SB-100™ Employee Time Clock

User Guide

JOHN SMITH
WEEK HRS = 39.5

SB-100™
Employee Time Clock

PC Reporter
with XL Export

V7 4X
SNXXXX
EMP 97-05

— Pre-Programmed ID Number —

Name: _____

Your pre-programmed clock ID number is: **901** (KEEP CONFIDENTIAL)

Instructions for use are on the back of this card.
Para instrucciones, vea el reverso.

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TIME SYSTEMS.

Automated Time and Attendance
Solutions for Small Businesses

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SB-100™ Employee Time Clock User Guide
Icon Time Systems
Automated Time and Attendance Solutions for Small Businesses

EPM DIGITAL SYSTEMS, INC., An Oregon Corporation
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SB-100™ User Guide

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Overview

Thank you for purchasing the SB-100™ Employee Time Clock designed to automate employee time collection without extensive set-up or training. The SB-100 works with or without a PC and is ready to go, out of the box, in just five minutes! No Hassle – No Fuss – just plug it in and the Time Clock starts recording your employees' time. Enjoy the convenience of having automatically calculated standard hours, overtime hours and gross wages. Never again add up another timecard or timesheet!

The SB-100 comes with:
· AC Adapter
· PC Option Cable
· Pre-programmed Employee ID Cards
· Software CD
· Wall Mount Kit - includes mounting bracket and case keys
· Quick Start Guide

AC Adapter - Powers up the Time Clock.

PC Option Cable - Connects the Time Clock to your PC. This allows you to print and view reports through your PC.

Pre-programmed Employee ID Cards - The SB-100 comes pre-programmed with 50 employee ID numbers and pre-printed ID cards. Hand each employee a unique ID card, and they will use this number to clock in and out. (The employee ID card also contains instructions to assist the employee with learning the clock in/out process.)

Software CD - **PC Reporter Software** - Assists you with the use of your Time Clock. Allows you to print and view reports through your computer. (You cannot edit reports with PC Reporter.)

Wall Mount Kit - Conveniently mount the Time Clock anywhere; includes a wall mounting bracket and case keys. Always make sure the Time Clock is mounted within five feet of an electrical outlet.

Quick Start Guide - Step by step instructions on how to set-up your Time Clock. *Please read the Quick Start Guide before going any further.*

Time Clock Organization

The SB-100 presents employee punches as in/out groups known as "punch pairs." Each pair consists of the date, in-time and out-time. The Time Clock maintains employee records in alphabetical order with each employee's punches sorted chronologically.

CALCULATIONS

SB-100 calculates all punches to 1/100th of an hour. If "Rounding Rules" are selected the Time Clock will round the time of day punched, not the final calculation. The Time Clock uses rules that you configure to indicate how you wish hourly information to be calculated.

REPORTS

Reports may be printed at ANY TIME and AS MANY TIMES as you want, without your data being harmed. Reports can be sent directly to your dot matrix printer or compatible laser printer. You can also connect your Time Clock to your PC and print reports through your Windows® based PC, just by installing the enclosed PC Reporter software. Please note, when printing reports through your PC with the PC Reporter software, you may not edit reports—only print them.

EMPLOYEE USE

Your SB-100 Employee Time Clock is ready to use out of the box with 50 pre-programmed employee ID numbers—and is ready for clocking in (see Quick Start Guide). Icon Time Systems recommends that you assign names and pay rates to each employee for easier-to-read reports and labor costing. To enter a punch at the Time Clock, an employee enters their three-digit ID number, then presses IN or OUT. When punching out, employees can view their hours worked for that punch pair, and their total for the week.

EXCEPTION PUNCHES

Exception punches are caused by missed sign-ins and sign-outs. The Time Clock automatically marks missed punches, for a supervisor to edit at a later time.

STARTING NEW PAY PERIODS

The SB-100 automatically maintains your current and last payroll in memory. When a new pay period begins, the Time Clock will sort and group your punch pairs for payroll reporting. You do not have to be present for this process; it happens automatically! After a new pay period begins you may receive your payroll reports by printing timecards from the **"Last Pay"** period menu.

Keypad Functions

FUNCTION Key

Only used when the Time Clock is upgraded to a PC based Time Clock

IN & OUT Keys

Employees enter their three-digit ID number and press "IN" to clock in. Employees enter their three-digit ID number and press "OUT" to clock out

UP & DOWN Keys

Allows the supervisor to scroll through menus in supervisor mode

ENTER Key

Allows the supervisor to select menus in supervisor mode

CLEAR Key

When pressed, returns the user to the previous screen

INFO Key

Only used when the Time Clock is upgraded to a PC based Time Clock

SUPERVISOR MODE Key

Allows supervisor to access the Time Clock for supervisor functions

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Accessing Supervisor Mode

Supervisor Mode allows supervisors to print reports, edit punches, and configure the Time Clock. The SB-100 comes with a default security code of 00 00 00.

To enter **Supervisor Mode**:
· Press 🔒 in the bottom right hand corner of your keypad.
· Enter "00 00 00".
· The Time Clock will display "SUPERVISOR MODE".

To easily navigate through Supervisor Mode, remember these key definitions:

🔼/🔽 will scroll you through the main menu.
To access a menu item, press **ENTER**.
When the menu item is flashing, 🔼/🔽 will let you scroll through all the choices in that menu.

ENTER: The "**ENTER**" key is used to advance to the next step of a menu operation. Use 🔼/🔽 to find the menu item you desire. Then use **ENTER** to accept it.

CLEAR: The "**CLEAR**" key is used to return to the previous step, much like a backspace. When you have completed your work and wish to exit Supervisor Mode, press **CLEAR** until your screen returns to reading the time of day, and "ENTER ID NUMBER" is displayed on the bottom line.

· Once in Supervisor Mode, use 🔼/🔽 to manually scroll through the Time Clock menu and choose your menu item.

OR:

· Use the SB-100 "Quick Pick" Menu - The Quick Pick Menu allows you to enter a Quick Pick Code to jump directly to that menu item. (See following paragraph.)

QUICK PICK CODES

Easily access the supervisor functions you regularly use with the Quick Pick option. At the supervisor prompt, enter any of the Quick Pick codes listed below to jump directly to the desired function.

Reports

10 - Daily Attendance Report— See who's in and who's out.

20 - Exception Report— Reports missed or late punches.

Timecard Reports

30 - This pay one employee — Print a timecard for one employee for the current pay period.

31 - This pay all employees— Print timecards for all employees for the current pay period.

32 - Last pay one employee— Print a timecard for one employee from the last pay period.

33 - Last pay all employees— Print a timecard for all employees from the last pay period.

40−55 - Time Clock Setup— Set-up overtime, warnings and lunches.

60 - Employee Setup— Add hourly wages or employees' names to the Time Clock.

70 - Punch Editing— Allows you to edit incorrect or missed punches.

Use 🔼/🔽 to scroll through the Time Clock menu.

Enter Quick Pick code and jump directly to that function.

Time Clock Setup

You can customize your SB-100 with the following functions under the SETUP TIME CLOCK menu. To change these values, enter Supervisor Mode and use the navigation keys ⏶/⏷, **ENTER**, and **CLEAR** as described above—or enter the Quick Pick code to go directly to that function.

WEEK START (Quick Pick 40)
For calculation of weekly overtime, the Time Clock must know when your accounting week begins. You may set this value to SUN, MON, TUE, WED, THU, FRI, or SAT. Typically this is set at SUN.

WEEK OT   (Quick Pick 41)
If you use weekly overtime at your business, you may set the Time Clock to begin logging weekly overtime after 1 to 99 hours worked per week (40 hours is most common). SET THIS VALUE TO "0" TO DISABLE WEEKLY OVERTIME CALCULATIONS.

DAY OT (Quick Pick 42)
If you use daily overtime at your business you may set the Time Clock to begin logging daily overtime after 1 to 24 hours worked a day (8 hours is most common). SET THIS VALUE TO "0" TO DISABLE DAILY OVERTIME CALCULATIONS.

WARNING HI (Quick Pick 43)
The Warning Hi parameter warns of hours worked in excess of the amount you choose. Enter the hours an employee can work within one punch pair without triggering an entry in the exception report. 14 hours suits most businesses. SET THIS VALUE TO "0" TO DISABLE WARNING CALCULATION. The warning flag is a very useful tool, and your exception reports will not operate without it. It is strongly recommended that you set this option.

WARNING LO (Quick Pick 44)
This function reports as exceptions all punch pairs whose hours are below the less-than-warning amount set. Less-than-warning is set like the Warning Hi command above.

ROUNDING (Quick Pick 45)
The SB-100 has the ability to compute your employees' hours worked to 1/100th of an hour. If you desire some grace period, the Time Clock provides you with three values for this rule:

a) 15M—15 minute centered rounding, from 8 minutes before to 7 minutes after each quarter hour.

b) 10th—Tenth of hour computation; no rounding.

c) NONE—Compute hours to 1/100th of an hour.

TIME FORMAT (Quick Pick 46)
You may configure your Time Clock to display time in am/pm (12HR) or 24-hour format (24HR).

AUTO LUNCH (Quick Pick 47)
The SB-100 will automatically deduct a lunch after an employee has worked more than a set amount of hours per punch. This screen has two parameters to be set (only one blinks at a time). Once the first item is set, press **ENTER** to advance to the second item. SET THESE VALUES TO "0" TO DISABLE AUTO LUNCH.

a) LUNCH—Enter the number of minutes you wish the lunch deduction to last.

b) AT ___ HR—Enter the number of hours required before the lunch deduction occurs.

DAYLIGHT SAVINGS (Quick Pick 48)
You may choose to have the SB-100 automatically fall back/spring forward at 2:00am on the last Sunday of October and the first Sunday of April. If employees are working at 2:00am, the Time Clock will sign them out and then sign them back in to avoid crediting or debiting any hours. Values are YES or NO.

CLOCK ID (Quick Pick 49)
Should you have multiple SB-100 locations, you may distinguish each Time Clock with its own ID number. This number appears on all reports printed from the Time Clock. Values are 1 to 99.

PAY TYPE (Quick Pick 50)
The SB-100 automatically starts your payroll using monthly, semi-monthly (starting on the 1st and 16th of each month), bi-weekly, or weekly formats. After selecting the proper pay type, press **ENTER** to set the current pay start date. Once this is set, the Time Clock will automatically start each pay period.

SUPERVISOR CODE # (Quick Pick 51)
The Time Clock uses a six-digit code to access Supervisor Mode. To enter a new code number, and replace the existing one, press **ENTER** to start the display blinking, then type in your new code number. You may change your code as often as you wish. **The default code is 00 00 00.**

PRINTER TYPE (Quick Pick 52)
The SB-100 will directly communicate with all EPSON FX / IBM Proprinter compatible dot matrix printers. It will also support laser printers compatible with the Hewlett Packard Laser Jet II. Both printer types must use a parallel interface. Select LASER for laser printing, or DOTMX for dot matrix. Or you can choose to print through your PC by installing the enclosed PC Reporter software.

PERSONNEL REPORT (Quick Pick 53)
This report prints each employee's ID, name and hourly wage.

SET DATE & TIME (Quick Pick 54)
The SB-100 will automatically adjust your date and time for the month, leap year, and day light savings time. You should seldom need to change the time or date. Should you change the time while employees are punched-in on the Time Clock, it will automatically punch them out at the old time and back in at the new time. This will avoid the need for any corrections in the Time Clock's reports.

To change the system time:

Use ⋀/⋁ to scroll the Month, Day, Year, Day of Week, Hour, and Minute. Pressing **ENTER** advances you from one field to another. Pressing **CLEAR** returns the cursor to its prior location.

SHOW OPTIONS (Quick Pick 55)
This feature shows the version of SB-100 Employee Time Clock software being used on this machine.

Employee Setup (Optional)

EMPLOYEE SETUP (Quick Pick 60)

The SB-100 comes pre-programmed with Employee ID Numbers so you do not need to add them to the system. If you wish, you may edit the names and assign hourly pay rates to further customize your system.

1) Enter Supervisor Mode and select **Employee Setup**.

2) Enter the three-digit ID number for the employee you wish to edit. ⊗/⊗ may be used to scroll through an alphabetical list if you do not know the employee's ID number.

3) Use ⊗/⊗ to scroll through the alphabet and spell the employee's name as you wish it to appear on the screen and reports. Press **ENTER** to step forward to the next letter and press **CLEAR** to backspace if you make an error. Pressing ⊗/⊗ for an extended period will rapidly scroll through the alphabet. After the last letter is selected, the Time Clock will display the Pay Rate screen.

4) Enter the pay rate for this employee. You may use the number keys to speed this process.

The following Employee ID's come pre-programmed in the SB-100™ Employee Time Clock:

001	023	045	067	089
101	123	145	167	189
201	223	245	267	289
301	323	345	367	389
401	423	445	467	489
501	523	545	567	589
601	623	645	667	689
701	723	745	767	789
801	823	845	867	889
901	923	945	967	989

Reports

PRINT ATTENDANCE (Quick Pick 10)

The daily attendance report allows you to get a chronological list of each day's punches. This is valuable for checking employee attendance and to monitor approaching overtime. This report gives you daily labor costs and can be used to track labor costs throughout the day.

To print using your printer:

1) Turn on your printer and align the paper to the start of the page.

2) Enter Supervisor Mode and press Ⓥ once to display PRINT ATTENDANCE.

3) You will be prompted to select the date you wish to print for (press Ⓐ/Ⓥ and **ENTER** to select).

To print using your PC:

1) Do not enter Supervisor Mode. Leave the Time Clock in "Enter ID Number" mode.

2) Connect your Time Clock to your PC to automatically start the PC Reporter software.

   If the PC reporter does not start up automatically when you connect your Time Clock to the PC, you may manually start the program by going to the Windows® Start Menu - Start Programs - Icon Time Systems - PC Reporter.

3) Click the Attendance button on the PC Reporter screen menu.

4) Press Run Report to output your report.

PRINT EXCEPTIONS (Quick Pick 20)

The exception report aids you in identifying missed punches. This report will print all punch pairs in memory that do not fit the minimum and maximum number of hours you have set in the "WARNING" rules trigger. Print Exceptions also provides a quick-edit function that allows edits for each exception punch pair.

To print an exception report using your printer:

1) Turn on your printer and align the paper to the start of the page.

2) Enter Supervisor Mode and press Ⓥ twice to display PRINT EXCEPTIONS.

3) Choose whether to print your exceptions (we recommend printing exceptions).
   a) Print Report - YES
      —Print all exceptions in the Time Clock
   b) Print Report - NO
      —Do not print exceptions, go to the next step

4) Choose whether to Quick-Edit your exception punches.
   a) Quick Edit - YES
      —Begin exception report editing
   b) Quick Edit - NO
      —Do not use Quick-Edits at this time

The Quick-Edit function will allow you to edit each exception punch in the order they were printed on the exception report. The name of the employee who is being edited is shown on the screen before each punch pair is edited. After each punch pair is edited you will automatically advance to the next exception punch pair. If you do not wish to edit the displayed punch pair, press CLEAR to skip to the next exception. For information on the punch pair edit procedure, see "Editing Punches" in this user guide.

To print an exception report using your PC:

1) Do not enter Supervisor Mode. Leave the Time Clock in "ENTER ID NUMBER" mode.

2) Connect your Time Clock to your PC to start the PC Reporter software.

3) Click the Exception button on the PC Reporter screen menu.

4) Press Run Report to output your report.

PRINT TIMECARDS (Quick Picks 30-33)

30 - This pay one employee—Print a timecard for one employee for the current pay period.

31 - This pay all employees—Print timecards for all employees for the current pay period.

32 - Last pay one employee—Print a timecard for one employee from the last pay period.

33 - Last pay all employees—Print a time for all employees from the last pay period.

The Time Clock automatically starts each pay period. When a new pay period starts, you will see "PAY STARTED" on the screen the first time you enter Supervisor Mode after a new pay start. Before printing out timecards for payroll, we recommend running an Exception Report to catch any required edits.

When printing timecards for payroll, it is usually easier to wait until the new pay period has begun, then print your timecards by using the "Last" payroll option. Using this method, you do not have to be present at the end of a pay period in order to print out your reports.

Note: Reports may be printed at ANYTIME AND AS MANY TIMES as you want, without harming or changing your data.

To print timecards using your printer:

1) Turn on your printer and align the paper to the start of the page.

2) Enter Supervisor Mode and press ⊻ three times to display PRINT TIMECARDS.

3) Choose a pay period:
   a) This Pay—Prints and totals punches for this pay period
   b) Last Pay—Prints and totals punches for the last pay period

4) Choose to print a single timecard or to print all timecards:
   a) One Empl.—Print one timecard only (you will be prompted for which employee)
   b) All Empl.—Print a timecard for every employee

5) If you choose to print for all employees you will be asked to choose the format:
   a) Full Page—one page per employee
   b) Compact—multiple employees per page
   c) Summary—only total hours shown for each employee

To print timecards using your PC:

1) Do not enter Supervisor Mode. Leave Time Clock in "Enter ID Number" mode.

2) Connect your Time Clock to your PC to start the PC Reporter software.

3) Click the Timecard button on the PC Reporter screen menu.

4) Press Run Report to output your report.

Editing Punches

EDIT PUNCHES (Quick Pick 70)

You may edit punches within the last two pay periods. Edited punches show "*E" on the right margin of reports.

To edit a punch:

1) Enter Supervisor Mode and select EDIT PUNCHES.

2) Enter the ID number for the employee to be edited. ⟨∧⟩/⟨∨⟩ will scroll alphabetically through the employee list if you do not know the employee's ID.

3) Enter the three-digit reference number for the punch pair you wish to edit. The reference number is printed on reports under the column named {REF#}. By entering the REF#, you will go directly to editing your punch pair. You may also use ⟨∧⟩/⟨∨⟩ to scroll chronologically from the most recent to oldest punch pair for the employee. When you see the punch pair you wish to edit, press **ENTER**.

4) Press **ENTER** if you do not need to change the punch pair's date; or press ⟨∧⟩/⟨∨⟩ to change the date. Press **ENTER** once you have set the date to your desired value.

5) Press **ENTER** twice if you do not need to change the "in"- time, otherwise use ⟨∧⟩/⟨∨⟩. Note that the AM/PM indicator changes as you scroll past noon or midnight. Press **ENTER** to edit the minutes in a similar fashion.

6) Press **ENTER** twice if you do not need to change the "out"-time. If the screen shows "*** –:–" the punch pair is not punched-out. To assign a punch-out time use ⟨∧⟩/⟨∨⟩. If the "out"-time already has a value (the punch pair is punched-out), edit its time in a similar fashion. The Time Clock will re-total the punch hours automatically.

7) Use "Insert a Break" to split the punch pair into two new pairs. For example, if a punch pair was from 8:00a to 5:00p, you can use "Insert a Break" to create two punch pairs from 8:00a to 12:00p and 1:00p to 5:00p.

a) INSERT A BREAK—NO
   - If no need to insert a break, go to Step 8
b) INSERT A BREAK—YES
   - Insert a break for this punch pair

If you choose YES:
   i) The break "start" and "end" time will be shown and will default to the "in"-time of the punch pair. Use ⟨∧⟩/⟨∨⟩ to scroll the start time. ENTER will move you to the minutes and then on to the break "end" time.

   ii) Follow the same approach as above to change the break "end" time.

   iii) Upon pressing **ENTER**, the screen will display "BREAK INSERTED" and skip past Step 8 (below) to complete this punch pair's edit.

8) The Time Clock will ask if you wish to delete this punch pair. Press **ENTER** if you do not wish to delete this punch pair. If you do wish to delete this pair, use ⟨∧⟩/⟨∨⟩ to scroll to YES, then press **ENTER**.

Appendix

Testing Your Printer or PC Interface

Before you print reports, please use the following steps to test communication between your Time Clock and printer or between the Time Clock and PC. This should be done after there are a few punches entered in the Time Clock.

Most dot matrix and laser printers, and also a small set of inkjet printers, can be used to print reports. If your printer's user guide states that it REQUIRES the use of a Windows® Based PC, then it is not compatible with the SB-100. If you are unsure if your printer fits these specifications, you may print reports through your PC by installing the included PC Reporter software.

To test reports using a compatible printer:

1) With your printer turned off, use a parallel printer cable (usually provided with your printer) to connect your printer to the broad 25-pin connector on the bottom left side of the Time Clock case.

2) Turn the printer on.

3) Enter Supervisor Mode in the Time Clock by pressing 🔒 in the bottom right-hand corner, and then enter your supervisor code. The screen should read "Supervisor Mode"

4) Type "31" and press **ENTER** twice to begin printing timecards.
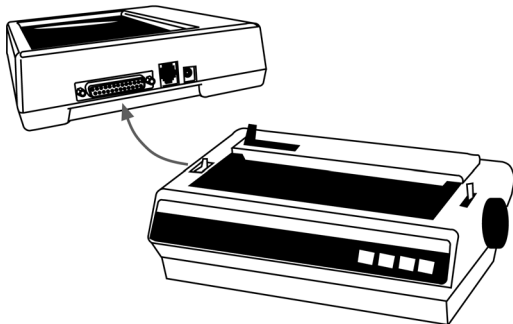
Troubleshooting

The Time Clock will try three times to communicate with your printer. After each unsuccessful try it will display "Printer Error" on the screen and ask you to "Press any key to continue." After each key press it will try to print again. If unsuccessful after three tries, the TimeCalculator will return to ENTER ID NUMBER mode. If this occurs during your printer test, check that your printer has paper, is turned on, and that the cable is connected to the Time Clock and to the printer.

If the Time Clock displays "REPORT COMPLETE," but no report is generated on your printer, you may have a faulty printer, or a Windows® PC Only printer. Change your printer type, as instructed in the previous Time Clock Setup (Quick Pick 52), and try again; or use the included PC Reporter software to print reports from your PC.

TIPS

· Run Exception Reports weekly. Staying on top of your missed punches day by day will make generating payroll easy.

· Occasionally print a Personnel Report and save it in a secure place. This provides you with a handy reference of employees and pay rates.

· Do not print out your timecards until a new pay period has started. Then print your timecards by "Last Pay" to get your payroll reports (Quick Pick #33).

For technical support and for more information on this product, please visit www.icontime.com.

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ONE-YEAR LIMITED WARRANTY
ICON TIME SYSTEMS PRODUCTS

ICON TIME SYSTEMS will repair and exchange parts for your unit free of charge in the U.S.A. in the event of a defect in materials or workmanship, as follows:

PARTS
New or comparable rebuilt parts in exchange for defective parts for one (1) year beginning on the date of delivery.

LABOR
Mail-in service for one (1) year beginning on the date of delivery.

SERVICE
To request warranty service, ICON TIME SYSTEMS must be contacted within the warranty period. If ICON TIME SYSTEMS decides a product requires service, ICON TIME SYSTEMS will issue a Return Material Authorization Number (RMA). Products must be shipped back to ICON TIME SYSTEMS adequately insured, in their original packaging or equivalent, with a copy of the purchase receipt, and shipping charges prepaid. Risk of loss or damage during shipping to ICON TIME SYSTEMS is the sender's responsibility. Return shipping costs of the repaired or replaced unit will be paid by ICON TIME SYSTEMS.

This warranty is extended only to the original purchaser. A purchase receipt or other proof of date of original purchase will be required before warranty work is rendered.

This warranty only covers failures due to defects in materials or workmanship that occur during normal use. It does not cover failures due to damage which occurs in shipment, or failures which are caused by products not supplied by ICON TIME SYSTEMS, or failures which result from accident, misuse, abuse, neglect, mishandling, misapplication, alteration, faulty installation, modification or service by anyone other than a factory service center, or damage that is attributable to acts of God.

There are no other express warranties except as listed above.

ICON TIME SYSTEMS SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OF THIS PRODUCT, OR ARISING OUT OF ANY BREACH OF THIS WARRANTY. DURATION OF IMPLIED WARRANTIES, IF ANY, IS LIMITED TO ONE (1)YEAR. Some states do not allow the exclusion of limitation of incidental or consequential damages, or limitations on how long an implied warranty lasts, so the above exclusions or limitations may not apply to you.

This warranty gives you specific legal rights and you may also have other rights that vary from state to state.

If a problem with your ICON TIME SYSTEMS unit develops during the warranty period, contact ICON TIME SYSTEMS SERVICE DIVISION, 15201 NW Greenbrier Parkway, Suite A1, Beaverton, Oregon 97006.

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