

MJR - 8000 QUICK REFERENCE GUIDE (Setup & Maintenance User Access Codes)

DEPARTMENT MAINTENANCE:

DELETE ALL department numbers = 7 0 E 7 7 E

DELETE INDIVIDUAL department number = 7 1 E 7 7 E

ADD department numbers = 7 2 E

PRINT LIST of department numbers = 7 3 E

EMPLOYEE MASTER FILE MAINTENANCE:

DELETE ALL employee master files (Accumulated hours & time card numbers ONLY) = 3 0 E 7 7 E X X X X E

DELETE ALL employee master files (Initializes entire file) = 3 0 E 8 8 E X X X X E

DELETE INDIVIDUAL employee master file (Accumulated hours & time card numbers ONLY) = 6 0 E 7 7 E

DELETE INDIVIDUAL employee master file (Initializes entire file) = 6 0 E 8 8 E

ADD employee master files
 1 — File Number = 6 1 E
 2 — Employee Number
 3 — Employee Name
 4 — (enter ASCII code equivalents) Department Number
 5 — Pay Rate

PRINT LIST of employee master files for ALL DEPARTMENTS = 6 2 E

PRINT LIST of employee master files for SPECIFIC DEPARTMENT = 6 3 E

PRINT LIST of employee master files with PAY RATES for ALL DEPARTMENTS = 6 4 E X X X X E

PRINT LIST of employee master files with PAY RATES for SPECIFIC DEPARTMENT = 6 5 E X X X X E

DATA CORRECTION:

INDIVIDUAL DATA CORRECTION for the CURRENT pay period = 1 E

INDIVIDUAL DATA CORRECTION for the PREVIOUS pay period = 2 E

TIME CARD NUMBER ASSIGNMENT:

AUTOMATICALLY assign SAME time card numbers to all employee master files for the CURRENT pay period = 8 2 E 8 8 E X X X X E

AUTOMATICALLY assign SAME time card numbers to all employee master files for the NEXT pay period = 8 2 E 9 9 E X X X X E

AUTOMATICALLY assign DIFFERENT time card numbers to all employee master files for the CURRENT pay period = 8 3 E 8 8 E X X X X E

AUTOMATICALLY assign DIFFERENT time card numbers to all employee master files for the NEXT pay period = 8 3 E 9 9 E X X X X E

ASSIGN SPECIFIC time card number to an individual employee for the CURRENT pay period = 8 4 E 8 8 E

ASSIGN SPECIFIC time card number to an individual employee for the NEXT pay period = 8 4 E 9 9 E

PRINT LIST of assigned time card numbers = 8 5 E

TIME CARD NAME PRINTING:

NAME PRINTING for CURRENT pay period on ONE SIDE of time card = 8 0 E 1 E

NAME PRINTING for CURRENT pay period on BOTH SIDES of time card = 8 0 E 2 E

NAME PRINTING for NEXT pay period on ONE SIDE of time card = 8 1 E 1 E

NAME PRINTING for NEXT pay period on BOTH SIDES of time card = 8 1 E 2 E

MAINTENANCE:

Memory Test = 9 0 E

Printer Test = 9 1 E

Sensor Test = 9 2 E

MJR - 8000 QUICK REFERENCE GUIDE (Report User Access Codes)

INDIVIDUAL TIME CARD SUMMARY:

CURRENT pay period summary =
 PREVIOUS pay period summary =
 CURRENT pay period summary with PAY RATE =
 PREVIOUS pay period summary with PAY RATE =

YESTERDAY'S HOURS/DOLLARS REPORTS:

HOURS report =
 DOLLARS report =

TODAY'S HOURS/DOLLARS REPORTS:

HOURS report (* = up-to-the-minute) =
 DOLLARS report (* = up-to-the-minute) =

ACCUMULATED PERIOD HOURS REPORTS:

CURRENT pay period for ALL DEPARTMENTS (* = up-to-the-minute) =
 PREVIOUS pay period for ALL DEPARTMENTS =
 CURRENT pay period for SPECIFIC DEPARTMENT (* = up-to-the-minute) =
 PREVIOUS pay period for SPECIFIC DEPARTMENT =

ACCUMULATED PERIOD DOLLARS REPORTS:

CURRENT pay period for ALL DEPARTMENTS (* = up-to-the-minute) =
 PREVIOUS pay period for ALL DEPARTMENTS =
 CURRENT pay period for SPECIFIC DEPARTMENT (* = up-to-the-minute) =
 PREVIOUS pay period for SPECIFIC DEPARTMENT =

APPROACHING OVERTIME REPORT:

HOURS report (* = up-to-the-minute) =

PUNCHED 'IN' REPORTS:

ALL DEPARTMENTS =
 SPECIFIC DEPARTMENT =

PUNCHED 'OUT' REPORTS:

ALL DEPARTMENTS =
 SPECIFIC DEPARTMENT =