TimeCard Manager Basic

Program Guide

Software can be installed . . .

On a single standalone computer that all employees will use to access their time cards.

OR

On a computer that will act as a host/server and from which all workstations on the local network will read and write time card data.

If installing from a CD . . . .

Insert the CD into the appropriate drive.

If the CD does not automatically start, click on the **Windows Start button** and select **Run...** from the menu.

Enter **D:\Setup.exe** (where D: is the drive letter of your CD/DVD Drive) and click **OK**.

If installing using the demo program downloaded from the internet . . . .

If you downloaded the ZIP version you will need to extract the file to access the TCMInstaller.exe

Run the TCMInstaller.exe application

The Setup Wizard screens guide you in the installation process....

Welcome Screen: Click **NEXT**

License Agreement Screen: Read the agreement and click on the **I accept the agreement** option. Click **Next**

Information Screen: View the **Please Read Me** instructions. Click **Next**

Select Destination Location Screen: The default location is **C:\Program Files\TimeCard Manager**.
You can change the location or use the default location.

Ready to Install Screen: Click **Install** and in the final screen click **Finish**

The 1ˢᵗ time you run TimeCard Manager it is necessary to configure the program's security settings. Until this is done the program will not start.
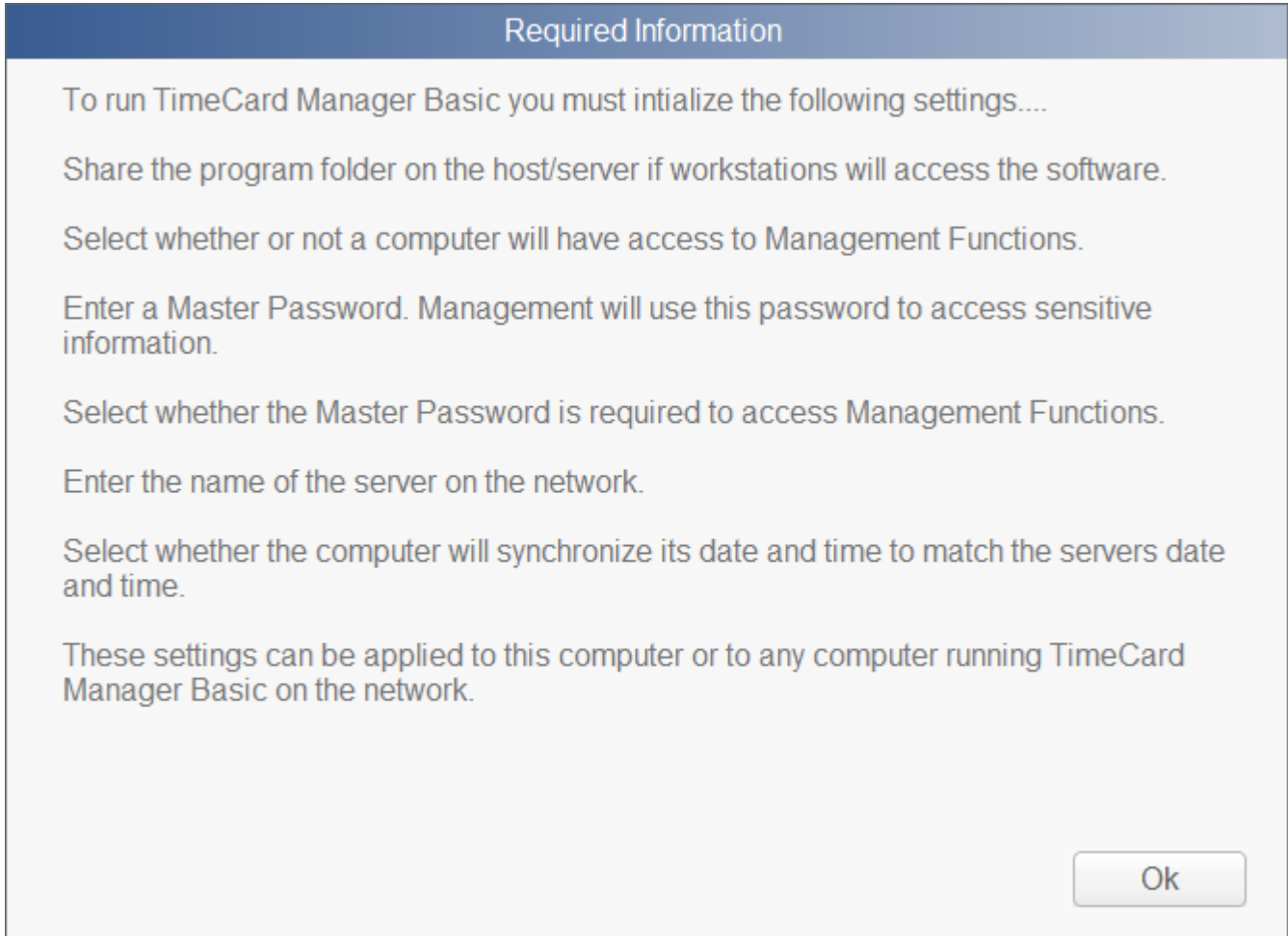
Read Me
All workstations that access this program must use the same date format as the server or unexpected results will occur. Set date format from **Control Panel \ Regional Settings** on each computer.

Program Security & Settings . . . Proceed to Page 2

The 1st time the software is run after installation you will see the **Required Information** screen in **Figure 1.**

Please read this information carefully.

Figure 1

> **Required Information**
>
> To run TimeCard Manager Basic you must intialize the following settings....
>
> Share the program folder on the host/server if workstations will access the software.
>
> Select whether or not a computer will have access to Management Functions.
>
> Enter a Master Password. Management will use this password to access sensitive information.
>
> Select whether the Master Password is required to access Management Functions.
>
> Enter the name of the server on the network.
>
> Select whether the computer will synchronize its date and time to match the servers date and time.
>
> These settings can be applied to this computer or to any computer running TimeCard Manager Basic on the network.
>
> Ok

Click **OK** to proceed to the screen in **Figure 3** on the next page. If the program loads without showing the screen in **Figure 1** then click on the **Security and Data Settings** icon in **Figure 2** to display the screen in **Figure 3.**

Figure 2

Continued Next Page

Continued from Previous Page

Figure 3

1. **Master Password.** This is management's password and is used to access all secure functions. The password must be a minimum of 4 characters. The longer the password the more secure it is. The password is for the computer these settings are applied to. If you will allow management functions on other computers you can use the same password for all computers or create unique passwords for each computer, *Write the password down incase you forget it.*

2. **Allow Management Functions on Computer and Require Password to Access Functions** At least one computer should have access to management functions. You should always allow this on the host/server computer. You should always require a password to access management functions unless you are **ABSOLUTELY** sure no unauthorized personnel has access to the computer.

3. **Require Password to Start Program and Require Password to Close Program.** If you are running this program on a standalone computer it is recommended that a password be required to open or close the program. This prevents an employee from shutting down the program, altering the date or time and re-starting the program.

4. **Synchronize Date & Time.** If you installed the program for network use you can insure that the workstations time and date are synchronized with the host/server by selecting **YES** and entering the name of the host/server. Click on the **Verify button** to insure that the name entered is the correct computer name. If you choose to synchronize the time and date the computer that is entered here **must be running** and on the network or the time synchronization will fail when a user starts the program on a workstation.
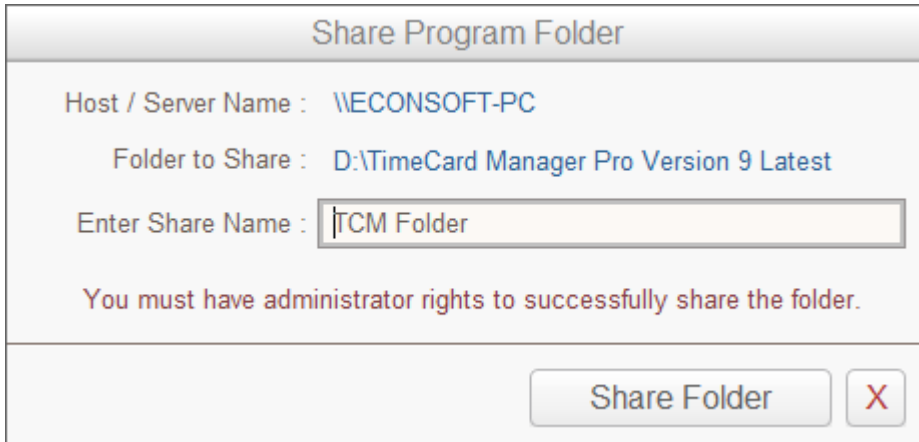
If you **do not** choose to synchronize the date and time the workstations will set the time and date to the workstations system date and time. **Not recommended unless you are confident that the time and date on the workstation will not be compromised.**

5. Share Program Folder. If you will deploy the software to workstations you will need to share the program folder on the host/server so workstations can read and write data to it. Click the **Auto Set Share** button to show the screen in **Figure 4.**

Figure 4

1. The name of the host/server and the folder where **TimeCard Manager** is installed on the host/server are shown here.

2. Enter the share name to assign the program folder. It is recommended you keep the name length to 12 characters or less.

3. Click the **Share Button**. **You must be logged in with administrator rights to set file share permissions.**

6. Confirm Settings. Click the **Confirm Settings** button. These are now the default settings for the program on this computer.

If the Auto Set Share fails click the Manually Set Share button for instructions on setting the program folder share permission manually

1.   Go to each workstation that will access **TimeCard Manager** from the host/server.

2.   Open **Network Places**.

3.   Open the **Shared Program folder** you created in **Step 5** on **Page 4**

4.   Locate and double click on the file **TCMBWS.exe** to start **TimeCard Manager** on the workstation.

The 1st time you run the program on a workstation the program will attempt to create a desktop shortcut for the program. In some instances Windows may prevent the automatic creation of the shortcut due to security settings that may be in place on the computer. If this is the case and you do not see the **TimeCard Manager Basic** icon on the desktop you will need to create the shortcut manually.

Manually Create Desktop Shortcut : Follow steps **1 thru 3** above. **Right click on the file TCMBWS.exe** and while holding the **RIGHT MOUSE BUTTON** down drag the file onto the workstation desktop. Release the mouse button and select **CREATE SHORTCUT HERE** from the menu. **DO NOT select MOVE, COPY or any other choice.**

You are now ready to run TIMECARD MANAGER on the workstation. By default you cannot access any MANAGEMENT FUNCTIONS from the workstation. If you want to allow the workstation to access MANAGEMENT FUNCTIONS you can do so by following the instructions on Page 6

To change **Security & Data Settings** for the host/server computer or workstation computers click on the **Security icon** as shown in **Figure 1** below. If you are on the host/server computer you will need to enter your **Master Password** to access this function. Likewise if you are on a workstation you will use the **Password** you created the 1st time you ran the program on the workstation. You can also use the **Master Password** on workstations to access this function.

Figure 1

Figure 2 below shows the **Security & Data Settings** when accessing this function on the host/server.

Figure 2 (host/server)

1. **Master Password.** This is management's password and is used to access all secure functions. The password must be a minimum of 4 characters. The longer the password the more secure it is. The password is for the computer these settings are applied to. If you will allow management functions on other computers you can use the same password for all computers or create unique passwords for each computer, ***Write the password down incase you forget it.***

2. Allow Management Functions on Computer and Require Password to Access Functions
At least one computer should have access to management functions. You should always allow this on the host/server computer. You should always require a password to access management functions unless you are **ABSOLUTELY** sure no unauthorized personnel has access to the computer.

Continued Next Page

3. Require Password to Start Program and Require Password to Close Program. If you are running this program on a standalone computer it is recommended that a password be required to open or close the program. This prevents an employee from shutting down the program, altering the date or time and re-starting the program.

4. Synchronize Date & Time. If you installed the program for network use you can insure that the workstations time and date are synchronized with the host/server by selecting **YES** and entering the name of the host/server. Click on the **Verify button** to insure that the name entered is the correct computer name. If you choose to synchronize the time and date the computer that is entered here **must be running** and on the network or the time synchronization will fail when a user starts the program on a workstation.

If you **do not** choose to synchronize the date and time the workstations will set the time and date to the workstations system date and time. **Not recommended unless you are confident that the time and date on the workstation will not be compromised.**

5. Auto Set Share. If you will deploy the software to workstations you will need to share the program folder on the host/server so workstations can read and write data to it. Click here to show the screen in **Figure 3.**

Figure 3
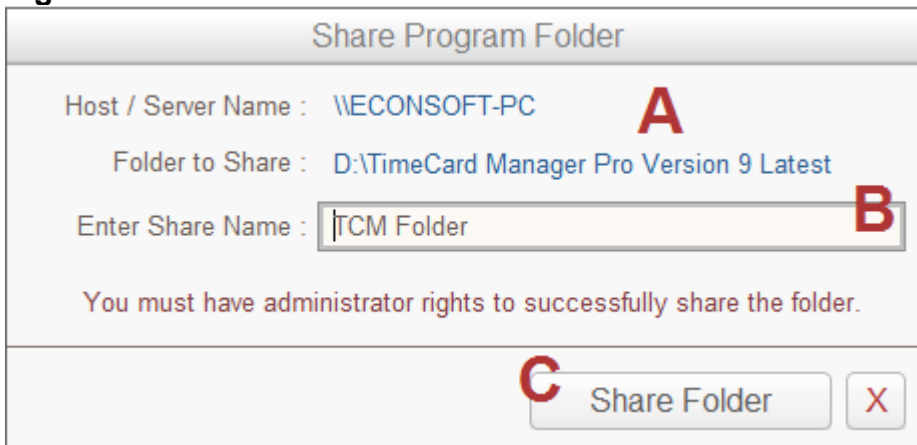
A. Host/Server name and the folder where **TimeCard Manager** is installed on the host/server are shown here.

B. Enter the share name to assign the program folder. It is recommended you keep the name length to 12 characters or less.

C. Click the **Create Share Button**. **You must be logged in with administrator rights to set file share permissions.**

If you change the share folder name and you have previously setup workstations based on the old share name you will need to to change the settings for each workstation. **See Step 7 below.**

6. Manually Set Share . If the Auto Set Share fails click here for instructions on manually setting the share permsission.

7. Workstation Setup . To change the **Security & Data Settings** of a workstation that has been previously setup click here to display the screen in **Figure 4** on the next page.

8. ConfirmSettings. Click here to save make these settings the default settings for TCM on this computer.

Figure 4
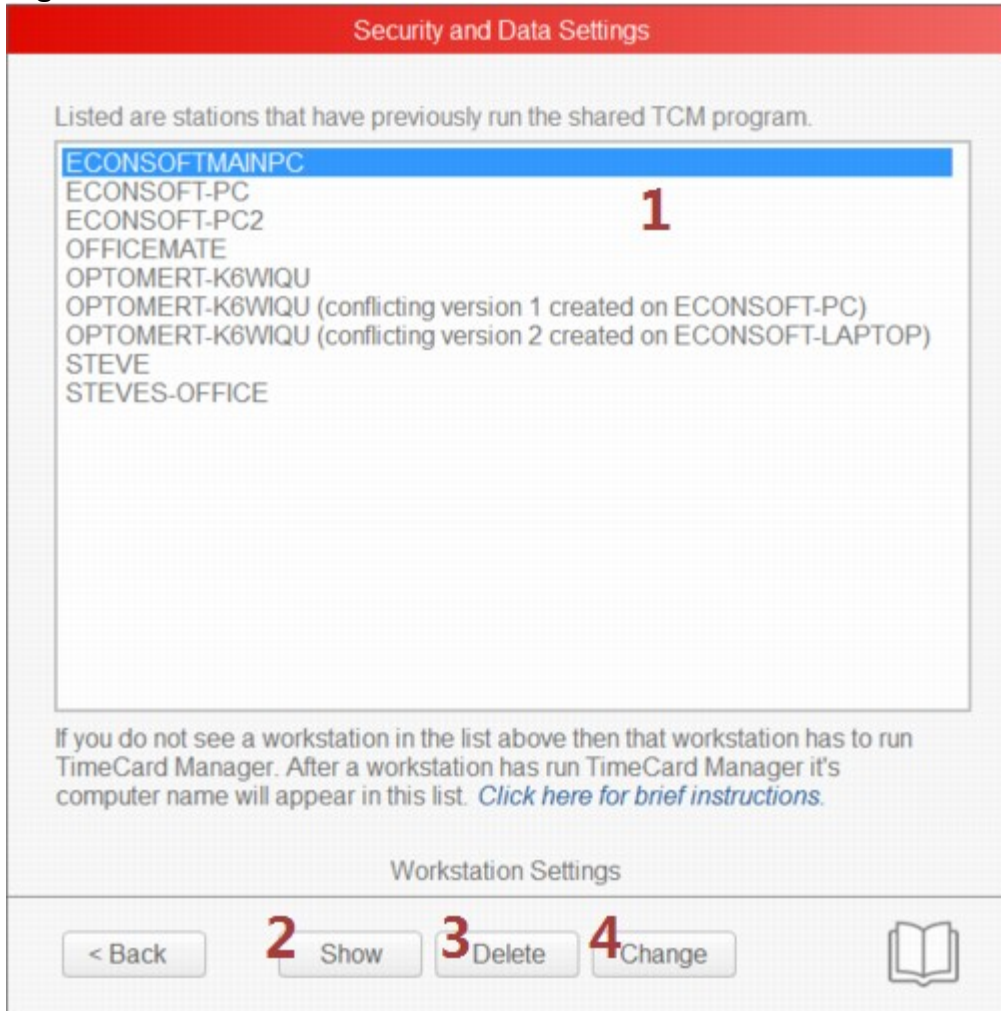
1. This list contains the names of workstations on the network that have previously had **Security & Data Setting** files created for them.

2. Click to view settings for the selected workstation.

3. Click to remove access by the selected workstation to **TimeCard Manager** on the host/server. To re-instate access follow the instructions on **Page 5**.

4. To change the settings for the selected workstation click here and the screen in **Figure 5** on the next page will be displayed.

Continued Next Page

Figure 5
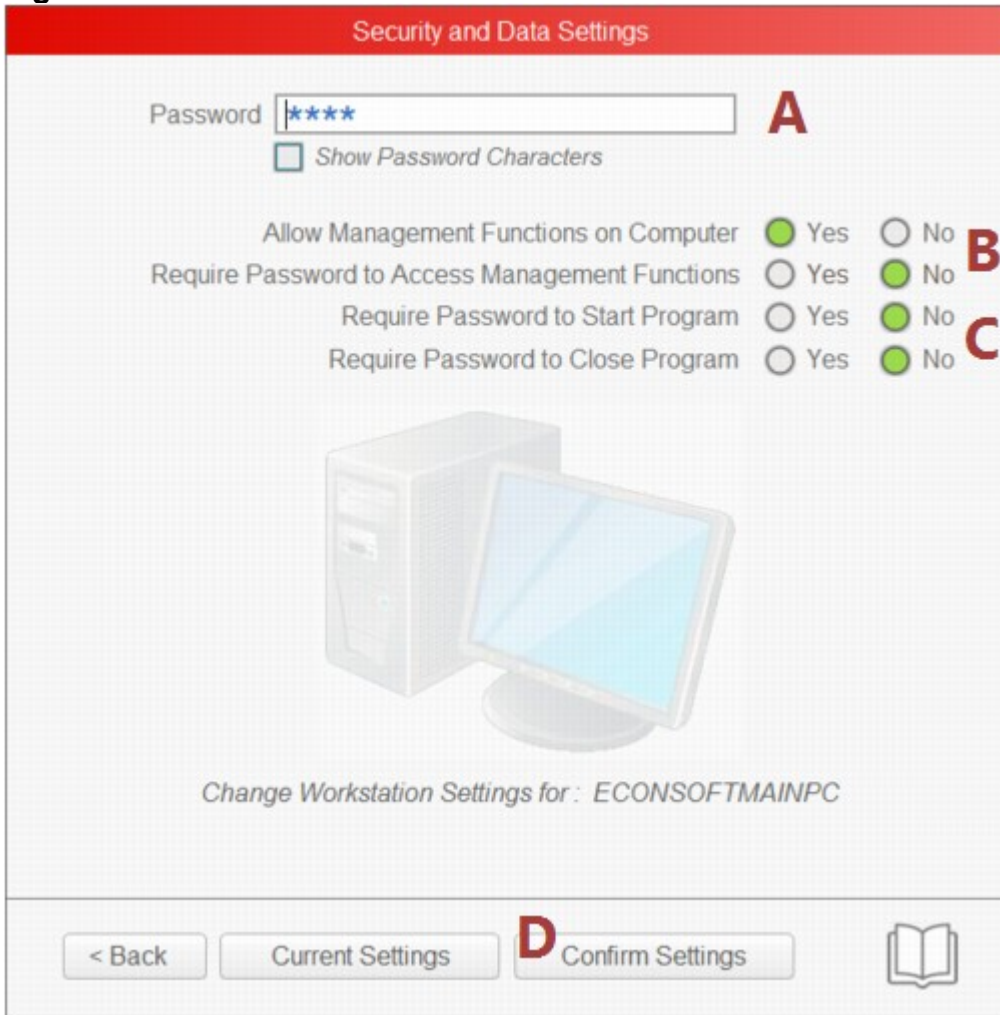
A. **Password.** This password is used to access all secure functions if enabled on this workstation as described in **Steps 2 & 3** below. The password must be a minimum of 4 characters and unlike the **Master Password** is only usable on this workstation it is created for. The longer the password the more secure it is. The password is for the computer these settings are applied to. If you will allow management functions on other computers you can use the same password for all computers or create unique passwords for each computer, ***Write the password down incase you forget it.***

B. Allow Management Functions on Computer and Require Password to Access Functions You should always require a password to access management functions on workstation unless you are **ABSOLUTELY SURE** no unauthorized personnel has access to the computer.

C. Require Password to Start Program and Require Password to Close Program. If you are running this program on a standalone computer it is recommended that a password be required to open or close the program. This prevents an employee from shutting down the program, altering the date or time and re-starting the program.

D. Confirm Settings. Click here to make selected settings the default settings for the TCM on this computer. See **Page 6** for information on changing these settings in the future.

From the main screen click on the **Settings** icon and select **Edit Program Defaults . . .** from the menu.

Company Name: Enter the name of your company. Company name is printed time cards and time sheets.

Employee Identification Caption: Enter text that describes your country's employee identifying number. In the United States the identifier would typically be Social Security Number and could be entered as S.S.N. # , Soc. Sec. No. etc... Enter an identifier that is appropriate for your country.

Currency Indicator: Enter a single character that identifies your country's currency type. In the U.S. the currency type would be the Dollar and the indicator would be entered as **$**. Enter an identifier that is appropriate for your country.

Show Partial Hours in Fractions: Hourly totals may be displayed as actual hours and minutes or as hours and fractions of hours.

If box is unchecked, hours are displayed as actual hours and minutes. **7 hours and 15 minutes** is shown as **7:15**

If this box is checked, hours are displayed as fractional. **7 hours and 15 minutes** is shown as **7. 25**

Time Format: Select how time is to be formatted

Click on the **AM/PM** option button and times stamped on cards will be displayed as follows..

7:30 in the AM shows as 7:30 am and 3:15 in the PM shows as 3:15 pm

Click on the **24 - Hour** option button and times stamped on cards will be displayed as follows...

7:30 in the AM shows as 07:30 and 3:15 in the PM shows as 15:15

Auto-Close Card: Check mark this box and the employee's time card will automatically close and be placed back into the rack after 1 minute of in-activity. This prevents the employee from leaving their card open at all times. While an employee is accessing their time card management will be unable to access the card in **Card Management** until the employee closes the card.

On program the main screen, click the **Employees** Icon add or edit employees.

A maximum of 200 active employees can be entered into the database.

Area 1   Switching between Active and In-Active Employees

Active Employees
Shows all employees who currently are working at the company. You can create time cards for this list and these cards will be accessible by both the employee and management. Select names to view or edit employee information.

In-Active
Shows employees who no longer work for or are on leave from the company. You cannot create new cards these employees but management can view there previous cards in **Card Management.**

Next to each list is an arrow button. Click these buttons to either move active employees to the inactive list or inactive employees to the active list. When a employee is made inactive their information is maintained in the database but their name disappears from all other program functions. This function is useful if a employee is no longer with the company but you want to keep their time card data intact.

Continued Next Page

Continued from Previous Page

Area 2 Employee Name, ID Number and optional Department

You **must** enter a **first** and **last name** to create a valid employee record. All other information in this area is optional. If you enter a **Department** name it will be included in the **Project Assignment** list in the **Time Card Creation Screen**.

Area 3 Tax ID, Employee Number, Personal ID Number, Tax Exemptions, Filing Status etc….

Enter a unique employee **Personal Identification Number** here. The **PIN** numbers can include up to 16 characters. Employee **PIN** numbers are **MANDATORY**. Employees will need their **PIN** numbers to access their time cards, send and receive messages and use any management functions they may have permission to access.

If an employee is to have access to selected program management functions click on the **ACCESS button** and select those functions that the employee will have access to. The employee will use their **PIN** numbers as a management password to access those functions.

Area 4 Holiday Pay Eligibility and Time Card Editing Access

When creating time cards paid holiday hours can automatically be included on the card. If you do not want these hours included automatically chose the **NO option**. Paid holiday information is created in the **Create Time Cards Screen**.

Employees can be allowed to self-edit hours on their time cards. If you do not want this function enabled select the **NONE option**. Select **Other Hours** to allow the employee to edit **ONLY** their vacation, sick and compensation hours. **Select All Hours** to allow the employee complete card editing.

Area 5 Wages and O.T. Settings

The information in this area is *optional* and is not needed to create a time card. It is required if you want wages calculated on time cards.

Regular Hourly Pay Rate ⬚ Enter the base pay rate.

Select the type of overtime that will be earned. If you pay overtime monetarily, select the **Wages option**. If overtime is credited as hours that can be used as compensation such as personal paid time off select **Comp.Hours option**. **Comp hours** are credited on the employee's time card by management editing the employee's card in **Card Management** or by the employee if they have **Self-Editing** permission as described previously.

If **Overtime Compensation** is set to **Wages** the following applies...

Overtime Pay Rate ⬚ Enter a monetary value.

As an example, if the **Regular Hourly Pay Rate** entered is 10.00 per hour and you base overtime as time and half, enter 15.00 as the **Overtime Rate 'A'** value.

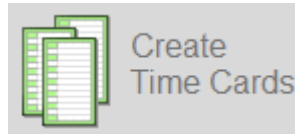If **Overtime Compensation** is set to **Comp. Hours** the following applies...

Overtime Pay Rate ⬚ Enter a value in **Overtime Rate 'A'.** If for every hour of overtime worked, 1.5 **Comp. Hours** will be credited to the employee, enter 1.5 in the **Overtime Rate 'A'** box.

The following applies to both Wages and Comp. Hours ...

Earned After ⬚ **Hrs. Per Day** Enter how many hours per day must be worked before **Overtime Rate 'A'** is earned. If the employee works more than this number the additional time worked is considered overtime and is paid at **Overtime Rate 'A'**.

Earned After ⬚ **Hrs. Per Week** Enter how many hours per week must be worked before **Overtime Rate 'A'** is earned. If the employee works more than this number the additional time worked is considered overtime and is paid at **Overtime Rate 'A'**. **If overtime is based only on weekly hours enter 24 in the Hrs. Per Day box to prevent overtime being calculated on daily hours.**

If you are required to pay multiple overtime rates for hours worked in a **single shift**, enter the appropriate values for **Overtime Rate 'B'** As an example; you pay rate **'A'**. when hours worked exceed 8 hours and you pay rate **'B'** when hours worked exceeds 10 hours in a single shift.

On the program main screen click

Pay Period Type

Select the how long your normal pay period is. Each time card contains a maximum of 7 days and each day has 12 time slots. Cards can be created containing fewer than 7 days on it but each day will continue to have only 12 time slots per day.

Select **Bi-Monthly** if you do payroll twice a month. Use the arrow buttons to set the starting day for **Pay Period 1** and the starting day for **Pay Period 2**.

BI-MONTHLY TIME CARD EXAMPLE : For this example we will use the **1st** of the month for **Period 1** the **16th** of the month for **Period 2**

Period 1 will consist of 3 time cards (remember cards can contain a maximum of 7 days).

CARD 1 covers the 1st thru the 7th,   CARD 2 covers the 8th thru the 14th   CARD 3 covers the 15th

Continued Next Page

If the month the cards are created for contains 30 or more days the following applies.......

Period 2 will consist of 3 time cards.

CARD 1 covers the 16th thru the 22nd ,   CARD 2 covers the 23rd thru the 29th ,   CARD 3 covers the 30th thru the 31st

If the month the cards are created for contains less than 30 days the following applies.......

Period 2 will consist of 2 time cards.

CARD 1 covers the 16th thru the 22nd ,   CARD 2 covers the 23rd thru the last day of the month

NOTE: Time cards may be created as far IN ADVANCE as you wish. You DO NOT have to wait for one set of cards to expire before creating the next set. As the dates change the appropriate card will show up in the rack automatically.

Clock Rounding

Setting **CLOCK ROUNDING** to either 15 or 30 Minutes Prior can be useful if you are using this program on a single computer where many employees will need to access the program at the same time. **CLOCK ROUNDING** will allow employees to clock in up to 30 minutes **BEFORE** the top or bottom of the hour and clock out up to 30 minutes **PAST** the top or bottom of the hour thus avoiding a log jam of employees at the computer when many employee shifts start or end at the same time. When an employee uses time rounding the time actually stamped on their card is rounded **FORWARD** to the nearest top or bottom of the hour when **Clocking In** and rounded **BACK** to the nearest top or bottom of the hour when **Clocking Out**.

EXAMPLE 1: If the actual time shown on the time clock is 7:51 AM and the employee clocks IN using the rounding feature, the card would be stamped 8:00 AM. Likewise, if the actual time were 8:22 AM the card would be stamped 8:30 AM.

EXAMPLE 2: If the actual time shown on the time clock is 5:13 PM and the employee clocks OUT using the rounding feature, the card would be stamped 5:00 PM. Likewise, if the actual time were 5:35 PM the card would be stamped 5:30 PM.

NOTE: When this option is in effect employees may still clock in at the actual time clock time for overtime purposes. If you want to round the actual times entered by employees to the nearest fractional hour, select option button labeled **Nearest option** button and use the arrow buttons to set round method to one of the following.

1/4   Hour (15 mins)
1/6   Hour (10 mins)
1/10 Hour (6 mins)
1/12 Hour (5 mins).

If the setting where nearest 1/4 hour, then the following would apply.

EXAMPLE 1: If the time is 7:07 AM when an employee clocks in/out the time entered is 7:00 AM

EXAMPLE 2: If the time is 7:08 AM when an employee clocks in/out the time entered is 7:15 AM

Employee Breaks

If employee breaks are **PAID** and the employee is required to clock out and clock in during those breaks, select the **PAID BREAKS** option. If this option is selected you can select how many minutes of their break will be paid. If the employee's break exceeds this number of minutes they are only credited with the amount of minutes you have set. If the employee's break is less than the set number of minutes they are credited with the actual length of the break, not the amount of minutes you have set. If **Paid Breaks** are enabled the **BREAK icon** will be enabled on the time card when employees are accessing their card.

NOTE: When viewing time cards the times associated with **Paid Breaks** will be marked with the letter **'b'**.

Misc. Settings

Set the box next to **Allow Carry Over Times** to blue for employees who work shifts that begin on one day and end the following day. When a employee attempts to clock-in or out on a time card that has been created with the carry-over function enabled they will be asked if the time they are about to enter should be applied to the previous day's shift. If they choose yes, the time will be denoted with the **'c'** character and the calculated hours will be applied to the previous days shift. If the time card is created with the carry-over function enabled the employee toggles the function on/off by right-clicking on the IN, OUT AND BREAK ICONS when accessing their time card. This toggle function is disabled if the card was not created with the carry-over function enabled.

Set the box nect to **Shift Adjustment (SA)** to blue to automatically add or deduct a preset number of minutes from each shift worked. The number of minutes to is set by using the arrow buttons. Use this feature if you do not require employees to clock out for breaks and lunches although they are required to take them. This feature is also well suited to workers who may be in the field all day and cannot clock-in/out for breaks and lunches.

EXAMPLE: Employee is required to take (2) 15 minute breaks and a 30 minute lunch. Set the **SA** value to 60 minutes. Employee clocks in at 8:00 am and out at 5:00 pm. Although these times result in 9 hrs being calculated the employee is actually credited for 8 hrs after the **SA** value (60 mins.) is deducted.

Holiday Credit

Check ✔ mark the **Paid Holidays** to include on time cards. To add a new paid holiday, click on a check box that is labeled **EDIT** or right-click on an existing holiday to edit it.

Enter the name of the holiday and the amount of time to credit for the holiday.

If the holiday occurs on the same date each year set the **Date Type** to **Static**. Enter the month and the day of the month for the holiday.

If the holiday always falls on specific day of the week, such as Thanksgiving, which falls on the 4th Thursday of November set the **Date Type** to **Floating**. Enter the month and the floating day of the month the holiday occurs. Click **Apply** to set the holiday.

When time cards are created the program examines the dates of the check marked holidays and when a holiday date coincides with a date on a time card the amount of paid holiday time associated with the holiday is credited on the time card. If the time card contains multiple projects the holiday time will be applied to the first project on the card.

Start Date

Click on the **Calendar** button to set the starting date for the pay period you are creating time cards for. If creating sets of time cards for a **bi-monthly** pay period the date you set here is must match either the **Period 1** or **Period 2** day you set as described in **Area 1**. This button defaults to the current date.

Pay Period to Create

Set the number of pay periods to create time cards for. It is possible to create time cards up to 6 months in advance. Employee time cards will automatically appear in the time card racks if a time card has been created that contains a date that matches the current date.

EXAMPLE

Under **Pay Period** select the 1 Week option
Set the **Pay Period Start Date** to Monday December 31, 2007
Set the **Pay Periods to Create** to 5

5 sets of time cards containing 7 days each will be created as follows.....

Set 1 covers December 31, 2007 thru January 6, 2008
Set 2 covers January 7, 2008 thru January 13, 2008
Set 3 covers January 14, 2008 thru January 20, 2008
Set 4 covers January 21, 2008 thru January 27, 2008
Set 5 covers January 28, 2008 thru February 3, 2008

Each of these cards will appear automatically in the card rack on the appropriate date.

Employee List

Select who to create time cards for. You can create time cards for those employee names that have been checked ✓ marked in the or for all names in the list.

Create Cards For

Select if you want to create cards for only those names check ✓ marked in the **Employee List** or for all employees in the list.

Create Cards

Click **Create Cards** and the cards will be created based on your settings. This process can take several minutes depending on how many employees you selected and how many pay periods you are creating.

If an **ACTIVE** time card for an employee already exists that contains 1 or more of the same dates as the new card being created the following screen will appear.

Card Date Conflicts

Employee | Winkle Majorant 1000

New Card | Oct 02 2014 - Oct 08 2014.Crd

A time card already exists for the employee listed above that contains one or more dates that match dates in the new time card being created.
Multiple time cards for the same employee cannot contain any matching dates.

Select from the following options

○ Transfer times from existing card to new card
  Only times from matching dates will be transferred and those dates will be removed from the existing card.

○ Delete existing card
  No times will be transferred to the new card.

○ Skip creation of the new card

Continue   X

When an active time card is no longer needed, that card should be closed. Once a time card is closed the employee no longer can access that card but management can still edit it if necessary, including re-opening the card. See **Card Management.**

If time cards have been created for employees and those cards contain the current date, the cards will be displayed in the card racks. If the employee cannot find their card in any of the card racks, either no card has been created that matches the current date or the card has been closed. Closed cards can no longer be accessed by employees but can be accessed by management in **Card Management.**

Employees access their time card from the card racks on the program's main screen. Employees are required to enter their **PIN #** to gain access to their card. Their **PIN #** is created when you enter them into the employee database. You can also permit them to change their **PIN #** by turning on this feature in the **Tools menu** also on the program's main screen.

Up to 20 cards can show in the rack. Use the slider to scroll through all card that match the current date.

Employees can click on the **Find My Time Card** icon to search for their time if they do not show up in the racks after using the slider button above. Employees select their name and enter their **PIN #** number in the dialog box that is displayed when this icon is selected. If their time card is found the card is highlighted in the rack ready for the employee to select.

Employees can send a single line message instead of using the Message Center above.

| ⬤ Vodoo , Man | 500 |
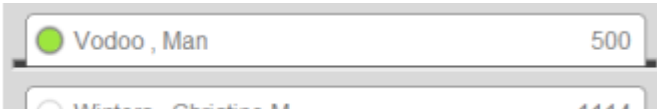
To access their time card the employee locates the card in the rack as illustrated above and clicks on it. The employee will be requested to enter their **PIN #** to gain access to the card. Once access is granted the time card will be displayed as shown on the next page…...

Continued from Previous Page

5

6

7

8

9

10

11

12

13

- In
- Out
- Break
- Comp.
- Note
- Print
- Edit
- Undo
- Save (Exit)

Back

Front

Vodoo , Man   **500**

Feb 01, 2016 -- Feb 07, 2016   ▼ Abbreviations

1

2

3

4

				Hours	Other
MON Feb 01 ✉	In Out In Out	04:24 pm 09:12 pm		↑ 4:48 0:00	Tips 0.00
TUE Feb 02 ✉	In Out In Out			0:00 0:00	Tips 0.00
WED Feb 03 ✉	In Out In Out			0:00 0:00	Tips 0.00
THU Feb 04 ✉	In Out In Out			0:00 0:00	Tips 0.00
FRI Feb 05 ✉	In Out In Out			0:00 0:00	Tips 0.00
SAT Feb 06 ✉	In Out In Out			0:00 0:00	Tips 0.00
SUN Feb 07 ✉	In Out In Out			0:00 0:00	Tips 0.00

*Edited by * Management ** Employee*	Regular	4:48	
	Overtime	0:00	
	Other	0:00	Tips 0.00

1. If the time card was created with multiple **projects (Pro Version Only)** the employee selects the appropriate project **before** entering a time on their card.

2. A total of 12 time slots are available for each day. Slots are arranged in 3 columns of 4 slots.

3. Regular hours for the day are shown on top and overtime hours on the bottom. If the card was created with the **Shift Adjustment** activated the amount minutes added or deducted to the card will denoted by the **SA** heading. This value is reflected in the regular hours above.

Continued Next Page   **Page 20**

4. Other hours credited such as vacation, sick, personal etc. are shown here. The value is preceded by an identifier. Below is a list of identifiers....

SL : Sick Leave   **PT** : Personal Time
PSL : Paid Sick Leave   **PPT :** Paid Personal Time
VT : Vacation Time   **CT :** Comp Time
PVT : Paid Vacation Time   **PCT :** Paid Comp Time

Paid hours are added to the card totals and deducted from the employee's accrued hours. **Unpaid** hours are not added to the card totals but are deducted from the employee's accrued hours.

If an employee needs to declare tips the click on the **Tips** box to enter a dollar amount.

If an employee needs to declare mileage the click on the **Miles** box to enter an amount.

5. To **clock-in** the employee clicks on the **IN icon** and the current time is applied to the first available **IN slot** next to the current day of the week on the card. **See Notes A & B below.**

To **clock-out** the employee clicks on the **OUT icon** and the current time is applied to the first available **OUT slot** next to the current day of the week. **See notes A & B below**.

NOTE A
If the time card was created with **Round To Nearest Fractional Hour** selected in the **Clock Rounding** section of the **Create Time Cards screen**, the actual time entered on the card will be rounded up or down depending on the setting. **Does not apply to breaks**.

If the setting where **nearest 1/4 hour**, then the following would apply.

EXAMPLE 1: If the time is **7:07 AM** when an employee clocks in/out the time entered is **7:00 AM**
EXAMPLE 2: If the time is **7:08 AM** when an employee clocks in/out the time entered is **7:15 AM**

NOTE B
If the time card was created with **15 Minutes Prior** or **30 Minutes Prior** selected in the **Clock Rounding** section of the **Create Time Cards screen**, the actual time stamped on the card **CAN BE** rounded to the **NEAREST top or bottom of the hour**. The pop-up **Clock Rounding Dialog Box** will employees choose to either round the time to the **nearest top or bottom** of the hour or enter the current time. **Does not apply to breaks**.

EXAMPLE 1 : If the actual time is **7:52AM** and the employee is clocking-in and chooses to round the time to the nearest top or bottom of the hour the time stamped on the card is **8:00AM**

EXAMPLE 2 : If the actual time is **5:35PM** and the employee is clocking-out and chooses to round the time to the nearest top or bottom of the hour the time stamped on the card is **5:30PM**

6. If the time card was created with **Paid Breaks** selected under **Employee Breaks** in the **Create Time Cards** screen this icon is enabled. Clicking on this icon will display a menu which allows the employee to **START** or **END** a break. See **Create Time Cards . . . See Page 20** for details on how **Paid Breaks** are handled.

7. The employee clicks here to add other hours such as vacation, sick, personal etc.. to the card. When selected, the **Other Hours Editor** will be displayed.

8. Employee can attach a note to their card, leave a status message, print a time card and edit their times.

Two types of notes can be created by an employee.

Status Message
A brief message may be left by the employee to describe their current status, such as clocking out early for a doctors appointment, illness, jury duty or when they might be back from such an appointment. Another use might be to indicate where they are currently located in the building. Message is limited to 50 characters. Management accesses these messages by pressing the STATUS button on the program's main screen.

Time Card Comment
A brief comment can be attached to the time card. This comment might be used to alert management to a problem on the time card or to remind management about an action that needs to be taken regarding the card. Only 1 comment can be attached to each time card and its length cannot exceed 50 characters. Management can review these comments from the back of the time card when viewing employee time cards in the Card Management section of this program.

9.   Both the currently active time card and the time card from the immediate prior pay period may be printed by employees. This function can be disabled by placing a check ✓ mark on the **Disable Employee Time Card Printing** menu item in the **Settings** menu.
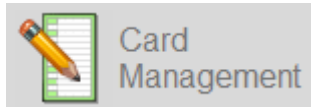
10. If the employee has permission to edit their time card this icon will be active. If active, the employee and edit time entries only, other hours only or both depending on the permission management as permitted. This permission is set by management while editing **Employee Information . . . See Page 20, No. 4**

11. If a time is entered in error click **UNDO** and the time card will be restored to the state is was in when the employee accessed it. All changes during the current session are undone. Once the card is saved the changes cannot be undone although management can edit the card if necessary.

12.   Click **SAVE** to record the changes and place the card back into the time card rack. Once the card is saved any times entered on the card are permanent and the employee cannot alter those times. Management can edit the times on the card in the Card Management section of this program.

Even if no changes are made to the card SAVE must be clicked to exit the card and place it back in the card rack

13. The card back contains the filing status, wage information and their earnings based on the hours entered on the front side of the card. See **Page 28**

Page 22

On the main screen click **Card Management** to access the screen below.

1. Select whether you want to view cards for currently active employees or employees who are not currently with the company and have been made inactive.

2. From this list you may choose to show time cards for all employees or you may select an individual employee name from the list. When setting this parameter any previous results are cleared from the **Card Scan Results** List.

3. Use the **Calendar button** or the scroll arrow buttons to set the starting and ending date of the time period you want to list time cards for. When setting this parameter any previous results are cleared from the **Card Results** list.

IMPORTANT: When setting the date range keep in mind that these dates should correspond to actual pay period dates. As an example if **employees X** has a time card for the pay period **July 1** to **July 7** and you enter **July 5** as the starting date and **July 7** as the ending date, **employee X's** entire time card will appear in the Card Scan Results list.

4. To display the cards matching the parameters set above, click the **Generate List** button. Each entry in the **Card Scan Results** list represents a single time card and shows the employee name, number and the pay period dates of the card. To view the card, click on an entry in the list and the selected time card will be displayed to the right of this list.

5. Select a card from the **Card Results** list to edit. Click on the **EDIT icon** to display the **Card Editor . . . Page 38**

6. Click on the **Status** icon and select whether to **Close** or **Re-Open or Delete** the card currently selected in the **Card Scan Results** list or **ALL** cards in the list. Once a time card is closed the employee can no longer access it, however management can edit it if needed. The card can also be re-opened if employee access to it is necessary again. Time cards do not have to be closed unless you want to deny further access by the employee or you want to create a new time card that will contain 1 or more of the same dates. During card creation you will be notified if an existing card should be closed before the new time card is created.
CAUTION: Once a time card has been deleted there is no way to restore it.

7. Click on the **Print Card** icon to print card data.

8. Click to view the front or back of the displayed card. See next page.

Card Backside

The card back contains the filing status, wage information and their earnings based on the hours entered on the front side of the card.

| | Saturday 06:51 PM | | | | March 09, 2019 | |

Manage Active Employee Cards

••• All Current Employees ▼

Start Date   Mar 09 2019 ◄ ►   📅 ◄ ►   **End Date**   Mar 09 2019

Generate Card List   5 Cards Found

Dude, Big 2000
Mar 08 2019 - Mar 14 2019

Employee, Test X 7000
Mar 08 2019 - Mar 14 2019

Jones, Franklin X 2012
Mar 08 2019 - Mar 14 2019

Majorant, Winkle 1000
Mar 08 2019 - Mar 14 2019

Edit Card   Set Status   Print Card

✓ Finished

Back / Front

Dude , Big   **2000**

Mar 08, 2019 -- Mar 14, 2019   **1**

Single ☐   Married ☑   Head Of Household ☐   Tax Exempt ☐

Exemptions : 2   Soc. Sec. # 000-00-0000

UnPaid	Paid Time	Hours	Pay Rate	Earnings
	Regular Rate	15:06	10.000	151.00
	Overtime Rate A	0:00	15.000	.00
	Overtime Rate B	0:00	0.00	.00
0:00	Sick Leave	0:00	10.000	.00
0:00	Vacation Time	0:00	10.000	.00
0:00	Personal Time	0:00	10.000	.00
	Comp. Time	0:00	10.000	.00
	Holiday Pay	0:00	10.000	.00
	Birthday Pay	0:00	10.000	.00
	Total Hours	**15:06**	Earnings	**151.00**

3 **2**

Partial Hours Shown In Minutes **5** | Tips | 0.00 |
                                          4

Employee Comment . . . . .

6

7
Update Info

1. The employee name, pay period dates and filing status is displayed here.

2. The hour totals contained on the card are broken down into their appropriate categories and displayed here. If you included the employee's pay rates in their employee information their earnings based on the hours and pay rates are reflected in this section.

3. If the card contains unpaid hours they are listed here. These hours do not affect the employees earnings but are used to track the time used and unused during a specific period of time.

4. Reported tips are shown here.

5. Partial hours are displayed as actual minutes or fractions of hours.

6. Any comments attached to the card by the employee are displayed here.

7. When time cards are created the employee information **at that time** is entered on to the card. If you have updated the employee's wages or filing status and want this card to reflect those changes you should click the **Update Info** button.

When you are in the Card Management screen click the Edit [pencil icon] to add, erase or change times on employee time cards. The editor also can apply other hours to the card such as vacation, sick leave etc.

After selecting a card from the **Scan Card Results** list in **Card Management . . . See Page 32, Area 4 & 7**, choosing the appropriate project to edit and clicking on the **EDIT icon . . . See Page 30, Area 7** the editor below is displayed.

The editor resembles a simple calculator. Most buttons on the editor corresponds to keys on your keyboard numerical key pad. Below is a description of the editor button and the corresponding key on your keyboard.

Editor Key	Keyboard Key
0 to 9	**0 to 9**
AM	**+ (plus key)**
PM	**- (minus key)**
CE	**Backspace**
Apply	**Enter**

1. This area contains 12 time slots per day. Click on the appropriate slot to edit or enter a new time in.

2. Click here to edit Tips.

3. Enter the time you want to apply to the time slot. All times entered require 4 numbers and the AM/PM attribute.

Example Time: 7:00AM

Using editor buttons: click buttons 0 7 0 0 AM and then click on the **APPLY button**. Click on the next time slot to edit.

Using the keyboard: press keys 0 7 0 0 + and then press the **ENTER key**. Press the up or down arrow keys to move to another time slot.

4. Select whether you the time you are entering should be applies as **Normal Time**, as **Break Time** or as **Carry Over Time**.

5. Button descriptions.

SAVE: Inserts the time you have keyed into the selected time slot.

ERASE: Remove the time from the selected time slot.

 Closes the card WITHOUT saving any changes. During editing this button will change to Clicking on this button will popup a menu that will let you undo the most recent change. The 10 most recent changes are stored for undoing. The menu will also let you close the editor without saving changes.

6. Changes the editor to allow editing other compensation such as sick pay or vacation time.

The **Card Editor (other hours)** is used to include sick leave, vacation time, personal etc. on the card.

After selecting a card from the **Scan Card Results** list in **Card Management . . . See Page 32, No.'s 4 & 7**, choosing the appropriate project to edit and clicking on the **EDIT icon . . . See Page 30, No. 7** the editor below is displayed.

Saturday 07:03 PM						March 09, 2019	

Card Editor

Select what to edit on this card

Time Entries	Other Compensation ✓

Compensation Type

Paid Sick ●
Un-Paid Sick ○
Paid Vacation ○
Un-Paid Vacation ○
Paid Personal ○
Un-Paid Personal ○
Paid Comp ○
Paid Holiday ○
Paid Birthday ○

⇅ 00 : 00 ⇅
Hrs.   Mins.

Insert Compensation

Erase   Save   X

Dude , Big — 2000
Mar 08, 2019 -- Mar 14, 2019

Day		Time			Hours	Other
FRI Mar 08	In	*06:58 am	*12:45 pm		4:47 ▲	(green)
	Out	*09:30 am				
✉	In	*09:45 am			0:00	
	Out	*12:00 pm				Tips 0.00
SAT Mar 09	In	01:26 pm			3:34	
	Out	*05:00 pm				
✉	In				0:00	
	Out					Tips 0.00
SUN Mar 10	In	*07:00 am			6:45	
	Out	*11:15 am				
✉	In	*12:00 pm			0:00	
	Out	*02:30 pm				Tips 0.00
MON Mar 11	In				0:00	
	Out					
✉	In				0:00	
	Out					Tips 0.00
TUE Mar 12	In				0:00	
	Out					
✉	In				0:00	
	Out					Tips 0.00
WED Mar 13	In				0:00	
	Out					
✉	In				0:00	
	Out					Tips 0.00
THU Mar 14	In				0:00	
	Out					
✉	In				0:00	
	Out					Tips 0.00

*Edited by * Management ** Employee*

Regular	15:06	
Overtime	0:00	
Other	0:00	Tips 0.00

1. Click on one of the two available slots of the desired day to apply compensation to.

2. The types of compensation available are shown. Select the compensation type to add to card.

3. Use the scroll buttons to adjust the hours and minutes of the compensation type to add to card.

4. Click to insert time into the selected slot.

5. Button descriptions.

SAVE: Inserts the time you have keyed into the selected time slot.

ERASE: Remove the time from the selected time slot.

X Closes the card WITHOUT saving any changes. During editing this button will change to ⟳ Clicking on this button will popup a menu that will let you undo the most recent change. The 10 most recent changes are stored for undoing. The menu will also let you close the editor without saving changes.

On the main screen, click the **Settings** icon, select **Backup / Restore Data** and select the function you want to use.

Backup Data

You have 3 choices of what data to back-up.

Timecard Data: Saves a copy of ALL employee folders and the time cards they contain.

Employee Information: Saves a copy of employee database.

All Files: Saves copies of Timecard Data and Employee Information.

After selecting what data to back-up you must save a drive to save the data to.
It is recommended you back-up to a removable disk if available or to a different hard drive or disk partition than where the software is installed.

The back-up process will create a folder named TCM Backup on the selected device. A Data Package containing the files you selected is created and saved in this folder for later retrieval.
The name of this package is the current DATE and TIME. Multiple Data packages can reside in this folder.

Continued from Previous Page

Restore Data

Select the device that contains the TCM Backup folder as described in the **Back-Up Data** on **Page 35.**

Select the back-up **Data Package** to restore. When back-up files are saved the name given to the file is the Date and Time the file was created. When you select a file in this list the type of data it contains is shown by the option buttons below the list.

Click on the option button for the type of data you want to restore and then click on the **Restore button**.

WARNING: Restoring data will overwrite any files of the same type and name already in the software's data files.

For the changes to take effect you must exit TimeCard Manager and restart the program.