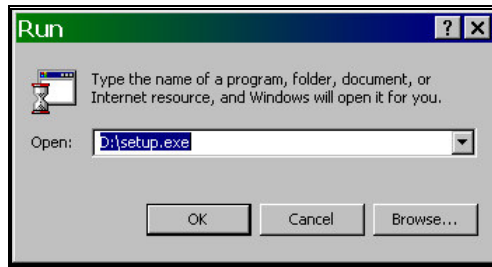
New Installation - TimeCentre Database Software

Important: Before installing TimeCentre, exit all open programs and services. This will prevent conflicts with the installation process.

If you are ***upgrading*** TimeCentre and have data from your existing version to transfer, proceed to Upgrade Instructions section at the end of this chapter.

To install TimeCentre for the first time:

1. Place the CD into your CDROM drive.
2. If AutoStart is not enabled and the CD does not open by itself, press Start | Run.
3. Type D:\SETUP and press OK.



4. You are first prompted for the location to install the program. The default drive and directory location of TimeCentre is C:\tc6. If you choose a different drive, the directory name should remain \tc6 for easier technical support. Press OK to accept the default directory.

Note: If you are installing TimeCentre on a network, refer to Chapter 15 for additional information.

5. You are next prompted to back up older files. Press Yes and then OK to create a backup of files replaced during installation in the C:\TC6\BACKUP directory. Any new installation will automatically back up any previously installed TimeCentre files.
6. During installation, you have the option to install the TimeCentre system with demonstration data. This option is useful for getting acquainted with the forms and reports in the system.

Trial Run with Demo Company Data

If you have chosen the Demo Company data, the TimeCentre system is ready to explore, as all company setup information and payroll rules are entered, along with employee information and clock data.

You must have selected the Demo Company option during installation to use the Demo data.

Step 1

Proceed to Chapter 3, Navigating TimeCentre, for guidance in operating the system and information on shortcut commands and the TimeCentre switchboards.

Step 2

Skip to Chapter 11, Database Operations. Begin Edits & Processes | Exceptions, to run through the program editing and reporting capabilities.

Step 3

Make a copy of the Operations Checklist in Appendix A and decide what your operating procedure will be on a daily, weekly and end of period basis.

Step 4: Clearing Demo Data

When you have completed the trial run, your company information can be entered.

From the Employee Setup form, highlight and delete the demo employees. You may alternately mark them "Inactive" by clicking in the box for each employee.

From the Company Setup form, change the Company name from "TimeCentre" to your company name. Proceed to Chapter 4 for instructions.

Upgrade Instructions

If you are upgrading TimeCentre from a previous version, please refer to the upgrade instructions that are provided with the upgrade disk or CD.

Once TimeCentre is installed, transfer the existing database from your previous version as a separate step. It is important that data is transferred if historical information is of interest to your company, so please follow these instructions precisely.

Transfer Data from Prior Version

When upgrading to TimeCentre D, Version 6 from prior versions, data must be transferred as a separate step. It is imperative the following steps are taken to transfer this data.

In your existing version of TimeCentre:

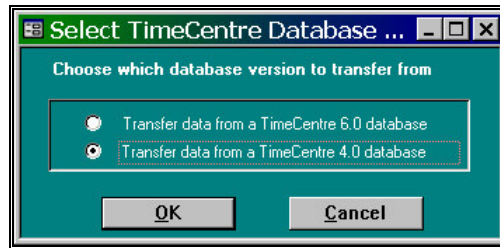
1. Before beginning any transfer, repair and compact your existing database using the Database Utility. To do this, press Start | Programs | TimeCentre D | TimeCentre Database Utilities. Select Repair, and then accept by pressing Yes. Wait for repair process to complete. Then press Compact, and accept by pressing Yes.

In TimeCentre D Version 6

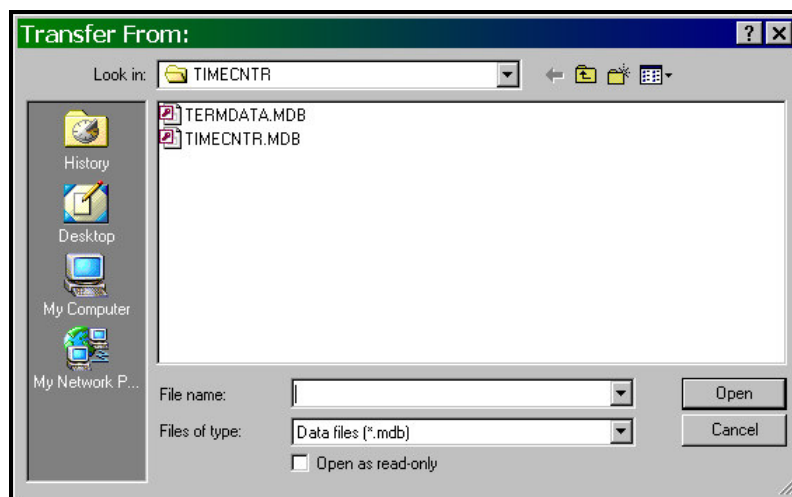
2. Launch TimeCentre by pressing Start | Programs | TimeCentre D | TimeCentre.
3. Click on Company Setup and be sure that you have the correct company selected for your existing data. This is especially important if TimeCentre is set up with multiple company databases. Check the Company Setup before proceeding. (The current active company will be the destination company.)

Note: Press the **Print** icon in the Company Setup form to obtain a listing of all company setup data for your reference.

4. Next, from the Utility Switchboard, select Import/Export | Transfer Data. The Data Transfer Utility window appears.
5. The next form tells you that data will be appended to the current open Company. Click Yes to continue. You are then prompted for the version number from which to transfer. Click on the appropriate TimeCentre database version and select OK.



6. You are then prompted for the file name to transfer from. The name of the default TimeCentre database is TIMECNTR.MDB. If you have a unique MDB name(s), select the xxxxxxxx.mdb file, which is the data to be transferred, and press OK. If you have multiple MDB files, repeat this process for each MDB file.



7. File transfers take time, so please be patient while the data is transferred into your new version of TimeCentre.

Note: Do not stop the process once it has begun! If the computer is turned off before the transfer is complete, you will have to restore from backup.

Congratulations! All your current information (setups and unarchived data) has been transferred. The command button on the Utility Switchboard labeled **Transfer Archive Data** performs the same transfer function, but transfers archived data. If default names were chosen when installing, this archival file is named TIMECENTR.MDA.

Important: You must make a manual adjustment in TimeCentre D if you have a Semi-Monthly or Monthly payroll (or a custom) and begin the pay week on a specific day. This item does not transfer with upgrade.

Start Day of Week Adjustment

After your data has been transferred, access the Utility Switchboard (hammer & wrench icon on toolbar), then open the Configuration form, in the Administrative section. If a Monthly, Semi-Monthly or Custom pay

period type has been selected in the Company Setup form, a 'Day of Week' column appears on the Configuration form. Reselect your pay week start day, then click <OK> to save and exit this form.

3. Database Navigation

Start TimeCentre

Select Start | Programs | TimeCentre D | TimeCentre

Navigation Overview

If you are already familiar with Windows programs, getting around TimeCentre will be intuitive. A brief explanation of the page layout follows.

There are several ways to access each TimeCentre function.

- ♦ Mouse-click the standard pull down menu options on the Windows menu bar.
- ♦ Keyboard entry to access the pull down menu.
- ♦ TimeCentre toolbar (shown at right) will easily access the most commonly used activities.

A status bar at the bottom of the form provides useful information about what is happening in the program during processing times. It also provides the version control information.

The main title bar at the top of your screen provides the active company name and current period information.

TimeCentre Toolbar

The TimeCentre toolbar provides push button control.



Main Switchboard Access all setups, edits and report operations. This button brings the Main Switchboard to the front of your display.

Employee Setup Set up all employee data.

Company Setup Set up your company, initial pay period and payroll export.

Start Export Exports payroll data to the payroll program or service bureau.

Period End Routine Transfers data to historical file and starts new pay period.

Utility Switchboard Supports maintenance utilities, default settings, and import/export.

Calculator For quick calculations, the Windows calculator pops up.

Scheduler Allows access to edit schedules.

Load/Unload Historical Obtain data from any prior and current date range for reporting purposes.

Exit TimeCentre

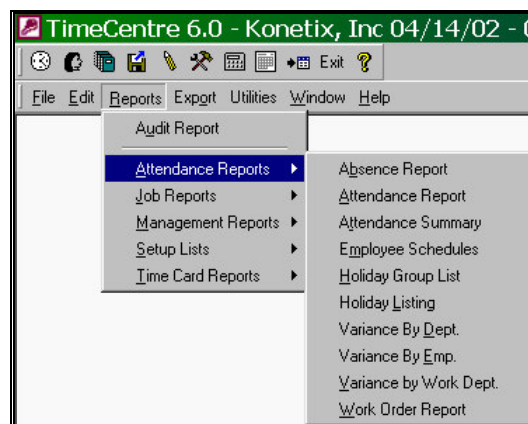
Help On line help at the push of a button.

Positioning

The toolbar can be moved anywhere on your screen. It can float on top of your work or be dragged to any one of the four edges of your monitor. To move the toolbar, point to any location within the button portion but not the actual buttons of the toolbar, click and hold the left mouse button and drag the toolbar to the desired location. To reshape the toolbar, grab any edge or corner, click and hold the left mouse button and reshape the box.

Alternate Navigation Options

In addition to the floating toolbar, you can navigate with the standard Windows pull down menus and keyboard shortcut keys.



For example, to access the Who's In Report, select Reports, then Management_Reports, Who's In Report. Press and hold the Alt key, then and press R, release Alt and press M, then W on your keyboard. (Alt-R, M, W).

To access the Employee Setup form, select Edit, then Setup, then Employees. (Alt-E, S, E).

The Main Switchboard



The Main Switchboard is automatically displayed when TimeCentre is started and provides easy access to all setup, operation and reporting tasks.

Main Switchboard		
Setups [Dropdown] Edits and Processes <u>E</u>xceptions <u>T</u>ime Cards [Dropdown] Time Card Reports <u>E</u>xceptions <u>T</u>ime Cards <u>S</u>ummary <u>D</u>aily Report [Dropdown]	 Form and Report Parameters 03/26/02 To 04/01/02 First Last ID: [] 0 999999999 Home Depts: [] 0 999999 Divisions: [] 0 9999 Shifts: [] [] zz ☒ Current Exceptions Only Pay Rates [v] ☒ View Rpts ☒ Break on Home Dept. Job Range: [] 0 [] ZZZZZZZZZZZZZZ Close	Management Reports <u>A</u>pproaching OT <u>D</u>epartment Summary <u>W</u>ho's In [Dropdown] Attendance Reports <u>A</u>bsece <u>E</u>arly/Late <u>E</u>mmployee Schedules [Dropdown] Job Reports [Dropdown]

The Main Switchboard is designed to flow through your work activities, from setup to edits to reporting. The most frequently used items are clearly visible. The drop down menus can be refined to add custom objects or remove items not needed by your company.

Setup section

Begin with the Setup section, to set up all company parameters, departments, divisions, supervisors, holidays, shifts, rounding and pay policies, payroll codes and employees, and set up jobs, security parameters and schedules.

Edits and Processes section

Obtain editing forms to edit exceptions and time cards, enter bulk time or absences and obtain forms for supervisor sign off.

Time Card Reports section

Obtain exception and time card reports as well as daily reports and summaries. **All Reports** allows you to print the most common reports needed for a payroll period with the click of one button.

Management Reports section

Access daily and weekly management reports from this section. View or print approaching overtime reports, who's in reports, supervisor exceptions, detail and summary reports of department activity, run by department, or by employee.

Attendance Reports

Obtain schedules for distribution, variance reports, early/late reports and absence reports.

Job Reports

All reports pertaining to job and labor tracking can be run from this section of the Main Switchboard. Run department and employee detail, job sequence and detail and summary reports for the period.

TIME CENTRETM

Form and Report Parameters

03/26/02 To 04/01/02

First Last

ID: 0 999999999

Home Depts: 0 999999

Divisions: 0 9999

Shifts: 22

☒ Current Exceptions Only

Pay Rates ☐ View Rpts

☒ Break on Home Dept.

Job Range: 0

2222222222222222

Form and Report Parameters

By changing the form and report parameters in the center of the switchboard, you can select a specific range of time cards to edit, view or print. To select a specific time card range or a single employee's time card, enter the first and last card number in the time card range field. Department, Division and Shift ranges may be selected the same way.

Any forms and reports reflect only the range indicated.

For example, if you want reports reflecting all employee activity within a single department, select the department and all employee activity with totals will appear on the report you select.

Additional options support:

- ☒ **Current Exceptions only** - Toggle off by clicking the check box mark to display exceptions still pending outside the current period.
- ↓ **Pay Rates** – Select from the drop down menu to display the total pay or bill dollars on each time card. Select the appropriate rate or, if rates are of no interest, select No Rates.
- ☒ **View Reports** - An X in the box will send reports directly to the screen for viewing. Click in the “View Rpts” to remove the X and send all reports directly to the printer. To change the default to permanently print directly to the printer, indicate this preference in the Configuration form.

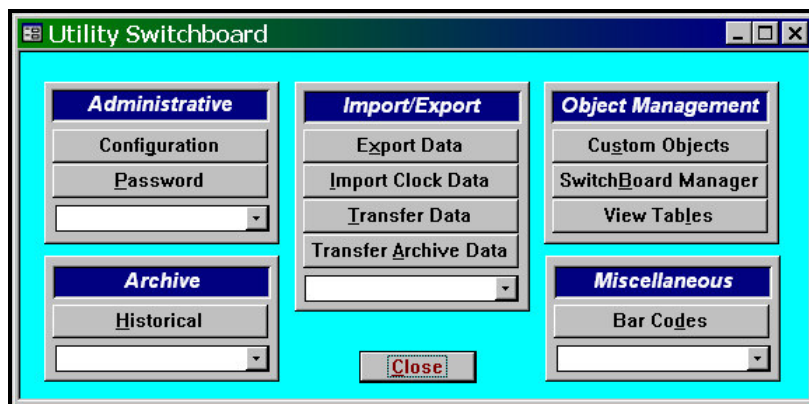
Note: To only print a single page or a range of pages in lengthy reports, print reports to the screen before committing them to paper. This way, when you want a hard copy, press File, Print from the Windows menu. You can then select a single page, a range of pages, or all pages.

Break on Home Dept. - An X in this box will insert page breaks between home departments for all reports.

Job Range – You can access reports only for the job or the job range indicated. In the Job Range section, type the beginning number in the top box and the ending code in the bottom box.

The Utility Switchboard

Click the Utility Switchboard (Hammer & Wrench) icon on the toolbar to launch the Utility Switchboard, where configuration preferences, archive, password, advanced technical, import/export and customization activities occur. Details on each item can be found in the appropriate task, outlined on the next page.



Administration Section

Configuration Form: Contains instructions on setting up your system defaults. (Chapter 12)

Password: Password security can be assigned to TimeCentre on the host PC to limit access to TimeCentre. (Chapter 4 | Step 10)

Change Card ID: This is where an employee ID can be changed in case of a lost badge. All historical records are updated. (Chapter 9)

Change Captions: If you have special reporting requirements, perhaps changing report and form captions will provide your company more meaningful reports. The text title that describes the text columns can be altered without custom programming. (Chapter 17)

Edited Punches Report: This report contains a listing of all punches that have been altered at the host PC. (Chapter 11 | Step 2)

Audit Report: (enabling of Security module required) This report contains a listing all edited punches and more detailed information on each editing transaction. (Chapter 8)

Activate Audit: (Security module required). This audit-tracking feature must be activated, as it is shipped with the tracking disabled. Once it has been turned on, it cannot be turned off. (Chapter 8)

Archive

Historical: This toggle switch operates as the Historical icon on the toolbar. Brings forward historical information from any date range (Chapter 11 | Step 7)

Archive/Unarchive Functions: Provides the opportunity to archive and unarchive clock data and inactive employee information. (Chapter 11 | Step 7)

Import/Export

Export Data: Data can be exported to payroll and other file formats. (Chapter 13)

Import Clock Data: In the event of computer failure, clock data can be imported from backup (Chapter 13)

Transfer Data: When upgrading TimeCentre, all clock data can also be updated to the new version (Chapter 2)

Transfer Archive Data: Transfer of archived data (Chapter 2)

Import Departments/Jobs/Level 4/Level 5: If you have a large number of departments and jobs that you wish to use in TimeCentre, you can import this information (Chapter 13)

Object Management

Custom Objects: Manage multiple custom configurations through the optional Custom Object Controller (Chapter 17)

Switchboard Manager: Support for the customization of the drop down menus on the TimeCentre Main and Utility switchboards (Chapter 17)

View Tables: Provides access to view the raw table data. (All data in TimeCentre in tabular format) (Chapter 17)

Miscellaneous

Bar Code: Access to the Bar Code Generator (Chapter 7)

Auto Compact: Turn On. One computer on your system should run this automatic maintenance feature on each exit. (Chapter 11 | Maintenance)

Compact Databases: This maintenance feature should be run at the end of each pay period (Chapter 11 | Maintenance)

Delete AutoLunch Punches

Delete Holiday Punches

Delete Null Rows: removes records from data which contain error-causing null values (Chapter 11 | Step 2)

Period End – A duplicate location to begin the Period End routine (Chapter 11 | Step 7)

Year End: (Scheduler) Provides the manual closing of the Attendance portion of the Scheduler module (Chapter 11 | Step 7)

Customizing the Switchboards

Items in the drop down menus on the Main and Utility Switchboard can be modified to reflect only the tasks pertinent to your organization in all categories. Administrators can turn off any unwanted item. Turn to Chapter 17 for complete information.

View & Print Reports

To print reports to the screen before committing them to paper, check the “View Reports” box on the Main Switchboard. When you want a hard copy, press File, Print from the Windows menu. You can then print a single page, a range of pages or all.

Click in the “View Rpts” to remove the X and send all reports directly to the printer

When the first page of the report appears, a magnifying glass signifies that you may click the left mouse button to toggle in and out of zoom. By placing the magnifying glass in a specific section of the report, you can zoom in and out of it.

You may turn pages in the time cards reports using the arrow keys in the lower left hand corner of the screen. Alternately, click on the page number and type in the specific page number to display. The first page can be accessed with the left-most arrow; the last page with the right-most arrow.

To print a report, press the Print icon from any TimeCentre form, located in the lower right hand side of the screen. Reports then print to the default printer set up in Windows, or to the screen.

Edit Forms: Tips

All editing forms can be navigated with standard Windows commands, which are listed in this section for your convenience.

- ♦ Press PgUp or PgDn on your keyboard to move information up or down a screen at a time.
- ♦ Move the scroll box on the right side of the screen by clicking and dragging it down or up or press the up and down arrows on the scroll bar to scroll up or down one record at a time or continuously through the list.

- ♦ The left most Arrow on the bottom of the form returns you to the first record. The right most Arrow moves you to the last record. The two inside arrows move you forward and back, a record at a time.



- ♦ The record selector on the bottom left hand corner accesses a record number, moves one record forward or back, or returns to the beginning or end of the data.
- ♦ Jump directly to the person to edit by using the drop down list box.

Forms with more than one page

Press	To
Page Down	Move down one page.
Page Up	Move up one page.

Switch between modes

Press	To
F2	Switch between editing mode and navigation mode.

Navigate between fields and records (in navigation mode)

Press	To
Tab, Right Arrow	Move to the next field.
Shift+Tab	Move to the previous field.
Ctrl+Shift+Home	Move to the first field in the master form.
End	Move to the last field in the current record.
Ctrl+End	Move to the last field in the last record.
Home	Move to the first field in the current record.
Ctrl+Home	Move to the first field in the first record.
Ctrl+Page Down	Move to the current field in the next record.
Ctrl+Page Up	Move to the current field in the previous record.
Esc	Removes current record being added or restores record prior to edit.

Navigate in a combo box or list box (with down arrow)

(A combo box is used in the Company Setup form to change pay period types).

Alt+Down Arrow	Open a combo box or list box.
Down Arrow or Tab	Move down one line.
Up Arrow	Move up one line.
Page Down	Move down one set of values.
Page Up	Move up one set of values.
Escape	Undeletes field info.



Amend an Incorrect Entry

To correct a keystroke error or an incorrect entry:

1. Press the ESC key to clear a keystroke entry.
2. Press ESC again to clear the record.

Edit Forms: Shortcuts

If you have many entries to make in any of the Editing forms, there are some timesaving shortcuts to data entry.

- ♦ Use the numeric keypad for speed of entry. Press the Num Lock key to turn on the numeric keypad.
- ♦ Date: If the date you are entering is in the current year, you do not have to enter the year. Use the slash on the keypad to separate day and month. Type 9/15 to indicate September 15 of the current year. The current system year is automatically appended.
- ♦ Time: Times can be entered with a period between the hour and minutes so again you do not have to leave the keypad. Enter 12.00 for 12:00.
- ♦ Press the Enter key on the numeric keypad instead of using the one on the main keyboard.
- ♦ Press the Up Arrow button to return to the beginning of the table and to resort all the records.

Symbol Descriptions

A standardized set of TimeCentre icons in each of the entry forms make it easy to add new items, delete, print or scroll through reports. You can access these by clicking on the icon or using a keyboard shortcut, as follows:

Shortcut Symbols in all Setup Form



- Press the Up Arrow icon to return to the top of the form and refresh the form.
- Press the Add icon to add a new record.
- Press the Delete icon to delete a record. Place cursor in the gray box to the left of the entry to be deleted.
- Press the Print icon to print a current listing of the setup parameters.
- Press the Close icon to exit the form.

Setup Symbols in Editing Forms



Press the Employee icon to access the Employee Setup form.



After editing and adding time, press the Check Duplicate Punches icon.



Press the Duplicate icon to create a copy of a form to rename for quick set ups.

Help

TimeCentre provides the user with a complete set of help instructions built into the program.

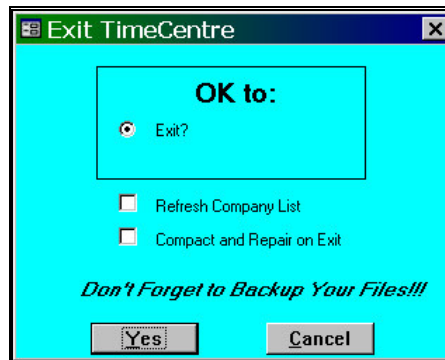
- ▼ Press the F1 key on your keyboard to access the Help screen associated with the currently selected activity.
- ▼ Press the ? icon on the toolbar to provide a Help topic list for all major options.
- ▼ The Help Menu on the TimeCentre Menu Bar accesses a standard Windows-style topic list of TimeCentre functions.
- ▼ Press the Contents button at any help screen to access a detailed help topic list. Once the topic lists are displayed, point to the topic on which you would like more help and click with the left mouse button. You may also Tab to the selected item and press Enter.

Exit TimeCentre



Close all open reports and forms and press the Exit button on the TimeCentre toolbar to exit TimeCentre. You are reminded to back up your files.

Press Yes to exit the program.



Technical Note: Refresh Company List activates an auto cleanup command which detaches all of the tables in TimeCentre in case of file corruption. It is not necessary to check this box unless you are requested to do so by Technical Support.

4. Setup Company Rules

Overview

You are now ready to begin the TimeCentre Database Software Setup. Identifying company name, departments, divisions, holidays, shifts and rules personalize your system and allow data to be coordinated with your payroll program or service bureau at the end of the pay period.

The Setup Flow

- ← Enter Company setup information (Chapter 4 | Step 1)
- ⌘ Set up Department Codes and Rate Matrix, Division Codes, Holidays and Pay Policy Rules (Chapter 4 | Steps 2-5)
- ⌘ Set up Shifts, Punch Rounding and Supervisors and Work Order codes (Chapter 4 | Steps 6-9)
- ⌘ Set up Password Security (This is simple security only. For stronger security, activate and use the Security module, described in Chapter 8.) (Chapter 4 | Step 10)
- ⊗ Set up Schedules and Attendance parameters. (Chapter 5)
- ⊕ Setup Job Codes and descriptions and Rate Matrix for jobs (Chapter 6)
- ⊘ Create Bar Codes (for job tracking) (Chapter 7)
- ∩ Create Security parameters for restricted access (Chapter 8)
- ∪ Set up employees and assign all default codes and rules (Chapter 9)
- ⊃ Set up Communications between the data capture device and the TimeCentre database software (Chapter 10)

Step 1 – Company Setup

In the Company Setup form you will be able to determine the database file location, select the specific pay period, indicate how reports are to be calculated and sorted, and how the database information is to be exported. All company additions, including the setup of a multi company database are made from the Company Setup form in TimeCentre.



When you first launch TimeCentre after installing with standard setup, you are reminded to set up your company. Press OK to accept and the Company Setup form will appear. You now add the information necessary to create the company database and set the parameters for the pay period.

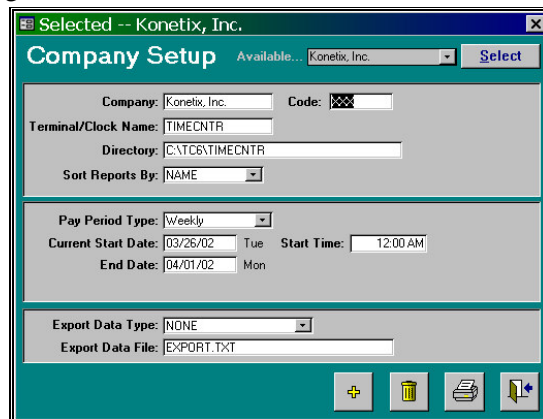
Access the Company setup form by pressing the Company icon on the toolbar (or select Setups | Company from the Main Switchboard.)

In the Company Setup form, you will:

- Determine the database file location
- Select name of the company to appear on all reports
- Indicate how reports are to be sorted and calculated.
- Determine the type of database export
- Select the specific pay period for the first time

Company Setup Form

Fill in the fields, pressing Tab or Enter to move to the next field. When finished, press the Select button to activate the company. If you make any changes to an existing company on this form, be sure to press Select before proceeding to save your changes.



The following is an explanation of the fields used on the Company Setup form.

Available... If you are changing company databases, click on the down arrow in the Available... box at the top of the form and then click on the company you want to select. You can also type in the first letter of the company for which you are searching, which will speed the search process.

Company Name: This is the name of the company that will appear on all reports and at the top of some of the forms.

Code: (Optional field) This field is used for connecting TimeCentre data to specific payroll programs or service bureaus who require a separate company code. Refer to your payroll processing software to determine if this field is required and the appropriate syntax. Information on your particular payroll service bureau may be found by selecting from Start | Programs | TimeCentre | TimeCentre Exports.

Clock Name: This clock name field is where you enter the clock name(s) that you selected when you set up your data clock(s). Make sure to enter the name exactly as it is in the clock. The name must be exactly eight (8) characters long.

Directory: This is the full drive and path name of the location of the company and data clock files. Since the data clock automatically stores information in a path that is \TC6 plus the data clock name, this format should be followed when setting up the company directory. If the data clock name is TIMECNTR, then the directory should read \TC6\TIMECNTR.

Sort Reports By: This field lets you decide whether you will view or print your reports in order of employee name or badge ID. You can change this option at any time. This functions for all time reports and all forms (except Employee Setup).

Pay Period Type: Press the down arrow to see the pay period type selections and then click on the one you want:

Weekly: Payroll of 7 days duration

Biweekly: Payroll of 14 days duration

Semimonthly: Payroll ending on the 15th & last day of the month.

Monthly: Payroll beginning on the first and ending on the last day of the month.

Custom: Any non-standard payroll. Enter the period length (number of days) in the box that appears when you choose custom.

Accrued Custom: Choose accrued custom if you wish to continue accruing overtime/double-time by the Pay Policy that is assigned to the employee, even if it extends beyond the pay period. Enter the period length (number of days).

Note: Semi-monthly and monthly pay periods automatically accrue overtime based on a week defined as Sunday through Saturday. This can be changed to begin any day of the week on the Utility | Configuration form.

Period Length: This field is only visible if the Custom or Accrued Custom pay period is selected. Set the number of days for the pay period. This feature would be used for non-standard pay periods such as 10 day or a semi-monthly period not ending on the 15th or end of month.

Current Start Date: This is the first day of the pay period. This date is automatically reset after you complete the pay period and select the Period End Routine option.

Note: The Current Start Date is used to select the range of dates for processing. You will NOT see punches that are outside the current pay period. You can view historical data at any time by pressing the Historical icon.

Start Time: Start time is generally calculated at midnight for most payrolls. However in 24 hour operations or operations that span midnight, the midnight cutoff may not be sufficient to get all the transactions needed for payroll. By setting the time past midnight, you can capture all the transactions for a second or third shift. Remember that all punches with a time in after this time until this time at the end of the pay period will be included in the pay period. Be careful not to select a time that could exclude late punches.

End Date: This date is automatically calculated based on the Current Start Date and the Pay Period Type. This field may not be changed.

Export Data Type: This is the method of exporting data from TimeCentre. Press the down arrow for the list of current selections, then click on your selection. Press F1 in this field for more information on specific export types.

Note: If you are not exporting data, choose "None" for the data type and be sure EXPORT.TXT is listed as the Export Data File. This export type and file name must be selected even if you are not going to export to a payroll program.

Export Data File: This is the name of the file to use when doing an automated export. To place it in any location other than the default company path, enter your location's full drive and path name. If you are not exporting, type in EXPORT.TXT for the export data file name.

Note: For specific requirements regarding your export data type, press Start | Programs | TimeCentre D | TimeCentre Exports, or press F1 while you are in the Export Data File section of the Company Setup form.

Press Select. Be sure to press the Select button when you have completed a new Company Setup form to save the company information. The form will automatically close.



Technical Note: It is very important to set up the Company file before you receive data so information is directed to the correct file location. If the company is not set up before data is transferred, the data must be imported.

Important: If you don't press the Select button after completing the Company Setup form, the company selection will not be activated. All fields must be complete before any data on this form can be saved. It also is necessary to re-select a Company after upgrading your TimeCentre software.

Multi-Company Module

If you need more than one company database, press the Plus icon to add another company. Complete all the fields and press the Select button to accept. All companies will appear in the **Available...** drop down box.

Whenever you wish to process data for a different company, select Setups | Company, select the desired company from the Available drop down field and press Select.

Print Company Listing

The Company listing report provides a listing of all the setup information for every company. Press the Printer icon to print a listing of all companies in your setup along with their parameters.

Delete Company

Select the company you wish to delete from the **Available...** listing. Press the Delete icon to delete this company from your installation. Note that this action deletes only the company information shown in the company setup form, not the underlying database.

Exit Company Setup

Press the "Close" icon to exit the Company Setup form.

Step 2 - Department Setup

The Department Code is optional. Skip this step if you do not need department reporting.

To track labor time and costs for individual departments, the department/task option is available. Department/Task codes and names can be displayed on reports, and an array of departmental reports can be

run, i.e. labor by department with punch detail, daily department activity with employee detail or department summary reports.

"Home" department codes can be assigned as a default to individual employees in the Employee Setup form, or employees can enter department codes at the data clock.

Department codes can be from 1 to 6 digits in length; department descriptions are 50 characters. Keeping descriptions short makes it easier to read reports. (If you are using a data clock prior to version 2.0, a 2-digit department code is the limit unless you upgrade the clock software. Contact your TimeCentre representative for upgrade information.)

Department Code Setup Form

1. Select Setups | Departments from the Main Switchboard.

Code	Department/Task Description	Pay Rate	Bill Rate
111	Development	\$0.00	\$0.00
101	Processing	\$0.00	\$0.00
102	Shipping	\$0.00	\$0.00
		\$0.00	\$0.00

☒ Show Rates On Report

Record: 4 of 4

2. At the Department Codes form, press the Plus icon to bring you to a blank line in the form.
3. Code: Type in your department code, from 1 to 6 digits in length. Department codes can correspond to either home departments or actual worked departments. Department codes must be numerical.
4. Department/Task Description: Enter a department description up to 50 characters in length.
5. Pay Rate: Enter a default pay rate (base rate) for the department. (optional*)
6. Bill Rate: Enter a default bill rate (base rate) for the department. (optional*)
7. Show Rates on Report: An X in this box will insert the departmental default pay and bill rates on the department report. Click to remove the X if you do not want rates to appear.
8. Press the Close icon when you have finished entering department information.
9. Default "home" department codes are now available to assign as default codes to each employee's record.

* Use these fields only if you intend to use the Rate Matrix feature. These rates allow you to assign bill or pay rates to everyone in the department for reporting purposes, which can be used for billing justifications, or overhead calculations.

Delete Departments

Click on the gray box to the left of the department code to delete. A black arrow appears. Press the **Delete** key to delete the line. You can click and drag the mouse over several entries if you wish to delete multiple departments.

Print Department Listing

Press the Print icon to print a listing of all department codes and descriptions.

Department Rate Matrix by Employee

This option allows department rates to be assigned by employee, and allows a different rate to be assigned to each employee, by department. these rates override the department rates set up.

Department	Pay Rate	Bill Rate
Development	\$30.00	\$40.00
Processing	\$20.00	\$25.00
Shipping	\$25.00	\$20.00
	\$0.00	\$0.00

Rate Type:
☒ Department
☐ Job

If you are not tracking costs with departments by employees, skip this section.

Costs can be calculated for departmental activities by using the Rate Matrix feature in TimeCentre (see Rate Matrix form, above). This overrides employee pay/bill rates that are set up for the employee in Employee Setup, and generic department rates, set up in Department Setup (the latter are not used in computation; they are only used to populate the Rate Matrix form). It allows the assignment of multiple pay and/or bill rates to an employee based on the department for which the employee is working.

1. Open the Rate Matrix form by selecting Setups | Rate Matrix from the Main Switchboard.
2. Select Employee: Press the drop down arrow to select an employee. (Employees are set up in Chapter 9.)
3. Rate Type: Click in the Department box. (Jobs rates can be assigned in Chapter 6.)
4. Department Click in the drop down menu to select a department code.
5. Pay Rate: Enter a pay rate for this department for the selected employee.
6. Bill Rate: Enter a bill rate for this department for the selected employee.
7. Press the Print icon to print a copy of all the Rate Matrices for each employee and their departments.
8. Press the Close icon to exit this form.

Note: Rates are not exported to most payroll systems. If you are using a billing system, you can customize TimeCentre to export billing data to that system. This requires some programming and a copy of Microsoft Access 2000 or XP. Contact your TimeCentre vendor for details.

Step 3 - Division Code Setup

The Division Code is optional. Skip this step if you do not need division level reporting.

Code	Division Description
10	Human Resources
20	Accounting
30	Payroll
0	

Division codes can be used to separate multiple companies, permanent and temporary work forces, or any other distinction needed for reporting purposes. They are used to differentiate working groups by a higher level of filtering than by department.

Division codes can be from 1 to 4 digits in length; division descriptions are 30 characters. Keeping descriptions short makes reports easier to read.

These division codes can be assigned to employees in the Employee Setup form for filtering and reporting purposes.

Division Code Setup Form

1. Select Setups | Divisions from the Main Switchboard. At the Division Codes form, press the Plus icon.
2. Code: Type in a division code from one to four digits long.
3. Division Description: Enter a division description up to 30 characters in length. Keeping names short will assist in making it easier to read reports.
4. Click Close when you have completed entering division codes to save and exit this form. Division codes are now available to assign as default codes to each employee's record.

Delete Divisions

Click on the gray box to the left of the division code to delete. A black arrow appears. Press Delete to delete the line. You can click and drag the mouse over several entries if you wish to delete multiple divisions.

Print Division Listing

Press the Print icon to print a listing of all division codes and descriptions.

Step 4 - Holiday Setup



Automatic holidays can be set up according to your company policy, and can be assigned to employees, as an alternative to manually adding holidays in the Edit Time Cards form. If you wish to have holiday benefits and premiums automatically assigned in TimeCentre, proceed by creating Holiday Groups and assigning them to employees.

A listing of many standard holidays is included in TimeCentre. This list can be amended to suit the needs of your company. Once your holiday listing is complete, assign them to a named Holiday Group, which can then be assigned to employees.

Holiday Group Setup Form

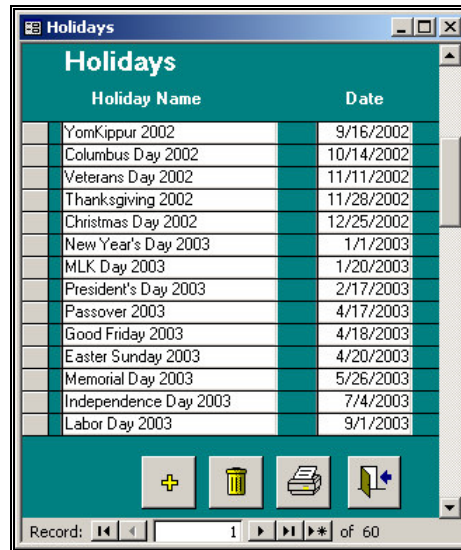
You can have as many holiday groups as you need for different benefit plans, and can accommodate the needs of each employee or group of employees. This is helpful if, for example, holiday benefits vary from department to department or are organized by length of service or union rules.

To access the Holiday Group Setup form, select Setups | Holiday Groups from the main switchboard.

1. To begin, add a new holiday group. Press the Plus icon. Enter a unique name for the Holiday Group you are creating. Press OK.

A screenshot of a software dialog box titled "Add New Holiday ...". It has a teal background and a white border. Inside, there is a label "Group Name:" followed by a white text input field. At the bottom, there are two buttons: "OK" and "Cancel".

2. Each holiday is added to the selected holiday group and is accessed by pressing the down arrow and clicking on the selection. To enter holidays that are not included on this list, click on the 'Holidays' button to open the Holidays form, create the desired holiday, then close the Holidays form, return to the Holiday Groups form, and select the newly-created holiday. See Holidays form below.



3. Select a group that you have created by pressing the down arrow in Select Group.
4. From the drop down menu, select from the list of holidays previously set up. Press the Holidays button to add to the list.
5. Assign holiday benefits and premiums for each holiday assigned to groups as follows:

Hours: Enter the specific number of hours the employee will receive for this holiday.

Day Before/Day After: (only for use if Schedules are assigned) check one or both depending on

your holiday eligibility rules.

Paid if Worked: Check this box if you pay holiday premiums even if the employee works on this

holiday.

Premium if Worked: You can award premium overtime (OT) or double-time (DT) if the person works

on this holiday by checking the appropriate boxes for each holiday.

You can also mix the holiday benefit rules and pay a holiday benefit if worked by using a combination of entries.

Name	Date	Hours	Day Before	Day After	Paid If Worked	Premium If Worked	OT	DT
Memorial Day '02	05/27/02	8.00	☐	☒	☒	☐	☐	☐
Independence Day '02	04/07/02	8.00	☒	☒	☒	☐	☐	☐
Labor Day '02	09/02/02	8.00	☒	☐	☐	☐	☐	☐
Thanksgiving Day '02	11/28/02	8.00	☐	☒	☐	☐	☐	☐
Christmas Day '02	12/25/02	8.00	☐	☒	☒	☐	☐	☐
New Years Day '03	01/01/03	8.00	☒	☒	☒	☐	☐	☐
*		0.00	☐	☐	☐	☐	☐	☐

For example: You can simply enter 8 hours and check nothing and the employee will receive 8 hours of pay for the holiday.

You can check the Paid if Worked box. If there are 8 hours in the Hours field, the employee will be paid the 8 hours in addition to pay.

If the Paid if Worked box is NOT checked and the employee works, the 8 hours is not paid and the employee is instead paid for the actual hours worked as regular time.

If you choose to pay overtime or double-time premiums if worked, then check those boxes, OT or DT.

6. Repeat this procedure for each holiday added to your group. Press the Close icon when form is complete.
7. Holiday Groups are now available to assign as default codes to each employee's record.

Add Holidays to Holiday List

1. From the Main Switchboard, select Setups | Holidays.
2. Press the Plus icon to add a new holiday to the Holidays list from this form. Type in the holiday name in the blank box. Press Tab and add the date in a MM/DD/YY format.

Delete Holidays from Holiday List

To delete a holiday from the list, cursor to the gray box to the left of the line item you wish to delete. A black arrow appears. Press the Delete icon.

Print Holiday Listing

To print a listing of all holidays set up for your company, press the Printer icon.

Create Multiple Holiday Groups

For ease in creating multiple holiday groups, press the Duplicate icon so total re-entry is not necessary. Just copy, rename and then edit an existing holiday group.

Delete a Holiday Within a Group

To delete a holiday in a group, just click on the gray box to the left of the holiday you want to delete and press the Delete key on your keyboard.

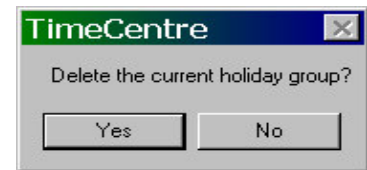
Be sure not to click the Delete button or the entire Holiday Group will be deleted.

Delete an Entire Holiday Group

To delete a holiday group in its entirety;

1. Select the holiday group from the drop down menu.
2. Press the Delete icon.
3. Press Yes to delete the current holiday group.

Note: Pressing the Delete key on the keyboard at the Holiday Name will only delete that individual holiday name in the group.



Print Holiday Groups

To print a listing of the holiday groups for reference purposes, press the Printer button on this form. If you wish to add a page break in-between multiple groups, place an X in the box before 'Each Group on New Page'.

Correct a Holiday Rule Assignment

If you discover an error has been made in the holiday rules and these rules have already been applied to employees, rather than re-adjust each entry, you can delete all current period holidays in the Utility Switchboard, Miscellaneous | Delete Current Period Holidays. They will be automatically recreated according to current rules the next time the database is regenerated.

Your Company Name						
Holiday Groups						
Group	Holiday	Date	Hours Paid	Paid If Worked	Premium If Worked	
Default	New Year's Day '98	Thursday, January 01, 1998	0.00	No	No	No
	MLK Day '98	Monday, January 19, 1998	0.00	No	No	No
	President's Day '98	Monday, February 16, 1998	0.00	No	No	No
	Easter Sunday '98	Sunday, April 12, 1998	0.00	No	No	No
	Memorial Day '98	Monday, May 25, 1998	0.00	No	No	No
	Independence Day '98	Friday, July 03, 1998	0.00	No	No	No
	Labour Day '98	Monday, September 07, 1998	0.00	No	No	No
	Columbus Day '98	Monday, October 12, 1998	0.00	No	No	No
	Veterans Day '98	Wednesday, November 11, 1998	0.00	No	No	No
	Thanksgiving Day '98	Thursday, November 26, 1998	0.00	No	No	No
	Christmas Day '98	Friday, December 25, 1998	0.00	No	No	No

Step 5 - Pay Policy Setup

The purpose of pay policies is to provide the rules by which overtime and other premiums are paid. A company can have many different pay policies for different groups of employees.

While most users will be able to select from the pre-configured pay policies, you can customize pay policy rules for your organization. Pay policies are then assigned to employees in the Employee Setup form.

The standard Pay Policies include, but are not limited to:

Weekly: These are standard federal rules for most workplaces paying overtime after 40 hours per week.

Daily: Daily overtime is paid over 8 hours per day. Some states permit paying overtime for over 8 hours per day instead of 40 hours per week.

California 7: This rule is a bit more complex as it calculates overtime based on 8 hours per day and 40 hours per week. In addition it calculates double-time pay for over 12 hours in a day and over 8 hours on the 7th consecutive day.

California 5: Similar to California 7 except double-time is paid on the 5th consecutive day.

Add a New Pay Policy

1. From the Main Switchboard, select Setups | Pay Policies.
2. To add a new Policy, press the Plus icon at the bottom of the form.
3. Enter a unique pay policy name (up to 20 characters) and a detailed description for that pay

policy. Then press OK to save.

4. Continue by completing the Pay Policy form.

Pay Policy Form

Each section is detailed below with a description of how entries affect pay:

Overtime Type & Pay

Use this section to determine the length of the period in which the overtime will accrue and the amount of base pay after which the time and one-half or double-time is paid.

Overtime Type – Click on the overtime periods. You may combine daily and weekly, or daily and biweekly.

Overtime Pay – For each overtime type, enter the number of hours after which overtime will be paid, both in the Time and One Half and Double-time pay columns.

Accrue Daily OT – Often daily overtime is not considered in calculating an employee's weekly overtime hours. A check in this box does consider daily overtime in weekly overtime calculation.

For example:

☒ *if checked* If daily overtime is to be accrued, an employee's 10 hour work day (8 regular hours, 2 overtime hours) would permit all 10 hours to be included in calculating weekly overtime.

☐ *if not checked* If the daily overtime is not to be accrued, only the 8 regular hours would apply toward the weekly overtime.

Daily Make-Up Maximum – If an employee misses time normally worked, this time can be made up, in whole or in part, on another day within the same week without triggering overtime or doubletime. The Daily Make-Up Maximum is the max number of such hours which an employee can make up in one day. Setting this to 0 disables the Make-Up Time feature. When enabled, Make-Up Time deducts first from any doubletime which would otherwise result, and then deducts from overtime. This setting is used with the Make-Up Time form, found under Edits and Processes. See Step 4 under Database Operations, Edits & Processes for the Make-Up Time form.

Consecutive Day Rules

Note: You can accrue Vacation, Holiday, Sick, Personal and Bonus time to the Consecutive Day Rule by checking the “Accrue to Consec Days” box in the right hand side of this form.

Consecutive Day Rules – If no premium is paid for working consecutive days, click in the None box. The consecutive day rules calculate premiums for the amount of time worked between 5 and 7 days. Select the number of days to be used for consecutive rules by clicking in the box.

Inclusive: Click in this box if you want the time to be inclusive of the consecutive day selected. Inclusive functions with the next parameter of Qualifying hours.

Qual. Hrs: Qualifying hours determines how many hours must be worked before the consecutive day rule is to be applied.

'Inclusive' and 'Qual. Hrs' work together as follows: if a consecutive day rule is set with 'Inclusive' checked, the hours worked on the named consecutive day are counted toward the value set in 'Qual. Hrs', and if 'Inclusive' is not checked, they are not. This means that for premium pay to appear for hours worked on the named consecutive day, the last of the qualifying hours must be worked by the end of the named consecutive day in the inclusive case, or by the end of the preceding day in the non-inclusive case.

Example: A 5-day consecutive rule is set, with qualifying hours set to 40. If the employee works 40 hours over five consecutive days and inclusive is checked, the 40 hours needed to meet the qualifying hours threshold will have been met, and any hours worked on the 5th day will earn premium pay. Under these same conditions, but with inclusive not checked, the employee would have worked less than 40 hours by the end of the 4th day (the 5th not being included), so the consecutive day rule's conditions would not have been met, and no premium pay would be calculated.

Pay Time and One-Half after: This determines the starting point after which time and one-half will be paid on the selected consecutive day worked. Type in '0' if you want hours in excess of the qualifying hours on the

consecutive day to be overtime. If the 'Pay Double-time After' field is left blank, all hours on the consecutive day, above the qualifying hours threshold, will be paid as overtime.

Pay Double-time after: This determines the starting point after which double-time will be paid on the selected consecutive day. Type in '0' if you want all hours in the consecutive day to be overtime (make sure to leave the 'Pay Time and One-Half' field blank).

Weekend Premiums

Saturday/Sunday Premiums: Select **None** if no weekend premium applies. If **Overtime** or **Double-time** is paid on Saturday or Sunday, click on the appropriate selection. If you pay a percentage of pay rate as a premium, click in this box and type in the percentage number. If you pay straight dollars, click in the box and type in the dollar premium paid. The \$ premium amount is displayed in the Other column of TimeCentre reports.

Minimum Time

Minimum Time: This selection is used for companies who pay a minimum time to an employee who shows up for a specific period of time. For example, the company might elect to pay 4 hours for every one who works at least an hour. You would enter 4 in the "Pay_____hours" box and 1 in the "for____hours" box.

Accrual Options

Accrue to OT/DT: To have vacation, holiday, sick, personal or bonus time counted towards overtime or double-time, place a check in the appropriate box(es).

TimeCentre can accrue toward overtime the number of hours taken by sick, vacation, holiday, personal and bonus time entries. Most companies pay overtime for hours worked, not for time off. However, some government or union facilities, hospitals and nursing homes might actually want to pay overtime even if time was not worked, thus all time away entries would be checked in the Accrue to OT/DT section

For example: A company has a weekly pay period where overtime is paid for hours over 40. Monday through Thursday, an employee works 10-hour days and on Friday is sick (8 hours). If "Sick" is checked, 48 hours are

reported, 8 counting toward overtime. If "Sick" is not checked, 48 hours are reported, zero counting toward overtime.

Accrue to Consec. Days – Check this box in order to consider time off such as vacation, sick, holiday, personal and bonus time in your consecutive day rule calculations.

For example: If an employee works work 2 days, then takes one vacation day, and then works 2 more days, that would equal 5 consecutive days if this box is checked. If it is not checked, the consecutive day rule would not consider the time off, and only 2 consecutive days would be counted in this example.

Multiple Pay Policies

To modify or copy existing pay policies:

1. From the Main Switchboard, select Setups | Pay Policies.
2. To modify a Policy, click on the down arrow of the Pay Policy selection box and select the Policy to change. Then using the mouse or Tab key, go to the entry you want to change. Changes are automatically saved when you go to another record or exit the form.
3. If you are basing the new policy on the current one, you can press the Duplicate icon. You are prompted for the name of a new policy. After entering the policy name, click on OK and proceed to enter the new rules by editing the existing rules.

Print Pay Policy Listings

If you wish to print a listing of your pay policy rules for reference purposes, press the Printer icon. Click on "Print Each Policy on a new Page" to insert a page break between policies.

Step 6 - Shift Differential Setup

TimeCentre allows you to use shifts for reporting purposes and for calculating shift differentials.

Use of the Shift Differential feature is optional. Skip this step if you do not pay premiums for different shift assignments. You can assign a shift number to employees to generate reports for an individual shift or range of shifts. You can then run a Who's In or Who's Not In report based on shift number. Simply select the shift range you wish to see in the Form & Report Parameters section of the Main Switchboard.

TimeCentre uses the term shift to mean a definable work time that applies to all employees regardless of schedules. For example, many plants have three designated shifts dividing the day into three eight-hour components. A shift identifies a set work period for an employee.

Shift Differential Considerations

The shift differential feature permits the ability to award extra pay for time worked outside the normal or standard shift time. In other words, it allows the application of premium dollars to be assigned for hours worked in different shifts. It also calculates differential time and dollars based on the rules which are set up in the Shift Differential form.

If you are using shift differential, there are some specific rules to follow for shifts:

- ♦ A minimum of one shift group is required.

- ♦ The shifts within a Shift Group must not overlap. If they do, there is a chance someone might get paid a differential for which s/he really does not qualify or fail to be paid a differential to which s/he is entitled. TimeCentre is programmed to reject shift overlap when the user creates a shift group.
- ♦ Selection of a base shift is required.

Note: An employee gets paid shift differential pay only if the shift differential assignment is checked in the Employee Setup form and the time worked overlaps a qualifying shift. It is the proper assignment of Shift Group, not the specific shift within that group, which allows the shift differential to calculate as desired.

Add a New Group for Shift Differential Rules

If you have more than one set of shift differential rules, you will need to create a separate set of rules for each one.

For example, if you pay different shift differential for different groups of employees, you need to create separate shift groups. Also, if you have overlapping shifts, you need to divide employees into defined Shift Groups, within each of which there is no overlap.

1. Select Setups | Shifts from the Main Switchboard.
2. Press the Plus icon.



3. Enter the name of the shift group and click on OK. You will use this name in combination with the Shift Number and Description in the Employee Setup to select the assignment of the shift group.
4. Press OK to accept the new shift group and complete the Shift Setup form.

Shift Differential Form Setup

Number	Description	Start	End	Base	Minimum	\$/%	Amount
1	1st Shift	8:00	17:00	☒	15	None	0.00
2	2nd Shift	17:00	1:00	☐	30	\$	1.00
3	3rd Shift	1:00	8:00	☐	30	\$	1.50
*				☐	0	None	0.00

5. **Number:** Enter the number assigned to this shift.
6. **Description:** Enter a description for the shift
7. **Start:** Enter the start time in 24-hour format that begins the shift.
8. **End:** Enter the end time in 24-hour format that ends the shift.
10. **Base:** Select one shift as the base shift, which is the shift in which no premium is calculated.
11. **Minimum:** Enter the minimum time worked in the shift before premium is calculated.
11. **\$ / % :** Select whether or not you will be paying shift differential premium on the basis of dollars per hour or a percentage of the base rate. Select None if no dollar amount is to be calculated.
12. **Amount:** *Percentage* If the shift differential premium is to be calculated as a percentage, the amount should represent the percentage amount. To pay 25% of the base pay as a differential, enter 25 in this field.
Dollar If the dollar option was chosen, enter the amount per hour you will be paying over the base rate.

Important Consideration: There are some important rules to remember when setting up the shifts. In general, you should not let shifts overlap. One shift must be designated as a base shift. Be sure minimum times are set high enough to prevent paying small amounts of differential.

Shift Differential is displayed in time card reports and can be exported to most payrolls. Both hour and dollar amounts are supported.

Note: Be sure to mark one shift in a group as the Base group or you will get an error message on exiting the Shift Setup form. Place an X in the Base column next to the appropriate shift number.

Create Multiple Shift Differential Groups

For ease in creating multiple shift differential groups, press the Duplicate icon so total re-entry is not necessary. Just copy, rename and then edit an existing group.

Delete a Shift Within a Group

To delete a shift number in a group, just click on the gray box to the left of the shift you want to delete and press the Delete key on your keyboard.

Be sure not to use the Delete button on the TimeCentre form, or the entire Shift Differential Group will be deleted.

Delete Shift Differential Group

To delete an entire shift differential group, press the trashcan icon located at the bottom of the Shift Setup screen. Click Yes to delete the shift.



Note: Pressing the Delete key on the keyboard at the Shift Differential form will only delete that individual shift differential rule in the group.

Print Shift Differential Group Listing

To print a listing of all the shift differential rule groups set up for your company, press the Printer icon.

Step 7 - Punch Rounding

Skip this section if you do not need punch rounding calculated for your employee's punches.

To assist non-schedule based companies with rounding times for employee punches, multiple policies can be created for employees or groups of employees and assigned in the Employee Setup form.

Note: Punch rounding will not change the actual punches. Only the time totals will be rounded.

Add New Punch Rounding Policy Group

1. Select Setups | Punch Rounding from the Main Switchboard.
2. Click the Add button to launch the Add New Rounding Policy form.

A Windows-style form titled "Add New Punch Ro...". It has a teal background. There are two text input fields: "Policy Number:" and "Policy Name:". At the bottom, there are two buttons: "OK" and "Cancel".

3. **Policy Number:** Enter a unique policy number and press Enter
4. **Policy Name:** Type in a descriptive policy name and press OK.

	Forward	Nearest	Backward	Minutes
Start:	☐	☒	☐	15
End:	☐	☒	☐	15
Transfer/Switch:	☒	☐	☐	15
Lunch Start:	☒	☐	☐	15
Lunch Return:	☒	☐	☐	15
Break Start:	☒	☐	☐	0
Break Return:	☒	☐	☐	0
Shift Threshold:	180			

Punch Rounding Policy Form

Select the rounding policy by clicking in the appropriate box.

Start –Select the number of minutes for the starting time punch to be rounded either forward, backward or to the nearest increment.

End - Select the number of minutes for the ending time punch to be rounded either forward, backward or to the nearest increment.

Transfer/Switch: Select the number of minutes for any department transfer (switch) punch to be rounded forward, backward or to the nearest increment. This rounding will be based on both the start and end times.

For each of the categories: start time, end time, transfer/switch, rounding can be set forward, backward, or nearest and a number of minutes. The number of minutes has 6, 15 and 30 listed in the drop down menu. You can type in any other number of minutes you want to round in the Minutes column.

Note: The benefit of rounding to 6 minutes provides the user with more precise dollar calculations with all time rounding to nearest tenths of an hour. 15 minutes, in turn, rounds to the nearest quarter hour. Type in any number of minutes you wish to round.

Forward: Punches are rounded forward to the number of minutes after the hour. For example, if a user enters **Forward, 15 minutes**. The punch will be rounded forward to :15, :30, :45 or :00. A punch at 6:08 would become 6:15.

Backwards: Punches are rounded back the number of minutes. For example, if a user enters **Backward, 6 minutes**. The punch will be rounded backwards to :00, :06, :12, :18, :24, :30, :36, :42, :48 or :54 minutes. A punch at 6:08 would become 6:06.

Nearest: Punches are rounded to the nearest time. If a time is evenly between 2 entries, it is rounded backwards. If a user enters **Nearest, 15 minutes**, a punch will be rounded to :00, :15, :30 or :45, whichever is nearest. For example, a punch at 6:03 will become 6:00; a punch at 6:07:30 will become 6:00; a punch at 6:57 will become 7:00.

Note: An assumption of 0 minutes and 60 minutes is always made as the start and end point for the rounding. A time being rounded backwards will go to :00 at most. A time being rounded forward will be rounded to the next hour at the most. For example, if a user enters 22 as the number of minutes, the program will be rounding to :00, :22, :44 and :60 (not 66 minutes.)

Lunch Start/Lunch Return: Select the actual employee lunch punch time to be rounded forward, backward or to the nearest increment by the number of minutes selected. If lunch is preceded or followed by a transfer punch, the lunch overrides the transfer.

Break Start/Break Return: Select the actual employee break punch time to be rounded forward, backward or to the nearest increment by the number of minutes selected.

Shift Threshold - The rounding policy has a threshold number of minutes associated with it. This threshold controls when a punch is considered a new shift or if it should be counted within a shift.

For example: consider the following punches for an employee on the same day: 08:00 - 12:00 and 15:00 - 18:00

If the Shift Threshold is set to 30 minutes, each of the punches above would be treated as a separate shift and the shift start and shift end rules would be applied to both. If the shift threshold was set to 180 minutes (3 hours), the two punches would be considered the same shift. The shift start rounding would be applied to the first punch while the shift end rounding would be applied to the second punch.

Add Lunch or Break Rounding to Schedule Rounding

Note: This applies only if you are utilizing the Scheduler module and its schedule rounding capabilities, and wish to also round lunch or break punches.

If you are applying schedule rounding to start and end punches and want to also round lunches or breaks, set a Punch Rounding policy that only rounds lunch and break punches. Be careful, however, to not create start or end rounding for someone assigned to schedule rounding as this will conflict with schedule rounding of those punch types.

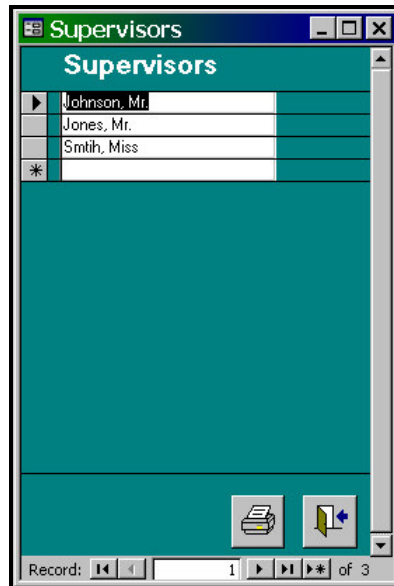
Punch Rounding can be used in lieu of schedule rounding when there are no off-schedule exceptions to report and actual start and end times are not always adhered to. In this case, the Scheduler can be used to report absences and hours variances.

Step 8 - Supervisor Setup

A supervisor assignment is optional. Skip this step if you do not need supervisor sign off reporting.

You can indicate in the Employee Setup form the supervisor assigned to each employee. The Supervisor Signoff feature provides administrators with forms and reports to track whether supervisors have reviewed and signed off on their employee's time cards.

1. Select Setups | Supervisor on the Main Switchboard.



2. Click in an empty box and type in a supervisor's name. A supervisor can be assigned to employees in the Employee Setup form. Supervisor names will appear on time card and exception reports.
3. Press the Close icon to exit this form.

Print Supervisor Listing

Print a listing of all supervisors by pressing the Print icon.

Step 9 - Work Order Setup

Work order tracking is optional. Skip this step if you do not need this level of reporting.

Work order numbers are set up in the same manner as Departments and offer another level of tracking.

1. From the Main Switchboard, select Setups | Work Orders.

Code	Description
1000	Workorder1
2000	Workorder2
3000	Workorder3

2. At the work order form, click on a blank line and enter a work order number and an appropriate description, which will appear on reports.
3. When work order setups are complete, exit the form by pressing the Close icon.

Print Work Order Listing

Print a listing of all work orders by pressing the Print icon.

Step 10 - Password Security Setup

If the Security Module is activated in your TimeCentre system, skip this step.

The purpose of password security is to prevent unauthorized users from accessing TimeCentre. Set up a password if you want restricted access to TimeCentre.

To control specific access to TimeCentre, utilize the Security module which further secures forms and reports in TimeCentre beyond a singular password. (see Chapter 8)

Default password = "tc"

The password provided with TimeCentre is "tc". Initially, it is not required to access TimeCentre. Once you change the password, however, you will be required to enter it upon every launch of TimeCentre.

To change a password

1. Select the Utility Switchboard button from the TimeCentre toolbar and select Administrative | Password.
2. Click on the Change Login Password tab.
3. Enter the current password in use in the Old Password box. If the password has not been changed yet, the password provided with

TimeCentre is 'tc'. Passwords are case sensitive. Make sure "tc" is not capitalized.

4. Press the Tab key or use the mouse to position the cursor in the New Password entry box and type your new password. Passwords are case sensitive!
5. Press the Tab key again or use the mouse to position the cursor in the Verify entry box. Retype the new password.
6. Press the OK button. If the password has been entered identically twice, it is saved. If not, you will have to re-enter it again.

Note: Password entries do not appear on the screen as you type them, so type carefully! Your password can be changed easily at any time, however, do not forget it. You will not be able to enter TimeCentre if you do not know your password.

Optional Step - Validation Setup

If you do not wish to validate data as it is entered by the employee, skip this section.

If you have simple dedicated clock requirements or do not have a real time connection, the Validation feature allows you to restrict employee punches to certain clocks. It will also lock out punches if unauthorized department or (optional) job codes are entered.

Choose Setups | Validation from the main switchboard to access this set up form. Details are provided at the end of Chapter 16.

Section II

Module Setup

- 5. Scheduler
- 6. Job Tracking
- 7. Bar Code Generator
- 8. Security

5. Scheduler

Scheduler Overview

This chapter covers the setup and use of the Scheduler module.

Skip this chapter if you do not track and manage employee schedules.

Basically, schedules are used to determine time worked and time not worked. Using schedules is the key to:

- Knowing when employees arrive for work early or late or leave work early or late.
- Providing the ability to report any absence days.
- Providing the ability to round actual clock in/out punches to the scheduled work time.
- Validating authorized employee entries in the field by locking out punches for employees who are not scheduled in at an unauthorized time. (A Series Data Clocks).
- Creating an unlimited number of recurring schedules.
- Generating attendance reports, including absence, early/late and attendance summary reports.
- Generating Schedule Variance Reports which compare the actual time worked to the scheduled time worked in a department, job or work order.

Schedules are assigned to employees by the day and/or by a date range, and each schedule can have its own rule set. This chapter provides instructions on creating, building, editing and assigning schedules. In addition, a scheduled workday can be assigned a specific department, job or work order.

A complete listing of scheduled days can be printed and distributed to employees or departments.

Scheduler Procedure

Building and utilizing the TimeCentre Scheduler is accomplished in a series of simple steps. Detailed instructions for each of these steps follow.

Begin by entering the Scheduler Template Setup Screen:

1.
Create a schedule template with rules
SCHEDULE TEMPLATE

2.
Assign Employee to Schedule
EMPLOYEE SETUP

3.
Build Daily Schedule
SCHEDULE BUILDER

4.
Edit Daily Schedule (if needed)
SCHEDULE EDITOR

5.
Print Schedule
and distribute

6.
Generate Attendance & Variance Reports
ATTENDANCE REPORTS

Create the Schedule Template: Step 1

There are two purposes for the Schedule Template:

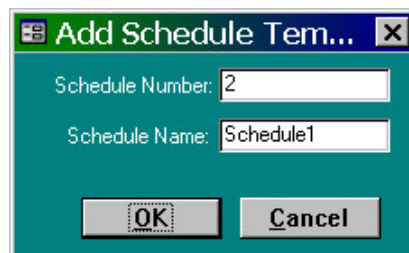
- ✕ Maintain the business rules for creating on and off-schedule reporting and attendance exceptions.
- ✕ Simplify schedule building for recurring schedules. With templates, you can manage very complex rotating schedules.

The first step in the Schedule process is to create a new schedule template, where you:

- List the number of days in the schedule.
- Indicate the time to begin and end work.
- Indicate the length of time for the lunch period.
- Select the (optional) starting day of week.
- Indicate the specific department(s), job(s) and work order(s) for this schedule.
- Select rounding and reporting rules.

To begin:

1. Open Schedule Templates under Setups.
2. Click on the Add icon to add a new schedule.



3. Enter a unique number for this schedule, from 1 to 999. Then press the Tab key and type in the Schedule Name. Click the OK button and begin completing the Schedule Template.

Schedule Template Form

Schedule Templates

Select Schedule:

Round and Grace ☒
Round In Before Grace In After
Round Out After Grace Out Before

Report Exceptions ☒
Early In Late In Lunch Under
Early Out Late Out Lunch Over

Report Absence ☒

Optional Start Day

Day Number	Start Time	End Time	Lunch Minutes	Department	Job	Work Order
1	8:00	16:30	30	Development		
2	8:00	16:30	30	Development		
4	8:00	16:30	30	Processing		
5	8:00	16:30	30	Processing		
0			0			

Builder ☒ Warn if end time less than start time

Editor

The schedule shown above is assigned for Monday, Tuesday, Thursday and Friday (days 1, 2, 4 and 5), Monday being the Start Day #1. Once this Admin schedule is assigned to an employee, if that employee does not clock in at any time during a scheduled workday, this will be reported on the Absence Report.

Days of the Schedule

4. **Day number:** Enter the day number that is the first day for this schedule. A Schedule can have an unlimited number of Day Number entries with different departments, jobs or work orders.

Reset Day Numbers Click on the down arrow to refresh days and sort in ascending order.

5. **Start Time:** Key in the start time of your schedule day in 24 hour format, HH:MM. For example, enter 8:00AM as 08:00; enter 1:00PM as 13:00.
6. **End Time:** Key in the end time of your schedule day in 24 hour, format, HH:MM. For example, enter 11:00AM as 11:00; enter 5:00PM as 17:00.
7. **Lunch Minutes:** Key in the number of minutes for the lunch period allowed for each day. For example, enter 60 for one hour. This information will be used for attendance reporting if employees are required to clock in and out for lunch.
8. **Optional Start Day:** For day sensitive schedules, choose the day of the week you would like your schedule to begin. Choosing an optional start day of Monday, for example, will ensure the first day of the schedule will always be on a Monday.

Important Note: When setting the optional start day, Scheduler will start the build on that day of the week you have selected following the start date you specify.

9. **Department:** Associate a specific department for the schedule day for reporting purposes. Click on the drop down arrow to select from the current list of active departments.

10. **Job:** Associate a specific job for the schedule day for reporting purposes. Click on the drop down arrow to select from the current list of active jobs.
11. **Work Order:** Associate a specific work order for the schedule day for reporting purposes. Click on the drop down arrow to select from the current list of active work orders.

Note: Assigning a department, job and work order in the schedule serves multiple purposes: (1) The schedule can be given to the employee to let him know which department, job and work order has been assigned to him for the day. (2) The actual time worked in the assigned department, job and/or work order can be compared to the time scheduled to work. The Schedule Variance Report and other attendance reports will detail any variances between the schedule time and the actual time worked.

12. **“Warn if end time is less than start time”.** Check this box if you want this safeguard to alert to possible schedule time errors. If the warning is disregarded, the end time will be assumed to be the next day.

Schedule Rules

In addition to creating master schedules, Schedule Templates are also used to create:

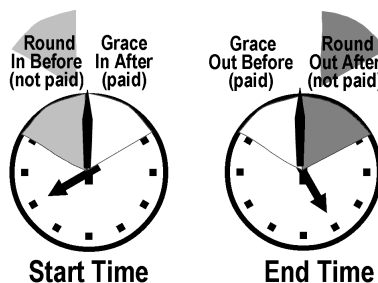
- ♦ Rounding Rules
- ♦ Exception Reports
- ♦ Absence Reports

Rounding rules are used to modify the time worked. Examples follow.

- ♦ A manufacturing company starts and ends a production process at a specific time every day. Employees are only paid during the hours the production line is working.
- ♦ An organization pays starting at a specific time, but allows employees to clock in early and spend time before the official start time doing personal business.

Rounding Rules

13. **Round and Grace:** Click in the Round and Grace box to turn on rounding options. Select rounding if you want exceptions to be reported that fall within the reporting rules specific to your organization. The rounding rules set the range for time punch rounding. Type the number of minutes allowed in each box.



- ♦ To pay an employee only from 9-5 but permit the employee to punch in ten minutes before the shift and punch out ten minutes after the end of the shift, then set **ROUND IN BEFORE** to ten (10) minutes and **ROUND OUT AFTER** to ten (10) minutes. This ten-minute rounding period will be unpaid.

- ◆ Likewise, you can set a **Grace Period**: the number of minutes for which you will allow an employee to clock out early (Out Before) or come in late (In After) and still get paid. This period will be paid.
- ◆ There are no rounding or grace rules for lunch or breaks.

Note: The reported "time in" punch is the actual punch time, however, the total time for the day will be rounded according to the rules established.

The Rounding Rules for the schedule on page 49 are set as follows:

Round In Before = 5 minutes. If the employee comes in up to 5 minutes BEFORE his scheduled start time, the "time in" for the day will be reflected in the totals as the scheduled start time, NOT the actual start time. The employee will not be paid for this time.

Round Out After = 5 minutes. If the employee leaves up to 5 minutes AFTER his scheduled time out, the time out for the day will be reflected in the totals as the scheduled out time, NOT the actual out time. The employee will not be paid for this time.

If the employee arrives more than 5 minutes early, or clocks out more than 5 minutes after the schedule, the Rounding rules do not apply. Exceptions rules will apply in that case.

The Grace Period Rules are set as follows:

Grace In After = 5 minutes. If the employee starts up to 5 minutes LATE, the "time in" for the day will be reflected in the totals as the scheduled start time, and the grace time is paid.

Grace Out Before = 5 minutes. If the employee leaves up to 5 minutes EARLY, before his scheduled time, the time out for the day will be reflected in the totals as the scheduled out time NOT the actual out time, and the grace time is paid.

If the employee is over 5 minutes late, or clocks out more than 5 minutes early, the Grace rules do not apply. Exceptions Reporting rules will apply in that case.

Lunch and Break Punch Rounding

If you want to round lunch and break punches, refer to Chapter 4 | Step 7, and follow instructions on mixing schedule and lunch rounding.

Report Exceptions

Continuing from Step 13:

14. **Report Exceptions:** Click in this box if you want exceptions to be reported that fall within the reporting rule parameters. Type in the number of minutes allowed in each box over which the punch will be listed on the Schedule Variance reports.
 - ◆ The parameters for exceptions operate much the same as the rounding rules. Punches that are early in, late in, early out and late out by a specific amount of time are reported.
 - ◆ To report employee exceptions from the schedule but allow a grace period which will not be reported, enter the number of minutes in the Early In/Out and Late In/Out boxes. If an employee's work schedule is 9-5 but s/he is permitted to punch in between 8:50 and 9:10, enter 10 in the Early In and Late In box and only variances outside this time range will be reported. Likewise for lunches -- enter the tolerance level in minutes. If you want reports to indicate any lunch return that is over ten minutes late, enter 10 in the Lunch Over box.

An example: If an employee is "Early In" to work, "Late In" to work, "Early Out" of work, or "Late Out" of work by more than 5 minutes, the incident will be reported in the Schedule Variance Exceptions Report. If s/he takes 55 minutes of a 60-minute lunch break, the "Lunch Under" will also be reported. If s/he takes more than a 65-minute lunch break, the "Lunch Over" is reported.

Absence Reporting

15. **Report Absence:** Click on this box to make absence reporting available. An absence is defined to be when no work hours overlap the assigned schedule.

Change a Schedule Template

If there is a schedule change that will affect everyone on the schedule:

- Make the change in the Schedule Template (Step 1)
- Re-build the schedule (Step 3).

Note: The Schedule Edit form (Step 4) is for editing individual employee schedules only.

1. Press the Scheduler icon from the toolbar and press the Templates button to launch the Schedule Template form.
2. At the Select Schedule drop down menu, press the down arrow and select the schedule template you want to alter.
3. Make any changes to the master schedule by clicking in the box to be changed and typing in the new information.
4. Press the Close icon to exit the Schedule Setup form.

Next, the daily schedules must be re-built. It is not necessary to re-assign the schedules to the employees unless the schedule number has changed.

5. Press the Scheduler icon from the toolbar and press the Builder button to launch the Schedule Builder form.
6. Press the Filter icon to view only a specific range of employees, departments, divisions or shifts.
7. Make sure an X is in the Process? box for each employee who will be affected by this new schedule change.
8. Press the Create Schedules button to attach the new schedule to all employees listed with that schedule name.
9. Click on the Yes button to accept that schedules will be created for marked employees.
10. Press the Close icon to exit the Build Schedules form.

To Delete a Schedule Day

To delete a schedule day in the Schedule Template, place your cursor on the gray column to the left of the line to delete and click your mouse to highlight it. Then, press the Delete key on your keyboard.

Delete Entire Schedule Template

Be careful to not delete schedule templates in their entirety if the schedules are currently in use. Deleting a schedule template will result in no rules being available to manage rounding, early/late and attendance issues.

Deleting a schedule template is as simple as pressing the Delete icon when you are on that schedule template. You are asked to press Yes to verify you wish to delete the entire schedule template.

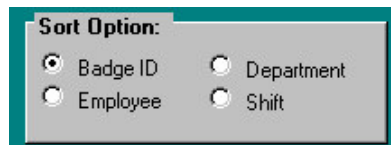
Caution: Be sure the schedule template you are deleting is not currently assigned to employees.

Assign Schedule to Employee: Step 2

After the schedule templates have all been created, the next step in the Scheduler process is to assign the schedules to each employee in the Employee Setup form.

Note: These instructions assume employees have already been set up. If they have not, proceed to Chapter 9, Employee Setup, and enter employee names and numbers.

1. Press the Employee icon to launch the Employee Setup form. 
2. Click the preferred sorting order at the bottom of the form to sort by badge IDs, employee name, department or shift or select a range of employees for ease in schedule assignment.



3. For each employee, click on the drop down menu for Schedule and select the schedule to assign to the employee.
4. Repeat this process for every employee, assigning the appropriate schedule from the drop down menu.
5. Click the Close icon when the schedule assignment is complete.

Build Daily Schedules: Step 3

Schedule Templates have been created and assigned to the employees in Steps 1 and 2. The next step in the Scheduler process is to build daily schedules.

The schedule that is assigned to the employee will become active only when the daily schedule is built.

Note: Schedules must be built in two places: first, in schedule templates, and, second, in schedule builder.

When you build daily schedules, you create schedules by date range by employee once a start date, if desired, for each employee is keyed in.

Schedule Builder Form

1. Open Schedule Builder, located under Setups.

2. A listing of all employees who have been assigned to a schedule appear along with their badge ID, name and schedule name.
3. Complete the Schedule Builder Form as follows:

Start Date: Type in the starting date for your schedule build.

End Date: Type in the ending date for your schedule build.

Employee Start Date: Type in a unique schedule start date for the individual employee if different than the header start date.

Note: All employees in this build can be assigned individual start dates as long as they are within the global Start/End Date specified at the top of the form. This feature allows the flexibility of assigning a unique start date for each employee.

Card ID	Name	Schedule	Start Date	Process?
1000	Doe, John	schedule1		☒
1001	Finner, Frederick	schedule1		☒
1002	Lou, Linda	schedule1	03/28/02	☒
1003	May, Missy	schedule1		☒

Process?: Click in this box to include this employee in the new schedule build. The Schedule Builder will process only those employees with a check mark in this box.

Check mark icon: Toggles on/off and will check or uncheck the Process box for all employees listed on the current form.

Note: Press the Filter **icon** and save the selection before creating schedules.

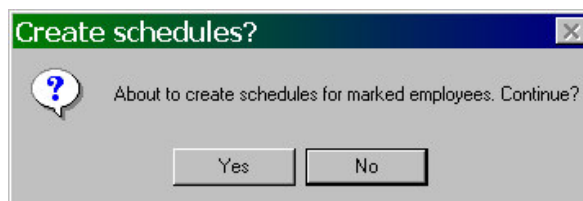


The 'Filter Employees' dialog box has a title bar with a green icon and the text 'Filter Employees'. The main area has a teal background with the title 'Filter Employees' in white. It contains four rows of input fields, each with a label on the left and two text boxes on the right. The labels are 'ID', 'Home Depts', 'Divisions', and 'Shifts'. The first three rows have '0' in the first box and '99999999', '999999', and '9999' respectively in the second box. The 'Shifts' row has a blank first box and 'zz' in the second box. At the bottom are 'Save' and 'Cancel' buttons.

Label	First Box	Second Box
ID	0	99999999
Home Depts	0	999999
Divisions	0	9999
Shifts		zz

Filter icon: This filters all records in the Build Schedule form to a specific range of employees, and/or employees that are assigned to a range of departments, divisions and shifts.

- View all data: leave the defaults set as is, from zero to 99-999999, or <blank> to zz, for Shifts.
 - View a certain badge ID, department, division or shift, type this number in both boxes.
 - To view a range, enter the lowest number you want to view in the first box, the highest number in the second box.
4. Press the Filter icon. To select from the full range of employees, press the Save button. Make any changes to your selection at this time, and press Save to execute.
 5. Select the Create Schedules button to begin the daily schedule build.
 6. A warning message appears. Press Yes to start the build.



The 'Create schedules?' dialog box has a title bar with a green icon and the text 'Create schedules?'. The main area has a grey background. It contains a question mark icon in a speech bubble on the left and the text 'About to create schedules for marked employees. Continue?' on the right. At the bottom are 'Yes' and 'No' buttons.

Note: Do not interrupt this process once it has begun

7. When the daily schedule build is complete, click the OK button. Press the Close icon to exit the Schedule Builder.
8. The next step is to view and print the individual employee schedules you have created.

View & Edit Employee Schedules: Step 4

All individual employee schedules can be viewed, edited and printed directly from the Schedule Editing form shown below.

Press the Editor button from the Schedule Builder form. Navigate through this form as follows:

Schedule Editing Form

1. **Date Range:** In order to view an employee's schedule, enter the Date Range. The Schedule Edit form date range defaults to the last day of the currently set pay period. Select the date range you would like to view or edit by typing in the from and to date in mm/dd format. The current year is automatically inserted.
2. **Select Employee:** Press the drop down arrow under Select Employee box to choose an employee to view or edit.
3. **Schedule Information:** Date, start time, end time, lunch minutes, department, job and work order information can be edited from this form by clicking in the box to change and typing in the corrected information. Any editing done here will affect only this individual's schedule.
4. **Templates:** Click on Templates button to access the Schedule Template form. (see Step 1)
5. **Builder:** Click on the Builder button to access the Schedule Builder form. (see Step 3)
6. **Print Each Employee on New Page:** Click in this box to force a page break between each employee's schedule when printing.

Note: Any edits done on this Schedule Editing form will be in effect only for the employee. If there is a schedule change that will affect everyone on the schedule, it must be changed in the Schedule Template (Step 1) and then re-built (Step 3)

Delete Employee Schedules

If an employee is terminated, be sure to delete the schedule so this employee will not appear on absence reports. Press the Delete icon (trash can) on the Schedule Editing form to delete all schedule entries for the specific date range and for the employee selected.

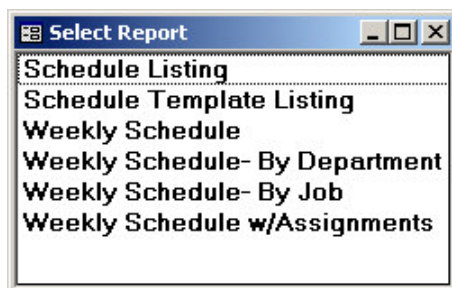


Print Schedules: Step 5

You can print all the schedule templates you have created for your records and individual employee schedules for distribution.

☒ **Each Employee on new page:** If you will be distributing employee schedules, place a check in this box to print each individual employee schedule on a separate page. Click in this box to remove the check if you want employee schedules to be listed one after another without regard to page breaks.

1. Press the Scheduler icon from the toolbar to launch the Schedule Editing form.
2. Press the Print icon and select from the list of available schedule reports.



Schedule Listing

3. Schedule Listing allows you to print all the schedules you have created for the individual employee whose schedule is on the form, or for all employees that have been selected in the Form and Report Parameters.
4. Press Yes for all employees, or No if you want an individual schedule to be printed.

Schedule Template Listing

5. Schedule Template Listing provides a printing of all the schedule templates you have created.

Weekly Schedules

6. Weekly schedules can be printed for all departments or for a range of departments and contain detail such as assignment, departments and jobs assigned for the week. Once you select Weekly Schedule, enter the week for which you want the schedule listing printed. These schedules are often used for posting to determine who is responsible for particular tasks for the week, or distributed to employees so they know their weekly schedule. Press Yes for all employees' schedules, or No if you want an individual schedule to be printed.
7. Weekly schedules with assignments can also be displayed sorted by department or by job with total hours calculated for each.

Note: Weekly reports show only the first shift of the day even though there are multiple shifts assigned. Use the Employee Schedule Report, under Attendance Reports on the Main Switchboard, to print all details for multiple shifts in a day.

Regenerate Schedules at Period End

You can set the system to automatically generate schedules during each Period End Routine.

To activate this option, select Administrative | Configuration from the Utility switchboard. Check the box "AutoGenerate Next Period Schedules" if you want to generate schedules for the next period.

Important: If AutoGenerate Next Period Schedules is not checked, here, each pay period data must be manually changed in the Schedule Builder. If AutoGenerate Next Period Schedules is checked, the schedules will rebuild for the next pay period upon completing the Period End Routine. We recommend checking this box!

Note: If you close your period usually with a day or more delay, generate your first set of schedules to overlap that many days.

Generate Attendance Reports: Step 6

As employees clock in and out, their time is compared to their assigned schedule. To access attendance reports, select from the options available in the Attendance Reports section of the Main Switchboard.

All TimeCentre Scheduler Reports can be run for a specific range of employees, departments, divisions or shifts by entering the range in the From and To boxes of the Forms & Report Parameters. These reports can be sorted by employee or department and include:

Absence Report - lists days not worked and hours missed against the schedule for any specified period, listed by employee number. Paid time off such as vacations and holidays do not report as absence days.

Attendance Report - reports an accumulation of all days worked by employee for a specified period of time.

Attendance Summary - summary report of days worked, labor hours by department, and days not worked. (The Attendance Summary Report cannot be run until the pay period has been closed with the Period End routine.)

Early/Late Report - reports all early in, late in, early out, late out and worked not scheduled, as well as lunches over and under allotted time.

Employee Schedules - lists all future employee schedules. Schedules can be printed with page break between employees or departments.

Schedule Template Listing—lists all schedule templates that have been created.

Schedule Variances - reports all actual hours worked as compared to the hours scheduled. Can be run by employee, home department, work department, job or work order.

Weekly Schedule – Lists the weekly schedule by employee name and ID, the days of the week and hours each day to be worked, and the total hours to be worked each week by the employee, as well as hours for the week.

Weekly Schedule with Assignments – Lists the weekly schedule as above with the addition of the work assignments for each day. This report can also be run sorted by department, with totals calculated for each department, or by job.

Note: Hours in Reports are reported in hundredths. Listed below is a conversion table from minutes:

Minutes	Hundredths	Minutes	Hundredths	Minutes	Hundredths	Minutes	Hundredths
00	0.00	16	0.27	32	0.53	47	0.78
01	0.02	17	0.28	33	0.55	48	0.80
02	0.03	18	0.30	34	0.57	49	0.82
03	0.05	19	0.32	35	0.58	50	0.83
04	0.07	20	0.33	36	0.60	51	0.85
05	0.08	21	0.35	37	0.62	52	0.87
06	0.10	22	0.37	38	0.63	53	0.88
07	0.12	23	0.38	39	0.65	54	0.90
08	0.13	25	0.42	40	0.67	55	0.92
10	0.17	26	0.43	41	0.68	56	0.93
11	0.18	27	0.45	42	0.70	57	0.95
12	0.20	28	0.47	43	0.72	58	0.97
13	0.22	29	0.48	44	0.73	59	0.98
14	0.23	30	0.50	45	0.75	60	1.00
15	0.25	31	0.52	46	0.77		

6. Job Tracking Option

Job Tracking Overview

The Job Tracking module of TimeCentre works in conjunction with your TimeCentre data capture device to collect job number information.

Jobs can be

- work orders
- customers
- projects
- tasks
- any type of data in addition to the department/task.

If you do not need to track jobs for your organization, skip this chapter.

Job Tracking features in TimeCentre include reports to show total time and labor costs in many different views. Functionally, TimeCentre is used the same way for Job Tracking as it is for all other aspects of the program, with additional job-related reports.

Success with TimeCentre Job Tracking lies in the implementation of jobs in your data collection method. Employees can be required to enter a job code on the clock, or scan a bar code for job. TimeCentre's Bar Code Generator (see Chapter 7) provides the ability to create bar codes on your laser printer in dynamic job code environments.

Job Setup

A job number can be up to 13 characters. TimeCentre bar codes support 10 digits on standard label stock.

Job Code Setup Form

To set up jobs,

1. Select Setups | Jobs from the Main Switchboard.

Code	Job Description	Pay Rate	Bill Rate
25A	Job1	\$0.00	\$0.00
26B	Job2	\$0.00	\$0.00
27C	Job3	\$0.00	\$0.00
		\$0.00	\$0.00

☒ Show Rates On Report

Record: 4 of 4

2. Press the Add icon to bring you to a blank line.
3. **Code:** Enter the job number up to 13 digits in length.
4. **Job Description:** Press Tab and enter a job description. Keeping names short will provide easy to read reports.
5. **Pay Rate:** Enter a generic Pay Rate for this job. If you use this Job Pay Rate category, this pay rate amount can be calculated and displayed in Job Reports. See next section if you want employees in these jobs to show different rates. Reports can be run showing total labor costs for the life or segment of a particular job.
6. **Bill Rate:** Enter a default Bill Rate for this job. If you use this Job Bill Rate category, this rate amount can be calculated and displayed in Job Reports when the job is assigned to an individual employee. Reports can be run showing total labor charges for the life or segment of a particular job, often used for third party billing reports. See next section if you want employees in these jobs to show different rates.
7. **Show Rates on Report:** Check this box to display the default job pay and bill rates on reports. Click to remove the X and no rates will appear.
8. Press the Close icon to exit this form when all codes are added.

To Delete a Job

To delete a line, cursor to the gray box to the left of the job code and press the Delete icon.

To Print Job Listing

Press the Print icon to print a listing of all job codes, descriptions, and optional pay and bill rates.

Assigning Employee Rates to Jobs (for reporting purposes)

You have the option to assign a bill or a pay rate to each job, for each employee. This is often used for cost analysis of jobs in your organization and for third party billing justifications. When used in conjunction with

the Historical Reporting toggle, you can ascertain labor costs (and alternately billing costs, or overhead costs) for any time period.

Job Rate Matrix by Employee

This option allows job rates to be changed for each employee. These rates override the generic default job rates set up.

If you are not tracking costs with jobs by employees, skip this section.

Assign different billing and pay rates for different employees working in various jobs from this Rate Matrix form. These rates override employee pay/bill rates that are set up for the employee (Employee Setup form) and generic job rates set up (Job Setup). It allows the assignment of multiple pay and/or bill rates to an employee based on the job(s) for which the employee is working.

1. Open the Rate Matrix form by selecting Setups | Rate Matrix from the Main Switchboard.
2. **Select Employee:** Press the drop down arrow to select an employee. (Employees are set up in Chapter 9.)
3. **Rate Type:** Click in the Job box. (Department rates can be assigned in Chapter 4 | Step 2.)
4. **Job:** Click in the drop down menu to select a Job Code.
5. **Pay Rate:** Enter a pay rate for this job for the selected employee.
6. **Bill Rate:** Enter a bill rate for this job for the selected employee.
7. Press the Print icon to print a copy of all the Rate Matrices for each employee and their departments.
8. Press the Close icon to exit this form.

Job	Pay Rate	Bill Rate
Job 100	\$10.00	\$25.00
Job 101	\$12.00	\$28.00
Job 102	\$10.00	\$18.00
Job 103	\$17.00	\$40.00
Job 104	\$0.00	\$0.00

Note: Rates are not exported to most payroll systems. If you are using a billing system, you can customize TimeCentre to export billing data to that system. This does require some programming and a copy of Microsoft Access 2000 or XP. Contact your TimeCentre representative for details.

Level 4 and Level 5 Setup

Two additional levels of reporting are available, which are often used in conjunction with job tracking, to set up levels within the jobs themselves.

Code	Description
1000	Workorder1
2000	Workorder2
3000	Workorder3

Code	Description
5000	Workorder5000
6000	Workorder6000
7000	Workorder7000

You can customize the labeling of Level 4 and Level 5 codes so your tracking nomenclature will appear on your reports. An example of Level 4 and 5 codes are phases and cost codes. Refer to Caption Change Feature section on page 169.

To set up Level 4/5 tracking:

1. From the Main Switchboard, select Setups | Level 4 or Level 5.
2. **Code:** Enter a Code for this tracking category.
3. **Description:** Enter a description for this new code which will appear on all Job Reports.
4. Press the Close icon.

To Delete a Level 4/5 Code

To delete a line, cursor to the gray box to the left of the code and press the Delete icon.

To Print Level 4/5 Code Listing

Press the Print icon to print a listing of all codes and descriptions.

Job Tracking Editing

Time cards can be edited and sorted by job number, so jobs can be edited for the employee if desired.

Time Cards by Job Form

1. From the Main Switchboard, select Edits and Processes | Time Cards by Job.
2. Edit any information that is not grayed out by clicking in the box and typing in correct information.
3. When you have finished editing records, press the Close icon.

Job #	Job Description	Card ID	Name	Dept	Type	Date In	Time In	Date Out	Time Out	Lunch	Totals
100	Job 100	3	Weekly, Selly	100	AL	4/17/00	7:00	4/17/00		0.50	-0.50
100	Job 100	3	Weekly, Selly	100	C	4/17/00	7:00	4/17/00	16:05		9.08
100	Job 100	3	Weekly, Selly	100	AL	4/17/00	7:05	4/17/00		0.50	-0.50
100	Job 100	3	Weekly, Selly	100	C	4/17/00	7:05	4/17/00	15:55		8.83
100	Job 100	2	Cromwell, Bill	101	C	4/18/00	7:00	4/18/00	16:05		9.08
100	Job 100	2	Cromwell, Bill	101	C	4/18/00	7:05	4/18/00	15:55		8.83
100	Job 100	2	Cromwell, Bill	101	AL	4/18/00	7:00	4/18/00		0.50	-0.50
100	Job 100	2	Cromwell, Bill	101	AL	4/18/00	7:05	4/18/00		0.50	-0.50
100	Job 100	2	Cromwell, Bill	101	AL	4/18/00	7:00	4/18/00		0.50	-0.50
100	Job 100	2	Cromwell, Bill	101	C	4/18/00	7:00	4/18/00	16:05		9.08
100	Job 100	27	SchPounding, Out	101	AL	4/18/00	7:05	4/18/00		0.50	-0.50

To Add a New Record

To add a new record, press the Add icon and type information in each applicable field.

To Delete a Record

To delete a record, click in the gray box to the left of the line to be deleted and press the Delete icon.

Job Tracking Reporting

Job Reports are available from the Main Switchboard and include:

- Date Sequence
- Department Detail and Summary
- Job Sequence
- Job Summary by job
- Job Summary by cost code/phase (level 4/5)
- Job Summary by person detail and person summary

Depending on what information you will require, select the reports that best serve your needs.

Tips for Job Tracking Operations

The most important issues to tracking accurate and meaningful data and enjoying success with your data collection system is approaching the set up process in an organized and efficient manner. Here are some tips.

Multi Company Module

If you have a high volume of data to collect for Job Tracking, use separate systems (non-overlapping sets of collection devices, each set sending to separate databases) for payroll and Job Tracking. You can do this by implementing the multi-company option and reporting all time card data to one 'company' in TimeCentre and all Job Tracking data to another 'company'. This prevents the typical problems of exceptions slowing the payroll process. It is also not often practical to pay from the Job Tracking system due to many variables such as unrecorded time, off-premises time, etc. Combined payroll timekeeping and Job Tracking timekeeping systems work well in environments where individuals stay on a specific job for long periods of time, and operations and discipline are well managed.

Using Bar Codes for Job Tracking

While data can all be entered on the data clock keypad, it is recommended that you use bar code systems for accuracy. Data clocks can use an external bar code wand to input bar code information. Internal bar code readers are also available. Generating and implementing bar codes takes some planning, particularly in shops that have high job volume.

When using bar code systems, plan the placement of bar codes where they will do the most good.

For example, in a shop with low job and employee turnover, you can post a laminated bar code sheet next to the data clock listing all the employees, department numbers and job numbers with descriptions.

Alternately, the employee can use their ID to record time and have posted just the department/task and job numbers.

For high volume job shops, print the bar code and place it on the work order for scanning as it comes through the various departments.

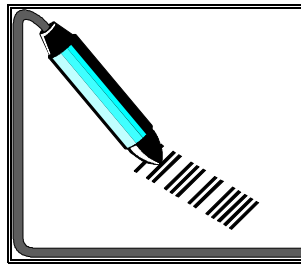
Multiple Clock Considerations

Reduce data collection time by installing enough clocks to make entry convenient for each employee. If an employee has to walk to a clock even two minutes away from his/her work area, productivity and data collection accuracy suffer. It is suggested that you have a clock within 25-50' of every employee. Plan to analyze the approximate number of transactions per day and travel time per transaction to help decide how many clocks are required.

If your installation requires employees moving from one station to another, the TimeCentre multi-clock feature allows employees to punch in on one clock and out on another. When the data is sent to the PC for processing, the punches are matched. You can customize what exact time you want to automatically match the 'in' and 'out' punches into transactions (see 'automatic batch processing', in chapter 10).

Use a LAN system if you would like to see the time data in real time. A continuous flow of information from clock to PC allows you to check work in progress, or who is in or not in at any given time. For optimum performance, a dedicated PC should be used to receive clock data. That PC is in turn connected to the server where the database resides.

7. Bar Code Generator



Bar Code Generator Overview

TimeCentre Bar Code Generator features the ability to produce bar codes on laser labels, plain paper or continuous form labels. Bar codes can be produced for any range of employee badge IDs, department numbers and job code numbers. You can also run custom numbered labels for any user-defined range.

The bar code feature comes standard in TimeCentre, and ready for you to print after TimeCentre has been installed; as part of the installation, the bar code font is installed under Windows, so no separate installation of the font is needed. The bar code software provides the option of printing the name, description and/or the associated number along with the bar code on 1" high labels. Labels for employee badges can also be printed on a 1/2" stock.

Technical Specifications: The bar code is a 3 of 9 bar code with no Modulus 43 checksum printed in a medium resolution. The checksum is only used for older data collection systems.

Printer Requirements

Both size bar codes can be printed on most Windows supported printers. The most important part of selecting a printer is resolution. Ideally, you should use a laser printer for your labels. In situations where small quantities are needed on demand, a continuous form dot matrix printer is more appropriate. Be sure that it is at least a 24-pin printer and you use a ribbon in good condition. Test the labels for readability before going into production.

Some laser printers may only print a portion of the page. This is due to insufficient printer memory. You will have to upgrade memory to at least 1.5 MB Ram.

There have been noted problems with HP LaserJet II series compatible printers, in that the labels tend to drift on the bottom half of the label page. This is a bug in the HP II firmware. You will find this to be most noticeable on 1/2" labels.

Inkjet printers can also be used, but readability may be a problem. Test the labels before proceeding.

Important: Be sure your printer is operational before proceeding and the printer drivers have been installed correctly. TimeCentre does not control printing other than to pass the formatting information to the Windows printer driver. Some printer drivers will work better than others.

Label Options

Laser labels: Avery 5160 3 across 1" labels
 Avery 5267 4 across 1/2" labels for employee ID labels
Continuous form labels: Standard 1" (or 15/16") high label

Defining Labels to Print

Before printing labels, be sure that the information you are going to print is set up in the TimeCentre system. **Bar codes can only be printed for numbers that have already been set up in TimeCentre.**

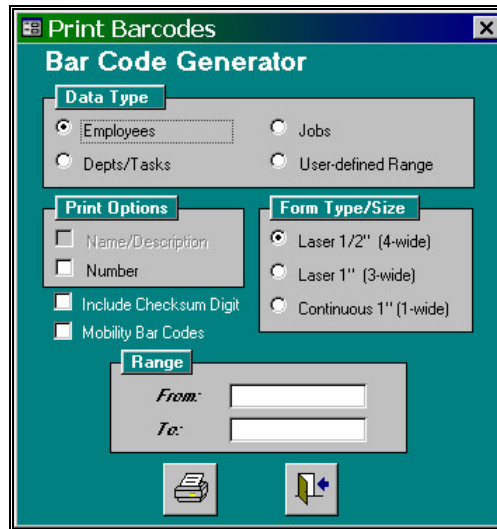
- ♦ Employee information and badge IDs must be set up in the Employee set up form.
- ♦ Job codes and descriptions must be set up in the Job Setup form.
- ♦ Departments must be set up in the Department Setup form

Print Bar Code Labels

To print bar code labels, press the Utilities icon on the toolbar to launch the Utility switchboard. Select Miscellaneous | Bar Code.

Bar Code Generator Form

The Bar Code Generator form is used to make your selections:



Data Type: Click on the button for the type of data from which you want your labels created.

Form Type/Size: Choose from laser 1", laser 1/2" or 1" continuous, depending on your printer type and bar code stock. Only select 1/2" labels if you are printing employee badge IDs.

Print Options: This selection let you choose whether or not to print descriptions/names along with bar code numbers.

Range: This is the range of labels to print. It is important the employee ID cards are exactly 9 digits, Department/tasks are 2 to 6 digits depending on Data Clock version, and Jobs no more than ten (10) digits. Larger ranges will create an error. Have the code for each contain the same number of digits. If you run employee ID bar codes for employees 1-1000, enter 0001 to 1000 in the From and To Range boxes.

Job Number Note: The From: and To: fields for job numbers must contain the same number of characters. For example, to print a job code range from 1 to 100, enter 001 in the From: field and 100 in the To: field.

☐ **Include Checksum Digit** only on Data Clock version TC21 and older data capture devices. Leave the box blank for all other systems.

☐ **Mobility Bar Codes:** Click in the box only if you have the TimeCentre Mobility data capture system of hand held, portable scanners. See next section.

Print: Once you have selected the options, press the Print icon.

Generating Bar Codes in Microsoft Word

If you wish to create your own bar codes independently of the TimeCentre database, feel free to do this. You can create bar codes with any Windows-based word processor with the 24-point font called C39P24DmTt, which is installed with the Bar Code Generator module in TimeCentre.

Description	Sample Code	Bar Code Font	Length
-------------	-------------	---------------	--------

Employee	*XXXXXX*	 *123456*	1-9 digits (ATS, RSI Hand Punch) 1-6 digits (all other)
Department	*XXXXXX"	 *123456*	1-6 digits
Job	*XXXXXX*	 *123456ABC*	up to 13 characters alphanumeric
Level 4 (Work Order)	*XXXXXXXXXXXXXXXXXX*	 *12345code*	up to 20 characters alphanumeric
Level 5 (Task)	*XXXXXX*	 *123ABC*	up to 6 characters alphanumeric

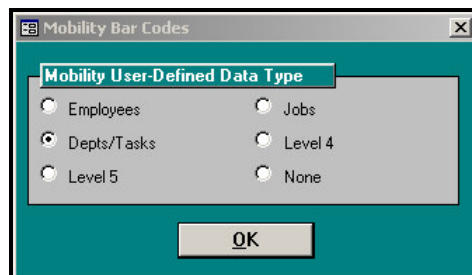
Bar Code Font: C39P24dMtT (or '3 of 9' barcode symbology) Font Size : 24 point

Microsoft Word Note: In some Word installations, *xx* is a **bold** shortcut. To remove this option, go to Tools | AutoCorrect | 'AutoFormat as you Type' within MS Word, and uncheck <“*Bold* and _italic_ with real formatting>.

Creating *Mobility* Bar Codes

The Bar Code Generator allows you to run bar codes for your complete database of employee badge IDs, department numbers and job numbers that have been set up in TimeCentre. Refer to the Mobility User guide for complete instructions on creating operation and other bar codes for the Mobility scanner. Mobility bar codes have an extra letter code at the beginning to identify what kind of bar code it is and prevents data from going to wrong field.

If you choose Mobility Bar Codes and User Defined Range, you can create bar codes that do not currently exist in the TimeCentre database.



Select one data type on the Form screen that appears when the Print icon is selected: either Employees, Department, Jobs, Level 4 or Level 5. If bar code is to be created for none of these categories, choose None.

Bar Codes for Mobility Data Capture Scanners. All Mobility scanners require the letter of the default tracking category, which is the first letter of the TimeCentre defaults for each tracking level. That is, instead of Employee bar codes both starting with * and ending with *, Mobility's Employee bar codes will begin with an "***E". Department "***D", Job "***J", Work Order (level 4) "***W" and Task (level 5) "***T"; each still ends with "***". Be sure to respect the TimeCentre hierarchy in creating codes for the various levels. No matter what you have named your tracking categories, they must contain the first letter of the TimeCentre defaults for each tracking level.

Tips for Printing Bar Codes

- ⌘ Some laser printers provide a higher fuser heat when the single sheet feed is used. This may help in providing longer lasting labels.
- ⌘ If the printer has a darkness setting, adjust this. Excess toner tends to spread past the lines in the codes and make them less readable.
- ⌘ Alignment problems may be solved by single sheet feeding the sheet of laser labels in the printer.
- ⌘ Jamming may be resolved by opening the printers' back door (if it has one) to achieve a straight paper path feed.
- ⌘ Bar codes printed on plain copy paper are often marginal for readability. To run a test, improve the readability by using high quality laser paper stock. If you intend to use the plain paper copy for repeated reading with a bar code wand, it is recommended that you laminate the print out or place the sheet in a protective transparent sleeve.
- ⌘ If you modify the placement of the finished bar code, bear in mind that the reader needs to see a quiet zone of white space about 1/2" on each side of the bar code.

8. Security

Security Overview

Security is an optional module. If you do not need to restrict access to TimeCentre or get details of all edited punches, skip this chapter.

The TimeCentre Security module is designed to restrict form and report, division and department access. In addition, you can restrict the right to view pay and bill rates. Security has an Audit Reporting feature that lists all edited punch changes, documenting the old punch, new punch, who edited the punch and when it was edited.

Security is not automatically turned on when you first install TimeCentre. Turn Security on when you are ready to set up the parameters.

Note: Once Security is turned on, it cannot be turned off. The next time TimeCentre is launched, you will be required to enter a Log on ID and password.

Administrator

In the Security procedure, the initial default “Administrator” is the user that sets up all other users and has access to all forms, reports, departments and divisions in TimeCentre. Only the Administrator has access to the Security Setup form and can set up users and assign rights.

Users

With the Log on ID assigned to each user, users log on with the Log on ID and the password assigned by the Administrator. A user has access to only those forms, reports, departments and divisions set up by the Administrator.

Security Setup

To set up Security:

1. Select Setups | Security on the Main Switchboard and select Yes to turn on the Security feature.

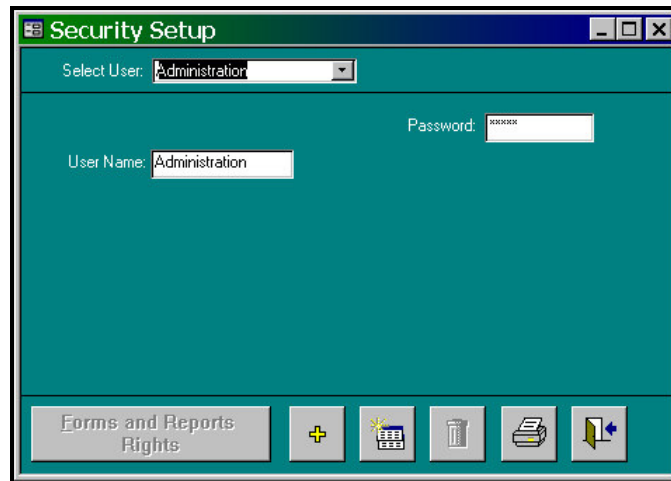
2. The Security Administrator's Log on ID is ADMIN and cannot be changed.

Note: Log on ID's and passwords are not case sensitive. "ADMIN", "Admin", and "admin" are all the same.

3. The initial password is also ADMIN and should be changed as soon as possible.

Note: It is recommended that you change the password for Admin as soon as possible, so that others cannot gain full access rights to TimeCentre unless you want them to. As with all security passwords, keep it in a secure place.

Security Setup Form



Note: Only the Administrator has access to the Security Setup form.

Select User. The current user appears in the Select User box. As other users are added to Security, they will appear in the drop down menu.

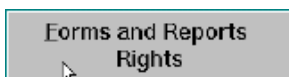
Log on ID: The Log on ID for the selected user appears in the form. The Log on ID cannot be changed for the Administrator, but can be changed for all other users.

User Name: The user name that has been set up is indicated in this box.

Password: The Administrator can change the password by typing in a new password in both the Password and Verify Password box. This change becomes effective once TimeCentre is closed.

Departments/Divisions: You can optionally restrict the access to certain departments and divisions for all users. The Administrator automatically receives all rights to all departments and divisions.

Note: No restrictions occur until the first department or the first division is selected. When restrictions are enabled, they allow access to the departments and divisions selected. For example, if a logon is configured to see department 10 and division 1, all employees in **either** department 10 or division 1 will be visible under this logon, **not** those employees that are in both department 10 and division 1.



Forms & Report Rights Select the Form & Report Rights to access a listing of all the securable forms and reports in TimeCentre.

Form and Report Rights Form

The screenshot shows the 'Access Group Rights' window with the user 'John Doe' selected. It contains two main sections: 'Form' and 'Report'. Each section has a table with columns for 'Description', 'On', and 'Read Only'. The 'Form' section lists five forms, and the 'Report' section lists six reports. The 'On' column has checkboxes, and the 'Read Only' column has checkboxes. The 'All' button is selected in the 'Form' section, and the 'Unsel' button is selected in the 'Report' section.

Form:	Description	On	Read Only
All:			
On:			
Unsel			
Read Only:			
Select			
Report:			
On: (All)			
Unsel			

Description	On	Read Only
Auto-Regeneration Schedule Form	☒	☐
Bar Codes Form	☒	☐
Bulk Time Entry Form	☒	☐
Bulk Transaction Entry Form	☒	☐
Caption Change Form	☒	☐

Description	On
(Option) Show Rates	☒
Approaching OT Report	☒
Attendance Report	☒
Attendance Summary Report	☒
Audit Record Report	☒

All the securable TimeCentre forms and reports can be found by scrolling the form and report sections. Leave the check in the **On** box if you want the users in the group to access that form or report. Check the **Read Only** box to restrict the user from editing the data on a form. (Reports are inherently read only.) Uncheck the **On** box and permission will not be granted to view the selected form or run the selected report.

Adding Users

Only ADMIN can add users and assign rights in TimeCentre Security.

1. Log in to TimeCentre as ADMIN.
2. From the Main Switchboard, select Setups | Security.
3. At the Security Setup form, press the Add icon to add a new user.

Creating Multiple Security Records

To duplicate a Security record for an existing user, press the Duplicate icon instead of the Add icon. This will give you a copy of all form and report rights, as well as division and department rights that are set up for the selected user, and will be applied to the new user. These rights are editable at any time.

Add New User Form



4. **Log on ID:** Type in a unique Log on ID for the new user. The user will be required to type in this Logon ID on every launch of TimeCentre.
5. **User Name:** Type in a security profile, which can either be the user name or their position for easy future reference.
6. **Password:** Type in a password for the new user. The user will be required to type in this password on every launch of TimeCentre.
7. **Verify Pswd:** Press Tab and type in the password a second time. Since you cannot see what has been typed, verification helps avoid typing errors.
8. Press OK to return to the Security Setup form.
9. The new user will appear in the Select User drop down menu. Select this new user and assign Security rights (Steps 11-14). If you have duplicated rights from another user, all those rights apply.
10. **Departments and Divisions:** All departments and divisions are available to the new user. In order to limit rights to certain departments or divisions, press the drop down arrow to select from the list. Only information concerning the selected departments **or** divisions will be available to this user.

Note: If you have not yet set up divisions and departments, you must do so before assigning Security.

11. **Form and Report Rights:** All the securable TimeCentre forms and reports can be found by scrolling the form and report sections. The default setup has total access, Click in the box to uncheck the items you want to restrict.

Pay and Bill Rate Restriction

To restrict users from viewing pay and bill rates, remove the X from the box “(Option) Show Rates” in the Report parameters.

This action prevents rates from appearing on any TimeCentre report, hides the rate column in the Employee Setup Screen, Department Code Setup form and the Job Code Setup form. It also turns off the 'Rates to Show:' control on the Configuration form, where default settings are established.

Security Rights Reports

Press the Print icon to print the Rights report for this user.

Obtain a Security Access Rights report for each user, which lists their Logon ID and form and report rights (via Print button on Form and Report Rights form).

TimeCentre Security User List					
Group	Log on ID	User	Log on ID	Division	Department
Administration	Admin	Administration	Admin		
User 1	User 1	User 1	User 1	1 Division 1	1 Dept. 1

The Security User List provides the Administrator a listing of all users set up in Security, their Logon IDs, division and department rights (via Print button on Security Setup form).

TimeCentre Security Access Groups				
	Type	Description	On	Read Only
Group: Administration				
ID: Admin				
	Report	(Option) Show Rates	☒	☐
	Report	Approaching OT Report	☒	☐
	Report	Attendance Report	☒	☐
	Report	Attendance Summary Report	☒	☐
	Report	Audit Record Report	☒	☐
	Report	Automated Results Report	☒	☐
	Form	Auto-Regeneration Schedule Form	☒	☐

Press the Close icon to exit this form.

When you have finished entering all users, exit TimeCentre. At the Exit TimeCentre screen, note the option to "Log on as a different user". This allows the administrator to work on a session and then turn it over to another user with a different security profile.

Deleting Users

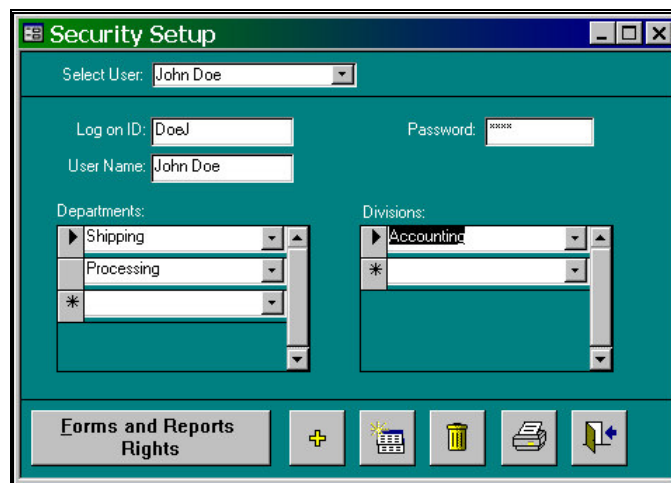
Users can only be deleted by the Administrator.

1. Access the Security Setup menu, Setups | Security and select the user to be deleted from the Select User drop down menu.
2. Press the Delete icon.
3. At the warning screen, select Yes to delete or No to cancel.

Changing Passwords

User passwords can only be changed by the Administrator.

1. Access the Security Setup menu, Setups | Security. From the Select User drop down menu, select the user whose password is to be changed.



2. Click in the Password box and enter the new password.

Audit Management

The audit management feature comes standard in TimeCentre. It offers an audit trail of all changed, added and deleted records by date range and includes any edits made to the clock data table through the Edit Time Cards and Edit Exceptions forms.

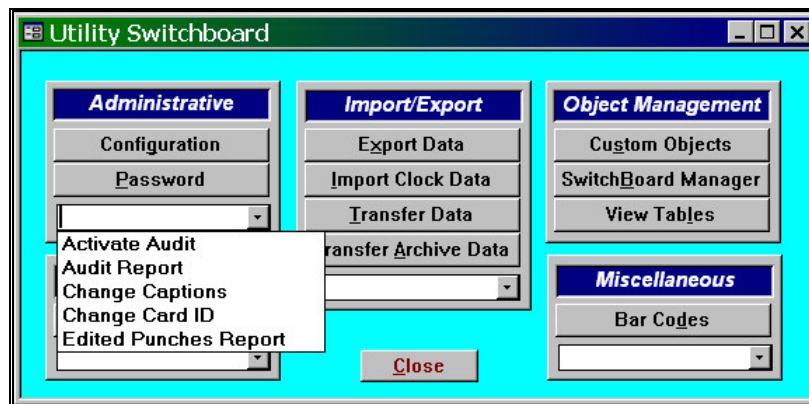
Activate Audit

Audit is turned OFF (and is not visible in TimeCentre) by default on a new installation. Audit tracking can be turned on only. It cannot be turned off once it is turned on.

Note: The Security module must be enabled before Audit can be activated.

Technical Note: Once Activate Audit has been selected, the menu option is deleted from the drop down menu on the Utility Switchboard.

1. Turn on Auditing by selecting Administrative | Activate Audit from the Utility Switchboard.



2. Press Yes to accept, No to cancel.

Audit Report

Once the Audit feature is activated, if clock data is changed, the old and new records are recorded in the audit tables.

To run an Audit Report:

1. Select Administrative | Audit Report from the Utility Switchboard.
2. Enter the date range by entering dates on mm/dd format in the From: and To: boxes. The current year is assumed. The date range is the dates when the changes were made; it is not the date range of the clock punches.
3. If you would like to limit the number of records, shifts, divisions, departments, etc. you would like in your report, change the parameters on the Main Switchboard.
4. Press the Print icon to print the Audit Management Report.

Section III

Employee Setup

9. Employee Setup

10. Managing Employee Data

9. Employee Setup

Employee Setup Overview

The next step in the TimeCentre process is to add employee information. Employees are added, edited or deleted from the Employee Setup form.

It is helpful to already have department codes, holiday groups, pay policies, schedules and shifts set up (if applicable) before adding employees so you can assign this information to employees.

Additional fields, sorting options and filters allow you to view and print data in a variety of ways. Reporting parameters allow sorting by either employee name, badge ID, department number or shift, for an individual or range of employees.

Note: It is not necessary to have employee names set up before using the data clock. However, the punches for an employee who has not yet been set up will not appear on any reports or edit forms. It is recommended this information be added before reports are run so employee names are included on reports.

Employee Setup

New employees can be added directly to the Employee Setup form.

To open Employee Setup:

1. Press the Employee icon on the toolbar, or select Setups | Employees from the Main Switchboard.
2. Press the Plus icon to open a new record. Begin by typing in the data requested for each cell and press the <enter> or Tab keys after each entry. The data is saved after leaving the field just edited. To see a report of all records, click the Printer icon.
3. You will be setting up employees and assigning all default codes that apply to them. These codes have been set up in Chapter 4. If you do not see your choice in the drop down menu, you can add a new code on the fly. Simply cursor to the box, double click your mouse, and the appropriate Setup form appears.

Employee Setup Form

The screenshot shows the 'Employee Setup' window. At the top, there's a title bar and a 'Find' button. Below that, the 'Employee' field is set to '1001' and 'Active' is checked. The 'Name (Last, First)' field contains 'Smith, John'. The 'Payroll ID' is '1001', 'AutoLunch' is '4', and 'AutoLunch Deduct' is '0.5'. The 'Divison' is '1', 'Home Dept' is '2', 'Supervisor' is 'Rogers, Karl', 'Pay Rate' is '\$0.00', 'Bill Rate' is '\$0.00', and 'Rate Matrix' is 'None'. The 'Pay Policy' is '3', 'Holidays' is 'Holidays 2002', 'Schedule' is '1', 'Punch Round' is '1', 'Shift' is '1', and 'Shift Differential' is checked. There are buttons for 'Print Badge' and 'View Snapshot'. A 'Sort Option' section has radio buttons for 'Badge ID', 'Employee', 'Department', and 'Shift'. There are also checkboxes for 'Show Rates' and 'Show Active Only', and buttons for 'Import' and 'Refresh'. The status bar at the bottom shows 'Record: 3 of 3'.

Note: For information on badge-printing through TimeCentre, please go to Appendix B: 'Badge Printing and the Eltron Printer'

Complete the following fields in the Employee Setup form. Press the drop down arrow where applicable to access codes previously set up in the Setup menu on the Main Switchboard.

ID: This is the employee's badge ID entered into the data clock. Depending on your data capture device, it can be from 1-9 digits.

Name (Last, First): This is the employee name. Last name is entered first for sorting purposes.

Payroll ID: This field is especially important for linking the TimeCentre information to payroll, human resource and other programs. You can use any alphanumeric entry up to 50 characters, such as a social security number. Unless you export data to payroll or import from HR, this field is optional.

Division: Use the drop down menu to select an applicable division number for each employee for reporting purposes.

Home Dept: Use this field for situations in which all employees work in the same department for a whole pay period. In this case, individuals do not need to key in a department number when clocking in on the data clock, as the clock may be configured to supply this number by default. Use the drop down menu to select an applicable department number for each employee.

The home department can be up to six digits, depending on your data clock. Data clock versions earlier than 2.0 are limited to two-digits for home department.

If the default department feature is activated on the data clock, any keyed-in department numbers will override the home department entry on reports.

The home department can still be used for sorting and report distribution purposes. Whenever the home department entries are used, all reports sort first by home department and then by either

badge ID or employee name, depending on your preference. (See Chapter 4 - Company Setup for more information.)

If no home department is selected, the default is set to 0.

Shift: If you do not have multiple shifts in your company workday, select <None> from the drop down menu.

To select a shift number, choose 1st, 2nd or 3rd shift from the drop down menu, or you can type in any shift number in this field. A shift identifies a defined work period for an employee. Many plants have three designated shifts dividing the day into three eight-hour components.

By setting the shift parameters on the Main Switchboard parameters box, you can generate reports for a single shift or a range of shifts. You can also run a Who's In or Who's Not In report based on this shift number.

Note: There are special considerations for shifts spanning midnight. If this is of interest to you, refer to the Shift Considerations section in this chapter.

Shift Differential: This option permits the ability to award extra pay for time worked within or outside the employee's normal or standard shift time. Shift differential rule groups set up in Shift Differential Setup (Chapter 4 | Step 6) correspond with shift numbers; 'Shift Differential' must be selected (marked with an 'x') for each employee that is eligible. These calculations are automatic once enabled.

Round: If you want employee's punches to be rounded as set up in Chapter 4 | Step 7, select a punch rounding policy for each employee. The drop down arrow provides a listing of all the policies that have been previously set up.

Schedule: Select a schedule number to assign to each employee. The drop down arrow provides a listing of all the numbers that have been previously set up.

Holidays: Holiday pay, premiums and benefits can automatically be assigned. Select a holiday group for this employee by choosing from the holiday groups previously set up.

Automatic Lunch Deduction: For companies where it is not convenient to have employees punching out for lunch, the AutoLunch Deduction feature automatically subtracts a pre-determined lunch period after a set amount of time is worked each day. Establish a unique deduction amount for each employee (Deduct), and establish the minimum time to work before a deduction is calculated (Worked Hrs.). See Shifts Spanning Midnight for special considerations on Automatic Lunch Deduct.

Auto Lunch Worked Hrs.: Type in the minimum time, in hours, to be worked before the lunch period is automatically deducted.

Auto Lunch Deduct: This field works in cooperation with the Auto Lunch Worked Hrs. field and indicates the actual amount of time to be deducted for a lunch period. Type in the amount of time, in hours, to be deducted. This number appears in red.

Supervisors: If you use the Supervisor Exception Sign Off feature, press the drop down arrow to select the supervisor assigned to this employee.

Pay/Hour: (for reporting purposes only) Type in the employee's base wage rate per hour in this field. Reports can optionally display the total pay so costs can easily be determined for the employee, or for a division, shift and date range. Rates by Department or Job can also be assigned.

Pay/Bill Rates: To hide rates on this form, deselect the ‘Show Rates’ checkbox. To print reports with bill or pay rates calculated, select the rate type on the Form and Report Parameters section of the Main Switchboard.

Bill/Hour: (for reporting purposes only) If you use TimeCentre data to bill customers, you can enter a bill rate per hour for this employee. This feature is often used for third party billing documentation. Rates by Department or Job can also be assigned (see ‘Department Rate Matrix by Employee’ in chapter 4, and ‘Job Rate Matrix by Employee’ in chapter 6).

Pay Policy: This is the overtime pay policy to be assigned to this employee. Select a pay policy from those set up in Chapter 4 | Step 5.

Matrix: Press the drop down arrow to choose between Department, Job or None. The Department or Job Rate Matrix can be used for billing or reporting purposes, and is based on a department or job rate rather than the employee's pay or bill rate. Using the Rate Matrix field by Employee (see Department Setup and Job Setup) supercedes all other rates.

Active: Toggle between Active and Inactive employee status by clicking on the Active box for each employee. The Who’s In and Who’s Not In Reports ignore inactive employees. Once a badge ID is marked inactive it cannot be reassigned. If ‘show active only’ is checked, inactive employees are not included in the total employee count.

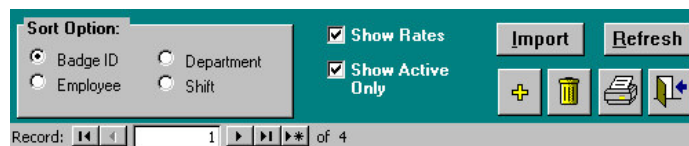


Note: If you *change* an employee’s status or any employee information, press the Refresh button for the change to be visible.

Viewing Employee Records

Specific reporting parameters are listed on the Employee Setup form and are described in detail below. This allows full control of report/viewing of employee information.

Sort Option: You can sort records by badge ID, employee name, department number or shift by clicking on the appropriate button.

A screenshot of the Employee Setup form. It features a 'Sort Option' section with radio buttons for 'Badge ID' (selected), 'Employee', 'Department', and 'Shift'. To the right are checkboxes for 'Show Rates' and 'Show Active Only', both of which are checked. Further right are 'Import' and 'Refresh' buttons, followed by a set of icons: a plus sign, a trash can, a printer, and a refresh arrow. At the bottom, a 'Record:' field shows '1' of '4' records.

☒ **Show Rates:** This selection allows bill rates and pay rates to be hidden from view on this form. This is helpful when employee reviews of a confidential nature are performed. Simply click in the box to hide all rates.

☒ **Show Active Only:** This allows inactive employee information to be hidden. Remove the X in this box to show both inactive and active employees.

Import: Press this button to import employee data from an outside source. You have the choice to import employees with badge IDs or without. More information is found in Chapter 13.

Refresh: Press the Refresh button to re-sort employee data alphabetically, bring the form back to the first record, and remove inactive employees from view.

Print Employee Listing

Press the Print icon to print a listing of all employees and their assignments.

Shift Considerations when Shifts Span Midnight

TimeCentre's overtime calculator is based on midnight to midnight. In organizations where shifts start before midnight and end after midnight on the next day, there are some special considerations to ensure overtime, lunch and pay period cutoff times are calculated correctly.

Automatic Lunch Deduction

If your shifts span midnight and employees punch out for lunch after midnight, you need to consider a couple of issues concerning the lunch deduction.

If an employee only punches in at the beginning of the shift and end of shift, there are no concerns. Lunch deductions will occur correctly.

If department or job transfers are used, the AutoLunch deduction can misreport as a result of a transaction time that is initially shorter than the minimum time necessary to trigger a lunch deduct. This can be overcome by changing the minimum time. However, in most cases it is recommended that AutoLunch not be used in these situations and that employees punch in or out for lunch. Lunch punching also supports more accurate labor distribution reports than AutoLunch.

If you find an error has been made in AutoLunch Deduction calculations, and these have been assigned to employees, you can remove all AutoLunch Deductions for the current period from the Utility Switchboard, Miscellaneous | Delete AutoLunch Punches.

Pay Period Cutoff Times

The second consideration in shifts spanning midnight is with pay period cutoff times. Overtime accruals and transactions after midnight may fall off the current period. The way to prevent this is to change the start time of the pay period.

Careful consideration should be made to enter this correctly. Since all transactions in the pay period are sorted by the start time, you should provide some allowance for "early in" at the beginning of the shift.

Example: If you would like to get all the transactions for a shift that runs from 11PM to 7AM the next day, set the pay period start time to around 6AM. This means that all starts after 6AM will fall into the next period. The start time is changed in the Company Setup form.

Managing Employee Records

It is important to keep employee information current in TimeCentre to assure a concise database, accurate reports and payroll calculations. All employee names, badge ID numbers and default codes have been assigned. Whenever any of this information changes, it is important data be changed in the Employee Setup Form.

This chapter will assist in keeping employee data current and instructs the procedures for editing employee information, deleting employees, and managing bill and pay rates.

Editing Employee Information

If at any time you wish to change assignments you have made for an employee, make changes directly on the Employee Setup form.

1. Highlight any text you wish to edit, and type over it. In the case of the Card ID, you will be warned about the effects of manually changing the Card ID for an employee. To change a Card ID, use the 'Change Card ID' function, found on the Utility Switchboard | Administrative dropdown.
2. Press <Esc> to return a record back to its original condition.
3. When editing is complete, press the Refresh button to see all changes in all employee records.

Deleting an Employee

The Delete process deletes the record for that Card ID from the Employee table. When the Period End routine is next run, all historical records for that employee will be lost.

If you do not want to delete historical information but want to remove the employee from the Employee Setup form, do not delete! Proceed as follows.

1. Change (via the Change Card ID function, on the Utility Switchboard) the employee Card ID to an out-of-range number, such as, say, in the 90000 range.
2. Change employee to Inactive Status, by unchecking the 'active checkbox on the Employee Setup form.

To delete an employee record from the Employee Setup form, after determining it to be safe to do so:

1. Select the employee record you want to delete.
2. Press the Delete icon or the Delete key on your keyboard.
3. As a safeguard, you are asked to confirm. Press OK to delete the record.

Add a New Employee

1. Press the Plus icon.
2. Enter the new employee ID number and employee name..
3. Assign all applicable codes that apply to this employee

Inactive Employee Status

You can change an employee's status to Inactive in the Employee Setup form by removing the 'x' from the Active checkbox. This is often the preferred method to deleting an employee as all employee's historical records remain intact.

An 'x' in the "Show Active Only" box hides all inactive employees on this form.

Inactive employee badge IDs cannot be reassigned.

If you want to retain historical information for an employee, but want to remove the employee from the Employee Setup form, do not delete!

- Change employee to Inactive Status by removing the 'x' in the Active checkbox for the employee.

Assuming 'Show Active Only' has been checked, press the Refresh button and the employee will be hidden from view.

- The inactive employee ID number cannot be reassigned until it is deleted.

Caution: Be aware that if, at a later date, you choose to archive inactive employee records, there is no way to insure that the Card IDs have not been re-assigned. In order to prevent this from occurring, change the Card IDs to out-of-range number, then mark these employees inactive.

Archiving Inactive Employees

If you have a high turnover of employees, archive the employees who no longer work for you.

From the Utility Switchboard, select Archive | Archive Inactive Employees. Press Yes to accept. All inactive employees are moved from the current database to the archive.

Note: Be sure to unarchive such employees before running historical reports, as reports do not consider data of archived employees.

To Unarchive the Inactive Employees

Select Archive | Unarchive Inactive Employees from the Utility Switchboard. Press Yes to accept. All inactive employees are moved from the archive to the current database.

Note: Archived employee numbers are not protected from reassignment. It is important not to reassign employee badge IDs as this affects historical reporting information. You may choose to change the inactive badge ID numbers to an out- of-range number series before archiving if you wish to re-use badge ID card numbers, and want historical reporting to remain true.

Change Employee Badge ID

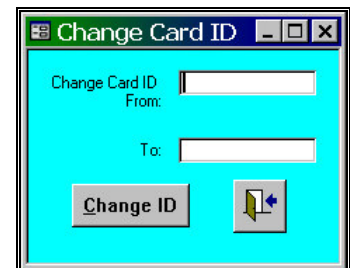
Once an employee badge ID is created, it is a primary key throughout TimeCentre. If an employee loses their badge ID, and a new badge re-issued, you can change the ID number for this employee.

Note: Companies often choose to assign a new out-of-range badge ID to a terminated employee before marking them "inactive" to insure their badge ID is not re-assigned. This averts the danger of assigning the badge ID to another employee in the event inactive employees are archived at some future point.

This change affects TimeCentre globally, including historical records.

To change badge ID:

1. Access the Utility Switchboard, select Administrative | Change Badge ID.
2. Enter the badge ID to be changed in the "Change Badge ID" box.
3. Enter the new badge ID in the To: box and press the Change ID button.
4. All data in the active and historical files for this employee will



now reflect the new badge ID.

5. Make a note of this change on the Employee Badge ID Log.

Determining Employees Not Entered in System

Employees can begin entering clock data even before badge IDs have been recorded into the TimeCentre database. To determine which employees are not yet set up, run the Exceptions report.

To access the Exceptions Report:

From the Main Switchboard, select Time Card Reports | Exceptions.

Any cards without employee setup information are noted in the section “ID Numbers w/o Names”.

Go to the Employee Setup form and set up the employee. (See the ‘Adding an Employee’ section in this chapter).

Regenerate Totals

Whenever a change is made to the employee setup information or punch data, an internal trigger is set in TimeCentre which forces regeneration of totals, which allows changes to be reflected in reports. Totals can also be run manually, as follows:

To Regenerate Totals:

Select Edits & Processes | Regenerate Totals on the Main Switchboard. All schedule rounding, exceptions and absence reporting, shift differential calculations and auto lunch deductions are performed at this time.

Do not interrupt the regenerate totals action once it has begun.

Importing Employee Data

If you have a large number of employees from another program and wish to transfer this data into TimeCentre, please refer to the ‘Importing Employee Data’ section (Chapter 13) of this manual.

Section IV

COMMUNICATIONS

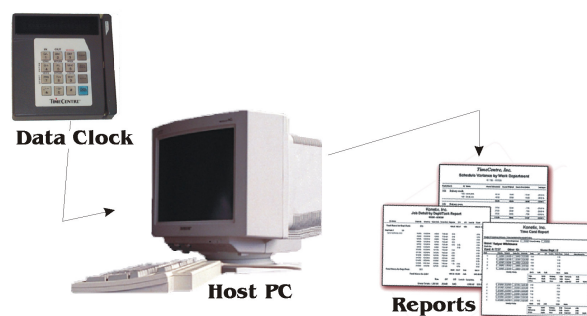
10. Between Database and Collection Device

10. Communications

Introduction to TimeCentre Communications

TimeCentre Communications provides the link between your data collection device (clock) and the TimeCentre database program, in the following ways:

- ♦ Over a telephone line connection to your host PC's modem.
- ♦ Over a serial cable connected directly to your host PC.
- ♦ Over an RS485 cable network also connected directly to your host PC.
- ♦ Over a TCP/IP Ethernet connection. (A2000 Data Clock and HandPunch 3000 and 4000)



Refer to your data capture device user guide for details on communication options available with your system.

TimeCentre's Communications process can be fully automated with the built in timers and schedules, or obtain clock downloads on demand.

Important: Do not call technical support for help setting up communications with your host PC until you have followed all the directions in this chapter carefully. We will be happy to assist you, but there will be a charge if your system does not comply with the minimum configuration described in this chapter. If you do not understand how to set up data communications, contact your computer dealer or a competent data communications consultant.

Secure Data Transfers

In addition to providing the communications link between the clock and the database, TimeCentre Communications provides a log of all data transmission activities, which can be used to verify data transmissions and diagnose potential problems.

To insure that you do not lose data during data transmission, the TimeCentre Communications program employs a packet error-check on each transaction from the clock and provides a double backup and audit trail of the data that has been transferred. Data in the clock is not deleted until the transfer has been completed successfully.

Standardizing Your Operations

If you haven't already done so, take some time before implementing TimeCentre to decide what communications process is most appropriate for your company.

For example, putting TimeCentre Communications in the Startup folder in Windows will insure that Communications is loaded every time you launch Windows. Taking advantage of the Automatic Begin and End Times (modem) in the Communications Setup window will release the phone line during inactive periods and allow the use of other communications packages to be used while TimeCentre Communications is inactive.

Note: Be sure to leave your PC on if your data communications occurs after hours.

TimeCentre Communications Options

Details are listed below for all communication methods. If you choose to use the serial or telephone connection, select between initiating the data transfer at the clock (Host mode) or at the PC (Auto mode). If you choose the LAN or Ethernet option, data is updated continuously (using a polling process which is initiated at the PC.)

Telephone Communications

The most popular method for gathering clock data is over a telephone line.

The advantages to telephone transmission:

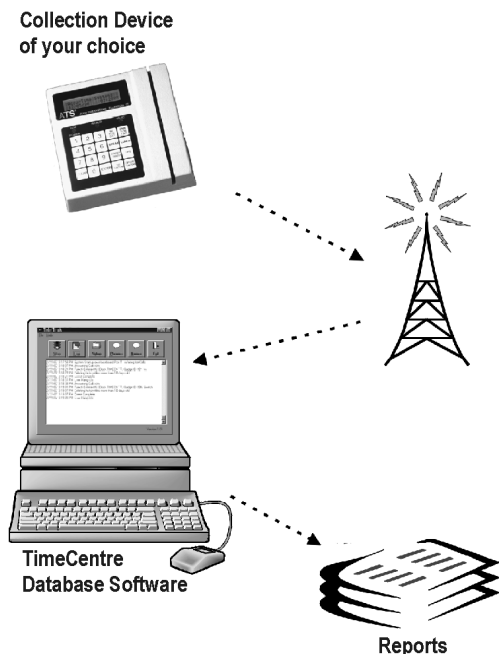
- ◆ You are not limited by distance.
- ◆ You generally do not have to install much wire.
- ◆ A phone system can provide a very inexpensive network for many clocks.
- ◆ TimeCentre may also be used in conjunction with most PBX and key service phone systems that provide analog connections. Instead of dialing up through the phone company's central office, data is transferred internally within the company.

The disadvantage to using the phone line:

- ◆ If there are problems with noise on the line or an otherwise poor connection. A manual intervention may be necessary to download your data.

The procedure for telephone communications begins by setting up an automated daily schedule to poll each clock or selecting a group of clocks to poll. Then execute the sequence on demand from your PC whenever you need the information. Polling has a tremendous advantage in flexibility and control over the clocks in the system.

In most cases, polling a clock requires that the clock be on a dedicated line. This means it cannot share the line with any other phone or fax device. Because of the extra expense involved, many users choose to use the Host mode – in which the clock initiates the phone call (V53x Series and A300/2000 data clocks only). In this scenario the clock can share a line with another telephone or fax device. The disadvantage to Host mode



is that uploads from the clock are limited to one automated transmission per day. However, even in this situation, the user can manually initiate as many uploads as necessary.

Serial Communications

A serial connection is probably the most certain method of communication. It consists of a cable that is run between the PC and the clock. This method should be used when a singular clock is in close proximity to the PC. It is recommended that serial cable length not exceed 200 feet.

Serial communications can be used to poll clocks from the PC or can act as a host for automatic uploads from the clock. To check the data in the clock frequently, the polling method is recommended.

Multiple Data Clock Considerations

Practically speaking, you can only connect one data clock to each serial port, unless you are using an AB switchbox. If the clocks initiate the communication process, you can add more clocks if you add a serial multi-port device ahead of the PC. This must be a non-buffered device and only a limited number of brands will work. Another way to handle multiple serial clocks is to have each clock connected to its own PC on a network. This may prove awkward for good data management. Consider an RS485 LAN or Ethernet connection to physically connect multiple clocks.

RS485 LAN Communications

RS485 LAN communications provides a real-time connection to the PC for up to thirty-two (32) data clocks on one line. The data is continuously sent to the PC as long as there is not a break in the line. If the data line is broken, data is stored in the clock until the line is re-connected.

The RS485 LAN can be up to a maximum of 4000 feet long with each clock connected in series. This is the method of choice for large installations needing many clocks. The disadvantage is that a PC must be dedicated to the collection process for real-time transmission.

TCP/IP Ethernet Communications

TCP/IP Ethernet communications provides another real time connection to a Windows 98/NT/2000/XP PC with TimeCentre A2000 Series data clocks or Hand Punch 3000 and 4000 units.

With an Ethernet system, you can use existing in-house Ethernet wiring to connect the data clocks with the host PC (TimeCentre database). If you have a 10baseT system, clocks can be plugged into your existing hubs.

The number of connections are limited to the practical limits of your network bandwidth. Follow IEEE protocol.

Combining Polling and Host Communications

Most installations will find that Host mode (clock initiates the data transfer phone call to the host PC) is a sufficient, economical and simple method to transfer data. If you require more timely information on demand, the clock polling method needs to be incorporated. The Polling method allows the PC to call the data clock to transfer information on demand.

Fortunately, TimeCentre Communications supports both methods of communications. Once you select Auto, inbound calls from the data clock will also be handled provided that inbound and outbound calls are not scheduled for the same time.

Communication Setup

- ♦ TimeCentre Communications is automatically installed with the TimeCentre Database Software.
- ♦ Before you can properly set up your TimeCentre Communications, make sure that the modem, serial, RS485 or Ethernet connection is properly installed. If using a modem connection, it must be an approved modem and listed in the Communications Setup (modem tab) form.

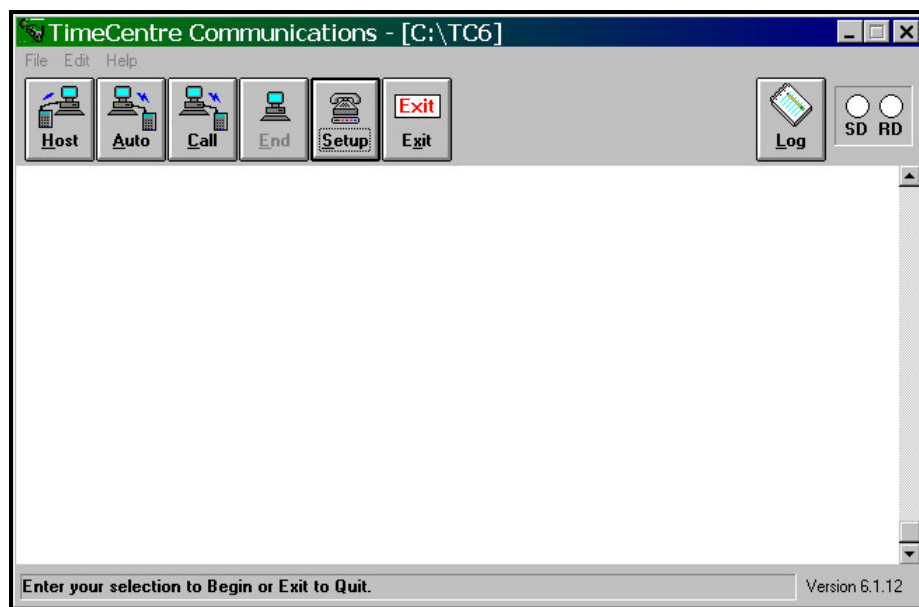
Important: TimeCentre Communications will only function with an approved modem, though technical users can create their own provided they have their modem's initialization string. (See Modem Setup section for details.)

- ♦ In order for data to properly transfer to the correct database, TimeCentre must be set up to accept the incoming data. If there are no companies set up, Communication will not take place. Whenever an upload is executed by the clock, the files for any company set up in TimeCentre are automatically updated with incoming data.

Navigating Communications

Start TimeCentre Communications

1. Launch TimeCentre Communications.
Press Start | Programs | TimeCentre 6 | TimeCentre Communications.



Host

When you select the Host mode, you are ready to receive a communication from the clock, initiated by the clock, at a time either automatically set at the clock or manually started. Host mode is the most common method to have data transmitted from the clock. Click on the Host button to start communications in Host mode. Select the Host mode for RS485 and TCP/IP communications.

Auto

(Serial and Modem communication only)

The Auto mode originates calls from the PC to poll one or more data clocks. Calls are automatically made by TimeCentre Communications based on pre-set dial times. Click on the Auto button to start.

Location ID	Location Name	Phone Number	Selected	Dial Time
1	BreakRoom	555-5555	☒	01:00 PM
2	Hallway	666-6666	☒	02:00 PM

2 -

Begin Poll Cancel

Location ID Note: Only V series data clocks (Zon) use 3 digits such as 101, 102. For the A series clocks (A300/2000, use 1 digit such as 1, 2.

When you press the Auto button, the Terminal Polling Selections form is displayed on which to add additional events before beginning the communications session. Any item without a dial time is skipped. If a call is unsuccessful, two additional attempts will be made before going to the next item. That clock's data will be kept in the clock until the next communication attempt.

Note: For more information, refer to the Polling Schedule section.

Call

(Serial and Modem connection only)

This feature functions much the same way as the Auto button except is intended to make calls in sequence without respect to the time. When the Call button is pressed, the list of locations appears in a dialog box.

Click in the Selected box to change the selection to Yes and press the Begin Poll button. You can also enter new locations at this time. Only items with Yes selected will be dialed. Dial times are ignored with this feature. Each item is dialed until the last item with the Yes option is completed.

End

Pressing End stops communication with the port or modem and resets the port. Press End before you exit or use Setup.

Setup

Setup opens the dialog box to set up all the communication parameters.



Log

The Log button opens a file of all communications activity. Refer to The Communications Log section for more information.



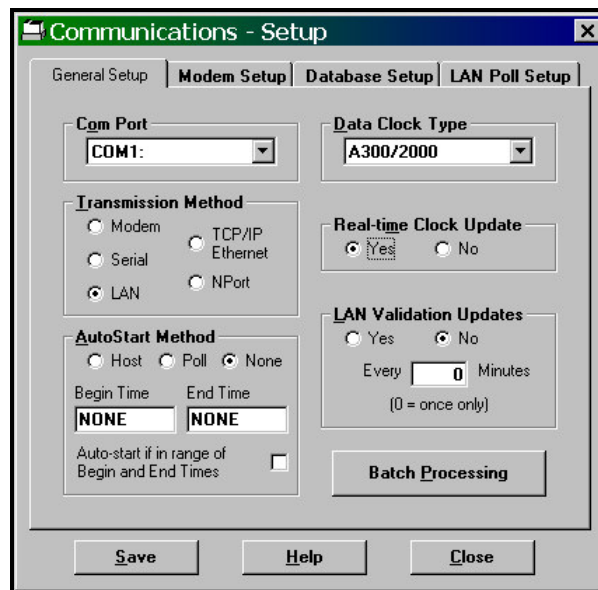
Setup Communications

Select the Setup dialog boxes by pressing the Setup button.

Click on the appropriate tabs to complete the setup.

- ♦ **General Setup** (for all installations) Choose the transmission method, data capture device and polling type.
- ♦ **Modem Setup** (indicate modem type if applicable)
- ♦ **Database Setup** (for all installations) Verify the data capture information will be transferred to the correct database file location on the host PC.
- ♦ **TCP/IP Setup** (for Ethernet setup only) Define location of all terminals in your installation.

The Save button will only be enabled if changes have been made.



General Setup Tab

Com Port: Select the COM port to which your modem or serial connection is attached. Click on the appropriate button with the mouse. If you have questions, contact your system administrator to determine the correct COM port.

Data Clock Type: The data clock type refers to the brand of data collection device you are using.

- **V500:** Check this if you are using V Series data clocks and/or PCTimeClock
- **A300/2000:** Check this if you are using the A300 or A2000 data clocks.
- **A7000:** Check this if you are using the A7000 data clock.

- ◉ **RSI:** Check this if you are using the Biometric HandPunch system.
- ◉ **Mobility:** Check this if you are using the Mobility hand held portable scanner system.

Transmission Method: This describes the connection between the database software on the Host PC and the data capture device. Choose one:

- ◉ **Modem:** If you are using the phone line to communicate, select the Modem option
- ◉ **Serial:** If you are attaching the PC directly to the clock through the serial port, select the Serial option
- ◉ **LAN:** If you are collecting real-time data with an RS485 multi-clock installation, select LAN and enter the number of clocks (terminals) to be polled.
- ◉ **TCP/IP Ethernet:** Select TCP/IP for the A2000 or RSI Ethernet clocks.
- ◉ **NPort:** Select NPort if the NPort Serial-to-Ethernet converter is used in conjunction with your collection device (Note: the NPort works only with select collection devices. At the time of this writing, supported devices are the ATS 300 and 7000, and the RSI 2000. Check with your vendor for additions to this list.).

Auto Start Method: AutoStart is beneficial if you automatically execute the communications software. To schedule communications to occur at a specific time, set up the auto start method as a default on this form.

- ◉ **Host:** the data capture device initiates the call to the database software (not available with RSI units, except Ethernet)
- ◉ **Poll:** allows the database to initiate the call to the data capture device. Be sure to set a Begin Time and End Time on this form (see below). Dial times, numbers and locations must also be set up (see Polling Clock Schedule section.)
- ◉ **None:** allows you to choose the communication process every time you open Communications.

Begin Time: In situations where you are using a shared voice or fax line for nightly clock uploads, the Begin Time turns TimeCentre Communications on at a specified time (communications must already be running and idle) and enables it to receive clock data. Enter the 24-hour time to turn on the operation of the communication. This feature works in conjunction with the AutoStart method to determine what method of communication will be executed. If you leave the setting on NONE, press the Host, Auto or Call button to start the communication process each time. By using the Begin/End Time feature, you can leave TimeCentre Communications launched all the time; it will only activate at the time specified. If you have chosen to use a Begin Time, enter an End Time in conjunction with this command.

End Time: The End Time returns the Communications program to an idle state at a specified time. Enter the 24 hour time in this box so that the modem will not be answering the phone after the clock downloads have occurred.

LAN Validation Updates: This allows schedule and validation information to be downloaded to all A Series LAN clocks (as well as the RSI 3000/4000 LAN or Ethernet) at the start of the polling process, which occurs after all stored data has been uploaded.). Select No to bypass this operation, or Yes to unconditionally perform this operation. Press Save to save any changes and exit.

Batch Processing (for multi-clock installations): This option is used if you have installed multiple clocks and want to match transactions coming from multiple clocks automatically. Pressing this button displays the schedule form for creating the matched transactions. The schedule will be triggered only if a download has occurred.

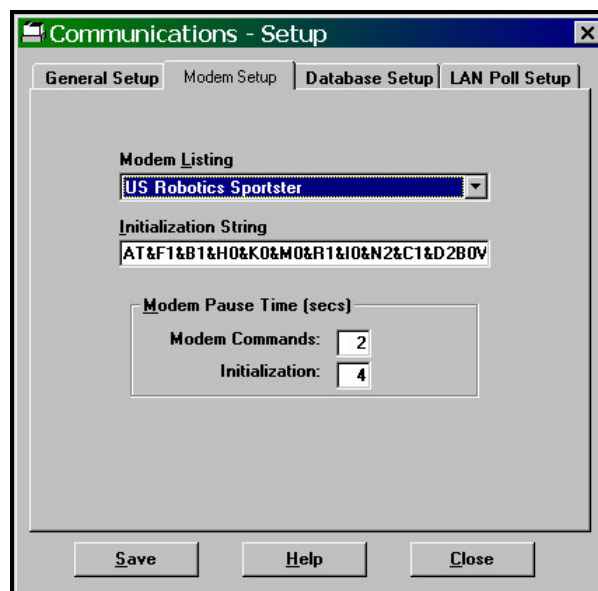
Each entry in the batch-processing schedule consists of a clock name, a day of week and a time entry for the processing to take place. Remember to schedule the automatic processing for every day you collect data.

Multi-Clock Note: See **Polling Schedule** section and **Multi-Clock Installations** section. If you choose to not set up a schedule, you can alternately join transactions manually in the TimeCentre database by selecting Edits & Processes | Match Transactions from the Main Switchboard or select AutoMatch Transaction on Startup from the Configuration form.

Save: Press the Save button once all the selections are made in this General Setup form. The Save button will only activate if changes have been made.

Modem Setup Tab

Press the Modem Setup tab to access modem setup information.



Modem Listing: Select an approved modem from the drop down menu.

Technical Note: If your modem is not listed, experienced technical users may add a modem provided the initialization string is known. Select <<Custom>>, which allows you to type in the required Initialization String.

Initialization String: The initialization string is used to set up your modem for communications with the collection device. It turns on certain features of the modem, and is also used for disabling data compression and error correction on your modem, which is required for communication with TimeCentre data clocks. The appropriate string is listed when you select an approved modem from the list

If you do not completely understand modem initialization strings, obtain the assistance of a qualified computer technician before proceeding.

Custom Initialization String: Since the modem list may not contain your modem, select Custom and type in the modem string based on information contained in your modem manual. If you do not understand modem initialization strings, do not attempt this entry on your own.

Technical users can add specific modems/initialization strings to the drop down menu, if they know the modem's commands to lock the baud rate at 1200 for V500 Series and 2400 for A300/2000 Series data clocks. The code is to turn off MNP error correction and data compression. Open the file MODEMS.TXT located in C:\TC6 with the Windows Notepad or Windows 98 WordPad and add the modem name and initialization string in quote comma ("") format. Then save the file and exit.

An example format for MODEMS.TXT is:

"US Robotics Sportster", "AT&F1B1&H0&K0&M0&R1&I0&N2&C1&D2B0V1X4S0=1"

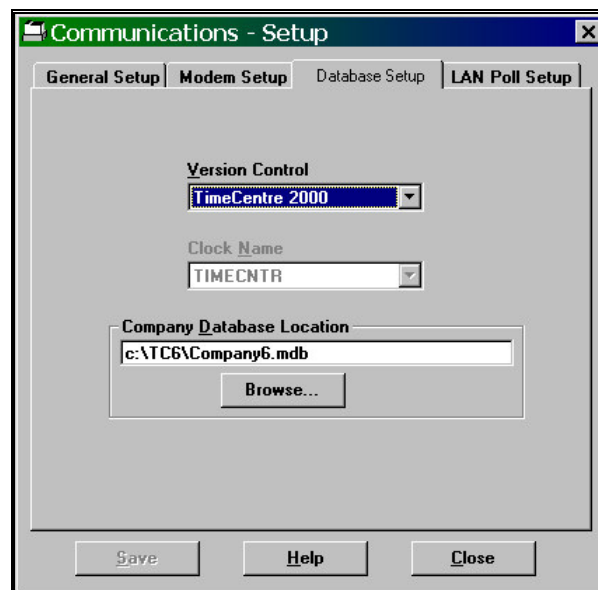
You may have to repeat this process more than once as you experiment with different settings.

Modem Pause Time (Secs): These selections are reserved for unusual modem situations where timing may be a problem in resetting the modem. Generally, Modem Commands entry is set to 2 and Initialization is set to 3 or 4.

Press the Save button once all the selections are made in this Modem Setup form. The Save button will only be enabled if changes have been made. If changes have been made and you click Close, you will be asked if you want to discard the changes made. Press Yes to discard and exit, or No to go back to the setup window.

Save: Press the Save button once all the selections are made in this General Setup form. The Save button will only activate if changes have been made.

Database Setup Tab



Communication with the TimeCentre database is ensured through the identical setup of the clock name and database file location in Communications and at the host PC.

Version Control: TimeCentre D version 6 works with TimeCentre Communications version 6. To ensure proper operation, make sure 'TimeCentre 2000' is selected in this field.

Clock Name: The Clock Name is required only when using a LAN, TCP/IP, RSI or Mobility option. Enter the 8-character name that has been assigned to the clock. This can be found in the Company Setup form.

Company Database Location: Make sure the COMPANY6.MDB file in the TC6 directory is correct. If not, press Browse to locate this file on your PC and select the correct location.

Save: Press the Save button once all the selections are made in this General Setup form. The Save button will only activate if changes have been made.

LAN Poll Setup Tab

Note: The LAN Poll Setup tab is for the configuration of individual clocks. Although the example below describes setup of TCP/IP clocks, all clock types and communications methods are available here.

Note: You must be running on Windows 98/NT/2000/XP, and using either TimeCentre's A2000 data clocks and/or the HandPunch units in order to take advantage of TCP/IP Ethernet communication.

The TCP/IP setup should be completed by your system or network administrator or by a qualified Windows NT network technician.

In your TCP/IP Ethernet installation, each data clock and the host PC is plugged into an individual port on your network hub. The Terminal IP (Internet Protocol) address must be determined and entered for each data clock and the host PC in order for Communication to occur. Refer to the appropriate Data Clock manual for more details on TCP/IP Ethernet setup

Click on the TCP/IP Setup tab to access the Setup Parameters. Each row contains the information needed for polling the data clocks.

The screenshot shows a Windows-style dialog box titled "Communications - Setup". It has four tabs: "General Setup", "Modem Setup", "Database Setup", and "LAN Poll Setup". The "LAN Poll Setup" tab is selected. Inside the dialog, there is a table titled "Data Clock Parameters". The table has columns: "Number", "Clock Type", "Method", "Location", "Poll", and "P". There are three rows of data. The first row has "1", "A300/2000", "LAN", "BreakRoom", and a checked "Poll" box. The second row has "2", "A300/2000", "LAN", "Hallway", and a checked "Poll" box. The third row has an asterisk "*" in the "Number" column and empty cells for the others, with an unchecked "Poll" box. Below the table is a scroll bar. At the bottom of the dialog, there is a field labeled "This Computer's TCP/IP Address:" followed by four input boxes containing "192", "168", "10", and "128". At the very bottom are three buttons: "Save", "Help", and "Close".

Number	Clock Type	Method	Location	Poll	P
1	A300/2000	LAN	BreakRoom	☒	
2	A300/2000	LAN	Hallway	☒	
*				☐	

This Computer's TCP/IP Address: 192 . 168 . 10 . 128

Save Help Close

Click in a blank row to begin, and enter the following information for each clock in your installation.

Number: Enter a unique number for each data clock for reference purposes.

Clock Type: Click in this box and select the clock type from the drop down menu.

Method: Click in this box and select the transmission method (here, TCP/IP) from the drop down menu.

Location: Enter a descriptive location name for each clock for reference purposes.

Poll: Click in the box to activate the polling of the data clock. To de-activate the polling of a clock location, remove the check mark in the box by clicking on it. To permanently remove the clock from the installation, click in the gray box to the left of the clock number to be deleted and press the Delete key on your keyboard.

Octets 1-4: These numbers will form the address where the data clocks will be on the hub. This is determined by your network administrator. Dots are not required in the address as the grid separates the numbers. Use the arrow keys or Tab key to move through this form.

Poll Address (not visible in diagram above, found to the right of last octet): If you are using an RSI HandPunch unit configured for Ethernet communication, this field will be visible, and should be set to 0 for each RSI unit in set up for TCP/IP communication.

This Computer's TCP/IP Address: Your host PC's TCP/IP address appears in these four boxes. This number can also be found in your Windows Control Panel, TCP/IP settings section.

Save: Click <Save> when this form has been completed.

Deleting TCP/IP Clock Locations

To permanently delete a data clock from the installation, click on the gray box to the left of the data clock number and press the Delete key on your keyboard.

Press Yes to delete the row, or No to cancel.

Exit



Pressing Exit ends the session and closes the Communications window. Watch for the Transfer Complete message before exiting.

Polling Schedule

Many installations rely on the clock to initiate the data transfer to the PC (Host mode). In those situations where the PC will be initiating the polling (Poll AutoStart mode) set up a dial schedule.

Ideally, polling requires a dedicated phone line or extension number for each data clock so that it can answer the phone without conflicts from other devices.

Setting up polling involves entering the phone information (if modem) and dial times. To begin setup:

1. Access TimeCentre Communications form by pressing Start | Programs | TimeCentre D | TimeCentre Communications.

2. Press the Auto button.

Terminal Polling Selections Form

Location ID	Location Name	Phone Number	Selected	Dial Time
1	BreakRoom	555-5555	☒	01:00 PM
*			☐	

Navigation: 2 -

Buttons: Begin Poll, Cancel

3. **Location ID:** Enter the number of the clock assigned to this location. This provides quick look up results in the TimeCentre Log file.
4. **Location Name:** Enter a descriptive location name.
5. **Location Phone:** (For Serial connections, this phone number is ignored.) Enter a telephone number or extension number that TimeCentre Communications will be calling. Add any necessary prefixes that are required for your system. For example, if you need to dial 9 to get an outside line, enter a 9 before the telephone number. If your system requires a pause, use a comma (,) for each one-second pause. Dashes in telephone numbers are ignored.
6. **Selected:** Click to select items for Manual dial up. When Call is selected from the TimeCentre Communications form, all items with a check in the Select box are called. If Auto is selected, the check in the Select box is ignored and only items with Dial Times entered are called.
7. **Dial Time:** Enter a 24-hour time at which the clock is to be polled. No entry will cause this clock to be skipped. This allows you to maintain entries for non-recurring locations.

Option: Information for polling clocks can also be entered when you press the Auto or Call buttons.

8. Execute polling by pressing the Auto or Call button in the TimeCentre Communications form. The Auto button will poll based on times assigned, while the Call button calls all clocks selected.
9. Once changes have been made to the polling selection, press Begin Poll.
10. If you use Communications on a regular basis, it is recommended that you choose the Auto option in the Communications Setup form. It can be selected with the Polling option. When this is selected, auto-polling is automatically started when you launch TimeCentre Communications.

You can further automate the use of TimeCentre Communications to make the modem available for other programs during specific times. To accomplish this, set the Begin and End times in the Communications Setup form. The Begin time starts the TimeCentre Communications process and the End time stops it. During the period not selected, the modem is not held open.

Multi-Clock Installations

The multi clock LAN or Ethernet option supports employees punching in on one clock and out on another. This is useful in large companies where employees work in many different locations and in operations that utilize job tracking with multiple clocks.

All the transactions for the multi-clock system must be matched, regardless of the type of data clock you have chosen. As the data comes into the PC from the data clocks as raw punches, select a method to have the punches joined on the PC. There is a variety of methods to match transactions (punches), each described below.



Matching Punches

There are three methods for matching punches. See details of each which follow.

1. Manually within the TimeCentre Database
2. Batch Processing during Communication download
3. AutoMatch Transactions at TimeCentre launch.

1. Manually Match Transactions

Match transactions manually by selecting Main Switchboard | Edits and Processes | Match Transactions. This joins all open punches for the currently selected company for the current period only.

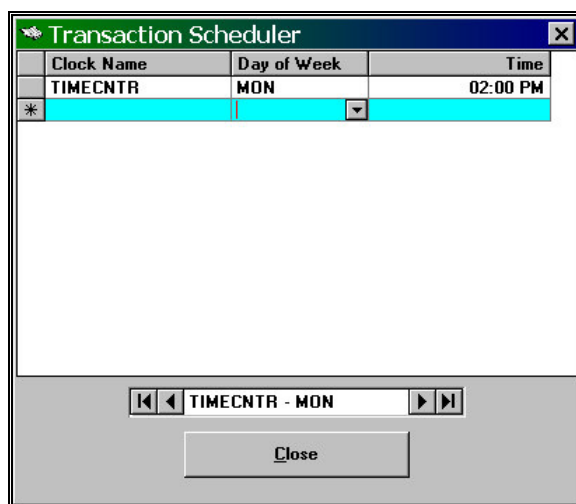
2. Automatic Batch Processing

Match transactions on an automated scheduled basis by using the Batch Processing function in Communications (General Setup tab). The batch processing function will automatically process the current transactions, plus up to seven days prior for every company (i.e. clockname) that has been entered in the Batch Processing schedule. This method runs the matching during the communication process, before you open TimeCentre.

The schedule must be set up to batch process multi-clock installations in TimeCentre Communications, as follows:

1. Press Start | Programs | TimeCentre D | TimeCentre Communications. Press the Setup button.
2. Press the Batch Processing button. The following form appears:

Batch Processing Scheduler Form



Clock Name	Day of Week	Time
TIMECNTR	MON	02:00 PM

TIMECNTR - MON

Close

3. Click in the box under Clock Name, press the down arrow that appears and select a clock name by clicking once on your selection. The company description appears alongside the code for reference purposes.
4. Select day of week for transaction matching to take place by the same method. Make your selection by clicking once. Move cursor to time and type in the time when multi-clock punches are to be joined for that day.
5. Repeat this process for every clock name (company).

Note: To schedule daily joining of multi-clock punches, repeat this process for each day of the week for each clock.

6. Close TimeCentre Communications before returning to the TimeCentre Database.

Note: The batch processing activity is executed only if a data clock download has occurred during the current session.

3. AutoMatch Transactions on Startup

AutoMatch Transactions on Startup allows you to have transactions automatically matched whenever you launch the TimeCentre Database on the host PC. Depending on the size of your organization, this could take several minutes as each punch is analyzed upon launching the program. Large organizations often choose to match transactions during the off-peak hours using Batch Processing to reduce launch time during the working hours.

To set AutoMatch Transactions on Startup:

1. Launch the Utility Switchboard from the toolbar.

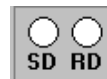


2. Select Administrative | Configuration.

3. At the Configuration form, click in the AutoMatch Transactions on Startup box, then press OK to save.

Startup will be delayed momentarily while punches are being matched. **Do not interrupt this process.**

Monitoring Activity



Send Data

Receive Data

TimeCentre provides several features to help you monitor what is happening in the communications process. In the upper right hand corner of the Communications form, you will notice two indicators marked SD and RD. These are Send Data and Receive Data indicator lights, much like the ones on an external modem. No activity from these indicators shows there is a connection or setup problem.

At the bottom of the window is a status bar which reflects the connection information. This is updated every time you make changes in the setup window.

The main window of TimeCentre Communications provides an immediate status of all activities with date and time information. This can be printed by selecting File, Print from the command menu. This window is mainly used for diagnostics whenever communication problems occur. Most of this data is also saved in the Communications Log file.

Exit Communications

Once you have completed the Communications tasks, click on the End button, then press the Exit button.



The Communications Log

A small icon of a notepad with a pencil, labeled 'Log'.

View Communications Log

Date & Time	Clock Name	CLK#	Type
Description			
03/28/02 4:18:21		0	Open: Version 6.1.12
tclog.mdb			
03/28/02 4:19:55		0	Close
tclog.mdb			
03/28/02 4:29:09		0	Open: Version 6.1.12
tclog.mdb			
03/28/02 4:34:08		0	Open Comm
Port = 2 Mode = (V500 modem) End at NONE			
03/28/02 4:35:00		0	Close Comm
Port = 2			
03/28/02 4:39:17		0	Close
tclog.mdb			
03/28/02 4:41:00		0	Open: Version 6.1.12
tclog.mdb			
03/28/02 4:41:22		0	Close
tclog.mdb			
03/28/02 4:42:40		0	Open: Version 6.1.12
tclog.mdb			

03/28/02 4:18:21 PM

Close

Total Records in Query: 9

If you believe you are missing data by the number and irregularity of exceptions, you should check to be sure you have obtained all the data from the data clock. View the Communication Log by selecting Start | Programs | TimeCentre D | TimeCentre Log. Enter the From and To date range to view, print or purge, then click on the appropriate button.

The TimeCentre Log provides an important view of all the individual activity that occurs on each download. This log helps in troubleshooting problems that might have occurred during this communication. You should inspect this log periodically to insure your downloads are occurring on each launch of TimeCentre.

Any errors are listed on the log and are self-explanatory. If you receive frequent errors, contact Technical Support for assistance.

Note: You can also view logs without opening Communications by pressing Start | Programs | TimeCentre D | TimeCentre Log.

Purge Old Information

To purge old information, select the Purge button and enter the date before which to purge the data. For example, to purge all transactions before August 13, 2001, enter 8/13/01 as the 'Purge Data Before' date. TimeCentre log data can be purged anytime after you have received information from the data clock.

Data should be purged once a month to keep the files performing quickly. Failure to do so will consume additional hard drive space.

The Bad Punch Log

The Communications Log will indicate if any punches transferred incorrectly. Most of the time these punches will have transmitted fine on a subsequent attempt, in which case they can then be deleted from the file once verified in the TimeCentre database file. If you wish to see more details on these punches, access the Bad Punch Log.

If you have a significant number of bad punches, examine your communications to insure settings are correct and cables are in place. If the problem continues, contact your help desk.

To access the bad punch log, launch Windows Notepad or WordPad (Start | Programs | Accessories | WordPad). Open C:\TC6\BADPUNCH.TXT. Print a copy if you wish by selecting File | Print.

Delete Bad Punches

Highlight all the punches to be deleted and press the Delete key on your keyboard. Then save the file using the File, Save command on the menu bar.

Exit Bad Punch Log

To exit the Bad Punch Log, select File, Exit from the menu bar.

Clock Backup Files

As an extra audit and security feature to your timekeeping system, TimeCentre Communications creates extra archive files to store the ASCII data as it comes in from the collection device ("clock".) These files can be used to rebuild TimeCentre database files should they become corrupted or destroyed.

Each communication transaction has two backup files associated with it:

- .TCD File – punches from a successful poll which has occurred within the past ten days.
- .ARC File – all punches ever polled from the clock (all TCD files).

TCD File

TCD files contain all the punches for polls that have occurred within the past ten days. They are named using the date combined with a counter. For example, the first file created on July 4 would be 07040001.TCD.

Every time the data clock is polled, it creates a new file. The TCD files are automatically deleted after a ten-day duration; the duration is based on the polling date, not the date of the clock data.

In the event your database ever becomes corrupted or lost, you can reconstruct your TimeCentre database using the ARC or TCD file, whichever is appropriate (Technical Support can help you determine the correct file.)

You can view these punches which are located in your TimeCentre Data Clock directory by accessing the Notepad (Start | Program Files | Accessories | NotePad) or your Windows text editor, and opening your C:\TC6\TIMECNTR (or your data clock name)*.TCD file.

To import a clock file, select Import/Export | Import Clock Data from the Utility Switchboard. You will direct the Import process to your TCD file. Follow all the prompts that appear on your screen.

ARC File (Secondary Backup File)

The ARC file is a total collection of all TCD files polled from your clock. It is viewed in the same way as the TCD file. If you are using the standard setup defaults, this data would be located in C:\TC6\TIMECNTR\TIMECNTR.ARC.

Important Note: This file is only needed on the extremely rare occasion that both your database clock data file and the TCD file becomes corrupted. As this file can be quite large, do not attempt to import this file without the assistance of Technical Support.

Advanced Communication Information

Turn to the chapter 16 (Advanced Communications) for further information for advanced communications users and troubleshooting tips..

Section V

11. Database Operations

Edits & Processes

Reports

Historical Reporting

Export to Payroll

Period End Process

11. Database Operations

Overview

Now that your company and employee setups are complete and the communications setup has been completed, you can count on getting reliable labor data from your employees in timely fashion. This chapter provides the day-to-day operation procedure for the host PC operator, such as exceptions reporting, editing, time card and management reports, payroll export and the period end routine, which includes maintenance and back up instructions.

Refer to Appendix A for a sample operations checklist, which will guide you in determining when activities should be performed and when reports should be run.

Tips for a Successful Operation

Understanding a program's basic flow makes it easier to plan effectively and get your results faster. Here is a step-by-step flow of a basic TimeCentre process.

1. Employee data is entered at the collection device.
2. Data is transferred to the Host PC. (See Chapter 10)
3. TimeCentre creates an Exceptions Report of any missing, erroneous or suspect punches, which the user views and/or prints, entering any corrections or new employee data.
4. Absences are entered to account for vacation, holiday, personal, bonus or sick time for the employee. Edit any absences from the Scheduler. (See Scheduling)
5. Time card reports are printed and approved. Supervisor Sign off forms can also be run. Final changes can be made to timecards.
6. Management reports are printed and can include Daily Report, Summary Report, Who's In, Approaching Overtime, Department Detail and Department Summary.
7. Summary information is exported to the appropriate payroll program or payroll service bureau.
8. Period End Routine is run. Data is automatically transferred to the historical reporting file and the system advances to the next pay period.
9. Routine database maintenance is performed. To ensure database stability, run Repair and Compact from the TimeCentre Database Utility.
10. Back up files to a zip or tape drive system.

Before You Begin

To insure you have complete information before you begin, please make note of the following:

- Be sure your communications is set correctly and you have received all employee clock data for the current period with which you are working.
- Multi-Clock Installations: If you match transactions on TimeCentre startup and keep TimeCentre open for extended periods, run a manual match transaction. From the Main Switchboard, select Edits and Processes | Match Transactions.

Step 1 - Start TimeCentre

To start TimeCentre, press Start | Programs | TimeCentre D | TimeCentre.

You will be brought to the Main Switchboard screen, where all editing and reporting activities occur.

Step 2 - Edits & Processes - Exceptions

The Exceptions form flags all incomplete or unusual punches. Unusual punches include those exceeding a 24 hour period, negative time created by improper manager entries, duplicate punches, overlap punches and card numbers that are not assigned to employees in Employee Setup.

It is recommended the exceptions reports be run daily to catch unusual punches and allow time for management intervention and employee verification before the end of the payroll period.

Viewing Exceptions

All exceptions punches for the current period can be accessed for editing by selecting Edits & Processes | Exceptions on the Main Switchboard.

1. Scroll through the records with the arrow keys and make any changes needed to correct these punches.
2. Fields and codes used on this form are explained below.

Edit Exceptions Form

ID: The employee badge ID.

Name: This is the employee name. If it is blank, you can create the employee by pressing the Employee icon.

Dept.: This is the department the employee worked in during this time segment.

Type: The types of punches that are displayed include:

- I** In punch without an Out punch
- O** Out punch without an In punch
- C** Closed, complete punch from the clock where both In and Out punches are present
- E** Closed edited punch (an entry made through the management function on the time clock or a C-type punch which has been edited in TimeCentre.) - Both In and Out punches are present.
- T** Tip Entry
- A** Advance Entry
- X** Other Entry
- H** Holiday Punch
- V** Vacation Punch
- S** Sick Time Punch
- P** Personal Time Punch
- B** Bonus Time Punch
- BO** Break out punch with no break return
- BI** Break return punch without a break out punch
- BC** Break complete punch
- BE** Edited break punch
- LO** Lunch out punch without a lunch return

LI Lunch return punch without lunch out punch

LC Lunch deduction punch coming from the data clock.

LE Edited lunch punch

AL Automatic lunch deduction punch generated by TimeCentre for an employee that has been set up for AutoLunch deduct in the Employee Setup form.

Note: For audit trail purposes, when editing punches, the E code is automatically substituted for the I and O code when joining In and Out punches together or changing entries. The changed punches are tracked with the Audit Report located on the Utility Switchboard.

Date In: Date punched In

Time In: Time punched In

Date Out: Date punched Out

Time Out: Time punched Out

Totals: Total time in this time segment

Card Numbers without Names This listing shows all badge IDs for which there are punches in the system but are not defined in the Employee Setup form. Press F6 to access card number field. To delete records for an incorrect card number, double click on the number and press yes in response to the confirmation prompt. To set up this employee, press the Employee icon and enter missing data. When editing is complete, press the Exit icon and you will return back to the editing form.

Duplicate and Overlapping Punches

Duplicate and overlapping punches are automatically checked when running the Exceptions Report. To view duplicates and overlaps when editing exceptions, press the Duplicate Check icon (below) on the form. This will display an asterisk to the left of every suspect record.



Unmatched Punches Threshold

The Exceptions Report flags all incomplete punches. In some instances, especially when clock data transfers to the database in real time, all "in" punches will be reported on the exceptions reports. The Exceptions Threshold feature allows the entry of a set tolerance for exceptions reports. This permits the system to ignore a known exception that is not significant and keep your exception report meaningful.

For example, if you are running exceptions reports throughout the day and often have "in" data only, these unmatched punches can be ignored. If you set the Exception Threshold to "4" hours, all unmatched "in" punches within the last four (4) hours will not appear. If you wish to view them, you can check "View All Exceptions" on the Main Switchboard.

Set the exception threshold in the Configuration form of the Utility menu if this applies to your organization. Details are provided in Chapter 12.

Editing Exceptions

Note: If you believe you are missing data by the number and irregularity of exceptions, you should check to be sure you have obtained all the data from the data capture device. View the Communication Log .

To edit a time entry, you may alternately:

- ♦ Click in the field to be changed or use the Tab or Enter key to move to the field to change. Delete the current data if necessary using the Delete key or Backspace key. Enter the new data.
- ♦ Click in the field to be changed, press F2 to highlight the entry, then type in the new data.
- ♦ Click in the field to be changed with the left mouse button, then enter the new data.

Note: After completing all the field entries, the punch type is updated to an E indicating the punch has been edited. You cannot change an "E" to another code once it has been edited.

To correct a keystroking error or an incorrect entry:

1. Press the ESC key to clear it.
2. Press ESC again to clear the record.

Edit Punches

To add/edit an In or Out time punch:

1. Click in the time field and add time using military time format. For example, to add a 7:00AM time in punch, type in 07:00; to add a 5:00PM time out punch, type in 17:00 and press Enter.
2. **Date** If the date you are entering is in the current year, you do not have to enter the year. Use the slash on the keypad to separate day and month. Type 9/15 to indicate September 15 and press Enter.
3. **Time** Times can be entered with a period between the hour and minutes so again you do not have to leave the keypad. Enter 12.00 for 12:00 and press Enter.

Delete Punches

To delete a punch, select the record by clicking on the record selector arrow on the left side of the window. Then press the Delete key. A prompt asks you if you are sure you want to delete the selected record. Click on Yes.

To delete more than one record, click and hold the mouse on the record selector of the first record to delete and drag the mouse to the last record to delete. Then press the Delete key.

Delete Current Period Holidays

If an error is made in the holiday rules that have already been applied, rather than readjust each entry, you can delete all current period holidays. From the Utility Switchboard, select Miscellaneous | Delete Holiday Punches.

Delete Automatic Lunch Deductions

If an error is made in setting up the automatic lunch deduction rules and these rules have already been applied, rather than readjust each entry, you can delete all AutoLunch Punches for the period. From the Utility Switchboard, select Miscellaneous | Delete AutoLunch Punches.

Delete Other Erroneous Data

If a user manually deletes partial data in error, it may cause sorting problems. To eliminate the erroneous data, from the Utility Switchboard, select Miscellaneous | Delete Null Rows. This information is deleted from the current period.

Edited Punches Report

Each time you edit a record, the punch type is changed to an “E” in the system. All edited records that are currently in the database (and not archived) are reported.

To print an Edited Punches Report:

1. Select Administrative | Edited Punches Report from the Utility Switchboard.
2. Enter the date parameters you would like to view.
3. Press the Print icon or select File, Print from the Windows menu to print the report.

Add New Employee Information

Note: Active badge IDs without employee name information are listed on the Exceptions Report.

To update the Employee form with new employee information:

1. Click on the Employee icon.
2. At the Employee Setup form, click the Add icon and enter the appropriate information.
3. Press Enter after each entry.
4. Press the Close icon when complete.

Print the Exceptions Report

In most environments, the operational procedure for handling exceptions will necessitate printing a report to distribute to the appropriate manager for collecting missing punch information and correcting erroneous data. This form makes it easy because the manager need only fill in the blanks and return it to the host PC operator.

To print an Exceptions Report:

1. From the Main Switchboard, press Time Card Reports | Exceptions.
2. Press the Print icon.

Note: If changes you have made do not appear in reports, regenerate totals. From the Main Switchboard, select Edits and Processes | Regenerate Totals.

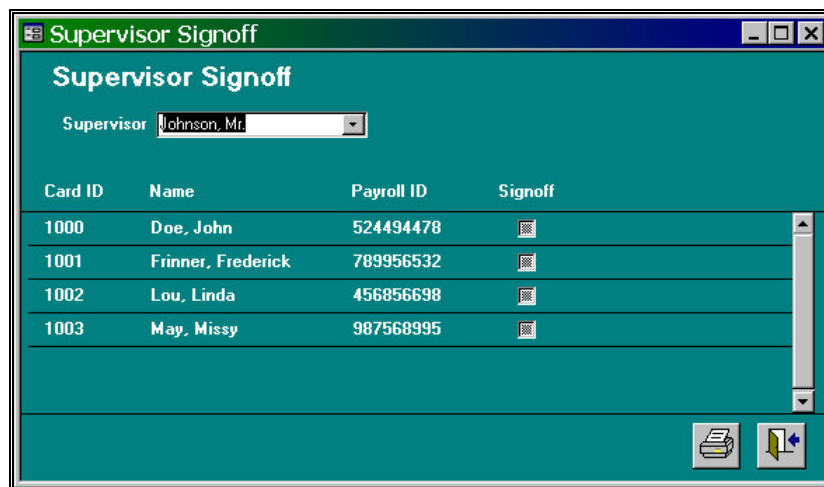
Supervisor Signoff Function

The supervisor sign off feature provides payroll administrators the indication that each supervisor has reviewed their employee's time cards and signed off that changes are in order. A report can be run which lists each supervisor and the employees for which s/he is responsible.

Note: Supervisors must be set up for each employee in order to use this function. Supervisors are set up in the Setups menu and assigned to employees in the Employee Setup form.

Supervisor Sign Off Form

1. From the Main Switchboard, select Edits and Processes | Supervisor Sign off.



2. Press the Supervisor drop down arrow to select from a list of supervisors.
3. Each employee that is assigned to that supervisor is listed. Press the Print icon to print a report for each supervisor. It shows all employees for that supervisor and whether or not these time cards are approved for payroll.
4. Indicate in the signoff column employees for which time card information is correct and approved by inserting a checkmark in each employee's sign off column.
5. Press the Close icon to exit this form.

Note: Once the Period End routine is run, all employee sign-off check boxes are cleared.

Supervisor Exception Report

Administrators can run a Supervisor Signoff Exceptions report to determine if there are employees whose time cards have not yet been approved by a supervisor.

To run a Supervisor Signoff Exceptions report, select Supervisor Exceptions from the Main Switchboard.

Time

TimeCentre

Supervisor Signoff Exceptions

Card ID	Employee Name	Payroll ID	Signed Off
Alan Caplan			
115	Chavez, Edwin		No
1003	Correa, Bulmaro		No
1014	Cuevas, Ricardo		No
1013	Garcia, Olga	567-61-0784	No
174	Gortarez, Lydia		No
1007	Ortega, Carlos		No
1002	Quijano, Napoleon		No

Supervisor Exceptions from the Main Switchboard.

Your Company Name

Supervisor Signoff for Rick Bowles

Card ID	Employee Name	Payroll ID	Signed Off
17	Callan, Manny	00000028	No
9	Canton, Melissa	00000020	No
2	Cromwell, Bill	00000013	No
14	Jones, Ben	00000025	No
12	Milton, Dan	00000023	No

Supervisors who have not signed off all their employees' time cards are listed. If the message appears "No Data for this Report", all supervisors have completed the sign off and the payroll process can proceed.

Step 3 - Edits & Processes -Time Cards

Edits & Processes | Time Cards is the place to go to review all employee punches before committing them to time card reports. It lists all punches that have been made in the current pay period. There will invariably be errors that need to be edited, missing and non-work time to be added. This form allows the editing and correction of all punch information.

Note: The Edit Time Cards Report differs from the Edit Exceptions Report. The Exceptions Report will list erroneous punches only, whereas the Time Cards Report lists all punches.

Edit Time Cards

Job Tracking Note: You can access time cards sorted by job for ease in editing active job information. Select Edits & Processes | Time Cards by Job.

1. Select Edits and Processes | Time Cards to access this form.

Type	Dept	Date In	Time In	Date Out	Time Out	Lunch	Total	Job #	Vac	Hol	Sick	Per
E		03/26/02	7:00	03/26/02	15:00		8.00					
E		03/27/02	7:00	03/27/02	15:00		8.00					
E		03/28/02	7:00	03/28/02	15:00		8.00					
E		03/29/02	7:00	03/29/02	15:00		8.00					

2. Press the down arrow in the Name field to access the list of employee names. You may then press the Record arrows to scroll through all the time card records for this period, for the selected employee.
3. To edit a time card entry, left mouse click in the field to be changed and enter the new data. You may use the Tab or Enter key to move to the field to change. Cells that are grayed out cannot be changed.
4. Delete the current data if necessary using the Delete key or Backspace key, or alternately press F2 to switch to Edit mode and type in the corrected data. Press Enter.

5. If you make an entry error, press the ESC key. To remove all the data from an incomplete entry, press ESC again.

Note: For audit trail purposes, when editing punches, the E code is automatically substituted for the I and O code when joining In and Out punches together or changing entries. The Edited Punches Report provides a listing of all E punches. (Utilities Switchboard | Administrative)

The Edit Time Cards form lists the date and time the employee clocked in and out, lunch deduction, total hours and non-work entries reported for holiday, vacation, sick, personal or bonus time. Scroll with the right arrow to the columns that report other information: tips, advances and other monetary fields, notes, level 4 and 5 and count.

Delete Transaction on Time Card

To delete a transaction:

1. Select a record by clicking on the record selector arrow on the left side of the record to be deleted.
2. Press the Delete key or the Delete icon.
3. A prompt asks if you are sure you want to delete the selected record. Press Yes.
4. To delete more than one record, click on the record selector of the first record to delete, hold the mouse button down while you drag the mouse to the last record to delete. Then press the Delete key or click on the Delete icon.

Lunch Deductions

For companies where it is not convenient to have employees punching out for lunch, the AutoLunch Deduction feature automatically subtracts a pre-determined lunch period after a set amount of time is worked each day.

There are special considerations when editing lunch deductions to be sure time is calculated correctly.

Edit AutoLunch deductions

If an employee works during lunch and is set up to have an automatic lunch deduction taken, you can manually cancel this automatic deduction.

Locate the record of the AutoLunch Deduction you wish to edit and change the number. If you want no deduction taken, do not delete this entry, but enter a "0" (zero) in this field.

Important: Do not delete automatic lunch deduction entries! To cancel the lunch deduction, replace the existing lunch deduction amount with a zero (0). If you delete the transaction, it will be automatically recreated.

Add a Lunch Deduction

To add a lunch deduction for an employee who took lunch but did not clock out:

1. Press the Add icon to add this entry on a separate line.

Note: Do not add the lunch deduction to an existing transaction, add it on a separate line

2. Type in the badge ID, the date, and then type in the total deduction in the Lunch field. For a ½ hour lunch, type .5 in the Lunch field, which will then be deducted from total time.

Regenerate Totals for AutoLunch

AutoLunch Deduct is automatically run any time totals are regenerated, so be sure this function gets run before final editing of time card is performed. If you are not running time card reports for some reason, you can manually run the automatic lunch deduction by selecting Edits and Processes | AutoLunch Deduct from the Main Switchboard, or just run Regenerate Totals from Edits and Processes.

Note: Do not interrupt this process once it has begun. It will take a few minutes to calculate all the deductions.

Error in AutoLunch Deductions

If you have run and edited many AutoLunch punches incorrectly, you can delete them all at one time.

Simply select Miscellaneous | Delete AutoLunch Punches on the Utility Switchboard. This deletes all current period auto lunches.

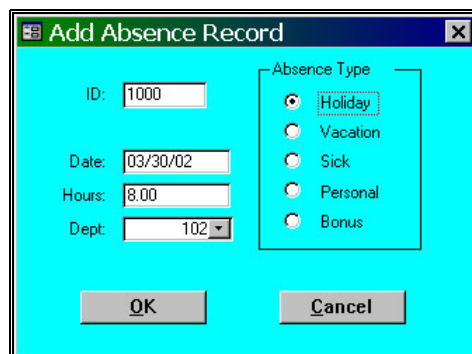
Add Other Information

In the lower left hand corner of the Edit Time Card form are buttons (see graphic below) to access forms to add and edit non-worked employee time, record monetary amounts, add notes to an employee record and round edited punches.



Add Absences

You can manually add holiday, vacation and other absences on the Edit Time Cards form. Click on the Add Absence button to record an employee absence.

A screenshot of a dialog box titled 'Add Absence Record'. It contains several input fields: 'ID:' with the value '1000', 'Date:' with '03/30/02', 'Hours:' with '8.00', and 'Dept:' with a dropdown menu showing '102'. To the right, under 'Absence Type', there are five radio button options: 'Holiday' (selected), 'Vacation', 'Sick', 'Personal', and 'Bonus'. At the bottom are 'OK' and 'Cancel' buttons.

ID: Enter the employee badge ID.

Date: Enter the date of the absence

Hours: Enter the number of hours that apply to this absence.

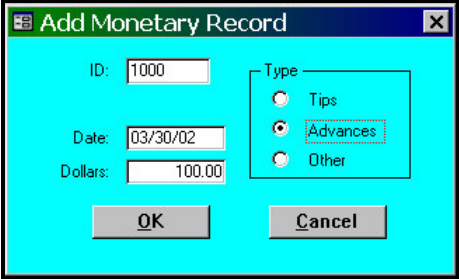
Department: If you track employee time or paid absences by department, press the drop down arrow to select from the departments listed.

Absence Type: Click in the appropriate box to select either a Holiday, Vacation, Sick, Personal or Bonus absence type.

Note: You can edit absences directly on an Absence Edit form . See Editing Absences at the end of this section.

Add Monetary Record

Click on the Add Tips, Etc. button to record tips, advances or other monetary records for an employee.



ID: Enter the employee's badge ID.

Date: Enter the date for which the monetary amount is to be recorded.

Dollars: Type in the dollar amount.

Type: Click on the appropriate box to select either a Tip, Advance or Other amount.

Press OK when complete.

Note: This feature adds dollars records to the time card. When there are dollar amounts reported, a “\$” appears in-between the Time In and Date Out fields in time card reports. At a quick glance you can identify the entries that are dollar related.

Edit Notes

To add notes to an employee time record, select the employee from the drop down menu. Click on the gray box to the left of the record for which a notation is to be added, then click on the Edit Notes field to add comments for each record. Press OK when complete.

Round Punches

Click on the Round Punches button to if you wish to see the punches that you have just edited or added rounded according to the rounding rules assigned to the employee. Then press Yes to proceed.

Add Time in Bulk

For companies wanting to enter a large amount of data, the Bulk Time Entry form allows the total time to be added for each day. This permits the rapid entry of data. Enter the start time and total hours and the bulk time entry process creates an automatic end time so the entry is consistent with other standard entries in the program.

Bulk Time Entry Form

To access Bulk Time Entry:

1. Select Edits & Processes | Bulk Time Entry from the Main Switchboard.

Date	Start Time	Department	Job	Level 4	Level 5	Total Hours
03/26/02 Tue	7:00	102	26B	2000	7000	8.00
03/27/02 Wed	7:00	102	26B	2000	7000	8.00
03/28/02 Thu	7:00	102	26B	2000	7000	8.00
03/29/02 Fri	7:00	102	26B	2000	7000	8.00
	7:00	102	26B	2000	7000	0.00

2. **Filter:** Press the Filter icon to limit the number of records that will appear in the drop down Employee list. Enter a range of employee badge IDs, departments, shifts or divisions for which you will be entering time.
3. **Employee** Press the down arrow and select an employee for whom you wish to enter time.
4. **Date:** Every date in the current pay period is automatically set up as a record. Use the record arrows in the lower left hand corner of the form to scroll to the date of your first entry. Pressing Enter four times will bring you to the next date in the period automatically.
5. **Start Time:** Enter the punch start time in 24-hour military format. To enter a 2:00PM start time, enter 14:00.

If you do not enter a start time, midnight is assumed.

6. **Department** If you track time by department, press the drop down arrow and select from the listing of departments for this time entry.
7. **Total Hours:** Enter the total number of hours for the day selected.
8. Press Enter to accept the entry and reset the entry form.
9. When you have completed entering all time for this employee, press the Post button. You will see a confirmation screen indicating the employee has been posted.

10. To delete a specific entry before posting, scroll through the records until you find the one to delete, press the Clear button, then the OK button.
11. To delete all entries made in this form for the employee, do not post. Press the Exit icon.

Note: If you need to edit an entry after posting, access the Edit Time Cards form.

Add Bulk Punch for Departments

At times, a company may wish to send an entire department home early or pay a certain number of hours as a bonus when certain goals have been achieved. At other times, managers may wish to record time relating to mandatory vacation time, special unexpected bonus holidays, or time out for an entire department. In order to assure this information is recorded in an efficient manner, a Bulk Transaction Entry form is available.

Bulk Transaction Entry Form

To access Bulk Transaction Entry:

1. Select Edits & Processes | Bulk Transaction Entry from the Main Switchboard.

2. **Department:** Press the Down arrow to select an individual department, or select <All> to make an entry for all departments.
3. **Punch Type:** Press the down arrow to select the type of punch you are entering for all departments selected. Choose from an in punch, an out punch, both an in and out punch, bonus time, holiday, personal time, vacation or sick.
4. **Department:** Choose the department (or <All> for all departments) for which you wish to grant time.

In, Out Punches

5. If you wish to enter a bulk in or out punch:

Date In: Enter the date for the beginning of this punch.

Time In: Enter the time for the beginning of this punch.

Date Out: Enter the date for the end of this punch.

Time Out: Enter the time for the end of this punch.

Bonus, Holiday and Other Punch Types

6. If you are entering a set number of hours:
Date: Enter the date for this punch.
Hours: Enter the number of hours you will be granting for every person in the department you have selected.
7. If appropriate, select the Job, Level 4 or Level 5 code from the drop down menu for this punch. You may also add Notes in the "Notes" field that will be added to this record for each employee.
8. When you have completed entering all global times, save this entry by pressing the Post button. You will see a confirmation screen indicating the transaction has been posted.

To delete all entries made in this form, press the Clear icon.

Note: If you need to edit an entry after posting, you may do so in the Edit Time Cards form.

Editing Absences (Scheduler)

This section applies if you are utilizing the Scheduler module. If you are not using Scheduling, please skip this section.

You have the option in the Scheduler program to record absences based on the employee's schedule. When the scheduling program determines that a person is scheduled but not working on a certain day, an entry is made in the absence table. Just prior to posting, it is important to review any absences that may have been recorded.

It is important that any edits to absences in this form be done **before** running the Period End routine. Once the Period End routine is run, the absences are deleted and are no longer available for editing.

Absence Edit Form

1. Select Edits and Processes | Absences from the Main Switchboard.

Card ID	Name	Date In	Time In	Date Out	Time Out	Lunch	Total

Note: Edits should be made just before posting. Regenerated Totals will erase edited data.

Record: 1 of 1

2. Make any changes to absences reported for employees listed.

3. To delete an entry, click in the box to the left of the record and click on the Delete icon or press the Delete key on your keyboard.
4. To add an absence, press the Add icon for a blank line and enter information.
5. You may print all absences listed on this form by clicking on the Print icon.
6. Press the Close icon to accept changes and close the Absence Edit form.

Note: Absences should only be modified just prior to running the Period End routine.

Step 4 – Edits & Processes – Make-Up Time

Edits & Processes – Make-Up Time is the place to go to enter requests for make up time. If the employee has time away from the office, they can elect to make up that time on a later day in the same pay week, rather than taking sick, personal, vacation time, etc.

When a person makes up time, no daily overtime is paid. If an employee left work two (2) hours early on Monday, they could make up those two hours on another day of their pay week. That long workday would not be subject to overtime unless it exceeds 10 hours (regular 8 plus 2 makeup hours).

Note: There is a maximum amount of time allowed by an employee to make up time in any one day. This is set up in the Pay Policies form. See Chapter 4, Pay Policy Setup (step 5).

Make-Up Time Form

All make up requests must be entered on the Make-Up Time form.

Select Edits and Processes\ Make Up Time to access this form.

Date Range: The date range defaults to the current pay period. If the make-up request is for a different pay period, enter those dates in this field.

Employee Name: Click the down arrow in this field and select the employee for which you have received a make-up time request.

Date: Enter the date that the employee will be absent, for which s/he wishes to make up time.

Hours: Enter the number of hours the employee will be absent, for which s/he wishes to make up time.

The time must be made up in the same pay week. If employee's pay week is Monday-Friday, and employee misses work on Friday, they cannot make it up in the next week, even if the pay period is for more than one week. It is possible to "make up" time in advance; in this example during Monday-Thursday of the week for which he planned to take off time Friday.

Note: The week is defined as the 7-day consecutive period set up in TimeCentre as the pay week. If pay week is set from Wednesday-Tuesday, make-up time must be within that seven days.

Step 5 - Reports

A primary function of TimeCentre is to offer various reports based on the data collected from the data clock. Each report is designed to display the collected data in an organized fashion and provide useful calculations based on that data.

To print all the reports necessary to process a set of time cards, select Time Card Reports | All Major Reports menu from the Main Switchboard.

If your company requires special reports that are not listed, custom reports can be created. Contact your TimeCentre representative for information on custom engineering services.

Note: Before generating reports, be sure all employees are set up.

Report Types

TimeCentre offers the following standard reports, all of which can be viewed, edited or printed from the Main Switchboard.

Time Card Reports

Daily Report: All badge ID activity for a user defined date range **for complete punches only**.

Exceptions Report: A listing of all incomplete or incorrect entries received from the Data Clock and badge IDs that are being used but are not set up in the Employee set up form.

Simple Summary: A comprehensive summary listing of each employee for the current payroll period.

Summary Report: A summary compilation of all activities for all badge IDs for a given pay period.

Time Card Report: A compilation of all activity for a specified period for individual badge IDs.

Time Card Report with Signatures: A compilation of all activity for a specified period for individual badge IDs with a signature line for employee and supervisor approval.

Caller ID Time Card: If the TeleTrak data capture device is utilized with optional caller ID services, a report listing phone numbers is provided.

Management Reports

Note: following each report description below, in parentheses, is the name of the form from which the report can be accessed.

Approaching Overtime This report will indicate all employees who are approaching overtime based on the overtime criteria selected in the Pay Policies Setup. You are prompted for the total hours over which you want employees selected. (Main Switchboard | Management Reports)

Caller ID Locate With the TeleTrak data capture device, if the optional caller ID is enabled, a listing of calls and locations is available. (Main Switchboard | Management Reports)

Company List Report Company setup information for every company set up in the database. (Company Setup form)

Department Summary Report A compilation of all department activity totals for a specified period of time. (Main Switchboard | Management Reports)

Edited Punches Report Lists all time transactions for active employees that have been edited by a manager punch in the Data Clock or by the user in the Edit forms. (Utility Switchboard | Administrative)

Employee List Report A listing of all employees setup in TimeCentre. (Employee Setup form)

Holiday Listing Holidays are defined through 2005, but company holidays can be added. (Holiday Setup form)

Holiday Groups A listing of holiday groups that can be assigned to classes of employees that share the same holiday benefit. (Holiday Group form)

Home Department Detail Compilation of all activity for a specified department/task. (Main Switchboard | Management Reports)

Home Department Employee Summary Compilation of all activity for a specified department by employee. (Main Switchboard | Management Report)

Supervisor Exceptions Lists sign off exceptions by supervisor, with employee name(s) and badge ID(s). (Main Switchboard | Management Reports)

Who's In Report A listing of all time punches for any range of times within the current pay period for the selected date. (Main Switchboard | Management Reports)

Who's Not In Report A listing of all active employees who are not yet punched in by a specific time and date, based on either the shift number or the employee schedule, if assigned. (Main Switchboard | Management Reports)

Note: In order for employees to show up in the Who's Not In report, a shift must be assigned to the employee unless an employee schedule has been assigned, in which case "Use Schedule" must be checked.

Work Department Detail: Detailed listing of all activity for a specified department. (Main Switchboard | Management Reports)

Work Department Employee Summary: Compilation of all activity for a specified department by employee. (Main Switchboard | Management Reports)

Work Department Summary: Compilation of all activity for a specified department. (Main Switchboard | Management Reports)

Security Reports

Audit Report: A listing of every punch that has been changed, who changed the punch and what it was changed from. This report is printable by date range. (Utility Switchboard | Administrative)

Security User List: A listing of defined users with form and report access. (Security setup form)

Security Rights Access. A listing of form and report rights for an individual user. (Security setup form)

Scheduling Reports

Absence Report

Early/Late Report

Employee Schedules

Attendance Report/Attendance Summary Report
Schedule Template Listing
Schedule Variances – by employee, home department, job, work order or work department
Weekly Schedule
Weekly Schedule with Assignments
Weekly Schedule by Department or Job
Who's In – according to the Schedule
Work Order Report

Job Reports

Date Sequence
Department Detail and Summary
Job Sequence
Job Summary by Job
Job Summary by Phase (Level 4) and Cost Code (Level 5)

Job Summary by person detail and person summary

Time Cards by Job

Print Parameters

The Main Switchboard provides the option to view reports to the screen or print reports directly to a printer or fax.

TIME CENTRETM

Form and Report Parameters

03/26/02 7:0 04/01/02

First Last

ID: 0 999999999

Home Depts: 0 999999

Divisions: 0 9999

Shifts: 22

☒ Current Exceptions Only

Pay Rates ☐ View Rpts

☒ Break on Home Dept.

Job Range: 0

2222222222222222

Current Exceptions Only Exceptions for the current period only are displayed when the 'Current Exceptions Only' box is checked. Remove the check box if you want to keep past unresolved exceptions on current reports.

View Rpts By clicking ‘View Rpts’ in the Parameters section of the Main Switchboard, when the Print icon is pressed in any TimeCentre form, reports are sent to the screen.

If 'View Rpts' is not checked, reports go directly to the printer when the Print icon is pressed in any TimeCentre form.

Pay Rates To display the total pay or bill dollars on each time card report, select the appropriate rate type from the drop down menu. If rates are of no interest, select 'No Rates'.

Break on Home Dept. For reports that require distribution by home department, check the Break on Home Dept. box. Page breaks will occur between departments with totals created for each department.

For reports requiring total dollar amounts to be calculated and included, select from the Pay Rates drop down menu.

Note: Completing the Form & Report Parameters is effective for the current launch of TimeCentre only. To **permanently** change settings to reflect your preferences on startup, indicate this in the Configuration Setup form (Utility Switchboard | Administrative | Configuration.)

View Reports

When viewing reports you can press the PgUp and PgDn keys or use the vertical and horizontal scroll bars to see more of the page. To view additional pages use the record selector buttons in the lower left hand corner of the screen.



The left arrow button moves you to the first page and the right most arrow button moves you to the last page. The inner buttons move you one page at a time in their respective directions.

Note: When viewing reports, take care to cycle going forward only. By going backwards, there is a chance that a page will be calculated incorrectly. If this is the case, it can be corrected by closing the view and re-running it.

Fax Reports

Faxing reports is as easy as selecting the fax option in the Printer Setup screen and pushing a button. In order to fax, you need a Windows-based faxing program installed and operational. With a fax board installed in your computer and fax software installed, simply change the printer to the fax device using the Printer Setup option under the File menu.

Note: Don't forget to change the printer option back when you are done faxing

Historical Reporting

TimeCentre's Historical Reporting feature allows you to run a full array of TimeCentre reports for any prior period by simply pressing the Historical toggle and selecting the date range. You may now easily determine specific costs over a specific period of time, the total labor cost for a department over the last quarter, or view reports for a particular employee for the last year

NOTE: The purpose of the historical feature is for **viewing** reports only. Features which manipulate any data, including the regenerate totals and match transactions functions are disabled while historical mode is active.

All current period information is automatically transferred to the Historical file when the Period End routine is run. This keeps the "live" database efficient and your system's speed optimized.

To access historical information:

1. Select the Historical icon from the TimeCentre toolbar. 
2. Enter the date range. Click in the From box and enter the starting date; then tab to the To box and enter the ending date.
3. Depending on the amount of data being transferred, this process may take several minutes. Once you are in Historical mode, you cannot run current period reports. End the Historical mode to work again with current period data.
4. To end the Historical Reporting mode, simply press the Historical icon on the TimeCentre toolbar. The Historical icon is a toggle switch.

Step 6 - Export to Payroll

At the end of the payroll period after reports have been generated and approved, the next step in the process is exporting data for paycheck preparation.

The data exported is based upon the summary report information. Employees are connected through the 'Payroll ID' on both sides. You can either export to a payroll service bureau or to many popular payroll software programs. TimeCentre also exports to ASCII format and Excel spreadsheet format.

To export to payroll:

1. Be sure an Export type has been selected in the Company Setup form.
2. Press the Export button on the toolbar.

Frequent additions are made to the payroll exports. You can view the current selections by selecting Start | Programs | TimeCentre D | TimeCentre Exports (this is the export help file). If you do not see your payroll program listed, contact your TimeCentre representative. Your export may already exist, or you can obtain information on custom export engineering services.

Export Help

Export setup may require configuration by the user. Information regarding configuration may be found by pressing F1 in any of the Export Setup fields in the Company Setup form. Contact Technical Support if you have special export requirements that are not included.

Step 7 - Period End Routine

After exporting your data, the period end routine is the final step in the TimeCentre process. The Period End routine updates the period and readies the system for the next payroll period. System and database maintenance should be performed at the end of each pay period and system backups performed.

All historical information is kept in a separate file that is accessed only when there is a need to run reports for prior periods, thus keeping the 'live' database smaller and more efficient.

Period End Process

1. To begin the pay period reset, press the Period End icon on the toolbar.
2. Click OK to proceed.

Note: **Never** do a Period End function while any forms or reports are open, when other users are in the system, or when Communications is running.

The period end routine automatically:

- ▼ Sets the pay period dates to the next pay period date range.
- ▼ Archives all the raw data from the clock (clock data table) to the Historical file.
- ▼ Archives all current period information to the Historical file.

In the Period End process, the attendance data from the prior period is added to the year-to-date total, and the current data is moved to the last period column of the Attendance table. This occurs only if the Attendance and Scheduling module is used.

Archiving Inactive Data

Inactive Employees

If you have a high turnover of employees, you can choose to archive employees that no longer work for you, as part of the database maintenance procedure at the end of the period.

1. From the Employee Setup form, uncheck the Active box for any employee who is now inactive, and then close the form.
2. Select Archive | Archive Inactive Employees from the Utility Switchboard.
3. Press Yes to accept. All inactive employees are moved from the current database to the archive.

Note: If your company uses historical reporting feature, you must unarchive employees to obtain accurate historical reporting.

Clock Data Table

You can archive all the clock data that is stored in the TimeCentre database at any time, to keep your database small and efficient.

1. Select Archive | Archive Clock Data from the Utility Switchboard.
2. Enter the date range of the clock data you wish to transfer and press OK
3. Do not interrupt this process once it has begun.

Unarchiving Inactive Data

If at any time you need to view archived clock or archived employees, you can easily unarchive this specific information from the Utility Switchboard.

To Retrieve Archived Inactive Employees

1. From the Archive section of the Utility Switchboard, select Unarchive Inactive Employees from the Utility Switchboard.
2. When you have finished with this data, archive it again to bring TimeCentre back to the current employee list.

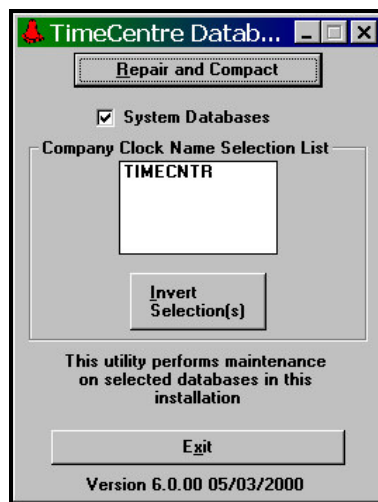
To Retrieve Archived Clock Data

1. From the Archive section of the Utility Switchboard, select Unarchive Clock Data.
2. Enter the date range of the clock data to unarchive. Click in the From box and enter the starting date, then tab to the To box and enter the ending date.
3. When you have finished with this data, archive it again to bring TimeCentre back to the current database.

Maintenance

It is important at the end of every payroll period that your database is repaired and compacted for stability. This procedure should also be performed throughout the pay period if your system is abnormally terminated, as in a power loss, interrupted without proper shutdown, if any program in Windows crashes for unexplained reasons or if your system appears to be running abnormally slow.

1. Run the Windows Scandisk utility, to find and correct disk problems.
2. On a regular basis, delete all *.TMP files from your c:\windows\temp directory. This will often repair some disk-based errors.
3. Press Start | Programs | TimeCentre D | TimeCentre Database Utility. At the Database Utility form, press the Repair button, then select Yes. When the system finishes the process, which may take several minutes depending on the size of your database, press the Compact button and then the Yes button. Do not interrupt this process once it has begun!



4. Press Exit when complete.

Note: You might need to run the database utility more frequently if you do large amounts of editing.

Auto Compact: On

The Auto Compact feature should be turned on for every single-user installation. This instructs the program to run an automatic compacting maintenance routine each time TimeCentre is closed.

To turn on Auto Compact, click the Utility Switchboard icon (hammer and wrench) on the toolbar. On the Utility Switchboard, select <Auto Compact: Turn On> under the Miscellaneous section. This is a toggle, and will turn to Auto Compact: Turn Off when the Auto Compact function is enabled..

Multi-User (network) note: In a networked environment where TimeCentre is being accessed from multiple computers, make sure the Auto Compact is enabled at only one workstation. Multiple users compacting the database simultaneously may cause file corruption.

When Auto Compact is turned enabled, the exit screen will show the 'Compact on Exit' command checked. This action will be performed on each exit.



Compact Databases Command

It is wise practice to compact your databases at the end of each pay period, or you may from time to time be instructed by your technician to compact your databases.

To do this, click the Utilities icon (hammer and wrench) on the toolbar. On the Utility Switchboard, select <Compact/Repair Databases>, in the Miscellaneous section.



At the Compact Databases form, select all the databases by clicking <Select All>. Then click <Compact/Repair Databases> to proceed. Do not interrupt this process once it has begun.

Backup Files

Computer equipment failure is always a possibility. We strongly encourage you to make daily backups to avoid losing your data. You will be reminded when exiting TimeCentre to back up your files.

A tape backup system is highly recommended. Use the backup software recommended for use with the tape backup system and backup the \TC6 directory with all its underlying sub-directories.

Backups should be done with at least three levels of redundancy. This means having a daily backup on separate rotating tapes, a monthly or period backup and a weekly backup that is kept off site.

Important Note: If you totally lose your database and do not have a backup, there is virtually no chance of retrieving the information. Protect your payroll and your historical data by making backups a regular part of your routine.

Backup File Descriptions

Listed below are descriptions of major files used in the TimeCentre program that may be of interest to the technically inclined.

Database Software

COMPANY6.MDB - company setup information
TIMECNTR.MDA – archival database
TIMECNTR.MDB - punch information and setups
TC6.MDB - TimeCentre program

Data Clock Files

*.TCD - time clock data file in ASCII format (ex. 10060001.TCD)
TIMECNTR.ARC - cumulative archive file of ASCII data
TCLOG.MDB - Log of all communication activity

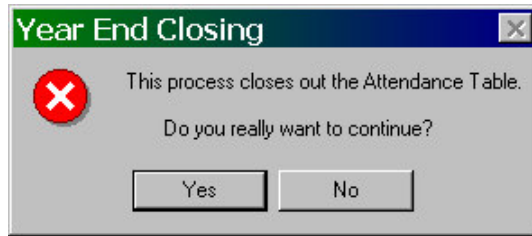
Year End Posting (Scheduler only)

If you are not utilizing the Scheduler module, skip this section.

At the end of the year, after the Period End Routine has been run, manually post Attendance. This moves all end

of year data to the previous year column and clears it for the new year.

To post attendance at the end of the year: Select Miscellaneous | Year End from the Utilities menu.



Press Yes to post attendance for the year.

Section VI

Technical Information

- 12. Technical Information
- 13. Import/Export Functions
- 14. Troubleshooting TimeCentre
- 15. Network Installations
- 16. Advanced Communications
- 17. Customizing TimeCentre

12. Technical Information

Overview

Some users who want access to the more technical aspects of TimeCentre will find it in this chapter, which contains details on default setups and advanced file information.

In particular, information on the Utility Switchboard, especially configuration settings and commands is provided in this chapter. In addition, the database file structure is laid out so you can get an "under the hood" view of TimeCentre, often helpful if you are considering using files for customization or other export or backup purposes. Tips for accessing TimeCentre Technical Support is provided as well as information on updates and upgrades.

Some technical information requires an understanding of Microsoft Access programming.

Technical Information

We at TimeCentre strive to provide the best possible combination of data entry in every environment and it is therefore possible that some entries or environments may experience difficulties under untested conditions. We will make every attempt to repair these problems as quickly as possible.

Technical support includes the solution of technical issues with regard to the installation and operation of TimeCentre and is free for the first 30 days from the date of purchase to registered users only. After that, users must purchase support on a per incident basis or purchase an Annual Support Agreement. See your TimeCentre representative for support agreement details.

When calling in, please have your customer number ready. **Unregistered users will not get technical support!** If you are past the 30-day period, please have a credit card ready to purchase per incident support or an Annual Support Agreement.

Caution: Technical support extends for 13 months.

Note: Technical support does not include training. Training, installation and set up services are available, with plans custom tailored to meet your needs.

Version Control

To facilitate faster technical support, please have the version number and engineering release numbers available. To determine the version you are using, select Help | About from the command menu. Double-click on the version number in the About form to see the engineering release number. In addition to release number, the features enabled and the licensed employee count will appear on this form.

Tips for Faster Support

Call early or late in the day. Most support activity takes place mid-day so getting through may be difficult. Have your customer number ready! If all lines are busy, you will get voice mail. Leave a message including your name, company name, telephone number, fax number, customer number and a description of your problem. We will respond in the order the call was received.

Note: Before you phone or fax, make sure you have key information, such as the error number, the exact error message and the action attempted when the error occurred, to assist Support personnel in re-creating the error and solving the problem.

Updates and Upgrades

Program improvements are made on an ongoing basis. Each time an improvement is made, the software is updated. Upgrades are major additions and changes to features.

Updates

Updates are issued at no charge to users who experience a problem with TimeCentre or TimeCentre Communications. In addition, updates are sent at no charge to registered users within the first 30 days and to those who have purchased an Annual Support Agreement. Updates may also be obtained from the Internet at <http://www.TimeCentre.com>. Contact your TimeCentre vendor for additional details.

Upgrades

Upgrades are issued about once every year with major product enhancements and new features. Annual Support customers receive discounts on upgrade purchases. Only registered users are notified of upgrades.

Configuration Settings

The Configuration Settings form is used to set up system defaults. Changes made on the Configuration form will be the default settings on every TimeCentre launch.

Here you will find the master controls for:

- Preferences for location of the data (i.e. COMPANY6.MDB) and Security directories
- Rates to Show information

- Default startup parameters to view active employees, view reports to screen, and page break for departments.
- Limit of exceptions reporting to current period.
- AutoMatch punch transactions on startup
- AutoGenerate schedules for the next period (Scheduler only)
- Exception and standard punch match threshold
- First day of week for semi-monthly and monthly payrolls

Configuration Form

Select the Utility Switchboard from the floating toolbar, then select Administrative | Configuration.

Data Directory

This is the location in which you will be storing the COMPANY6.MDB, which is your master record of each of the companies you have set up and their location.

The Data Directory is the default directory under which company information, kept in the file COMPANY6.MDB, will reside. The default is C:\TC6. Unless you are running on a network, there is no need to change the default unless you have created a custom directory structure to manage TimeCentre data.

For a network implementation, it is usually best to place the COMPANY6.MDB on the network and then indicate the location in Configuration. The only exception would be a network implementation with a large number of users. It would be best to have a local copy of the data directory for enhanced speed. The only downside is that each user must manually change the pay period for their workstation.

Security Directory (Security module)

If you have the Security module enabled, this field stores the location where Security information is maintained on the system. In most cases, it would be located on a shared network drive.

The next six selections will set the default parameters for TimeCentre. To change any of these during a TimeCentre session, just access the parameters section on the Main Switchboard and make changes for that session. TimeCentre reverts back to the default settings on the next launch.

Rates to Show

If you want bill rates, pay rates or no rates to appear on reports, press the drop down arrow to select your choice.

Show Active Employees Only

Click in this box to hide inactive employee information. Turn off this filter by clicking in the box and all employees will be shown. Active/Inactive status is set up in the Employee Setup form.

View Reports

A check in this box sends all reports to the screen for viewing before printing. Click in the box to remove the preview option. All reports are then sent directly to the printer when the Print icon is pressed in forms.

Break on Home Department in Reports

A check in this box inserts a page break in all reports by home department. Click in the box to remove this page break.

Limit Exceptions to Current Pay Period

Click in this box to see punch exceptions for the current payroll period only. To see all unresolved exceptions punches, click in the box to remove this filter.

AutoMatch Transactions on Startup (for multi clock/LAN)

With multiple data clocks or LAN-based data clocks, employees can utilize different clocks for clocking in and out. These punches coming from many different clocks do have to be matched as a separate step in the TimeCentre database. The AutoMatch Transactions on Startup function will automatically match In and Out punches upon startup of the TimeCentre program. Click in this box to enable AutoMatch on Startup.

Time Saving Tip for Larger Installations: Leave AutoMatch Transactions on Startup unchecked, and select Batch Processing in the Communications side of the program. This way, transactions are automatically matched during the communications process at a specific time and not upon TimeCentre launch, which saves time during the working hours of your day. Refer to the Multi-Clock Installations section in Chapter 10, Communications, for more details on matching transactions.

AutoGenerate Next Period Schedules (Scheduler module)

This provides an automated schedule update at the end of every period. Check the box if you wish to use this feature. The schedules are generated for one period length of time from the last generated period.

Exception Report Threshold in Hours

The Exceptions Threshold allows the entry of a set tolerance for exceptions reports. This permits the system to override a known exception that is not significant and keep the exception report meaningful.

For example, if you are running exceptions reports throughout the day and often have "in" data only, these unmatched punches can be ignored. The number you enter in this field will block punches within a set time

range. If the Exception Threshold is "4", all unmatched "in" punches within the last four (4) hours will not appear. Enter the number of hours that would apply to your organization, or type in "0" if you do not need this feature.

See Edit Exceptions section for more details (Chapter 11 | Step 2.)

Punch Match Threshold in Hours

For companies who have unusual work schedules, punch match thresholds can be altered to suit these needs. This prevents work, lunch and break punches that are outside your definition of reasonableness from being matched, and flags these punches in the exceptions report.

The default threshold for In/Out is 18 hours. This would mean for your company, any In/Out pair separated by 18 or more hours would not be matched, but would appear in the Exceptions Report. The Lunch default is 2 hours; Break default is 1 hour. If it is possible that an employee could work more than these default hours, or take longer lunch or break periods, extend the threshold to the appropriate number of hours.

First Day of Week (semi-monthly/monthly/accrued custom pay period types)

Normally, overtime is calculated on a week defined as Sunday through Saturday. You can change the overtime week to begin on any day. In Pay Week Start Day column, select the first day of your payroll week by clicking on the appropriate day.

To view the Pay Week Start Day column, open the Configuration form, after making sure a Monthly, Semi-Monthly, or Accrued Custom pay period type has been selected in the Company Setup form. The Pay Week Start Day will not appear for other Pay Period types.

Configuration

Configuration

Directories: Data: C:\TC6 Security: c:\TC6 Snapshot: (HID and Button systems only)

Fac Code:

Rates to Show: Pay Rates

☒ Show Active Employees Only

☒ View Reports

☐ Adjust Punches for Changes in DST

☒ Break on Home Dept in Reports

☒ Limit Exceptions to Current Pay Period

☐ AutoMatch Transactions on Startup

☐ AutoGenerate Next Period Schedules

Exception Report Threshold in Hours: 0

Punch Match Threshold in Hours: In/Out: 18 Lunch: 2 Break: 3

Pay Week Start Day

Sun Mon Tues Wed Thur Fri Sat

OK Cancel

Technical Note: The first day of week setting is stored in the TC6.INI file.

Database File Structure

Each time a new company is created, the data for that company is stored in a directory that is called by the same name as the Data Clock name. Each company file is created in a separate directory underneath the \TC6 directory. A company called TIMECNTR is stored in C:\TC6\TIMECNTR.

All the TimeCentre company specific data is stored in a file that ends in the extension MDB. So a company called TIMECNTR would have a file named \TIMECNTR\TIMECNTR.MDB. There are actually four permanent files and one temporary file that reside in the data directory.

They are:

TIMECNTR.MDB Active Data file

TIMECNTR.MDA External Archive file

TIMECNTR.ARC This is a permanent file of all raw data coming from the Data Clock. It can be used to repopulate a new MDB file if necessary.

TIMECNTR.LDB This is a control file used by TIMECNTR.MDB

***.TCD** Files with an extension TCD used to store Data Clock data after it is uploaded. Once it is 10 days old, it is deleted. The file name consists of the date and the sequence number. For example, a file 07160001.TCD is the first download on July 16th.

There are several other important data files that must be backed up. These are all located, if installation follows defaults, in the \TC6 directory.

COMPANY6.MDB This file stores the information about the location and parameters for each company, the password data and polling data.

COMMS.INI This file contains the setup information for communications.

With this file structure, backups are easy. You can simply back up the whole \TC6 directory and its sub-directories and you will have a complete image of all the data files and company setup information.

Major File Descriptions

Listed below are descriptions of major files used in the TimeCentre and communications programs, that may be of interest to the technically inclined.

TimeCentre Database Software

COMPANY6.MDB data file containing company setup information, including location of main database

TIMECNTR.MDA archival database

TIMECNTR.MDB One company's specific punch data information and all setups. If multi-company, there will be multiple.MDB files.

SYSTEM.MDW MS Access security information

TC6S.MDB Security profiles

TC6.MDB TimeCentre program

TC6.NUC Default data structure for all new companies

TC6.STA TimeCentre splash screen image

TimeCentre data clock

*.TCD (ex. 07100001.TCD) Clock file in ASCII format

BADPUNCH.TXT ASCII file of untransferred data during communications

TIMECNTR.ARC Cumulative archive file of ASCII data from communications program

MODEMS.TXT All modem information and initialization strings, including ports and baud rates

COMMS.INI Settings for communications program

TCCOM6.EXE Communication software executable

TCLOG.MDB Log of all communication activity

Manage Clock Data Table Records

In rare circumstances, a company may run TimeCentre continuously without ever running a Period End routine. After time, the database file becomes very large with raw clock data that is stored in the active database. In order to trim down your database and maximize your system's performance, manually archive your clock data.

Skip this section if this does not apply to your company.

1. Select Archive | Archive Clock Data from the Utility Switchboard. Press Yes to accept.
2. You will be prompted for the range of dates to transfer. Enter the beginning date in the From: field. Use the format month/day/year, e.g. for December 31, 2002, enter 12/31/02 or just 12/31 if you are in the current year. Press Tab to proceed to the To: field and type the ending date. Click on OK or press Enter when you have completed the From and To date entries and this date range is send to the archive file.

Note: Be sure you have sufficient free hard disk space as the transfer process will take twice as much space as the original file.

The archived data is an image of the Clock Data Table stored in another file in the same directory as your company data with the same name except it has the extension .MDA.

To Unarchive Clock Data

If for some reason you need to retrieve the raw clock data, it is available from the Utility Switchboard. Select Archive | Unarchive Clock Data and press Yes to accept. Then enter the date range for your data. All records for this date range are moved from the archive to the database.

When you have completed the task with the old data, archive the data once again.

Backup Clock Data Table

Once the clock data is archived, the MDA file can be copied to a zip drive or backup tape for permanent off-line storage.

Restore Clock Data Table from Backup

In a situation where this data must be retrieved from backup, you would transfer the data into TimeCentre where it would append to the existing MDA file. To transfer this data, select Utility Switchboard | Import/Export | Transfer Data.

Erase Clock Data Table from Database

It is recommended this procedure not be done unless you are advised to do so by technical support or your help desk.

On rare occasions, if your clock database becomes too unwieldy or if your database becomes corrupted for any reason, erase the data in this file. (Having a backup of the MDA file would be helpful in this circumstance.) In any case, to erase the data in the MDA file, replace the MDA file with an empty database container. To do this, copy the TC6.NUC file from \TC6\TC6.NUC to \TC6\TIMECNTR\TIMECNTR.MDA. Do not simply erase the existing MDA file or an error message will occur.

13. Import/Export Functions

Overview

The chapter contains information about the formats and methods TimeCentre can employ to communicate with the payroll world. The three major divisions of interest relative to TimeCentre are:

- ♦ Exports to Payroll programs
- ♦ Exports to Spreadsheets and ASCII text files.
- ♦ Imports from Payroll Programs

TimeCentre exports to many different payroll programs. These exports comply with the payroll program format but oftentimes have restrictions on the location and name of the file created.

For most payroll exports, TimeCentre creates the file that is then imported by the payroll program. However, in some cases TimeCentre does not create the file but appends information to a preexisting file or files, in a directory of the payroll program. Details are provided in the TimeCentre Exports help file. (Start | Programs | TimeCentre D | TimeCentre Exports.)

This chapter also covers the file layout for the ASCII text exports.

In addition, some payroll programs have custom employee exports by which the user may import new employees from the payroll programs into TimeCentre.

Import Process

The Importing Data option serves to bring data in from other sources:

- ♦ Imports data from the TimeCentre backup (.TCD or .ARC) file
- ♦ Imports data that may not have been updated from the data clock to the clock data table.
- ♦ Imports data from ASCII files and other programs.

Importing Clock Data

The Importing Clock Data option serves to bring data in from the backup files to replace data that may be missing or corrupted in your database

Refer to Backup Files section in Chapter 12 for more information on the backup data clock files.

Note: You may want to call Technical Support for assistance so as not to import excess data.

Importing Data from the Backup Files

If your database or company information needs to be rebuilt, data may be imported from the backup ASCII file of all the punches received. This is not the data from the Archive data file in TimeCentre; these are special backup files created on every clock poll transaction and stored in TimeCentre.

TCD File

Generally, use the TCD file if the data you wish to import is from the most recent poll of the clock (ten days worth). The name of the file is based on a date counter. For example, a file with the name 0214001.TCD is the first poll on February 14.

PCTimeClock Note: The file name in PCTimeClock installations is TIMECNTR.TCD, if defaults are accepted in TimeCentre installation.

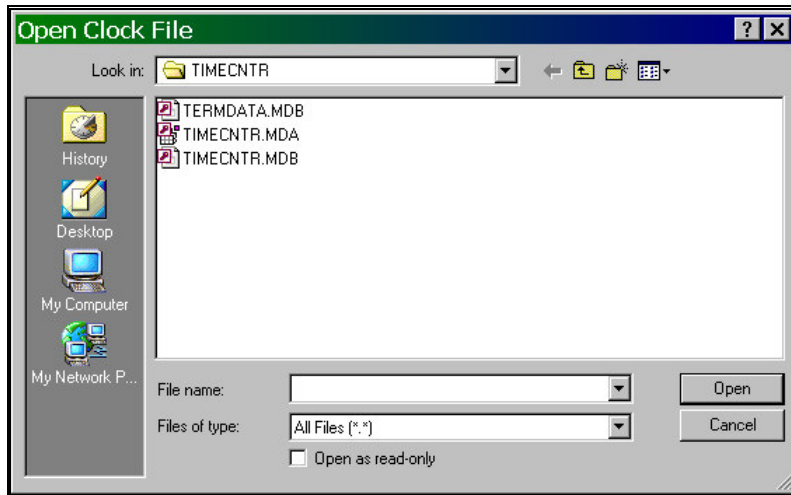
ARC File

Use the ARC file if the data you wish to import is older than what is available with the TCD file. This file is quite large as it is a collection of every TCD file for the life of your system. The default name of this file is TIMECNTR.ARC.

Import Procedure

To reconstruct time card data for a group of days gone by, you would:

1. Delete any unwanted punches in the Edit Time Cards form.
2. Open the Archive file (either the ARC or TCD file described above) with Windows Notepad. If you have installed your system with the standard default settings, these files can be found in the C:\TC6\TIMECNTR\ directory. If the file is too large for Notepad, open with the WordPad or another text editor program.
3. Select the punches to import by highlighting them with your mouse. Copy and paste them into a new document.
4. Save this new document to a file named NEWFILE.TCD. Be sure to save the data in text format and not the native format or the file will not import. We suggest you save it to the C:\TC6\ directory.
5. Launch TimeCentre. (Start | Program | TimeCentre D | TimeCentre)
6. From the Utility Switchboard, select Import/Export | Import Clock Data.



7. Select the new NEWFILE.TCD you have just created and press OK.
8. All the punches in the NEWFILE.TCD will be transferred to your TimeCentre database.

When you are prompted to delete the original clock file, select Yes. This will delete the temporary file you created for this operation.

Create Import Data

If you want to use data from another source, be sure it looks like the ASCII clock file used by TimeCentre. The file is comprised of a 14 field, quote/comma-delimited record ending in a carriage return and line feed. The following table describes each of the fields in more detail.

Field	Description	Notes
Field 1	Clock Number	1-3 digits
Field 2	Punch Number	Integer value, to 32767
Field 3	Badge ID	Up to 6 digit number
Field 4	Department Number	Up to 6 digit number
Field 5	Job Number	Up to 13 digit alphanumeric
Field 6	Level 4 Number	Up to 13 digit number
Field 7	Level 5 Number	Up to 13 digit number
Field 8	Punch Type	I, O, C, E, T, A, X, etc.
Field 9	Date In	Displayed as MM/DD/YY
Field 10	Time In	24 hour HH:MM
Field 11	Date Out	Displayed as MM/DD/YY
Field 12	Time Out	24 hour HH:MM
Field 13	Tip, Advance, Other, or Count	Decimal Dollars and Cents
Field 14	Punch Class	1,2,3,4

Sample Data File

The following is sample data file:

```
"101","2","1111","2222","3333","4444","5555","I","12/09/97","13:36","","",  
,"","1"
```

```
"101","3","1111","","","","","O","","","12/09/97","13:37","66.66","4"
```

The following explains the sample records:

#1 Employee 1111 from department 2222, job 3333, level 4 4444, level 5 5555 punched in on 12/09/97 at 13:36 and did not punch out. This will appear as an exceptions punch.

#2 Employee 1111 punched out at 13:37 on 12/09/97 and reported a count of 66.66.

Importing Employee Data

You can import employee data from a payroll system that provides export capabilities. TimeCentre's Import function also supports the importing of ASCII data.

There are two ways to import employee data. The first way is with badge ID's. TimeCentre also allows the batch entry of badge IDs and also the entry of badge IDs using card readers or bar code wands.

Employee ASCII Import Specifications by Badge ID

Field	Name	Type	Size	Description
1	Badge ID	Number, Long	4	Employee Badge ID
2	Name	Text	35	Last Name, First Name
3	Payroll ID	Text	50	Payroll ID
4	Home Department	Number, Long	4	Home Department
5	Rate1	Number,	8	Primary Pay Rate
6	Rate2	Number,	8	Not Used
7	Rate3	Number,	8	Not Used
8	Notes	Text	255	Not Used
9	ShiftNo	Text	255	Shift number assigned
10	ShiftDiff	Yes/No	1	Shift differential turned on **
11	LunchAdjustment	Number, Double	8	Employee lunch deduction
12	SevenDay12HourRule	Yes/No	1	Not Used
13	SchedNo	Text	50	Schedule Number
14	LunchMin	Number, Double	8	Lunch Min. before deduction.
15	Active	Yes/No	1	Employee Active *
16	DefaultAssignment	Text	50	Not Used
17	HolGroup	Text	25	Holiday Group Assign.
18	OTRuleGroup	Text	15	Pay Policy Group
19	UserDefined1	Text	50	Not Used
20	UserDefined2	Text	50	Not Used
21	UserDefined3	Text	50	Not Used
22	HomeDivision	Number, Integer	2	Division Assigned
23	SupervisorName	Text	30	Supervisor name
24	LocationID	Number, Integer	2	Not Used
25	BillRate	Number,	8	Billing rate
26	ShiftID	Number, Long	4	Shift differential ID
27	RateType	Text	10	Not Used
28	WTDHours	Number, Double	8	Wk. to date Total hours calculated

Contact your TimeCentre representative for an up-to-date listing before beginning the import process.

- * Default True: Any item added will be set to active as default.
- ** Default False - Any item added will be set to inactive as default

All field names in quotes are to have their data enclosed in double quotes in the ASCII transfer file. Yes/No values are 0 for No and -1 for Yes. Commas must separate each field. Rates1, Rate2 and Rate3 are currency amounts and must be a two decimal place number, i.e. \$1 = 1.00.

Examples:

```
9008,"Fischer, Lindsay L",0,"1001",8.00,,,,,"2",0,0.5,  
0,"1001",6,-1,, "Default", "4",,,,0,,,0,2,,69.5
```

```
9009,"Heyberry, Jude L",1,"1002",1,14.00,,,,,"1",0,0,  
0,"1002",0,-1,, "Default", "4",,,,0,,,0,0,,148
```

Each field must be separated with a comma

Note that the Name field contains quotation marks so that the last name, first name comma does not produce an additional field. Each record has twenty-eight (28) fields and is on a separate line.

You are not required to enter an employee badge ID. If it is blank, TimeCentre will automatically enter the next highest number in your Employee file. If this is a new import, the starting number is 1001 for the first card number. If you use the numbers through 9999, TimeCentre will stop the import process.

Start Import

To start the import, press the import button. If you are using the ASCII import, the file will be based on directory information set up in the Company Setup form. You can change this information once the import begins.

Import Errors

If you make an error in your input, you can select the rows of employee data in the Employee Setup form and press the Delete key to remove them.

Importing Department, Job, Description, Level 4 and Level 5 Data

You may import your department, job, level 4 and level 5 codes and descriptions from another source. (This import feature is found on the Utility Switchboard | Import/Export)



Department/Job is a four-field comma delimited ASCII file, to include Pay Rate and Bill Rate. Level 4/5 is a two-field comma delimited ASCII file. The following are the maximum sizes allowed for the fields:

<i>Table</i>	<i>Code</i>	<i>Description Field</i>
Department	6	50
Job	14	50
Level4	20	20
Level5	20	20

Export Process

TimeCentre automatically exports payroll summaries to payroll service bureaus and payroll software programs. The Export Data option also allows you to export TimeCentre information in ASCII format to be used in other programs. Details and file layout information is included in the export help file.

Export to Payroll

There are many different payroll programs and service bureaus supported by TimeCentre Export Utility. The Export type and file parameters are selected in the Company Setup form.

Because of the dynamic nature of payroll exports, up-to-date information, last minute revisions and support for payroll exports are stored in the file called EXPORT.HLP You can access and print this file. Select Start | Programs | TimeCentre D | TimeCentre Exports.

Export ASCII File Layout

Note: This layout is also applicable to all exports in spreadsheet formats.

TimeCentre D ASCII Department Summary Export - by Employee, by Department

Field # | Field Description | Type and Max length

1 | Badge ID | Number (Integer Max 6 digits)

2 | Name | Character (Max length 32)

3 | Payroll ID | Character(Max 50)

4 | Dept | Number (Integer Max 6 digits)

5 | Pay Rate1 | Currency (4 decimal places)

6 | Regular Hours | Number (8 Byte floating point)

- 7 | Overtime Hours | Number (8 Byte floating point)
- 8 | Double Time Hours | Number (8 Byte floating point)
- 9 | Advances | Currency (4 decimal places)
- 10 | Tips | Currency (4 decimal places)
- 11 | Other | Currency (4 decimal places)
- 12 | Home Department | Number (Integer Max 6 digits)
- 13 | Actual Dept. Description | Character (Max 50)
- 14 | Home Dept. Description | Character (Max 50)
- 15 | Total Dollars @ Pay Rate1 | Currency (4 decimal places. Includes only dollars from hours worked)
- 16 | Total Time (Total Time Worked) | Number (8 Byte floating point)
- 17 | Lunch (Total Hours Lunch) | Number (8 Byte floating point)
- 18 | Worked Dept. Tracking Description If Dept (field #4) is worked then this describes the worked Dept. Otherwise it describes the Home Dept. | (Character (Max 50)
- 19 | Vacation Hours | Number (8 Byte floating point)
- 20 | Sick Hours | Number (8 Byte floating point)
- 21 | Holiday Hours | Number (8 Byte floating point)
- 22 | Bonus Hours | Number (8 Byte floating point)
- 23 | Personal Hours | Number (8 Byte floating point)
- 24 | Shift Differential. Hours | Number (8 Byte floating point)
- 25 | Shift Differential. Dollars | Number (8 Byte floating point)
- 26 | Home Division | Integer
- 27 | OT Rule Group | Character 15
- 28 | Pay Rate | Currency
- 29 | Summary of Pay Dollars | Currency
- 30 | Bill Rate | Currency
- 31 | Summary of Bill Dollars | Currency

Examples:

```
9001,"Fischer,Lindsay
L. ","1001",10,8.0000,38.5833330154419,0,0,0.0000,0.0000,0.0000,101,"Shipping",,
308.6700,38.5833333308498,2.5,"Shipping",0,0,0,0,0,1,1,0,,8.0000,388.6700,0.000
0,0.0000
```

```
9001,"Fischer, Lindsay
L. ","1001",101,8.0000,0,0,0,,,101,,,0.0000,0,,,,,8,,,0,0,0,,8.0000,0.0000,0.00
00,0.0000
```

```

9002,"Heyberry, Jude
L.", "1002",10,14.0000,9,0,0,0.0000,0.0000,0.0000,102,"Shipping",,126.0000,9,, "S
hipping",0,0,0,0,0,0,0,1,,14.0000,126.0000,0.0000,0.0000

9002,"Heyberry, Jude
L.", "1002",20,14.0000,31,16,0,0.0000,0.0000,0.0000,102,"Production",,770.0000,4
7,, "Production",0,0,0,0,0,2,3,1,,14.0000,924.0000,0.0000,0.0000

9003,"Jones, Adam
C.", "1003",20,12.0000,7,0,0,0.0000,0.0000,0.0000,111,"Production",,84.0000,7,, "
Production",0,0,0,0,0,6,6,1,,12.0000,168.0000,0.0000,0.0000

9003,"Jones, Adam
C.", "1003",30,12.0000,33,2,0,0.0000,0.0000,0.0000,111,"Quality
Assurance",,432.0000,35,, "Quality
Assurance",0,0,0,0,0,30,30,1,,12.0000,864.0000,0.0000,0.0000

9004,"Smith, Joe
A.", "1004",40,10.0000,40,2,0,0.0000,0.0000,0.0000,111,"Receiving",,430.0000,42,
,"Receiving",0,0,0,0,0,0,0,0,,10.0000,430.0000,0.0000,0.0000

9005,"Wozniack, Steve
M.", "1005",20,15.0000,40,6.433333339691162,6,0.0000,0.0000,0.0000,101,"Productio
n",,924.7500,52.43333333333333,, "Production",,,,,,0,0,0,,15.0000,924.7500,0.0000
,0.0000

```

There are other less common export formats such as detail, employee and clock data that may be required for your own customized interface. Full details may be found by pressing F1 in any of the Export Setup fields in the Company Setup form.

Export Clock Data for Multiple Locations

This feature is helpful if you would like to transfer clock data from one installation of TimeCentre to another. This requires multiple copies of TimeCentre. For example, a remote department may run its own payroll but payroll administration would like a copy of the raw data. Exporting the clock data file will make this possible.

Select the ASCII Clock Data from the Export Drop Down Menu on the Company Setup form. Rename the file by leaving the extension TCD, the data file will be recognized by the system importing the data.

For a layout of this file, see Create Data Clock Import Data section in this chapter.

Export Detail

This export takes all the information from the Totals Table and exports it to a comma delimited ASCII file. Select ASCII Detail from the Export drop down menu. The following is a listing of the 60 fields in this file:

Badge ID	DateIn	TimeIn	Date Out
Time Out	TotalDol	RateI	RegT
OT	DT	Payroll ID	Name
Department	Counter	Punch Type	Tips
Advances	Other	Badge ID	Home Department
Dept	Lunch	Total Time	Wk
JobNum	DeptCodes_1_Dept Description	JobDescription	DeptCodes_Dept Description

Notes	ShiftNo	Assignment	ExceptionType
SchedNo	Vacation	Sick	Holiday
Bonus	Personal	Level4	Level5
Quantity	ShiftDiff	ShiftDiffHours	ShiftDiffAmount
StartDateTime	EndDateTime	SerialStart	SerialEnd
Break	HomeDivision	OTRuleGroup	PayRate
TotalPayDol	BillRate	TotalBillDol	Level4Description
Level5Description	TCEXtra	StartRounded	EndRounded

Sample Data

```
9001,6/29/98,0:00:00,7:55:00,,,4.0000,8.0000,0.5,0,0,"1001","Fischer
,Lindsay L.",10,125,"AL",,,,9001,101,10,0.5,0.5,,,,,"Shipping",,"1",
,,,"1",,,,,,,,,,1,0,0,6/29/987:55:00,,0,0,,0,,8.0000,4.0000,0.0000,
0.0000,,,,,
```

Custom Exports

TimeCentre data allows for the creation of your own custom export using Microsoft Access 2000/XP. See instructions in Access for exporting table information or contact your TimeCentre representative regarding custom engineering services.

14. Troubleshooting Help

Overview

Answers to many often asked questions appear in this chapter. Familiarize yourself with these solutions before contacting technical support.

Troubleshooting TimeCentre

Table not attached error message

If when you first start TimeCentre or attempt to access a report, you get an error message indicating Table - xxxx is not attached. Configure and select the company using the Company Setup form, it could mean your company information is not properly configured.

Open the Company Setup form and confirm or add the proper company information. Press the Select button, then press the Close icon to close the form. If you fail to press Select, TimeCentre will not recognize the information despite its location on the Company Setup form.

Report results are unusual or suspect

If the system provides results that are not what you expected or if you suspect possible data corruption, follow these steps.

1. **Scandisk.** Exit all programs. Run Windows Scandisk, and follow the instructions on the screen.
2. **Delete TMP files.** Delete all *.TMP files from your c:\windows\temp\ directory. This will often repair some disk-based errors.
3. **Repair & Compact.** From within TimeCentre, run the database utility. Press Start | Programs | TimeCentre D | TimeCentre Database Utility. At the Database Utility form, press the Repair button, then select Yes. When the system finishes the repair, press the Compact button and then select Yes.
4. **Match Transactions** You can manually join punches for the current period by selecting Edits and Processes | Match Transactions from the Main Switchboard.
5. **Regenerate Totals** Select Edits and Processes | Regenerate Totals from the Main Menu. All exceptions, rounding and other calculations are run.

Cannot Access Reports or get into Edit Forms

Check your system drive/directory to be sure it has been set up correctly. If you changed the drive and/or directory during setup, check to see that the same configuration is reflected in the TimeCentre Configuration form.

From the Utility Switchboard, select Administrative | Configuration.

Be sure the correct directory for your TimeCentre installation is listed under Data Directory.

Also, the company may not be selected or the Company setup may be incomplete.

Open the Company Setup form, add or edit the company information and press Select to accept and close the form.

If the problem persists, it is possible that the database is corrupted or missing. Run Windows ScanDisk. Then run **Repair** and **Compact** from the Database Utility.

If this fails to correct a corrupted database, restore the information from a backup.

Error Message on Startup

You may get an error message on startup indicating "Table - xxxx is not attached. Configure and select the company using the Company Setup form."

1. If your company information is not properly configured or selected, you will receive an error message either when first opening TimeCentre or when you attempt to access a report.
2. Launch the Company Setup form and confirm or add the proper company information. Press the Select button, then press the Close icon to close the form. If you fail to press Select, TimeCentre may not recognize the information despite its location on the Company Setup form.

Cannot Restore from Backup

If your backup is corrupted and the suggestions above don't repair your files, there is one more thing you can try.

Repeat the Company Setup process. Open the file ending in .ARC in your company database directory with Windows Notepad (or WordPad.) Use the editing functions to cut unwanted entries out of this file. Then open a new file. You will be prompted to save the changes to your .ARC. Choose Yes. Delete the punches or they will be duplicated in the .ARC file after the import. Paste the cut records from the previous file into your new file and save it. Exit Notepad/WordPad.

The .ARC file is a repository for all punches that have been received from the data clocks. Every time a clock transfers punches to the PC, those punches are imported to the database and copied to the .ARC file.

Select the Import utility from the Utility menu. Select the directory where the data resides, then select the file that you just created. This will import all data that you selected.

Immediately put in place a regular rotating backup procedure.

Overtime Calculations appear Incorrect

Return to the Pay Policies form and check the settings for overtime. Be sure the pay policy is correctly selected in Employee setup.

Export does not work

Check for sufficient disk drive space.

Archiving does not work

Check for sufficient disk drive space.

15. Network Installation

Network Overview

TimeCentre D version 6 can store the database on a network drive for use by a single user or for use by multiple users. TimeCentre D can support up to six (6) concurrent users, including the communications program as one such user.

TimeCentre supports Windows 98, Windows NT/2000/XP, Novell 4.1+, Lantastic, Hydra and Citrix servers, and Linux and Unix under certain conditions.

Important: If you have any special network requirements, be aware that TimeCentre installs and is used virtually identically to Microsoft Access™.

Important: Be sure to have your IS manager or a skilled network professional involved in your network installation. Be sure s/he has a complete understanding of network rights and protocols and has sufficient experience to avoid communication failure and power issues.

Network Installation Guidelines

- ❶ If you have any special network requirements, be aware that TimeCentre installs and is used virtually identically to Microsoft Access 2000/XP™.
- ❷ It is required that each client have a copy of TimeCentre installed on their workstation and the communications and company data be stored at the server.
- ❸ If PC TimeClock is going to be run at a remote site over a network, the line must be at least a 56k data line.
- ❹ On a LAN setup, a direct network connection to the server is required.
- ❺ TimeCentre must be installed on the PC to which the data clocks are connected.

Steps for Putting the Database on a Network Drive

Keep in mind TimeCentre users must have full access to the shared directory.

1. From your workstation, go to your network drive. Create a directory called “TC6”.

2. In the TC6 directory, create a directory called TIMECNTR. (this 'clock' name can be any other name exactly 8 characters long as long as you are consistent with naming used in Company Setup of TimeCentre. See step 6 below.)
3. Now, on your local hard drive, install TimeCentre according to directions.
4. When complete, launch TimeCentre (Start | Programs | TimeCentre D | TimeCentre).
5. Open the Company Setup form by clicking on Company under the Setups menu.
6. On the 'Terminal/Clock Name' line, be sure TIMECNTR is your clock name, which is the default. If you changed the name in step 2, enter that 8-character name on this line.
7. Under Directory, enter the network drive, directory and subdirectory name set up in steps 1 and 2. Be sure to use the UNC (Universal Naming Convention) such as \\ServerName\TC6\TIMECNTR
8. Repeat this procedure (steps 3-7) for each workstation running TimeCentre.

Please contact Technical Support for further questions on setting TimeCentre Network installation.

Installation on Windows NT/2000

TimeCentre supports Windows NT 4.0 and Windows 2000 network servers. There are no special requirements.

Installation on Novell Networks

TimeCentre supports only Novell version 4.11 and higher.

1. From your workstation, go to your network drive. Create a directory called "TC6"
2. In the TC6 directory, create a directory called TIMECNTR. (this "clock" name can be any other name exactly 8 characters long as long as you are consistent throughout your installation.)
3. Now, on your local hard drive, install TimeCentre according to directions.
4. When complete, launch TimeCentre (Start | Programs | TimeCentre | TimeCentre).
5. Open the Company Setup form by clicking on Company under the Setups menu.
6. On the "Terminal/Clock Name" line, be sure TIMECNTR is your clock name, which is the default. If you changed the name in step 3, enter that 8-character name on this line.
7. Under Directory, enter the network drive, directory and subdirectory name set up in steps 1 and 2. Be sure to use the UNC (Universal Naming Convention). Example:
\\ServerName\Volume\TC6\TIMECNTR
8. Increase the number of record locks per connection to the maximum number allowed by your system. Refer to your Novell version for the maximum file locks and shares to prevent a Novell server crash.

Repeat this procedure (steps 3-8) for each workstation.

If the number of record locks per connection is exceeded, you should obtain a TTSTFIX patch from Novell and install it. Use the Netware Monitor to determine how many record locks are used when TimeCentre is running.

Keep in mind that Netware guards the system from unauthorized use.

Note: TimeCentre functions best on version 4.11 or higher.

Installation on Windows Terminal and Citrix Servers

Implementations using Windows Terminal and Citrix servers require a separate instance of TimeCentre installed for each potential concurrent user. In addition, a separate TC6.INI file needs to be copied to the installed application directory and the start up properties need to be changed to reflect the location of the INI file. The location parameter is in the icon properties following the /INI file.

For example:

```
"C:\Program Files\Microsoft Office\ART\Office\MSACCESS.EXE" C : \TC6\TC6.mdb /wrkgrp  
C : \TC6\system.mdw /User Enduser /pwd tc /ini c:\tc6\TC6.INI
```


16. Advanced Communications

Overview of Advanced Communications

This section contains details for the advanced user for telephone, serial, RS485 LAN and TCP/IP Ethernet installations. Refer to Chapter 10 for basic communications set up information.

Behind the Scenes...

To maintain a high degree of security for your time data, the system introduces a series of steps that insure a controlled flow of data from beginning to end.

1. When clock data is sent to Communications, each punch is checked to be sure it is received correctly. Only when TimeCentre Communications is certain all punches are received correctly will it send a special code to the Data Clock to erase the current batch of punches.
2. If bad punches are sent from the Data Clock, Communications will request they be sent again until correct. If a problem is occurring due to a bad connection, the Clock will hang up after 5 attempts and then will call again up to 5 times. Each communications transaction is logged in the TCLOG.MDB file. Access the TimeCentre Log from Start | Programs | TimeCentre D | TimeCentre Log and indicate the dates to view.
3. To keep communications running smoothly and to free the communications line quickly, the initial data is transferred as an ASCII file. This file is in turn automatically imported to the TimeCentre database with an identifying name based on the date and a counter number, ending with the extension .TCD. It is then appended to another ASCII file that begins with the Data Clock name and ends with the extension .ARC. TCD files of each communications event are saved for ten days.
4. If for any reason the database becomes corrupted, disappears, if there are bad punches detected or the whole ASCII data set is not placed in the TimeCentre database table, an error is set in the Communications Log file and the offending punch, if there is one, is placed in a file called BADPUNCH.TXT. This file is viewed with the Windows Notepad.
5. If this situation occurs, you can view the Data Clock data file using Notepad or WordPad or another text editor and correct the offending data. Save the bad punch into a file named the same as the Data Clock name, (also the current directory name). Then, from the Utility Switchboard, select Import/Export | Import Clock Data to re-import the data. See Chapter 13 - Importing Data for more details.

6. If you forget to deal with the problem, the next Communications will not overwrite this data. Instead new data is appended to the file and continues to do so.

Telephone Line Considerations

Having a good telephone connection is essential to good communications and this step often gets overlooked in the installation process. Here are some important tips to remember:

Do not share a phone line that will be answered with another device that has the potential to pick up at the same time as the PC or the clock. For example, if you plan to poll a clock, do not plug it into the same line as the fax machine. However, if the clock is going to be an originate-only it can be shared by the fax.

You can share the line with a fax machine provided the TimeCentre device originates the call and does not answer. A way around this situation is to install a fax/modem sharing device. Not all of these devices work well consistently, so be sure to test before proceeding.

Also, you should **not** share the line with a Key Service Unit (KSU) or PBX system without proper isolation. This can be installed in the form of a line exclusion device by most phone installation service companies.

Do not plug your modem or Data Clock into the same outlet as a digital or electronic phone system. It will not work and may cause permanent damage to your phone system.

Check your internal lines for cross-talk. If you can hear another phone conversation while you are on the phone, you have a severe cross-talk problem. Data will not transfer until this is corrected.

Installing into KSU and PBX Systems

Many businesses today have an electronic phone system or central office system that does not support the direct installation of an analog phone device. Those that do may require special programming before installation occurs. See your phone installer before proceeding.

You can install in tandem to a KSU or PBX system without using the ports by looping around the system and connecting directly to the trunk lines coming into your building. If you do this, line exclusion devices must be installed to prevent conflicts.

The ideal installation is to use analog ports off the KSU or PBX system whenever you have an in-house installation. In general, these systems tend to be the most reliable. To program your dial sequence, all you have to enter is the extension number of the Data Clock or host PC.

If you are having problems getting clocks to answer or dial the PC, check to see the system is providing the following specifications:

Voltage	40-130 V RMS
Frequency	20-45 Hz
Cadence	2 on - 4 off

Modem Considerations

Selecting the Right Modem

Refer to Modem Setup in Chapter 10 for instructions on selecting a modem.

It is recommended that you add phone line surge protection to your system for your modem. This will prevent the risk of damaging your computer or modem due to phone line electrical surges.

Setting up communications on the PC can be tricky. Most popular brands of modems will work fine with TimeCentre, but only when error correction and data compression are turned off. For the easiest installation, an external modem is recommended.

Please make sure your modem is operating correctly before attempting to transfer data via TimeCentre Communications. If you can answer and receive any file with your modem using the Terminal or HyperTerminal program in Windows, TimeCentre Communications will usually transfer data successfully.

Select the Right Ports and Interrupts

The most common modem conflict problems stems from having two devices on the same COM port or having two devices on different COM ports but the same interrupt.

On some PC's, you might have a problem with your modem even if it appears there is an unused COM port. For example, see that nothing is plugged into COM2, but your internal modem is, at the same time, set for COM2. *This might cause a problem.* In some cases, the modem may work, and only dial out but not receive inbound data transmissions.

It is also very important that the interrupt (or IRQ) of the modem port or serial port is not shared with any other device such as a mouse or printer. In other words, do not use COM1 and COM3 together or COM2 and COM4 together since these combinations share the same interrupt.

The following illustrates the sharing of interrupts between COM ports:

Port	Interrupt
COM1	IRQ4
COM2	IRQ3
COM3	IRQ4
COM4	IRQ3

The simplest and quickest solution to modem installation is to use an external modem plugged in to an available serial port. If you are already using COM1 with your mouse, make sure the modem is plugged into COM2.

The next best setup is with an internal modem placed on the COM3 port, with the mouse being moved to COM2. (This may require a 25 - 9 pin adapter.)

After you have selected the appropriate settings, press the Begin button to start the Communications program. If the correct port has been selected, there will be a message displayed that says, "Waiting for call". If you do not see this message, check to see if there are any conflicting devices on the same COM port.

Communications may be run in the background while you run your other Windows programs.

Note: Some screen savers may cause interference during the communication process. Use the Blank Screen option under the Screen Saver option of the Desktop utility in Control Panel in Windows. Turning off your monitor does not stop the screen saver from being executed.

Initialization Strings

One of the challenges in getting communications to function correctly is making sure the modem in your PC and the modem in the clock are using the right protocol. Your modem may work fine when communicating with another PC but not with the TimeCentre Clock. This is because all the V500 Series clocks use a Bell 212A modem. While this standard has been around a long time, most modem manufacturers do not support it as shipped. In order to permit your PC modem to talk to the TimeCentre Clock, send it commands using initialization strings.

There are many commonly used modems to choose from in the Setup window of TimeCentre Communications. However, if you cannot find your brand, you will have to create your own initialization string or replace the modem with a more popular brand.

There are several commands that are common to all modems. The starting code of AT begins all strings. E1Q0V1X4S0=1 generally appears at the end of the string. Beyond that there are very few standards among modem manufacturers. Have carrier detect turned on, which is usually &C1, and DTR control is generally set to &D2.

The important issue to resolve in getting your modem to work is to find commands to insert in the initialization string that turn off data compression and error correction. There is also the possibility that a string is available to execute Bell 212A compatibility. The Bell 212A string is usually B1, but on some brands does not function.

Experimentation with strings will not hurt your modem. Strings that are incorrect and not understood by your modem will produce an error message when you attempt to start communications.

Following is a listing of some popular modem initialization strings:

```
"Boca","AT&K0\N0%C0&Q6&D2&C1V1X4S0=1"
"Best data SmartModem 1","AT\N0%C0&K0N0&Q6&D2&C1V1X4S0=1"
"Cardinal FaxModem","AT&FB1&C1&D2N0S37=5&Q6S0=1"
"Generic","AT\N0%C0&C1&D2V1X4S0=1"
"Generic Kingston/Highspeed Zoom","ATB1&C1&D2&K0V1X4S0=1"
"GVC","AT\N0\Q0B5\K3&D2&C1V1X4S0=1"
"Hayes Accura","ATB1&C1&D2&K0V1X4S0=1"
"Intel Satisfaxtion (all models)","AT&FB1\N0\Q0\J0\V0H0-J0S0=1"
"MaxTech","ATB1E1%C0\N0%G1\Q0V1X4S0=1"
"Practical Peripherals","ATB1\N0%C0&K0N0&D2&C1V1X4S0=1"
"Practical Peripherals PM144HCII","ATB1&K0&Q0&D2&C1V1X4S0=1"
"US Robotics Sportster","AT&F1&B1&H0&K0&M0&R1&I0&N2&C1&D2B0V1X4S0=1"
"Zoom FaxModem 14.4 PC","AT&FF4B1&D2&C1V1X4S0=1"
```

There are three important steps to setting the initialization string. First, turn data compression off. Second you need to turn error correction off. Third, it is often helpful to lock the port speed at 1200 for the V500 Series and at 2400 for the A300 Series. It is also helpful to set auto-answer to one ring.

If you are supporting installations with multiple modems, you can add the strings to the file MODEMS.TXT. Then your initialization option will appear in the drop down box of the communications program.

When Communications is complete a string is sent to your modem to return it to its original settings.

Common Modem Configurations

This is the most likely configuration to succeed the first time!

Configuration 1: Mouse on COM1; External Modem on COM2

In this configuration, disable the COM2 port on the computer's I/O function card.

Configuration 2: Mouse on COM1; Internal Modem on COM2

This is likely to be successful if no other serial devices are connected to the PC.

Configuration 3: Mouse on COM2; Internal Modem on COM3

Troubleshooting Communications Connections

"Nothing happens when I press the Begin Button."

"I get the 'Waiting for call' or 'Waiting for upload' message and the modem sometimes answers the call. Then nothing happens."

"The modem appears to hang up without completing the call."

There are many variables that can cause communications to fail. These range from intermittently working modems to conflicts with other devices in your computer or incorrect initialization strings. Commonly, these conflicts are caused by two devices sharing the same COM port, interrupt (IRQ) or I/O base memory address. In most cases, a modem has been installed in a machine with a conflicting port assignment. The modem is often sharing either COM1 or COM2 with the computer's serial ports. This is easily remedied if you do not have a mouse attached to one of the ports (Some computers come equipped with a bus mouse that does not use the serial port.) If you do not have a mouse or other serial device attached to the computer, configure the modem on COM3 or COM4. (You can also disable one of the computer's COM ports and then assign the modem to that port. Check with your computer dealer or modem manual for instructions on doing this.)

If you do have a serial mouse attached to your computer, use the odd numbered alternate port for your modem if the mouse is attached to an even numbered port and vice-versa. For example, if the mouse is attached to COM1, you need to place the modem on COM4. If the mouse is on COM2, the modem is placed on COM3.

The reason that even and odd ports cannot be shared is that they have the same interrupts. The program that attempts to call each device on the same interrupt basically gets confused and causes abnormal behavior, including hanging up the computer.

If you have additional serial devices attached to your computer, you need to consider whether they are activated at the same time as Communications. For example, a serial label printer would generally not be a source of conflict if you are not printing at the same time Communications is active. In this case, the serial printer could occupy an even or odd numbered port with the modem. The printer could be on COM1, the mouse on COM2 and the modem on COM3.

"My computer is attached to a network. When I log in to the network, Communications does not work. Without the network, it seems to work fine."

This may be a conflict with the network card. Check the I/O Base and interrupt assignments on the network card. Try moving them to another location. Sometimes the network card is assigned to location h300 in conflict with some brands of modems. The network card is generally more flexible in configuration than the modem. Also, many network adapters are set to IRQ3. Change it to IRQ5.

"I have a fax/modem. The fax works but the modem does not."

First be sure that conflict problems are resolved as in the above. Even though the fax works, the modem may be a bit more sensitive on receiving a call on a conflicting interrupt. Be sure to disable auto answer on the fax software and any other drivers that might prevent the modem from answering. Even though some fax programs will distinguish between a fax and a modem call, the time may be too long for the data clock. The data clock will time out and hang up before Communications can get a connection.

"I am using a fax/modem/voice switch. The Data Clock dials up OK but it displays the message: "NO ENQ FROM HOST"

The problem is the switch takes too long to hand the call to the modem. Try a different brand of switch or use a different telephone line. Be sure to check that all data clock connections are secure. Try plugging the modem into the voice option.

"Occasionally the modem hangs up or shows many "PACKET RESENT" errors in the log."

This may indicate a noisy telephone line or a bad modem. Check to see if the telephone line is running next to copy machines or other "noisy" equipment. Too long a flat cable can be more susceptible to noise, so replace it with twisted pair cable. Too many old connections can also be a problem. Sharing lines with key service units or PBX centers may also cause this problem. Consider running a new line to where the telephone company has entered the building. Finally, call the phone company to check your lines for cross-talk and interference.

"My modem dials out fine. TimeCentre Communications does not answer or does not respond after a connection."

This can be due to any of several causes. First check to see that data compression and error correction initialization strings have been used correctly to turn off these features.

Check to see the computer has minimum 128 MB RAM. Opening the internal log files and the database will cause the computer to hang due to insufficient memory.

If you are sharing the line with your company phone system, the ring detector may be actuated at the same time as the modem. Line noise may end up causing the communications program to hang.

"How can I go about diagnosing problems?"

If you are fairly familiar with the inside workings of a PC, attempt the following tests and procedures:

1. Turn off your computer and remove all unnecessary cards from the PC including network, scanner, tape compression, CD-ROM controllers and others.
2. Leave in only the modem, disk drive controllers and video card. See if this clears the problem. If your computer is equipped with two serial ports, be sure to move the modem to COM3 or COM4 as described above.
3. Test the modem with the Microsoft Windows HyperTerminal. If you can send and receive calls with HyperTerminal, TimeCentre Communications should successfully transfer Data Clock files. If Clock works and Communications does not, call Tech Support for further suggestions that may include replacement of the modem with a different brand.
4. If there are many serial port conflicts found, one solution is to purchase a bus mouse to replace your serial mouse.

5. Once you have found a successful combination, add each board back in to the machine one at a time. Test several times after each board is added to make sure it is not creating an additional conflict.

Important: Do not change any cards in your computer without first turning off the power. Unless you are familiar with the settings inside your PC, contact your dealer or consultant.

6. Check Port Settings in the Windows Control Panel to be sure they are correct. V500 data clocks send at 1200 baud, 8 bits, No Parity, 1 Stop Bit; A300 data clocks send at 2400 baud.

Special Considerations for Serial Connections

The same rules apply to serial connections as they do to modem connections regarding port and interrupt control. However, cable distance is an issue as signals tend to degrade more over longer runs.

If you provide your own cable, you need to be concerned about distance and shielding. Anything under 50 feet will be fairly fault tolerant provided the cable does not cross over motors or fluorescent light fixtures. Using shielded cable will cut down on potential problems when crossing appliances that give off electrical "noise". Shielded cable is a must in installations up to 200 feet. Installation over 200 feet may require additional amplification. Call for details on custom wiring issues.

Note: Data Clocks do not automatically come equipped with serial cables. Be sure to specify whether you are connecting to the 9-pin or 25-pin serial port on your computer and specify the length of cable required.

If you are using multiple clocks in your installation, you will need an automatic serial sharing device. Contact your dealer for recommendations.

RS485 LAN Considerations

The rules for setting up the RS485 LAN from the perspective of the PC hardware are the same as the serial connection. The only difference is that a converter is added to the serial port of the PC to convert the protocol from a serial to RS485.

The software setups are described in Chapter 10 - TimeCentre Communications. It is important to match the number of clocks being polled to the number of clocks on the LAN.

Pre-install RJ45 jacks and then simply run a RJ45 plug terminated cable from the clock to the jack. The PC may sit anywhere along the network line.

If the LAN fails, check all cables, then check the RS485 converter. Make sure the converter is plugged into the PC and the power adapter is plugged into a surge protected AC source.

See the TimeCentre Data Clock User Guide for more details on RS485 wiring.

LAN Operations

The PC continually polls the clocks for data. If the LAN is disconnected, punches are saved to a batch. Once the LAN comes back up the punches are automatically sent to the PC. If the batch process is set up, the punches are matched into time transactions on a scheduled basis.

If the LAN is disconnected or the PC software is terminated, the clocks will continue to save entries until they are reconnected.

Batch Processing should be timed to take place during low-use periods. Although data is still retained at the clock, users will be less likely to be concerned about the LAN DISCONNECTED message.

If you are using an Ethernet connection, refer to the appropriate Data Clock User Guide for more information on TCP/IP.

Validation Control | Multi-Clock

If you do not wish to validate data, skip this section.

Some data collection devices, such as the 'A' Series Data Clocks, can be programmed to validate all punches to insure they match a current entry in the database. Refer to your data collection user guide for details on this feature.

The Validation feature allows you to restrict employee punches to certain clocks. It will also lock out punches if unauthorized department, job and work order codes are entered.

Note: Before using this feature, be sure you have installed and set up your data clocks using the Data Clock Maintenance routine. Refer to the Data Clock User Guide.

The validation procedure requires a clock setup at the Clock Validation Setup screen. Select each clock in your installation and then choose the employees, departments and/or jobs that are authorized for that clock. An attempt to clock in with an unauthorized entry will be rejected.

Setup Validation

Choose Setups | Validation from the main switchboard to access this setup form. The Employee setup tab appears first.

The screenshot shows a software window titled "Clock Validation Setup". It has three tabs: "Employee", "Department", and "Jobs", with "Employee" selected. The main area is titled "Clock-Employee Assignments" and contains a table with two columns: "Clock Location" and "Name". The table lists six assignments. Below the table are buttons for "Select Group", "Delete All", and a "+" icon, along with icons for a trash can, a printer, and a refresh/clear icon. At the bottom, a status bar shows "Record: 1 of 9".

Clock Location	Name
1 BreakRoom	1000 Doe, John
1 BreakRoom	1001 Frinner, Frederick
1 BreakRoom	1002 Lou, Linda
1 BreakRoom	1003 May, Missy
2 Hallway	1000 Doe, John
2 Hallway	1001 Frinner, Frederick

Employee

1. **Clock Location:** Press the drop down arrow to select the clock number.

If no numbers appear, set up your data clocks using the Data Clock Maintenance routine.

2. **Name:** Press the drop down arrow to select the name of the employee who is authorized use this clock.
3. Repeat the process for this clock for every employee who will be authorized to use this clock, and for every clock in your installation.

The screenshot shows a software window titled "Clock Validation Setup" with three tabs: "Employee", "Department", and "Jobs". The "Department" tab is active, displaying a table titled "Clock-Department Assignments". The table has two columns: "Clock Location" and "Department". The "Clock Location" column contains a dropdown menu with the selected value "1" and a text field with "BreakRoom". The "Department" column contains a dropdown menu with the selected value "111" and a text field with "Development". The table lists six rows of assignments. Below the table are buttons for "Select Group", "Delete All", and a "+" icon. At the bottom, there is a record navigation bar showing "Record: 1 of 6".

Clock Location	Department
1 BreakRoom	111 Development
2 Hallway	111 Development
1 BreakRoom	101 Processing
2 Hallway	101 Processing
1 BreakRoom	102 Shipping
2 Hallway	102 Shipping

Department

1. Press the Department tab if you wish to restrict the departmental use of the clock.
2. **Clock Location:** Press the drop down arrow to select the clock number.
3. **Department:** Press the drop down arrow to select the department name to be authorized for this clock.
4. Repeat the process for this clock for every authorized department for this clock, and for every clock in your installation.

The screenshot shows a software window titled "Clock Validation Setup" with a tabbed interface. The "Jobs" tab is selected. The main area is titled "Clock-Job Assignments" and contains a table with two columns: "Clock Location" and "Job". The table lists six assignments, each with a selection arrow on the left, a clock location (BreakRoom or Hallway), a clock number (1 or 2), a job code (25A, 26B, or 27C), and a job name (Job1, Job2, or Job3). Below the table are buttons for "Select Group", "Delete All", and a plus sign. To the right are icons for a trash can, a printer, and a document with a plus sign. At the bottom, a record navigation bar shows "Record: 1 of 6".

	Clock Location	Job
▶	1 BreakRoom	25A Job1
	2 Hallway	25A Job1
	1 BreakRoom	26B Job2
	2 Hallway	26B Job2
	1 BreakRoom	27C Job3
	2 Hallway	27C Job3

Buttons: Select Group, Delete All, +

Icons: Trash, Print, Document +

Record: 1 of 6

Job

1. Press the Job tab if you wish to restrict the clock to particular job codes.
2. **Clock Location:** Press the drop down arrow to select the clock number.
3. **Job:** Press the drop down arrow to select the job name to be authorized for this clock.
4. Repeat the process for this clock for every authorized job for this clock, for every clock in your installation.

17. Customizing TimeCentre

Customization Overview

TimeCentre can be customized for the user's unique environment to whatever extent is desired.

The drop down menu items on both the Main and the Utility Switchboard can be turned on or off, to reflect only the tasks pertinent to your organization in all categories.

With TimeCentre's open architecture format, you can also customize your TimeCentre data with a copy of MS Access 2000™ and simple programming. You must be familiar with MS Access 2000 or obtain the services of a certified Access programmer to create custom reports.

You can create your own custom reports in TimeCentre or personalize existing reports by adding your company logo, inserting additional information fields particular to your organization or editing existing report layout. In addition, you can add further functionality to TimeCentre by adding buttons, entry forms and generate connections to other programs.

Note: Utilize any version of MS Access to create your own application using the TimeCentre data. If you are using Access 97, attach tables and do not convert them; converted data cannot be converted back to Access 2000 format.

Customizing the Switchboard (Switchboard Manager)

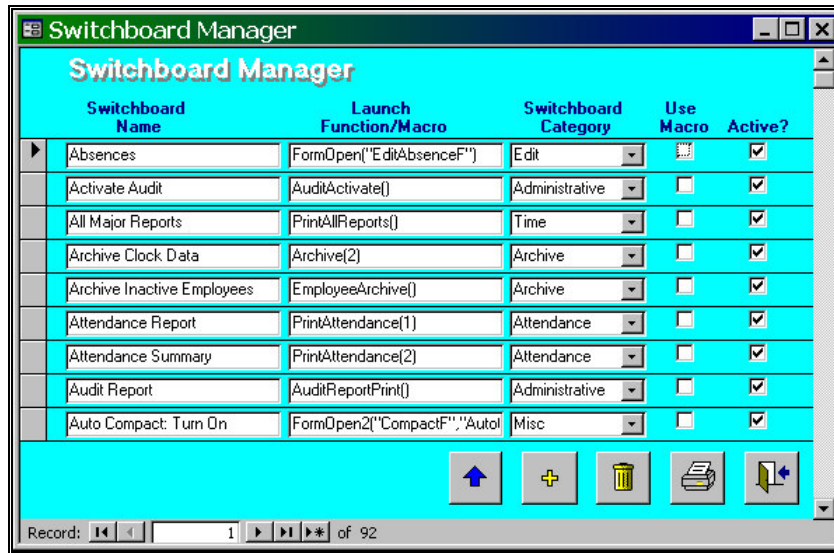
Items in the drop down menus on the Main and Utility Switchboard can be modified to reflect only the tasks pertinent to your organization in all categories. Administrators can turn off any unwanted item.

In addition, you can change the name that appears in the drop down menu to reflect your company's nomenclature.

An "active" field applies to each drop down menu item that can be turned on or off.

Switchboard Manager Form

Launch the Switchboard Manager form from the Utility switchboard. Select Object Management | Switchboard Manager.



This form controls the naming and enabling/disabling of the stock items appearing in the Main and Utility Switchboard drop-down menus, and the addition of new items if custom work is performed

Note: Microsoft Access and VBA knowledge is required for TimeCentre customization.

Switchboard Name: This is the name of the item you want to appear in the drop down menu.

Launch Function/Macro: This is the name of the internal function or macro that launches the object. If it is a macro, the Use Macro box needs to be checked. (The user decides whether the Function or the Macro is to be used.)

Switchboard Category: This is the group your selection will appear in on the Main and Utility switchboards. Select the group that most represents the function you have chosen..

Use Macro: Check in this box if you are launching with a macro.

Active?: Enter an X in the Active? Column to turn on this item in the drop down menu on the Main and Utility Switchboard. If you do not need a menu item in your operation, remove the X from the Active? Box and that item will not appear.

To add new features

Press the Add icon and type in the menu name you want to appear in the Name column. Enter the code or macro that will execute this function. Microsoft Access VBA knowledge is required if you are going to write a function. You can use some of the built in TimeCentre functions, such as FormOpen(*"Your form name"*) to execute the opening of a form, or PrintReport(*"Your report name"*) to print a report. The Switchboard category corresponds to the category name on the Main Switchboard or utility switchboard. If you are not able to use VBA code to create a function to perform a process, you can also use a macro which is entered in the function/macro column.

Note: Items you create will appear on the switchboards when you next open TimeCentre.

Caption Change Feature

If you have special reporting requirements, perhaps changing report and form captions will provide your company more meaningful reports. The text title that describes the text columns can be altered without custom programming. For example, "Level 4" can be changed to Phase or Work Order; "Department" can be changed to Task or another description of your choosing.

Adding and importing new captions, apart from the Caption Change feature, requires knowledge of Microsoft Access 2000™.

Select form and report labels, including some found on Switchboards and in Security setup, can be changed to any name of your choosing.

Caption Change Form

1. Select Administrative | Caption Change from the Utility switchboard.

Object Type	Object Name	Label Caption	
Forms	Bar Code Generator form	Text3	De
Forms	Bar Codes Generator Form	Text4	Jot
Forms	Bar Codes Generator subform	Text3	De
Forms	Bar Codes Generator subform	Text4	Jot
Forms	Bar Codes Generator subform	Text53	Lev
Forms	Bar Codes Generator subform	Text5	Lev
Forms	Bulk Time Entry form	Text26	De
Forms	Bulk Time Entry form	Text30	Jot
Forms	Bulk Time Entry form	Text32	Lev
Forms	Bulk Time Entry form	Text34	Lev
Forms	Bulk Transactions form	DeptChooseLabel	De
Forms	Bulk Transactions form	DeptLabel	De
Forms	Bulk Transactions form	JobLabel	Jot
Forms	Bulk Transactions form	Level4Label	Lev

2. You can make any change you wish to a label by locating the existing label for the form, report or table (menu) you wish to change, and make the appropriate change in the Value 1 column.
3. In the 'Select Column' field in the top left, select Value1.
4. Click on 'update'. The update function will apply, to those labels selected, the changes indicated in the Value1 column.
5. Click Exit when you have completed all changes.

Note: it is **strongly** recommended that the user print to paper a full list of the default settings shown in the Caption Change form prior to making any changes. This will allow recovery from any user errors.

Pre-made Caption List

If you are changing to a pre-made caption list, press the 'Select Column' drop down menu and select the column containing the new caption set you wish to use. Press the Update button to accept.

Add New Items

To add new items, scroll to the bottom of the Change Labels form to access a blank line.

Object Type: Type in an object type as either Forms, Reports or Tables.

Object Name: Enter the name of the object as displayed in the database container. If it is a table object, it must also include the target field name with a dot separator. For example, the SwitchboardName field in SwitchboardT would be denoted as SwitchboardT.SwitchboardName.

Label Caption: Enter the label caption based on the Name property in the appropriate Form or Report. If the object you are changing is the form or report caption, enter "na" as this will then refer directly to the Form or Report. In tables this references a specific value.

Default Value. This displays the existing value for this entry and allows you to put everything back to the original labels. Do not make any entries in this column unless there are changes to the original form or report.

Values: The remaining Value columns can be used for different versions of Form, Report and Table (menu) captions.

If you are customizing forms and reports, it is suggested you use the Custom Object Controller module. If changes are made to the system, the changed forms and reports can be exported via the custom object controller and saved for re-import later. That way, when you install a new version of the software, your custom form and report changes are saved.

Setting the Development Environment.

To secure portions of the TimeCentre database, Microsoft uses a data file called SYSTEM.MDW. You received a different version of the SYSTEM.MDW with TimeCentre than the version that comes with Microsoft Access. Change to the TimeCentre version of the SYSTEM.MDW in order to permit what you create under Access to operate in 'runtime' TimeCentre. To do this, create a copy of your shortcut for TimeCentre, and substitute in the shortcut path as shown in the following example: (_ indicates single space)

Change from: (enduser shortcut, TimeCentre runs in Access runtime environment)

C:\Program Files\Microsoft
Office\ART\Office\MSACCESS.EXE_C:\TC6\TC6.mdb_/wrkgrp_c:\tc6\system.mdw _/user_EndUser /pwd
tc __/ini_tc6.ini

To: (Developer shortcut, TimeCentre runs under in full MS Access, with original SYSTEM.MDW in service)

C:\Program Files\Microsoft Office\Office\MSACCESS.EXE_C:\TC6\TC6.mdb_/wrkgrp_
c:\tc6\system.mdw_/user_EndUser_/pwd_tc_/ini_tc6.ini

If you fail to make this change, objects you create under the existing SYSTEM.MDW file will not function when you launch TimeCentre.

Getting the TimeCentre Data

To retrieve TimeCentre's data into another own system, use the 'link tables' command in Microsoft Access located in the File menu (File | Get External Data | Link Tables). The TimeCentre tables are located in the file whose path is specified in the company directory field, found in company setup. If the name of the company is TIMECNTR it would be located in \TC6\TIMECNTR and it would be named TIMECNTR.MDB

Custom Object Control

Because TimeCentre is written in Microsoft Access, end users can add their own custom reports, entry forms, custom processing, queries and even their own data objects.

There are two major features in TimeCentre that make managing customized objects an easy task.

Switchboard Object Manager form

The purpose of this form is to keep control of all the forms, reports and process that are used on the Main Switchboard and the Utility Switchboard. Any time a new report is created it is added to its appropriate menu through this form.

Custom Object Management form

This form is used to keep track of changed or new objects that are not maintained with the distribution system. By logging the objects you create in this form, handling an upgrade or a remote custom upgrade is a two keystroke process. When a new revision is shipped, the end user simply presses the export button to send out the logged objects. The new version is installed and the import button brings back all the custom objects.

The Custom Object Manager also maintains the integrity of the Switchboard Manager by synchronizing them with prior versions of the software. No more rewriting customization when a new version arrives!

Automated Custom Code Objects

While TimeCentre does not support modification of existing code, you may add your own code that is triggered from a form or macro. In addition, you can add code to the regenerate totals process. This automates any processing function you want to add.

There are 12 points of entry during the process to add your own Functions or Subroutines. Since they are controlled by macros, you can choose a name for the functions and store them in a separate code module. Then you substitute your function name for the one in the CustomCall macro, a macro located in the Macro section of the TimeCentre database container. The following shows the content of the CustomCall macro, and the points in the regenerate totals routine where functions can be inserted.

Macro Name	Action	Comment
CustomCall01	RunCode	At Start of Processing Regenerate Totals
CustomCall02	RunCode	Before Holiday Premiums
CustomCall03	RunCode	Before Processing Assignments
CustomCall04	RunCode	Before Processing Assignments
CustomCall05	RunCode	Before Round to Schedule
CustomCall06	RunCode	Before Overtime Calculations
CustomCall07	RunCode	Before Holidays Worked
CustomCall08	RunCode	Before Process Rates
CustomCall09	RunCode	Before Shift Differential
CustomCall10	RunCode	Before Processing Summaries
CustomCall11	RunCode	Before Processing Summaries
CustomCall12	RunCode	Before Updating Week To Date totals for Employee
CustomCall99	RunCode	At end of processing

Action Arguments

Function Name: CustomFunctionXX("01")

Enter a macro name in this column.

Important Note: If you change the name of the this macro it will not respond when called.

Custom Objects Management

To further manage the objects you created and to provide for synchronization of changes to the switchboards, the Custom Objects Management form is used. The Custom Objects Management form is accessed from the Utility Switchboard.

Custom Objects Management Form

Custom Objects Management

Object Name:	Description:	Object Type:	Updated:

Export Objects Import Objects

Record: 1 of 1

Complete this form as follows:

Object Name: Enter the Access name for the object you have created or modified.

Description: Enter a description of the object, for your reference.

Object Type: Enter the object type (form, report, etc.). Select from the options by clicking on the down arrow.

Updated: Enter the change dates of the objects so when data is synchronized, it will warn you if there is a newer version about to be overwritten.

Export Objects: Press the Export Objects button every time you create new objects or modify them. This moves a copy of the objects to a new database called CUSTOM.MDB.

Import Objects. Whenever you upgrade to a new version of TimeCentre, you can synchronize objects you've created back in by pressing the Import Objects button. The Custom Objects Manager also synchronizes the switchboard manager so all your interface changes remain up to date.

This feature has many benefits!

Organizations needing special reports or different appearances for different areas of the company can distribute the CUSTOM.MDB and run the Import Objects function to customize the local application.

Staying current and managing custom installations is a plus for consultants and VARS who can now deliver their own value added and maintain it with new versions.

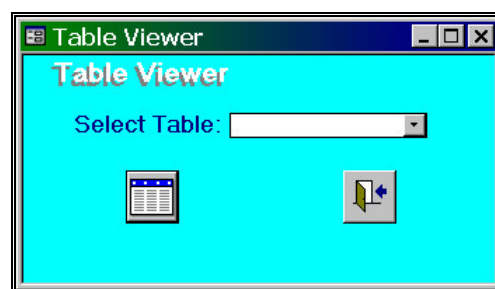
Integration with other products is now easier because everyone can have their own special flavor.

View Tables

The Tables in TimeCentre contain all the raw time punch data. These tables are available for those who wish to view individual punch information or create their own custom reports.

From the Utility Switchboard, select Object Management | View Tables. Select a table from the drop down menu and then press the table icon to view the table. Note that the only data visible is the data maintained in the company's separate data file.

Technical Note: Processed tables are only accessible using Microsoft Access 2000™.



If you ever want to determine the dates or types of punches that are being used in calculating your reports, you can view punches for the Clock Data Table. The Table Viewer allows the user to inspect raw data.

Available Table Structure

All the tables are available for making your own custom reports. Listed below are the most commonly used tables. It is important to understand in your report designs that the Summary Table (SummaryT) and Totals Table (TotalT) are dynamic. They are erased and recreated each time reports are created from data that has been edited in TimeCentre. If you change data in the ClockDataT, run Regenerate Totals in the Edits and Processes menu before relying on the Summary or Totals Table data. Note that SummaryT and TotalT are not listed in the table below, which lists tables found in TIMECNTR.MDB, COMPANY6.MDB, and TC6S.MDB. SummaryT and TotalT are located in TC6.MDB.

List of Tables in Table Viewer

AbsenceT	Absences in Current period
AssignmentT	Work Order Assignments
AttendanceT	Attendance History
CallerIdT	Connects Caller ID to the Clock Data
ClockDataT	Raw Punches and Transactions
COMPANY	List of Companies and location of files
DeptCodeT	Department Codes and Descriptions
DivisionT	Division Codes and Descriptions
EmployeeT	Employee Table
HolGroupT	Holiday Groups
HolidayT	Holidays
JobCodeT	Job Codes and Description
PayCodeT	Pay Codes for Payroll Exports
PayPolicyT	Overtime and other premium pay policies
PollT	Polling Table
ScheduleT	Schedule Template Table
SecGroupsT	Security Groups
SecListT	Security Assignments
SecObjectsT	Security Object Assignments
SecurityDeptT	Security Departments
SecurityDivisionT	Security Divisions
ShiftT	Shift Table
TASYS	Active Company Table
WhosInT	Who's In Table
ClockBellSchedT	Bell Schedule
ClockEmpAssignT	Clock Assignment Table.
EmployeeInfoT	Demographic Data (Not Used)
Level4T	Level 4 Codes
Level5T	Level 5 Codes
ClockPromptT	Data Clock Prompt Tables
SupervisorT	Supervisors

Appendices

Appendix A - Operations Checklist

This checklist will assist you in setting up the internal procedures that can be used to process data. Since every company will use TimeCentre a bit differently, you may need to delete or add activities to this list. Mark the day of the week for each activity to provide a working calendar of time and attendance operations.

Daily/Weekly Operations

Activity	M	TU	W	TH	F.	S	S
Poll Data Collection Device (may not be necessary)	X	X	X	X	X		
Print Who's In Report	X	X	X	X	X		
Print Exceptions Report *	X	X	X	X	X		
Edit Exceptions *	X	X	X	X	X		
Print Daily Report*	X	X	X	X	X		
Print Approaching Overtime Report			X	X			
Print Supervisor Sign Off form					X		
Print Supervisor Exceptions Report					X		
Enter Absences: V P B H S					X		
Print Time Cards					X		
Print Summary Report					X		
Print Dept Detail Reports					X		
Print Dept. Summary Report					X		
Print Job Analysis Reports							
Print Schedules							
Run Variance Reports							

* We recommend these activities be done daily

End of Period Operations

Activity	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Export data to Payroll							
Run Period End Routine							
Run Database Utility (Repair & Compact)							
Backup your Data in \TC6.							
Run Historical Reports							
Run Management Reports							
Run Schedules							

Appendix B - Badge Printing and the Eltron Printer

Photo ID Overview

TimeCentre's photo ID system provides a simple and easy way to get photo ID's printed for your access control. The system requires a digital camera or scanned photographs and a badge printer. These items are available from TimeCentre or your TimeCentre dealer.

Any digital camera that allows you to view the picture before it is captured is important so you don't have to crop the picture after you shoot it. A low resolution camera is generally sufficient as the pictures you will create are small. The most important part of your camera selection is having a convenient method to transfer the data to your computer for input into the badge software. There are cameras with USB connections that allow you to easily download the pictures. A flash or smart card reader that reads your media directly is also convenient.

While almost any badge printer will work, the software was designed to work with an Eltron P310 plastic card printer, Eltron having been chosen due to the widespread use of its products. The badges that are printed are one sided. See your dealer or TimeCentre for more on badge printers.

Photo ID Process

Before you can use the photo ID process, you must first set up the location that the pictures are coming from. Open the Utility Switchboard, and select the Configuration option.

Configuration

Directories:

Data: C:\TC6

Security: c:\TC6

Snapshot:

Fac Code:

(HID and Button systems only)

Rates to Show: Pay Rates

☒ Show Active Employees Only

☒ View Reports

☐ Adjust Punches for Changes in DST

☒ Break on Home Dept in Reports

☒ Limit Exceptions to Current Pay Period

☐ AutoMatch Transactions on Startup

☐ AutoGenerate Next Period Schedules

Exception Report Threshold in Hours: 0

Punch Match Threshold in Hours:

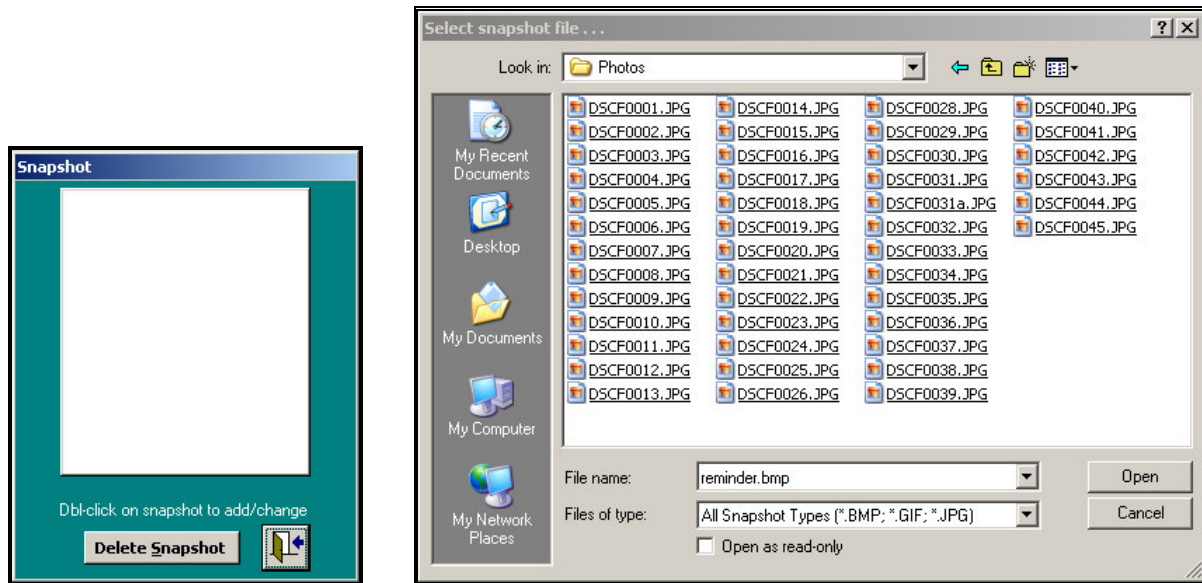
In/Out: 18 Lunch: 2 Break: 3

OK Cancel

Add the location where your digital pictures are stored in the 'Snapshot' field.

Follow this simple 5-step process:

1. Take the picture.
2. Download the picture to a common directory you have created for the purpose of storing pictures. (This is the directory you set up in the configuration form.).
3. Open the Employee Setup screen. Click on the 'View Snapshot' button to open the Snapshot form. Next, double-click in the white frame and you will then get a list of pictures to choose from.



4. Click on the file you want. Press OK when you have selected the correct picture. (You can also double-click the file name.).
5. Press the 'Print Badge' button to print the badge. The badge will be displayed for preview. Select File | Print from the top menu bar to print the badge.

Printer Setup

The printer can be selected in the printing process of the badge using the File | Print selection from the File menu. When selecting a new printer, changes to margins may be required to get the badge information to align properly on the card.

The default printer for this version is an Eltron badge printer. Any Eltron card compatible printer can work. Changes to this printer can be made with a copy of Microsoft Access 2000 or higher. Open the form in design mode and change the printer properties. Margins should be set to the smallest possible and adjusted for your specific printer.

Using Bar Codes

The Photo ID system is set up to print bar codes. However, if they do not print correctly, the font for the bar codes may need to be re-installed. Refer to your operating instructions for installing the bar code font. This file is located in the TimeCentre directory and is named, v100025_.ttf. The font name (in Windows) after the file is installed is C39P24DmTt.

Customizing Company Logo

The logo in the top right corner of the photo ID can be customized. Create your own logo image and save it in the TC6 folder. Save it with the file name badgelogo.bmp and it will automatically appear on your badges. You can create your own image in Microsoft Paintbrush or other graphics program.

Modifying the Photo ID Layout

You can modify the layout of the photo ID with Microsoft Access 2000 or later. You can set it up to work with other types of output, add information and rearrange the layout. For more information on customization of TimeCentre, see turn to chapter 17.

Appendix C - Daylight Savings Time feature

When a punch transaction spans the time at which a clock is adjusted for Daylight Saving Time, the apparent length of the punch will be either one hour too long (in springtime when the Time In would be based on Standard time and the Time Out would be based on DST) or one hour too short (in autumn when the Time In would be based on DST and the Time Out would be based on Standard time.)

The purpose of this feature is to adjust the Time Out on such punch transactions so that its reference is the same as that of the Time In punch. Thus, in spring the Time Out punch will be adjusted to a time one hour earlier and in the autumn it will be adjusted to one hour later.

TimeCentre software works independently from the clock and therefore must be configured to support DST transactions.

Enabling the feature

Open the Utility Switchboard and click on the “Configuration” button to open the Configuration form. In the upper right corner, click on the checkbox labeled “Adjust punches for Daylight Saving Time”. Click on OK to close the form and close the Utility Switchboard.

Setups

When TimeCentre is delivered with this feature, it is configured with the standard Daylight Saving change dates and times used in the United States for the next several years. If you need to make adjustments to the schedule for any reason (i.e., your company’s “Time of Change” convention is different from the standard 2:00 AM), open the Utility Switchboard and click on the dropdown box under “Administrative”. Click on “Set DST Change Times” to open the form “Set Daylight Saving Change Times” which will display as follows, allowing you to edit or add records as needed.

Date of Change	Time of Change	No. Hrs. to Adjust	Direction of Change:		Completed
			Std to DST	DST to Std	
10/28/2001	2:00 AM	1	☐	☒	☐
4/7/2002	2:00 AM	1	☒	☐	☐
10/27/2002	2:00 AM	1	☐	☒	☐
4/6/2003	2:00 AM	1	☒	☐	☐
10/26/2003	2:00 AM	1	☐	☒	☐
4/4/2004	2:00 AM	1	☒	☐	☐

Record: 1 of 11

When TimeCentre processes the DST changes it will check the Completed check box after all transactions have been adjusted for a particular change date; this will occur on the second day after the DST change date to assure that all affected transactions are caught.

Operation

This feature operates automatically during Match Transactions. Each time Match Transactions is run it checks to see if the current system date is greater than any record displayed above which is not marked as “Completed”. If it finds one, it then processes all clock transactions to adjust Time Out on appropriate punches. When Match Transactions is next run two or more days after the Daylight Saving Time change date the appropriate Daylight Saving Change Time record is marked as completed.

Only clock-generated and Edit punches that have both Time In and Time Out values are affected; punches such as Holiday and Vacation that have only Time In values are not affected. Each punch transaction whose Time Out is adjusted is marked in its Notes field with the notation “DST adjusted”; you may view the Notes field on the Time Cards form. If a Time Out adjustment causes the new time to be on the other side of midnight the Date Out field will be appropriately adjusted.

If Match Transactions is run before all potentially affected punches are completed, it will process and mark those that are complete, then the next time it runs it will process any additional completed ones it finds that haven’t been marked. This will continue until the record for the applicable Daylight Saving Time change date is marked as completed as described above.

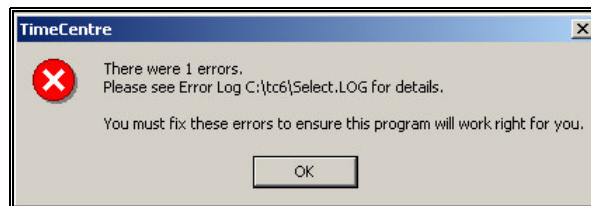
NOTE: When time is adjusted backward (as happens in autumn in the transition from DST to Standard time), TimeCentre will not process adjustments for transactions in which Time In or Time Out fall during the hour preceding the Daylight Saving change time (e.g., 1:00:00 AM – 1:59:59 AM) because it is impossible to distinguish between pre-change and post-change times from the clock. **Therefore, it is recommended that you set the Daylight Saving change time (as described above) to a time when personnel are generally**

not clocking in or out. If it is impossible to avoid clocking in or out during the one-hour transition period, such records will need to be edited by hand.

This feature will work well, meaning it will save users of TimeCentre from the need for DST-related editing, if the Date and Time selected in the 'Set Daylight Savings Change Times' form for a given time change matches the actual date and time at which the clocks' times are changed. If there is no gap between the two, the need for edits to data should be minimal. If a gap does exist, more edits may be needed; the bigger the gap, the more extensive will be the need. Depending on the type of clock in use, it may be possible to automate the DST-time update via the TimeCentre communications program. Please consult your manual for more information on updating clock time and unattended communication.

SPECIAL NOTE TO CURRENT USERS OF TIMECENTRE 6.0 WHO UPGRADE TO THIS FEATURE

If you have more than one company, you will need to "turn on" this feature separately for each company as follows. After you've enabled the feature for the company currently selected, open Company Setup, select the second company, and close the form; you will see a message displayed as follows:



The message in the file Select.LOG will indicate that table DSTChangeTimesT is missing from the company database. To correct this, simply open the Utility Switchboard, open the Configuration form, then close it; this will cause TimeCentre to copy the table to the new company database.

Repeat this procedure for each company you have defined.

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