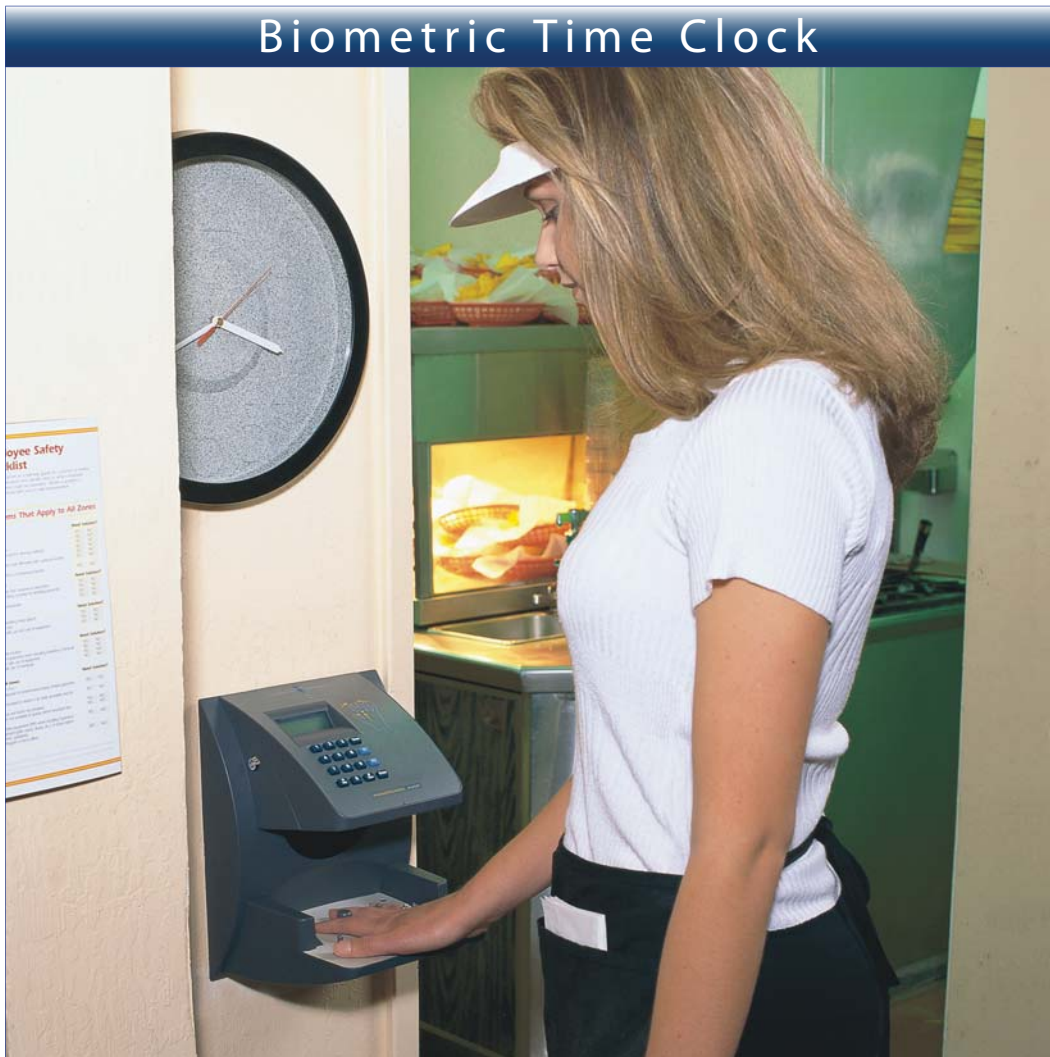# HandPunch Terminal

## Biometric Time Clock

## Put your hands on the accurate, affordable solution.

▸ *Save Time by Automating*

▸ *Increase Payroll Accuracy*

▸ *Eliminate Buddy Punching*

▸ *Fast, Easy to Use & Reliable*

▸ *No Cards to Create or Replace*

### Central Time Clock, Since 1931

Central Time Clock now brings the accuracy and convenience of biometric technology easily within reach. We provide time & attendance solutions, proven to be practical and precise for businesses of all sizes.

### Your Hand is Your Card

There are no cards to create, replace, carry or lose. The HandPunch verifies an employee's identity in less than one second, based on the unique size and shape of their hand. Green and red indicator lights clearly notify each user of a match. Reliability and easy use have made the HandPunch the biometric standard for the time & attendance industry.

### Communication Options

The HandPunch records punch transactions and transmits them to the computer hosting your time tracking software in a variety of methods: Serial (RS232/RS485), Ethernet (TCP/IP), or modem for remote locations.

### Increase Payroll Accuracy

The American Payroll Association experts estimate manual calculations account for at least a 1% error rate.
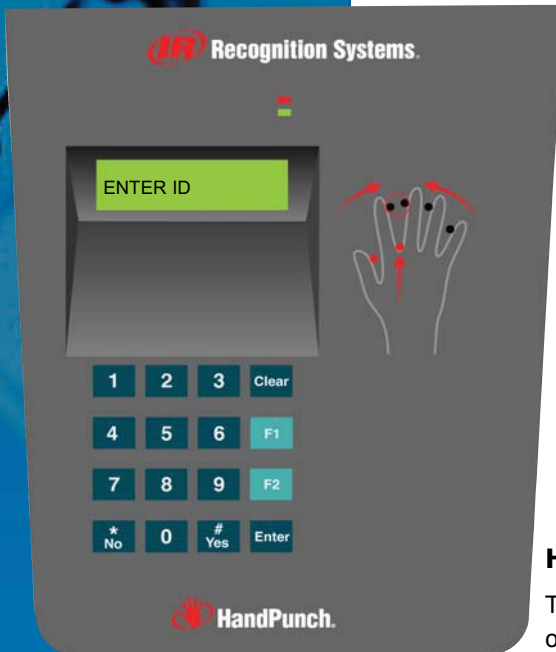
### Bottom Line

100% Return on Investment in less than one year. Knock out buddy punching and start saving today!

ENTER ID

**Recognition Systems History**

Recognition Systems (RSI), manufacturer of the HandPunch, has been in business since 1986 and is now owned by Ingersoll-Rand. RSI can attribute the majority of its success, profitability and growth to three specific markets: time and attendance, access control, and personal identification products.

More than 300,000 HandReaders are installed throughout the world in a wide variety of applications for companies of all sizes.

**Hand Recognition: How Does it Work?**

The HandPunch terminals work by creating a three-dimensional image of your right hand. During an initial enrollment session each user is given a unique pin number. A template for each employee is then created by recording the length, width, thickness and surface area of their hand. This template is converted to a 9-byte code where it is stored in both the HandReader memory and on your local computer. To clock in or out, simply enter your pin number and place your hand once. Your identity is verified in less than a second.

**Optional Door Access Control:**

This is the perfect solution for access control to your gym, office, and data storage closets. Appreciate the convenience of not having to keep track of a key or card. To remove a user, simply delete their hand template in the access control software and resend the updated information to the HandReader. In addition, hand templates are stored locally at the reader to ensure that the door remains secure in the event that the access control computer goes off-line. System reports can be generated to track activity and user status.

Door Switch
Door Lock

# Specifications

**Weight:** 6lbs.
**Dimensions:** 8.55" W x 8.55" D x 11.65" H
**Verification Time:** Less than 1 second
**Clock Pin#:** 1-10 digits
**Transaction Buffer:** 5,120 transactions
**Memory Retention:** Internal lithium battery
provides up to 5 years
**Power Adapter:** 12-24 VDC/12-24 VAC 50/60Hz
**Power Requirements:** Standard power outlet
Within 4 feet of clock

# Clock Models

**HP1000/S**
User Capacity: 50 Users Standard
Memory Expansion: Up to 100 or 512 Users
Communication: Serial/Modem
**HP1000/E**
User Capacity: 100 Users Standard
Memory Expansion: None
Communication: Network Only
**HP2000**
User Capacity: 512 Users Standard
Memory Expansion: None
Communication: Network/Modem/Serial
**HP3000**
User Capacity: 512 Users Standard
Memory Expansion: Up to 9,728 or 32,512 Users
Communication: Network/Modem/Serial
Options: Door Access Control

**Why Central Time Clock?**

Generations of experience has made Central Time Clock a leading expert in sales, support, and service in the workforce management industry.  Since 1931, Central  Time Clock has served over 5000 Clients worldwide and continue to strive for excellence.  Rest assured any requests made by our clients are handled promptly and professionally.

Our 80 years in the time recording industry has taught us one valueable lesson: Maintain quality of service and remain knowledgable in the industry. We stick to this concept and carry it into everything we do.  As a family owned company, we know the importance of building and maintaining healthy relationships, which is why Central Time Clock has earned the reputation of a reliable, knowledgeable, and professional organization that can be depended on now and for years to come.

Central Time Clock
Since 1931

Call (718) 784-4900
www.centraltimeclock.com

# HandPunch
## Biometric Time Clock

# TA100PRO

TA100 Pro Screenshot: Easy Navigation

# TA100 Pro Software & The HandPunch
## The Premier Time & Attendance Solution

▸ Automate Your Payroll Process

▸ Eliminate Employee "Buddy Punching"

▸ Generate 100% Accurate Time Card Reports

▸ Save Time & Effort Calculating Your Payroll

▸ Apply Payroll Rules Consistently & Impartially

▸ Reduce Overtime Costs by Creating Shifts

▸ Track Attendance, Tardiness & Shift Coverage

▸ Eliminate Overpayment Caused by Manual Errors

▸ User-Friendly, Easy to Learn & Navigate

▸ Payroll Exports Available

▸ On-Site Training & Clock Installation* Included With All Packages ◂

**Software Overview:**

Time America software is a simple to use, cost effective solution that automates your payroll process. Time America software is scalable to meet your growing business needs. Our one-on-one software training ensures that your company will be launched successfully! Powerful reporting capabilities of Time America software provide the necessary tools to efficiently manage your labor force. Help control costs using reports to detect tardiness, absenteeism, employee in/out status, overtime and benefits.

**HandPunch Overview:**

The Biometric HandPunch Reader is utilized to capture and time stamp employee punch activity. In/out punches are downloaded to Time America software through a variety of communication options: Serial (RS232 & RS485), Ethernet (TCP/IP), and/or modem for remote locations. Our complete time and attendance solution will pay for itself in less than 1 year. Eliminate overpayment caused by unauthorized overtime & manual calculation errors. Reduce payroll preparation time considerably.

## Central Time Clock
### Since 1931

Call (718) 784-4900
www.centraltimeclock.com

*Local installation only (NYC Area)*

# HandPunch
## Biometric Time Clock

# TA100 PRO

## System Recommendations

- Windows 2000/NT/XP/VISTA
- Pentium III or better
- 256 MB of RAM
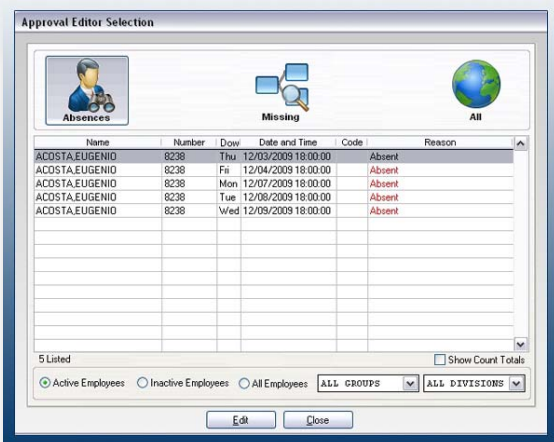- 500 MB of Disk Space

## Benefits

- Save Time & Effort Processing Payroll
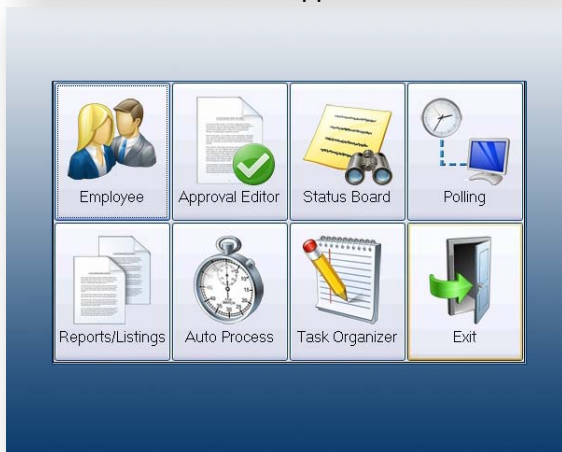- User-friendly, Easy to Learn & Navigate
- Reduce Overtime Costs by Creating Shifts
- Geared To Grow with Your Company
- Export Electronically to Payroll Company



TA100 Pro Screenshot: Approval Editor



TA100 Pro Screenshot: Easy Navigation

## Software Features

**Ease of Use:** Time America is user-friendly, easy to learn and navigate. Central Time Clock's one-on-one software training ensures that you will be launched successfully!

**HR Functions:** Tracks employee attendance, employee tardiness, employee schedules and shift coverage. Automate employee time and wage calculations.

**Spot Trends:** Trend analysis reports help spot trends before they become abusive. For instance, review when sick days were taken, how many days were taken and on which day of the week.

**Reliability:** Time America is currently being used by over 10,000 companies worldwide. This powerful workforce management solution benefits companies of all sizes.

**Company Policy:** Time America enforces company payroll policies consistently and impartially, while supporting an unlimited number of shifts & departments.

**Strategic Reporting:** There are over 50 reports available, which can be filtered to run by a selected date range or specific pay period. Reports can be previewed on-screen, printed, saved as a data file, and/or emailed.

**Customize:** Time America offers administrators the ability to change the names of key fields within the menu and reporting system. In addition, Time America allows users to define two system fields in the employee master record.

**Payroll Processing:** Time America is equipped with an export feature that allows data to be sent to a third party payroll application, avoiding double entry of worked hours.

**Security:** Each user has a unique user ID and password. Security levels can be created to filter the departments and type of payroll data supervisors may be allowed to access.

## System Includes

**Time America Software:** Our base package is supplied with a 50 employee version software license. Future upgrades to unlimited number of employees are available.

**Data Collection Terminal:** Our base package includes a data collection terminal with a 50 foot serial cable. Data converters, modems & network cards (TCP/IP) may be sold separately.

**Quick Reference Guide:** Our Time America Quick Reference Guide is included for free via pdf format.

# Central Time Clock
Since 1931

**TimeAmerica**

*\* does not
support OT3*

# Weekly Hours Report

Ordered by...:  Code

Date range..:  01/12/2004 - 01/18/2004

Your Company Name

WEEKLY HOURS REPORT

Thursday  01/22/2004
15:15:46

Page: 1

**Day of Week**

**Easy to read
one line
per week format**

| Code | Name | MON | TUE | WED | THU | FRI | SAT | SUN | REG | OT1 | OT2 | OT3 | UNPAID | TOTAL |
|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|-------|
| 00001 | Stanley, David | 8.00 | 9.25 | 7.75 | 8.50 | | 5.00 | | 33.50 | 5.00 | 0.00 | 0.00 | 4.00 | 42.50 |
| 00002 | Baines, Peter | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 40.00 | 0.00 | 0.00 | 0.00 | 5.00 | 45.00 |
| 00003 | Anderson, Frank | 8.25 | 7.75 | 7.75 | 8.00 | 8.00 | | | 39.75 | 0.00 | 0.00 | 0.00 | 5.00 | 44.75 |
| 00004 | Jones, David | 8.00 | 8.25 | 8.00 | 8.25 | 8.00 | | | 40.00 | 0.50 | 0.00 | 0.00 | 5.00 | 45.50 |
| 00005 | Smith, John | 8.00 | 8.00 | 8.00 | 7.75 | 7.75 | | | 39.50 | 0.00 | 0.00 | 0.00 | 5.00 | 44.50 |
| 00006 | Allen, Jim | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 40.00 | 0.00 | 0.00 | 0.00 | 5.00 | 45.00 |
| 00007 | Murphy, Jennifer | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 40.00 | 0.00 | 0.00 | 0.00 | 5.00 | 45.00 |
| 00008 | Howard, Sandra | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 40.00 | 0.00 | 0.00 | 0.00 | 5.00 | 45.00 |
| 00009 | Jackson, George | 8.00 | | 8.00 | | 7.50 | | | 23.50 | 0.00 | 0.00 | 0.00 | 3.00 | 26.50 |
| 00012 | Smith, Paul | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 | | | 40.00 | 0.00 | 0.00 | 0.00 | 3.00 | 43.00 |
| | **TOTALS** | | | | | | | | 376.25 | 5.50 | 0.00 | 0.00 | 45.00 | 426.75 |

**Daily Hours**

**The Weekly Hours Report** shows a summary of an employee's hours for the selected date range. The hours are broken out by their respective classes (Regular and up to three levels of Overtime).

**4** Payroll

# Time Card Report

*

| Ordered by: | Code | | Your Company Name | | Thursday 01/29/2004 |
| Date range: | 01/12/2004 - 01/17/2004 | | **TIME CARD REPORT** | | 15:26:14 Page: 1 |

**Code**    **Name**

00001    Stanley, David

→ *** This employee has missing punches in the selected date range. ***

| DATE | DAY | CTGY. | START | STOP | HOURS | REG | OT1 | OT2 | OT3 | UNPAID | TOTAL | DOLLARS |
|------|-----|-------|-------|------|-------|-----|-----|-----|-----|--------|-------|---------|
| 01/12/2004 | MON | WORK | 08:00 | 17:00 | 9.00 | 8.00 | | | | 1.00 | 9.00 | |
| 01/13/2004 | TUE | WORK | 08:05 | 18:15 OL | 10.25 | 9.25 | | | | 1.00 | 10.25 | |
| 01/14/2004 | WED | WORK | 08:09 ID | 17:00 | 8.75 | 7.75 | | | | 1.00 | 8.75 | |
| 01/15/2004 | THU | WORK | 07:28 IE | 17:14 | 9.50 | 8.50 | | | | 1.00 | 9.50 | |
| MP 01/16/2004 | FRI | | 08:00 | | 0.00 | | | | | | 0.00 | |
| 01/17/2004 | SAT | WORK | 08:01 | 13:02 | 5.00 | 0.00 | 5.00 | | | | 5.00 | |
| **EMPLOYEE TOTALS** | | | | | | 33.50 | 5.00 | 0.00 | 0.00 | 4.00 | 42.50 | 0.00 |

**Missing Punch Flags**

**Attendance Flags**

**DEPARTMENT SUMMARY**

| NUMBER | NAME | HOURS |
|--------|------|-------|
| 1 | Shipping | 33.50 |
| 2 | Maintenance | 5.00 |
| | | --------------- |
| | | 38.50 |

**CATEGORY SUMMARY**

| CODE | REG | OT1 | OT2 | OT3 | UNPAID | DOLLARS |
|------|-----|-----|-----|-----|--------|---------|
| WORK | 33.50 | 5.00 | | | 4.00 | |

_____ EMPLOYEE

_____ SUPERVISOR

**Optional Summaries**

**Optional Signature Line**

**Period Totals**

**The Time Card Report** shows a basic summary of employee payroll and attendance data for the selected date range. This includes the date/day of week, the category of worked time, the actual start and stop punches, attendance codes associated with the punches, total hours worked, and a breakdown of the type of hours for each day.

The Time Card Report totals all this data and displays any absences and missing punches for the selected date range. The system allows several variations of this report. Examples include department and category summaries and added detail such as rounded verses actual punch times and labor distribution.

# Our Customers

Our customers are as diverse as the needs of their work places. For decades, more than 300,000 of our biometric devices have been installed throughout the world, in a wide variety of applications.

**Air Transportation**
Ben Gurion International Airport | INSPASS | KLM | Malta International Airport | Nippon Express Co., Ltd. | United Airlines | Toledo Express Airport | San Francisco International Airport

**Casinos**
Oneida Bingo Casino | Sahara Casino | Caesar's Palace | Flamingo Hilton | Treasure Island Resort & Casino

**Correctional**
Colorado State Corrections | Federal Bureau of Prisons | Hawaii Department of Public Safety | Liman County Prison | Megasson Israeli Prison | Minnesota Department of Corrections | Nassau County Jail | Ohio State Penitentiary | Utah Department of Corrections | Washington, D.C. Jail | Washington Department of Corrections-Parole Kiosks | Wisconsin Department of Corrections

**Courthouses**
Jackson County Courthouse | Lane County Courthouse | Los Angeles County Courthouse | Sonoma County Courthouse

**Education**
Iona College | New York University | San Jose State University | University of Georgia | University of Pennsylvania | San Diego State University | Johnson & Wales University | University of Central Florida

**Financial**
American Express | Banca di Roma | Bank House | Bank of America | Bank of Hawaii | Brinks | Chevy Chase Bank | Chicago Board of Trade | Citicorp | Deluxe Check | Federal Reserve Bank | First Bank of Minnesota | FirstBank Puerto Rico | First Interstate Bank | Jefferson Bank | MBNA Bank | Mid-Med Bank, Card Products Division | National Bank, Ukraine | QwikCash | Seafirst Bank | Security First of America | Swiss Bank Corporation | Wells Fargo Bank

**Governement**
DARPA, Arlington, VA | The Defense Agency of Japan | Department of Commerce Data Center, Springfield, VA | Lawrence Livermore Labs | Ministry of Foreign Affairs, Jerusalem | NSA, Ft. Meade, MD | Pentagon, Crisis Management Center, Washington, D.C. | Republic of Lebanon | Sandia National Labs | Singapore Ministry of Defense | U.S. Air Force | U.S. Customs Data Center, Springfield, VA | U.S. Drug Enforcement Agency | U.S. Embassies | U.S. Post Office, NJ | U.S. State Department | Los Alamos National Labs

**Internet Data Centers**
Above Net Communications | Cogent | Equinix | eVault | Exodus | Hurricane Electric | Level 3 | Pilot Network Security | Qwest Communications

**Laboratories**
Bristol Myers Squibb | DuPont | Merck | Miles Laboratories | Pfizer | Southwest Bell

**Local Government**
Alameda County Sheriffs | Carmel Fire Department | Chula Vista Police Department | City of Pompano Beach | City of West Palm Beach | Focused Hope Retraining | San Bernardino Sheriffs | Chesterfield County Virginia

**Manufacturing**
California Cryobank | Honda Motor Co., LTD | Mitsubishi Heavy Industries, LTD. | Owens Corning | Phillips Electric

**Medical Facilities**
Rex Hospital, North Carolina | University of Florida Medical Center | Veteran's Hospital

**Power**
Arizona Public Service Co. | Baltimore Gas & Electric | Boston Edison | Carolina Power & Light | Chubu Electric Power Co. | Cleveland Electric | Commonwealth Edison | Connecticut Yankee | Duke Power | Duquesne Light Co. | Entergy | Florida Power & Light | Georgia Power Co. | Houston Lighting & Power | Illinois Power Co. | Japan Atomic Power Co. | Kakima Nuclear Power Plant JV | Kansai Electric Power Co. | Nippon Nuclear | North Atlantic | Northeast Utilities | Pacific Gas & Electric | PECO Energy Co. | Portland General Electric | Public Service Electric & Gas | Soutn Carolina Electric & Gas | Southern California Edison | Southern Nuclear Operating | Texas Utilities | Tohoku Electric Power | Tokyo Electric Power Co. | TVA | Virginia Power Co. | Washington Public Power | Westinghouse | Wolf Creek Nuclear | Yankee Atomic Electric Co.

**Retail/Hospitality**
Graeter's Ice Cream | Joe's Stone Crab | Krispy Kreme Donuts | TK Maxx

**Special Interest**
1996 Olympic Games-Atlanta | The Arrowhead Pond of Anaheim | Busch Gardens | Chicago Housing Project | Les Fontaines Retirement | Lotus Development Day Care Center | Public Broadcasting Services-Malta | Raytown Parks & Recreation | Reliance Petroleum Co., India | Rotterdam Harbor | Royal Caribbean Cruise Lines | Sea World | Walt Disney Attractions

## " Quotes "

"The HandPunch has saved me a lot of time , effort and inaccuracies."
-Adam Wyse, Don Carter All-Star Lanes

"The HandPunch was the solution to our problems."
-Aida Garcia, FirstBank, Puerto Rico

"We can do our payroll in no time now."
-Judy Goupee, Joe's Stone Crab

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Since 1931

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