

TimeClockLE

Operation Manual

V3.00

Revision 1

3/1/2005

(Not Compatible with earlier versions of TimeClockLE)

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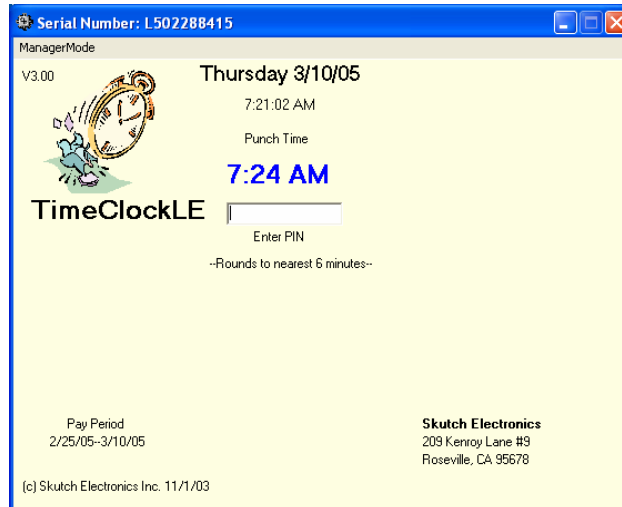
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TimeClockLE

(Basic Time clock Software)



Introduction

TimeClockLE is a computer based time clock system for small businesses with anywhere from 1 to 200 employees. TimeClockLE V3.00 is not compatible with earlier versions of TimeClockLE. It provides basic work hours tracking for all employees and an optional Job Tracking feature which allows it to be used to track the total number of hours, and billable labor cost for each job. The system is based on a single computer that is strategically located by the employee entrance. Each employee uses a pre-assigned PIN code to punch IN and OUT of work. This means no more time cards to hassle with. This is the perfect application for one of your old outdated computers that you thought you would never use again. TimeClockLE requires one of the following operating systems: Windows 98, ME, NT, 2K, and XP. The computer can be stand alone, or a part of a network. On network computers, all employees MUST clock IN/OUT ONLY on the physical computer that TimeClockLE is running ON.

The system has programmable Bell Alarms that can be programmed to alert employees of the starting and ending of all CLOCK IN/OUT windows. These alarms are in exact sync with the time clock time. With this feature employees can concentrate on their job duties instead of the clock. TimeClockLE will alert them when it is time to punch IN and OUT. In fact, the employees have a six minute window which they have to punch IN or OUT.

Features

1- Accurate Time (Internet Option)

You never have to worry about making time adjustments with TimeClockLE. The system has the ability to automatically update the computer's system clock every night to the National Time Standard. This insures that the current time on TimeClockLE will always be accurate. Inexpensive Atomic Clocks (Radio Controlled) can be installed throughout the workplace to supply clocks that are synchronized to the National Time Standard also. This way, the clocks will reflect the time on TimeClockLE. This feature works will both dial up, DSL or cable modems.

2- No Time Cards

No more time cards to hassle with! Employees punch IN and OUT using individual PIN codes that are assigned to them.

3- Printed Time Sheets

TimeClockLE prints a separate time sheet for each employee at the end of each pay period. This sheet shows all punch IN and OUT times, and any notes for the pay period.

4- Pay Period Summary Report

TimeClockLE provides a payroll summary report which provides the data you need to process your payroll with ease.

5- Job Tracking

As an option, TimeClockLE can be used to track the total labor hours spent on each project. When employees Punch IN, they must also select the JOB name that they are working on. When the JOB is complete, a JOB SUMMARY report can be printed that shows all employee punch data related to the job, total hours worked, and total billable labor amount.

6- Remote Printing

A remote printing utility is available at no extra charge, that allows you to print all TimeClockLE reports on a different computer. First you export the reports to a floppy disk or JumpDrive, then you run the utility on the remote computer. You don't have to have a printer attached to your TimeClockLE computer to get your reports.

7- Activity Log

TimeClockLE stores a record in the ACTIVITY LOG when TimeClockLE is started and ended. It logs any system clock adjustments over 50 seconds, and it logs any time that the Manager Mode is entered.

8- Manager Mode Capabilities

- a- Print pay period reports; including viewing, printing, and exporting.
- b- Add, Delete, or Edit employees in the system.
- c- View and Edit employee punch data.
- d- View only capabilities of the ACTIVITY LOG.
- e- Adjust the SETUP parameters of the system.

9- Unlimited number of Bell Alarms

Bell alarms can be used to inform employees of the proper start and end times for work and all breaks. Employees can concentrate on their work instead of the clock.

10-Employee Information supplied at punch IN/OUT

- a- The current Pay Period stating and ending dates
- b- The hours that the employee has worked today.
- c- The hours that the employee has worked this week.
- d- The hours that the employee has worked this Pay Period.
- e- If Job Tracking is used, the current PROJECT that is being worked on.

11- Note Option at PUNCH time

If the employee is late, or forgot to punch IN or OUT, the employee can enter a note for explanation purposes. This makes it easy for the accounting person to make the needed adjustments at the end of the pay period. This option can be enabled or disabled in SETUP.

Specifications

* Computer Requirements:

- 1- Windows 98, ME, XP, NT, or 2K operating system.
- 2- Can be a stand alone system or hooked to a network.
- 3- A minimum of 64M of Memory.
- 4- A computer sound card, with speakers (optional). Needed for Bell Alarm feature.
- 5- 20 Megabytes of available hard drive space.

* Time Basis: TimeClockLE rounds all times to the nearest "tenth" of an hour. (6 minute intervals)

* Punch Window: Plus and Minus 3 minutes from all punch times. Example: If an employee wants to punch in at 8:00am, they can punch IN any where from 7:57am to 8:02am.

* When enabled, internet time update routine updates the system clock to the National Time Standard every day at 2:15am.

* Pay Period Selection:

- a- Weekly
- b- Bi-Weekly
- c- Semi-monthly (1st-15th/16th-31st)
- d- Semi-monthly (6th-20th/21st-5th)
- e- Monthly.

* Back Up Utility for backing up data.

* Archiving Utility for archiving employee.

Registration

TimeClockLE comes with a 60 day free trial period. This is a full featured trial. After this time period you must register it if you wish to use it. The cost to register it is \$79.00 per machine that it is used on. To register the software, write down the Serial Number of your software, which is located on the top of the initial form, and call Skutch Electronics Inc. at (916) 786-6186. We accept VISA, Master Card, and American Express Credit Cards. After purchase of the registration, we will give you an unlock code that will allow your copy of TimeClockLE to be registered. Skutch supplies high quality telephone technical support for TimeClockLE for one year from date of registration.

Steps for Getting the System Running

- 1- Set up computer and the multi-media speakers in the proper locations.
- 2- Install the TimeClockLE software by double clicking on the SETUP.EXE file that you downloaded.
- 3- Setup the system parameters using the SETUP utility under Manager Mode.
- 4- Add all employees with their corresponding PIN codes under Manager Mode.

Hardware Setup

The computer you plan to use needs to be located in an area close to where the employees enter the building. The computer itself is an excellent reminder for the employees to clock IN and OUT. If you plan to use the Bell Alarm feature, then you will need to run wires from the computer's sound card to a location where the employees will be able to hear the speakers. If you do not want to run the wiring, there are a few wireless audio systems available. Look on the web at **X-10.com**. They have their "Entertainment Anywhere" that can be easily used for speakers up to 100 ft away. We use a pair of \$10 multimedia speakers and they are loud enough for a 3000 square foot building. We ran a 3 conductor shielded cable about 60 feet, then connected it to our multi-media speakers. If you wish to use the auto system clock updates, you will need to hook up your dial up modem to a telephone line. You will also need an Internet Service Provider (ISP). This feature only accesses the telephone line at 2:15am, so you don't need a

dedicated ISP account. TimeClockLE has a remote printing utility so you don't need to have a printer attached to the computer. All you need is a keyboard, mouse, and a monitor. Keep the computer ON 24 hours a day. Turn the monitor OFF when the last person leaves, and turn it back ON in the morning. The system needs a mouse for manager access, but the mouse should be kept hidden to prevent employees from messing with the computer. TimeClockLE knows if the system clock has been changed. It will keep a LOG of any system clock changes. This makes it very easy to tell if anybody has been messing with the system clock time.

Software Setup

For best results the screen resolution on your computer should be changed to 800 x 600 pixels. This can be changed by right "clicking" on the desktop, then select **PROPERTIES**, then **SETTINGS**. The first step after you install TimeClockLE is to go to the Administration Mode and set up the basic parameters. Upon initial installation, the passwords for the management modes have been disabled. This allows easy access to the Administrator mode. Once you have everything setup the way you want, you can enable password protection for both the Manager and Administrator Modes.

Adding an Employee to the System

Before an employee can use TimeClockLE they must be added to the system. This is accomplished by clicking on **MANAGER MODE**, then **EMPLOYEE'S IN SYSTEM**. Upon installation no **PASSWORD** is needed to access the **MANAGER MODE**. See **MANAGER MODE** for more information.

Printing Pay Period Reports

At the end of each pay period a Time Sheet for each employee and a Payroll Summary Report must be printed. A remote printing utility is available at no charge so that the reports from TimeClockLE can be exported, then printed on another computer system. This utility is available on our web site at:

www.skutchelectronics.com . These reports are processed from the Manager Mode. See the Manager Mode for more information.

Manager Mode



When initially installed, Manager Mode does not require a password to access it. You may set a password by clicking **MANAGER MODE**, then **SETUP**, and then by entering a 1 to 10 digit password. If you leave the password blank, no password will be required for access.

Setup

This screen allows you to control the overall operation parameters of TimeClockLE. To enter this mode, click on MANAGER MODE on the main screen, then click on SETUP.

Manager Mode -5
BackUp Archive

Setup
TimeClockLE V3.00

Close/Save

PayPeriod Settings

Pay Period Type

- Weekly
- BiWeekly
- Semi-Monthly (1-15/16-31)
- Semi-Monthly (6-20/21-5)
- Monthly

Starting Date of Pay Period
2/25/05

Allow Working Past 12 Midnight

Activity Log

Enable Reporting on:

- Adjustments of System Clock (Fixed)
- Starting and Stopping of program
- Entering Manager Mode

Empty Activity Log

Internet Clock Updates

Auto Internet Clock Update

Test

Test Results

NIST Time Server IP Address
129.6.15.28

Hour OFFSET
Adjust for your Time Zone(24 to +24)
-7

Company Info

Name: Skutch Electronics
Address: 209 Kenroy Lane #9
City/State/Zip: Roseville, CA 95678
Phone: (916) 786-6186

Manager Mode Password
If left blank, no password Required

Allow Employee Notes
 Add Job Tracking

View Manual
Bell Schedule

Pay Period Type

Weekly

Each pay period is 7 days long and starts on the “Starting Date of Pay Period”.

Bi-weekly

Each pay period is 14 days long and starts on the “Starting Date of Pay Period”.

Semi-monthly(1-15/16-31)

The first pay period of the month starts on the 1st and ends on the 15th. The second pay period of the month starts on the 16th and ends on the last day of the month.

Semi-monthly(6-20/21-5)

The first pay period of the month starts on the 6th and ends on the 20th. The second pay period starts on the 21st and ends on the 5th of the next month.

Monthly

The pay period starts on the 1st of the month, and ends on the last day of the month.

Starting Date of Pay Period

This is the starting date of the pay period.

Allow Working Past 12 Midnight

This should only be checked when you have employees that work past 12 Midnight. At 12 midnight this feature automatically punches OUT all employees that are clocked IN and then re-punches them IN for the next day.

Company Info

This is the information that is shown on the main TimeClockLE punch screen. It is also printed out on all reports. This feature allows you to customize the reports with your own company name.

Activity Log

The ACTIVITY LOG is used to record system activities that management needs to monitor. The log can be viewed from the main Manager Mode form.

Adjustments of System Clock (Fixed)

For security reason this feature can not be disabled. This feature reports to the ACTIVITY LOG whenever there has been an adjustment to the system clock of over 59 seconds.

Starting and Stopping of program

Enables a report to the ACTIVITY LOG whenever the TimeClockLE program has been started or ended.

Entering Manager and Administrator Mode

Enables a report to the ACTIVITY LOG whenever the Manager Mode and Administrator Mode has been accessed.

Empty Activity Log

Erases all current entries in the ACTIVITY Log.

Auto Internet Clock Update

When enabled, TimeClockLE will automatically update the system clock with the National Standard Time via the internet connection. This function is performed once every day at 2:15AM. For this feature to work you must either have a dial up modem, or DSL/cable modem and an Internet Service Provider(ISP). Internet Explorer must be able to access the Internet on the TimeClockLE computer for this feature to function properly. If you have XP as your operating system, do not use this feature. XP can be set up to perform this task itself.

NIST Time Server IP Address

This is the Internet address of the server that the clock updates are received from. From time to time servers can stop functioning. In this case simply select a new server. When changing this address, you MUST click the TEST button before the new address can be saved. Make sure that the TEST worked. Also make sure that you add the proper OFFSET to make the test time reflect your local time. You can also enter your own IP Address if you wish. You still need to click the TEST button.

Hour OFFSET

This is used to adjust the time so that it equals your local time. Normally this is a negative number. You MUST click the TEST button before it will be saved.

Test

Clicking on this button will test the Auto Internet Clock update feature. If successful, the current National Standard time will be displayed below the button. This function also updates the computer's system clock.

Manager Mode Password

If left blank, no password is required to enter Manager Mode. The PASSWORD can be from 1 to 10 characters in length.

Allow Employee Notes

When checked, employees have the ability to leave a note when punching IN or OUT. For example; If an employee was late to work, they could put a note such as; "Car would not start". To use this feature, the employee would press the tab key, enter a note, then press the tab key again, and punch IN or OUT. The notes will print on the end of pay period time sheet.

Add Job Tracking

When enabled, this function allows you to track your labor cost for each job. When employees punch "IN", they also have to select the "JOB" that they are working on. In the EMPLOYEE'S IN SYSTEM section under Manager Mode, it allows you to enter an Hourly Billable rate for each employee. TimeClockLE uses this rate and the total time to calculate the total billable labor for each job. A report for the desired job is printed under the JOB TRACKING section in the Manager Mode. When disabled, the Job Tracking references are totally removed from TimeClockLE to reduce confusion.

Bell Schedule

The Bell Schedule allows TimeClockLE to audibly notify your employees of the start and ending times for all punch IN and OUT periods. This way your employees can concentrate on their jobs instead of the clock. The Bell Schedule can only be used on computers that have a Sound Card installed on them.

Simply type the time that you want the alarm to sound and enter the number of the corresponding sound. After you enter it, you can test the sound by highlighting the entry, then clicking the test button.

The window for all PUNCH times is plus and minus three minutes. If work starts at 8:00 am, you would enter "7:57:00 AM" for the first alarm, and "8:02:00 AM" for the second alarm.

Using your own SOUNDS for the Alarm!

TimeClockLE can play any audio WAV file. You can have talking, singing, music, or any noise you desire. Simply follow these instructions:

- 1- Record your WAV file on your favorite audio program. Windows Sound Recorder will work!
- 2- Copy your WAV file to the "C:\Program Files\TimeClockLE\Data" directory.
- 3- Rename the file to one of the following:
 - a- Intro10.wav (Enter 10)
 - b- Intro11.wav (Enter 11)
 - c- Intro12.wav (Enter 12)
 - d-Intro13.wav (Enter 13)

e-Etc..

That's it!

Backup Data

This utility allows you to make a backup of all employee data. It is a good idea to backup data at least every couple of months or so. You may store the Backup Data on the hard drive, a zip disk, jumpdisk, or any other drive. If you ever need to restore the data you should call for technical assistance.

Restore from Backup

This utility allows you to restore the data that was made from the Backup utility.

Archive

As time goes by your system will accumulate more and more employee punch data. At some point, depending on your computer, TimeClockLE will start to respond slower when employees punch IN or OUT. If this should happen, you can speed up the system by ARCHIVING the employee data. This process strips off all old employee data and stores it in the ARCHIVE folder under the TimeClockLE program folder.

Archive Now

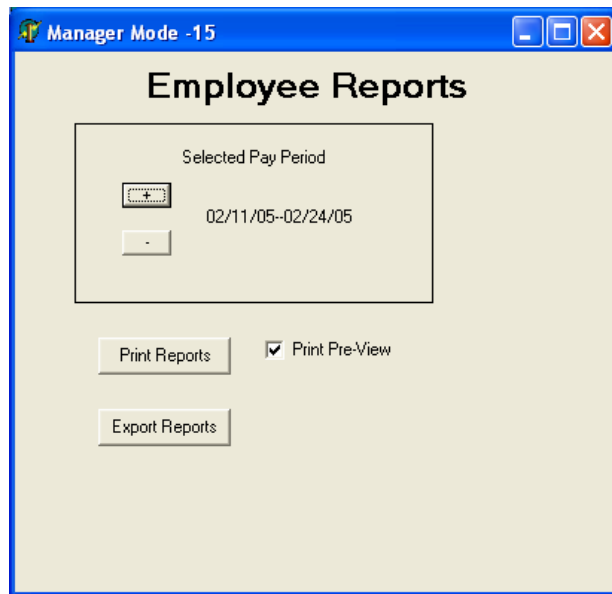
This utility removes all old employee punch data from the employees punch file and saves it under the ARCHIVE folder under the TimeClockLE program folder. If there is already data in the Archive file the newer data will be added to it. The archive utility should only be used if the system gets to the point where the clock IN or OUT process has slowed down over time. This reduction in speed is due to large amounts of punch data. Once you archive the old data, the punch IN/OUT process will speed up again. When you Archive, the system only keeps the current and last pay period punch data for all employees. If at some point you find that you need access to older data, you can use the “Restore from Archive” utility.

Restore from Archive

This utility takes all of the old data from all of the previous ARCHIVES and restores it back to the employees punch file. This is usually done if you need to gain access to some older punch data. After getting the information that you need, you can then use the “Archive” utility to re-remove it.

Manager Mode Main Screen





Employee Reports

Selected Pay Period

Use the “+” and “-“ button to adjust TimeClockLE to the desired pay period to print.

Print Pre-View

When checked, this allows you to view each report on the computer screen before it is printed. You can either print the report by selecting the PRINT icon, or close the report. , and continue to the next report.

Print Reports

This function is used to print all individual Time Sheets and the Pay Period Summary report for the selected Pay Period. This function is used when printing to a printer that is accessible from the computer.

Export Reports

This function allows you to export the reports so that they can be printed on a different computer using the TimeClockLE Remote Print Utility program. Reports can be exported to any disk or even a USB based JumpDrive.

Example Reports

Reports are printed from the Manager Mode at the end of each pay period. They provide permanent employee records that should be saved. TimeClockLE provides two different reports. The Time Sheet report is printed for each employee. A Pay Period Summary report contains a summary of all of the employee data and makes payroll reporting a breeze. The following is an example of each report.

Print Preview

Employee
Mark Crawford

Pay Period
03/12/04-03/25/04

Time Sheet
TimeClockLEV2.00

Skutch Electronics
209 Kenroy Lane #9
Roseville, CA 95678
(916) 786-6186

Days Worked = 10

Hours Worked = 80.0

Date	Day	Clock IN	Clock OUT	Hours	Notes
03/12/04	Fri	07:30 am	11:00 am	3.5	
03/12/04	Fri	12:00 pm	04:30 pm	4.5	
03/12/04	---	Total	8.0	----	-----Friday-----
03/15/04	Mon	07:30 am	11:00 am	3.5	
03/15/04	Mon	12:00 pm	04:30 pm	4.5	
03/15/04	---	Total	8.0	----	-----Monday-----
03/16/04	Tue	07:30 am	11:00 am	3.5	
03/16/04	Tue	12:00 pm	04:30 pm	4.5	
03/16/04	---	Total	8.0	----	-----Tuesday-----
03/17/04	Wed	07:30 am	11:00 am	3.5	
03/17/04	Wed	12:00 pm	04:30 pm	4.5	
03/17/04	---	Total	8.0	----	-----Wednesday-----
03/18/04	Thu	07:30 am	11:00 am	3.5	
03/18/04	Thu	12:00 pm	04:30 pm	4.5	

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Print Preview

Pay Period
01/16/04-01/29/04

Pay Period Summary Report
TimeClockLEVL1.00

Skutch Electronics
209 Kenroy Lane #9
Roseville, CA 95678
(916) 786-6186

Employee	Hours	Days
Patty Olsen	78.1	10
Wee Smith	78.8	10
Al Sandige	72.1	9
Steve Eckles	78.5	10

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Employee's in System

Before an employee can use TimeClockLE their Name and PIN code must be added to the system. The PIN can be from 1 to 10 characters in length. If Job Tracking is enabled, then you can also add a "Billable Rate/Hour". This is used in the Job Tracking Report to calculate the billable labor cost for a specific job.

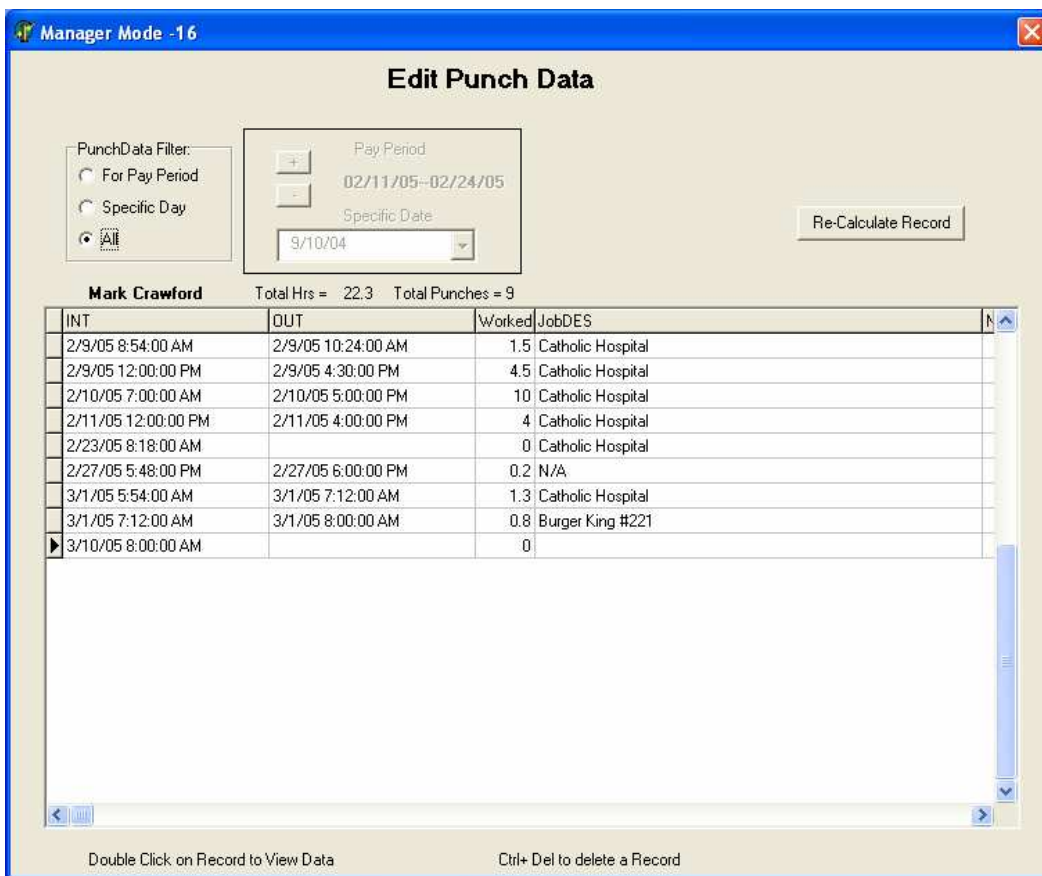
The File Name shows the actual name given to the file for that employee. With this utility you can ADD, DELETE or EDIT employee information.

The functions that are available are:

ADD: Used to add new employees to the system.

EDIT: Used to change information about an existing employee, including issuing a new PIN code.

DELETE: Permanently removing an employee from the system.



Edit Punch Data

This utility allows you to edit the punch data for a specific employee. There is no check and balance for the changes that you make so be careful. To edit a specific employees data, "DOUBLE CLICK" on the desired employees name in the List Box.

After you have finished with a INT or OUT time edit, make sure that you click on the "Re-Calculate Record" button to provide an accurate Worked Time. In this case, make sure that one of the FIELDS is

highlighted before clicking the “Re-Calculate Record” button. This button only updates one line, or record per click.

When using Job Tracking, make sure any changes to the “JobDES” is exact. If the Job Name is not exactly correct, it will not be added to the proper Job Report.

To return to the employee list, simply “double click” on any record.

Punch Data Filter

This allows you to control select the punch data that is displayed.

Re-Calculate Record

This button allows you to automatically re-calculate the hours worked for a specific record.

Inserting A Record

To insert a new record simply press the [Insert] key.

Deleting a Record:

To Delete a record press [Ctrl]+[Delete] key. The system will prompt you to confirm the deletion.

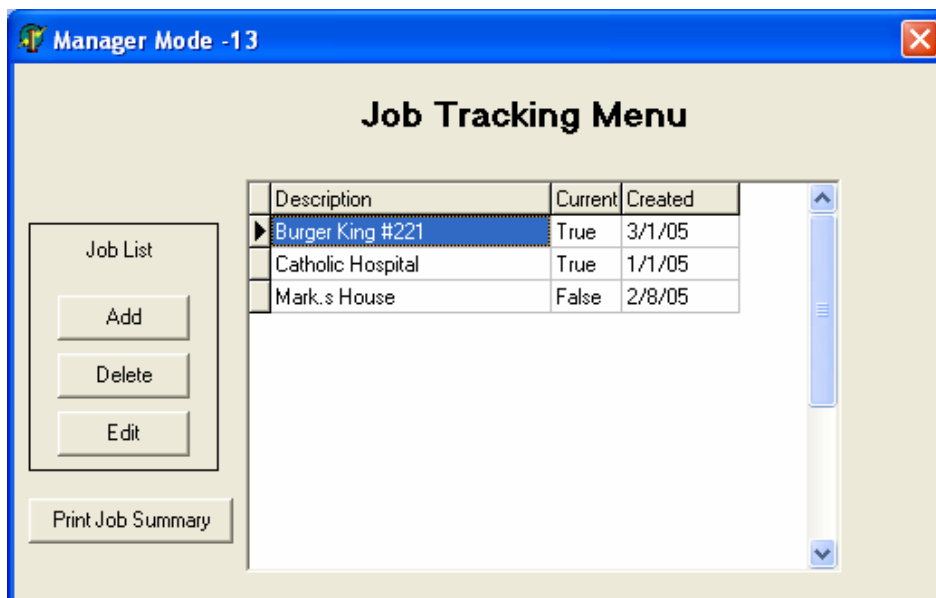
View Activity Log

For security reasons, the Activity Log keeps track of the following:

- 1- When the program is started or stopped
- 2- When the Manager or Administrator Mode is entered
- 3- When any clock adjustments over 59 seconds have been made

In the Manager Mode, SetUp, you can erase the log and also control the items that get logged.

JobTracking Menu



The functions that are available:

ADD- Add a new Job Name.

DELETE- Delete an existing Job. Make sure that you have printed a summary report before deleting.

EDIT- Edit an existing Job. Use “Currently Available to Punch In” check box to allow employee access to Job.

Print Job Summary

The report shows all punch periods for all employees whom have worked on the specific job.

The screenshot shows a 'Print Preview' window with a blue title bar and standard window controls. The report content is as follows:

Total: \$578.00 **Hrs:** 38.80

Job Name : Catholic Hospital

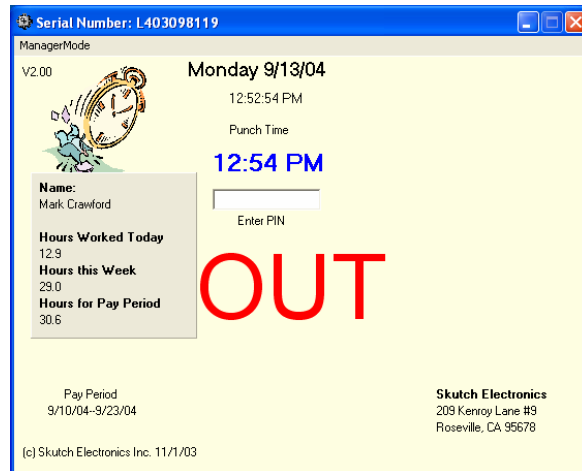
Job Track Report
TimeClockLE V3.00

Skutch Electronics
209 Kenroy Lane #9
Roseville, CA 95678
(916) 786-6186

Employee	IN	OUT	Rate/Hr	Hrs	SubTotal
Mark Crawford	02/09/05 08:54 am	02/09/05 10:24 am	10.00	1.50	15.00
Mark Crawford	02/09/05 12:00 pm	02/09/05 04:30 pm	10.00	4.50	45.00
Mark Crawford	02/10/05 07:00 am	02/10/05 05:00 pm	10.00	10.00	100.00
Mark Crawford	02/11/05 12:00 pm	02/11/05 04:00 pm	10.00	4.00	40.00
Mark Crawford	02/23/05 08:18 am		10.00	0.00	0.00
Mark Crawford	03/01/05 05:54 am	03/01/05 07:12 am	10.00	1.30	13.00
Frank Smith	02/09/05 07:30 am	02/09/05 11:00 am	22.00	3.50	77.00
Frank Smith	02/09/05 01:00 pm	02/09/05 05:00 pm	22.00	4.00	88.00
Joe Blow	02/09/05 08:00 am	02/09/05 04:00 pm	20.00	8.00	160.00
Joe Blow	02/10/05 08:00 am	02/10/05 10:00 am	20.00	2.00	40.00

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Employee Punch Instructions



The Blue Punch Time

The Blue Punch Time on the main screen is the official punch time for the system. This is true for both IN and OUT punches. This time is rounded off to the nearest six minute interval. This means that if you wanted to punch IN at 8:00am, then you could actually punch IN anywhere from 7:57am until 8:02am. This six minute period is called the “**Punch Window**”. All TimeClockLE calculations are based on a six minute interval which equals one tenth of an hour.

Punching IN

1- Type in your PIN code and press [ENTER]. Confirm your punch state by pressing [ENTER]. If you are using “Job Tracking”, the employee must select a valid Job Name after punching IN.

Punching OUT

1- Type in your PIN code and press RETURN. Confirm your punch state by pressing [ENTER].

Entering a Note(Optional Feature)

This feature is enabled/disabled in Manager Mode-SetUp. If you are late to work, or had to leave early for a doctor's appointment, it is a good idea to leave a note on the system. To do this, you must enter the note before you punch IN or OUT. Press the **TAB** key and the cursor will change to the note box. Enter your note then press **TAB** to return to the "Enter PIN" box. When you punch IN or OUT the note will be recorded and erased from the screen.

Displayed Employee Information

Whenever you punch IN or OUT a panel of information is displayed. This information will be displayed for 30 seconds before automatically disappearing. This information can also be cleared by pressing any key.

The following is an explanation of the information:

Name

This is the employee's name.

Hours Worked Today

The total hours that you have worked so far today.

Hours this Week

This is the total number of hours that you have worked this week. A week starts on Sunday and ends on Saturday.

Hours for Pay Period

This is the total number of hours that you have worked so far, for the current Pay Period.

Correcting False Punches

If you should accidentally punch IN or OUT at the wrong time, you can easily correct the error. If you re-punch IN or OUT within the same [Blue Punch Time](#), TimeClockLE will erase the false punch.

Displaying all Employees that are Clocked IN

TimeClockLE allows you to view all employees that are currently clocked IN. In the normal PUNCH screen type in **SHOWIN [ENTER]**. A list of all employees whom are clocked in will be displayed on the screen. Press any key to erase the list.

Technical Support

Skutch provides high quality telephone technical support, on a no charge basis, for a period of one (1) year from the registration date of the software. After this time technical support is available on a charge basis.

At the present time technical support is available from 7:30am until 4:30pm, Pacific time, Monday through Friday, excluding holidays.

Technical Support Number

(916) 786-6186

Reporting Software Problems

If you should find a problem in the TimeClockLE software, you can report the problem to us via email at mark@skutchelectronics.com

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