

TimeClockNet 3

Network Time Clock Software

Operation Manual

V3.02

Revision 1



SKUTCH ELECTRONICS, INC.

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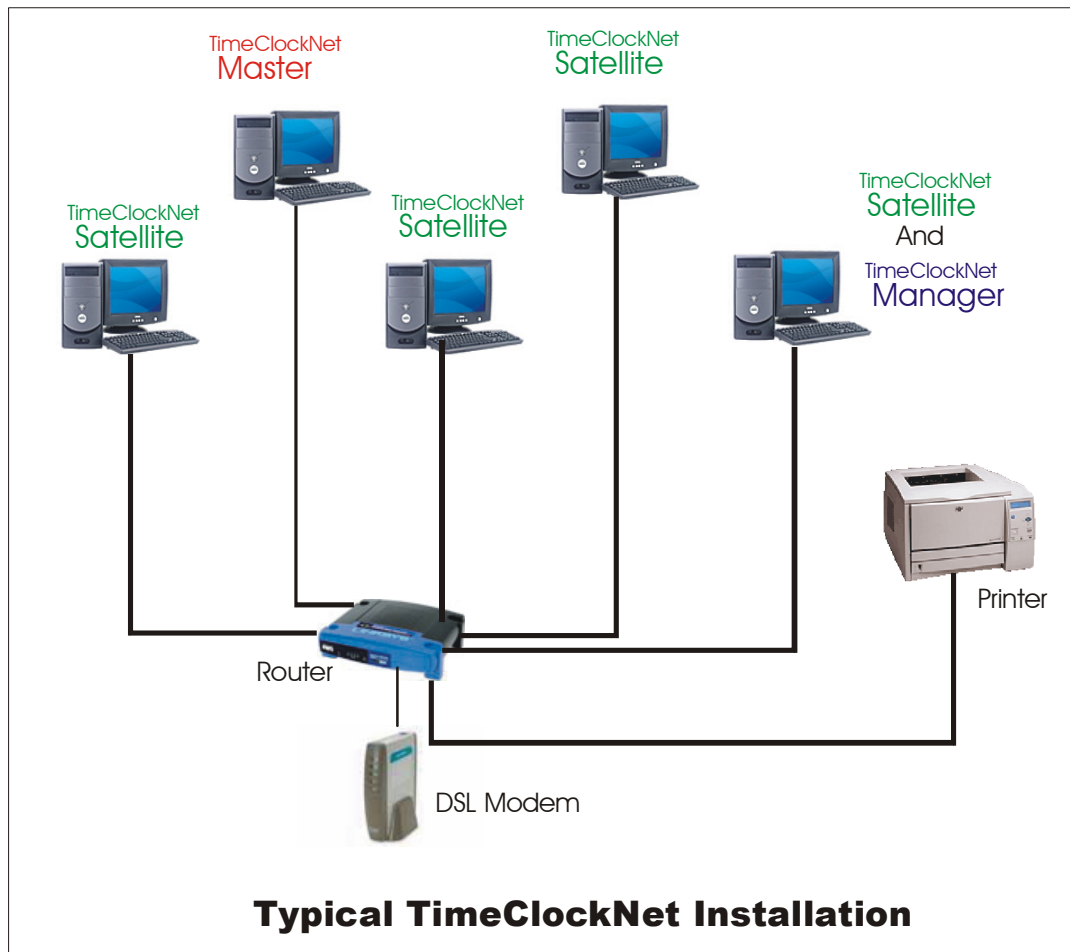
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TimeClockNet 3

(Time clock Software for Windows Based Networks)



Introduction

TimeClockNet 3 is a simple to use, networked based time clock software package. It can handle from 1 to 200 employees. The system allows employees to Clock IN or OUT from any computer connected to the network. This means no more time cards to hassle with. Each employee uses a pre-assigned PIN code to punch IN and OUT of work. TimeClockNet 3 maintains an accurate log of the total hours that each employee works throughout each pay period. At the end of each pay period TimeClockNet 3 is used to print an individual Time Sheet for each employee and a Summary Report of all employees. TimeClockNet 3 can also be used to track the total hours for a particular job or project. At the completion of the project, a report can be printed that shows all labor hours and billable labor amount for that particular job. The TimeClockNet 3 package consist of three separate programs. If you are updating from an earlier 1.xx version, you can use the Convert utility to transfer employee data.

TCNSatellite

This program is installed on each computer that will be used by employees to punch IN or OUT. This program can be installed on as many computers as desired. It only needs to be running when an employee needs to punch IN or OUT. This program is supplied free of charge and does not require registration.

TCNMaster

This is the heart of the TimeClockNet 3 system. This program keeps track of the Pay Period intervals provides communications with all TCNSatellite3 programs. This program is to be installed on one computer only. **It must be running at all times** for the system to function. The clock in the computer that TCNMaster is installed on, is the master clock for the entire system. This program is supplied free of charge and does not require registration.

TCNManager

This program is used to manage the TimeClockNet 3 system. It is used to:

- a- Add, delete and edit all employees in the system
- b- Edit PUNCH data
- c- Add, delete, edit, and enable/disable Job Tracking information
- d- Control Pay Period length, and type.
- e- Generate Payroll Reports
- f- Generate Job Tracking Reports

This program can be password protected and serves as the main management tool for the system. TCNMANAGER3 can be installed on as many computers as required. It only needs to be running when needed. TCNManager3 is provided with a 60 day free trial period. After the trial period you must register the product to continue using it. The cost to register it is \$129.00 per machine that it is installed on. Only one copy of the program is required for proper operation of the TimeClockNet 3 system.

Specifications

1- Operating System

All three programs in the TimeClockNet 3 system require any one of the following operating systems: Windows 98, ME, NT, 2K, and XP.

2- Number of Computers

From one to twenty computers. All three programs can be installed on a single computer if desired. A single computer installation does not require a network to operate.

3- Selectable Pay Periods

- a) Weekly- Fixed 7 day period starting on any day of the week.
- b) Semi-Monthly- Fixed 14 day period starting on any specific day.
- c) Semi-Monthly- (1st-15th) and (16th- Last day of the Month)
- d) Semi-Monthly- (6th-20th) and (21st-5th)
- e) Monthly- From the 1st to the last day of the month.

4- Time Computations

All PUNCH times are automatically rounded to the nearest tenth of an hour. This supplies a six minute window for each PUNCH period, which is three minutes plus, and three minutes minus, for each PUNCH time. For example; if an employee is supposed to punch IN to work at 8:00 am, he/she can "PUNCH IN" anywhere from 7:57 am until 8:02 am, and still be logged as an 8:00 AM punch. The box to the right shows the PUNCH times between the hours of 8 am and 9 am.

TimeClockNet	
Punch Times	
From 8:00 am until 9:00 am	
Tenths	Time
0----	8:00 am
1----	8:06 am
2----	8:12 am
3----	8:18 am
4----	8:24 am
5----	8:30 am
6----	8:36 am
7----	8:42 am
8----	8:48 am
9----	8:54 am
10--	9:00 am

5- Individual Reports

TimeClockNet 3 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 total hours worked, and total days worked.

6- Pay Period Summary Report

TimeClockNet 3 provides a payroll summary report which provides the name, total hours worked, and total days worked. the data you need to process your payroll with ease.

7- TCNManager3 Capabilities

- a- Add, Edit, or Delete employees from the system. This includes assigning PIN codes.
- b- View and editing of all punch times.
- c- Add, edit, or delete Job Tracking Information.
- d- Process pay period reports, including viewing and printing of all reports.
- e- Process all Job Tracking Reports.

Registration

TCNManager3 is the only program in the system that you need to register. TCNManager3 comes with a 60 day free trial period. After this time period you must register it if you wish to use it. The cost to register it is \$129.00 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 TCNManager3 to be registered. Skutch supplies high quality telephone technical support for TimeClockNet 3 for one year from date of registration.

Steps for Getting the System Running

You must have all three of the following programs installed on one or more computes to have a working TimeClockNet 3 system:

- a- TCNMasterProg3 (**Only Install on One Computer. Must be running at all times.**)
- b-TCNManager3 (Adds employees to system and prints reports.)
- c- TCNSatellite3 (Used by employees to PUNCH IN/OUT. Installed on many computers)

1- Install TCNMasterProg3 on the desired computer. Run the program.

2- Install TCNManager3 on one of the computers. Use SETUP to select the MASTER DIRECTORY (TCNMaster3). This will be on the ROOT directory of the hard drive that TimeClockNet 3 MASTER is installed on. Use SETUP and set your initial Pay Period Information and use "Employee's In System" to add employees.

3- Install TCNSatellite3 on all computers that employees are to PUNCH IN and OUT on. Use SETUP to select the MASTER DIRECTORY (TCNMaster3). This will be on the ROOT directory of the hard drive that TCNMasterProg3 is installed on.

That's it!

Adding an Employee to the System

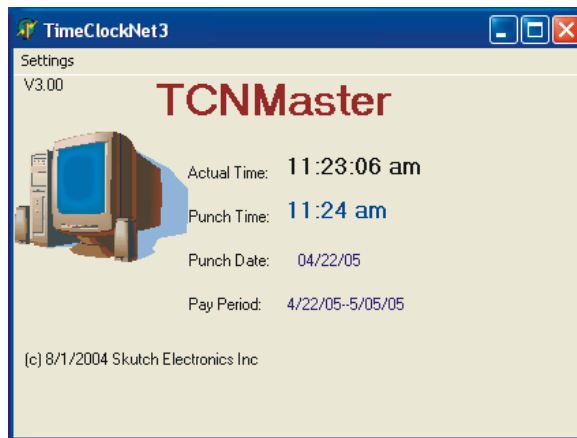
Before an employee can use TimeClockNet 3 they must be added to the system. Run TCNManager3, then click on "Employee's in System", then ADD. Enter the employee's name and PIN code, then click SAVE. Repeat until all employees have been added.

Punching IN and OUT

Start the TCNSatellite3 program on any of the computers. Enter your personal PIN number and press ENTER. The program will confirm that you are either PUNCHING IN or OUT. You may cancel if you wish. Press OK or ENTER to complete the PUNCH. TCNSatellite3 will display the total hours that you have worked either for the DAY, or for the current pay period. This is controlled by the SETUP portion of TCNSatellite3. The program can also be set to automatically close after you PUNCH is desired. TCNSatellite3 should only be run when needed.

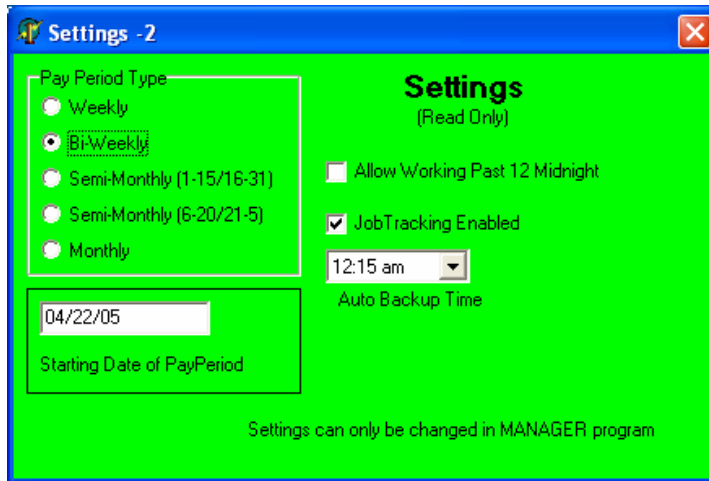
If Job Tracking is enabled, you will have to select a Job when punching IN. Use the UP and DOWN keyboard arrows to highlight the desired JOB, then press ENTER.

TCNMaster



TCNMaster is the communication hub of the system. **It MUST be running at all times for the TimeClockNet 3 system to operate.** All punch times are derived from the clock on the computer that TCNMaster is installed on. If you do not want your employees to have the ability to manipulate their punch times by changing the system clock, then do not install TCNSatellite on the same computer as the TCNMaster program is installed on.

TCNMaster must be installed and running before TCNManager and/or any TCNSatellite programs are run.



Settings

The Settings Screen is supplied for information only. It is READ ONLY. All adjustments are made in the TCNManager program under SETUP.

Updating

This utility is used ONLY when you are updating from an earlier 1.xx TimeClockNet program. If you update, you will not have to re-register the new program. This utility converts all the employee data, punch and access codes, from the older version to the newer 3.xx version. In this case you should not enter any new employee information until you have run this utility.

This utility is hidden. To access it, simply double click on the **(Read Only)** text, under the word “Settings”. Use the LEFT Mouse button to double click. Once the CONVERT screen is displayed, you must click on the START button to initialize the convert utility.

TCNManager



TCNManager is used to maintain the TimeClockNet 3 system. It only needs to be run when needed. TCNMaster must be installed and running before you use TCNManager. This is the only program in the entire system that MUST be registered. The cost to register it is \$129.00 per machine that it is installed on. Only one copy of the program is required to maintain the system. It performs the following functions:

- a- Add, delete and edit all employees in the system
- b- Edit PUNCH data
- c- Add, delete, edit, and enable/disable Job Tracking information
- d- Control Pay Period length, and type.
- e- Generate Payroll Reports
- f- Generate Job Tracking Reports

MasterDIR (Select Master Directory)

Before any of the functions of TCNManager can be used, the Master Directory must be set correctly. Click on the MasterDIR menu selection. The Master Directory is always located on the ROOT directory of the computer and drive that the TCNMaster is installed on. The Directory is "C:\TCNMaster3". This directory is created when the TCNMaster program is run for the first time.

Setup

Pay Period Type

This parameter controls the type of pay period you use. The following is a description of each selection:

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 of the month starts on the 21st and ends on the 5th day of the next calendar 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. Set it to the last start date.

Current Pay Period

This function shows the current pay period.

Password

When you enter a password, access to the TCNManager program is limited to persons who know the password. This password is for this program only. If the password is left blank, no password is required. If you use the password feature, make sure you write it down.

Printer for Reports

This function selects the printer that will be used to print the system reports. To select printer simply click on the white box.

Company Info

This information is printed out on all reports. This feature allows you to customize the reports with your own company name.

Enable Job Tracking

When checked this feature allows TimeClockNet 3 to tack all hours that are worked on specific jobs. When the job is complete, a report can be printed that details all labor hours for the project. When employees PUNCH IN, the system requires that they select a JOB name.

Allow Work after 12AM

This should ONLY be checked when you have employees that work past 12 Midnight. When enabled, the system will automatically punch OUT all employees that are clocked IN at 12 AM, and then re-punches them IN for the next day.

Auto BackUp Time

The TCNMaster program makes an employee data backup automatically every day. This data backup is stored under the “C:\TCNMaster3\TCN3BackUp” directory. The time you are selecting controls when the backup will be made.

Backup

The Backup utility allows you to make a manual backup of all employee data whenever you wish. You can store the backup on any drive location desired. The BackUp is automatically stored in a directory labeled “TCN3BackUp”.

Restore

Restore is used to restore information that is created in the Auto Backup feature or made with the manual backup utility. Simply select the “TCN3BackUp” directory.

Reports

This function is used to print the payroll reports. These reports are printed at the end of each pay period. When you enter the Payroll Report screen the pay period is automatically set to one pay period behind the current pay period. You may select a different pay period by clicking either the [+] or [-] buttons. Once the desired pay period is displayed you can then print the reports.

Print All

An individual report is printed out for each employee followed by summary report.

Print Single

This button allows you to print out a report for a specific employee.

Print Preview

When this box is checked, each report will be displayed on the screen, one at a time. You can then either print the report by clicking on the Print Icon at the top of the screen or close the screen and continue to the next report. If this check box is not checked, the system will automatically print out all reports.

Print Preview

Employee: **MARK CRAWFORD**
Pay Period: **08/08/04-08/21/04**

Time Sheet
TimeClockNet V1.00

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

Hours Worked = 80.0 Days Worked = 10

Date	Day	Clock IN	Clock OUT	Hours	Notes
08/09/04	Mon	07:30 am	11:00 am	3.5	
08/09/04	Mon	12:00 pm	04:30 pm	4.5	
08/09/04	---	Total	8.0	----	
08/10/04	Tue	07:30 am	11:00 am	3.5	
08/10/04	Tue	12:00 pm	04:30 pm	4.5	
08/10/04	---	Total	8.0	----	
08/11/04	Wed	07:30 am	11:00 am	3.5	
08/11/04	Wed	12:00 pm	04:30 pm	4.5	
08/11/04	---	Total	8.0	----	
08/12/04	Thu	07:30 am	11:00 am	3.5	
08/12/04	Thu	12:00 pm	04:30 pm	4.5	
08/12/04	---	Total	8.0	----	
08/13/04	Fri	07:30 am	11:00 am	3.5	
08/13/04	Fri	12:00 pm	04:30 pm	4.5	
08/13/04	---	Total	8.0	----	

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Print Preview

Pay Period Summary Report
TimeClockNet V1.00

08/08/04-08/21/04

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Roseville, CA 95678
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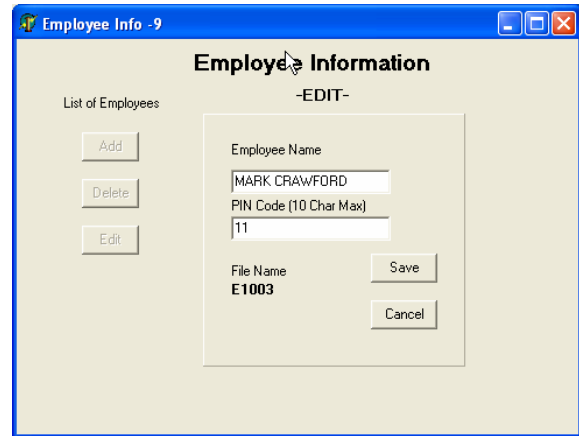
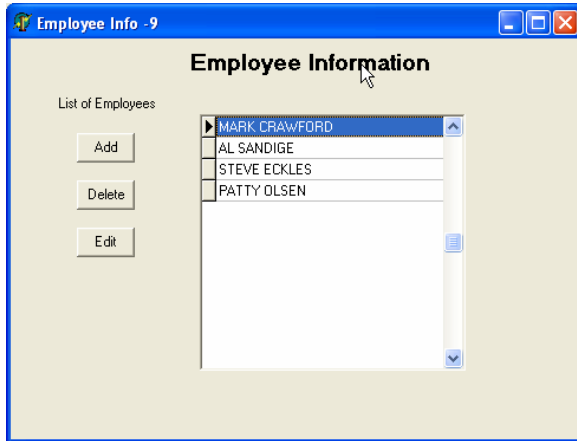
Employee	Hours	Days
MARK CRAWFORD	80.0	10
AL SANDIGE	80.0	10
STEVE ECKLES	80.0	10
PATTY OLSEN	79.8	10

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Employee's In System

ADD

This function is used to add employees to the TimeClockNet 3 system. Enter the employees Name and PIN. The PIN can be alphanumeric and can have a length of 1 to 10 characters in length.



DELETE

This function completely removes an employee from the system. Once deleted there is no way to get back the PUNCH information. To DELETE first highlight the employee's name by clicking on it, then click on the DELETE button.

EDIT

This function is used to make changes in the employee's name or PIN number. To EDIT first highlight the employee's name by clicking on it, then click on the EDIT button. To save any changes you must click the SAVE button.

Edit PUNCH Data

Billable Rate/Hr

This only is displayed if Job Tracking is enabled. Enter the hourly billable hourly rate for the employee.

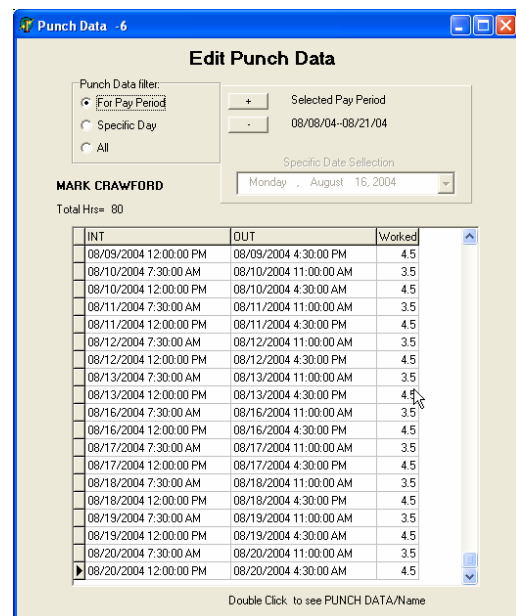
Edit Punch Data

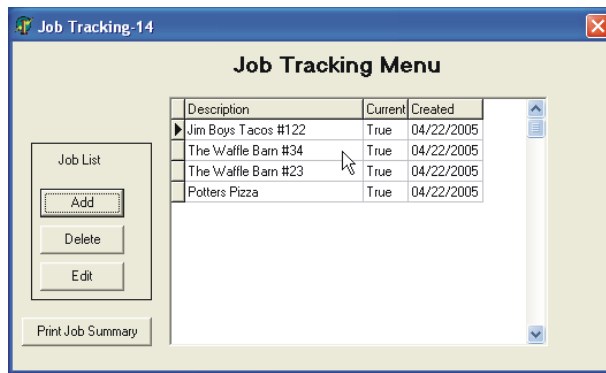
This function is used to add, edit, or delete actual PUNCH data in an employees file. If you make any changes you MUST re-calculate the WORKED time and make the appropriate changes.

To view the PUNCH data, simply "Double Click" on the employee's name. The display will now show the PUNCH data.

Punch Data Filter

These filters will help you to narrow down the punches that you wish to view. All changes are saved upon exiting.





Job Tracking

This utility allows you to ADD, EDIT, or DELETE Jobs in the system. When the CURRENT field is set to True, it is available to employees to select during PUNCH IN. CREATED simply specifies the date that the Job was entered into the system.

ADD: Allows you to enter a new Job Name to the system.

EDIT: Allows you to EDIT the name or CURRENT status of the Job.

DELETE: Allows you to delete the Job from the system.

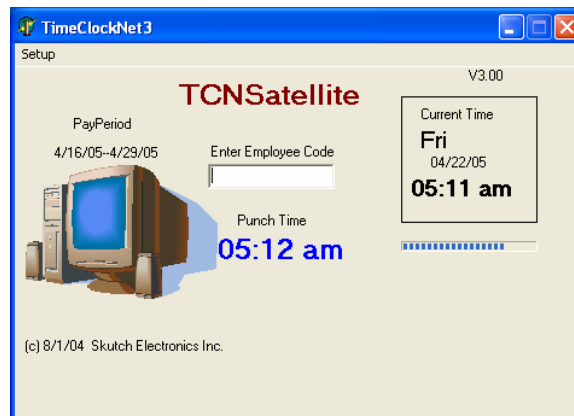
Print Job Summary: Allows you to view and/or print the Job Tracking report for a specific Job.

The Job Summary Report uses the “Billable Rate/Hr” under the Employee’s in System section to calculate the total billable hours for a specific job.

Employees Clocked IN

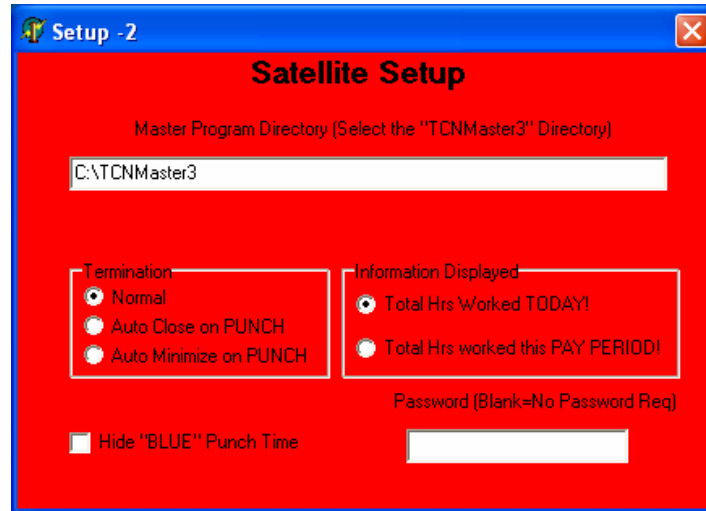
This utility is used to determine which employees are currently clocked IN. It also shows if the Status of the TCNMaster program.

TCNSatellite



TCNSatellite is the program that is used by employees to PUNCH in and out. TCNMaster must be installed and running before you use TCNSatellite. It can be installed on as many computers as you wish. This program is supplied free of charge and does not require registration.

Setup



Master Directory

Before TCNSatellite can be used, the Master Directory must be set correctly. The Master Directory is always located on the ROOT directory of the computer and drive that the TCNMaster program is installed on.

Termination

Normal: After you PUNCH IN or OUT, TCNSatellite remains running.

Auto Close on PUNCH: After you PUNCH IN or OUT, TCNSatellite will automatically close.

Auto Minimize on PUNCH: After you PUNCH IN or OUT, TCNSatellite will remain running, but will automatically minimize.

Information Displayed

Total Hrs worked Today

TCNSatellite will display the total hours that you have worked today after a PUNCH IN or OUT.

Total Hrs worked this PAY PERIOD

TCNSatellite will display the total hours that you have worked so far for the current pay period, after a PUNCH IN or OUT.

Punch Time

The blue punch time is the actual time that will be stored on the time sheet. All PUNCH times are automatically rounded to the nearest tenth of an hour. This supplies a six minute window for each PUNCH period, which is three minutes plus, and three minutes minus, for each PUNCH time. For example; if an employee is supposed to punch

TimeClockNet	
Punch Times	
From 8:00 am untill 9:00 am	
Tenths	Time
0----	8:00 am
1----	8:06 am
2----	8:12 am
3----	8:18 am
4----	8:24 am
5----	8:30 am
6----	8:36 am
7----	8:42 am
8----	8:48 am
9----	8:54 am
10--	9:00 am

IN to work at 8:00 am, he/she can “PUNCH IN” anywhere from 7:57 am until 8:02 am, and still be logged as an 8:00 AM punch. The box to the right shows the PUNCH times between the hours of 8 am and 9 am.

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

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