TimeSource ®

Lite Version

User Guide

Version 7.3E for Windows 9x / NT / ME / 2000

Published by Icon Time Systems
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Portland, Oregon
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Time Keeping Solutions for Every Business

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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.

For your convenience and future reference we recommend completing the information fields in the box below. This will act as a handy reference should you ever require service or technical support. Thank you again for choosing Icon Time Systems as your time and attendance vendor.

Andrew E. King, CEO
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Employee Count Upgrade Option Code	Job Costing Option Code
Scheduling & Lockout Option Code	AutoPoll Option Code
Multi-User Option Code	Custom Hours Option Code
Custom Rounding Option Code	Access Control Option Code
Signal Control Option Code	Hand Punch Option Code
Virtual Terminal Option Code	Payroll Export Option Code

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Chapter 1 - Getting Started

What's new in TimeSource Version 7

TimeSource Version 7 represents the pinnacle of today's programming technology. With Version 7 TimeSource has been upgraded to 32 bit processing. This change provides TimeSource with a development platform for many years to come. One of the main changes in this version is the increased use of on-line help. Our complete user manual is available to you online. Each section of the program has been reviewed to offer you very specific context sensitive help. When running TimeSource, press the F1 key to access this feature. Other new features in V7 are:

- New Support Log, Email, and Update functions have been added under the Help Menu to aid you in rapidly solving any technical questions.

- Employee clock ID can now be reassigned quickly and easily if a badge is lost (this only effects customers who are using employee badges to swipe in and out of the TimeCalculator).

- Reports that are previewed to the screen now allow you to select margins, view multiple pages, and export to Microsoft Word.

- New input features are available such as a "virtual TimeCalculator" that can run on any network PC, and biometric punching. See your dealer for more details.

- A security key system that requires you to enter in an **Option Code** the first time you run your software. The **Option Code** ensures that you are running the most recent version of the software. Using additional **Option Codes**, provided by your dealer, you can upgrade your system or add new modules and features easily.

- Access menu selections quicker with our new graphical interface.

- Support for more data terminal types, including the Icon Time data terminal, Icon Time virtual terminal, Recognition Systems Hand Punch, and soon to be added Advanced Biometrics terminal.

- Support for Ethernet connections via Icon's TCP network adapters.

- Supervisor level access and security for controlled data access in larger systems.

- Improved network support and performance.

Minimum & Optimal System Requirements

TimeSource is written in Microsoft's Access and as such has certain memory and system environmental requirements. In order to achieve satisfactory operating results please see to it that your system adheres to the following:

System Requirements
To begin with, it's very important to understand there are certain minimum system requirements in order for TimeSource to function properly. The statement "minimum system requirements" is different from practical or optimum system requirements and should be understood. Minimum system requirements are those, which allow you to operate the program albeit at it's slowest pace. Practical or optimum system requirements are those that allow the program to operate at its fastest rate, thereby ensuring the highest level of satisfaction to the operator. If you choose to install the program into a minimum system environment you should be aware that lower operating speeds would likely occur. Increasing system RAM is usually one of the best methods of increasing processing time and is inexpensive in most machines. CPU upgrades are also available but not always inexpensive.

Here are the minimum system requirements and optimum system requirements:

Base System
IBM compatible PC with Windows 9x/ME/2000/NT operating system
CD ROM Drive – 2x or greater
Available Serial Port – needed during polling of the TimeCalculator
Ability to print – local or network printer must be installed
*A Modem is required if your TimeCalculator has the Modem+ option

Resource	Minimum	Optimum
Processor Speed	Pentium 133	Pentium 500
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 TimeCalculator Data Terminal. For minimum protection Icon Time recommends the Belkin MasterCube. For optimum protection the PowerVar Model ABC065-II or higher is recommended. These surge protectors are available from your Icon Time dealer.

Installation

Recommendations Prior to Installation
Run Scandisk and Disk Defragmenter
Reboot your PC

How to Install TimeSource
On most Windows systems, the installation menu loads when you insert the TimeSource CD into your CD ROM drive. If the menu does not appear then your CD autorun feature is turned off. You may run the installation menu by using the following procedure.

1. Insert the TimeSource CD into your CD ROM drive.
2. From the Windows Start button, click Run and enter D:\Autorun\autorun.exe, where D is the drive letter of your CD.

Before installing TimeSource, review the ReadMeNnow file on the CD menu. This file contains notes, which may be important to your installation.
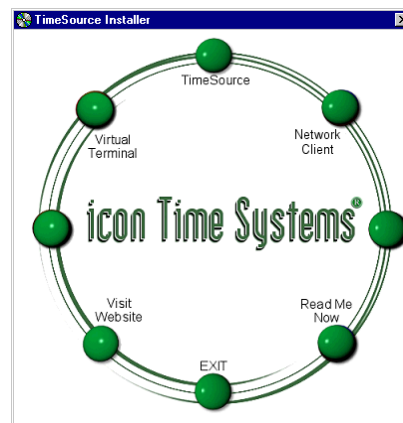
Select TimeSource from the installation menu and let the setup program guide you through the installation process. Several things may happen during the process, depending on the state of your computer.
1. The installation process may tell you that it needs to update your operating system. If this is true it means only that there are a few files that need to be updated. Let it do the work and your computer will re-boot.
2. If the installing program finds no evidence of Microsoft Access 2000 on your computer, then it will install the Access Runtime files, which are needed for TimeSource. This installation takes some time and also causes your computer to re-boot.
3. The TimeSource software itself will be installed after all the other required support files are in place.

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

The following functions are accessed using the TimeCalculator Data Terminal's **Supervisor Mode**. To enter

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 **SET DATE & 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 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

Starting TimeSource

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

Creating a shortcut to TimeSource on your desktop

Click the Start button on the taskbar.
Select Settings and then Taskbar.
Click the Start Menu Programs tab on the dialog box, and then click Advanced.
In the left hand column, expand your programs folder by clicking on the + symbol left of the folder.
Find Icontime and click on it.
In the right hand column, find TimeSource Version 7 and perform a right mouse click on it.
A drop down menu will appear. Select Create Shortcut from that menu.
You should now have a duplicate listing for TimeSource Version 7.
Drag and drop this item to your desktop.
Double click the shortcut to start TimeSource.

Running TimeSource For The First Time
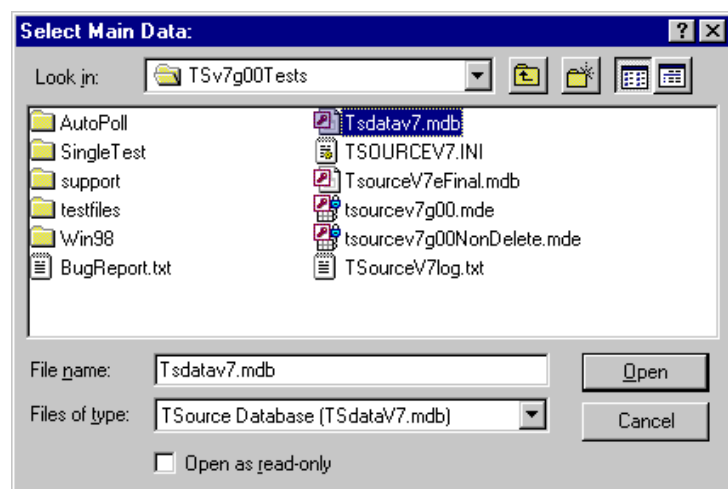
The first time you run TimeSource Version 7g.1 or above, the system will need to ask where your main database is located. Using the dialog "Select Main Data", navigate to the location of your main database file, "TsdataV7.mdb". If you are operating on a single computer, you will find that file in the Tsversion7 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.

The first time you run **TimeSource**, you will also need to enter the option code that is supplied on the outside jacket of your TimeSource CD. A typical **Option Code** might be **VEMX-IJCS-TOLU-KZKX-MNHM-ZZWR** and should be typed into the **Option Code** screen as shown below.
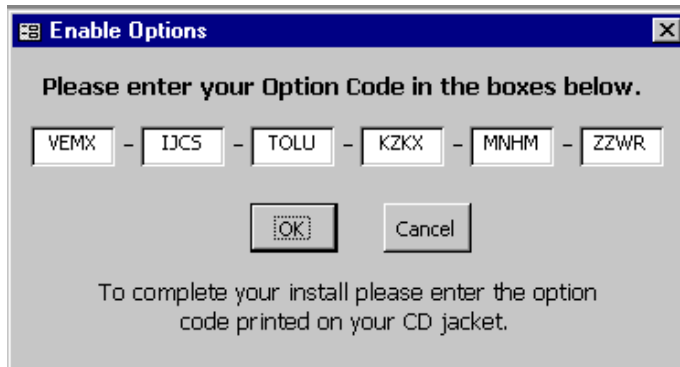
Please store your TimeSource CD and sleeve in a safe place. Your TimeSource CD and option code may be needed for updating, and is not warranted against loss.
Once you have entered the proper **Option Code** you will be greeted with the following splash screen.

This window displays the version and serial number for your software
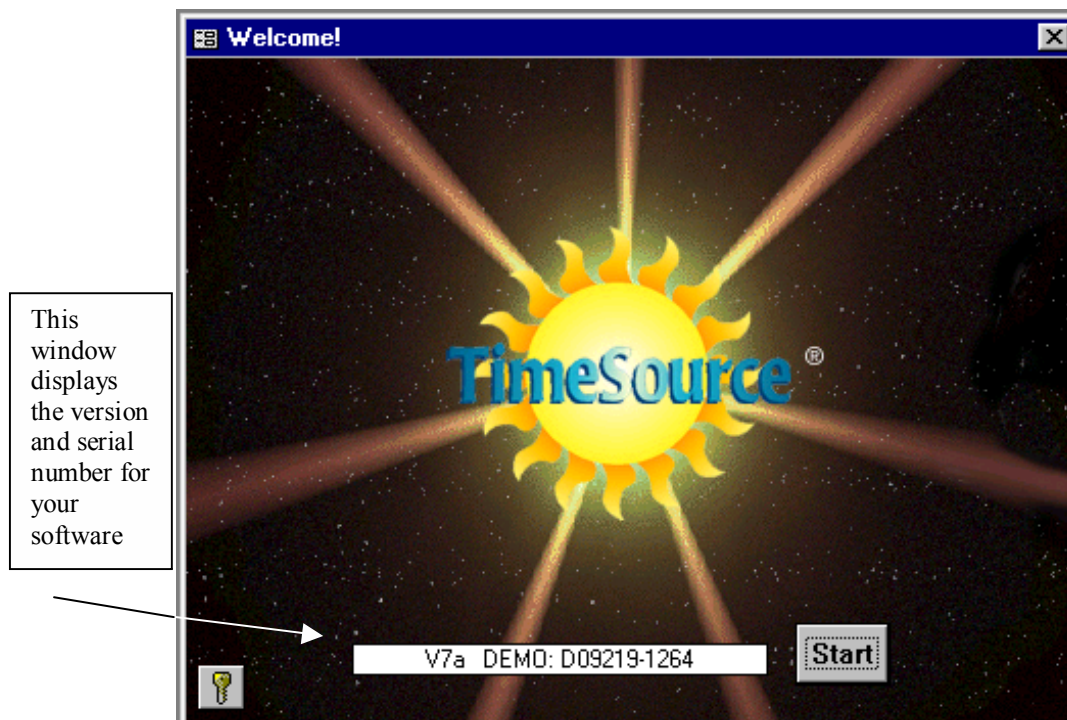
Launch **TimeSource** by clicking the **Start button** on the splash screen.

Configuring TimeSource

TimeSource provides access to its features via the file menu and the TimeSource switchboard shown below.

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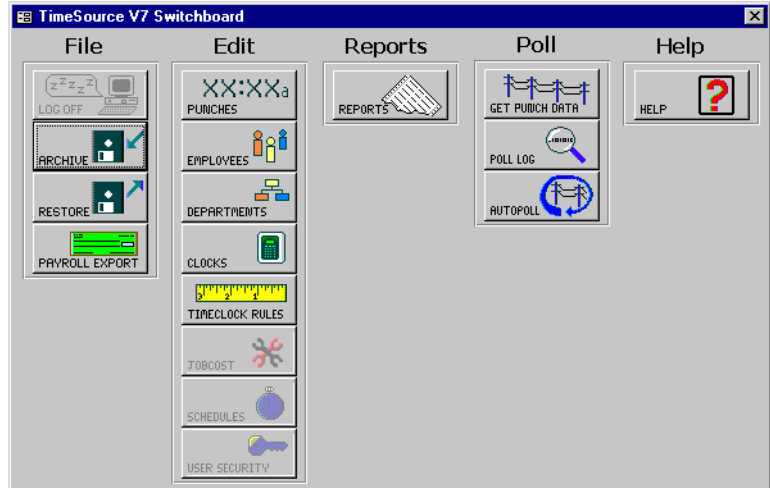
From the **Edit** menu configure the following screens in order as listed below and your installation should be a snap.

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

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

TimeSource 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 – Edit 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 configured Windows to display the year in a four-digit format it will also appear that way in TimeSource 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 Lite allows you to establish 1 rates of overtime. Simply stated, The Overtime multiplier rates are fixed as time and a half applied to the pay rate in effect at the time the overtime occurs. For instance, if an employee were receiving $10.00 per hour and then qualifies to receive Overtime 1 the pay rate would be $15.00 per hour.

Standard Overtime Rules: Weekly and Daily

OVERTIME 1: Week: 40 Day: 0

Overtime 1

Enter the hours you use to track Overtime 1 for weekly and daily periods. Enter the pay rate multiplier is fixed at 1.5 times the employee's base. Enter zeros if you do not use Overtime 1.

Warning

WARNING: Less: 1 Over: 14

TimeSource 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** 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 module, 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		10th		Minutes		10th
	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.

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: ☒ If you are required to track the number of days employees work during your accounting period **TimeSource** will print this information on time card reports and employee payroll reports. **TimeSource** 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.

ID Length

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

3 digits
5 digits
7 digits
9 digits

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 Recognition Systems Hand Punch and Advanced Biometrics terminals 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.
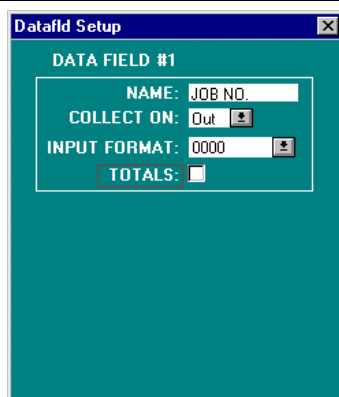
Save Poll Files

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.
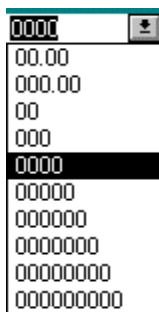
Datafield Setup

DATAFIELD SETUP

Datafld Setup
DATA FIELD #1
NAME: JOB NO.
COLLECT ON: Out
INPUT FORMAT: 0000
TOTALS: ☐

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.

0000
00.00
000.00
00
000
0000
00000
000000
0000000
00000000
000000000

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.

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

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

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 – Edit Clocks

Use the CLOCK LIST form to setup your clock(s).   If you have only one clock the default clock number 1 is correct. Multiple clock users may add clocks by clicking the add-records icon.

You may configure individual clocks for different communication values if required. Fill in each field, tab to the next field, and so on. Use the ⇩ button to drop down a list of available choices. Select the appropriate value based on your clock's requirements by using your mouse.

Note: The maximum number of clocks supported by TimeSource is 99.

Clock Number

#	
1	Whether you have one or multiple clocks you must distinguish each with it's own ID number. This will allow **TimeSource** 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 clock list. See TimeCalculator Data Terminal quick setup in the **Getting Started** chapter.
2	

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

TimeSource supports 3 types of serial communication by default. 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.

RS232 is the most common type of communication used. This is normally used for single clocks where distances to the PC do not exceed 100 ft. If additional Type RS232 clocks are added to the system you must use an A/B switchbox at the PC for connection, or an additional serial port. If you do not install a permanent cable to your clock you should use the short cable supplied by the factory. In this case you may carry the clock to the PC, plug in the RS232 cable, connect the clock to power and poll. When completed simply return the clock to its location. This method might be used when clocks are located in areas without cable access or in vehicles. The same COM port could then be used for all clocks.

RS485 is used when your clock has the Multi Drop 485 option. This feature allows multiple clocks to run without an A/B switchbox plus extends their communication distance to 1000 ft. from the PC. You also have the option of employees punching IN on one clock and OUT on another. This type requires that your PC is equipped with a 485 driver (Part: 485COSR) to convert the RS232 signal to RS485.

Modem selection is used only if your clock has the Modem+ option.

Virtual selection is only available if you have purchased a license to use Icon Time System's Virtual TimeCalculator terminal. The Virtual TimeCalculator allows employees to sign-in and sign-out on a networked personal computer without the use of a separate piece of time clock hardware.

The HPx000 and AdvBio biometric selections are only available if you have purchased the appropriate license. Please consult the dialup string description for specific instructions.

Com Port

TimeSource must use one (or more) of your computer's serial ports to communicate with your clock(s), unless the clock type is set as "Virtual". Multiple RS232 clocks may be connected to the same port by using manual A/B switches. Multiple RS485 clocks should be connected using Icon Part Type (485COSR) and appropriate cable. RS232 / 485 clock users note: Do not attempt to share a serial port being used by a mouse or internal modem. This will cause problems with your communication routine and loss of data will result. Use the ⇩ arrow button and your mouse to select the port desired.

If you have installed the optional Ethernet option, you will likely see COM port numbers greater than 4.

Dialup String – Modem and Ethernet

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

(Modem only) Enter your clock's dialup string in this field. As an example, if the telephone number you wish to dial is (503) 555-1212 you would most commonly enter: ATDT5035551212   If your clock shares a telephone line with another device (fax machine, etc.,) and you are using an automatic call processor such as a BekTel LS-3 you will need to add a „33,,33 pause routine to the end of the dial string: ATDT5035551212,,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 TimeCalculator 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.**

HPx000
The Hand Punch terminals, HP2000, HP3000 and HP4000 utilize the dialup string for modem and Ethernet access. For direct Rs-232 connections, the dial string should be left blank.

For modem interfaces the dial string has the format MODEM:Init:Number. AT&F0 is the init string that works for many, and the phone number is last. An example string is MODEM:AT&F0:5035551212. The colons separating these values are mandatory.

For Ethernet interfaces the 'dial string' has the format NET:ipaddress:UNIT#. An example is NET:192.168.2.28:UNIT0. The colons separating the sections of this string are mandatory and the IP address should not contain leading zeros (e.g. 192.168.002.028 is not valid). The unit number defaults to zero when the Ethernet card is placed in the terminal, but can be modified by the user. The example uses the default value of zero.

Advanced Biometrics
The Advanced Biometrics terminal is designed for network use. The dialup string in this case it the pathname to the device. If the device is mapped as a disk drive the dialup string might be as simple as t:\. Without disk mapping, the dialup string must give the full pathname, such as \\Chronolog\ftpd\. If there are multiple Chronolog terminals on the network, each one must have a unique name.

Access Control Only (optional module)

ACCESS CONTROL ONLY	
	☐ TEST
	☑ TEST
	☐ TEST
	☑ TEST
	☐ TEST

If you have installed the Access Control option, then the heading "ACCESS CONROL ONLY" and the check boxes below it will be visible. If the Access Control is not installed, then these controls will not appear.

Any clock that is to be used only for access should have the box checked. If the clock is to be used for time and attendance and for access control, then leave the box unchecked.

Test

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

Click this 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 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, and enter In zone / Out zone information for handling early arrivals and late departures.

Insert and delete departments with these buttons.

DEPARTMENT LIST

DEPT NAME	LUNCH	JOB NO.	IN ZONE	OUT ZONE
CLERICAL	30 min @: 5 hrs	☐	8:15a TO 8:30a	5:00p TO 5:15p
SALES	30 min @: 5 hrs	☐	8:15a TO 8:30a	5:00p TO 5:15p
SERVICE	30 min @: 5 hrs	☒	8:15a TO 8:30a	5:00p TO 5:15p
	0 min @: 0 hrs	☐	TO	TO

Record: 3   of 3

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. You may also use numbers if you so desire.

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 have it's own 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.
Autolunch should not be used if employees are signing in and out, or changing departments at the TimeCalculator terminal throughout the day (such as in job costing). Autolunch calculations are made since the last department change, or IN punch so if employees often change departments their autolunch trigger (4 hours above) will never be reached. In these cases employees must manually sign in and out for lunch.

Datafield

JOB
☐
☑
☐
☑
☐

This field qualifies departments to prompt employees for data entry. The title of the data field is 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 8:30am to 5:00pm so you might set up revision zones like this:

In Zone   Out Zone
8:15a to 8:30a   5:00p to 5:15p

In this example if an employee punched in at 8:15am his time would begin to calculate at 8:30am. If he punched out as late as 5:15pm 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.

Chapter 5 – Edit Employees

TimeSource provides essentially unlimited capacity for active employees. The TimeCalculator data terminal, when used with TimeSource, 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'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:
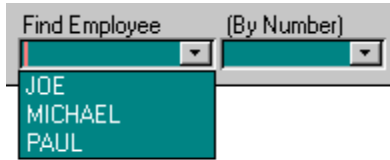
Active Employee information matches that in the clock.

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 Archive routine. See Archiving for specific details.

The following procedures outline the installation of your employee database.

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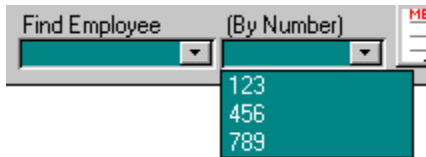
There are three ways to find an employee to edit. You may use the scroll buttons near the top left of the screen, or you may select an employee from either of the drop-down boxes.

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)
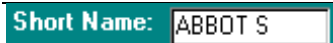
Insert new record button.

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 3-digit 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 will not allow duplications.

To assign a new ID or badge number to an existing employee 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.

Full Name, Address, Social Security Number

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

Phone: 503-555-6453
SSN: 647558493

The data in this field will be used in many of the reports such as 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, SSN   Data is not required in these fields, however it is recommended you complete them all as they are included with the Personnel report.

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 to another 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 selected Full time employees, the Probation employees would 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.

Department Wage Assignments

Dept Name		$/Hr	Odr
▶ ASSEMBLY	▼	$13.50	1
PACKAGING	▼	$14.00	2
MAINTENANC	▼	$12.00	3
✳	▼	$0.00	0

Record: ◄◄ ◄ | 1 | ►

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. This numeric list sequences the department names within the Icon Time Data Terminal and Virtual Terminal. The first department in the list then becomes the employees default department, so you can establish each employee's default regardless of department name spelling. All department assignments with the same order value are grouped alphabetically.

All sequence numbers greater than 99 remain in TimeSource, but are not sent to the clock. Hours for such departments cannot be entered at the data terminal, but can be entered by administrative personnel on the TimeSource computer.

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

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Access Control (optional module)

Access: No ▼

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.

Show Hours

Show Hrs: ☐

Mark the show hours box if the data terminal is to display this employee's hours when punching IN and OUT. The hours displayed are the total hours worked since the last polling.

Swipe and Go Setup

Use Swipe and Go: ☐

Swipe and go provides the simplest and quickest method to clock in and out. The employee simply swipes 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 the clock's name as shown in the clock assignment window below. Each TimeCalculator data terminal can hold a maximum of 200 employees. Note: Employees will only be allowed to use clocks they have been assigned to.

For systems with a single clock, that one clock assignment is created automatically when a new employee is entered.
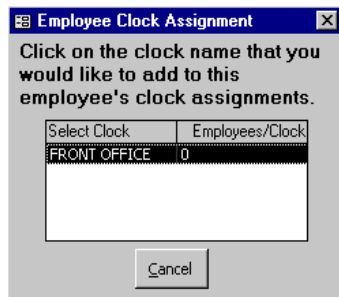
Assign employees to clocks with this button.

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.

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 post 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 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** 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 "Deleted." The employee will be removed from the clock at the next polling and will no longer be able to punch. When the polling has been completed you should delete the employee's clock assignment.
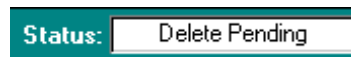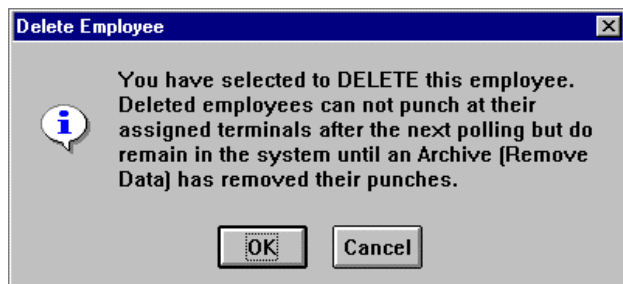
Undeleting Employees

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 6 – Security

Setting the Password

TimeSource Lite may have it's own unique password. When the security is enabled you will be prompted to enter a password prior to entering the start screen. It is not necessary to assign a password if you do not require one.

- To set the password click on the Security Key button located at the lower left of the start screen.

- When prompted enter the 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 the new password.

Welcome!

TimeSource®

V7a DEMO: D09219-1264 [Start]

Password Protection

Please enter the NEW password:

[   ]

[OK]

Password Protection

Please enter the NEW password:

[   ]

(one more time please)

[OK]

Successful

Password Set!

[OK]
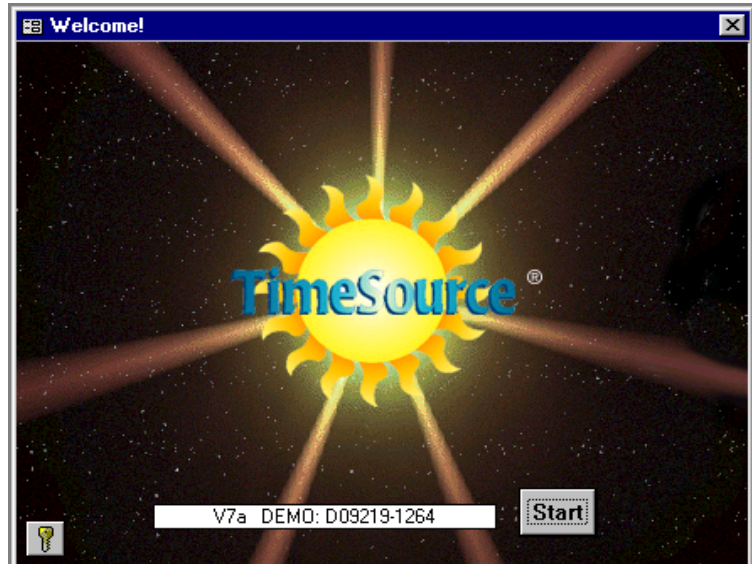
Changing the password

- Use the current password to enter TimeSource Lite.
- At the start screen click the Security Key button.
- When prompted enter the current password, then click OK.
- You will then be prompted to enter the new password.
- After entering your new password you will be prompted to re-enter it to confirm.
- After confirming your password you will then see the following message indicating your password has been set.

Successful

Password Set!

[OK]

Removing the password

- Use the current password to enter TimeSource Lite.
- At the blue start screen click the Security Key button.
- Enter the current password, and then click OK.
- You will be prompted to enter the new password. Press the enter key instead of typing in a password.
- You will see a message telling you the password has been removed.

Password Removed

? Password Removed !

[OK]

Chapter 7 – 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 time card.

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 Software. If the **E** is red this indicates that the punch was edited at the TimeCalculator 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
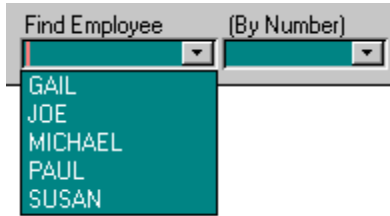
To use the Find Employee feature, click on the ▼ button and a list of your employees will drop down. If you continue to click the ▼ button the list of names will scroll. It should be noted that the names displayed are those you entered as Short Name in the Edit Employee form. You may select employees 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
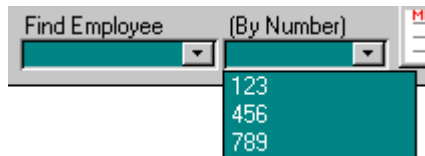
You may also find an employee by number. Click on the ▼ button on that box and a list of your employees will drop down. If you continue to click the ▼ button the list of names will scroll. You may select employees by highlighting their numbers the mouse and clicking. You may also type their number in 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 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.

Auto Lunch Toggle – overrides auto lunch
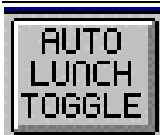
Occasionally employees will work through their lunch period without taking a lunch break. The Auto Lunch Toggle allows you to override the auto lunch deduction. To use the toggle, move the cursor to the line where you wish to override lunch and click the toggle button. A symbol - *N/L – will appear on 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.

Warning Button – find punch exceptions
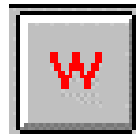
Click the Warning button to automatically locate any punches that are flagged with the W symbol. This routine scans every punch pair listed for the last pay period and this pay period. During this process if a W is located the search routine will stop and allow you to perform whatever edits are necessary to correct the punch pair. When your edit for that pair is complete, click the Warning button to continue the search. TimeSource 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
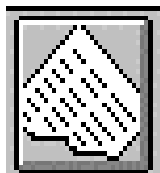
Time Card Button: View or print a time card for either This Pay or Last Pay periods. Select period by moving your cursor to any punch pair, then click on the button. For earlier periods, go to the regular Reports menu.

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 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                                    ☒

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

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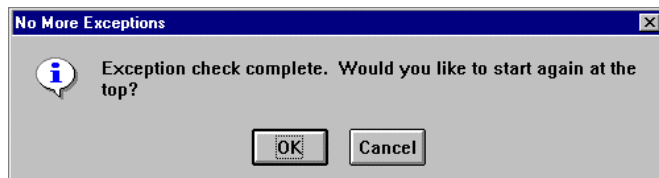
Manual Punch Data Entry

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

To create a brand 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 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:

Delete button

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.

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

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.

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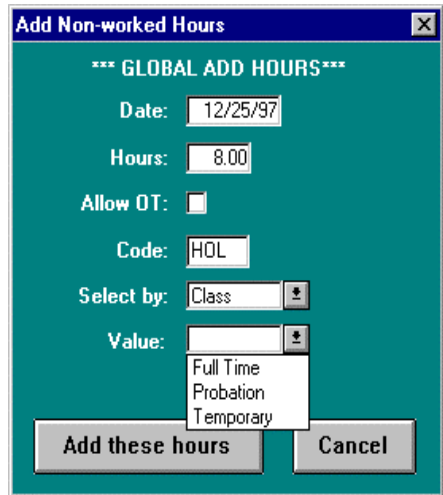
Added hours will be charged to the employee's regular default department. You may select another department from his list if you wish.

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.

- Enter the Date to apply these hours to. Tab to the next field.

- Enter the Hours 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.

Global Add Hrs. can 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.

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.

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 8 – 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 new employee information to the clock. It is advisable to poll your clocks often, daily if possible, this assures you of current up to date data for reporting.

Manual Polling

Polling automatically sends new employee information plus changes to existing employees such as department assignments, etc. 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, department assignments, and clock assignments to all clocks select Reset All Clocks. The Reset Clocks routine takes much longer than standard polling and should not be required often. If selected, the Reset Clock(s) routine will take place the next time you poll.

At the TimeSource main menu, select **Poll**, and then select **Get Punch Data**.

Click **Poll All** when you want to poll all of your clocks.

I'm looking for Punches!
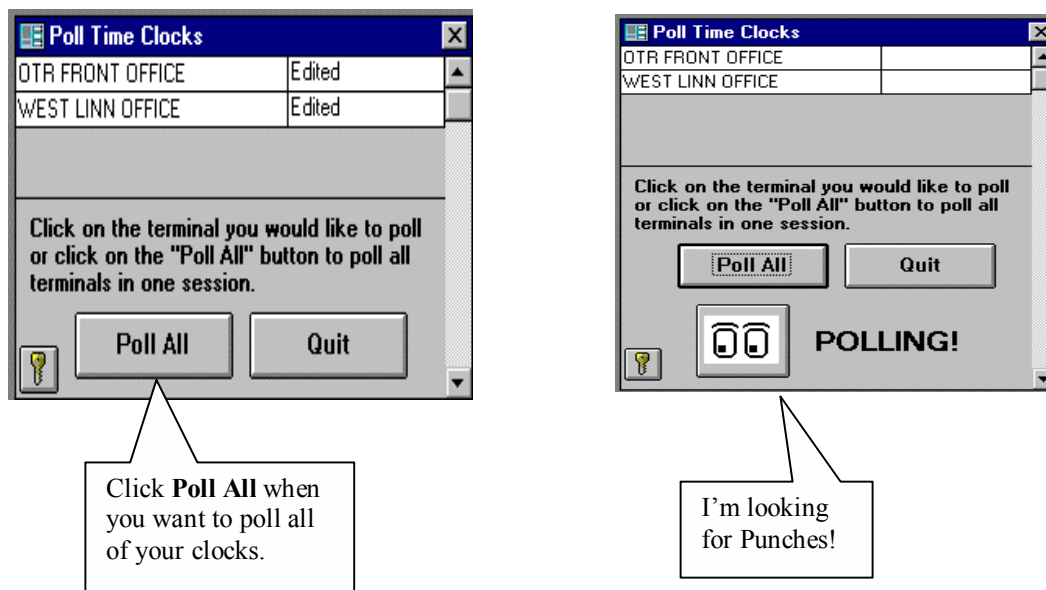
Select the clock you wish to poll with your cursor, and then press the [↵ enter] key on your keyboard. If you select Poll All Clocks they will be polled in the same order as your clock list. If you are using multiple clocks and they are configured as TYPE RS485 clocks you will be prompted to POLL ALL. TimeSource anticipates that employees may be able to clock IN and OUT on different clocks and therefore must have information from all clocks to calculate properly.

Do not interrupt the polling process, wait until it is completely finished and you have received the Polling Successful message.

Auto Poll (optional module)

The Auto Poll option allows you to schedule polling operations and let the unattended system poll the clocks as scheduled.

The screen above provides the means for configuring your system. Enter the polling time for each clock in the Polling Time column. Any clock with an empty polling time will not be polled.

If you wish to poll by time interval instead of explicit time, check the Poll by Interval box near the bottom of the screen. The second column then becomes and Interval column instead of Polling Time. Enter your intervals in minutes.

If the Import Punches Immediately box is checked, then each time a clock is polled, its punches will be imported before the next clock is polled.

If the Import Punches Immediately box is not checked, then the clocks will be polled without importing punches into the database. Then when you Unlock Program and Quit this screen all punches that have been received during the current polling process will be imported into the database at once.

Polling is accomplished by pressing the Lock Program button. The configuration data then becomes invisible, the Lock Program button changes to an Unlock Program button, and polling begins.

To unlock the program click the Unlock button, enter the polling password, and polling stops. Your configuration information becomes visible again.

Chapter 9 – Payroll Start

When you installed TimeSource 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, you will be prompted when it is time to start your new pay period. The new pay period is started automatically.
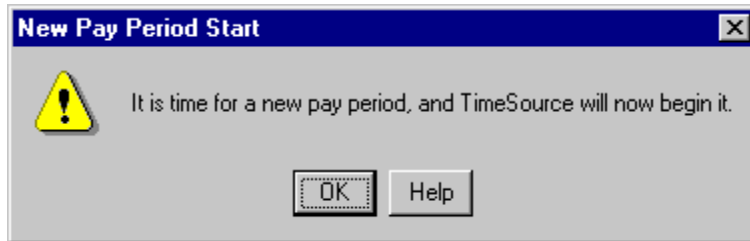
After the new pay period is started, the following message will be displayed:
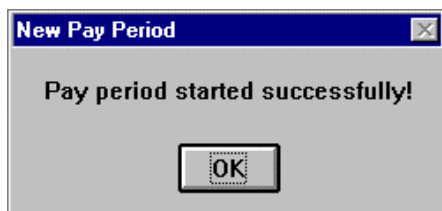
That's all there is to it, simple as that!

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 10 – 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 punch database if it becomes necessary. You should use caution when doing this as you may get duplicate punches should any of it's 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.

POLL LOG

Poll Date	Clock Name	Poll Size	
05/24/00 12:28:48p	QPLCLOCK	150	Punches
05/24/00 12:23:30p	QPLCLOCK	0	Punches
05/24/00 12:21:12p	QPLCLOCK	150	Punches
05/24/00 12:20:12p	QPLCLOCK	0	Punches
05/24/00 12:13:30p	QPLCLOCK	150	Punches

Click on any of the lines above to re-import data from the selected punch data file. Remember you will get duplicate punches if the data from this file is already present in the database.

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.

Re-Import Punch Data File

Re-importing punch data files will cause duplicate punches in your database unless they have been previously removed. Are you sure you want to re-import this file?

OK   Cancel   View

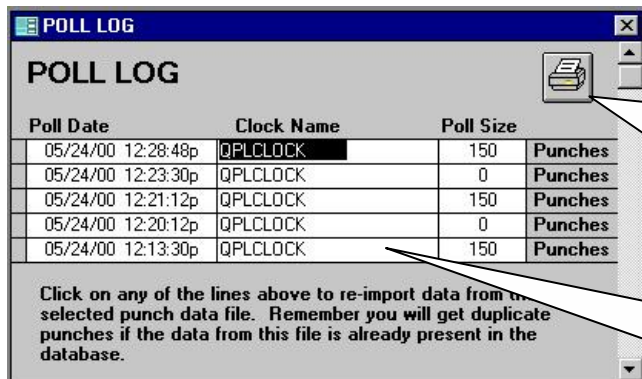**Viewing & printing punch data file:** Click the View button and Windows Notepad will show you a list of the punches contained in the punch data file you selected. This feature is very handy should you need technical assistance from your dealer. Inspecting the punch data file will reveal any corrupted data that might be present. You may print the punch data file using the Notepad print command.

3d711600.}03 - Notepad

File Edit Search Help

```
;
; TimeSource Ver : V7a
; Clock Name    : #3 – 485 2
; Comm Type     : RS485
; 485 Converter : COSR
; Software Driver: Windows
; Comm Port     : 2
; Poll Attempts : 1
; Polled (clock) : 09/06/2000 15:05
; Polled (PC)   : 09/6/2000 3:04:36 PM
; EPROM Serial  : 0000065535
; # of Punches  : 8
;
0000000111,0000,"09/28",1000,68,0000000000,000000,3216,"I"
0000000111,0001,"09/28",1051,68,0000000565,000000,5400,"O"
0000000026,0002,"09/28",1144,67,0000000000,000000,4000,"I"
0000000047,0003,"09/28",1145,67,0000000000,000000,4500,"I"
0000000046,0004,"09/28",1145,67,0000000000,000000,4500,"I"
0000000045,0005,"09/28",1147,90,0000000000,000000,4300,"I"
0000000029,0006,"09/28",1147,15,0000000000,000000,4300,"I"
0000000031,0007,"09/28",1147,90,0000000000,000000,4000,"I"
; Total Punches Read: 8
;
```

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 value. This code provides valuable information for technical support purposes. Normal punch data ID code values should always be sequential. Out of sequence values might indicate a missing or corrupted punch.

Chapter 11 – Archiving & Restoring

Archiving Data

Archiving Procedure:
1. From the file menu or switchboard, select Archive
2. By default TimeSource 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 data should be archived on a regular basis. You will be prompted to archive each time you poll plus it is 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". Always use a new floppy disk for your archive. Do not keep more than 3 months data on any one disk. It is a good idea to rotate your archives onto several disks in case one disk develops problems.
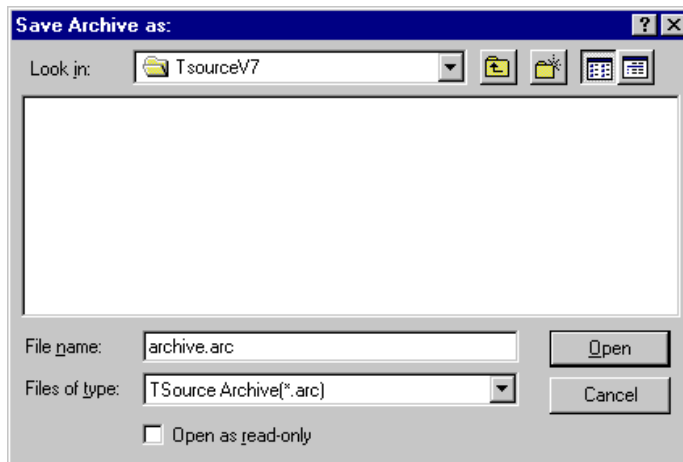
When your archive has been completed you will be given the opportunity to delete files prior to a definable start date. Doing so helps keep your database trimmed to a manageable size. Note: TimeSource always retains Current & Previous Pay Periods in its active database. Therefore it will only accept 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.
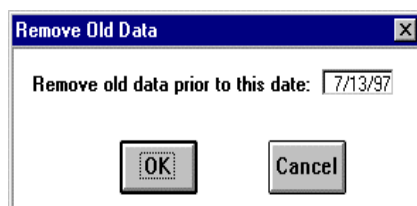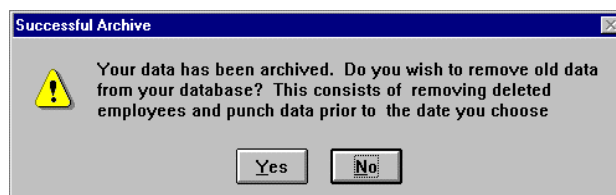
Enter the date you have selected and if you are satisfied, click OK. This date must be prior to the date listed in the Timeclock Rules as the Last Pay Period Started date. This process takes effect immediately; there is no finished message.

Restoring Data

On occasion you may need to restore data to your database. 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 below.

Restoring Archived data because your database is corrupted:
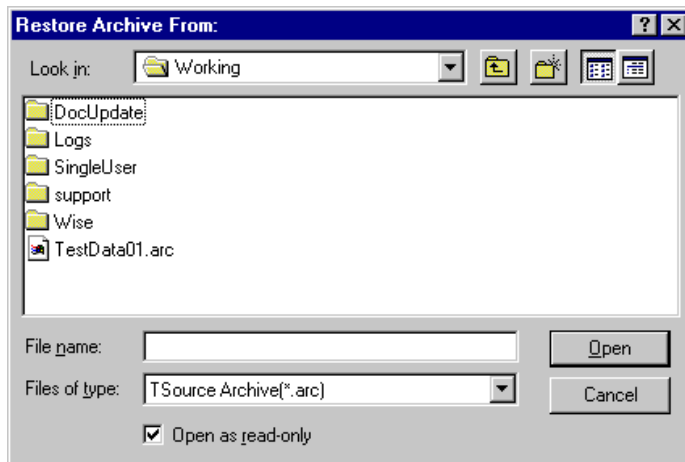
Place the Archive disk you wish to restore from in the archive drive.

At the TimeSource 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.
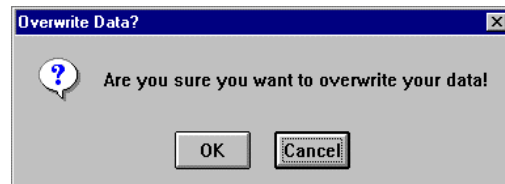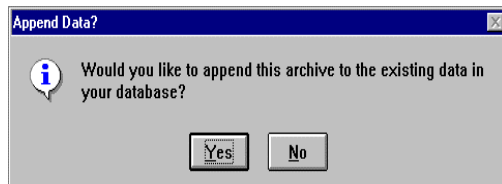
The next pop-up screen will ask if you wish to append the archive to the existing data in your database. Since you are replacing corrupted files you should select No to append and OK to overwrite. This gives the program permission to overwrite all of the files currently in your database, including punches, 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 because you need to review them

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 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:

Successful Restore ☒

Restore Complete!

OK

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 12 – Standard Reports

TimeSource Lite generates a wide range of reports, available to view on screen and send to your printer. For best results laser printers are recommended.

Type:

This identifies the overall nature of the report. Begin here; select one.

Running Reports:

Follow these procedures and you will easily understand the logic of report construction. It is useful to run a variety of reports, and then view them on screen. This is an easy way to become familiar with the **TimeSource Lite** reports available to you.

Time Card:

Shows punch details & calculations in a time card format. When you select Time Card report an extra window will appear in the lower section of the report menu. Click the ⇩ button to display your choices. Choose **All** employees or select an **individual.** Employees are listed alphabetically according to their long names.

Employee: Alphabetical listing by employee, includes additional information selected, generally used by managers for tracking labor costs, attendance patterns.

Department: Ordered by departments alphabetically, includes all departments and information selected. Very effective for tracking department labor costs.

Who's In / Who's not In: Includes an alphabetical listing of employees who are clocked In, references time as of most recent polling. Also lists employees who are not signed In.

Tardy: Very flexible report, management tool. The Tardy field will prompt you to define the time frame parameters for this report. As an example, if your day shift begins at 8:30am you might enter 8:31a – 11:00a as the tardy zone. Thus anyone who clocked in during that period would show up on the report. If you wished to allow a 2 minute grace period you could enter 8:33a – 11:00a.

Exception: Provides a list of punches that are flagged with the **W** warning symbol, useful for supervisors to verify and note any necessary corrections.

Job Cost: These reports are only available if you have the optional job-costing module installed. Refer to your Job Cost manual for details.

Time Frame

Daily: When you select this time frame you will be prompted to enter a date in the Date field below. The "To" field will automatically display the same date.

Weekly: When you select this time frame you will be prompted to enter a date in the Date field. You may enter any date during any week contained in your database and the week will fill out automatically. The week displayed will be reflected as defined under Time Clock Rules.

This Pay: As per your payroll period defined under Time Clock Rules.

Last Pay: As per your payroll period defined under Time Clock Rules.

Custom: Enter the beginning and ending dates for the time period you wish to include on the report.

Show Wages: Click the ⊠ to include this information on the report you have selected. Wages are calculated according to base rate plus any overtime, holidays, etc.

Summary: Select this feature if you do not wish to include details such as punches, department transfers, etc. Summarized total hours only will be shown. Generally selected for department costing reports.

Viewing and Printing

Reports are based on the data in your current database. Polling your clock(s) prior to running reports will ensure accuracy.
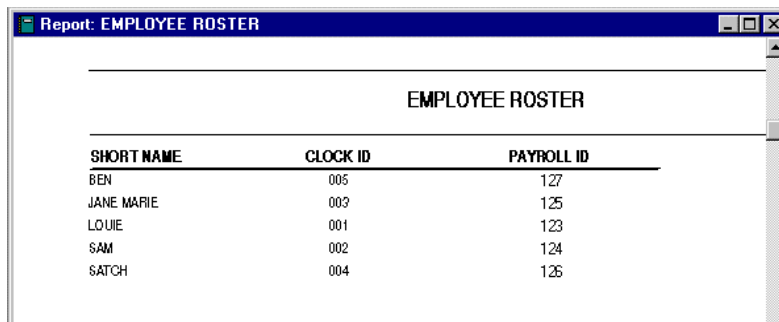
Run Report: When you are ready to run your report, click on the Run Report button. **TimeSource Lite** will compile it and then send it the screen for viewing.

Cancel: Should you wish to cancel you may click on the Cancel button. Doing so will return you to the main menu. If a report is already in the print mode you may click on the cancel button displayed for the print routine. Depending on the speed of your PC and your printer's buffer size, you may get some of the report.

To Print Reports: When you select Run Report a utility tool bar appears at the upper left side of your screen. Click on the printer icon to print the report displayed. If need be you may configure your printer by clicking on the icon located at the left of the printer icon.

Employee Roster Report: The employee roster button is located in the upper right hand corner of the **Edit Employees** 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. the printer icon located at the top of the screen.

Chapter 13 – Payroll Exports

TimeSource provides a variety of payroll exports; each with it's own individual characteristics designed to accommodate the most popular payroll service providers. At the time of publication these additional payroll exports are available to be purchased at an additional charge. If your payroll service or software is not listed below, contact your TimeSource dealer for assistance.
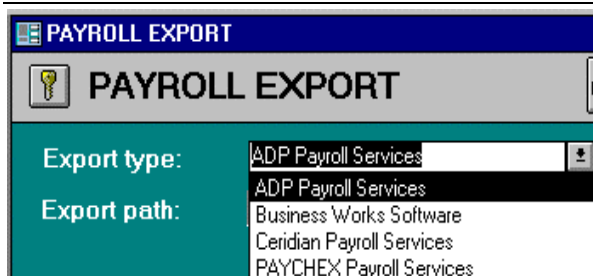
Exports included with TimeSource Lite:
- ADP Payroll Services
- PAYCHEX Payroll Services
- QuickBooks Pro Software

Exports available for an additional charge:
- ABBRA Intermediate Export
- ADP Payroll Services
- 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
- PAYCHEX Payroll Services
- PayMaster Payroll Services
- Payroll Associates PCPAY
- Payroll Companion
- Pensoft II PC Payroll
- Pensoft PC Payroll
- PrimePay Payroll Service
- QuickBooks Pro
- 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 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.

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 are for hour export only.

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, you should export by wages. Days Worked export is not provided with this interface

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 QBP.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 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. 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 data field information must be entered manually into QuickBooks and cannot be exported from TimeSource.

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 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 and are setting up Quick Books you may click the employee roster button in the upper right corner of the TimeSource | Edit | Employee Screen. This will give you a roster of all of the employees you have configured in TimeSource.

How to Import Payroll Data into QuickBooks from Your Time and Attendance Software
Export your data from TimeSource 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, and 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, and then re-export the data into QuickBooks. Using this method your TimeSource 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
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.

The QuickBooks interface does not import pay rates or department information from your TimeSource 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.

Chapter 14 - HELP!

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

Online User Guide

Your complete printed manual has been digitized and installed with your program. Use this menu item to browse for general assistance. A searchable index will assist you in finding what you are looking for.

Compact and Repair

TimeSource 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. 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 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

This menu option will take you directly to our web page for updating this version of TimeSource. 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 **www.icontime.com/update**

Email Tech Support

TimeSource 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 sections provides a quick tour of additional modules available for TimeSource. To get the latest breaking news always go visit our web site at www.icontime.com

About TimeSource

This menu item simply brings up your splash screen. It is the simplest way to display your software version number and your unique software serial number.

Chapter 15 - The TimeCalculator Data Terminal

TimeCalculator Data Terminal 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 TimeCalculator Features

Badge+
Integrated magnetic badge swipe reader. Accepts 3 digit badges from #001-999, Barcode swipe readers are also available

Battery +
Internal backup power supply. Provides 2+ hours of power for punching during outages

Signing In and Signing Out on the TimeCalculator Data Terminal

Employees sign in and out on the data terminal by using their 3-digit id code, or swiping their assigned badge through the badge reader. Once a valid ID number has been entered the employees name will be displayed for confirmation. The employee may then press In or Out to register their punch, or press the info key to view their last punch and any waiting messages. The last punch review is limited only to the punches in the data terminal since the last polling. If an employee is changing departments they should enter their ID number then press function. They will be given the choice of selecting a new department from their personal list.

TimeCalculator Data Terminal Supervisor Mode Functions

Enter **supervisor mode** by pressing the lock key in the lower right hand corner of the TimeCalculator keypad. You will be prompted to enter a supervisor code. By default this code is 00 00 00. If you have already set the supervisor code you will need to enter that six-digit code instead of the 00 00 00. Once in **supervisor mode** use the **Up** and **Down** keys to select the function you wish to change. To select a displayed function press **Enter**.

Set Date & Time – This function sets the date and time of the terminal

Show Options – This function is for information only; there is nothing to set. By pressing enter you can review the terminal's version number and communication type

DayLite Save – This function, if set to yes will automatically change the clock for daylight savings. (default – YES).

Clock ID# - Use this function to set the terminal to a specific clock ID. This must match the number entered for this clock in TimeSource's **Edit-Clocks** screen (default = 01) .

Code # - This function allows you to customize the six-digit code used to enter Supervisor Mode. Make sure to use a number (like your birthday) that you will remember. (Default Supervisor code is 00 00 00)

Lock Out – This function is only used with the TimeSource Scheduling and Lockout module. Scheduling and Lockout is an additional module that is available through your dealer. Please refer to the Scheduling and Lockout module user guide for specific use of this function (default = Yes).

Keypad Entry – This function allows you to disable keypad entry when the clock is collecting an employee ID number. This should only be used for terminals that use badge readers for employee ID input (default = Yes).

Test Scan – This function allows you to test the encoding on an employee badge. Press Enter to begin test mode, then swipe the suspect badge. If the badge is functioning properly you will see its corresponding 3-digit id code displayed on the screen.

Print Memo Buffr – This function is not used and is intended for future expansion.

Punch Editing – This function can be used at the clock to edit or view punches currently stored in the terminal's memory. **Punch Editing** is a feature of Version 7F or higher TimeCalculator Data Terminals

To edit or view punches press enter when **Punch Editing** is shown on the display.
If you want to review a specific employee's punches enter that ID number when prompted, otherwise you may press the arrow keys to scroll chronologically through the terminal's punches.

If you find a punch you wish to edit, press enter. You may now use the arrow keys to edit this punch's values. Pressing Enter advances you to the next field, and saves the punch once all fields have been reviewed. The Clear key will allow you to step back to a previous field if you need to change an entered value. Pressing Clear until you exit the Punch Edit screen will allow you to avoid saving the changes you have made on the currently displayed punch.

To change date on punch use the UP/DN arrows to scroll through 24 hour time range.

You can only edit/view punches that have not already been sent to the personal computer running TimeSource.

Chapter 16 - Troubleshooting

This section contains the answers to the most common technical support questions. For the most recent additions to this list visit our website at **www.icontime.com**

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, 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* – Go to **Edit** - **Employees** screen. Select the employee you wish to delete from clock. Click . A pop up window will appear listing that employees clock assignments. 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. In 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**. 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.

Chapter 17 - Sample Reports

SAMPLE REPORTS

The following section includes samples of typical reports produced by **TimeSource**. Since there are so many variations it would be impossible to produce them all, thus we have tried to include the ones most commonly used in typical business applications.

It is easy to obtain reports, so we would suggest trying different combinations of data and viewing the report prior to printing. If you like what you see, save the format under a name that is applicable and it will be ready to use again and again.

TimeSource Sample Reports Contents

Time card – for last pay period.

Select This or Last pay periods, and one or all employees. Includes a Signature Line indicating employees agreement with hours shown.

Tardy Report – for last pay period.

Select the time period for tardiness and the reporting period. i.e., daily, week, or pay period.

Summary Employee Report – Includes Total Hours worked in each department

Send this report to your payroll department for processing. Include wages as a double check against overpayment.

Summary Department Report – Lists each department, includes the total hours distributed to regular and overtime fields.

Add wages to this report for a comprehensive picture of your overall labor costs.

Exception Report – Generates a list of employees who have punch errors in their database.

Print this report prior to payroll processing, forward to department heads for comments and/or corrections.

Who's In / Who's not In – Includes a listing of all employees currently checked In, which department they're in, even the Job they're working on!

Also includes a list of employees not signed in at the time of the report.

TARDY REPORT FOR THE DAY STARTING: 5/6/98 - 5/6/98

TARDY RANGE: 8:31a To: 11:00a

ID# - EMPLOYEE	DATE	TIME IN	TIME OUT	LUNCH	DEPARTMENT	DEPT HRS	JOB NO.
002 - SAM	5/6/98 Wed	8:31a	Wed		SERVICE		1234

Employee Totals:	(4 days worked)		41.50	41.50	622.50

SIGNATURE .... : _____

The **Employee's Signature** assures acceptance of calculated hours shown.

Calculated hours are sorted to **Standard** and **Overtime** fields. If desired, gross wages may also be printed on this report.

Individual **Add Hours** feature generated these **Vacation hours**.

TimeSource Lite reports may include a day, a week, last pay period, this pay period, or a custom date range.

Many employers include a **Time Card** report with employees pay checks. Wages may be toggled on or off on all reports.

Tardy Reports are one of the most flexible tools provided by TimeSource Lite. Simply enter the time block you wish to monitor, select the time frame (day, week, etc.,) and choose the employee(s) to be included on the report.

SUMMARY EMPLOYEE REPORT FOR LAST PAY: 4/19/98 - 4/25/98

EMPLOYEE: 004 -- Carlson, Satch

DEPARTMENT	DEPT HRS	JOB NO.	STD	OT1	WAGES
SERVICE	11.00		11.00		112.75
(2 days worked)	**11.00**		**11.00**		**112.75**

EMPLOYEE: 003 -- Ferguson, Jane Marie

DEPARTMENT	DEPT HRS	JOB NO.	STD	OT1	WAGES
CLERICAL	5.75		5.75		61.81
(1 days worked)	**5.75**		**5.75**		**61.81**

EMPLOYEE: 001 -- Serpico, Louis

DEPARTMENT	DEPT HRS	JOB NO.	STD	OT1	WAGES
SALES	5.50		5.50		55.00
(1 days worked)	**5.50**		**5.50**		**55.00**

EMPLOYEE: 005 -- Shirley, Benjamin

DEPARTMENT	DEPT HRS	JOB NO.	STD	OT1	WAGES
SERVICE	6.50		6.50		81.25
(1 days worked)	**6.50**		**6.50**		**81.25**

EMPLOYEE: 002 -- Spade, Sam

DEPARTMENT	DEPT HRS	JOB NO.	STD	OT1	WAGES
SERVICE	41.50		41.50		622.50
(4 days worked)	**41.50**		**41.50**		**622.50**

GRAND TOTALS:	70.25		70.25		933.31

Summary Employee Report – Includes Total hours in each department for the reporting period. Non-worked hours such as Vacation, Holidays, etc., are broken out as a separate line item. Many companies find this report ideal to generate their payroll from. Include wages as a double-check against overpayment.

SUMMARY DEPARTMENT REPORT FOR CUSTOM DATE RANGE: 4/15/98 - 5/5/98

DEPARTMENT	DEPT HRS	JOB NO.	STD	OT1	WAGES
CLERICAL	37.75		37.75		405.81
SALES	51.00		45.50	5.50	537.50
SERVICE	155.50		152.50	3.00	2041.50
DEPARTMENT GRAND TOTALS:	244.25		235.75	8.50	2984.81

Summary Department reports include total hours worked in each department sorted to regular and overtime fields. You may also include gross wages in this report. Select reporting periods to include This or Last pay periods, a week, a single day, or a custom date range. This is a very useful report for management and department heads. A variation of this report may include employee details in each department – punches, department transfers, tips, piece counts, etc.

EXCEPTION REPORT FOR THIS PAY STARTING: 4/26/98 - 5/2/98

PROBLEM: Punch Pair Is Under Min. Hours

ID# - EMPLOYEE	DATE	TIME IN	TIME OUT	LUNCH	DEPARTMENT	DEPT HRS	JOB NO.	TASK	
004 - SATCH	4/30/98	Thu 5:01p	Thu 5:01p		SERVICE	0.00	1234	20	W

The **Exception Report** generates a list of employee's who have punch errors in their database. Print this report prior to payroll processing and refer to it for edits. You may also wish to send it to your department heads for comment and/or corrections.

Our sample report illustrates an employee who forgot to punch in. Then, when it was time to go home he was automatically reminded to punch in before he could punch out. In so doing he established two punches at the same time which triggered the **Warning** flag and alerted the system of an error for the exception report.

May 06, 1998

ID# EMPLOYEE	TIME IN	TIME OUT	LUNCH	DEPARTMENT	DEPT HRS	JOB NO.	STD	OT1	
002 SAM	Wed 8:24a			SERVICE		1234	0.00		W
003 JANE MARIE	Wed 8:25a			CLERICAL			0.00		W
001 LOUIE	Wed 8:29a			SALES			0.00		W
004 SATCH	Wed 8:30a			SERVICE		1212	0.00		W

Daily Totals: **0.00**

WHO'S-IN GRAND TOTALS: **0.00**

THESE EMPLOYEES ARE NOT SIGNED IN:

BEN

Who's In / Who's not In – Includes a listing of all employees currently checked in, which department they're in, even the Job they're working on! Also includes an all-important list of employees not signed in at the time of the report. This valuable information will help you decide if it's necessary to call in other workers.

Chapter 18 - Index