# TimeSource
## Time & Attendance Software

**TIMESOURCE COMPLETE**

**USER GUIDE**

ICON
TIME SYSTEMS.

# ICON TIME SYSTEMS
*Time Keeping Solutions for Every Business*

**Thank You!**

Our Mission is to provide our customers ease-of-mind through quality products and excellent customer service.

All of us at Icon Time Systems, including our staff, distributors, and dealers wish to thank you, the purchaser, for placing your trust in our products.  We endeavor to produce the very best quality products at a price anyone can afford, and we sincerely hope you will benefit from that philosophy. Please let your Icon sales representative know if there are any features you would like to see incorporated in future products, we are anxious to hear your ideas.

Thank you again for choosing Icon Time Systems as your time and attendance vendor.

Andrew E. King, CEO
Icon Time Systems – ***Quick, Simple, Reliable***
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www.icontime.com

# TimeSource Complete -Table of Contents

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# Chapter 1 - Getting Started

## Minimum & Optimum System Requirements

TimeSource Complete is written in Microsoft's Access Database.  In order to achieve satisfactory operating results please see to it that your system adheres to the following:

## System Requirements

### Base System

IBM compatible PC with Windows 2000/XP/Vista operating system
CD ROM Drive – 2x or greater
Ability to print – local or network printer must be installed
*A Modem is required if your Employee Time Clock has the Modem option

| Resource | Minimum | Optimum |
|---|---|---|
| RAM | 32 megabytes | 128 megabytes |
| Hard Disk – available space | 100 megabytes | 200+ megabytes |

### Additional Recommendations

A connection to the Internet (highly recommended)
A quality surge protector with phone line surge protection for your PC and your Employee Time Clock.  For minimum protection Icon Time Systems recommends the Belkin MasterCube.  For optimum protection the PowerVar Model ABC065-II or higher is recommended.

## Installation

### Employee Time Clock Quick Setup

Be sure to have your Employee Time Clock using the provided DC power supply. This quick setup only addresses Date & Time, Daylight Savings, and Clock ID. Please refer to the Employee Time Clock Data Terminal Appendix for a complete reference.

The following functions are accessed using the Employee Time Clock **Supervisor Mode**.  To enter into **Supervisor Mode** press the lock key 🔒 in the lower right hand corner of the keypad.  You will be prompted for your supervisor code.  This code is set by default to be 00 00 00 (You many change this code to be any six-digit code of your choice at a later time).  Press the 0 key six times to enter in this code.  You will now be in supervisor mode.  Follow the instructions below, remaining in Supervisor Mode to configure your clock.

When in Supervisor Mode use the 🔼 and 🔽 arrow keys to move from one menu to the next.  Press **enter** to select a specific function, then use the **up** and **down** keys to scroll the blinking field to the value you desire.  Pressing **enter** will advance you to the next field, pressing **clear** will step you back to the previous field.

To exit Supervisor Mode press **clear** until your unit reads the day of week and time of day on the top line of the display.  The bottom line will usually read ENTER ID NUMBER.

### Date and Time

When in supervisor mode scroll the display to show **SET DATE & TIME**. Press **enter** to begin editing the time, using the procedure above set the time of day.  You have edited all fields once your display has returned to reading **SETDATE & TIME.**

**Daylight Savings**

This function determines if your terminal will automatically adjust time for daylight savings changes.  If your region is affected by daylight savings leave this function set to its default of **Yes.**  Otherwise use the above procedure to set this to be **No**.

**Clock ID Number**

This function sets a unique two-digit number to identify this clock in the TimeSource Complete software.  If you have only one clock this can be left at its default value of 01.  If you use multiple clocks use the above procedure to set this number to a unique value.

## Running TimeSource Complete

From your Windows desktop click on the Start button
Select Programs > Icon Time Systems > TimeSource Version 7
Click on TimeSource Version 7

**Note:**  Microsoft Vista users must run TimeSource Complete as the administrator.  To run TimeSource Complete as the administrator click on the Vista Start button>All Programs>Icon Time Systems.  Then right click on TimeSource V7 and left click on the "Run as Administrator" option.  To permanently set the software to run as the administrator right click on TimeSourceV7 and select the "Properties" option.  On the "Shortcut" tab click on the "Advanced" button.  In the Advanced properties window check the "Run as Administrator" check box.  Click Okay to save the settings.

The first time you run TimeSource Complete, the system will need to ask where your main database is located. Using the dialog "Select Main Data", navigate to the location of your main database file, "TsdataV7.mdb". If you are operating on a single computer, you will find that file in the TSourceV7 directory.  If you are operating on a workstation and have the data on a server, use the dialog box to navigate to the server and locate TsdataV7.mdb.

When you see TsdataV7.mdb, click on it and then click on the **Open** button.

Please store your TimeSource Complete CD and sleeve in a safe place.  Your TimeSource Complete CD and option code may be needed for updating.
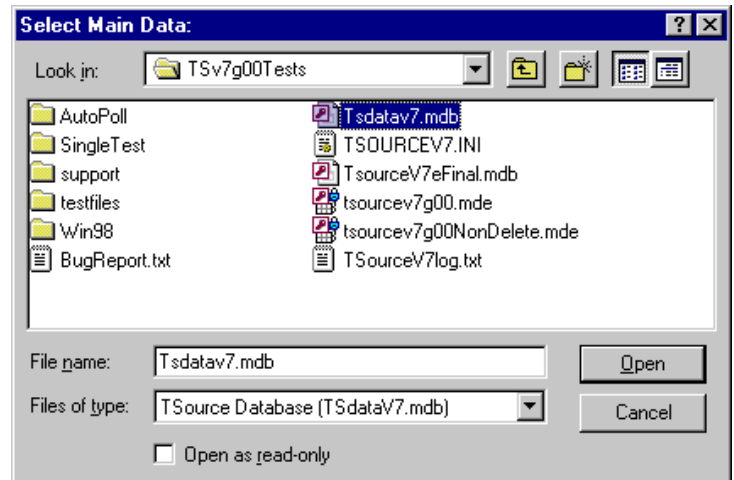
Once you have entered the proper **Option Code** you will be greeted with the following screen.

This window displays the version and serial number for your

Launch **TimeSource Complete** by clicking the **Start button** on the screen.

## Configuring TimeSource Complete

TimeSource Complete provides access to its features via the main menu and the TimeSource Complete **Switchboard** shown below.

Configure TimeSource Complete for your business by selecting **Edit** from the menu bar below or by pressing a button in the **Edit** group on the Switchboard.
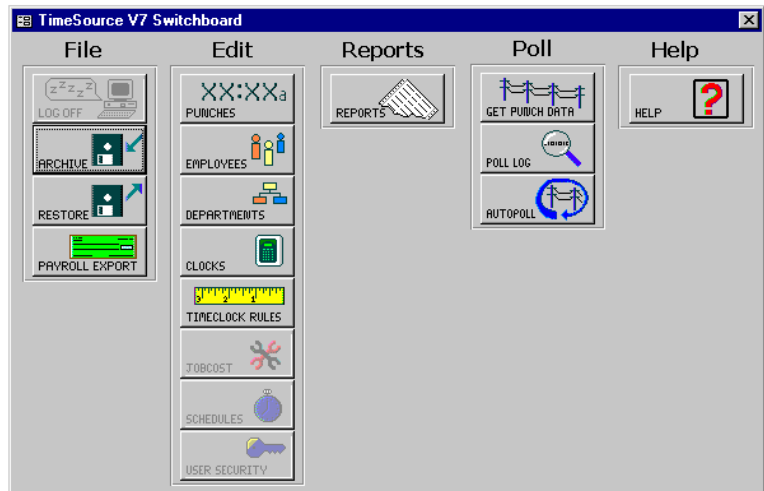
From the **Edit** menu configure the following screens in order as listed below and your installation should be a snap.

Edit Time Clock Rules            – setup your pay rules, overtime and more
Edit Clocks                         – name clocks and select communication methods
Edit Departments             – name departments; qualify lunch rules and more
Edit Employees                 – add employees, assign departments & wages

TimeSource Complete features full on screen help throughout the program. Click the **Help** from the menu bar to access on-line help.

When you are finished configuring your system make an immediate backup (**File - Archive**) to safeguard your data.

## TimeSource Complete Screen Tools

Here are a few of the more common ones you will find used throughout the program.

Insert New Item (employee, department, clock, etc). Click to add a new item.

Delete An Item (employee, department, clock, etc). Click to 'delete' the selected item.

**Print Screen** button. Click on it this when you want to print a screen.

**Arrow** buttons move you through items such as employees, departments, etc. Use the inside arrows to move a record at a time, the outside arrows take you to the beginning or end of the data.

Additional buttons will be explained as your installation progresses.

# Chapter 2 – Time Clock Rules

Edit Time Clock Rules by filling in the fields starting with pay period, etc.  Use the ▼ button to make your selections in many fields.  For boxes ☑ requiring checks use the mouse or space bar to toggle yes / no responses.  Fields requiring numerical input may be filled in as you proceed. Enter 6 digits for date fields: 05/09/00. Tab to advance fields. **NOTE:** If you have configured Windows to display the year in a four-digit format it will also appear that way in TimeSource Complete data fields and on reports.



### Pay Period

Click on the ▼ button and select your payroll period from the preinstalled list.  Choices are weekly, biweekly, semi-monthly, monthly, and custom date range. New pay periods are normally started at the end of the polling routine.  It is not necessary to re-enter new dates each time.

### Payroll From

Enter the beginning date of your current payroll period. The ending date will automatically be posted according to the payroll period you select.

### Week Start

Use the ▼ button to select the day you use to begin your week. Weekly overtime will reference this field as it's beginning day.

### Day Start

Enter the day change time.  If you have a shift starting at midnight it is recommended that you set this value at 1:00am. Keep in mind that calculated hours for each punch pair are posted to the day of the initial In punch.

## Overtime Rules: How They Work

TimeSource Complete allows you to establish 2 rates of overtime for a wide variety of applications. Simply stated, Overtime multiplier rates, such as time and a half, apply to the pay rate in effect at the time the overtime occurs. For instance, if an employee were receiving $10.00 per hour as his regular wage plus .20 per hour as a shift differential his effective hourly rate would be $10.20. If he then qualifies to receive Overtime 1 at a rate of 1.5x his pay rate would be $15.30 per hour. Keep in mind employees may only receive one overtime rate at any given time. As an example they cannot receive Overtime 1 for over 40 hours per week if they are already receiving Overtime 1 as a daily rule.

**NOTE:** Do not confuse Overtime with Shift Differentials, see the Edit Departments list on page 15, to establish Shift Differentials and assign departments to overtime rules.



Standard Overtime Rules: Weekly and Daily

### Overtime 1

Enter the hours you use to track Overtime 1 for weekly and daily periods. Enter the pay rate multiplier you wish to calculate Overtime 1 at, i.e., 1.5, 2.0, etc. **NOTE:** Enter zeros if you do not use Overtime 1.

### Overtime 2

Enter the hours you use to track Overtime 2 for weekly and daily periods. Enter the pay rate multiplier you wish to calculate Overtime 2 at, i.e., 2.0, 2.25, etc. **NOTE:** Enter zeros if you do not use Overtime 2.

### Custom Overtime



Click on the **Custom** buttons to access this screen. Custom Overtime rules are available at Overtime 1 and Overtime 2 rates. You may elect to use any combination of the available fields. Use your mouse and tab key to move from one field to the next. Use the ⯆ buttons to select data choices in those fields. To delete a custom overtime click on the button located at the extreme left end of the line, then press the delete key.



**Overtime by Date Example:** You wish to pay Overtime 1 on Christmas Eve beginning at 5:00pm and continuing through the rest of the evening. Anyone who clocks IN between 5:00pm and 11:00pm would receive overtime 1 until they clocked OUT. Using our example, if someone clocked in at 8:00pm and clocked OUT for lunch at 12:00am they would receive Overtime 1. However if they clocked back in at 12:30am it would be past the established In Time Range and they would no longer qualify for Overtime 1. Therefore you should always set your Time Range to allow for manual Lunch punches. (Or use automatic lunch deducts.)

Sign-In time means just that. In order to receive custom overtime the employee must sign IN during the time range you establish, whether it is by Date, Day of Week, or Time Range. It will NOT occur automatically if he is already there. If an employee is to receive overtime and he is already at work, he must clock OUT and then back IN during the Sign-In zone for it to apply.

**Overtime by Day of Week Example:** Use the **Arrow** button to select the specific day of the week you wish to pay Overtime 1.  You may elect to pay overtime all day long or a time range within the day

**Overtime by Time Range Example:** Use this field to apply Overtime 1 rules for specific time periods that occur daily. In our example employees who clock IN between the hours of 12:00am and 7:00am would receive OT1. You should always establish the Time Range parameters so that they fall outside of the actual start of shift time.

### Warning

**WARNING: Less: 1 Over: 14** TimeSource Complete uses Warning field values to determine when exceptions to normal punch patterns have occurred.  IN / OUT punch pairs equaling less time than the **Less** value or greater time than the **Over** value are flagged with a **W** warning symbol. Typical values would be **Less: 1** and **Over: 14**.  Using these values, TimeSource Complete would flag In / OUT punches less than 1 hour apart or greater than 14 hours apart as exceptions. You may view flagged punches in the Punch Edit screen or obtain an Exception Report listing them. Type in the values you wish to use for this feature.

### Rounding

**ROUNDING: Quarter Hour** Use the **Arrow** button to select None, Quarter Hour, Slant Hour or Tenths.  If you have installed the custom rounding option, it will also be on this list  See your Icon Time dealer for pricing of this module..

The Rounding rule selected affects all punches system wide.

### Definitions and Examples:
**None:**  (No rounding) Accumulates 100% of all time registered on the clock, calculates totals to 1/100th of an hour.

**Quarter Hour:** Rounds and calculates punches from nearest quarter of an hour, with the split occurring in the middle of each quarter hour.  Often referred to as 7/8 rounding.

| | |
|---|---|
| To illustrate: | 7 minutes 59 seconds rounds back. |
| | 8 minutes 00 seconds rounds forward. |
| | |
| Example | A punch at 7:52am would calculate as 7:45am |
| | A punch at 7:53am would calculate as 8:00am |

**Slant Hour:**  Quarter hour rounding similar to above except the break point occurs on the 5th minute or 10th minute, depending on whether it is an IN punch or an OUT punch.  (10/5 split on IN punch, 5/10 split on OUT punch.)

| | |
|---|---|
| To illustrate: | 4 minutes 59 seconds rounds back. |
| | 5 minutes 00 seconds rounds forward. |
| | |
| Examples: | An IN punch at 7:49am would calculate as 7:45am. |
| | An IN punch at 7:50am would calculate as 8:00am |
| | |
| | An OUT punch at 5:09pm would calculate as 5:00pm. |
| | An OUT punch at 5:10pm would calculate as 5:15pm. |

**Tenths Hour:** Tenths of hour's calculation, no rounding occurs.  This selection calculates punches from the tenth hour point and advances each six minutes.

| To illustrate: | Minutes | 10$^{th}$ | | Minutes | 10$^{th}$ |
|---|---|---|---|---|---|
| | 00-05 = | .0 | | 30-35 = | .5 |
| | 06-11 = | .1 | | 36-41 = | .6 |
| | 12-17 = | .2 | | 42-47 = | .7 |
| | 18-23 = | .3 | | 48-53 = | .8 |
| | 24-29 = | .4 | | 54-59 = | .9 |

Example:   An IN punch at 7:30am would calculate as 7.5am
           An OUT punch at 4.05pm would calculate as 4.0pm

**Custom:**  If you have the Custom Rounding module installed, then press the **Customize** button to define your rounding rules.

ROUNDING:  Custom ▾  CUSTOMIZE
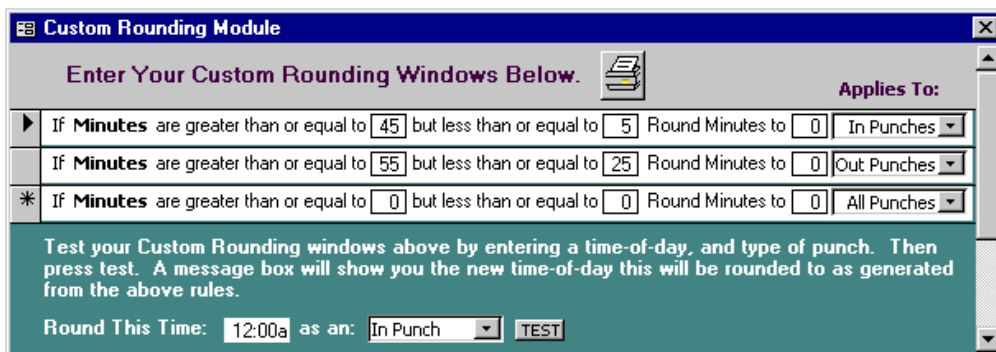


The example shows IN punches from 45 minutes after the hour to 5 minutes after the hour being rounded to the hour, and OUT punches from 55 minutes after the hour to 25 minutes after the hour being rounded to the hour.  These rules are applied at all times of the day and are therefore different from revision zones, which are applied to specific times of day.

Be sure to use the Test feature on the bottom of the form to verify your calculations as you build your own set of rules.

There is no program limit to the number of rounding rules you may define.

**Validate IN/OUTS**

VALID IN/OUTS:  ☒   The clock may be set to validate IN/OUT punches, thereby assuring that employees press the IN /OUT buttons in the correct sequence.  This is the normal requirement for those employees who punch IN and OUT at the same clock.  Select yes by clicking the ☑ box.

If your company uses more than one clock and employees are allowed to punch IN at one clock and OUT at another you should deselect this feature.

If your employees use more than one clock and you wish to use the Validate Punches feature you may do so, however you must be sure they punch OUT at the clock they punched IN at before going to another clock location.  Typically this is done when employees move from one facility to another during the day.

**NOTE:** If an employee chooses the wrong IN/OUT button an error message will be displayed and the punch will not be accepted.

### Days Worked

**DAYS WORKED: [X]** If you are required to track the number of days employees work during your accounting period **TimeSource Complete** will print this information on time card reports and employee payroll reports. **TimeSource Complete** defines one day worked as any day the employee punches IN and OUT, regardless of how long they work or how many times they punch. Select yes by clicking the ☑ button.

Days Worked does not include non-worked days such as Vacation, etc.

### Edit Flags

**EDIT FLAGS: [ ]** You may choose to show on your reports which punch pairs have been edited. Edited punch pairs will show an **E** in the right hand margin of their report line. Selecting no prevents the printing of the edit flag on reports, however it does not clear the flags from memory nor does it stop future edits from being internally flagged. Edit flags are always displayed on the screen regardless of whether this report feature is turned off. Select yes by clicking the ☑ button.

### Timecard Memos

**TIMECARD MEMOS: [ ]** You may choose to include on your time card reports the payroll period memo file for each employee. This is a useful feature for documenting attendance compliance and employee evaluations. Time card memos may be edited at the Edit Punches or Edit Employee screens.

YTD Memos may be reviewed under Personnel Reports section.
To include memos on time card reports select yes by clicking the ☑ button.

### Auto Lunch by Day

**AUTOLUNCH BY DAY: [☑]** Automatic lunch can now be calculated by two different methods.

When this box is unchecked TimeSource Complete calculates lunches as it always has, by the time contained in each punch pair.

When this box is checked, the calculation accumulates all punches for the day. The punch pair that contains the cumulative time needed to trigger the deduction is the one that receives the deduction. The actual time deducted is established on the department screen.

Autolunch by day allows job related businesses and other companies to use the automatic lunch deduction, even when their employees change departments or jobs many times a day.

### Save Poll Files

**SAVE POLL FILES: [99] DAYS** This feature automatically saves polled punch data files for the number of days displayed in this field. Polled files may be used to help reconstruct your database in the event of system failure, etc. It is not intended to be a substitute for regular archiving of your data. Type in the number of days you wish to save the files; usually two pay periods are adequate, and recommended.

### System Prompt 1, 2, and 3

**SYSTEM PROMPT1:** ENTER ID NUMBER
**SYSTEM PROMPT2:** MARQUE SU NUMERO
**SYSTEM PROMPT3:** WORK SAFELY

You may download a maximum of three display prompts to the Employee Time Clock data terminal. These prompts are displayed

sequentially for about 4 seconds each and are generally used to prompt the employee to enter his ID number, swipe his badge, work safely, etc. Employers having a multi-lingual staff will find this feature useful as the prompts may be entered in any language. If you do not wish the prompts to change, simply enter the same data in all three fields. The default system prompt is Enter ID number.

## Datafield Setup

Data fields may be used to collect important information such as job numbers, piece counts, tips, etc.  As you set up departments you may qualify them to prompt for data field information. Employees assigned to those departments will be prompted to enter data at the clock, either on the IN punch, or the OUT punch. You may also elect to have data field information totaled for reports. This is useful when tracking piecework quantities or for verification of gratuities received by employees.

Click the **Data field Setup** button to display the setup window.  Highlight the **Name** field; then type the name as you wish it to appear on the data terminal's display prompt and on reports. In the **Collect On** field use the arrow button and the mouse to select **IN** or **OUT**. This determines which punch will prompt for data entry. Follow the same procedure to select the **Input Format**. Click on the ☑ box if you wish the data field totaled on reports.

Input formats are available for a wide variety of applications. Generally, those having decimal places are used for tracking tips while those without are used for job numbers, piece counts, etc.

If you have installed the job-tracking module you will have two data fields available. Please refer to the job-tracking manual for setup information.

## ID Length

The ID LENGTH box allows you to choose employee ID code lengths of 3, 5, 7 or 9 digits.  The default value is 3.

When you increase the ID length, employees must still enter the full value.  Therefore when changing from 3 to 5 digits, employee 149 will have to enter 00149 when punching IN or OUT.

When decreasing the ID length there is one caveat.  If you are changing from 5 to 3 digits, make sure that no employee has an ID number greater than 3 characters before you make the change.  You can assign new, shorter ID codes on the employee edit screen.

Depending upon which data terminals you have, your system will be updated as follows:
- With Icon Time data terminals, the new value takes effect the next time clocks are polled.
- With Icon Time's Virtual Terminal, the new value takes effect immediately.

- The HandPunches are not affected by this change. Any such changes are made at the clock by its administrator

***NOTE***: If you use magnetic cards and wish to change ID length, you must reorder all cards using that new length.

## Custom Calculate Hours

CUSTOM CALC HOURS    If you have installed the Custom Hours option, this button appears on the timeclock rules screen. Click it to define your calculations.
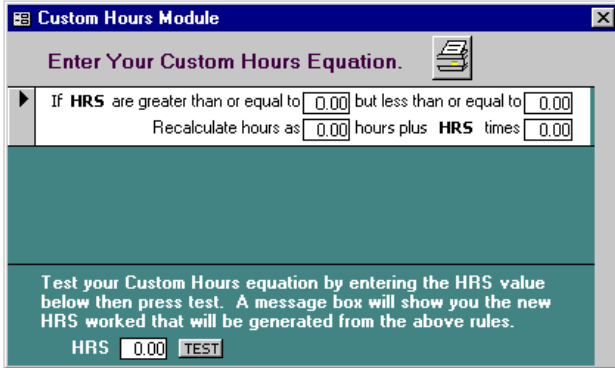
Define your calculation rules on this screen. A real example for the use of this function is: A company has a policy of paying 8 ½ hours daily for employees who work at least 8 hours. This rule is satisfied by 1) hours greater than or equal to 8.00, 2) but less than or equal to 8.50 hours, 3) are recalculated as 8.50 hours, plus 4) 0.00 times the original hours.

With this rule, any employee who works less than 8 hours gets paid for time worked. Any employee working at least 8 hours gets paid for at least 8.5 hours. Any employee working for more than 8.5 hours gets paid for time worked.

You may establish a large number of rules if needed.

Be sure to test each rule by entering a value for hours at the bottom of the screen and then pressing the **Test** button.

## Sort 1, 2 and 3

| SORT 1: | Supervisor |
| SORT 2: | Job Title |
| SORT 3: | Shift |

In addition to standard employee and departmental reports **TimeSource Complete** provides 3 more user-definable sort routines. These will provide you with very specific reports tailored to your individual needs so type in the names of the fields as you wish them to appear on report headers. Later on, employees will be assigned to specific "values" under the employee setup screen that will correspond to your custom sorted reports.

As an example, you might define Sort 2 as "Job Title" and under the employee setup screen define the employee's job as "Welder". Then when you run reports you could select "Use sort field", select Job Title as the sort, and then select "Welder" as the value. The resulting report would include only those employees defined as "Welder"; and it would follow the report format you selected, i.e., time card, department, up-to-the-minute, etc.

If you plan to implement user security and wish to allow managers to view only their own employees, then use the Sort 1 field for a manager or supervisor name.

## Accrual 1, 2 and 3

| ACCRUAL1: | Sick |
| ACCRUAL2: | Vacation |
| ACCRUAL3: | Personal |

Title these fields to reflect your company accruals of non-worked hours. Detailed instructions for setting up Accruals are provided in the Edit Employees section of this manual. Accrual formulas are addressed individually for each employee.

## Switchboard
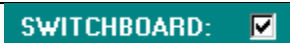
SWITCHBOARD:  ☑    The Switchboard (graphical menu) is automatically enabled. If you wish to disable it, uncheck this box.

**Pictures**

**PICTURES:** ☐    Employee pictures are automatically disabled.  If you wish to enable them, check this box.  See chapters 6 and 8 for more information on employee pictures.

**Terminal Version**

**TERMINAL VERSION:** V7D or above ▼    Select Version 7 if you are using V7 clocks. This sets the employee limit to 200 per clock. Do not select Version 7 if you are using V5 clocks on your system, as this will cause problems. Instead, if you are using a mixed system set the window to Version 5 for 150 employees per clock. V7 clocks are backward compatible.

To determine the version of your data terminal(s), access the "show options" menu at the data terminal while in supervisor mode.

**Previous Pay Period Started**

Previous pay period started:    9/4/00    This is the date your previous payroll period was started.  The current payroll period start and ending dates are listed in the PAYROLL FROM window.   Dates are automatically posted each time a new payroll period is started.

**Sold and Serviced By**

SOLD AND SERVICED BY:

Icon Time Systems Dealers
Located in your community
Providing reliable and friendly service
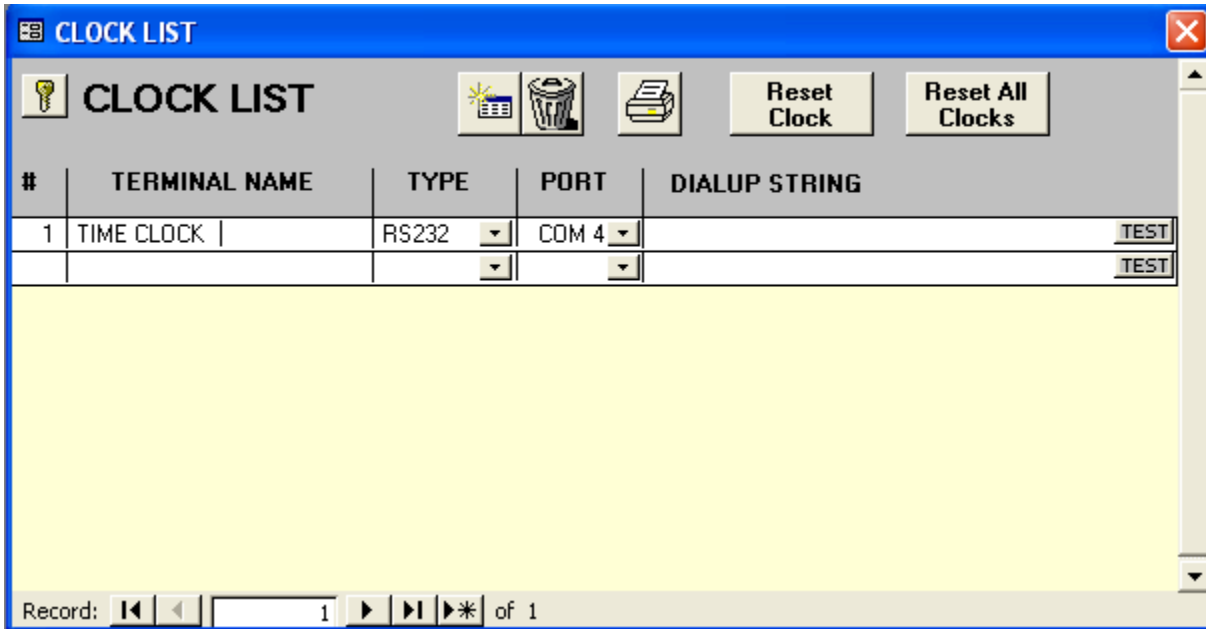
This convenient window lists your dealer's name, address, telephone number, etc.   If your dealer has not placed their Name, Address and Phone Number in this window we urge you to enter it now for future reference.

# Chapter 3 – Connecting Your Time Clock (s)

From the Switchboard click on the **Clocks** button to bring up the CLOCK LIST form.  Multiple clock users may add clocks by clicking the add-records icon.

Fill in each field, tab to the next field, and so on.

**NOTE:** The maximum number of clocks supported by TimeSource Complete is 99.

## CLOCK LIST

| # | TERMINAL NAME | TYPE | PORT | DIALUP STRING | |
|---|---------------|------|------|---------------|---|
| 1 | TIME CLOCK | RS232 | COM 4 | | TEST |
| | | | | | TEST |

Record:  |◄  ◄  1  ►  ►|  ►*  of 1

## Clock Number

| # |
|---|
| 1 |
| 2 |

Whether you have one or multiple clocks you must distinguish each with it's own ID number.  This will allow **TimeSource Complete** to log each clock's data properly.  Enter a two-digit numerical value for each clock you will be using.  If you only have one clock you may wish to use #01, the factory default for clocks.  Set the internal ID number of each clock when you install them. Be certain they match the numbers you set up in the TimeSource Complete clock list. See Employee Time Clock quick setup in the **Getting Started** chapter.

## Terminal Name

| TERMINAL NAME |
|---------------|
| HP 3000 |
| BELL TEST |
| ADV BIO |
| VIRTUAL |
| |

This field allows you to assign a detailed description of your clock; i.e. Bell Test, Virtual, etc.  In most instances this description should identify clock's location; i.e., Office, Main Plant, etc. This is a mandatory field and is referred to when assigning employees to clocks. Type in the name you wish to use, then tab to the next field.

## Type

**TYPE**
VIRTUAL ▾
RS232
RS485
MODEM
HPx000
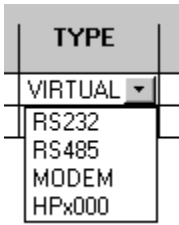
Select the appropriate type based on the communication type of the clock your setting up.  You may also have the ability to choose a Virtual Clock or Biometric clock if you have purchased these options.

- Select **RS232** if you are using a clock connected via serial, USB adaptor or Ethernet.
  - If you do not wish to install a permanent cable to your clock, you may carry the clock to the PC, plug in the cable, connect the clock to power and poll.
- Select **Modem** as the type if your clock has the Modem module installed
- If you are using a **Biometric HandPunch** clock select **HPx000** as the type.

*NOTE:* You must enter your HandPunch enable code for this option to appear. You can find the enable code along with instructions on the print out that came with your software.

- If you have purchased a **Virtual Terminal** to allow for employee clock IN/OUT from a PC select **Virtual** as the clock type.

*NOTE:* You must enter your Virtual Terminal enable code for this option to appear. You can find the enable code along with instructions on the print out that came with your software.

## Com Port
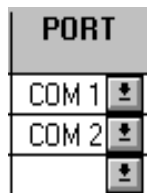
**PORT**
COM 1 ±
COM 2 ±
±

Use the ⇩ arrow button to select the desired port.

**Using Serial Connection** First, connect your time clock to the serial port on your computer. When using a clock connected via serial connection you need to select the COM port used by your serial connection, this is typically COM 1. If the communication test fails your serial connection is probably assigned to a COM port other than COM 1.

For instructions on looking up the appropriate COM port go to of the Appendix in this manual.

**Using USB/Serial Adaptor Connection** When using an USB/Serial Adaptor *DO NOT* connect your time clock to the computer until after you have successfully installed the adaptor drivers.

Follow the instructions below to install the drivers.
1. Insert the TimeSource Complete CD into your computer's CD drive. If the TimeSource Complete Installation Wizard initiates (shown at the right), simply close it down.



2. Finding the driver file.
   a. If you are using Windows XP or 2000, go to MY Computer found on your computer's desktop.
   b. If you are using Windows Vista, click on the **Computer** icon from your computer's **Start** menu.
3. Right-click on the icon that states TimeSource V7_5, see image below.
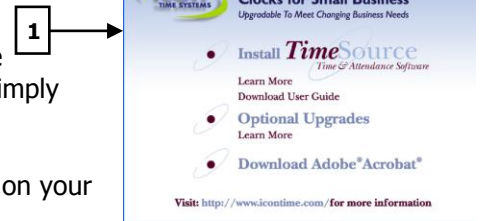
   *T* TimeSource V7_5 (D:)



4. Select the option **Explore** as shown to the right.
5. Next, double-click on the folder named **Prolific USB.**
6. Installing the drivers.
   a. If you are running Windows XP or 2000, double-click on the file labeled **WIN 98_ME_2000_XP_2003 PL 2303 Driver Installer**
   b. If you are running Windows Vista, double-click on the file labeled **WIN PL 2303 Driver Installer**
7. Follow the Driver Install Shield Wizard to complete driver installation.
8. Connect the blue USB/RS-232 adaptor to the serial cable.
9. Plug the USB end of the adaptor into an available USB port on your computer.
10. Select the port number used by your USB/serial cable. Need help finding the assigned port? Go to
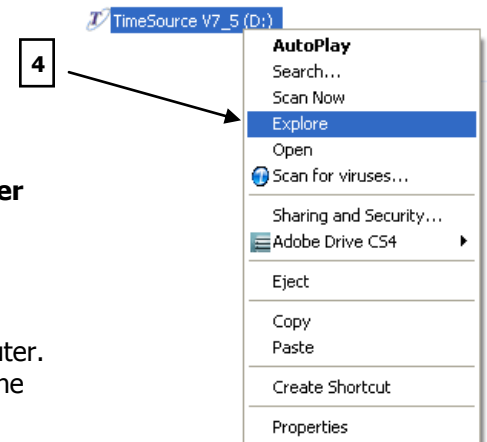
**Using Ethernet Connection –** for detailed instructions on setting up your time clock using Ethernet connection refer to Connecting Your Time Clock with Ethernet on page 61.

**Using Modem Connection –** select the COM port used by your computer's modem.

**Setting Up HandPunch –** select the COM port used by your HandPunch.

**Dialup String – Modem and HandPunch Time Clocks**

Leave this field blank if you are using a time clock with serial, USB, or Ethernet connection.

| DIALUP STRING |
| --- |
| |
| |
| ATDT5551212,,22,,22 |
| AT&F0::5032298746 |

**Modem Connection** – Enter your clock's dialup string in this field. As an example, if the telephone number you with to dial is (503) 555-1212 you would most commonly enter: MODEM:ATE1:5035551212. If your clock shares a telephone line with another device (fax machine, etc.) and you are using and automatic call processor such as a BekTel LS-3 you will need to ad a ,,33,,33 pause routine to the end of the dialup string: MOEM:ATE1:5035551212,,33,,33.

**Accessing Clocks at an extension number:** Please consult your telephone system provider for information regarding extension service.

**Accessing Clocks on a Digital Phone System:** Many businesses now use digital phone systems for their phone extensions. If you have any doubt that your PC, or Employee Time Clock Modem may be connected to a digital phone system line we urge you to call your telephone system provider and confirm that the extension you are using is approved for ANALOG system use. **Overlooking this step could cause loss of data.**

**HandPunch Terminals**
- **HandPunch with RS-232/RS422 –** Leave the Dialup String field blank.
- **HandPunch with Modem –** Under the Dialup String field enter MODEM:AT&F0:"phone number". An example would be MODEM:AT&F0"5035551212"
- **HandPunch with Ethernet** - The Static IP Address must first be set on your Ethernet HandPunch Unit.
    1. Here's how to set it:
        - Press the **Clear** and **Enter** keys at the same time to enter Supervisor Mode on the HandPunch Unit.
        - When prompted for a password, press the **2** key and then the **Enter** key.
        - Various menu options will display. Press the **No** key until the *Set Serial* option appears. Press the **Yes** key.
        - Type in the static IP Address that will be used for the time clock and press **Enter** Write the IP address down to reference later, if needed.
        - Do not change the Gateway setting. Simply press **Enter** again.
        - Select **9** and then **Enter** for the Host Bits setting.
        - Press the **Yes** key when prompted for BAUD 9600.
        - Press the **Clear** key to exit out of Supervisor Mode.
        - Your static IP address should now be set. Verify that you can ping the clock. *Your network or computer administrator should know how to do this.*
    2. Set the dialup string in TimeSource Complete - under the Dialup String field enter the following: NET:Clock IP Address:UNIT0 . An example would be NET:192.168.2.226:Unit0

**Test**

| 3 | OFFSITE | MODEM | COM 2 | ATDT5551212,,22,,22 | TEST | W | ← |
|---|---------|-------|-------|---------------------|------|---|---|
| 4 | MAINTENANCE | HPx000 | COM 2 | AT&F0::5032298746 | TEST | D | |

Click the **Test** button to test communication with the clock. Testing does not read or delete punches from the clock. The test is not available or necessary for Virtual Terminals.

# Chapter 4 – Edit Departments

TimeSource Complete has the ability to track and report labor on a department level. Hours worked and labor costs are included in reports that may be viewed on screen, printed, or saved to file for export. Overall the system supports up to 99 departments, and each employee may be assigned to work in as many as 18. All employees must be assigned to at least one home department; multiple department assignments are not required unless your employees need to be able to transfer from one department to another. Employees are only allowed to work in departments they have been assigned in the Edit Employees screen.

Follow this routine when installing departments: Type in your department names, enter your lunch rules, choose if you wish to require data field collection, apply pay differentials, select your overtime qualifiers, and enter IN zone / OUT zone information for handling early arrivals and late departures. Use the **Edit Differentials** button to access the pay differential rules screen. Detailed instructions are listed on the following pages.

Insert and delete departments with these buttons.

Use this button to access the pay differentials screen.

## DEPARTMENT LIST

| DEPT NAME | LUNCH | JOB | IN ZONE | | OUT ZONE | | DIFF | OT RULES |
|---|---|---|---|---|---|---|---|---|
| ADMIN | 30 min @: 4 hrs | ☐ | 8:15a TO | 8:30a | 5:00p TO | 5:15p | ☐ | OT1 only ▾ |
| PRODUCTION | 30 min @: 4 hrs | ☑ | TO | | TO | | ☐ | Both 1&2 ▾ |
| SALES | 30 min @: 4 hrs | ☐ | 8:15a TO | 8:30a | 5:00p TO | 5:15p | ☐ | NONE ▾ |
| SERVICE | 30 min @: 4 hrs | ☑ | 8:15a TO | 8:30a | 5:00p TO | 5:15p | ☑ | Both 1&2 ▾ |
| | 30 min @: 4 hrs | ☐ | TO | | TO | | ☐ | Both 1&2 ▾ |

Record: 4 of 4

## Department Name

| DEPT NAME |
|---|
| ADMIN |
| PRODUCTION |
| SALES |
| SERVICE |
| |

Type in the name of each department as you wish it to appear on reports. Keep in mind department reports will be ordered alphabetically.

## Automatic Lunch

| LUNCH |
|---|
| 30 min @: 4 hrs |
| 30 min @: 4 hrs |
| 30 min @: 4 hrs |
| 30 min @: 4 hrs |
| 30 min @: 4 hrs |

Each department may elect to use the TimeSource Complete autolunch deduct rule. Enter in the length of the lunch break in minutes and how long an employee must work before the lunchtime is deducted. If you do not wish to assign autolunch to a department leave these values at zero.
Please note that autolunch will be calculated based a single punch pair or the daily accumulated punch times, according to your autolunch by day selection in Timeclock Rules (chapter 2).

## Datafield

| JOB |
|---|
| ☐ |
| ☑ |
| ☐ |
| ☑ |
| ☐ |

This field qualifies departments to prompt employees for data entry.  The title of the data field and its format are established by data entered in the Time Clock Rules screen.  Select this qualification by clicking on the box with the mouse or space bar.

## IN Zone / OUT Zone

| IN ZONE | | OUT ZONE | |
|---|---|---|---|
| 7:00a TO | 8:00a | 5:00p TO | 5:30p |
| TO | | TO | |
| 9:00a TO | 10:00a | 7:00p TO | 7:30p |
| 7:00a TO | 8:00a | | TO |
| TO | | TO | |

Revision zones provide sign IN and sign OUT windows for employees who work regular shifts.  By setting a start and end time for your most common sign IN and OUT times you may allow employees to punch IN early or OUT late. Yet as long as their punches fall within a revision zone their time will be calculated according to their designated shift times.  You need not use IN / OUT zones, leave the data fields blank if this is the case.  You may also choose to use either the IN or OUT zone by itself if you desire.

Example:  Your clerical department works from 8:00am to 5:00pm so you might set up revision zones like this:

IN Zone               OUT Zone
7:00a to 8:00a     5:00p to 5:30p

In this example if an employee punched IN at 7:15am his time would begin to calculate at 8:00am.  If he punched OUT as late as 5:30pm his time would stop calculating at 5:00pm.  Punches that occur outside of the IN / OUT zones would calculate according to your regular rounding rules as established in the Time Clock Rules screen.

## Apply Differential

| DIFF |
|---|
| ☐ |
| ☐ |
| ☐ |
| ☑ |
| ☐ |

This box qualifies the department to pay differentials as defined in the differential fields.  Select yes by clicking on the ☑ box with your mouse or space bar.  Differentials are discussed in greater detail in the next chapter.

## Overtime Rules

| OT RULES |
|---|
| OT1 only ▼ |
| Both 1&2 ▼ |
| NONE ▼ |
| Both 1&2 ▼ |
| Both 1&2 ▼ |

Each department may be assigned its own combination of overtime rules, according to how they were set up in the Time Clock Rules screen.  Use the ▼ button to make your selections

Department overtime selections are:
None              Employees in this dept. may *never* receive overtime 1 or 2
OT1               Employees in this dept. receive overtime 1 but never overtime 2
OT2               Employees in this dept. receive overtime 2 but never overtime 1
Both 1&2        Employees in this dept. receive overtime 1 and overtime 2

# Chapter 5 – Pay Differentials

## How Pay Differentials Work

Pay Differentials provide the means to adjust hourly pay rates by adding fixed amounts or increasing by a percentage of the regular hourly rate. These additional hourly rates are subject to overtime rules and will be included in the employees regular pay rate for calculation.  Unlike overtime, an employee may receive multiple pay differentials at the same time. Typically they are used for the following applications:

**Holiday pay** – adder for working on holidays

**Shift differential pay** – adder for working swing shift, graveyard, etc.

Differentials are assigned to departments; therefore all employees who work in those departments during a differential period will receive the benefit.

You may establish differentials to apply per the following:
- By Date, applied all day long or only for those whose IN punch falls within a specific time range.
- By Day of Week, applied all day long or only for those whose IN punch falls within a specific time range.
- By Time Range, applied every day to those whose IN punch falls within a specific time range.

Example of Pay Differential Calculation:
An employee's regular hourly rate is $10.00.  He is assigned to the production department and works the swing shift on Christmas Eve.  The Production department has been assigned specific differentials: Swing shift workers receive $.15 per hour differential and there is a special Christmas Eve differential of $.25.

Therefore, his effective hourly rate is $10.40 on Christmas Eve only.  If by chance he also qualified to receive Overtime 1 @ 1.5 times, his rate would then be $15.60 per hour.

Sign-IN time means just that: in order to receive Pay Differentials the employee must sign IN during the time range you establish, whether it is by Date, Day of Week, or Time Range. It will NOT occur automatically if he is already there. If an employee is to receive Pay Differentials and he is already at work, he must clock OUT and then back IN during the Sign-IN zone for it to apply.

## Edit Differentials

Access the Differential Rules screen by clicking on the **Edit Differentials** button located in the Department List screen.

**Differential Rules**

Differential By Date:

| Date | (check if you want to use a time range too) | Add | Type | Description of Differential |
|---|---|---|---|---|
| 12/24/97 | Sign-in time | 4:00p to: 2:00a | 0.25 | -$- | Christmas Eve |
| 12/25/97 | All day long | to: | 0.10 | -%- | Christmas Day |
| _/_/_ | | to: | 0.00 | -%- | |

Differential By Day of Week

| Day | (check if you want to use a time range too) | Add | Type | Description of Differential |
|---|---|---|---|---|
| Sun | All day long | to: | 0.15 | -$- | Sunday premium |
| * | | to: | 0.00 | -$- | |

Differential By Daily Time Range

| Time Range | | Add | Type | Description of Differential |
|---|---|---|---|---|
| Sign-in time | 4:30p to: 6:00p | 0.15 | -$- | Swing shift |
| Sign-in time | 11:00p to: 1:00a | 0.25 | -$- | Graveyard shift |
| * | to: | 0.00 | -$- | |

Differentials are easy to set up.  Use your mouse to select the type of differential you wish to configure. Type in the date or, select the day of the week or sign- in time using the ⇩ button.  Tab to the next field and enter a time range if you require one, if not tab to the Add field and enter the hourly amount or percentage you wish to add.  Then select the Type of adder, either a specific value [$] or a percentage [%]. Finally tab to the last field and assign a name to the differential. Our example screen shows employees would be paid an extra twenty-five cents an hour on Christmas Eve, and on Christmas Day their hourly wage would be increased by ten percent. To add additional differentials of the same type use the tab key or mouse to begin a new line.  To add a different type of differential use the mouse to enter a new field.

**Deleting pay differentials:** To delete a differential click on the button at the extreme left end of the line you wish to delete and press the **Delete** key.

| EMPLOYEE: | | | 004 -- Carlson, Satch | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **DATE** | **TIME IN** | **TIME OUT** | **LUNCH** | **DEPARTMENT** | **DEPT HRS** | **JOB NO.** | **STD** | **OT1** | **OT2** | **WAGES** | |
| 4/19/98 | Sun 7:30a | Sun 1:31p | 30min | SERVICE | 5.50 | 1551 | 5.50 | | | 57.75 | **D** |
| 4/20/98 | Mon 7:28a | Mon 1:34p | 30min | SERVICE | 5.60 | 1212 | 5.60 | | | 56.00 | |
| **Employee Totals:** | (2 days worked) | | | | 11.10 | | 11.10 | | | 113.75 | |

Reports that include wages subject to differential modifiers will have a "**D**" posted to the right of the wage field.

# Chapter 6 – Edit Employees

TimeSource Complete provides essentially unlimited capacity for active employees. The Employee Time Clock data terminal, when used with TimeSource Complete, imposes a 200-employee limit. Therefore companies with more than 200 employees will need to install multiple clocks.



The following required fields lists the minimum information you will need to install for each employee:

| | |
|---|---|
| Personal ID # | (Must be 3, 5, 7 or 9 digits, as specified in Timeclock Rules) |
| Short Name | (Name displayed at the clock & on some reports) |
| Name | (Full name as printed on most reports) |
| Class | (Required for adding global hours, reports, etc.) |
| Department assignment | (Minimum of one required) |
| Clock assignment. | (Minimum of one required) |

Although these are minimum requirements it is recommended that you complete all the information in order to receive full benefit of TimeSource Complete's many features.
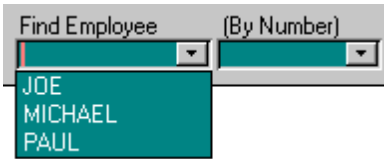
STATUS: The STATUS window provides a visual indicator of the relationship between the employee's data in the PC and the clock. It changes whenever new information or edits occur in the employee's screen and whenever the clock is polled. One of the following five messages will be present in the STATUS window at all times:

| | |
|---|---|
| **Active** | Employee information matches that in the clock. |
| **Edited** | Employee information may not match the clocks until the next polling is completed. |
| **New** | Employee data has not been sent to the clock – Employee cannot punch the clock until after the next polling. |
| **Delete Pending** | Employee has been deleted at the PC but not removed from the clock. The employee can still use the clock until the next polling occurs. |
| **Deleted** | Employee has been deleted at the PC & the clock and can no longer punch |

Deleted employees will remain in the database until removed using the TimeSource Complete Archive routine. See Archiving for specific details.

**The following procedures outline the installation of your employee database.**

### Finding Employees

There are three ways to find an employee to edit.  You may use the scroll buttons near the top left of the screen, or you may select an employee from either of the drop-down boxes.

The first box provides a list of employee short names.  Click on any name to view or edit their record.

The second box provides a list of employees by clock ID.  Click on any number to view or edit their record.
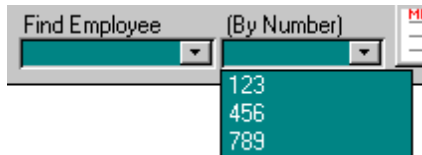
### Employee ID Number (Clock ID)
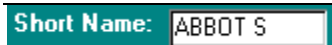
Insert new record

Employees may only be assigned one ID number at a time. At the Edit Employee screen toolbar, click the **Insert Record** button to begin the install process. You will be prompted to assign a new ID number. If you are using PIN numbers, type in the next number you desire or you may use the **Find One for Me** button. This button assigns numbers on a random basis, thereby minimizing potential keypad wear due to sequential numbering. If you are using badges you should always enter in the badge number manually.  As a built-in safeguard TimeSource Complete will not allow duplications.

**To change an existing employee's ID number use the button to enter in a new badge number.  You terminals will not convert to using the new badge number until they are polled.**

### Short Name

This field contains the employee's name that will appear on the clock's display and those reports where the name is located on the same line as punch details. It is also used for the Employee Roster report and in the Find Employee window. For that reason it is recommended that you use the same name as listed in the Full Name field. In some cases you may have to abbreviate as the Short Name field only accepts 10 characters. Remember that if you decide to use nicknames, you should keep a list of them for easy access.

Suggestion: Click on the **Employee Roster button** to view or print the Short Name list.  This list also includes the full name and payroll ID.

**Full Name, Address, Social Security Number**

The full name is used in many of the reports such as the Time Card report, Employee Detail report, etc. As most reports are ordered alphabetically it is advisable to enter the employee's last name first, followed by first name, etc.

Address, Phone and SSN values are not required in these fields, however it is recommended you complete them all as they are included with the Personnel report.

**Full Name:** Abbot, Susan
**Address** 5834 SE McGuire
Portland, OR 97206

**Phone:** 503-555-6453
**SSN:** 647558493

**Classification**

**Class:** Full time

The class field determines who receives non-clocked hours when you use the Global Add Hours feature, located in Punch Editing. Examples of classes might be Full time, Temps, Part time, etc. To create a class, simply type in the name of the class in the window. It will automatically be posted to a class list that you may access by using the ▼ button.
*NOTE*: Employees may only be assigned to one class at a time, but may be reassigned at anytime.

**Examples of Class applications:**

- **Paid Holidays**: A typical use of the Global Add Hours feature would be to apply paid holiday hours. Many employers require new employees to work for a specified period of time before being qualified to receive benefits. To accommodate this, you could assign new employees to a class named Probation, and then reassign them to the Full time class after that. During their Probation period, if you were to use Global Add Hours to apply hours for a holiday, then select Full time employees, the Probation employees will not receive them.

- **Off-site employees**: As another example you might have a class titled Off-site. Employees who work off premises occasionally could be credited hours without having to punch the clock. Hours of this nature could be flagged to qualify for overtime should it occur.

- **Salaried employees**: Like Off-site employees, you could apply non-clocked hours to their punch database. If you were exporting hours to a payroll service they would be included, plus they would also be included in reports, thereby assuring accuracy in labor costing.

When using Global Add Hours you have the option of adding hours to **all** employees, regardless of class. For details see the Global Add Hours section.

**Sort 1, 2 and 3**

**Supervisor** Gary
**Job Title** Technician
**Shift** Days
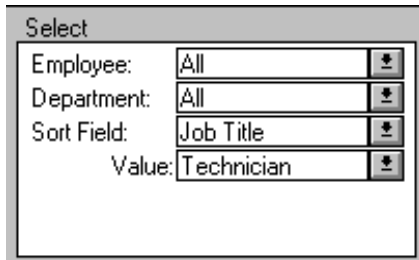
When you call for a report set to "**Use Sort Fields**" this is where the report generator looks for the "**Value**" data.

Custom sorts are one of the most powerful features offered by TimeSource Complete. They enable you to define and assemble definable combinations of data into meaningful reports. Data entered in these fields is used to define the Value selection for custom sorted reports. The fields may be changed at any time you wish to do so; employees whose fields are left blank will not be included in custom sorted reports. The field titles (Supervisor, etc.) are setup on the Edit Time Clock Rules screen.

Type in the data as you enter employees, it will automatically be posted to a list and may be accessed to use for other employees by clicking on the ▼ button.

**Example of Sort Field application:**



> The Select screen is part of the Reports menu. For details on reports, see the Report section.

In the Report Menu, under select, if you chose Job Title as the main sort field and Technician as the "Value" your report would include technicians and no others. The report itself would follow the format you selected, i.e., Time Card, Dept., Last Pay, etc.

## Department and Wage Assignments



Assign the employee to a home department. Use the ⏷ button to scroll through the department list, highlight the department desired by clicking on it, then tab to the $/HR field to assign an hourly wage for that department. **NOTE**: If you do not assign wages you will not be able to obtain cost reports, only calculated hours. Additional departments may be assigned in the same manner.

Note that each department assigned is given an order (sequence) value. This serves two purposes. These order numbers sequences the department names within the Icon Time Data Terminal and Virtual Terminal. The first department in the list becomes the employee's default department. All department assignments with the same order value are grouped alphabetically.
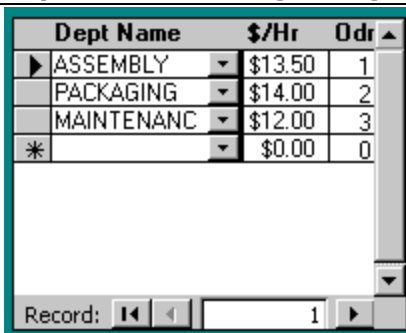
Departments with order numbers greater than 99 remain in TimeSource Complete, but are not sent to the clock. Hours for such departments can be entered by administrative personnel on the TimeSource Complete computer, but not by employees at the data terminal. This feature might be used, for example, to track off-site training.
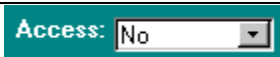
---
**Deleting employee department assignments:**
If you wish to remove an employee from a department, highlight the department and use the delete button to remove it from the employee's list**.**
The change will not occur until the next time you poll the employee's clock.
**Remember: Employees must be assigned to at least one department**

---

## Access Control (optional module)


Access control is an optional module that provides control to doorways. If you have it installed, this box will be visible. You must select Yes, No or Only from this list. Yes and No mean that the door will or will not be activated for this employee, along with the normal Time and Attendance functions. Only, means that door access is provided, without Time and Attendance functions.

## Swipe and Go

 Swipe and go provides a simple and quick method to clock IN and OUT. The employee simply only their ID card through the terminal, or enters their PIN via the keyboard. No additional data is required.

If the swipe and go function is checked this employee may sign IN and sign OUT on the terminal without having to select IN or OUT. Punches entered for swipe and go employees are computed as follows:
* The first punch of each day is an IN punch.

- Subsequent punches for that day alternate between OUT and IN punches.
- Punches are recorded against the employee default department, even if the employee has multiple departments.

**Clock Assignments**

Move to this field by clicking your mouse on the clock icon located at the top of the screen. A list of available clocks will pop up and you may assign the employee to one [or more] by clicking on it. The current number of employees assigned to the clock follows each clock's name as shown in the clock assignment window below. Each Employee Time Clock data terminal can hold a maximum of 200 employees. **Employees are only able to use clocks to which they have been assigned.**

Systems with a single clock automatically complete the clock assignment when a new employee is entered.
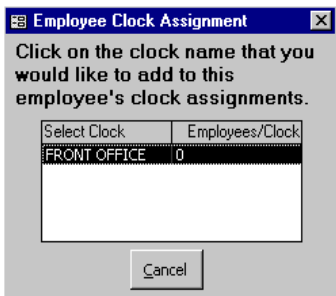
Assign employees to clocks with this button.
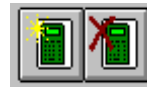
Delete employee clock assignments with this

Should you wish to remove an employee from a clock, click on [icon]. Then select the clock you wish to remove from the clock assignment list. The employee's name and department assignments will not be removed from the clock until the next polling.

**Accrual Fields**

**Accrual YTD**
These fields display accrued hours employees earn for vacation, sick leave, or other accrued benefits. The fields themselves may be titled under the Edit Time Clock Rules screen. YTD values initially entered should reflect the hours **already earned and available** when you install employees; further hours are automatically posted each pay period according to the **Add** field value, hours used are subtracted.

To calculate the Add value, divide the benefit hours by the number of pay periods in a year. Our example illustrates a weekly pay period, or 52 pay periods per year. To calculate 2 weeks vacation, or 80 hours per year, divide 80 by 52 = 1.538. Thus 1.538 hours will be added to the employees accumulated hours (YTD) at the start of each pay period. Calculate the initial YTD value by multiplying the Add value x the number of pay periods that have already occurred this year, minus any benefit already used. Enter that value under the YTD field.

**Example:**

| | | |
|---|---|---|
| Weekly pay period | = | 52 per year |
| 2 weeks annual vacation | = | 80 hours per year |
| Calculate 52 divided by 80 | = | 1.538 hours earned per pay period |

**Accrual Max**

Use this field to post the maximum number of hours allowed to accumulate for the benefit.  For instance, if you allow vacation hours to carry over from one year into the next, post the annual earned amount plus whatever amount you allow carrying over.  If your company employs a 'use it or lose it' policy you should post the annual amount only.

***NOTE*:** This field should not be set to zero unless your accrual accounts cannot grow.  If you do not have a maximum value, set to 999.

**Accrual Allow**

These fields enable additional controls over accrued benefit hours.  Use the **Reset** window to automatically remind you when it is time to reset an employee's YTD value. The date listed in the Reset window is used as the reference.  The **OT** button allows accrued hours, when used, to accumulate towards overtime, the same as if worked.  If you do not allow this, leave it off.  The **Neg.** button allows employees to use benefit hours before they earn them.

**Accrual Start and Reset**

| Start: | 6/1/97 | Reset: | 1/1/01 |

Enter the date to begin tracking the employee's accruals. This is a one time only entry and need not be reset.

Enter the ending date of the employee's annual benefit period.  You will be reminded automatically when this date occurs.

**Employee Memos**

TimeSource Complete provides a powerful **Memo** feature, enabling the user to create and save personal memos for individuals or groups of employees. Memos may be printed on employee time card reports or saved to their files for reference. Select **This Pay, Last Pay,** or **YTD** fields to enter your data in, use the tab key to move to new fields. Memos in This Pay and Last Pay are automatically posted to the YTD file. They are also included in **Personnel reports** (see the regular Reports menu).

**Note:** If you wish to print Memos on time card reports, the **Timecard Memos** ☑ box located in Time Clock Rules must be checked.

Typical applications include:
- Announcements and reminders of upcoming meetings & events
- Notification of shift changes and new work schedules
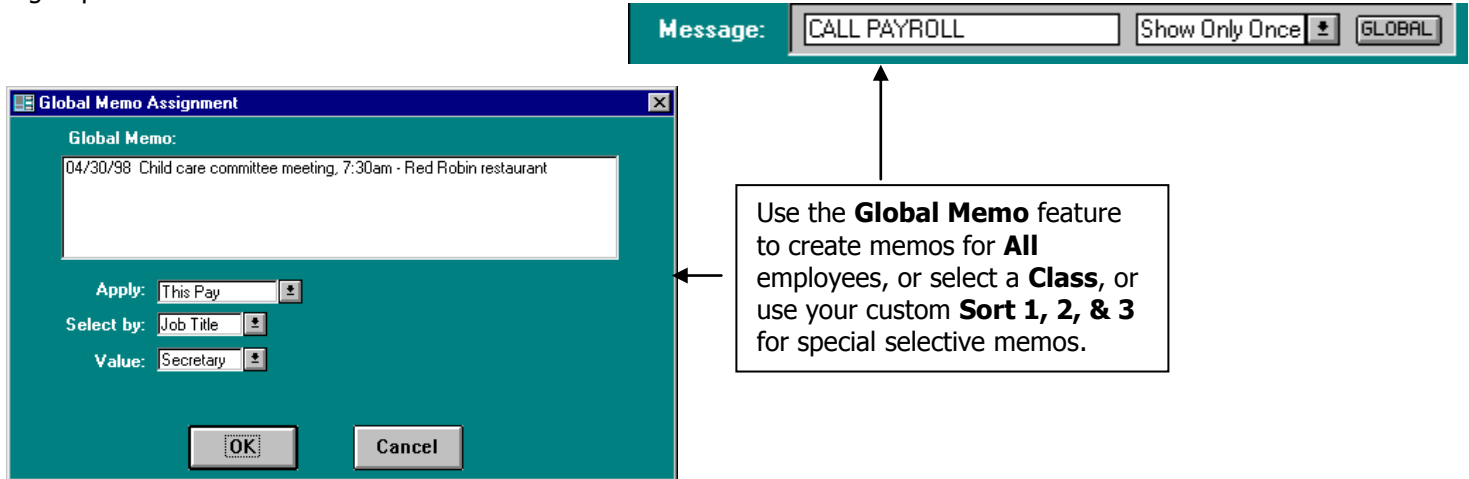- Attendance comments such as vacation remaining, etc.
- Holiday greetings

Click the MEMO button to launch this feature. Click the Global button to enter the Global Memo screen.

## Employee Messaging

**Messages or Hours worked** may be displayed at the Employee Time Clock terminal. They are posted by polling and displayed as soon as employees enter their ID number, either by keypad or badge. A display time of 10 seconds assures ample time to read the message, however the employee may over-ride the message by pressing any key. The display will then revert to its normal prompt showing the employee's name and flashing IN or OUT. The employee may then use the clock as normal.

Messaging is useful for alerting employees about meetings, contacting supervisors, emergencies, or for preventing them from punching. You may post messages to individuals or if you select global, to Classes or any of the Sort 1, 2, or 3 groups.

Message: `CALL PAYROLL`    `Show Only Once ▾`  `GLOBAL`

**Global Memo Assignment**

Global Memo:

`04/30/98  Child care committee meeting, 7:30am - Red Robin restaurant`

Apply: `This Pay ▾`
Select by: `Job Title ▾`
Value: `Secretary ▾`

`OK`    `Cancel`

Use the **Global Memo** feature to create memos for **All** employees, or select a **Class**, or use your custom **Sort 1, 2, & 3** for special selective memos.

**Messages are limited to 16 spaces and the following criteria:**

| | |
|---|---|
| **Show Only Once** | Use when you wish to display a message one time only, i.e., Call payroll, See supervisor, etc. |
| **Show Always** | Use for messages such as Work Safely, Happy Holidays, etc |
| **Lock Msg** | This feature allows you to send a message to the display and prevent employees from using the clock. It is particularly useful if an employee has been rescheduled but has not been informed. |
| **Report Hours** | Displays weekly calculated hours as of the previous polling.  If you poll daily the clock will display the hours calculated as of yesterday.  If you choose to report hours be certain to edit punches on a daily basis, thereby assuring the accuracy of hours displayed. |
| **Clear** | This command clears any message posted to individuals or groups |
| **Sent** | Automatically posted to the message window to signify a message marked as **Show Only Once** or **Clear** has been sent. |

**Global Message Assignment**

Message: `MEETING 3:00PM`
Apply: `Sent ▾`
Select by: `Job Title ▾`
Value: `Sales Rep. ▾`

`OK`    `Cancel`

This is an example of a global message sorted by Job Title. The message was sent to the sales staff to remind them of a meeting at 3:00PM, and marked Show Only Once. After the message had been posted it was automatically flagged as being **Sent**.

### Employee Pictures



If you have selected to use employee pictures under Timeclock Rules, then you will see a floating picture box. This box will display your file picture for each employee. You may move the box to any screen location comfortable for you.

The box will initially be empty for each employee. You may assign a picture by double clicking anywhere on the picture area. A dialog box appears, allowing you to navigate and select a picture for display. The specific picture formats available to you may vary by computer, but most common will be *.bmp (bitmap) and *.jpg (jpeg) files.

You may also change the picture at any time by double clicking the image and then selecting a different one.
This feature allows you to verify employees while working on their data.

### Finishing the Installation

When you have finished installing your employees, etc, you should transmit their names and department assignments to the clock(s). This is accomplished by polling the clock. To do this close down any open windows, and close any other applications you might have open under Windows. Return to the **TimeSource Complete Main Menu** and proceed as follows:



Select **Poll** and then select **Get Punch Data**.

Click on the **Poll All** button to poll all of your clocks. This will begin the polling process. This process may take several minutes if you have a large group of employees or are using several clocks. Do not interrupt the polling process; you will be notified when it is completed.

Create an **Archive** of your new data, label the disk and store it along with your original **TimeSource Complete** CD in a safe place. Archiving is explained in a later section. When finished, return to the main menu.

### Deleting Employees

To delete an employee go to the Edit Employee screen, locate the employee, and click the **Delete** button located at the top of the screen. The status window will change to "Delete Pending." The employee will be removed from the clock at the next polling. Deleted employees are not able to use the time clocks, but remain in the system until all or their punches have been removed from a successful archive – remove old data. Archiving is explained in a later section.
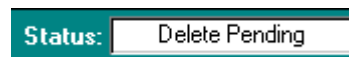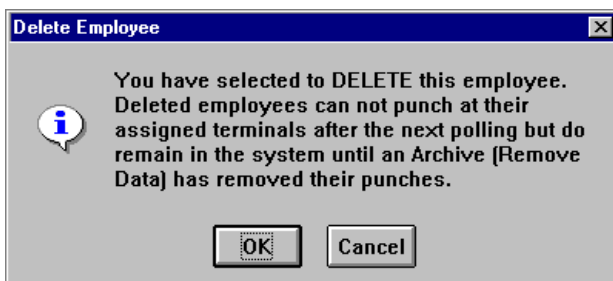




### Undeleting Employees



Employees who have been deleted may be undeleted as long as they remain in the system. Locate the employee, click on the **Delete** button at the top of the screen, and you will see their status window changed to "Edited". Reassign the employee to a clock.

These employees will be re-posted to the clock(s) the next time you poll and their Status window will change to "Active".
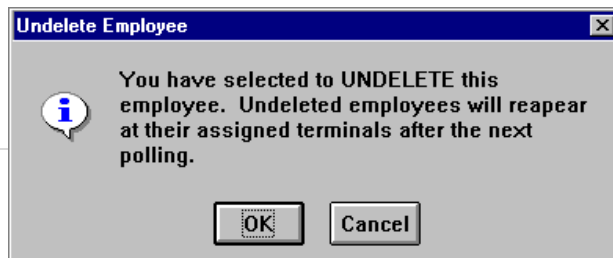
# Chapter 8 – Security

## Screen Security – Password Protection

Each TimeSource Complete screen may have its own unique password. When the security feature is activated you will be prompted to enter a password prior to entering the screen. It is not necessary to assign passwords if you do not require them.

**NOTE:** If you forget your password contact your place of purchase for assistance.

### Establishing new passwords:
1. Click on the **Security Key** button in the screen you wish to protect
2. Enter your new password in the window and click OK

Re-enter the new password when prompted; this verifies the spelling. When you are finished a Password Set screen will confirm your new password.
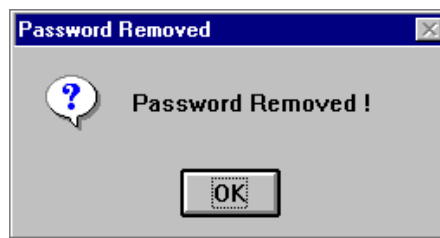
### Removing or changing passwords:
1. Use your current password to enter the screen.
2. Click the **Security Key** button and enter the new password; then click **OK**.
3. If you do not wish to use a password for this screen click the **Security Key** button and click **OK** without entering a new password. This will remove the old password and disable the feature.

## User Security – Password Protection
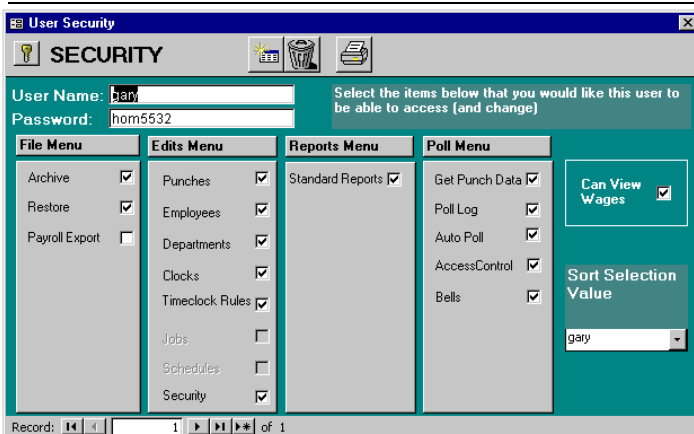
You may also setup TimeSource Complete to require a User Name and Password every time TimeSource Complete is started. Using this method of security you may control what menu items a user may access. To set User Security go to the Edit menu and select the Security option. You may type in as many User Names and Passwords as your company requires. For each User Name and Password you should click on the boxes to the side of the menu items that this user can access. In addition to selecting the menu items for each user you should also decide if this user may view wage information. If you do not want a user to view wage information leave the "can view wages" box empty. This will prevent the user from accessing wage information in the department assignment window, or viewing wages in reports.

**Sort Selection Value**

Gary
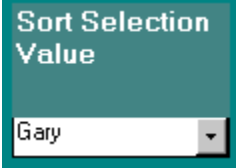
If you are using security to limit a supervisor's view of the data to their own employees, then enter a unique code for each supervisor in the Sort Selection Value. This value is matched with the Sort 1 field in employee records to determine employee which employees are visible. In the example shown, the user "Gary" will see only those employees whose supervisor (the sort1 field) is "Gary".

For users who should have access to all employee records, leave this field blank.

When users have restricted access to employee records, the same restriction applies to the employee and punch edit screens, and to all reports.

You must have at least one user who is allowed access to the security form. Once User Security is installed, users may log out of the program by exiting TimeSource Complete, or by going to the File Menu's Log Off command.

**Log In**

UserName: gary

Password: ****

OK     Cancel
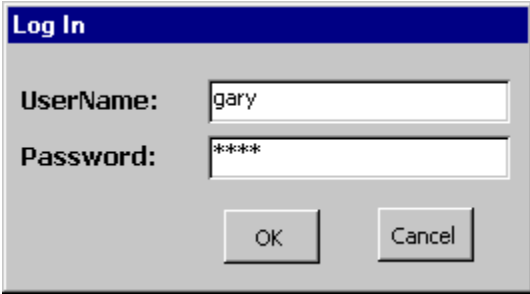
Once you have established user security (even for one person), TimeSource Complete will always prompt for a user name and password as shown above.

# Chapter 9 – Editing Punches

You may add, delete, or edit any pair of punches in the database.  Each pair contains fields for Date, IN day, IN time, OUT day, OUT time, Auto Lunch, Department, and Data Field. The Hours field calculates according to the rules under which the employee is working when the punches occur.  The Code field reflects Edits and Warnings. Punch pairs are **ordered by Date** and **punch IN time** and are listed under each employee's name, much like a timecard.

Punch editing may be required for a number of reasons.  The most common reason may be when an employee forgets to punch IN or OUT.  Occasionally an employee may be working but cannot come into the office and so, it is necessary to punch him IN and OUT manually, or Use Individual Add Hours.  Other times it may be necessary to apply Accrual hours, i.e., Sick, Vacation, Personal, etc.  And of course, there are Holidays to deal with, both personal, for individuals, and global, for everyone.

Punches that have been edited will display an **E** in the codes field.  If the **E** is blue it will indicate that this punch was edited within the TimeSource Complete Software.  If the **E** is red this indicates that the punch was edited at the Employee Time Clock terminal. When Accruals, Global Add Hours, or Individual Add Hours have been applied there will also be a symbol posted in the codes field, i.e., **Vac, Sic, Per,** etc.

Punch pairs with calculated hours that are less or greater than the limits set for **Warnings** will have a **W** in the codes field. The **W** also displays whenever a punch pair is missing a vital piece of information such as an OUT punch, etc.  This generally occurs when you poll the clock after employees have punched IN and have not checked OUT.  It would also occur if an employee had checked IN on a previous day, forgot to punch OUT, and had not yet returned.



Before proceeding you should become familiar with the Find Employee feature and the **Warning** button.

### Find Employee

To use the Find Employee feature, click on the ▾ button and a list of your employees will drop down.  If you continue to click the ▾ button the list of names will scroll.  It should be noted that the names displayed are those you entered as Short Name in the Edit Employee form.  You may select employees by highlighting their names with the mouse and clicking.  You may also type their short name in the Find Employee name field.  When it displays, press [enter] and it will take you to their punch screen
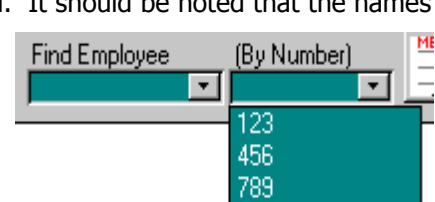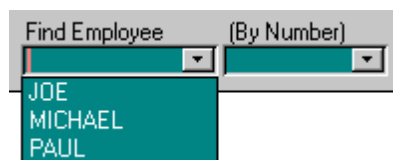
You may also find an employee by number.  Click on the ▼ button on that box and a list of your employees will drop down.  If you continue to click the ▼ button the list of names will scroll.  You may select employees by highlighting their numbers the mouse and clicking.  You may also type their number in the (By Number) field.  When it displays, press **Enter** and it will take you to their punch screen.

Regardless of which method you use to select an employee, TimeSource Complete will place you on or near the latest punch.  For employees with many punches, you will have to scroll up to see the earliest punches.

If you have selected autolunch by day, all lunch times are shown as ????.  This is normal, as the lunch deductions are calculated dynamically when you print reports.  For this reason Auto Lunch totals are not available on the punch edit screen when using "Autolunch by day".

## Auto Lunch Toggle – overrides auto lunch
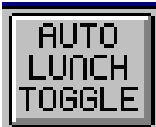
Occasionally employees will work through their lunch period without taking a lunch break.  The Auto Lunch Toggle allows you to override the auto lunch deduction.  To use the toggle, move the cursor to the line where you wish to override lunch and click the **Toggle** button.  A symbol - *N/L – will appear on the lunch column and the new total hours for the punch pair will be posted.  If you need to restore the original hours, simply click the button again.  This is not available if you are using autolunch by day.

## Warning Button – find punch exceptions
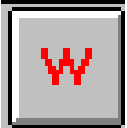
Click the **Warning** button to automatically locate any punches that are flagged with the W symbol.  This routine scans every punch pair listed for the last pay period and this pay period.  During this process if a W is located the search routine will stop and allow you to perform whatever edits are necessary to correct the punch pair.  When your edit for that pair is complete, click the **Warning** button to continue the search.  TimeSource Complete begins its search from whatever point you are at in the database, therefore if you happen to be at a punch located midway through the last employee it will search to the end and stop.  You will then be asked if you would like to start again from the top of the database.

## Timecard Button – print an instant timecard
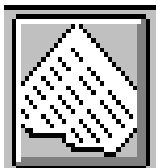
**Timecard Button:** View or print a timecard for either This Pay or Last Pay periods. Select period by moving your cursor to any punch pair, then click on the button. For earlier periods, go to the regular Reports menu.

**NOTE:** Before beginning the punch editing process you may wish to print and distribute an Exception Report, available under the Reports menu.  This useful report may be given to department heads for manual correction and notations, and then returned to your system administrator for processing.

## Warning Punch Data Entry

| ▶ | 4/24/98 Fri | 5:04p | Fri ↕ | 5:04p | | SERVICE | ↕ | 1527 | 0.00 | W |

Click on the **Warning** button to automatically locate the next punch pair that has been flagged with the W symbol.  Your cursor will be located on the left end of the line.  Tab to the field that needs editing and enter the corrected data in these formats:

Date field: Enter as six digits:  05/09/98  = May 9th, 1998

Hours / Minutes: Enter as four digits + a/p:       05:00p     = 5:00pm

The Day of Week for the In Punch is automatically posted when the Date is entered.  However you may have a situation where an employee punches IN one day and OUT the next - swing shift, or graveyard shift, for instance. The Day of Week and Department fields will accept data two ways:

Use the ⇩ button and mouse to select the OUT punch Day of Week.

Or, type the first letter of the Day of Week and tab to the next field.

Departments work the same way, use the ▾ button for a department list or type the first letter of the department, and then press tab to advance to the next field.

When you have finished editing a line and are ready to continue simply click the **W** button and TimeSource Complete will resume the search from that point. When you have reached the last record you will be asked if you would like to start again at the top. If you did not start your search from the first employee you should select **OK** and continue until you have searched the whole database. Keep in mind; the W symbol will remain on the line until all edits to that line have been performed.



**No More Exceptions**

ℹ Exception check complete. Would you like to start again at the top?

[OK]  [Cancel]
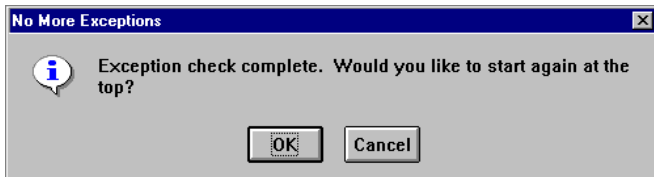
## Manual Punch Data Entry

Use this method to insert a new punch pair or edit an existing punch.

To create a new punch pair, move the cursor to the blank date field at the bottom of the screen. To edit an existing punch pair, move the cursor to the date field of the line you wish to edit and tab to the field you wish to edit.

Enter the date, time, department, etc.

When you have completed entering information tab to the next line, TimeSource Complete will automatically calculate and post the time "on the fly". Calculated time posted will reflect whatever work rules are in effect for the date and times you enter.

If you need to make further edits to a line use your mouse to return to the date field and tab to wherever you need to make changes. Remember, all punches that have been edited or manually inserted will be flagged with the letter E.

## Deleting Punch Pairs

Use this method when you wish to remove a punch pair line:
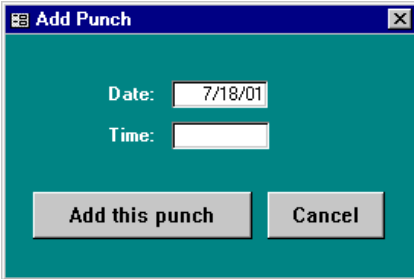


Click on the button at the left end of the punch pair you wish to remove, and then click the delete key. You will be given the opportunity to cancel if you change your mind. To delete a series of punch pairs, go to the first one, press and hold the **Control key <Ctrl>** then click on the left end button selecting each punch pair you wish to delete. Press the delete button to finish. Be certain you wish to delete punch pairs, once deleted they cannot be restored unless you saved them to an Archive.

*NOTE:* TimeSource Complete automatically resorts punch pairs according to dates after you leave each employee's punch edit screen.

## Add Punch

This button appears on your menu bar only if you have disabled validated IN/OUT on your timecard rules screen. It brings up the dialog box below, which allows you to add a single punch.

Enter the date and time of the punch you wish to add. When you press the **Add this punch** button, TimeSource Complete will determine if it should be an IN or OUT punch, and place it at the appropriate place in the employees punch list.

This feature can be particularly useful when used with Swipe and Go, but does require that validated IN/OUT punching be turned off.

## Use Accrual Hours
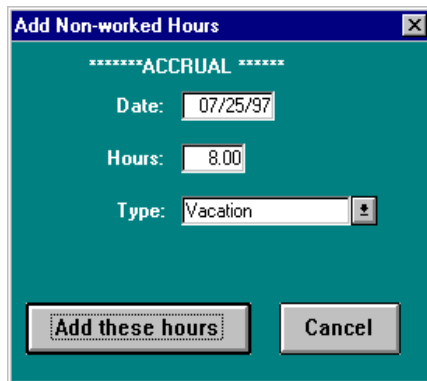
Click this button to enter the Accrual hour's database for the employee displayed. Hours used may or may not be subject to overtime rules, depending upon how you set them up in each individual employee's database.

**NOTE:** You cannot add Accrual Hours prior to the date they are to occur. Wait until the actual date or after the date has passed, then add these hours.

Enter the date you wish to apply the hours to. Tab to the next field.

Enter the number of hours you wish to use – may be full or partial hours. Tab to the next field.

Select the Type of hours you wish to use. The ▼ button will display your list.

Click the **Add these hours** button to process.
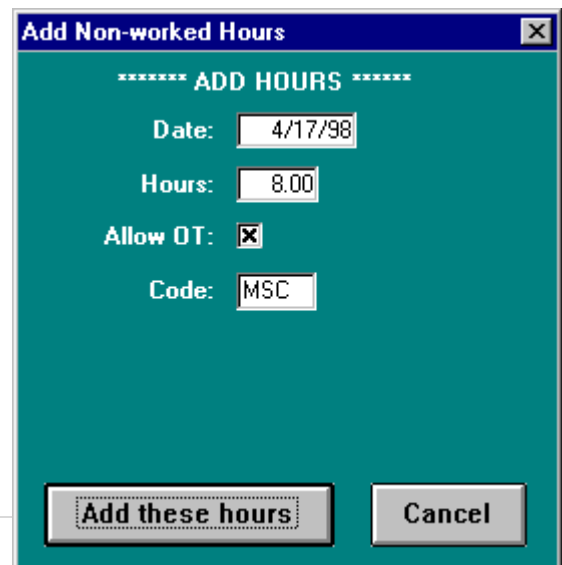
Regular hours available are displayed in black, negative hours display in red. Negative hours will only be posted if the employee's database is configured to allow them and the hours do not exceed the maximum amount available. New balances will be adjusted and displayed immediately following transactions. Accrual hours once posted may only be removed by deletion at the Punch edit screen. They will not re-post automatically, go to the employee's edit screen and add them back into the YTD field.

## Individual Add Hours

This feature allows you to assign paid hours, either worked or non-worked for any reason. Often these hours are used for non-clocked time such as off-premises work, trips out of town, etc., or special events such as birthdays, anniversaries, incentive rewards, etc. In addition to posting hours, they may also be flagged to qualify for overtime, should that occur. Click this button to access the Individual Add Hours screen (shown at the right)

Enter the date you wish to apply these hours to.  Tab to the next field.

Enter the hours you wish to add.  Tab to the next field.

Check the Allow OT ☑ if these hours will be included in your overtime calculations.
**Example:**  You pay Overtime 1 for over 40 hours per week.  Our sample employee has worked 36 hours, Monday through Thursday, so as a bonus you let him stay home Friday and award him 8 hours miscellaneous time.  His total time for the week would then be 44 regular hours.  If you clicked the Allow OT ☑ his time would be 40 regular hours plus 4 OT1 hours.

Enter the Code you wish these hours to be posted to.  Typical values are MSC for miscellaneous, VAC for vacation, SIC for sick leave, etc. These symbols will be posted on the right hand side of all reports that include details. Once a code has been entered it will remain as one of the choices for future selections.

**Special Notes:**
If you assign these hours and later wish to remove them you may do so by using the delete key (trashcan) in the edit punch screen. Highlight the button located at the left end of the punch-pair line and then click the trashcan icon.

Added hours will be charged to the employee's regular default department. You may select another department from his list if you wish.

Do not add individual hours prior to the date they are to occur. It is best to wait until the actual date or after the date has passed, then add these hours.

**Global Add Hours**



This feature allows you to add paid worked or non-worked hours to groups of employees by class. Employees are assigned to a class in the Edit Employees screen.  Global Add Hrs. is generally used to add hours for special events such as national holidays, company anniversaries, etc. They are also used to add hours for salaried employees, work crews who are away on a remote work site, out of town, etc. Click this button to access the Global Add Hrs. screen.



You cannot add global hours prior to the date they are to occur. Wait until the actual date or after the date has passed, then add these hours.

An example of using the sort fields for a global add.

Enter the Date you wish to apply these hours to.  Tab to the next field.

Enter the Hours you wish to add for this event. Tab to the next field.

Click the Allow OT ☑ if you wish to include these hours in your overtime calculations.  (See Individual Add hrs. for an example of how that works.)

Enter the three-letter Code you wish these hours posted to.  MSC – miscellaneous is the default, you may enter any codes you wish.

Enter the Select by you wish to use for posting hours. Your initial choices are All, Class, or one of the Sort 1, 2, or 3 fields. Sort 1, 2, & 3 are displayed as the title assigned them in Time Clock Rules. If you choose Class or Sort 1, 2, or 3 you will have a further choice of Value.

**NOTE:** Global Add Hrs. may only be removed by using the Edit Punch routine and individually removing them.  Be certain you have selected the right class of employees and your Allow OT field is correct before adding these hours.

**Employee Pictures**



If you have selected to use employee pictures under Timeclock Rules, then you will see a floating picture box.  This box will display your file picture for each employee.  You may move the box to any screen location comfortable for you.

The box will initially be empty for each employee.  You may assign a picture by double clicking anywhere on the picture area.  A dialog box appears, allowing you to navigate and select a picture for display.  The specific picture formats available to you may vary by computer, but most common will be *.bmp (bitmap) and *.jpg (jpeg) files.

You may also change the picture at any time by double clicking the image and then selecting a different one.

This feature allows you to verify employees while working on their data.

# Chapter 10 – Polling

Polling your clocks accomplishes two things: it retrieves the employee's punches thereby freeing up the clock's memory for additional punch storage, and it sends information, such as new employees and changes to existing employees such as department assignments, to the clock.

In the event you need to send a complete set of employee data to a clock, go to the Edit Clock screen, highlight the clock you wish to update and select Reset Clock.  In the rare instance you wish to re-post employee names and department assignments to all clocks, select Reset All Clocks.  The Reset Clocks option takes much longer than standard polling and should seldom be required.  If selected, the Reset Clock(s) option will take place the next time you poll.

It is advisable to poll your clocks often, daily if possible.  This assures you of current up to date data for reporting.

### Manual Polling

To manually poll your clock(s), click the **Get Punch Data** button on the TimeSource Complete Switchboard, as shown in the picture on the right.  TimeSource Complete then looks for and runs the version 8 polling module (TS8poll.exe).
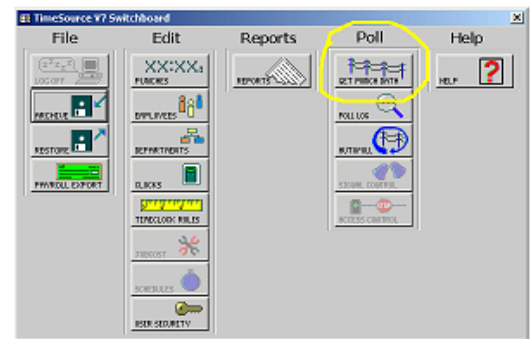


### Poll All Clocks

The version 8 polling screen is shown on the right.  To poll all clocks, click the **Poll All Clocks** button.
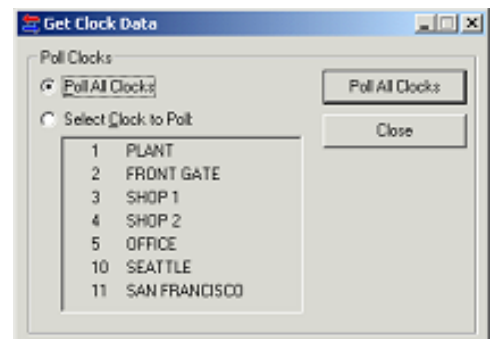


When you have completed your polling, click the **Close** button.  The program then processes your punches and closes.
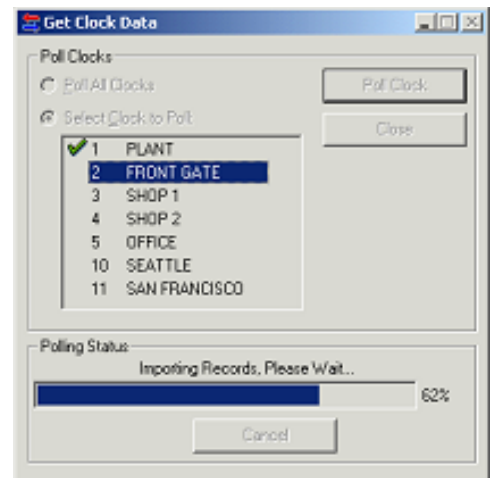
**Poll Individual Clock**
The version 8 polling screen is shown on the right. To poll individual clocks, click the **Select Clock to Poll** control. You may then click any clock in the list and click the **Poll Clock** button to poll that clock.

If you click the **Poll Clock** button without first selecting a clock, the program will poll the first clock on the list. Each subsequent time you click **Poll Clock**, the program will poll the next clock.
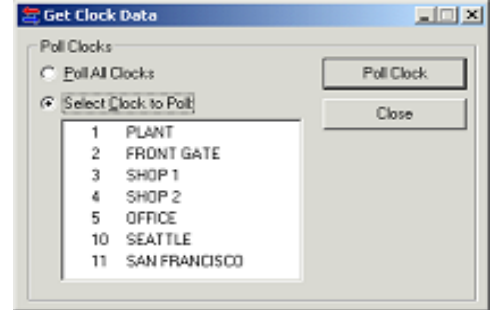
During the polling process, the program identifies the clock with a graphic, and displays the polling progress.
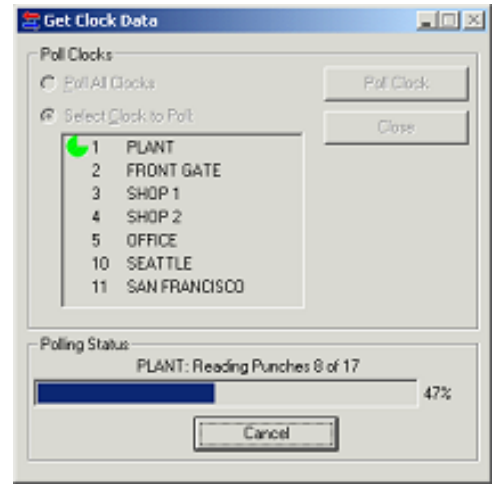
When the clock has been polled the program indicates success with a green check mark to the left of the clock name, or a red 'X' for failure. The next clock in the list is highlighted, indicating that it is next in line to be polled.
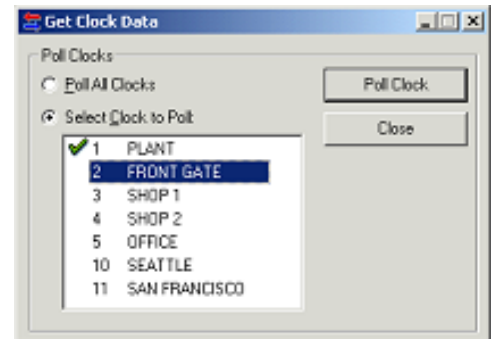
When you have completed your polling, click the **Close** button. The program then processes your punches and closes.
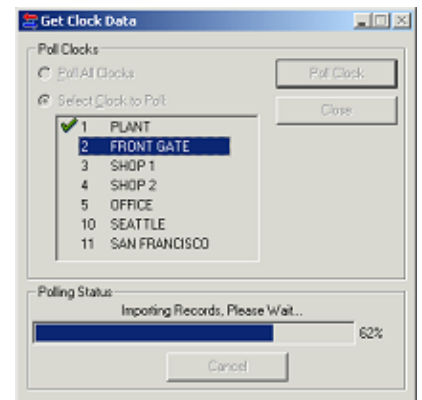
**Autopoll**

**Configure Autopoll**

Autopolling with the Version 8 polling module is accomplished through the Windows Scheduler, and not directly through TimeSource Complete.  The Windows Scheduler allows for great flexibility in scheduling program operations, and the following steps will show you one method for scheduling your polling operations.

From the control panel, select **Scheduled Tasks** and then **Add Scheduled Task.**
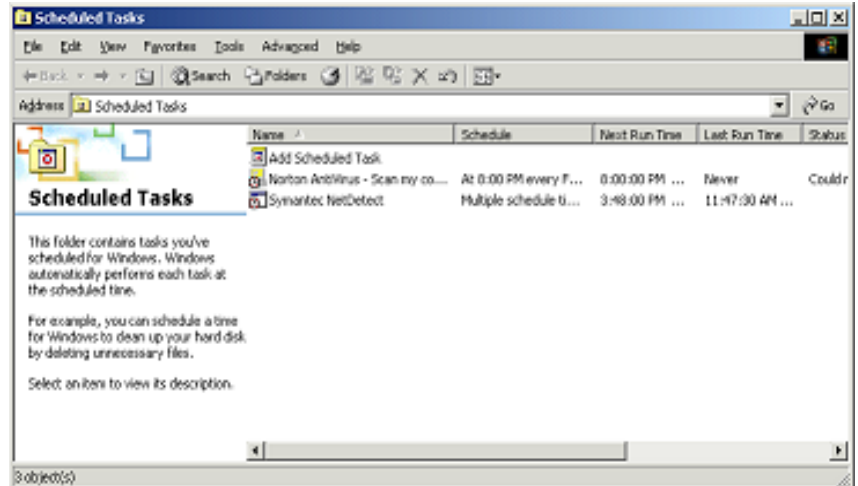
When the Scheduled Task Wizard appears, click the **Next** button.

The Wizard displays a list of programs from which you may choose. If TS8poll is on that list, select it.  Otherwise click the **Browse** button.

The **Browse** button initiates the standard Windows **Open** dialog box. Navigate to TS8poll.exe and select it. Click **Open** to verify your selection.
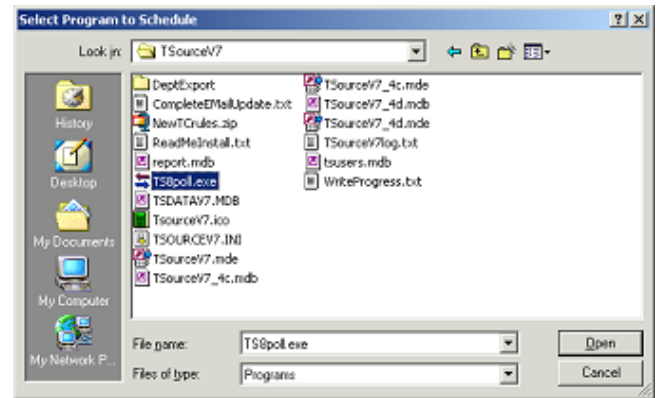
The program that you selected is displayed in the next dialog box. You also must select the basic task schedule at this time. A daily schedule is to be used in this example, but you may choose whatever schedule suits your purposes.

The next dialog box allows you to specify the time of day to run the process. It also allows you to select Every day, Weekdays or an interval of days. The start date will default to a reasonable value, and you can change it if you wish.

You must have authority to schedule a program, so enter the user name and password for the system to use when running the program.

You must open the advanced features property list to complete your schedule.

The advanced tab has tabs for Task, Schedule, Settings and Security. This image shows the task as originally scheduled by the wizard. Please note from the Run box that there are no clock numbers specified. In this form the program will not run. You must add the word 'all' after TS8poll.exe for the program to poll all clocks.
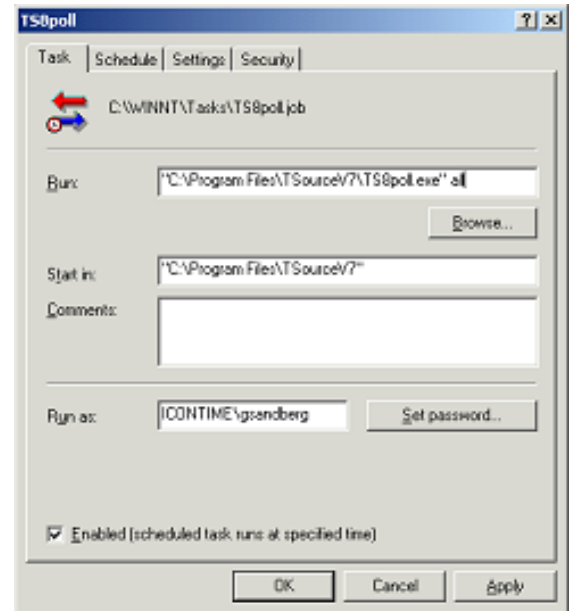
This sample shows all clocks to be polled.
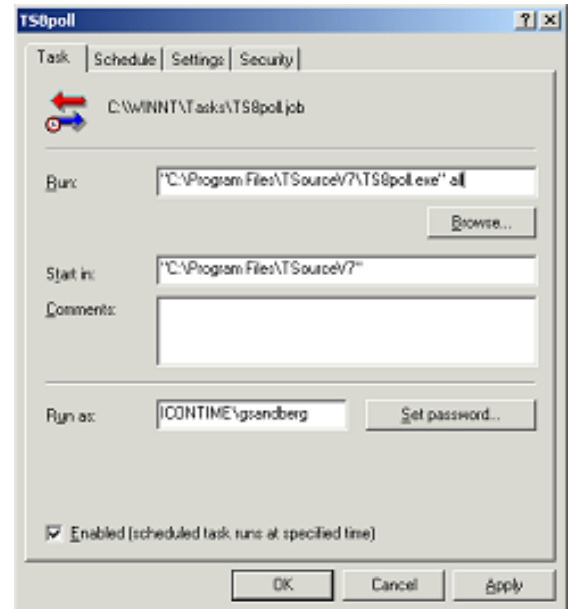
This dialog box shows the initial schedule of daily polling at 2:00 am.
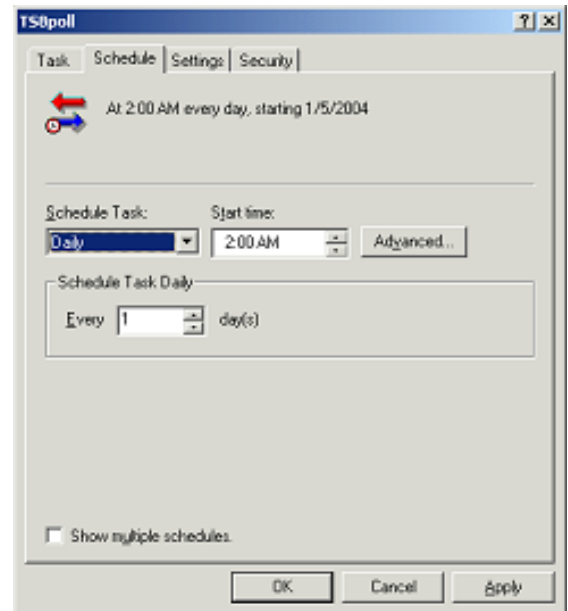
This sample shows the daily schedule changed to a weekly schedule, but with just 5 days per week selected. There are many scheduling options available in the Windows scheduler, and you should explore those options to find the best ones for you.
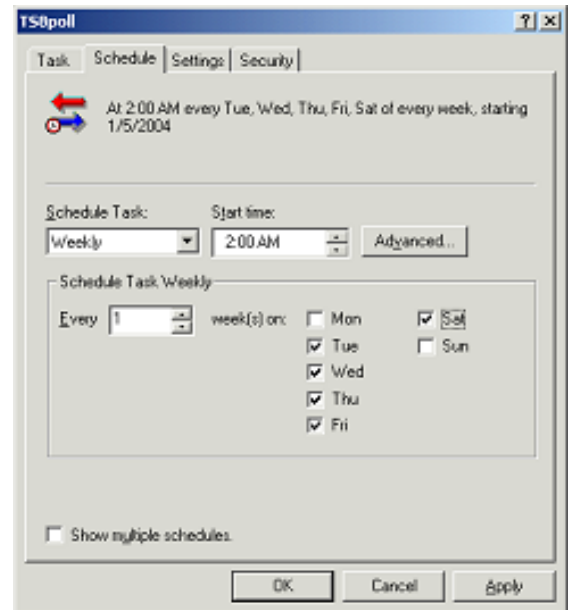
This last dialog box shows that, among other things, you can instruct Windows to terminate the operation if it appears to have run into problems. Note that you can also address security concerns for your system.

After completing your schedule configuration, be sure to have the scheduler run the program to verify that all your settings are correct.

Please note again that you *must* specify *which* clocks are to be polled.  Here are some samples of how your Run command might look.

"C:\Program Files\TSourceV7\TS8poll.exe" all
"C:\Program Files\TSourceV7\TS8poll.exe" 1
"C:\Program Files\TSourceV7\TS8poll.exe" 3 1 2

The first sample polls all clocks, from lowest to highest.
The second sample polls only clock 1.
The third example polls clock 3, then clock 1, and then clock 2.

If you have further questions about setting up the Windows Scheduler, please refer to your Microsoft Help System.

**Run Autopoll**
After configuration with the Windows Scheduler is complete, the computer will automatically poll your clock(s).  Just make sure that the polling computer is turned on during the scheduled poll time(s).  The polling form is visible only in the

Windows Task Bar when running.   You may click on this icon to make the form visible if you wish.

If you attempt to run the autopolling program by clicking the **Autopoll** button in TimeSource Complete, you will receive the following error message.
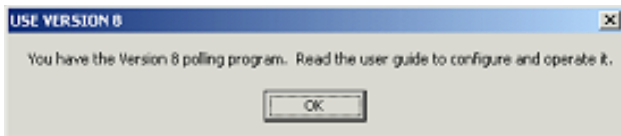


You can check the record of your autopoll operations by viewing the contents of "PollActivity.txt" in your TimeSource Complete folder.



You can also view any autopolling error messages in the "PollAutoErrors.txt" file in your TimeSource Complete folder.
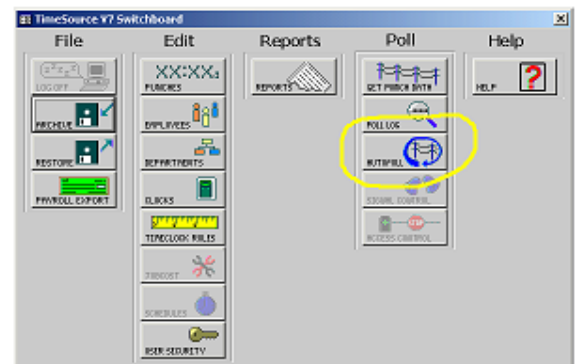
# Chapter 11 – Payroll Start

When you installed TimeSource Complete you set up your pay period type and starting date under **Time Clock Rules**. Having done that it is not necessary to re-enter new dates, your new pay period is started automatically.
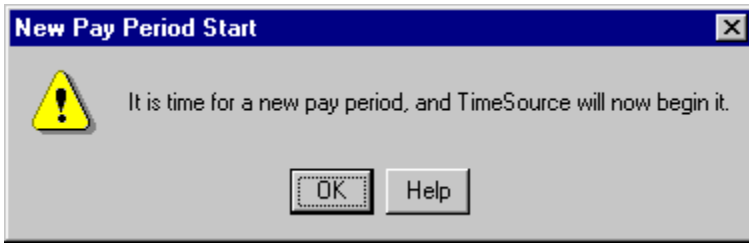


After the new pay period is started, the following message will be displayed:
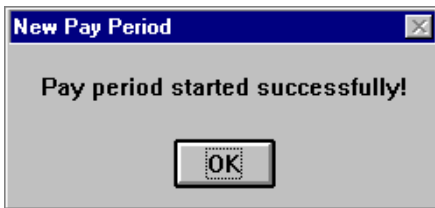


That's all there is to it, simple as that!

It is possible to enter a new pay start date in the **Timeclock Rules** screen, however it is strongly recommended that you use the routine above. If you choose to enter new dates manually the date posted in the Previous Pay Started window will not change nor will any Accrual values change. These are only triggered by the above polling routine method of starting a new payroll.

# Chapter 12 – The Polling Log

Each time you poll your clock a file is created called the Punch Data File. This file contains the punch data that has occurred since the previous polling. The punch data is posted to your active database and a record of the poll is stored in the Polling Log. The poll log takes a snapshot of each poll and records the date & time of the polling, the clock it came from, and the number of punches it contains. Each listing in the poll log is referenced to the Punch Data File that was created during that poll. Your polling activity is retained for the number of days you established under the **Timeclock Rules** screen; 45 days is the default value. Any of the poll files may be re-imported into the TimeSource Complete punch database if it becomes necessary. You should use caution when doing this as you may get duplicate punches should any of its punch data already be present in the database. Any duplicate punches would need to be deleted by individually editing.

**Printing a list of Polling Activity:** Use this **Printer** button to print out a complete list of your polling activity. Caution: This list will include ALL the polls for ALL the days you elected to save them under the Time Clock rules screen. In some cases it could be a very long list.
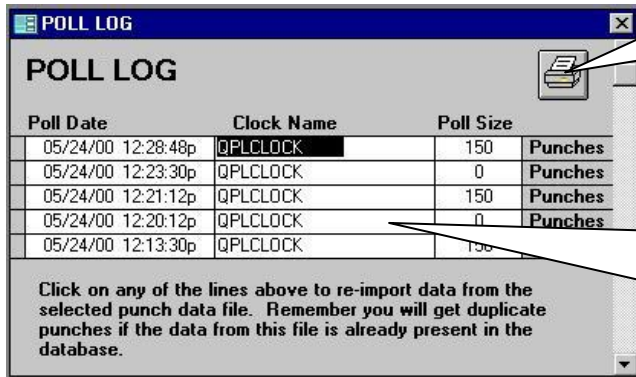
**To Re-import a Poll File** click on the line and the following pop-up window will appear. You may then choose to re-import it, view it's contents, or cancel the operation.

**Viewing & printing punch data file:** Click the View button and Windows Notepad will show you a list of the punches contained in the punch data file you selected. This feature is very handy should you need technical assistance from your dealer. Inspecting the punch data file will reveal any corrupted data that might be present. You may print the punch data file using the Notepad print command.
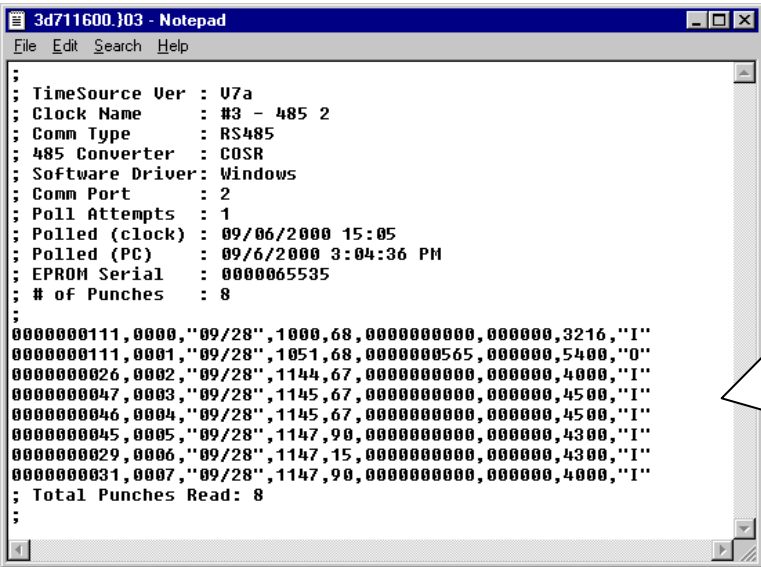
Each line contains:
- Employee ID No.
- Punch data ID
- Punch date
- Punch time
- Department No.
- Datafield 1 – see Time clock rules
- Datafield 2 – used for Job Costing
- Schedule No.
- IN-OUT symbol for the punch

Each line of punch data is assigned an ID code. Normal punch data ID values should always be sequential. Out of sequence values might indicate a missing or corrupted punch.

# Chapter 13 – Archiving & Restoring

## Archiving Data

**Archiving Procedure:**
1. From the file menu or Switchboard, select **Archive**
2. By default TimeSource Complete will name your archive (backup) Archive.arc.  You may choose to rename the archive or use the default.
3. Select a location to save your archive
4. Click **Open** to start the archiving process.

TimeSource Complete data should be archived on a regular basis and before updating your copy of TimeSource Complete. You will be prompted to archive each time you poll.  It is also a good idea to archive at the end of each editing session. Each time you archive you will prompted to assign a unique name for the archive file. You may wish to assign a name that reflects the date span included in the archive, such as "OCT1998.ARC".
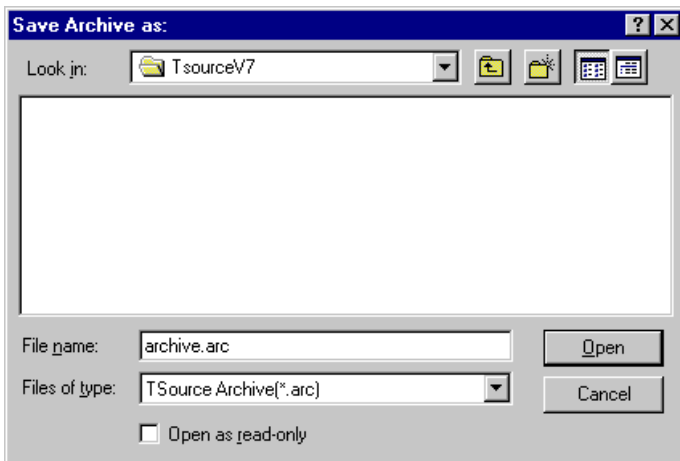
When your archive has been completed you will be given the opportunity to delete files prior to a definable start date. Doing so helps keep your database trimmed to a manageable size. **NOTE:** TimeSource Complete always retains Current & Previous Pay Periods in its active database. Therefore it will only accept date ranges that delete data prior to those periods.
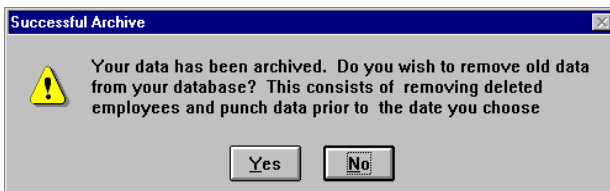
If you select **Yes** you will be presented with the next screen.  When selecting a date to enter keep in mind any data prior to that will no longer be available as part of your active database.  You may, if required, restore them at a later date.  An active database retaining 3 months of data is generally adequate for most users.
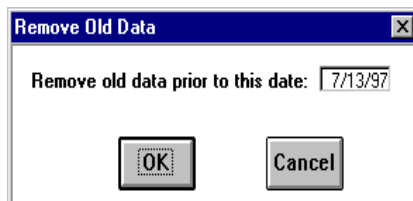
Enter the date you have selected and if you are satisfied, click **OK**.  This date must be prior to the date listed in the Timeclock Rules as the Last Pay Period Started date. This process takes effect immediately; there is no finished

## Restoring Data

On occasion you may need to restore data to your database.  The most common reason to restore data is to update your database after a TimeSource Complete program update.  New features are added to TimeSource Complete often, and the most recent update is available on our web site. This generally occurs if something catastrophic happens to corrupt your files, i.e., lightning strikes, computer failure, etc.  You may also need to restore data for purposes of reviewing employee attendance, resolving labor disputes, etc.  These are all excellent reasons for maintaining an up to date Archive database.

**NOTE:** If you are restoring because of a corrupt database you may proceed.  If you are restoring an older database to review employee attendance data, skip to that section beginning on the next page.

**Restoring Archived data because your database is corrupt**

Place the Archive disk you wish to restore from in the archive drive.
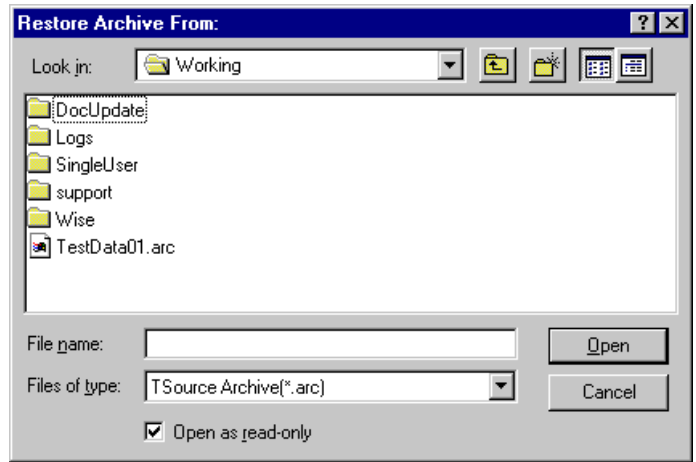
At the TimeSource Complete main menu, select **File**, then click on **Restore**; the program will then display the Restore Archive From menu. Select the archive you wish to restore by highlighting it and clicking **OK**.

The next pop-up screen will ask if you wish to append the archive to the existing data in your database. Since you are replacing corrupted files you should select **No** to append and **OK** to overwrite. This gives the program permission to overwrite all of the files currently in your database, including punches, employee data, time clock rules, departments, etc.
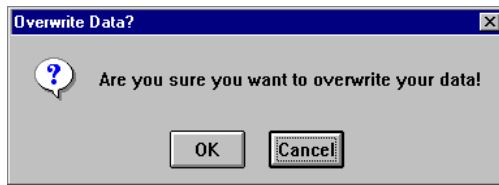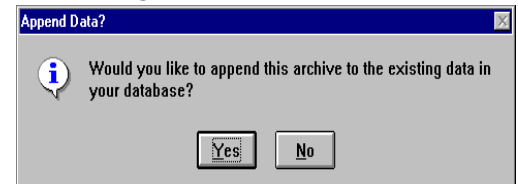
When finished you should review any changes in your employee roster, assignments, department changes, etc., which have occurred after the date of the archive you restored.  You may need to perform edits to reflect those changes and then download them to the clock(s) using the Reset Clocks routine and polling. You may also need to manually input any punches that occurred after the date of the restored database.

**Restoring Archived data for historical review or current program update**
Prior to beginning, make sure you have a fresh archive of your current database.

Select the Archive disk containing the data you wish to review and install it in your archive drive.

At the main TimeSource Complete menu, select **File and Restore**.

The next screen asks if you would like to Append or 'co-mingle' the archived data with your current data.  Normally you should say **Yes** as the program will give precedence to your existing data.  If you wish to have only the archived data present in your database, say **No** and choose **Yes** to overwrite.  Again, if you do this you must be sure to have an archive of your current database before beginning.  Then when you are finished you will be able to restore your active database to its current status.

When the Restore process has finished the following message will be displayed:

The archived data are now part of your current database and may be viewed, printed, etc. When you have finished reviewing the archived data you may wish to re-archive them again.  Doing so will reduce the size of your database and make it more easily managed.

**NOTE:** Restored archived data that are appended will comply with your current Time Clock rules, wages & department assignments, etc.

# Chapter 14 – Standard Reports

TimeSource Complete generates a wide range of reports. Reports can be viewed, sent to a printer, or saved in different file formats. To access the Reports module, click on the **Reports** button in the TimeSource Complete Switchboard. All clocks should be polled prior to creating reports. This insures that the reports are current.

To create a report, a report type must be chosen in the ①  Choose Report window. A Time Frame is then chosen in the ②  Window. Select Report Options and a report format in the ③  Report Options window and then click Run Report.

## Report Types   (window ① )

The following types of reports can be generated with TimeSource:

1. Time Card
2. Employee
3. Department
4. Who's In
5. Tardy
6. Exception
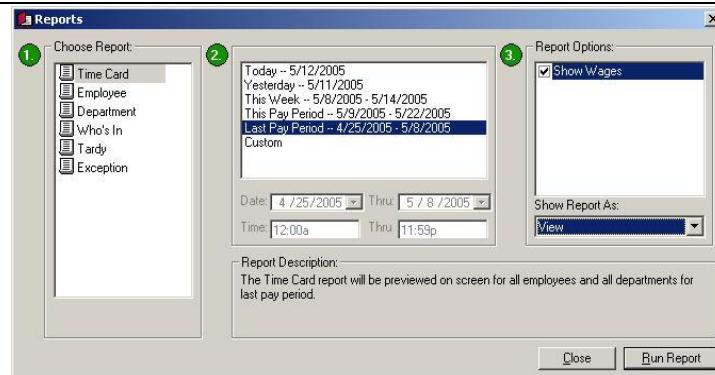


**Time Card:** Shows punch details and hourly totals in a time card format. When using the 'View' selection, all employees will be listed in the left window frame in alphabetical order. An employee's timecard can be viewed by selecting the name in the left window frame. Each employee timecard will be printed on a separate page.

**Employee:** This report also shows details and hourly totals. When using the 'View' selection, all employees will be listed in the left window frame in alphabetical order. The right window frame lists employee details in alphabetical order, but without a page break between employees. Grand totals for department, regular, and overtime hours are presented at the bottom of the report, along with total wages.

**Department:** Shows employee details ordered alphabetically by department. When using the 'View' selection, all departments will be listed in the left window frame in alphabetical order. The right window frame lists employee details grouped by department with hourly totals calculated for each department. Grand totals for department, regular, and overtime hours are presented at the bottom of the report, along with total wages.

**Who's In:** This report has a 'Clocked In' and a 'Not Clocked In' section. Anyone that has clocked IN before the last polling, but not clocked OUT, will be listed in the 'Clocked In' section.

**Tardy:** A report will be generated based on the time range that is entered in the Time dialog boxes in the Time Frame section of the Reports Screen. For example, let's assume employees need to clock IN by 8am. If you specify a tardy range from 8:01am to 11:00am, anyone that clocks IN during this period will be flagged as tardy in the report.

**Exception:** Provides a list of punches that are flagged with a **'W'** warning symbol in Edit Punches. Warning options for punch pairs are also initialized in Time Clock Rules.

## Time Frames (window ② )

The Time Frames window in the Reports screen allows you to select the time frame for your reports.

**Today:**  Only include employee data for the current day.

**Yesterday:**  Only include yesterday's employee data.

**This Week:**  Only include employee data for the current week.

**This Pay Period:**  Only include data for the current pay period.  The pay period is based on your payroll period defined in Time Clock Rules.

**Last Pay Period:**  Only include data for the previous pay period.  The pay period is based on your payroll period defined in Time Clock Rules.

**Custom:**  Allows you to specify any time frame to include data for the report by entering dates in the Date and Thru windows.  The 'Date and Thru' windows become active when Custom is selected.

*NOTE:*  The 'Time and Thru' windows are activated when you select a Tardy report.
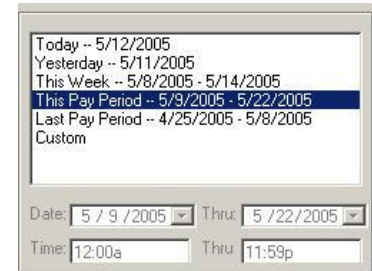
## Report Options (window ③ )

The type of Report Options available will depend on which Report you select in the Choose Reports window.

**Show Wages:**  If hourly rates are assigned to employees, the report will include a column for the total wages for each shift.

**Summary Report:**  This will show total employee hours worked in each department.  Individual punch data is not included in the report.

**Show Report As:** TimeSource Complete allows you to save reports in different formats.  Clicking on the down arrow in this window will allow you to select from many convenient formats.  Once you have chosen a format, click on the Run Report button to generate a report.  The available report formats are:
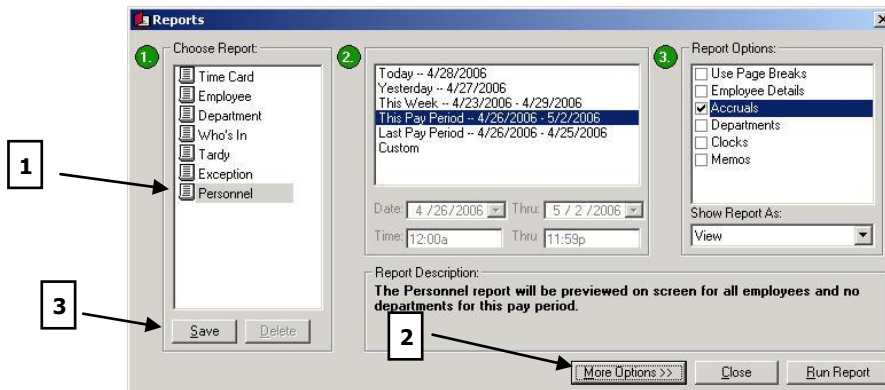
### Personnel Report
1.  This report allows you to print details established on the Employee screen for each employee.  In the Report Options section, choose one or more of the options:
    - Use Page Breaks – Print each employee detail on a separate page.
    - Employee Details – Print details such as name, address, social security number, class, Clock ID assignment, and employee status.
    - Accruals - Print employee accrual hours information.
    - Departments - Print department assignments for each employee.
    - Clocks – Print clock assignments for each employee.

- Memos – Print messages assigned to the employee's timecard.

**More Options**
2. Select the **More Options** button to view filter options for your reports.

In the Employee Selection section, choose a filter option.
- **Specified Employee** – Allows you to filter employees by Clock ID or Short Name.  Only the selected items chosen will show up in the report.

- **Filtered Employees** – Allows you to filter employees by Class or Sort Group and also by Clock ID or Short Name in those chosen groups.
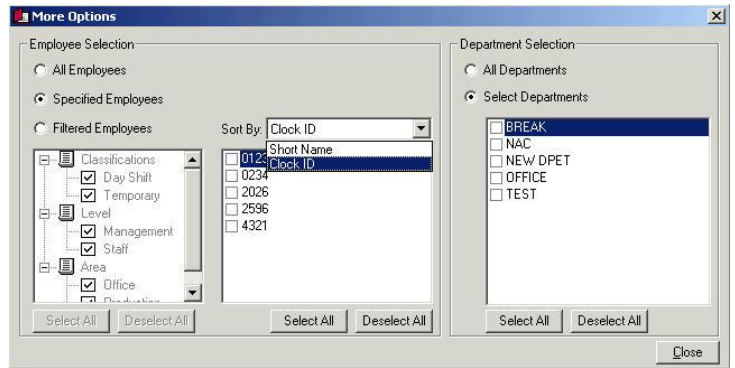
In the Department Selection section, choose an additional filter option.
- **All Departments** – Print all departments from the currently filtered group.
- **Select Departments** – Print specific departments from the currently filtered group.

**NOTE:**  The **Sort By** drop down window will only ort the Clock ID and Short Name items in the Employee Selection window.  This "Sort By" option does not sort the final report output.

3. Save custom report settings for future use.
- In the Reports window, select the report type, pay period or date, and report options for reports you create on a regular basis.
- Click on the **Save** button.  You will be prompted to enter a name for your report.
- Enter a name and click **OK**
- The report name will be added to the Choose Report list.
- Simply choose any custom report in the list and select the **Run Report** button to create a report with your preset report options.
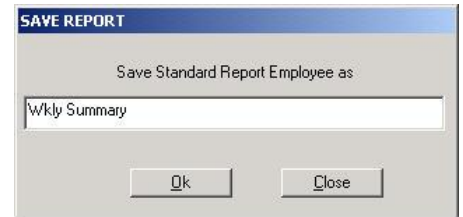
**Employee Roster Report**
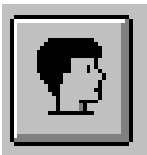
The **Employee Roster** button is located in the upper right hand corner of the Employee Edit screen.  Click on this button to view a list of your employees ordered by their Short Names. To print this report click on the printer icon located at the top of the screen.

# Chapter 15 – ASCII Exports

The following chart illustrates export file structures available from TimeSource Complete. In addition to these you will find ASCII (V1) exports Icon's previous export format. Unless you are already using those formats we recommend using the current formats named "ASCII-numbers only" and "ASCII-alphanumeric". You may also choose to export your file configured as for use with MS Excel, Rich Text format or MSDOS format.

**ASCII – numbers only format**   FILE STRUCTURE – When **DETAIL RECORDS** are selected for the export file Field Name

| Field Size | | Field Format | Range | Field Description |
|---|---|---|---|---|
| Employee ID# | 4 | 0000 | 001-999 | Employee's Personal 3-digit ID# |
| Not Used | 3 | 000 | 000-000 | Reserved for future use |
| IN Date | 6 | 000000 | Any Date | Month/Date/Year = 12/30/98 |
| IN Day | 1 | 0 | 0-7 | 0-SUN,1-MON…6-SAT |
| IN Time | 4 | 0000 | Any Time/9999 | (1:45p=1345) or 9999 if Holiday |
| OUT Day | 1 | 0 | 0-7 and 9 | 0=SUN, 6=SAT or 9 if not out |
| OUT Time | 4 | 0000 | Any Time/9999 | 24hr clock or 9999 if not out |
| Lunch Deduct | 2 | 00 | 00-99 | Minutes deducted for lunch |
| Department # | 2 | 00 | 00-99 | Department this punch worked in |
| Datafld | 9 | 000000000 | 0-999999999 | Decimal where you define it |
| Standard Hours | 5 | 00000 | 00000-99999 | (6.25hrs = 00625) |
| OT1 Hours | 5 | 00000 | 00000-99999 | (6.25hrs = 00625) |
| OT2 Hours | 5 | 00000 | 00000-99999 | (6.25hrs = 00625) |
| Labor / Wages | 7 | 0000000 | 0-9999999 | ($125.38 = 0012538) |
| Warning Flag | 1 | 0 | 0-1 | 0=no flag 1=Warning Flag |
| Wage/Hr | 5 | 00000 | 0-99999 | ($5.50/hr = 00550) |
| Premium/Hr | 5 | 00000 | 0-99999 | ($.15= 00015) |

**ASCII-alphanumeric format**   FILE STRUCTURE - adds these **Alphabetical** fields to the detail export file

| Employee Name | 10 | AAAAAAAAAA | Any Alpha 10 char. | Employee's name |
|---|---|---|---|---|
| Dept. Name | 10 | AAAAAAAAAA | Any Alpha 10 char. | Department name |
| In Day | 3 | AAA | Any Day | SUN/MON/TUE, etc. |
| Out Day | 3 | AAA | Any Day | SUN/MON/TUE, etc. |
| Message | 10 | AAAAAAAAAA | Any Flag | W-Warning, E- Edit, D-Differential |

**Example - ASCII-alphanumeric export: file: Detail button selected at the report menu**
Employee ID# 123 (KENT, A.) worked from 12:00a to 12:30a on January 3rd 1998, Friday in department 73 ("COOK") earning $2.55 using a base wage of $5/hr with a $.10/hr differential in effect. Warning Flags (W), Edit Flags (E) and Differential Flags are set.
0123,000,010398,5,0000,5,0030,00,73,000000000,00050,00000,00000,00255,1,00500,00010,KENT A, COOK, FRI, FRI, W E D

**ASCII – numbers only**   FILE STRUCTURE when **SUMMARY RECORDS** are selected for the export file

| Field Name | Field Size | Field Format | Range | Field Description |
|---|---|---|---|---|
| Employee ID# | 4 | 0000 | 001-009 | Employee's Personal ID# |
| Department # | 2 | 00 | 00-99 | Dept. this punch worked in. |
| Datafld | 12 | 000000000000 | 0-999999999999 | Decimal where you define it |
| Standard Hours | 7 | 0000000 | 0-9999999 | (6.25hrs = 00625) |
| OT1 Hours | 7 | 0000000 | 0-9999999 | (6.25hrs = 00625) |
| OT2 Hours | 7 | 0000000 | 0-9999999 | (6.25hrs = 00625) |
| Labor / Wages | 7 | 0000000 | 0-99999999 | ($125.38 = 0012538) |
| Days Worked | 4 | 0000 | 0001-9999 | Days Worked |

**ASCII – alphanumeric**   FILE STRUCTURE – adds these **Alphabetical** fields to the summary export file

| Employee Name | 10 | AAAAAAAAAA | Any Alpha 10 char. | Employee's name |
|---|---|---|---|---|
| Department Name | 10 | AAAAAAAAAA | Any Alpha 10 char. | Not available – see note below |

**Example: ASCII - alphanumeric export file – Summary button selected at the report menu**
Employee #123 (KENT A), no data-field entries, worked .5 hrs, no overtime at a wage of $2.55 working for one day.
*NOTE:* The department # field is "00" and its name alpha field is "----------" This is because employees may work in multiple departments, therefore it is not possible to export them in a summary format.
0123,00,000000000000,0000050,0000000,0000000,0000255,0001,KENT A     ,----------
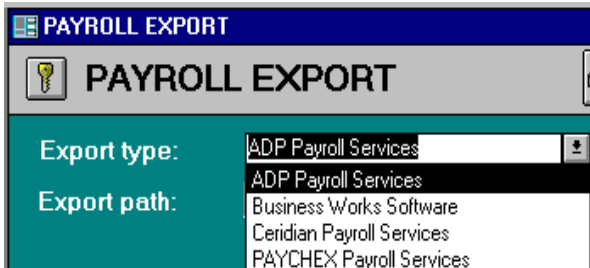
# Chapter 16 – Payroll Exports

TimeSource Complete provides a variety of payroll exports; each with it's own individual characteristics designed to accommodate the most popular payroll service providers
Exports included with Time Source Complete:

- ADP Payroll Services
- PAYCHEX Payroll Services
- QuickBooks Pro Software
- ABBRA Intermediate Export
- Business Works Software
- Ceridian Payroll Services
- Ceridian Source 500
- CheckMark Payroll For Windows
- Compupay Payroll Services
- CSS-Horizon Payroll Export
- McCormick MAS90 Intermediate
- Millennium Payroll
- PayMaster Payroll Services
- Payroll Associates PCPAY
- Payroll Companion
- Pensoft II PC Payroll
- Pensoft PC Payroll
- PrimePay Payroll Service
- RapidPay Export (Time0002)

**General Operating Instructions**



Once you have identified which export you will be using go to the **File** - **Payroll Export** screen from the TimeSource Complete main menu.  Select your **Export type** by using the **arrow** button ▼ to select your payroll service provider or software.

**Export path**: Type in the directory where you want the export data to reside. Each interface has unique requirements for this field.  Please reference the detailed information for your interface below and then ask your payroll service provider for the directory and path that should be used for their export file.

After you have chosen your payroll Export type, fill in the **Export Codes** with your company information. Reference the detailed information for your interface below and then ask your payroll service provider to confirm that the codes you have selected are correct for your company. Once codes are entered they will be saved for future exports. A general rule if you are exporting multiple department hours for individual employees, select wages, otherwise choose hours.

## Setting Up Employees for Payroll Export



Type in each Employee's unique export payroll ID

Each payroll program or service has its own requirements for employee export codes. Reference the detailed information for your interface below and then ask your payroll service provider to confirm the codes you have selected are correct for your company. Once you have identified the proper export identifier for each employee you are ready to go to **Edit – Employees** and enter the code into the Payroll ID field. You need only enter each employee's specific data once for the export to function.

## Running Your Export:



Generally you should export your payroll after a payroll period has ended.

Correct any punch errors and apply non-worked hours, etc., prior to running your export.

In most cases your **Last Pay** should be selected for the **Time Frame**.

To run the export, select the time frame and range of employees you wish to export then click on the **RUN EXPORT** button.

**Export-specific Notes:**

Each export requires you to specify where in your directory structure the export file is to be written, and some also require you to identify the file name, and the specific requirements of each are given in the following section. The location is referred to as the *path*, and is shown here as "c:\temp\". You will need to replace "c:\temp\" with the name of the directory used by your payroll program or service. It is important that you include the final "\" in that path name. When you need to specify the actual file name, you will type the file name after the final "\", as described in the following export-specific section.

**ABBRA Intermediate Export**
**Employee Data:**
Provide each employee with a valid ABBRA Employee number in the Payroll ID field of the Employee Screen. In TimeSource Complete Payroll ID's should be 8-characters or less, ABBRA allows 8 character Payroll ID numbers so you must be prepared to use 8 characters or less in your TimeSource Complete software.

**Export Options:**
Earning codes have a maximum length of 4 characters and do not have any standard values. You must check with your payroll provider to attain these export codes.

The export path is "c:\temp\abbra.txt", including the file name "abbra.txt". Typically this would be the directory in which your ABBRA INTERMEDIATE software resides. Make sure that the path and filename you specify is valid, such as: C:\ABBRA\EXPORT.DAT.

**Notes and Limitations:**
This is an intermediate export that means it requires another software program for processing this data into ABBRA software. Hours are exported for each employee, for each department that employee works. All 10 characters of the TimeSource Complete 10-character Department Name is exported for the department name, ABBRA allows 12 character department names so you must be prepared to use 10 characters or less in your ABBRA software.

This export does not output Datafld or Days Worked information, job data, task data, or wages. As such the "Export as" field in the Abbra Intermediate Export screen of TimeSource Complete must be set to "Hours".

**ADP Payroll Services**
**Employee Data:**
Provide each employee with a valid ADP file number. This should be added under the employee screen in the field titled PAYROLL ID. Note each ADP file number (provided by ADP) should be six-digits, with leading 0's such as: 000001

**Export Options:**
Check your export codes. Icon provides standard export codes for export to ADP. These codes can be found in the gray box on the right hand of the screen. You should consult with your ADP representative to confirm that these export codes 013, 014 and so on, are appropriate for your account. Should you require different export codes, type the new codes (provided by ADP) into the proper window in the export codes box. They will be saved for future use.

Finally, you must enter your ADP company code, ADP software version, and ADP file ID. Your ADP representative provides this information.

The export path is "c:\temp\" and does not include a file name. Typically this would be the directory in which your ADP software resides. Make sure that the path you specify is ended with a "\" such as: C:\PCPERS\

**Notes and Limitations:**
Automatic Data Processing's DOS version 5 & 6 payroll and all windows software are supported. If you are running multiple departments per employee, with different pay rates for each department you must use the ADP windows export or use export by wage. Your ADP representative will provide you the export codes for exporting by wage. The default codes provided with TimeSource Complete are for hour export only.

**Business Works Software**
**Employee Data:**
Each BUSINESS WORKS Payroll ID number (provided by BUSINESS WORKS) should be twelve-characters. The format of this number may vary, so please check with your Business Works representative.

**Export Options:**
You must check with your Business Works representative to find your company's Earnings Codes.  Should you require different earnings codes simply type the new codes (provided by BUSINESS WORKS) into the proper window in the export codes box.  Earnings are limited to 10 characters.

The export path is "c:\temp\" and does not include a file name.  Typically this would be the directory in which your BUSINESS WORKS software resides. Make sure that the path you specify is a valid DOS path such as: C:\BUSINESS WORKS\.  *NOTE:* The file name provided by the program is TIMECARD.DAT.

**Notes and Limitations:**
If you are running multiple departments per employee, with different pay rates for each department you must use export by wage. Days worked are not exported.


**Ceridian Payroll Services**
**Employee Data:**
Provide each employee with a valid CERIDIAN Employee Number.  Each CERIDIAN file number (provided by CERIDIAN) should be ten characters. The format of this number may vary, so please check with your Ceridian representative.

**Export Options:**
You must check with your Ceridian representative to find your company's Earnings Code. Earnings codes must be 2 characters in size and are only required for the first field in each row.  The third character in the export code is the Ceridian Rate code (usually R). The codes you enter will be saved for future use.

Finally you must specify your Ceridian company number, again to be provided by your Ceridian representative.  This field should be three-characters and entered in the box in the lower left-hand side of the export screen.

Export path is "c:\temp\" and does not include a file name.  Typically this would be the directory in which your CERIDIAN software resides. Make sure that the path you specify is a legal DOS path such as: C:\CERIDIAN\.   The program provides the file name of HED.DAT.

**Notes and Limitations:**
The Ceridian interface does not allow multiple departments per employee, with different pay rates for each department. Consult your Ceridian representative you may be able to enter one of the other export codes into your REG, OT1, and OT2 columns and then export using wages.  This will avoid a conflict from departments using different pay rates.  Days worked are not exported.


**Ceridian Source 500**
**Employee Data:**
Provide each employee with a valid Ceridian Employee number in the Payroll ID field of the Employee Screen.  Payroll ID's may be up to 10 characters in length.

**Export Options:**
You must check with your SOURCE 500 representative to find your company's Earnings Codes.   Earning codes have a maximum length of 2 characters.  The first character is a ONE-character CytPayType code.  The second character is the CytRateModifier.  Hours are exported for each employee, for each department that employee works.   The first six characters of the TimeSource Complete 10-character Department Name is export as CytDistrib.

Export path is "c:\temp\src500.dat" and includes the file name "src500.dat". Typically this would be the directory in which your SOURCE 500 software resides. Make sure that the path and filename you specify is valid, such as: C:\SRC500\EXPORT.DAT.

**Notes and Limitations:**
This export does not output Datafld or Days Worked information, task or job data

## CheckMark Payroll for Windows
**Employee Data:**
Provide each employee with a valid payroll NAME. This is input into the "FULL NAME" field in the employee edits screen. The format must be Last Name, First Name. As an example Jennie Flanary would be "Flanary, Jennie". This is then used as the key to export into Check Mark. As such, the name you have in Check Mark must be identical.

**Export Options:**
The export path is "c:\temp\export.dat" and includes the file name "export.dat". Typically this would be the directory in which your CHECK MARK software resides. Make sure that the path and filename you specify is valid, such as: C:\checkmark \Export.dat.

**Notes and Limitations:**
This interface only exports Regular Hours, OT Hours, Regular Sick, and Regular Vacation.

The export codes on the right hand side of the export screen are not used for this export and should be left blank.

The Check Mark export does not export pay rate or department information

## Compupay Payroll Services
**Employee Data:**
Consult with your Compupay representative to determine your employee export codes

**Export Options:**
The export path is "c:\temp\compupay.dat" and includes the file name "compupay.dat"

Notes and Limitations:
Nothing noted.

## CSS-Horizon Payroll Export
**Employee Data:**
Note the CSS export uses the employee's social security number entered in a 9-digit format. This DOES NOT use dashes in the Social Security field. Each social security number should be in a xxxxxxxxx format.

**Export Options:**
You must check with your CSS representative to find your company's Earnings Codes. Should you require different earnings codes simply type the new codes (provided by CSS) into the proper window in the export codes box.

The export path is "c:\temp\export.dat" and includes the file name "export.dat". Typically this would be the directory in which your CSS software resides. Make sure that the path you specify is such as: C:\ CSS \EXPORT.DAT.

**Notes and Limitations:**
CSS does not export wages so you must use the hours export. Datafld values and Days worked are not exported. Department names exported are ONLY accurate if an employee works under just one department. There is no provision for exporting Bonus hours
If you use double time you must use this as OT2, or as a differential set at 200% of standard wage. Overtime is not allowed in the three Holiday, Vacation, and Sick accrual fields.

**McCormick MAS90 Intermediate**

**Employee Data:**
Provide each employee with a valid MAS90 Employee number in the Payroll ID field of the Employee Screen.

**Export Options:**
This is an intermediate interface that requires an additional 3rd party software to export into MAS90. You must check with your MAS90 software provider to confirm that these codes correspond to your company's Pay Codes

Hours are exported for each employee, for each department that employee works. Only the first 2 characters of the TimeSource Complete 10-character Department Name is exported for the department name.

The export path is "c:\temp\MAS90.dat" and includes the file name "MAS90.dat". Typically this would be the directory in which your MAS90 INTERMEDIATE software resides. Make sure that the path and filename you specify is valid, such as: C:\MAS90\EXPORT.DAT.

**Notes and Limitations:**
This export must be run with the "Export by" radio button in the MAS90 Intermediate software screen, within TimeSource Complete set to "Hours".

This export does not output Datafld information or export job, task or wage data.


**Millennium Payroll**

**Employee Data:**
Provide each employee with a valid payroll ID number under the Employee Edit Screen.

**Export Options:**
You must check with your MILLENNIUM representative to find your company's Earnings Codes.

The export path is "c:\temp\export.dat" and includes the file name "export.dat". Typically this would be the directory in which your MILLENNIUM software resides. Make sure that the path and filename you specify is valid, such as: C:\Mill \Export.dat.

**Notes and Limitations:**
If you are running multiple departments per employee, with different pay rates for each department you must use export by wage. This export does not export pay rate or department information


**PAYCHEX Payroll Services**

**Employee Data:**
Provide each employee with a valid PAYCHEX employee number. This should be added under the employee screen in the field titled PAYROLL ID. Note each PAYCHEX employee number (provided by PAYCHEX) should be four-digits, with leading 0's such as: 0001

**Export Options:**
Icon provides standard codes for export to PAYCHEX. These codes can be found in the gray box on the right hand of the screen. You should consult with your PAYCHEX representative to confirm that these export codes R1, R2 and so on, are appropriate for your account.

You must enter your PAYCHEX office number, client number, and site number. Your PAYCHEX representative provides this information.

The export path is "c:\temp\" and does not include a file name.

**Notes and Limitations:**

If you are running multiple departments per employee, with different pay rates for each department you must use export by wage. Paychex does not receive OT2 hours in their interface.  If you use OT2 in TimeSource Complete, you should export by wages. Days Worked export is not provided with this interface

**PayMaster Payroll Services**
**Employee Data:**
Provide each employee with a valid PAYMASTER Employee ID.  Each PAYMASTER file number (provided by PAYMASTER) should be six-digits, with leading 0's such as 000001.

**Export Options:**
Earnings codes are used if you are exporting using Wages.  If you are exporting hours you are not required to input earnings codes.  You must check with your PayMaster representative to find your company's Earnings Code.  Earnings codes must be 2 characters in size and are only required for the first field in each row.  They will be saved for future use.

Export path is "c:\temp\export.dat" and includes the file name "export.dat".  Typically this would be the directory in which your PAYMASTER software resides. Make sure that the path you specify is such as: C:\PAYMASTER\TCccccTB.DAT.

**Notes and Limitations:**
If you are running multiple departments per employee, with different pay rates for each department you must use export by wage.  Days worked are not exported.

**Payroll Associates PCPAY**
Employee Data:
PCPAY allows 8 character Payroll ID numbers so you must be prepared to use 8 characters or less in your TimeSource Complete software.

**Export Options:**
You must check with your PCPAY software provider to confirm that these codes correspond to your company's Pay Codes.  Should you require different pay codes simply type the new codes into the proper window in the export codes box.  Earning codes have a maximum length of 2 characters.  Hours are exported for each employee, for each department that employee works.   All 10 characters of the TimeSource Complete 10-character Department Name is exported for the department name. PCPAY allows 12 character department names so you must be prepared to use 10 characters or less in your PCPAY software.

The export path is "c:\temp\pcpay.dat" and includes the file name "pcpay.dat".

Enter a valid company number under the COMPANY NUMBER field.  This should be 4-characters or less.

**Notes and Limitations:**
This export does not output Datafld, Days Worked, job data or task data.

**Payroll Companion**
**Employee Data:**
Enter in The Payroll Companion Payroll ID for each employee

**Export Options:**
The export path is "c:\temp\paycom.dat" and includes the file name "paycom.dat".

**Notes and Limitations:**
Nothing noted.

**Pensoft II PC Payroll**

This interface is an older interface and has been replaced by Pensoft  for PC Payroll

**Pensoft PC Payroll**
**Employee Data:**
Provide each employee with a valid social security number in the SSN field of the Employee Screen.  Each SSN should be 11 characters in length, 9-digits with dashes, such as 999-99-9999.

**Export Options:**
You must check with your PENSOFT representative to find your company's Earnings Codes.  Earning codes have a maximum length of 8 characters.

The export path is "c:\temp\export.dat" and includes the file name "export.dat".

**Notes and Limitations:**
This interface uses the SSN field from the employee edit screen.  Every employee who is to be exported must have a valid social security number.

If you are running multiple departments per employee, with different pay rates for each department you must use export by wage. This interface does not export department or job data.

To use pay rates from within the PENSOFT database you must have pay rates set to 0.00 within the TimeSource Complete Software.


**PrimePay Payroll Service**
**Employee Data:**
Enter in each employee's Payroll ID the appropriate PrimePay export number

**Export Options:**
The export path is "c:\temp\export.dat" and includes the file name "export.dat".

Notes and Limitations:
Nothing noted.

**QuickBooks Pro**
**Setting Up your QuickBooks Pro Payroll Interface**
Set the Export Path to the QuickBooks Pro Payroll Directory and the Export Filename you wish to use.  By default this is C:\qbtimer\tsource.iif.  Set your Company Create Time Code to the code that QuickBooks has assigned your company. This must be found through the following procedure:

**Start up QuickBooks Pro**
From the QuickBooks Navigator, click on the Timer Import/Export icon from the Payroll and Time tab. Select Export Timer Lists, then click OK.

Name the file QBP. Please note where you are saving the file in case you are not saving this to the default directory c:\qbtimer\. QuickBooks will save your file as QBP.iif. Click OK.  When the export is complete Click OK once again.

Go to the Windows Start Menu and choose Find.  Then "Files and Folders".  Under the "Named" field type QPB.iif, make sure that the "Look In" file is set to "C:" which should be the default drive.  Click Find Now.

Once the QBP.IIF file has been located by the Find routine double click on its filed name under the file window.  You may need to associate this file name with a program.  Scroll through your choices until you find the Windows Notepad.  Click on this line to open QBP.IIF in Windows Notepad.

The first few lines of notepad will look like the text below.  You must find the field corresponding to COMPANYCREATETIME. Note the field labeled "Your Company Name" (in our case it would say Icon Time Systems"  Skip over the two fields that read "N".  The next field should be a long string of numbers.  In this example it is 801220105.

Write this number down, this is your CompanyCreateTime Code that gets entered in your TimeSource Complete Export Screen.

```
!TIMERHDR VER REL COMPANYNAME IMPORTEDBEFORE FROMTIMER COMPANYCREATETIME
TIMERHDR        1       1       Your Company Name N       N 801220105
```

After noting this number you may close Notepad and return to TimeSource Complete.  In case you are prompted you will not need to save this notepad file. After entering CreateCompanyCreateTime code you must setup up your export codes. These correspond to your QuickBooks Pro "Payroll Item" names.  The QuickBooks Pro interface is provided with default payroll Items for most systems, however you must check carefully that these match your system.  Each one of these export codes are optional, so you may leave any field blank that you do not wish to export

To setup or check your Payroll Items from within Quick Books.

Payroll Items can be added while in the EasyStep Interview or later by clicking the Payroll Items icon in the QuickBooks Navigator. To add a Payroll Item in QuickBooks Pro"

If you are not running the EasyStep Interview in Quick Books you will need to click on the QuickBooks Navigator, then the Payroll Items icon under the Payroll and Time tab. The Payroll Item List window appears. Click the Payroll Item button then click **New**.

Click the down arrow at Type and choose Hourly Wage. QuickBooks will display a window entitled New Hourly Payroll Item.

Days Worked, tips, and other TimeSource Complete data field information must be entered manually into QuickBooks and cannot be exported from TimeSource Complete.

Type your new payroll item name in the box labeled Item Name.

Choose whether this item is calculated as Regular pay, Sick Pay or Vacation Pay. Click OK. To close the Payroll Item List, click the X in the upper right corner of the window.

Payroll Item names in QuickBooks must match the payroll item names specified in the TimeSource Complete Export Screen under the Export Codes.  If these names do not match exactly, payroll data imports will not work properly, which may include creating duplicate item names in QuickBooks.

**To Ensure Payroll Item Names Match**
Print your Payroll Items from within QuickBooks by using REPORTS – LIST REPORTS menu and select PAYROLL ITEMS to get a master list of payroll Items. After setting up your Payroll Export Screen you must assign each Employee's Full Name field (under Edit Employees) to match the "employee name" assigned to them in QuickBooks pro. The import will not work properly if these names do not match exactly.

**To Ensure Employee Names Match**
Print your Payroll Items from within QuickBooks by using REPORTS | LIST REPORTS menu and select EMPLOYEE | Contact to get a master list of payroll Items. OR If you have already defined you employees in TimeSource Complete and are setting up Quick Books you may click the Employee Roster button in the upper right corner of the TimeSource Complete | Edit | Employee Screen.  This will give you a roster of all of the employees you have configured in TimeSource Complete.

**How to Import Payroll Data into QuickBooks from Your Time and Attendance Software**
Export your data from TimeSource Complete by going to the File | Export Payroll | QuickBooks Pro screen.  After setting your date range and selection parameters click the Run Button to create your export file. Note the export path and file name you have chosen so that you may easily locate the file once you have started QuickBooks.  The default export path is C:\qbtimer\tsource.iif.

Start QuickBooks Pro. If your company is not open, click File | Open Company, then highlight your company file name, then click OK.

In the QuickBooks Navigator, choose the Payroll and Time tab, then click the Timer Import/Export icon.

Make sure Import Timer Data is chosen, click OK. Find the tsource.iif export file, highlight it, and then click OK.

QuickBooks notifies you that the data has been imported and gives you the option to view a report of the newly imported data. Click Close.

**Accessing Payroll Data in QuickBooks Pro**

From the QuickBooks Navigator, click the Create Paychecks icon under the Payroll and Time tab. You may ignore (click OK) if you are given a message about YTD adjustments

Under the "Select Employees to Pay window" type in the Pay Period Ending Date, then press Tab.

Using the list of employees, click in the column beside each employee you want to pay. Click Create.

QuickBooks will show a window entitled Preview Paycheck for each employee. Here you can verify the total hours worked for each employee. If hours need to be edited, it may be done here in QuickBooks. However, it is recommended that you edit the data in TimeSource Complete, then re-export the data into QuickBooks. Using this method your TimeSource Complete reports will always match your QuickBooks software.

Click Create to create the paycheck. After you have reviewed all the employee paychecks, QuickBooks will return to the window entitled Select Employees to Pay. You may then click Done

Some Notes on your Data Imported from TimeSource Complete

You may also access and edit payroll data by using the timesheets; however, this method is not recommended when editing. When using the timesheets to view imported data, all hourly data is entered into one day – the last day of the pay period.

**Some Notes for Adding Employees in QuickBooks**

The First Name, Middle Initial and Last Name must exactly match the employee "Full Name" name setup on the Edit Employee screen in TimeSource Complete.

The QuickBooks interface does not import pay rates or department information from your TimeSource Complete software. You must enter all applicable payroll Items under the Earnings name box, listing each pay rate for each payroll item. For example, enter pay rates for Regular, Overtime, Vacation, Holidays, etc.

It is necessary to check the "Use time data to create paychecks" box in order to import payroll data into QuickBooks Pro. Check this box.

**RapidPay Export (Time0002)**
**Employee Data:**
Each payroll ID should be six-characters in length.

**Export Options:**
You must check with your RAPIDPAY representative to find your company's Earnings Codes. Earning codes must be two characters.

The export path is "c:\temp\Co##_TA.TXT" and includes the file name "Co##_TA.TXT" where ## is your company code. Typically this would be the directory in which your RAPIDPAY software resides. Make sure that the path and filename you specify is valid, such as: C:\RAPIDPC \Co##_TA.TXT.

**Notes and Limitations:**
If you are running multiple departments per employee, with different pay rates for each department you must use export by wage.

# Appendix

## Connecting Your Automated Time Clock with Ethernet

PROX**e** and PIN with Ethernet

**NOTE:** Before moving forward you must disable the Windows Firewall. If your firewall is not disabled you may not see your clock in the list as shown in Step 1 below. You can re-enable your Windows Firewall after time clock communication has been established.

Refer to <u>Ethernet Time Clock – Remote Location</u> Installation on page 63 of this manual if you will be moving the clock to another location (remote from your TimeSource Complete installation).

### Installing Tibbo Ethernet Communication Software
**NOTE:** If your computer is running Windows Vista Operating System you must install the Tibbo 5.0 software located on our website at:
>   http://www.icontime.com/support/download_view.asp?ID=32

1.   Go to your Windows **Start** menu.
>       Under **Programs** > **Icon Time Systems** > **Ethernet Clock Setup**
>       Open the **Install Tibbo Software.**
2.   Follow the on-screen instructions to set up the **Tibbo Ethernet Communication Software Suite**.

### DS Manager – The DS Manager software is used to manage your Ethernet Time Clocks.
1.   To open the **DS Manager** software go to your Windows **Start** menu. Under **Programs** > **Tibbo** open the **DS Manager** software.

The DS Manager discovers the Ethernet time clocks by broadcast and lists them as shown. The default IP Address is set to 1.0.0.1.

If there are no time clocks are listed click the **Refresh** button.

**Troubleshooting:** If the time clock does not appear after refreshing then your firewall may be enabled.

### Setting the Clocks IP Address
1.   Select the time clocks IP Address from the list and then click the **Change IP** button to establish a unique IP Address for the unit.
>     **NOTE:** Speak with your network administrator to determine an available IP Address to assign to your time clock.
2.   Enter the IP Address in the space provided and clock **OK**.
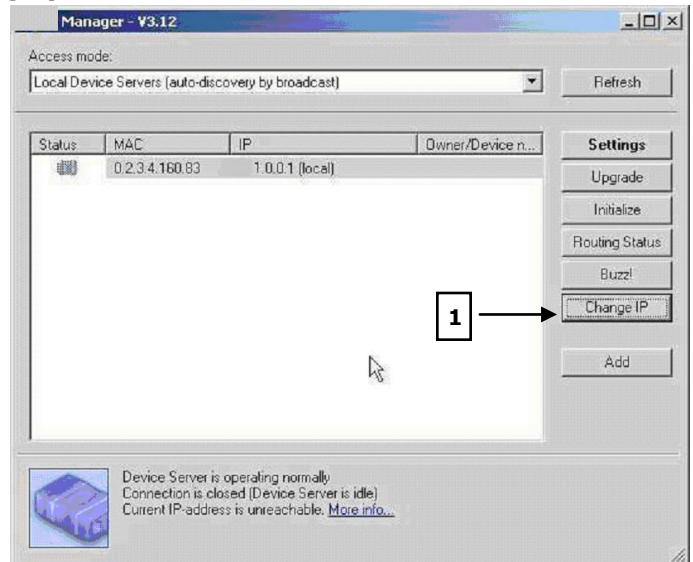
**Verifying Correct Configuration**
1. Back at the DS Manager screen, click on the **Setting** button to go to the Property Settings screen.
2. Use picture below to verify that your time clock is set to the correct default configurations.

Your IP Address will appear at the top of this screen.

The correct settings are:
- **IP-address:** The IP address set on step 2 above.
- **Port:** 1001
- **Transport Protocol:** 1-TCP
- **Serial Interface:** 2-Automatic
- **RTS/CTS flow control:** 0-Disabled or remote
- **DTR mode:** 0-Idle or remote
- **Baud rate:** 3-9600 bps
- **Parity:** 0-None
- **Data bits:** 1-8 bits
- **Soft entry into Serial Program:** 1-Enabled (option 1)
- **On-the-Fly commands:** 1-Enabled

3. Click on **OK** to save this information into your time clock.

**NOTE:** The other tabs listed provide advanced options, not required for setup.
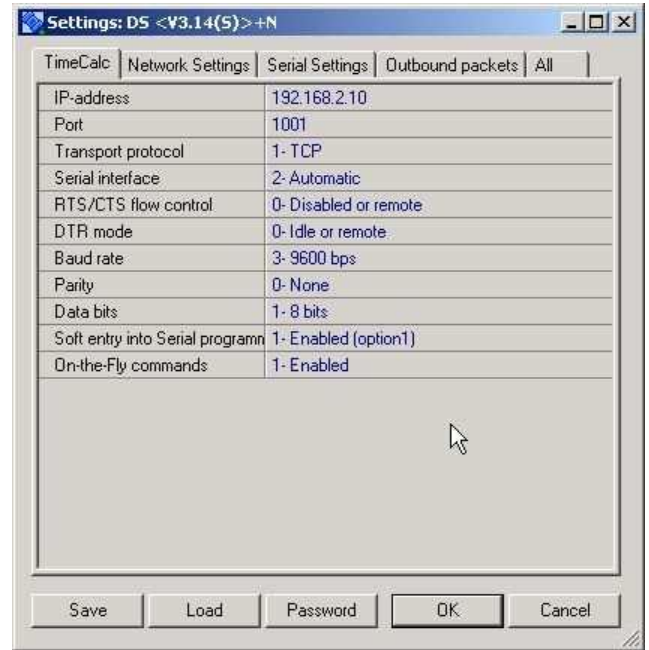
**Creating a Virtual Serial Port Using VSP Manager**
Before setup is complete you must create a Virtual Serial Port. This port is used in TimeSource Complete to connect to the time clock.
Here's how:
1. Go to your Windows **Start** menu
2. Under **Programs** > **Tibbo** open the **VSP Manager** software.

If you are using Windows Vista OS you will have to run the VSP Manager software as an administrator.
Run VSP Manager as an administrator by following these instructions:
- A. Find the **VSP Manager** software as described above.
- B. Right click on the **VSP Manager** software icon.
- C. Select the **Run as Administrator** option.
- D. A warning may pop up notifying you that "An unidentified program wants to access your computer." If this window pops up select **Allow**.

3. The window to the right will appear. Click **Add** in order to add a new Virtual Port, or **Edit** to view or change an existing port (shown above)
**NOTE**: If you receive a Windows Security or logo testing warning, select the option to **Continue.**
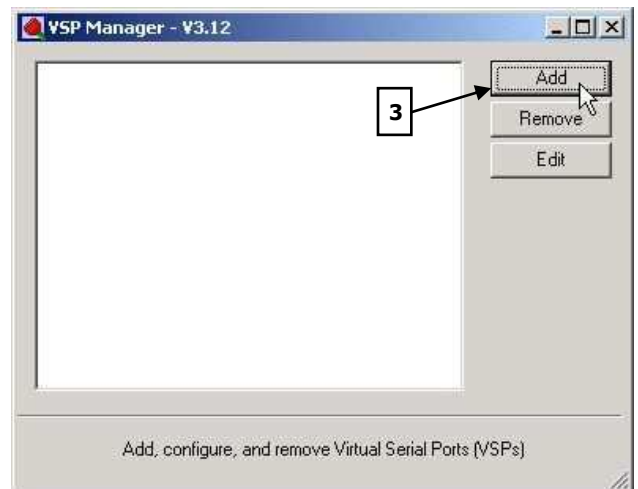
4. The VSP name is the COM port that you are creating. For best compatibility, choose anything from COM5 – COM16.
5. Under the Networking Settings change the options listed to the following:
   - **Transport Protocol:** TCP
   - **On-the-fly commands:** Out of Band
   - **Routing model:** Client
   - **Connection Mode:** On Data
   - **Destination Mode:** Single Destination.
   - **IP-address:**
     - Click on the **Select Device Server from the list** button
     - The DS Manager window will appear. Double click on the IP Address of the time clock you wish to set up.
   - **Port:** 1001
6. Click **OK** when done.
7. From TimeSource Complete Time Clocks window click the **Test** button to verify that your computer can communicate with the time clock.
8. You can now jump to <span>Chapter 4 - Edit Departments</span> on page 15 to complete company set up.

## Ethernet Time Clock - Remote Location Installation

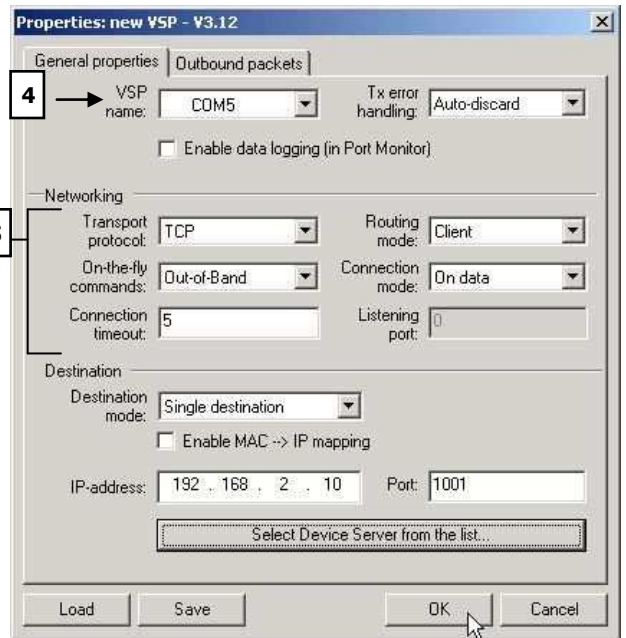Before moving the time clock to a remote location, connect the clock to your local area network. Follow the steps in Connecting your Automated Time Clock using Ethernet in this manual on page 61.

After configuring the time clock you will then need to change the IP Address of the time clock to the IP Address assigned in the remote location, as shown in the instructions below:

1. Verify the clock is discovered by broadcast in the DS Manager.
2. Click on the device IP Address in the status window of the DS Manager and select the **Change IP** button to assign a unique IP Address to the clock. *Assign the IP Address that will be used at the remote location.* The clock's IP Address may no longer appear on the DS Manager after changing the IP Address.
3. Under Access Mode, select the **Device Servers** from the Address Book entry window.
4. Click the **Add** button on the right to bring up the Address Book entry window.
5. Enter the IP Address of the time clock, use the IP Address that will be used in the remote location.
6. Select **TCP** as the access method.
7. Click OK to save your changes. Your remote clock will now appear in the Address Book.
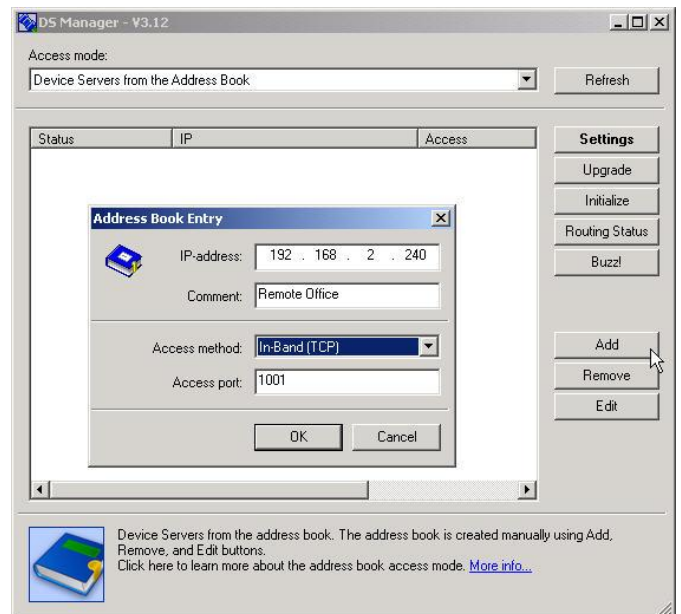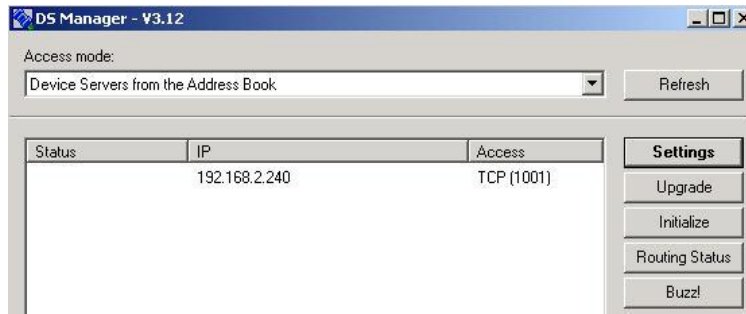
8. Follow the instructions in the Creating the Virtual Serial Port on page 62. You should not need to create a new port simply update the report settings with the new IP Address of the remote location.

**Setting Up Your Time Clock in TimeSource Complete – Remote Locations**
1. Back at the TimeSource Complete Switchboard, click on the **Time Clocks** icon.
2. Click the **Add a New Clock** button to insert a new time clock to the list.
3. The clock number is automatically entered for you.
4. Enter a name for your clock in the Time Clock Name field.
5. Use the drop down arrow to select **RS232** as the clock type.
6. Select the port numbers assigned on page 62, step 2 under Creating the Virtual Serial Port for that particular time clock.
7. If necessary, change the clock ID number on the clock so that it matches the number of the clock in the Time Source Complete Time Clock screen; refer to the Changing the Time Clock ID Number article below.
8. Take the clock to the remote location and plug it into a network port on the router.

**NOTE:** Your remote router mist forward port 1001; the port used by the time clock. Remote Access and firewall issues over a wide area network (WAN) will have to be resolved by your network administrator.

Additional information can be found on the Tibbo support website www.tibbo.com/support.php

9. Verify that you can ping the clock from the computer that is running TimeSource Complete. If you cannot ping the time clock there may be a router, firewall, or port forwarding issue blocking the signal from the time clock. You will need to have this resolved by your network administrator.
10. After getting a successful ping form the time clock, go to the TimeSource Complete Time Clocks screen and select the **Test** button to verify that your computer can communicate with the clock.

**Changing the Time Clock ID Number**

When using multiple time clocks the Clock ID number, assigned at the clock, must match the number of the clock assigned in the TimeSource Complete Time Clock list.

Here's how to set the clock ID number:
1. Go to the employee time clock.
2. Press the key that looks like a padlock to enter into **Supervisor Mode**.
3. Enter your security code, the default is '00 00 00'
4. Press the **Down** arrow key 4 times until the clock ID # appears.
5. Press the **Enter** key so that the ID number blinks.
6. Press the **Up** arrow to select the appropriate clock ID number.
7. Press the **Enter** key to save the changes.
8. Press the **Clear** key twice to enter out of Supervisor Mode.
9. Back at the TimeSource Complete Time Clocks screen, click the **Test** button for each clock to verify that the computer can communicate with the time clocks.

## HELP!

TimeSource Complete has a wide variety of help functions available for you.  They all can be found under the Help option of the main TimeSource Complete menu.

### Compact and Repair

TimeSource Complete includes a very efficient Repair utility as part of its housekeeping system.  This utility performs two important functions for you:

**Repairs:** In the event damage or corruption happens to your database files, you can run this utility outside of TimeSource Complete.  It will look for and repair; within it's limits, file damage due to such common causes as electrical disturbances, operator mishaps, and computer hardware failure.  Please keep in mind that the Repair utility is no substitute for a well-managed and up to date Archive program.

**Compacts:**  As part of it's routine the Repair utility re-compacts your database files, thereby freeing up memory for data storage. This in turn will allow your system to run more efficiently.

It is recommended that you run Compact and Repair on a monthly basis. If the routine seems to take a very long time you should check the date range of your current database, and consider Archiving older records. A smaller active database is easier to manage and requires less disk space.

### View Support Log

To aid with rapid troubleshooting, TimeSource Complete provides a support log function that records all warning windows and polling procedures.  This allows us or you (you can look at it any time), to identify problems with the system.

### Update TimeSource Complete

This menu option will take you directly to our web page for updating this version of TimeSource Complete.  Once you arrive at the web page you will be given instructions for upgrading your software.  In case you wish to go to this site manually the address is **http://www.icontime.com/support/downloads.asp** .  Look for the TimeSource Update link.

### Email Tech Support

TimeSource Complete has the ability to email the support log and your comments directly to Icon's Technical Support department.  Your request will be researched and passed on to your dealer so that they may assist you in rapidly correcting your problem.  You many manually email us at support@icontime.com

### Visit Us on the Web

This menu item will launch your browser and take you directly to our web site at www.icontime.com.  Please come visit us any time, we work hard to keep our site full of information about this product and our company.

### Additional Products

This section provides a quick tour of additional modules available for TimeSource Complete. To get the latest breaking news always go visit our web site at www.icontime.com
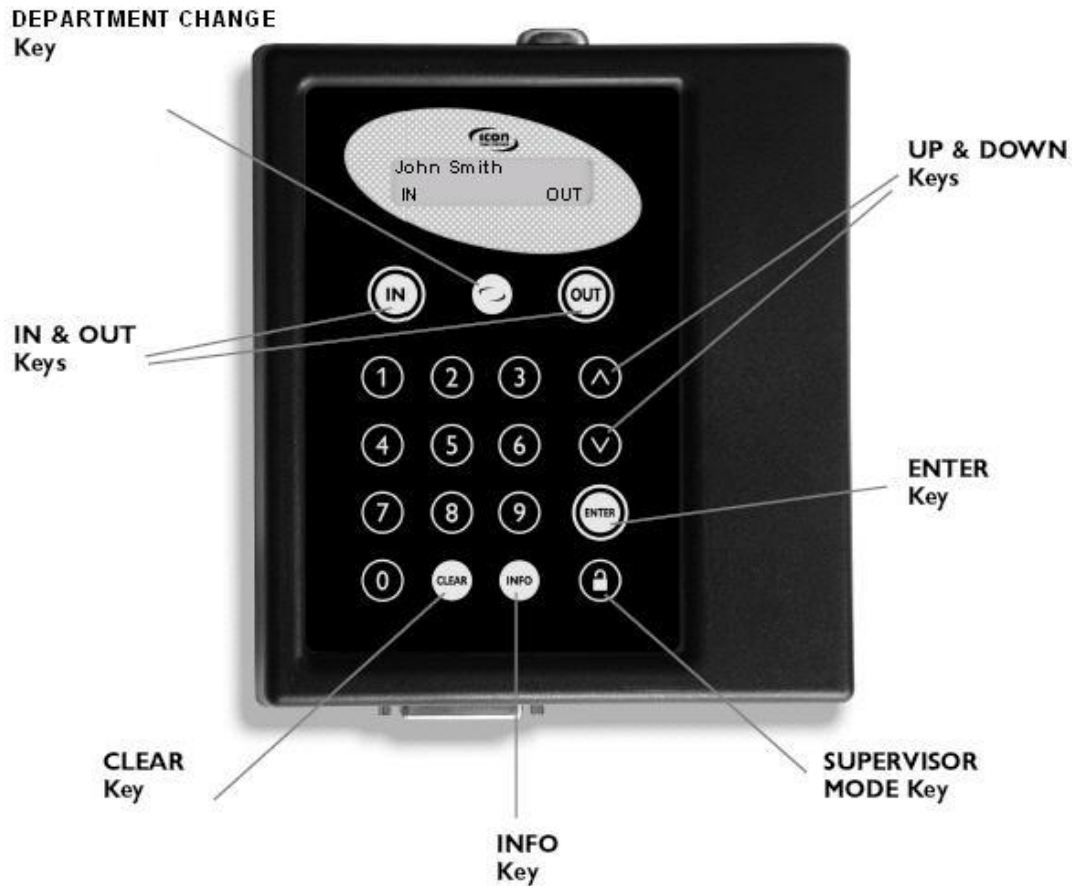
**Employee Time Clock Hardware Specifications**

| | |
|---|---|
| **Maximum Employees per Terminal** | 200 |
| **Maximum Departments per Terminal** | 99 |
| **Standard Punch Capacity per Terminal** | 3120 |
| **Case** | High strength ABS plastic |
| **Display** | 2 Line / 16 Character backlit LCD |
| **Battery Power Reserve** | 5-year lithium |
| **Power Requirements** | 120V 60hz |
| **Dimensions** | 8.3"H x 7.4"W x 2.0"D |
| **Shipping Weight** | 4lbs |

**Optional Employee Time Clock Features**
- **Badge Entry** - Proximity, Magnetic, and Barcode Badge options are available for your time clock, contact your reseller for information.
- **Operational Battery** - Internal backup power supply. Provides 2+ hours of power for punching during outages
- **Ethernet Communication** – Connect your time clock to the network by adding Ethernet communication module. Ideal for time clocks that are greater than 100 feet from the PC, multiple clock configurations, multiple manager access or remote installations.
- **Modem Communication** – Add a modem module to the time clock to poll data through your phone line: PC must also have a modem module installed for this option to work.

**Function Keys:**
- The following is a summary of the employee time clock function keys.
- Clear - Returns user to the previous menu option.
- Up\Down - Used to scroll through menu options.
- Enter - Selects and saves menu options.
- Supervisor Mode - Allows supervisor to access employee time clock options. Info - Displays daily and weekly hourly totals for the employee.
- Department Change - Used to select departments if the employee is assigned to multiple departments.
- IN\OUT - Used by employees to punch IN or OUT for their work shift.

- Management Functions:
- There are certain options that can be set at the employee time clock by a supervisor.
- To go into Supervisor Mode, press the Supervisor Mode(lock) key on the keypad and enter your six-digit security code. The default is "00 00 00".
- A custom security code can be created in the program.
- Use the Up\Down keys to scroll through the options. The options are described on the next page.
- Press the Down key to view and set the following options.

**Setting the Date and Time**
- Press **Enter** at this menu option to change or set the date and time on the employee time clock.
- Use the **Up\Down** keys to select the current month and then press **Enter**.
- Follow the same procedure to set the day and year.
- If a mistake is made, press the **Clear** key to go back a step.
- Follow the same procedure to set the correct day of the week and time on the clock.
- When you are done, the employee time clock will display **"Set Date & Time"** again.
- Press the **Clear** key twice to exit out of Supervisor Mode.

**Show Options** Press the **Enter** key to view the clock version and communication type.
- **Single Line 232** – Indicates you have a RS232 Serial clock. The clock should be connected directly to your computer.
- **Modem Plus** – Indicates you have a modem clock. The clock should be connected to a dedicated analog telephone line.
- **TCP Network** – Indicates you have an Ethernet clock. The clock should be connected to your network hub, switch, or network wall jack.
- **TimeCalc Version** – for newer clocks, v8.2.0 indicates you have a proximity badge reader installed. Version v8.2.2 indicates you have a keypad entry only clock.

**Daylite Save**
- Press the Enter key and use the Up arrow to deactivate or activate the automatic change of time for daylight savings.
- Press the **Enter** key again to save your changes

**Clock ID# -** All clocks shipped default to ID# 1. The ID# of the clock must match the clock number listed in the Time Clock or Clock screen in TimeVue or TimeSource Complete respectively.
- Press the **Enter** key and use the **Up** key to change the Clock ID number.
- Press the **Enter** key again to save your changes.

**Code#**
- Press the **Enter** key to change the security code required to enter Supervisor Mode.
- When the first digit blinks, press the desired number on the keypad on the clock.
- The next digit will then blink. Follow the same procedure until all digits have been updated. When finished, press the **Clear** key to exit out of this function.

**Lock Out** – This option is activated with the TimeSource Complete Scheduling Module.
- If you have created a Lock Out period in the scheduling module, press the **Enter** key and use the **Up** key to enable or disable this option.
- Press **Enter** again to save your changes. If Lock Out is set to YES, employees will not be able to punch IN or OUT on the employee time clock during the Lock Out period.

**Keypad Entry** – If you have a proximity badge clock, you can disable keypad entry so that only badges can be used to clock IN or OUT.
- Press the **Enter** key and use the **Up** arrow to enable or disable this function.
- Press **Enter** again to save your changes.

**Test Scan** – This option is used for testing a proximity badge performance with a PROX or PROXe Employee Time Clock.
- If you have a proximity badge reader, press the **Enter** key. The display will read "Test Scan……. ".
- Place a badge near the keypad. The number of the badge will appear on the display. This can be used to identify badges and test to make sure they can be detected.
- Press the **Clear** key to exit out of this mode.

**Print Memo Buffr** – This is a legacy function and is no longer used. **Test Relay Ports** – This option is activated with the TimeSource Complete Signal Control Module.
- Press the **Enter** key. The display will read "Press # to test".
- Press the number on the keypad that corresponds to the port (jumper location) on the Signal Control module. This will activate the switch to provide power to your signal device.
- Press the **Clear** key to deactivate the signal. If the device does not respond, you may have a wiring problem.
- Press the **Clear** key again to exit out of this mode. Please refer to the Signal Control documentation for more help.

**Punch Editing**
- Press the Enter key to go into punch editing mode. The display will read "Enter ID Number".
- Enter the desired employee ID number on the keypad. The employee's most recent punch will appear on the display.
- Press the **Down** key to view any previous punches for this employee.
- Press the **Enter** key again to edit the hour of the punch.
- Use the **Up** or **Down** keys to change the hour of the punch.
- Press **Enter** to save the change. Repeat this step to update the minute of the punch.
- Use the **Up** or **Down** keys to go to another punch or press **Clear** to exit out of this mode.

**Add a Punch**
- Press the **Enter** key. The first employee will display.
- Use the **Up** or **Down** keys to select the desired employee.
- Press the **Enter** key and you will have the option to enter a punch for the employee. If required, select the correct department using the **Up** or **Down** keys and press **Enter.**
- Press the **Clear** key to exit this mode.

**Employee Functions:**
The procedure used by the employee to punch IN and OUT at the employee time clock may vary slightly depending on the entry method selected for the employee in the **Employee** screen of the software. Review the **Employee** section of the user guide for more information..

**Validated Punch**
If the employee's entry method is set to **Validated**, the employee will walk up to the employee time clock and enter their employee ID number. The employee's "display name" will appear on the first line of the employee time clock display.
- The words IN and OUT will display on the second line of the display. One of these selections will be flashing. The employee must press the corresponding key on the employee time clock for the entry to be accepted.

- Activation of Validated Punches can be set two different ways depending on the software that you are using.
  A. **TimeSource Complete -** Select the Valid IN/OUTS check box in the Time Clock Rules screen to activate this type of punch entry.
  B. **TimeVue** – Under the employee screen for each employee, select the Icon on the tool bar to enable "Require validation of IN\OUT sequence.." This option should be enabled for all employees by default when the software is installed.

**Non-validated**

If the employee's entry method is set to **Non-Validated**, the employee will walk up to the employee time clock and enter their employee ID number. The employee's "display name" will appear on the first line of the employee time clock display.

- The words IN and OUT will display on the second line of the display. The employee must press either the IN or OUT key on the keypad depending on whether they are starting or ending their shift.
- Activation of Non-validated Punches can be set two different ways depending on the software that you are using.
- A. **TimeSource Complete -** Select the Valid IN/OUTS check box in the Time Clock Rules screen to activate this type of punch entry.
- B. **TimeVue** – Under the employee screen for each employee, select the Icon on the tool bar to enable "Require validation of IN\OUT sequence.."

**NOTE:** If you have multiple employee time clocks and an employee is allowed to clock IN at one clock and OUT at another clock, the non-validated punch method must be selected.

**Swipe and Go** If the employee's entry method is set to **Swipe and Go**, the employee will walk up to the employee time clock and enter their employee ID number. The clock will simply display their ID number and **"Entry Recorded"**.

The employee will not be allowed to make any other selections at the employee time clock. This provides a simple and quick method for punching IN and OUT at the employee time clock. The employee time clock will record every punch as an IN punch. Every other punch will be calculated as an IN punch by the software and on your reports.

 Activation of Swipe and Go Punches can be set two different ways depending on the software that you are using.
- A. **TimeSource Complete -** Swipe and Go checkbox in the employee screen to activate this punch method
- B. **TimeVue** – on the Enable/Disable Swipe and Go Icon in the Employee Details section of the Employee screen. Clicking on the Icon will toggle this setting. Swipe and Go should default to disabled for all employees when the software is first installed.

**Using Proximity Badges** - If you have purchased proximity badges and assigned them to employees, the employee simply waves the badge within an inch of the keypad. The same entry methods described above apply with badges.

**Info Key** - If the employee's entry method is set to **Validated or Non-Validated**, the **Info** key on the keypad can be used to view the time of the last punch.

- Enter the employee ID number or wave the badge.
- When the employee's name appears on the display of the clock, press the **Info** key. The date and time of the last punch will display.
- Press **Clear** key to multiple times exit out of this mode.

**Changing Departments** - Employees must be assigned to more than one department before they will be prompted to select a department.

**Multiple Department Assignments** –
- The employee will enter their ID number at the clock.
- After pressing the **IN** key, the employee will be prompted to "goto department".
- Use the **Up\Down** keys to choose the desired department.
- Press the **Enter** key to punch IN at that department.

**Department Change Key** - This is a quick method to change departments.

- If an employee needs to punch OUT of one department and IN to another department, simply enter the employee ID number or wave a badge.
- Press the Department Change key.
- The employee will be prompted to choose a department. Use the **Up\Down** keys to choose the desired department.
- Press the **Enter** key to punch IN at that department. The employee will automatically be punched OUT of the previous department.

**NOTE:** Employees that are assigned the Swipe and Go entry method in the program will not be able to choose departments at the employee time clock.

### Troubleshooting

Listed here are some of the most commonly asked questions. More answers to commonly asked questions are listed on our website at [www.icontime.com/support](www.icontime.com/support).

TimeSource Complete software guarantees you *free* 30-day telephone support, from the date you register the software, to assist you with installation procedures. Assistance and support after the 30-day period is offered through annual support contracts.

If you need additional troubleshooting assistance please call our technical support hotline at **1-800-847-2232**.

## *Question* – I receive an error at the clock that states "Not a valid ID number" when an employee attempts to clock in?

*Answer* - Your time clock must first be polled before an employee will be able to successfully clock IN or OUT. The polling process sends employee ID information to the time clock. You must poll the time clock after adding or editing employee data for it to be reflected at the clock.

To poll your time clock go to the **Time Clocks** button on the TimeSource Complete Switchboard, select the **Reset Selected Clock** icon and click **OK** to mark the clock for reset. Go back to the TimeSource Complete Switchboard and click on **Poll Time Clock** and **Poll All Clocks**.

If you are using proximity badges, the employee ID number entered in the software needs to correspond with the number stamped on the badge. Use the last five digits stamped on the badge if your employee ID length is five, for example.

## *Question* – How do I set up my Proximity Badges in TimeSource?

*Answer* - The employee ID number (referenced on page 16 of this manual) entered in TimeSource Complete needs to correspond with the number stamped on the badge.
Simply enter in the last digits listed on the badge as your employee ID number.

For example: use the last five digits stamped on the badge if your employee ID length is five digits.

## *Question* – How do I set/change the time on a PIN or PROX Automated Time Clock?

*Answer* - Follow the instructions below:
1. Press the **lock** key in the lower right of the clock keypad to go into Supervisor Mode.
2. Type in the correct security code: the default code is "00 00 00".
3. Press the **down arrow** once to set the date and time.
4. Press the **Enter** key until the hour is flashing.
5. Use the **up** or **down** arrows to move the hour ahead or back one hour.
6. Press **Enter** to save the changes
7. Press the **Clear** key twice to exit out of supervisor mode.

**Question** – How do I look up the COM port used by my USB adaptor or serial cable?

**Answer** - Looking up assigned Port is simple, follow the instructions below.

1. Open up your Device Manager window
 A. If you are using **Windows XP or 2000**
  a. Connect your time clock to your computer
  b. Go to the computer's **Start** menu
  c. Click on **Settings**
  d. Go to **Control Panel**
  e. Click on the **System** icon, your System Properties window will then pop up.
  f. Click on the **Hardware** tab as shown.
  g. Click on the **Device Manager** button.

 B. If you are using **Windows Vista**
  a. Connect your time clock to your computer
  b. Go to the computer's **Start** menu
  c. Go to **Control Panel**
  d. In the Control Panel window click on the Device Manager icon.
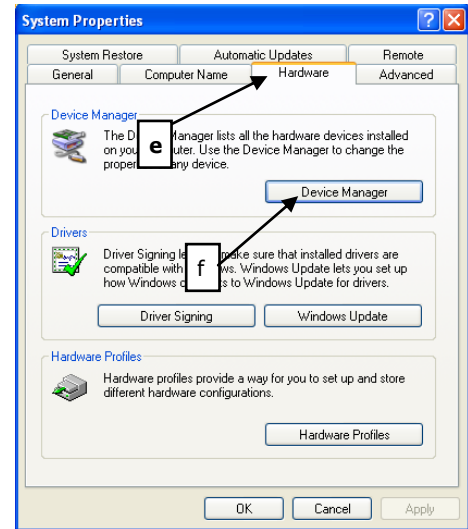
2. From the Device Manager window, click on the **Ports (COM and LPT)** icon.
 A. If you are using a UPB adaptor you can see the adaptor listed as **Prolific USB-to-Serial Comm Port (COM#)**.
 In the example to the right you can see that the assigned COM port is COM 4.

 B. If you are using a Serial cable directly connected to your computer you serial port will be labeled as **Communications Port (COM#).**
 In this example the serial port is assigned to COM1.

 **NOTE:** If you have more than one Serial port on your computer you will have to test both ports to see which one your time clock is connected to.
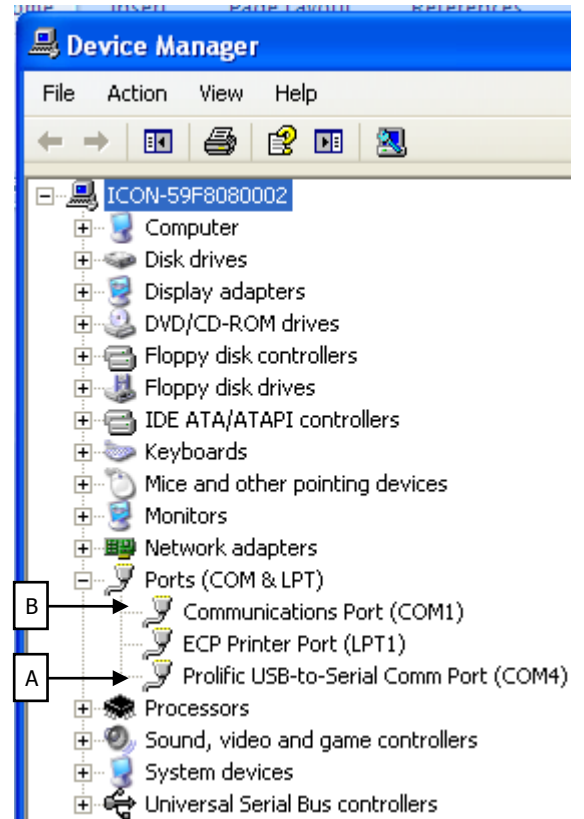
***Question*** – My reports do not include some or all of my employees' punches for the first day of the report but do show punches for the day after the ending date of the report.

> ***Answer*** - Check your **Day Start** under **Edit** - **Timeclock Rules**. Your employees may be punching in prior to the start of the new day.

***Question*** - I just added a new employee into TimeSource Complete, however, the time clock reports "Not a Valid ID" when they try to punch IN.

> ***Answer*** – Check that the employee has been assigned to at least one clock. (Look under **Edit** – **Employees** and that the clock has been successfully polled (**Poll – Get Punch Data**).

***Question*** - How do I delete an employee from a clock?

> ***Answer*** –
> 1. Go to **Edit - Employees** screen.
> 2. Select the employee you wish to delete from clock. Click [icon]. A pop up window will appear listing that employees clock assignments.
> 3. Click on the name of the clock that you wish to delete this employee from Click **OK** at the warning window if you have selected the correct clock otherwise click **CANCEL**. I
> 4. n the employee screen, on their clock assignment list you will now notice a *DEL* next to the clock you selected. Exit from this screen and go to **Poll - Get Punch Data**.
> 5. Click on **Poll All Clocks**. This is especially important if you are running multiple clocks.
> Please keep in mind that the above procedures will only delete the employee's from the clock(s) you deleted when back in the edit employee screen.

***Question*** - When running a "Who's In/Not In" report some employees are not showing up on the report at all.

> ***Answer*** - The answer to this problem resides in the **Edit -Punches** screen for those the employee(s) that is not showing up. Scan the employee's punches for a mismatched punch pair. A mismatched punch pair is one that is not correctly assigned a OUT punch, or has been paired incorrectly with an OUT punch. Edit that punch and your report should then print correctly.

> **Tip:** Mismatched punch pairs will have a Warning Flag. Click on the button with the red "W" on it to advance to the next record with a warning flag. This will rapidly locate the suspect punch if you have a lot of data for that that employee

***Question*** – I use Job Costing, which requires me to change my display resolution to 800 x 600. I have problems reading the screen at this resolution is there a way to solve this problem?

> ***Answer*** - Set your display resolution to 800 x 600 and change your display fonts to Large. This will give you the resolution needed as well provide you with readable screen text. Display font size is changed through windows and is system wide. Please see the user guide for your windows operating system for instructions on how to do this.

# Index