



TA100_{PRO}

Quick Reference Guide



Central Time Clock
Since 1931

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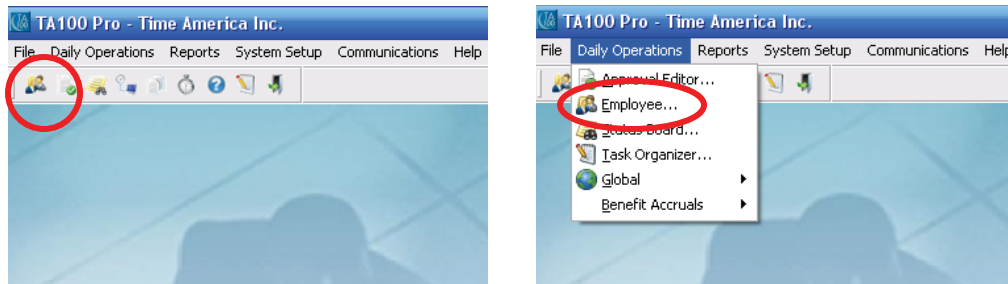
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ADDING NEW EMPLOYEES

Adding New Employees

As a company grows, hiring more employees is an expected experience. TA100 Pro makes adding new employees simple by walking the system user through the screens necessary to fully configure the new employee's assignments and options. Depending on the options selected in the Main Company setup, you might not see all the options and/or screens.

1. To add an employee, click on the **Employee** icon, or select **Daily Operations**, then **Employee**. This will open the *Configure Employee* Screen.



2. In the *Configure Employee* screen, press the **Detail** tab to change to the Employees Details.

Configure Employee

00001 Washington, Carol
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

00001 Washington, Carol
00002 Baines, Peter
00003 Anderson, Frank
00004 Jones, David
00005 Smith, John
00006 Sample, Joe

6 Listed
☒ Number ☐ Name
☒ Show Inactives

Timecard Schedule Transactions Status Benefits Messages Wages Badges NVA Clocks **Detail**

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar	S
A 11/16/09	Mon				00001	-	-	-	-	-	-	-
A 11/17/09	Tue				00001	-	-	-	-	-	-	-
A 11/18/09	Wed				00001	-	-	-	-	-	-	-

Auto Processing Show Schedule Forecasting Approve Pay Periods back 0 Key
From 11/15/2009 to 11/21/2009

	11/15/2009	11/16/2009	11/17/2009	11/18/2009	11/19/2009	11/20/2009	11/21/2009	Totals
Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reprocess Add Trans Edit/Add Start Edit/Add Stop Multiple Misc. From Schedule Delete

Print Close

- Click the **Add** button at the bottom of the window to add a new employee.

The screenshot shows the 'Configure Employee' window. The left sidebar lists employees: 00001 Washington, Carol (Active), 00002 Baines, Peter, 00003 Anderson, Frank, 00004 Jones, David, 00005 Smith, John, and 00006 Sample, Joe. The main area has tabs for Timecard, Schedule, Transactions, Status, Benefits, Messages, Wages, Badges, NVA, Clocks, and Detail. The 'Detail' tab is active. Fields include: Number (00001), SSN, Birth date, Last name (Washington), First name (Carol), Address, City, Zip Code, State, Phone, Email address, Hire date (07/12/1995), Accrue this month, Fiscal (07/12/2002), Use an Alternate Hire date for Benefits (01/01/1900), 911 #, Division (0000 TIME AMERICA, INC.), Group (001 Time America, Inc. Product), Holiday group (ALL HOLIDAYS), Accrual rule (100 FT HOURLY EMPLOYEES), and Use PC Clock. The bottom buttons are Add, Edit, Delete, Print, and Close. The 'Add' button is circled in red.

- All the fields will be blank, with the Hire date and the Fiscal date set to the Current system date.
- Enter a unique employee number and the employee's personal information. Make sure to check the **Hire** and **Fiscal** dates. Assign the employee to a Division, Group and Holiday Group (if in use). If the *Benefit Accrual Module* is installed, assign the employee to an Accrual Rule. If the *PC Clock* is installed, check the box to assign the employee. All information can be added or changed at a later date with the exception of the Employee Number.

Configure Employee

00001 Washington, Carol
Active

Division ALL
Group ALL

<< Prior Find Next >>

00001 Washington, Carol
00002 Baines, Peter
00003 Anderson, Frank
00004 Jones, David
00005 Smith, John
00006 Sample, Joe

6 Listed
☒ Number ☐ Name
☒ Show Inactives

Timecard Schedule Transactions Status Benefits Messages Wages Badges N/A Clocks **Detail**

Number
 SSN Birth date / /
 Last name
 First name Mi ☐
 Address
 Address
 City
 Zip Code State Phone () -
 Email address
 Hire date 11/19/2009 ☐ Accrue this month Fiscal 11/19/2009
☐ Use an Alternate Hire date for Benefits 01/01/1900
 911 #

 Division 0000 TIME AMERICA, INC.
 Group NO GROUP ASSIGNED
 Holiday group ALL HOLIDAYS
 Accrual rule NO ACCRUAL RULE DEFINED
☐ Use PC Clock

Comments

OK Cancel

6. Add any Comments then click **OK**. This will open the Status screen.

Status for Employee 99999 Test, Sam

Date	Policies	Active	Fulltime	Permanent
11/01/2009	001	YES	YES	YES

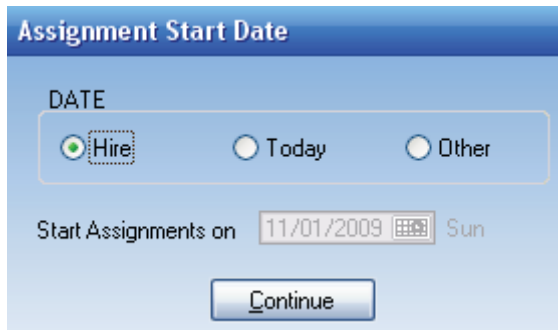
Add Edit Delete Close

7. The Status will auto populate with the Hire Date as the Status Date, the First Policy, Active Status, Fulltime Status, and Permanent Status.
8. If you need to change anything but the Status date and Active Status, click on **Edit**. This will open the *Status Maintenance* screen. If no changes are needed, click **Close**.



The **Status Maintenance** dialog box has a blue header. It contains three main sections: a date field at the top showing '11/01/2009' with a calendar icon and 'Sun' day indicator; a 'Status' section with radio buttons for 'Active' (selected), 'Inactive', 'Full Time' (selected), 'Part Time', 'Permanent' (selected), and 'Temporary'; and a 'Policies' section with a dropdown menu showing '001 Standard Policy'. At the bottom are 'OK' and 'Cancel' buttons.

9. Change any setting that is incorrect and click **OK**. This will take you back to the Status screen. Click **Close** to accept. This will open the Assignment Start Date.



The **Assignment Start Date** dialog box has a blue header. It contains a 'DATE' section with radio buttons for 'Hire' (selected), 'Today', and 'Other'. Below this is a date field showing '11/01/2009' with a calendar icon and 'Sun' day indicator. At the bottom is a 'Continue' button.

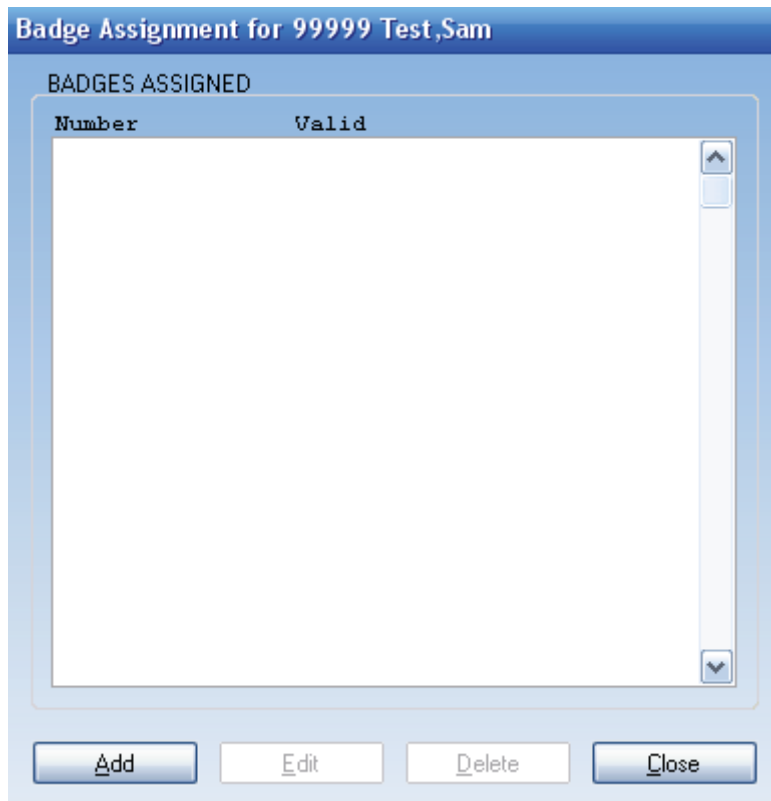
10. Select the date that the employee schedule should start on. Use the **Other** option to manually select the Assignment Start Date. Click **Continue**. This will open the Schedule screen.

11. Starting on Sunday, change the **Shift** and assign the employee to a Department and Job (if in use) by clicking in the appropriate field. If the employee has the same schedule each day, select the >> (update the rest of the week option) or continue to change the days until they reflect the employee's schedule.
12. You can enter a specific **Shift Override** start and stop schedule change time for rounding rule purposes only. You may also use the graphic timeline to define the same.
13. Check the **Work** box for each day the employee is scheduled to work. Click **OK** to accept.
14. The next screen is the *Message Assignments* screen. This screen configures the employee message sent to the time clock. Click the **Add** button to configure a message for each clock. The **All Clocks** button will send a single message to all clocks.

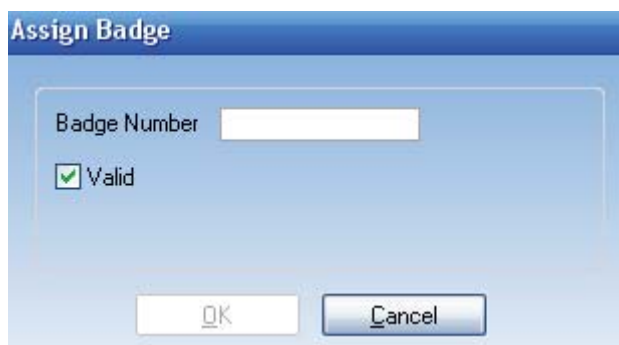
15. If the **Add** button is pressed, the Message Assignment screen will display. If the **All Clocks** button is pressed, only the *Message* area is visible.

16. Enter the Message or use the **Default message to Employee Name** option. Click **OK** to return to the *Message Assignments* screen. Click **Close** to continue. If *Wages* is selected in the *Main Company Setup*, you will see the *Wage Assignment* screen.
17. The *Wage Assignment* screen configures the employee for exempt or non-exempt status. Select the option that fits the employee wage rule. If the employee is non exempt select the wage by department or job (if in use). Otherwise, select the **Use a global wage** option.

18. If the employee is exempt, select the options that fit their wage rule. After configuring the employee's wage, click **OK**. This will take you to the *Badge Assignment* screen.



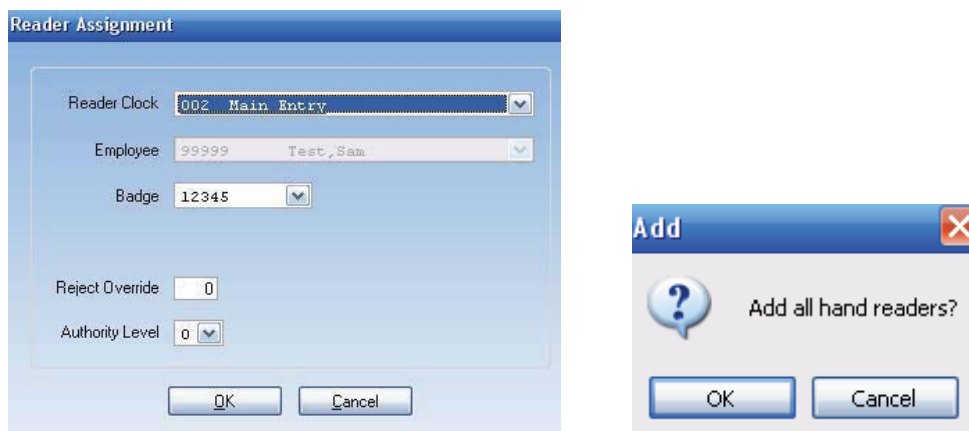
19. The *Badge Assignment* screen selects the badge number(s) for the employee. Click the **Add** button to open the *Assign Badge* screen. Enter the Badge number and check the **Valid** box, then click **OK**. If the employee has more than one badge, repeat this step.



20. Depending on the options selected in the *Main Company Setup* screen, the Badge number might be assigned by the system automatically. If the employee uses a different badge, click the **Delete** button to remove the badge, then add the correct badge.
21. After the badges are entered click **Close**. This will take you to the *Clock Assignments* screen.



22. The *Clock Assignments* screen is used to assign Hand Readers, TA7000 clocks and TA745/TA780/TA785 clocks to employees. This is necessary because the Hand Reader clocks take measurements of an employee's hand and the TA7000 and TA745/TA780/TA785 clocks can be used as fingerprint clocks. Each time the employee punches, the clocks compare the employee's hand and/or fingerprint to the existing template. Employee information, hand templates and fingerprints are stored in the clocks. For this reason, employees must be assigned to a clock so their name and template will be downloaded to the correct clock.
23. If the **Add** button is selected, the Reader Assignment screen will display. If the **All Clocks** button is selected, only the *Add* area is visible.



24. Now your employee is added to the TA100 Pro system.

25. You may now click the *Benefits* tab, if any updates to benefits are necessary. This screen configures the amount of benefit hours the employee receives. Select a benefit and click the **Details** button.

Configure Employee

99999 Test, Sam
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

00001 Washington, Carol
00002 Baines, Peter
00003 Anderson, Frank
00004 Jones, David
00005 Smith, John
00006 Sample, Joe
99999 Test, Sam

7 Listed
☒ Number ☐ Name
☒ Show Inactives

Timecard Schedule Transactions Status **Benefits** Messages Wages Badges N/A Clocks Detail

Fiscal Date: 11/01/2009 Benefit Hire Date: 11/01/2009 18 Days of Service

Code	Description	Allowed	Taken	Pending	Left	Count	Carry date
PERS	PERSONAL DAY	4.00	0.00	0.00	4.00	0	11/01/2009
SICK	SICK - PAID	0.00	0.00	0.00	0.00	0	01/01/2009
VAC	VACATION	0.00	0.00	0.00	0.00	0	11/01/2009

Update Details

Print Close

26. This will open the *Benefit Details* screen. Enter the amount of hours for the benefit in the Amount Allowed field. Click **OK** to finish after the benefit is configured. This will take you back to the *Benefit* screen. Continue to configure each benefit until finished. Click **Close** to accept.

Benefit Details for 99999 Test, Sam (PERS)

Day	Date	Time	Amount	Balance	Category	Type	Archived
Sun	11/15/2009	00:00:01	2.000000	4.000000	PERS	Given Hours	NO
Sun	11/08/2009	00:00:01	2.000000	2.000000	PERS	Given Hours	NO

☒ Show Accrued Adjustments

Delete Manual Adj. Close

Print

27. You have successfully configured a new employee completely into TA100 Pro.

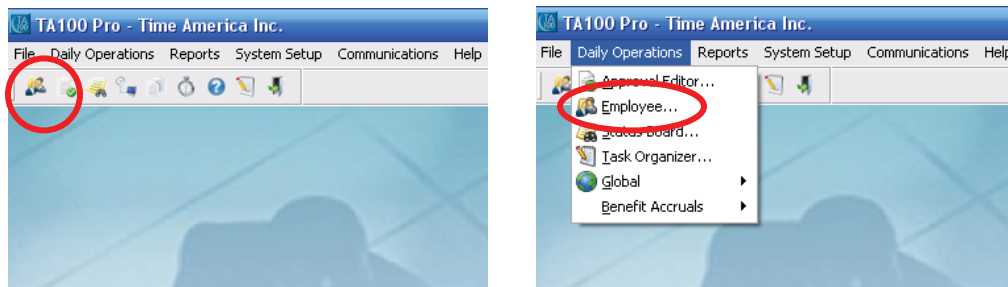
NOTES

ADDING TRANSACTIONS USING THE ONLINE TIMECARD

Adding Transactions Using the Online Timecard

TA100 Pro uses Transactions to show the times and events of an employee record. When an employee uses the Time Clock to “Clock In” and “Clock Out”, they create transactions. Miscellaneous hours like Vacation and Sick time are also transactions.

1. Open the *Configure Employee* Window by clicking on the **Employee** icon in the tool bar, or by selecting **Daily Operations**, then **Employee**.



2. Select the Employee from the dropdown list to view their Timecard.

Configure Employee

99999
Test, Sam
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

00001 Washington, Carol
00002 Baines, Peter
00003 Anderson, Frank
00004 Jones, David
00005 Smith, John
00006 Sample, Joe
99999 Test, Sam

7 Listed
☒ Number ☐ Name
☒ Show Inactives

Timecard | Schedule | Transactions | Status | Benefits | Messages | Wages | Badges | N/A | Clocks | Detail

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar	S
11/16/09	Mon				0005	-	-	-	-	-	-	
11/17/09	Tue				0005	-	-	-	-	-	-	
11/18/09	Wed				0005	-	-	-	-	-	-	
11/19/09	Thu				0005	-	-	-	-	-	-	

Auto Processing Show Schedule Forecasting Approve

Pay Periods back 0 Key
From 11/15/2009 to 11/21/2009

	11/15/2009	11/16/2009	11/17/2009	11/18/2009	11/19/2009	11/20/2009	11/21/2009	Totals
Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reprocess Add Trans Edit/Add Start Edit/Add Stop Multiple Misc From Schedule Delete

Print Close

- Click the **Add Trans** button to open the *Transaction Details* screen. The *Transaction Details* screen creates the transaction. Use the **Date** and **Time** fields to specify when the transaction happens. The **Function** field specifies what type of transaction to create. The **Clock** field selects the clock that the transaction is assigned. Use the **Override Round** option to have TA100 Pro ignore the rounding rules for this transaction. Use the **Override Automatic Lunches and Breaks** option to have TA100 Pro ignore all lunch auto deductions. If the transaction is a *Miscellaneous Transaction*, the **Miscellaneous Information** area will be available.

Transaction Detail for 99999 Test, Sam

Date and Time: 11/16/2009 07:00:00 Mon

Function: * CLOCKED IN

Clock: 001 Demo TA520L

Buttons: Override Round, Override Automatic Lunches and Breaks, OK, Cancel

ADDING TRANSACTION

- Some transactions have more information than the Function key. *Department transfers* and *Tips* have information that the employee would input at the clock.

Transaction Detail for 99999 Test, Sam

Date and Time: 11/17/2009 10:00:00 Tue

Function: 0 ENTER DEPARTMENT

Clock: 001 Demo TA520L

Buttons: Override Round

Prompts from Clock:

Prompt 1	ENTER DEPARTMENT		...
Prompt 2			...
Prompt 3			...
Prompt 4			...

Buttons: OK, Cancel

ADDING TRANSACTION

- If the transaction needs extra information, the Prompt list will show the levels. Click the box next to the input field and type the required information.

ENTER DEPARTMENT

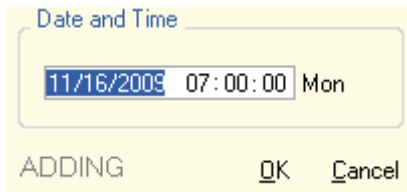
DEPARTMENT, ENTER 4 NUMERIC DIGITS

Close

6. When finished configuring the transaction click **OK**. This will exit the *Transaction Details* screen and create the transaction. If you do not have **Auto processing** checked in the Online *Timecard* screen, click **Reprocess** button to see the changes.

NOTE:

A popup window is available to add Start and Stop entries. The popup window can be accessed by double clicking or a right click in the Start and Stop fields.



A screenshot of a 'Date and Time' popup window. The window has a title bar that says 'Date and Time'. Inside, there is a text field containing '11/16/2009 07:00:00 Mon'. Below the text field, there are three buttons: 'ADDING', 'OK', and 'Cancel'.

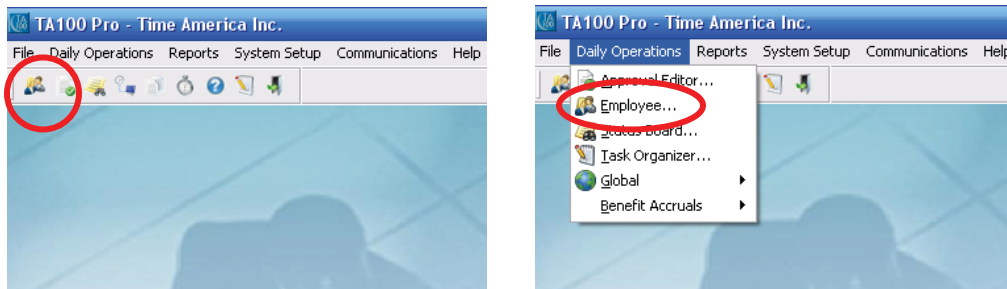
NOTES

ADDING TRANSACTIONS USING TRANSACTION MAINTENANCE

Adding Transactions Using Transaction Maintenance

TA100 Pro uses Transactions to show the times and events of an employee record. When an employee uses the Time Clock to “Clock In” and “Clock Out”, they create transactions. Miscellaneous hours like Vacation and Sick time are also transactions.

1. Open the *Configure Employee* Window by clicking on the **Employee** icon in the tool bar, or by selecting **Daily Operations**, then **Employee**.



2. Select the Employee from the dropdown list; you will be taken to their *Timecard*.

Configure Employee

99999
Test, Sam
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

00001 Washington, Carol
00002 Baines, Peter
00003 Anderson, Frank
00004 Jones, David
00005 Smith, John
00006 Sample, Joe
99999 Test, Sam

7 Listed
☒ Number ☐ Name
☒ Show Inactives

Timecard | Schedule | Transactions | Status | Benefits | Messages | Wages | Badges | N/A | Clocks | Detail

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar	S
A 11/16/09	Mon				0005	-	-	-	-	-	-	
A 11/17/09	Tue				0005	-	-	-	-	-	-	
A 11/18/09	Wed				0005	-	-	-	-	-	-	
A 11/19/09	Thu				0005	-	-	-	-	-	-	

Auto Processing Show Schedule Forecasting Approve

Pay Periods back 0 Key
From 11/15/2009 to 11/21/2009

	11/15/2009	11/16/2009	11/17/2009	11/18/2009	11/19/2009	11/20/2009	11/21/2009	Totals
Reg	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reprocess Add Trans Edit/Add Start Edit/Add Stop Multiple Misc. From Schedule Delete

Print Close

- Click on the *Transactions* Tab to be taken to the *Transactions* window.

The screenshot shows the 'Configure Employee' window for employee 99999, Test, Sam. The 'Transactions' tab is selected and highlighted with a red circle. The window displays a list of employees on the left, with 'Test, Sam' selected. The main area shows a calendar for November 2009. At the bottom, there are fields for Supervisor, Prompt, and Input, and a red circle around the 'Add' button.

- Click the **Add** button to open the *Transaction Details* screen.
- The *Transaction Details* screen creates the transaction. Use the **Date** and **Time** fields to specify when the transaction happens. The **Function** field specifies what type of transaction to create. The **Clock** field selects the clock that the transaction is assigned. Use the **Override Round** option to have TA100 Pro ignore the rounding rules for this transaction. Use the **Override Automatic Lunches and Breaks** option to have TA100 Pro ignore all lunch auto deductions. If the transaction is a *Miscellaneous Transaction*, the **Miscellaneous Information** area will be available.

The screenshot shows the 'Transaction Detail for 99999 Test, Sam' window. The 'Date and Time' field is set to 11/16/2009 07:00:00 Mon. The 'Function' field is set to * Clocked In. The 'Clock' field is set to 001 Demo TAS20L. There are buttons for 'Override Round' and 'Override Automatic Lunches and Breaks'. The text 'ADDING TRANSACTION' is displayed at the bottom left, and 'OK' and 'Cancel' buttons are at the bottom right.

6. Some transactions have more information than the Function key. *Department transfers* and *Tips* have information that the employee would input at the clock. If the transaction needs extra information, the Prompt list will show the levels. Click the box next to the *Input* field and type the required information.

Transaction Detail for 99999 Test, Sam

Date and Time
 11/17/2009 10:00:00 Tue

Function 0 ENTER DEPARTMENT

Clock 001 Demo TA520L

Override Round

Prompts from Clock

Prompt 1	ENTER DEPARTMENT		...
Prompt 2			...
Prompt 3			...
Prompt 4			...

ADDING TRANSACTION

OK Cancel

7. When finished configuring the transaction, click **OK**. This will exit the *Transaction Details* screen and create the transaction.

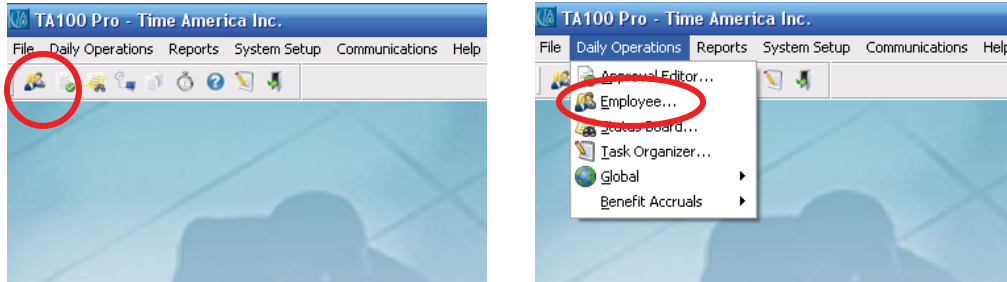
NOTES

EDITING EXISTING TRANSACTIONS USING THE ONLINE TIMECARD

Editing Existing Transactions in the Online Time Card

Editing transactions using the Online Time Card is an easy way to correct and update employee record, and see the results instantly.

1. Open the *Configure Employee* Window by clicking on the **Employee** Icon, or by selecting **Daily Operations**, then **Employee**.



2. Select the Employee from the dropdown list to view their Timecard.

Configure Employee

99999
Test, Sam
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

- 00001 Washington, Carol
- 00002 Baines, Peter
- 00003 Anderson, Frank
- 00004 Jones, David
- 00005 Smith, John
- 00006 Sample, Joe
- 99999 Test, Sam

7 Listed
☒ Number ☐ Name
☒ Show Inactives

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar	S
11/16/09	Mon	WORK	07:00	16:00	0005	8.00	-	-	-	1.00	-	*
11/17/09	Tue		10:00		0005	-	-	-	-	-	-	
11/17/09	Tue			16:00	0005	-	-	-	-	-	-	
11/18/09	Wed				0005	-	-	-	-	-	-	
11/19/09	Thu				0005	-	-	-	-	-	-	

Auto Processing Show Schedule Forecasting Approve

Pay Periods back 0 Key
From 11/15/2009 to 11/21/2009

	11/15/2009	11/16/2009	11/17/2009	11/18/2009	11/19/2009	11/20/2009	11/21/2009	Totals
Reg	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reprocess Add Trans Edit/Add Start Edit/Add Stop Multiple Misc From Schedule Delete

Print Close

- Using the Online *Timecard* we can modify an existing transaction. For our example we will change Monday start time from "07:00:00" to "08:00:00". Select the first line for Monday and click the **Edit/Add Start** button.

Configure Employee
99999 Test, Sam
 Active

Division: ALL
 Group: ALL

<< Prior Find Next >>

00001 Washington, Carol
 00002 Baines, Peter
 00003 Anderson, Frank
 00004 Jones, David
 00005 Smith, John
 00006 Sample, Joe
 99999 Test, Sam

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar	S
11/16/09	Mon	WORK	07:00	16:00	00005	8.00	-	-	-	1.00	-	-
M 11/17/09	Tue		10:00		00005	-	-	-	-	-	-	-
M 11/17/09	Tue			16:00	00005	-	-	-	-	-	-	-
A 11/18/09	Wed				00005	-	-	-	-	-	-	-
A 11/19/09	Thu				00005	-	-	-	-	-	-	-

Auto Processing Show Schedule Forecasting Approve

Pay Periods back 0 Key
 From 11/15/2009 to 11/21/2009

	11/15/2009	11/16/2009	11/17/2009	11/18/2009	11/19/2009	11/20/2009	11/21/2009	Totals
Reg	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

7 Listed
☒ Number ☐ Name
☒ Show Inactives

Reprocess Add Trans **Edit/Add Start** Edit/Add Stop Multiple Misc. From Schedule Delete

Print Close

- This will open the *Transaction Details* screen with a copy of the transaction selected. We want to change the start time for this transaction.

- Modify the Time from "07:00:00" to "08:00:00".

Transaction Detail for 99999 Test, Sam

Date and Time
 11/16/2009 07:00:00 Mon

Function: * CLOCKED IN

Clock: 001 Demo TA520L

111111111 OPERATOR, SYSTEM
 11/19/2009 12:29:42 THU

Override Round
 Override Automatic Lunches and Breaks

EDITING TRANSACTION

OK Cancel

11/16/2009 08:00:00 Mon

6. Click **OK** to modify the existing transaction. This will also change the existing transaction in the *Transaction Maintenance* screen.
7. Click **Reprocess** button to see the changes to the employee's totals.

Configure Employee

99999 Test, Sam
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

00001 Washington, Carol
00002 Baines, Peter
00003 Anderson, Frank
00004 Jones, David
00005 Smith, John
00006 Sample, Joe
99999 Test, Sam

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar
11/16/09	Mon	WORK	08:00	16:00	0005	7.00				1.00	
11/17/09	Tue		10:00	16:00	0005						
11/18/09	Wed				0005						
11/19/09	Thu				0005						

Auto Processing Show Schedule Forecasting Approve

Pay Periods back 0 Key
From 11/15/2009 to 11/21/2009

	11/15/2009	11/16/2009	11/17/2009	11/18/2009	11/19/2009	11/20/2009	11/21/2009	Totals
Reg	0.00	7.00	0.00	0.00	0.00	0.00	0.00	7.00
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

7 Listed
☒ Number ☐ Name
☒ Show Inactives

Reprocess Add Trans Edit/Add Start Edit/Add Stop Multiple Misc. From Schedule Delete

Print Close

8. The Transaction is now changed to "08:00:00" and the *Totals* have been updated.

NOTE:

A popup window is available to edit Start and Stop entries. The popup window can be accessed by double clicking or a right click in the Start and Stop fields.

Date and Time

11/16/2009 08:00:00 Mon

EDITING OK Cancel

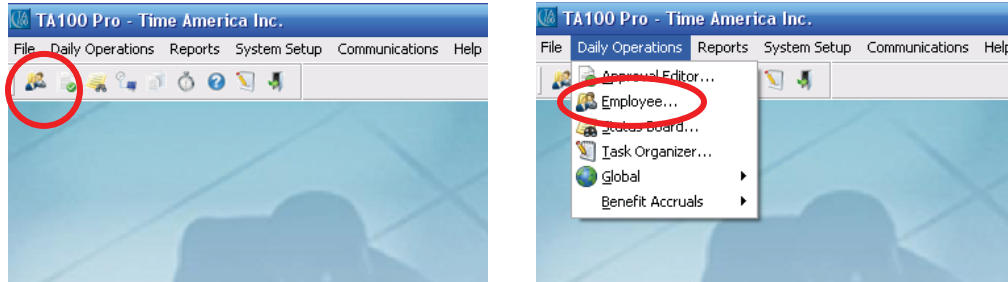
NOTES

FIXING MISSING PUNCHES IN THE EMPLOYEE'S TIME CARD

Fixing Missing Punches in the Employee's Time Card

Editing transactions using the Online Time Card is an easy way to correct and update employee record, and see the results instantly.

1. Open the *Configure Employee* Window by clicking on the **Employee** Icon, or by selecting **Daily Operations**, then **Employee**.



2. Select the Employee from the dropdown list to view their *Timecard*.

Configure Employee

99999
Test, Sam
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

00001 Washington, Carol
00002 Baines, Peter
00003 Anderson, Frank
00004 Jones, David
00005 Smith, John
00006 Sample, Joe
99999 Test, Sam

7 Listed
☒ Number ☐ Name
☒ Show Inactives

Timecard | Schedule | Transactions | Status | Benefits | Messages | Wages | Badges | NVA | Clocks | Detail

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar	S
11/16/09	Mon	WORK	08:00	16:00	0005	7.00	-	-	-	1.00	-	*
M 11/17/09	Tue		10:00		0005	-	-	-	-	-	-	
M 11/17/09	Tue			16:00	0005	-	-	-	-	-	-	
A 11/18/09	Wed				0005	-	-	-	-	-	-	
A 11/19/09	Thu				0005	-	-	-	-	-	-	

Auto Processing Show Schedule Forecasting Approve

Pay Periods back 0 Key
From 11/15/2009 to 11/21/2009

	11/15/2009	11/16/2009	11/17/2009	11/18/2009	11/19/2009	11/20/2009	11/21/2009	Totals
Reg	0.00	7.00	0.00	0.00	0.00	0.00	0.00	7.00
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reprocess Add Trans Edit/Add Start Edit/Add Stop Multiple Misc. From Schedule Delete

Print Close

- Using the *Timecard* we can check for errors that were created by an employee not using the time clock correctly. Looking at the example below we can see on Tuesday the employee did not punch correctly. This is indicated by the “M” next to Tuesday’s transactions. Press the *Transactions* tab to check the sequence of Tuesday’s transactions.

Configure Employee

99999
Test, Sam
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

00001 Washington, Carol
00002 Baines, Peter
00003 Anderson, Frank
00004 Jones, David
00005 Smith, John
00006 Sample, Joe
99999 Test, Sam

7 Listed
☒ Number ☐ Name
☒ Show Inactives

Timecard Schedule **Transactions** Status Benefits Messages Wages Badges N/A Clocks Detail

Date	Day	Clock	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar	S
11/16/09	Mon	WORK	08:00	16:00	0005	7.00	-	-	-	1.00	-	*
11/17/09	Tue	M	10:00		0005	-	-	-	-	-	-	
11/17/09	Tue			16:00	0005	-	-	-	-	-	-	
11/18/09	Wed	A			0005	-	-	-	-	-	-	
11/19/09	Thu	A			0005	-	-	-	-	-	-	

Auto Processing Show Schedule Forecasting Approve

Pay Periods back 0 Key
From 11/15/2009 to 11/21/2009

	11/15/2009	11/16/2009	11/17/2009	11/18/2009	11/19/2009	11/20/2009	11/21/2009	Totals
Reg	0.00	7.00	0.00	0.00	0.00	0.00	0.00	7.00
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00
Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reprocess Add Trans Edit/Add Start Edit/Add Stop Multiple Misc. From Schedule Delete

Print Close

- This will move us to the *Transactions* Tab. Looking at the sequence; we can see the employee forgot to create a “**CLOCK IN**” punch before they transferred departments. Because the department transfer was over an hour later than their scheduled start time, we will create a “**CLOCK IN**” transaction. In our example the employee’s real start time was “07:00:00”.

Configure Employee

99999
Test, Sam
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

- 00001 Washington, Carol
- 00002 Baines, Peter
- 00003 Anderson, Frank
- 00004 Jones, David
- 00005 Smith, John
- 00006 Sample, Joe
- 99999 Test, Sam

7 Listed
☒ Number ☐ Name
☒ Show Inactives

Day	Date	Time	Key	Prompt	Clock	Badge
Mon	11/16/2009	08:00:00	*	CLOCKED IN	001	
Mon	11/16/2009	16:00:00	#	CLOCKED OUT	001	
Tue	11/17/2009	10:00:00	0	ENTER DEPARTMENT	001	
Tue	11/17/2009	16:00:00	#	CLOCKED OUT	001	

November 2009

SUPERVISOR
 Badge 1111111111
 Name OPERATOR,SYSTEM
 Date 11/19/2009
 Time 12:38:41

PROMPT INPUT
 CLOCKED IN

Add Edit Delete

Print Close

- Click the **Add** button to create a new transaction.
- This will open the *Transaction Details* screen with a copy of the transaction selected. We want to add the *Start Time* and the *Function* of the transaction.
- Modify the Time from "10:00:00" to "07:00:00" and Change the Function to **"CLOCKED IN"**.

Transaction Detail for 99999 Test,Sam

Date and Time: 11/17/2009 10:00:00 Tue

Function: 0 ENTER DEPARTMENT

Clock: 001 Demo TA520L

Override Round

Prompts from Clock:

Prompt 1 ENTER DEPARTMENT

Prompt 2

Prompt 3

Prompt 4

ADDING TRANSACTION

OK Cancel

Transaction Detail for 99999 Test,Sam

Date and Time: 11/17/2009 07:00:00 Tue

Function: * CLOCKED IN

Clock: 001 Demo TA520L

Override Round

Override Automatic Lunches and Breaks

ADDING TRANSACTION

OK Cancel

8. Click **OK** to create the new transaction. This will create the new transaction in the *Transaction Maintenance* screen.

Configure Employee

99999 Test,Sam

Active

Division: ALL

Group: ALL

<< Prior Find Next >>

00001 Washington, Carol

00002 Baines, Peter

00003 Anderson, Frank

00004 Jones, David

00005 Smith, John

00006 Sample, Joe

99999 Test,Sam

7 Listed

Number Name

Show Inactives

Timecard Schedule Transactions Status Benefits Messages Wages Badges N/A Clocks Detail

Day	Date	Time	Key	Prompt	Clock	Badge
Mon	11/16/2009	08:00:00	*	CLOCKED IN	001	
Mon	11/16/2009	16:00:00	#	CLOCKED OUT	001	
Tue	11/17/2009	07:00:00	*	CLOCKED IN	001	
Tue	11/17/2009	10:00:00	0	ENTER DEPARTMENT	001	
Tue	11/17/2009	16:00:00	#	CLOCKED OUT	001	

November 2009

SUPERVISOR

Badge 111111111

Name OPERATOR.SYSTEM

Date 11/19/2009

Time 12:53:03

PROMPT CLOCKED IN

INPUT

Add Edit Delete

Print Close

- Press the *Timecard* tab, and reprocess if auto processing is not enabled, to see the changes to the employees *Totals*.

Configure Employee
99999
Test, Sam
Active

Division: ALL
Group: ALL

<< Prior Find Next >>

00001 Washington, Carol
00002 Baines, Peter
00003 Anderson, Frank
00004 Jones, David
00005 Smith, John
00006 Sample, Joe
99999 Test, Sam

Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar	S
11/16/09	Mon	WORK	08:00	16:00	0005	7.00	-	-	-	-	-	*
11/17/09	Tue	WORK	07:00	10:00	0005	3.00	-	-	-	1.00	-	*
11/18/09	Wed				0005	-	-	-	-	-	-	*
11/19/09	Thu				0005	-	-	-	-	-	-	*

Auto Processing Show Schedule Forecasting Approve

Pay Periods back 0 Key
From 11/15/2009 to 11/21/2009

	11/15/2009	11/16/2009	11/17/2009	11/18/2009	11/19/2009	11/20/2009	11/21/2009	Totals
Reg	0.00	7.00	8.00	0.00	0.00	0.00	0.00	15.00
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	0.00	1.00	1.00	0.00	0.00	0.00	0.00	2.00
Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

7 Listed
☒ Number ☐ Name
☒ Show Inactives

Reprocess Add Trans Edit/Add Start Edit/Add Stop Multiple Misc. From Schedule Delete

Print Close

- The “M” next to Tuesday has now disappeared. This means that Tuesday’s transactions are in the correct sequence.

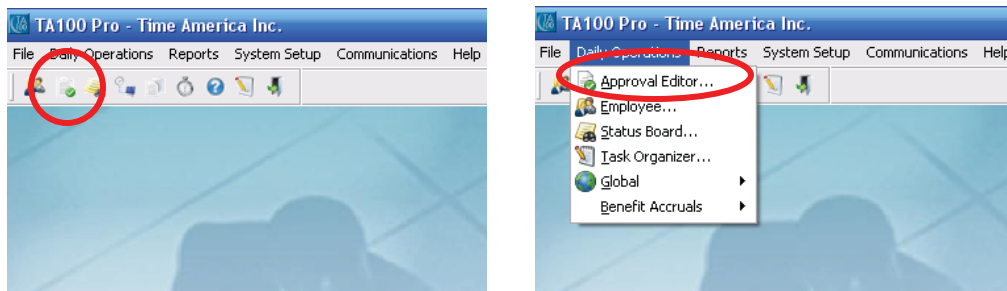
NOTES

USING THE APPROVAL EDITOR

Using the Approval Editor

The Approval Editor is a useful tool for editing and reporting employee errors. It can report Missing Punches and Absences for employees thus allowing you to make changes to the employee's Time Card.

1. To open the *Approval Editor* click on the **Approval Editor** icon, or select **Daily Operations**, then select **Approval Editor**.



2. This will open the *Approval Editor Selection* screen. From this screen you can view all employee infractions based on the options you select. Absences and Missing Punches can be displayed.
3. To filter the information, select **Absences** or **Missing**. The **Absences** selection will only show Absences. The **Missing** selection will only show *Missing Punches* and *Other Exceptions*. If **All** is selected, all information will be displayed. You can also filter employees by **Groups** and **Divisions**.



4. Select the **Missing** option to filter out the Absences. This will make finding *Missing Punches* easier.
5. The Approval Editor displays employee Sam Test with a *Missing Punch* for Wednesday—November 18, 2009. Select the transaction and press the **Edit** button.

[illegible]

6. This will open a special *Online Timecard* for the employee.
7. Select Wednesday and look at the sequence. The employee started at “07:00:00”, but the employee did not Clock Out.

Approval for Employee 99999 Test,Sam

Timecard Schedule Transactions

Date	Day	Cat	Start	Stop	Reg	OT1	OT2	OT3	Unpaid	Dollar	S
11/16/09	Mon	WORK	08:00	IL 16:00	7.00	-	-	-	1.00	-	*
11/17/09	Tue	WORK	07:00	10:00	3.00	-	-	-	-	-	*
11/17/09	Tue	WORK	10:00	16:00	5.00	-	-	-	1.00	-	*
M 11/18/09	Wed		07:00		-	-	-	-	-	-	
A 11/19/09	Thu				-	-	-	-	-	-	

Auto Processing Show Schedule Approve Pay Periods back 0 Key

From 11/15/2009 to 11/21/2009

	11/15/2009	11/16/2009	11/17/2009	11/18/2009	11/19/2009	11/20/2009	11/21/2009	Totals
Reg	0.00	7.00	8.00	0.00	0.00	0.00	0.00	15.00
OT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OT3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unpaid	0.00	1.00	1.00	0.00	0.00	0.00	0.00	2.00
Dollar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Reprocess Add Trans Edit/Add Start Edit/Add Stop Multiple Misc. From Schedule Delete Close

- Select the line for Wednesday and click the **Edit/Add Stop** button. This will open the *Transaction Detail* screen.
- Create a new transaction with the correct *Time* and *Function*. In our example, the employee ended their shift at "16:00:00", with a "Clocked Out".

Transaction Detail for 99999 Test,Sam

Date and Time

11/18/2009 16:00:00 Wed

Function # CLOCKED OUT

Clock 001 Demo TA520L

Override Round

Override Punch Link-Back Time

ADDING TRANSACTION

OK Cancel

- Click **OK** to create the new transaction. Press the **Reprocess** button if *Auto Processing* is not enabled. This will update the *Online Timecard* and show the correct totals for Wednesday.
- After correcting any other errors in the employee's time card click **Close** to return to the Approval Editor.

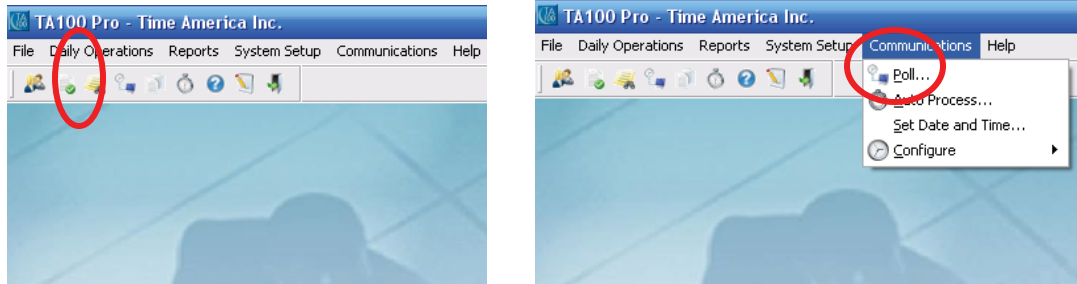
NOTES

MANUALLY POLLING THE TIME CLOCKS

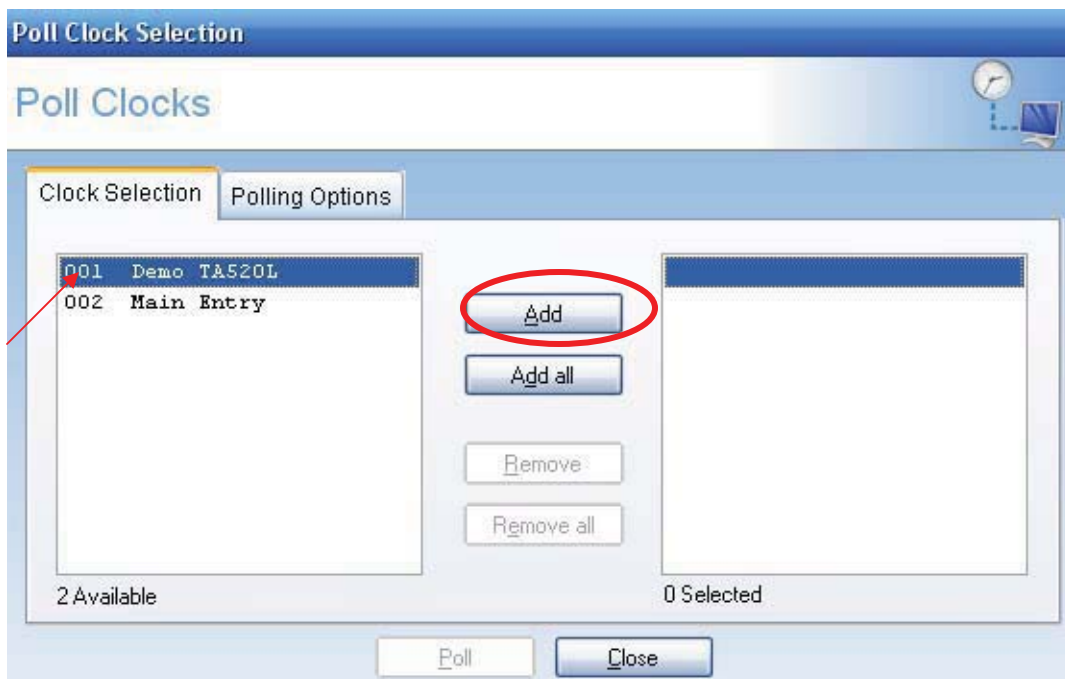
Manually Polling the Time Clocks

TA100 Pro allows the system user to retrieve and update the employees Time Card by manually polling each terminal. Before you can poll a terminal you do need a polling key or a system key attached to the parallel port or USB of your computer.

1. Click on the **Poll Terminals** icon, or select **Communications**, and then **Poll**.

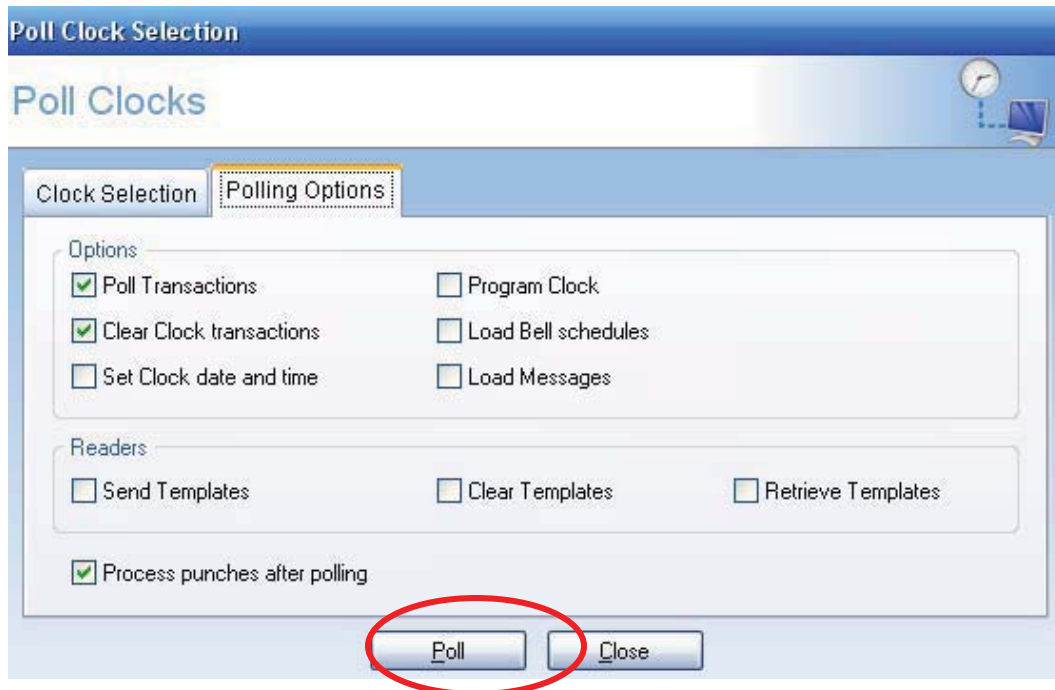


2. This will open the *Poll Clock Selection* Screen.



3. Select the clock in the left window and click the **Add** button. This will move the clock to the right window. To choose every clock in the left window use the **Add all** button.
4. Select the *Polling Options* Tab to move to the *Polling Options* screen.

5. Select the **Poll Transactions**, **Clear Clocks transactions**, and **Process punches after polling**.



6. The **Poll Transactions** option will retrieve all the punches from the selected time clocks. The **Clear Clocks transactions** option will remove all transactions from the selected time clocks. **Clear Clocks transactions** cannot be selected without first selecting **Poll Transactions**. Removing polled transactions from the time clock makes room for new transactions. The **Process punches after polling** option will update the Timecards to show the new transactions.
7. Click the **Poll** button to start the download process. Now the selected time clocks will be cleared of all old transactions and have extra space for new transactions. If a clock does not poll, TA100 Pro will display an *Error Report* that you can print.

NOTES



Quick Reference Guide

Visit Our Online Support Center For Frequently Asked Questions:
www.centraltimeclock.com/support



Central Time Clock
Since 1931

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www.centraltimeclock.com