
TimeCard

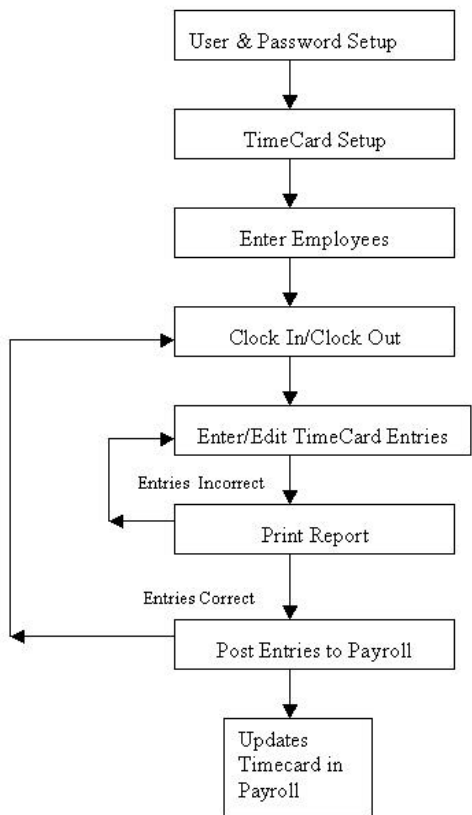
Overview

You can use the **TimeCard** module for the following functions:

- Employees can use the **TimeClock** screen to clock in and clock out, with no additional hardware equipment required. All the hours are automatically calculated for total hours and overtime hours and then stored in a base or a default company.
- **TimeCard** allows you to edit, add, or delete an employee's clock in or clock out times. The TimeClock can create these entries or you can manually enter them. If you have a time-clock system and are already using time cards, you can manually enter the information from the cards into the **TimeCard** data-input screen.
- This program will automatically compute the employees' regular and overtime hours. In addition, you can post the summary of regular and overtime hours to **Payroll** to create payroll checks for the employees.

The TimeCard Flowchart

The following shows the flow sequence for the TimeCard module. The first three steps involve the setup of the program. The following steps show the functions you can perform with the TimeCard module.



You can check your employees Timecard entries by printing the Timecard Listing Report. You can print the report to your screen, a file, or make a hard copy of it for your review. If errors are found, you can correct them in the Enter/Edit Timecard Entries screen. When all the entries are reviewed and correct, you then post them to your Payroll module so that paychecks can be generated.

TimeCard Setup

The fields in the **Setup** screen allow you to customize aspects of the **TimeCard** program to meet your needs and correspond to your existing payroll system.

Timecard Setup

[Time Display Format]

Sample

12-hour, minutes in 60ths

12-hour, minutes in 100ths

24-hour, minutes in 60ths

24-hour, minutes in 100ths

[Overtime Calculation]

Daily Weekly None

Regular number of hours per day:

Starting day of workweek:

[AM/PM Default for Enter/Edit TimeCard Screen]

Default to AM when the user types in time that falls within this range: TO

[Settings For TimeClock Screen]

Synchronize time for this PC's with this computer name:

Use This Company

For ClockIn or ClockOut:

OK - F4 Cancel - F5

Time Display Format

This option sets the time-entry format. Once you set the time in a particular format, you will want to enter data in that same format in the **Enter/Edit TimeCard** option. The **Timecard Listing** report displays the data in your selected format.

You can set up the time format as either **24-hour** (military) or **12-hour** (standard). You can also choose to have the minutes formatted as either **60ths** or **100ths** of an hour. The following conversion table changes a 60-minute hour into 100ths:

Conversion Table – Minutes to Decimal Value

Min.	Dec.	Min.	Dec.	Min.	Dec.	Min.	Dec.
1	0.02	16	0.27	31	0.52	46	0.77
2	0.03	17	0.28	32	0.53	47	0.78
3	0.05	18	0.30	33	0.55	48	0.80
4	0.07	19	0.32	34	0.57	49	0.82
5	0.08	20	0.33	35	0.58	50	0.83
6	0.10	21	0.35	36	0.60	51	0.85
7	0.12	22	0.37	37	0.62	52	0.87
8	0.13	23	0.38	38	0.63	53	0.88
9	0.15	24	0.40	39	0.65	54	0.90
10	0.17	25	0.42	40	0.67	55	0.92
11	0.18	26	0.43	41	0.68	56	0.93
12	0.20	27	0.45	42	0.70	57	0.95
13	0.22	28	0.47	43	0.72	58	0.97
14	0.23	29	0.48	44	0.73	59	0.98
15	0.25	30	0.50	45	0.75	60	1.00

Overtime Calculation

In the **Overtime Calculation** field, specify the default method of overtime calculation. You can set overtime to be calculated on a daily or weekly basis, or you can choose to not track overtime at all.

- **Daily:** The program defaults to calculating overtime as anything over 8 hours in a day. You can override this default by selecting a different number of hours.
- **Weekly:** The program defaults to calculating overtime as anything over 40 hours in a week. You can override this default by selecting a different number of hours.
- **Regular number of hours per day/week:** Select the regular number of hours per day/week that are paid at the regular rate, and after which overtime is paid.

These defaults are used whenever you create a new employee in Timecard. If you change the overtime default settings and save them, you will be asked if you want to update all the employees with the same overtime method.

- **Yes:** This will update all existing employees with the new settings.
- **No:** This will only reset the defaults for employees that you add from this point on.

Starting Day of Workweek

This option will let you specify the first day of the workweek. The default is **Sunday**.

AM/PM Default for Enter/Edit Timecard

In this field, you will set up the time range that the program will use to automatically differentiate between AM and PM. The time range that you specify in this field should mirror the time-display format setting.

Here is an example. If you wish the TimeCard program to default to AM from 1:59 in the morning to 11:59 in the morning, you will enter the information as shown below:

- If you have chosen **12-hour, minutes in 60ths**, enter the AM time in this field as: **01:59 To 11:59**
- If you have chosen **12-hour, minutes in 100ths**, enter the AM time in this field as: **01:99 TO 11:99**

The program uses the range that you set up when the employee clocks in or clocks out. It also uses this range when you manually enter the timecard entries and will automatically insert an “a” or a “p” after the entered time. In the case of manual timecard entries, the program will also distinguish between AM and PM when you add the character “a” or “p” after the time entered.

Settings for TimeClock Screen

Synchronize the PC's Time

This setting applies when you use the program in a network environment. In the **Synchronize time...** field, enter the full path to the **network server** with which to synchronize. When the user clocks in or out, the program synchronizes the time of the host computer with the time of this network server.

We recommend using this setting for three reasons:

- To eliminate situations where the host computer has an invalid date/time setting
- To consistently and uniformly track the clock-in and clock-out times for all employees
- To prevent employees from changing the time on their local computer and therefore manipulating their time card entries



Important Note: If you use this module as part of a single-user application, leave this field blank.



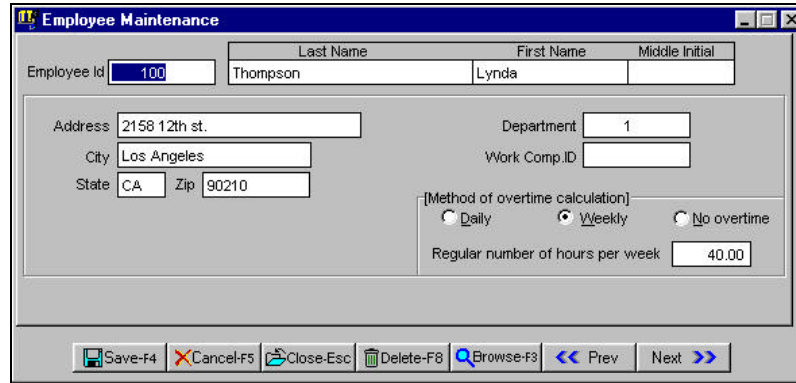
TIP! If you are on a network, and you do not know the name of the server computer, do the following: go to the server computer and select **Start > Settings > Control Panel > Network icon**. When the Network properties are displayed, click on the **Identification** tab. The name (the full path) for the computer will display in the **Computer Name** text box.

Company Selection for ClockIn/ClockOut

When an employee clocks in or out, there may be situations where the company that is currently open in the application is not the company set up for the **TimeCard** module. To deal with this situation, the program provides you with a setting to define the correct company. Once you select a company from the drop-down

list **Use This Company...**, all employees' time will be recorded for the selected company, regardless of which company the employee is working in.

Employee Maintenance



The screenshot shows a window titled "Employee Maintenance" with the following fields and controls:

- Employee id: 100
- Last Name: Thompson
- First Name: Lynda
- Middle Initial: (empty)
- Address: 2158 12th st.
- City: Los Angeles
- State: CA
- Zip: 90210
- Department: 1
- Work Comp ID: (empty)
- [Method of overtime calculation]:
 - Daily
 - Weekly
 - No overtime
- Regular number of hours per week: 40.00

At the bottom, there is a toolbar with the following buttons: Save-F4, Cancel-F5, Close-Esc, Delete-F8, Browse-F3, Prev, and Next.

In this screen, you will enter basic information about the employee. If you have already entered the employee information in the Payroll module, then the only information you will have to enter is the **Method of overtime calculation** and the **Regular number of hours**. The other information is automatically available to the TimeCard module via a shared file from the Payroll module.

User & Password Setup

This option is available under the **File** menu. Select **Company Settings** and then **User & Password Setup**. The system administrator sets up the rights for each user.

User & Password Setup

[User Information]

User ID: User Name:

Old Password: New Password:

User Group:

Check Here If This User Is A System Administrator

Modules | Menu Items | Order Entry/Point of Sale | **Timecard**

[Timecard]

Employee Maintenance Timecard Setup

Add Employees TimeClock ClockIn/ClockOut

Edit Employees Post timecard entries to payroll

Delete Employees Timecard Listing

Enter/Edit Timecard Entries Other Timecard Reports

Employee ID:

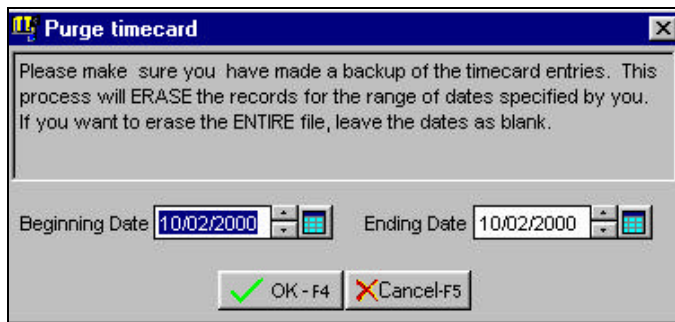
OK - F4 Cancel - F5

In the **TimeCard** tab, access rights can be set for most of the TimeCard options. The **Employee ID** you enter here will be used by the program when the user clocks in or out. Therefore, the Employee ID should correctly identify the user.

The employee's ID must be present in the company that you selected in the Timecard Setup. If you want to prevent the user from having any access to the TimeCard module, go to the **Modules** tab and uncheck the box for **TimeCard**.

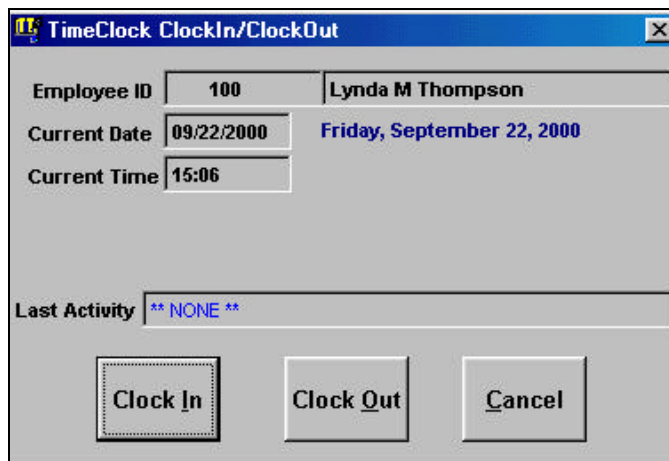
Purge Timecard Entries

This option erases the TimeCard entries that fall within the specified date range. Select the **Beginning Date** and the **Ending Date** from the calendar to the right of the fields. If you choose to erase all the TimeCard entries, leave the date range blank.



TimeClock ClockIn/ClockOut

This is the screen the user selects to clock in and out.



The **Employee ID** that displays is that of the user, which you specified in the **User & Password Setup** screen. It shows the **Current Date** and **Current Time** of the host (local) computer. It

also shows the **Last Activity** of the employee, which could be either the logged-in or logged-out date and time. If however, there has been no activity recorded for the employee, the activity will display as "NONE".

The program does not enforce a set manner of clock in/out activity. However, if the last activity of the user was clock out and the user chooses to clock out again, the program will warn the user that he or she had not clocked in previously and ask whether he/she wants to continue to clock out.

When the user clocks in/out, the program synchronizes the time of the local computer with the one specified in the **TimeCard Setup**. If no name was specified, the program will use the time of the local computer.



Important Note: If you have set the program to synchronize time, the employee will see a black window displaying for a brief moment each time they click on the **Clock In** or the **Clock Out** button. This means the date/time on the employee's local computer is being synchronized with the network server.

Enter/Edit Timecard

If you want to edit or delete the ClockIn or ClockOut entries, use the **Enter/Edit TimeCard** option. You can also use the **Enter/Edit TimeCard** option to add manual entries. This is useful if you have an automated time clock (punch card) system already in place.

You can add/modify/delete entries (if you have administrative rights) at any time, even if they have already been posted to the Payroll module.

In the Enter/Edit Timecard feature, only one week of entries displays at a time.

Example: You have entered and saved two weeks worth of data and you made a mistake in one of the entries. When you recall the timecard entries for the employee concerned, only the transactions that fall within the selected week (based on the starting date of the week) will display. So, if the mistake was committed on an entry that falls in the second week, enter the starting date of the second week.

⚠ Important Note: You can add, edit, or delete **Timecard** entries for another company, but you must open that company to do so, since the entries will be applied to whichever company is open and not the company that you selected in **Timecard Setup option**.

Example: If you do Timecard Entry/Payroll for one of your customers, you would open this customer's company, make your entries and **Save**. The entries are saved in that customer's database.

Date	ClockIn Time	ClockOut Time	Total Hours
01/03/2000	08:00a	05:35p	09:35
01/04/2000	08:00a	04:49p	08:49
01/05/2000	08:00a	06:00p	10:00
01/06/2000	08:00a	06:08p	10:08
01/07/2000	08:00a	03:24p	07:24
//	:	:	
//	:	:	
//	:	:	
//	:	:	

Daily Regular 1:28 Overtime 5:56 Total Hours 7:24
Weekly Regular 40:00 Overtime 5:56 Total Hours 45:56

[F6] Delete a line item

Save-F4 Cancel-F5 Close-Esc Delete-F8
Browse-F3 Prev Next

When you enter the **ClockIn/ClockOut Times**, enter them in the format selected in the **TimeCard Setup**. The program follows this

rule while validating the time and displays the hours based on this setting.

The **Enter/Edit Timecard** screen displays the hours based on the 12-hour minutes in 60ths setting. Instead of 8:00a, if the user entered 8:99a (12-hour minutes in 100ths setting) the program will report an error.

The overtime hours are computed based on the calculation method and the number of hours you specified for each employee in the TimeCard **Employee Maintenance** screen.

When you **Delete** the entries, they are deleted from the TimeCard module only. If the entries were posted to Payroll, you will also have to delete them from the **Timecard** screen in Payroll. If the paycheck has already been generated but not posted, you will just delete the timecard entry and the paycheck for the employee involved.

Post TimeCard to Payroll

Use the **Post Timecard** option once you are certain that all the entries for the pay period are correct and you are ready to generate paychecks.




Important Note: You can verify the entries by printing the **Timecard Listing** report. You can print the report to your screen, your printer, or a file, so that you can view all the entries for the pay period.

The screenshot shows a dialog box titled "Post Timecard". It has a blue title bar with a close button (X) in the top right corner. The dialog is divided into two main sections. The first section, titled "[Employee Range]", contains two input fields: "From ID." with the value "FIRST" and "To ID." with the value "LAST". The second section, titled "[Pay Period]", contains two date input fields: "Beginning" with the value "09/17/2000" and "Ending" with the value "09/23/2000". At the bottom of the dialog, there are two buttons: "OK - F4" with a green checkmark icon and "Cancel - F5" with a red X icon.

When you are ready to post the entries to payroll, you can do it for all the employees or you can limit it to a specific set of employees. The date range that you enter will constitute the payroll period.

After you have posted to Payroll, you can view the transactions from the **Enter/Edit Timecard** screen and/or print the **Timecard List** (see **Reports**). Until you post the paychecks for the payroll period, you can continue to post to Payroll.

 **Important Note:** Once the paychecks for the period have been posted, you must not make any changes to the entries and/or post for that payroll period. If you do post more entries, the program will generate multiple checks for the employees for whom entries were made.

When entries are created in the Payroll Timecard, they are allocated the default **Department ID** and **Worker's Comp ID** (if any) from the **Employee Maintenance** option in the **Payroll** module. In addition, if you have the **Job Tracking** module installed and activated, the **Job ID** will be obtained from the **Department Maintenance** option that is associated with the Employee's default department.

Reports

The following three reports are available in **TimeCard**:

- **Employee Listing**
- **Employee Mailing Labels**
- **Timecard Listing**

Employee Listing

This report lists basic information for each employee. It is the same information that you entered in **Employee Maintenance**. You can print the list for all the employees or for a selected range. You can also choose the printing order for the report.

Employee Mailing Labels

This report is similar to the one available in the Payroll module. You can select from a pre-defined Avery style or create your own custom labels. If you would like to include more information than just the mailing address, you can do so by selecting the **Choose Your Own Fields** option.

To do this, select the desired fields from the displayed **Fields** list. If you need more control over the type of data you want to extract, then you would use the options available under **Sort & Select Criteria**.

In the **Standard** criteria, you can choose the **Primary** and **Secondary Sort** order for the specified range. In the **Advanced** criteria, you can specify how you want the data to be extracted and in what sort order. The **Order By** criteria is optional, but you must define the **Selection Criteria**.

Timecard Listing

From this report, you can print a list of the timecard entries for each employee. You could use this report to verify the data, locate possible errors, and verify changes that have been made.

This report can be generated either as a one-line summary for each employee or as a detailed report. Like the TimeClock Login/Logout screen and the Enter/Edit timecard screen, this report displays the time/hours based on the settings chosen.

The overtime hours are printed based on the selected calculation method and the number of hours that you specified for each employee in the TimeCard employee maintenance.

You can print this report even if you have posted the entries to payroll, generated, and/or posted the paychecks.

Sample Reports

Employee Listing

Employee Listing				
Date: 02/22/00	AJ & Ed Electronics			Time: 16:10:55
Page: 1	11581 Main St			
User: SYSTEM ADMINISTRATOR	Moorpark, CA 93021			
Sorted by Employee ID				
All Employees				
Employee ID	Name	Address	Phone	Work Comp. ID
100	Thompson, Lynda M	2293 Main St. Hollywood CA 90212		
145	Smith, Jim	835 TARTAN TRAIL MOORPARK CA 93021-	(805)695-1234	
220	Singleton, Darren	7008 SPRING VALLEY RD MOORPARK CA 93021-	(805)695-1234	
225	Cornell, Mary	7008 SPRING VALLEY RD MOORPARK CA 93021-	(805)695-1234	
343	Dickerson, Jane	7019 SPRING VALLEY RD MOORPARK CA 93021-	(805)695-1234	
343	Apple, Harold	6704 DEENAN DR MOORPARK CA 93021-	(805)695-1234	
345	Budrys, Louise	7019 SPRING VALLEY RD MOORPARK CA 93021-	(805)695-1234	
350	Kedrick, Ed	1308 ROSENWOOD LN MOORPARK CA 93021-	(805)695-1234	

Employee Mailing Labels

Jin Smith 835 TARTAN TRAIL MOORPARK CA 93021-	Daren Singleton 7008 SPRING VALLEY RD MOORPARK CA 93021-	Mary Cowell 7008 SPRING VALLEY RD MOORPARK CA 93021-
Jane Dickerson 7019 SPRING VALLEY RD MOORPARK CA 93021-	Harold Apple 6704 BEEMAN DR MOORPARK CA 93021-	Louis Budrys 7010 SPRING VALLEY RD MOORPARK CA 93021-
Ed Kazinski 1308 ROSEWOOD LN MOORPARK CA 93021-	Bill Meterson 1308 ROSEWOOD LN MOORPARK CA 93021-	Mike Wallace 4813 ALBERTA CR MOORPARK CA 93021-
Mark Kofe 2002 VABRAVO MOORPARK CA 93021-	Jack Andrews 8018 SALLY'S WAY MOORPARK CA 93021-	Sam Cogler 11305 DUMBARTON MOORPARK CA 93021-
Archie Ford 10580 FERN DR MOORPARK CA 93021-	George Jeff 3402 SUZANNE DR MOORPARK CA 93021-	Alice Hamner 2405 BEVERLY HILLS MOORPARK CA 93021-
Ralph Sanchez 2314 MEGAN WAY MOORPARK CA 93021-	Jose Velozuz 4217 PINE CT MOORPARK CA 93021-	Lynnda M Thompson 21323 Main St Hollywood CA 90212

Timecard List – Detailed

Timecard List (Detailed)					
Date: 09/25/2000		A & Ed Electronics			
Time: 14:33:03		11988 Main St			
Page: 1		Moorpark, CA 93021			
User: SYSTEM ADMINISTRATOR					
Pay Period: 09/17/2000 TO 09/23/2000		Time Display Format: 14:33			
Employee Range: All Employees, Sorted by Employee ID, Grouped by employee ID					
Date	Time In	Time Out	Total Time	Regular Time	Overtime
Employee ID 100 Employee Name: Thompson, Lynda M Overtime based on: 8.00 hours in a workweek					
09/22/2000	15:06	23:59	8:53	8:53	0:00
Weekly Totals			8:53	8:53	0:00
Employee ID 100 Totals			8:53	8:53	0:00
Employee ID 145 Employee Name: Smith, Jen Overtime based on: 8.00 hours in a workday					
09/17/2000	08:00	17:00	9:00	8:00	1:00
09/18/2000	08:30	17:30	9:00	8:00	1:00
09/19/2000	08:00	17:00	9:00	8:00	1:00
09/20/2000	10:00	16:00	6:00	6:00	0:00
09/21/2000	10:00	17:00	7:00	7:00	0:00
Weekly Totals			40:00	37:00	3:00
Employee ID 145 Totals			40:00	37:00	3:00
Employee ID 220 Employee Name: Singleton, Darren Overtime based on: 8.00 hours in a workday					
09/17/2000	14:00	21:00	7:00	7:00	0:00
09/18/2000	16:00	22:00	7:00	7:00	0:00
09/19/2000	16:00	22:00	7:00	7:00	0:00
09/21/2000	08:00	16:00	8:00	8:00	0:00
Weekly Totals			29:00	29:00	0:00
Employee ID 220 Totals			29:00	29:00	0:00
Grand Totals			77:53	74:53	3:00

Timecard List – Summary

Timecard List (Summary)					
Date: 10/03/2000	AI & E Electronics				
Time: 16:57:31	19988 Main St				
Page: 1	Menlo Park, CA 94021				
User: SYSTEM ADMINISTRATOR					
Pay Period: 09/24/00 TO 09/30/00					
Employee Range: All Employees, Sorted by Employee ID, Grouped by employee ID					
Employee ID / Name	Overtime based on	Total Time	Regular Time	Overtime	
145 Smith, Jim	0.00 hours in a workweek	7:16	7:16	0:00	
230 Singleton, Darren	0.00 hours in a workweek	24:26	24:26	0:00	
225 Orvold, Mary	0.00 hours in a workweek	40:35	40:35	0:00	
342 Dickerson, Jane	0.00 hours in a workweek	43:30	43:30	0:00	
Grand Totals:		115:06	115:06	0:00	