TA100PRO

Quick Reference Guide

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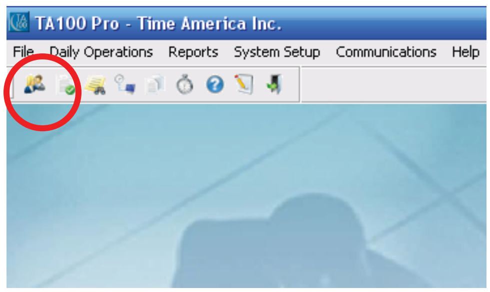
Table of Contents

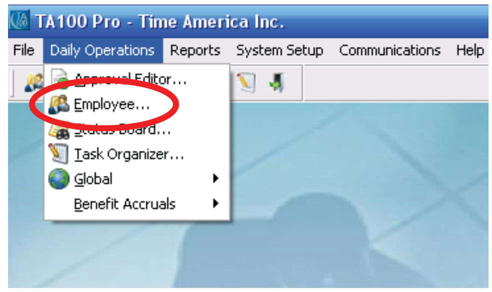
ADDING NEW EMPLOYEES

Adding New Employees

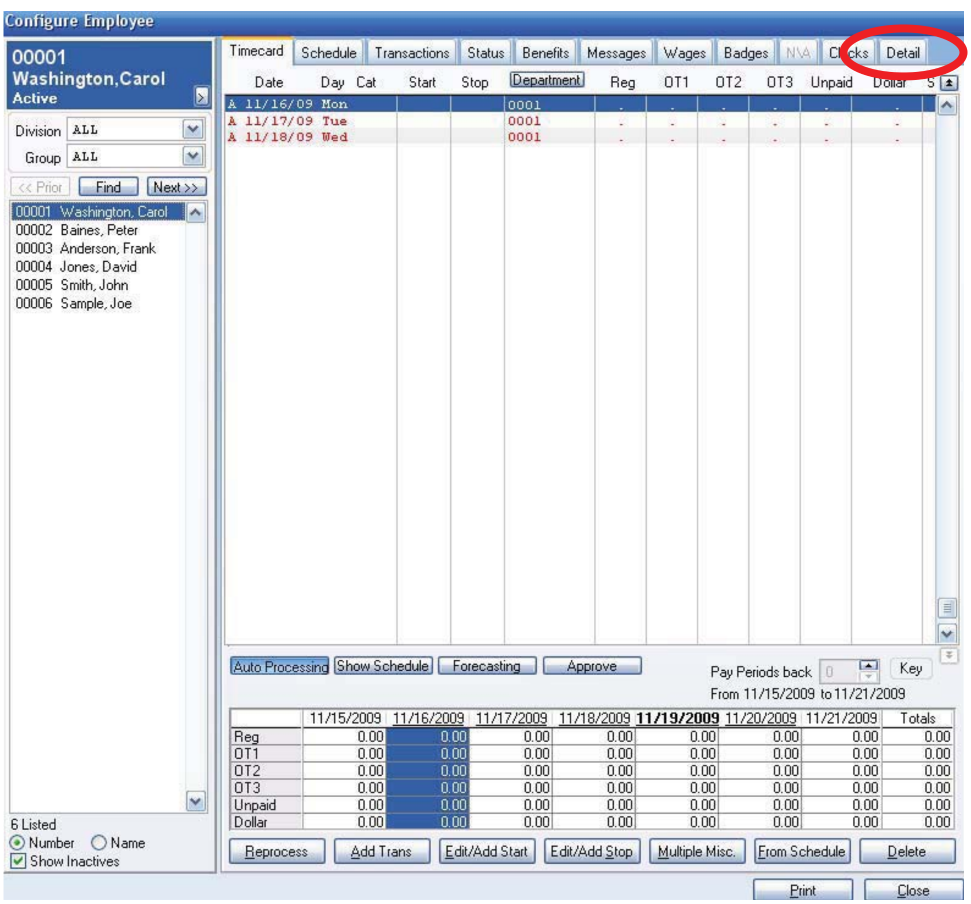
As a company grows, hiring more employees is an expected experience. TA100 Pro makes adding new employees simple by walking the system user through the screens necessary to fully configure the new employee's assignments and options. Depending on the options selected in the Main Company setup, you might 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.

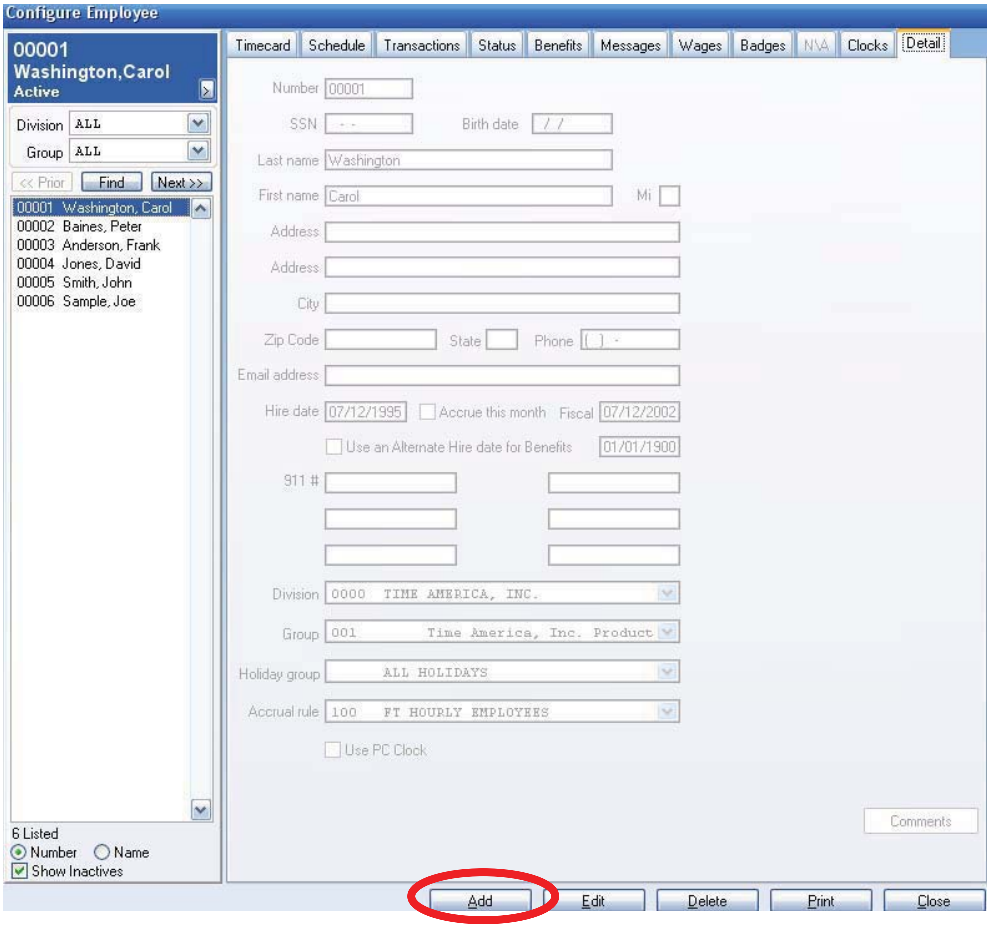




2. In the *Configure Employee* screen, press the **Detail** tab to change to the Employees Details.

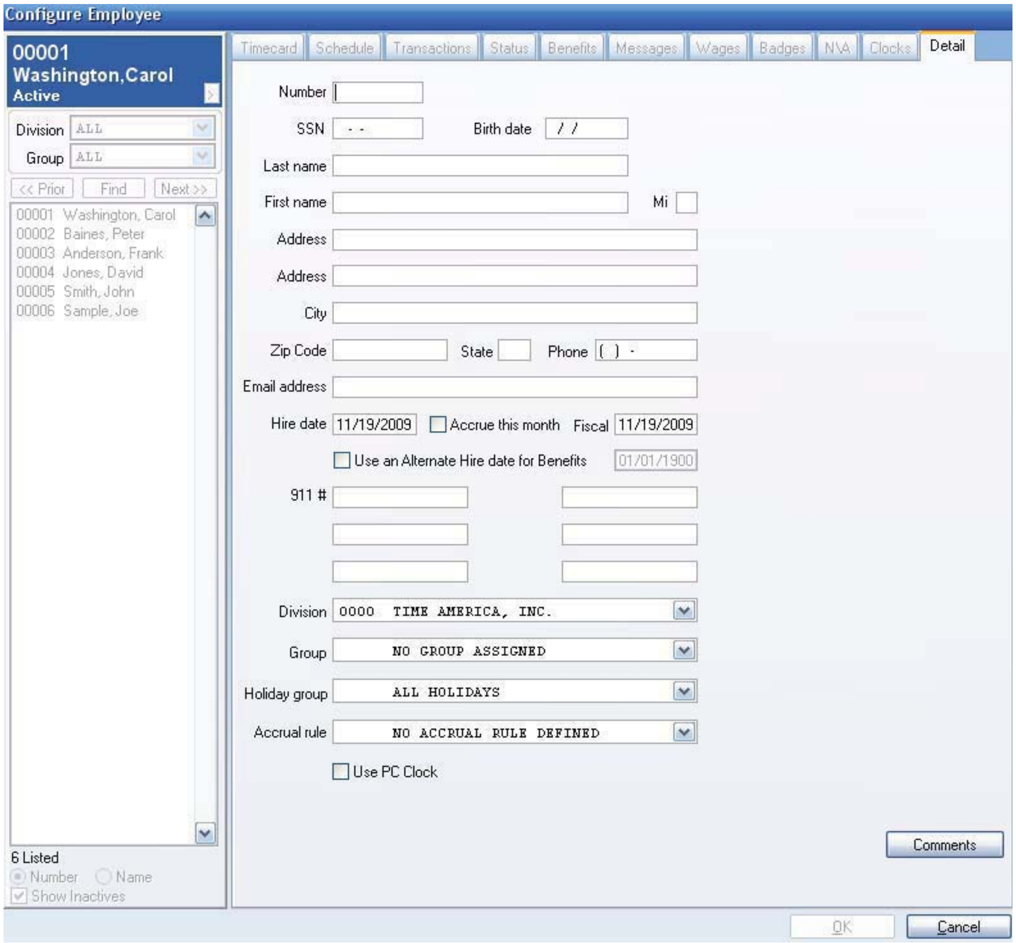


3. Click the **Add** button at the bottom of the window to add a new employee.

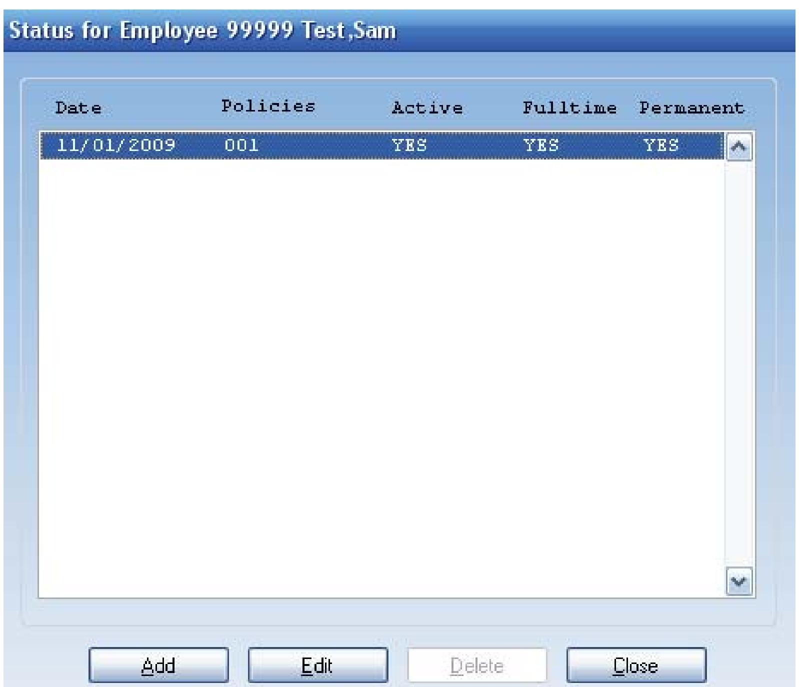


4. All the fields will be blank, with the Hire date and the Fiscal date set to the Current system date.

5. 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.



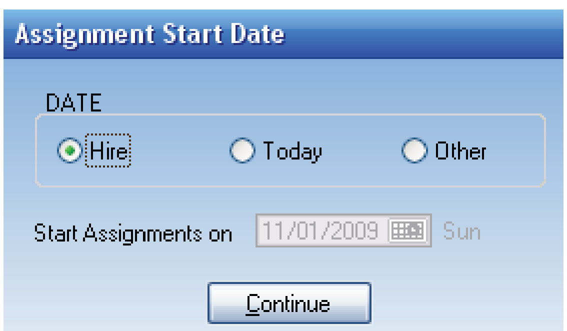
6. Add any Comments then click **OK.** This will open the Status screen.



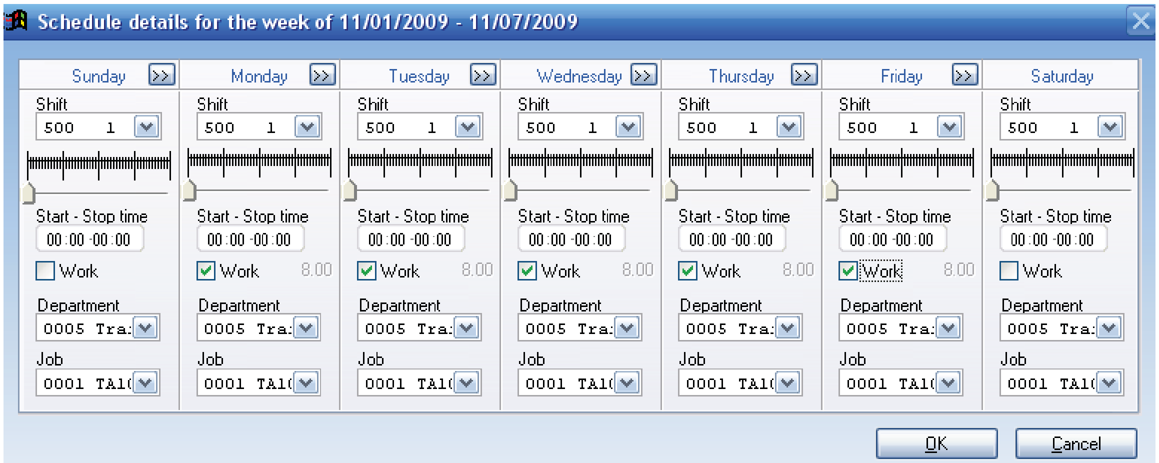
7. The Status will auto populate with the Hire Date as the Status Date, the First Policy, Active Status, Fulltime Status, and Permanent Status.

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.**

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.



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.

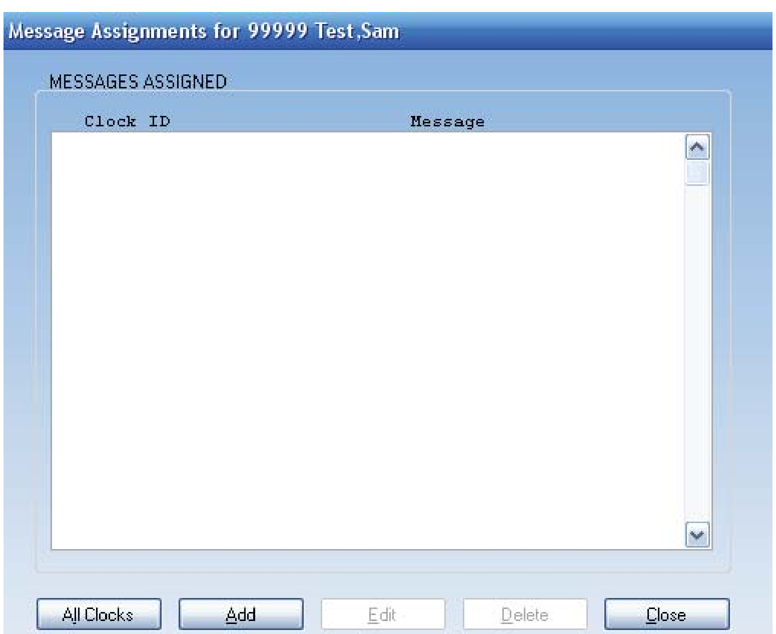


11. Starting on Sunday, change the **Shift** and assign the employee to a Department and Job (if in use) by clicking in the appropriate field. If the employee has the same schedule each day, select the >> (update the rest of the week option) or continue to change the days until they reflect the employee's schedule.

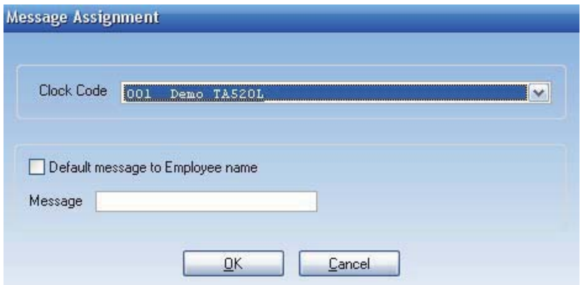
12. You can enter a specific **Shift Override** start and stop schedule change time for rounding rule purposes only. You may also use the graphic timeline to define the same.

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.

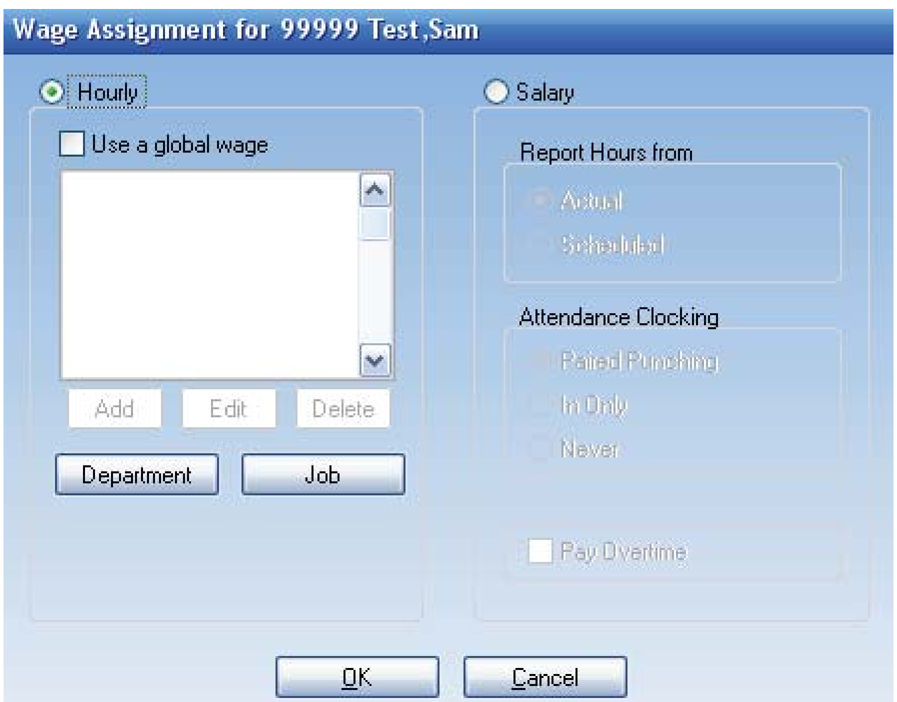


15. If the **Add** button is pressed, the Message Assignment screen will display. If the **All Clocks** button is pressed, only the *Message* area is visible.

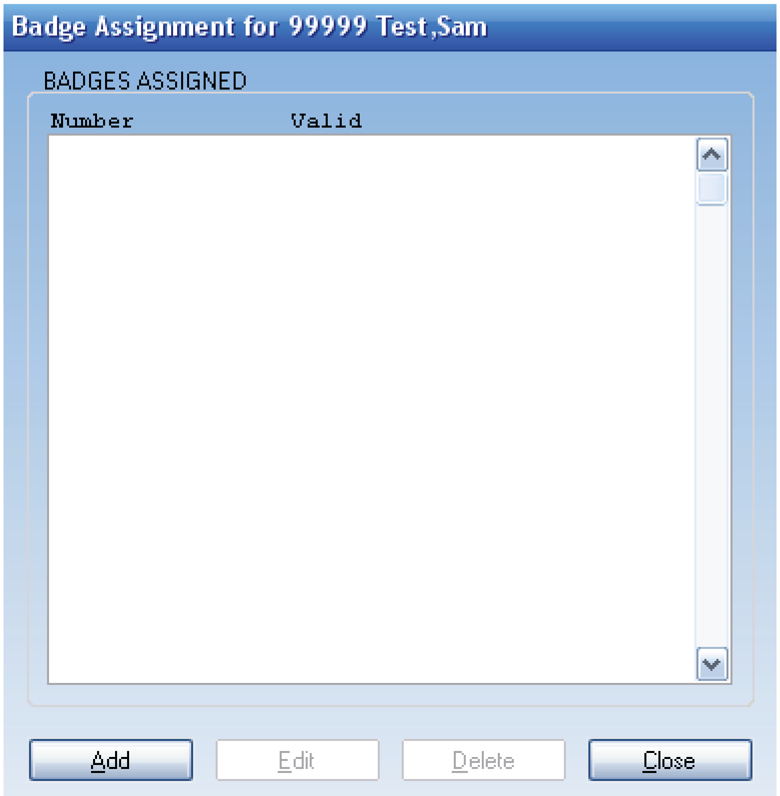


16. Enter the Message or use the **Default message to Employee Name** option. Click **OK** to return to the *Message Assignments* screen. Click **Close** to continue. If *Wages* is selected in the *Main Company Setup*, you will see the *Wage Assignment screen*.

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.



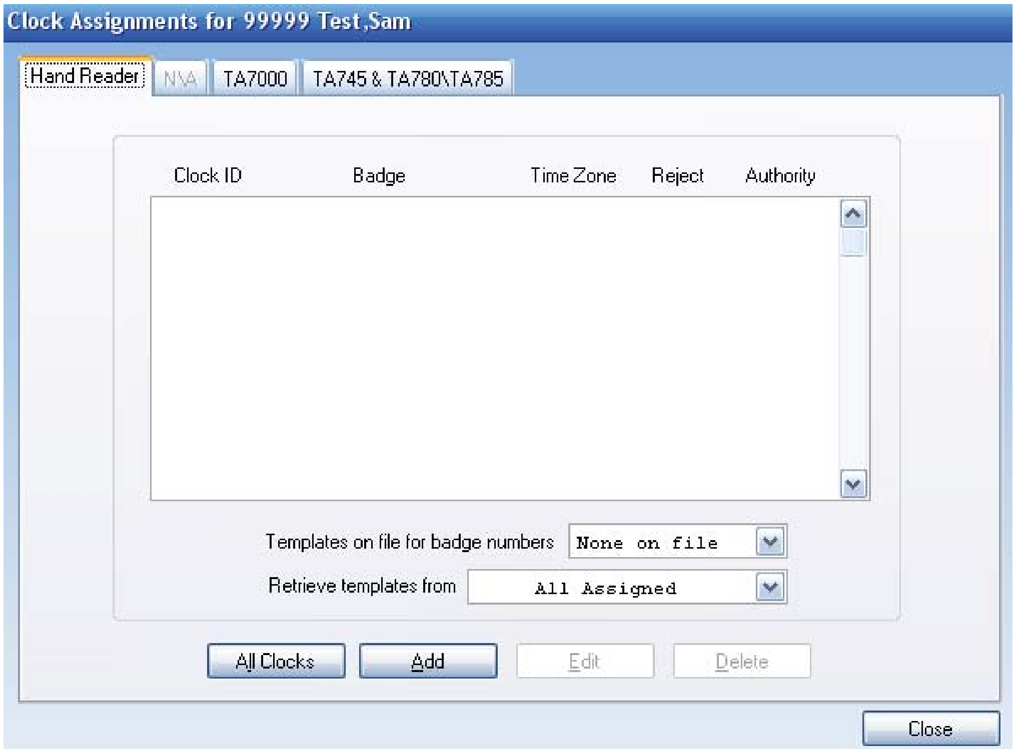
18. If the employee is exempt, select the options that fit their wage rule. After configuring the employee's wage, click **OK.** This will take you to the *Badge Assignment* screen.



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.

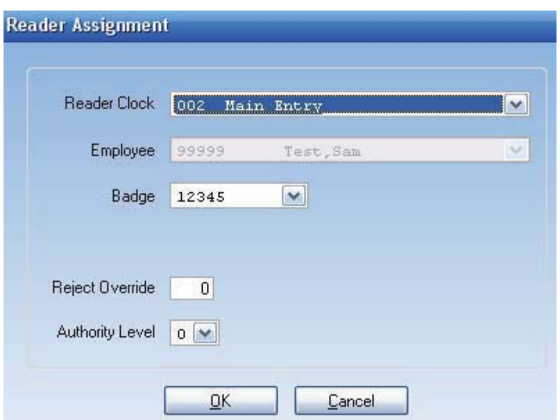
20. Depending on the options selected in the *Main Company Setup* screen, the Badge number might be assigned by the system automatically. If the employee uses a different badge, click the **Delete** button to remove the badge, then add the correct badge.

21. After the badges are entered click **Close**. This will take you to the *Clock Assignments* screen.



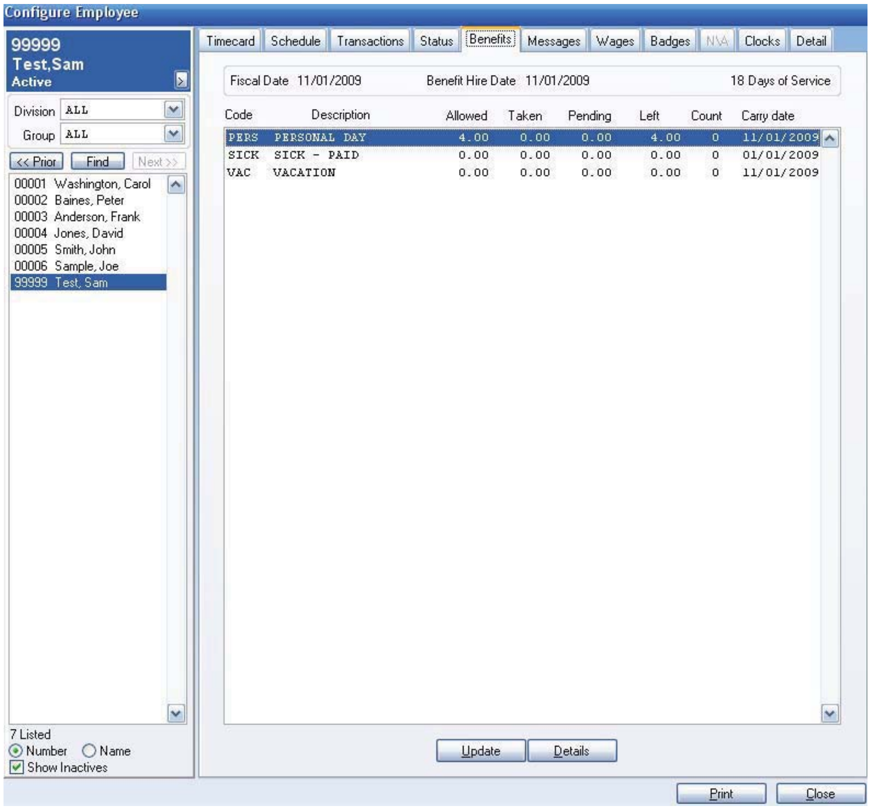
22. The *Clock Assignments* screen is used to assign Hand Readers, TA7000 clocks and TA745/TA780/TA785 clocks to employees. This is necessary because the Hand Reader clocks take measurements of an employee's hand and the TA7000 and TA745/TA780/TA785 clocks can be used as fingerprint clocks. Each time 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.

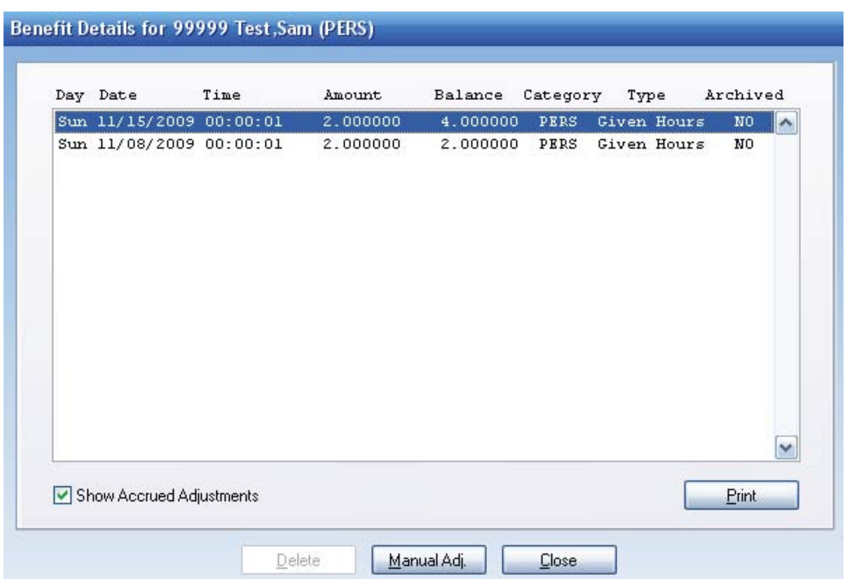


24. Now your employee is added to the TA100 Pro system.

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.



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.



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

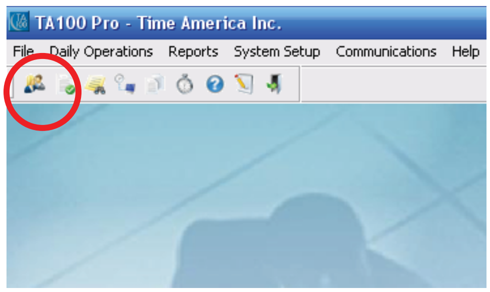
NOTES

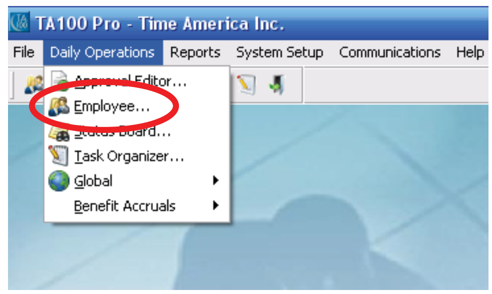
ADDING TRANSACTIONS USING THE ONLINE TIMECARD

Adding Transactions Using the Online Timecard

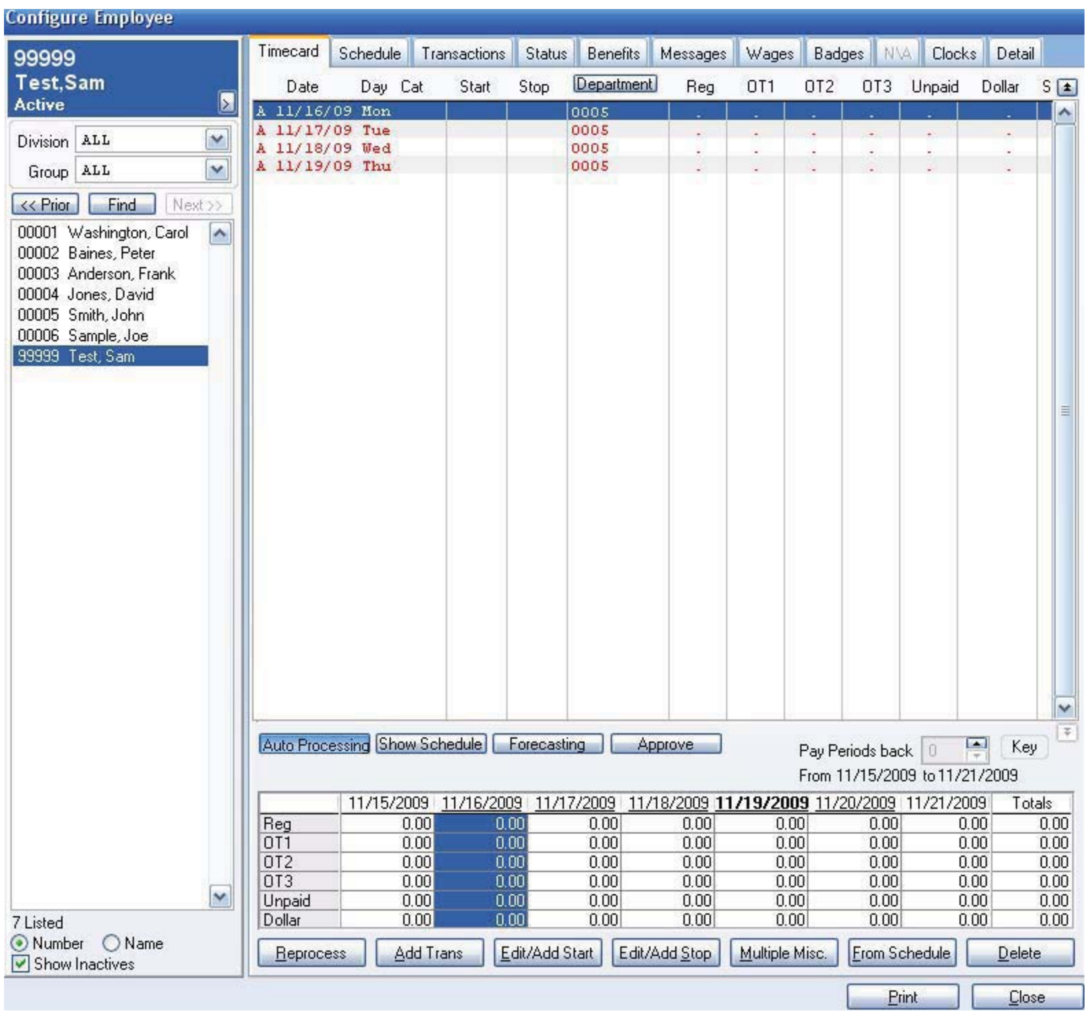
TA100 Pro uses Transactions to show the times and events of an employee record. When an employee uses the Time Clock to “Clock In” and “Clock Out”, they create transactions. Miscellaneous hours like Vacation and Sick time are also transactions.

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

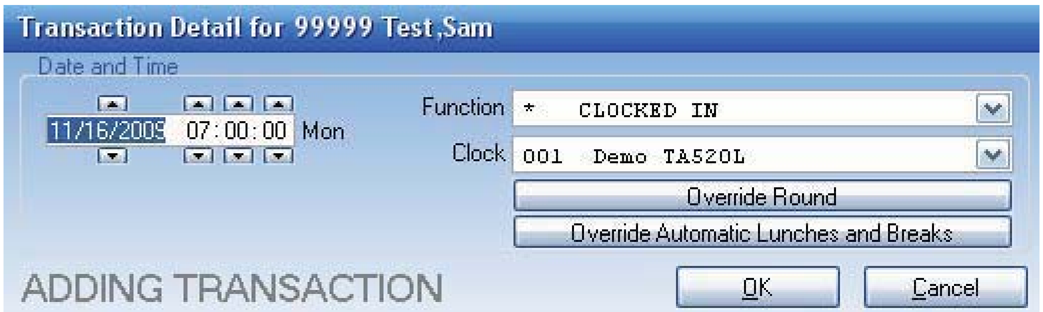




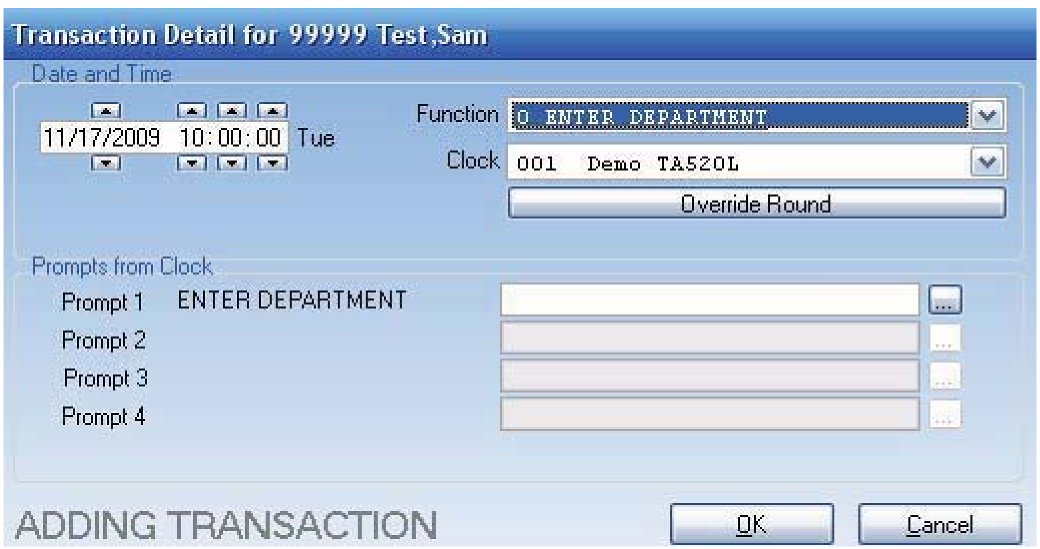
2. Select the Employee from the dropdown list to view their Timecard.



3. 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.



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

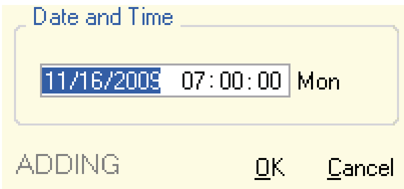


5. If the transaction needs extra information, the Prompt list will show the levels. Click the box next to the input field and type the required information.

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.



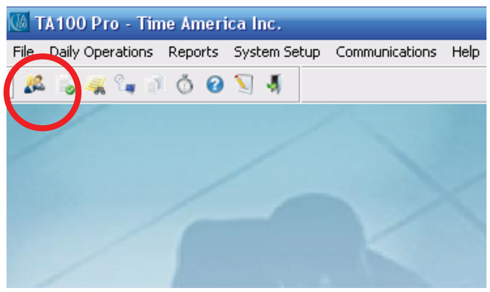
NOTES

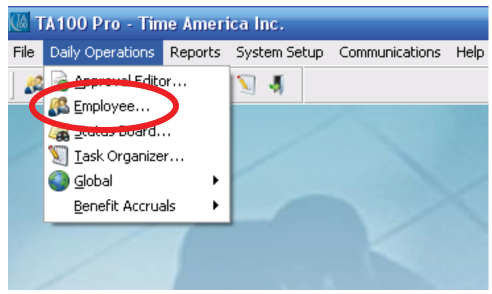
ADDING TRANSACTIONS USING TRANSACTION MAINTENANCE

Adding Transactions Using Transaction Maintenance

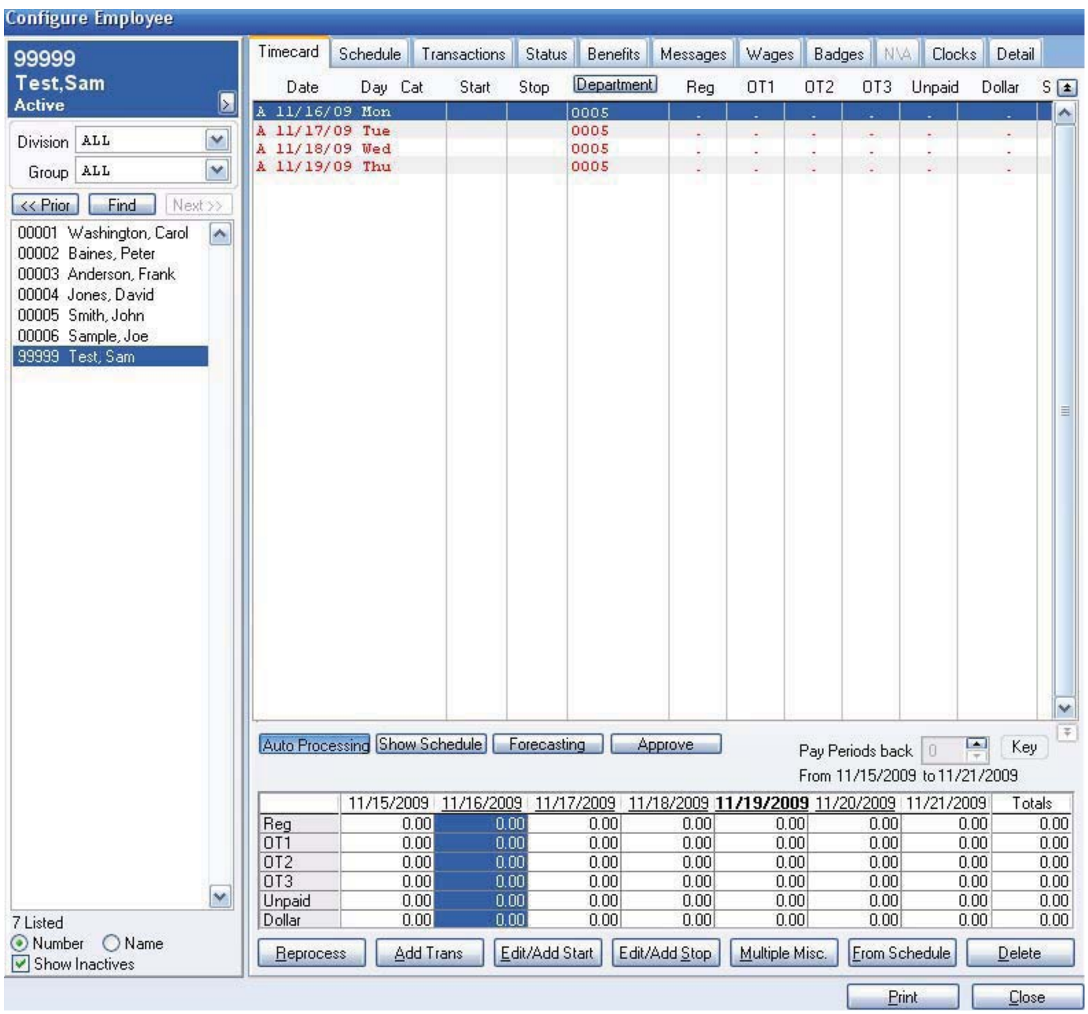
TA100 Pro uses Transactions to show the times and events of an employee record. When an employee uses the Time Clock to "Clock In" and "Clock Out", they create transactions. Miscellaneous hours like Vacation and Sick time are also transactions.

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

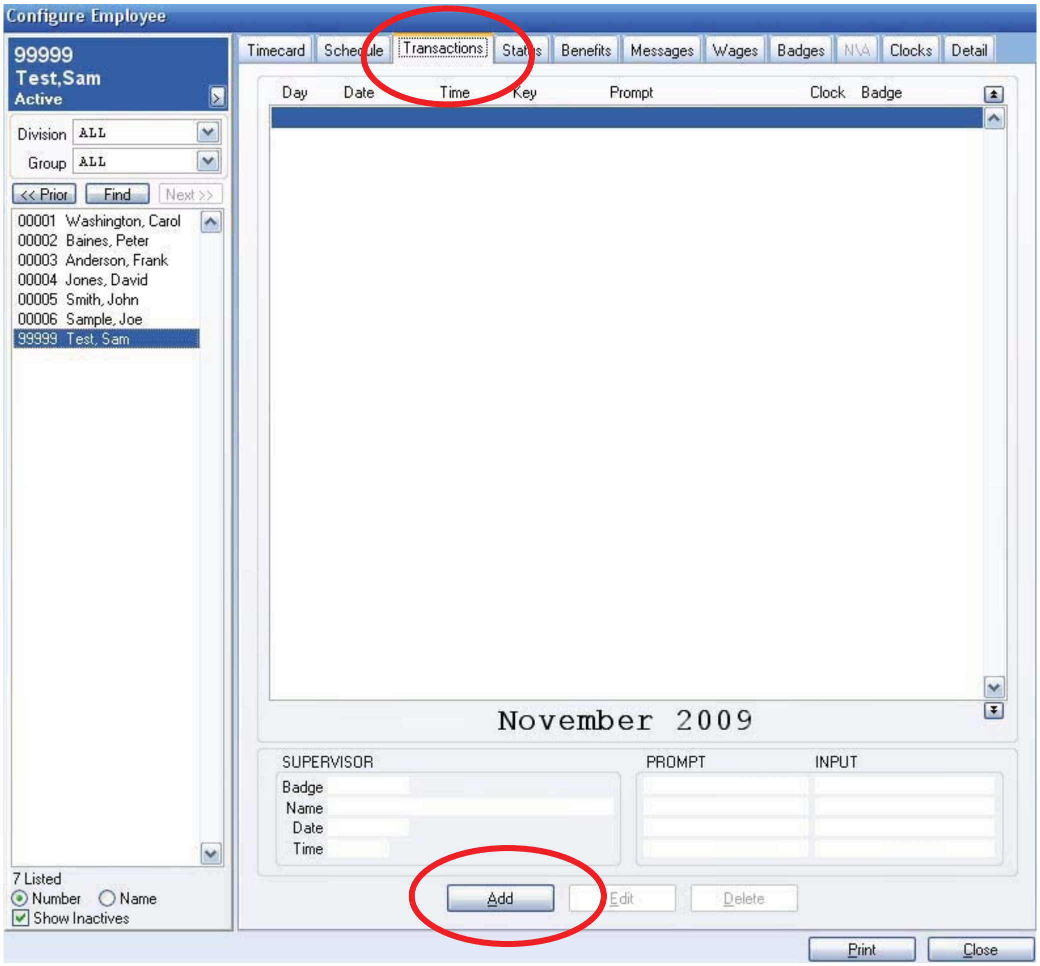




2. Select the Employee from the dropdown list; you will be taken to their *Timecard*.

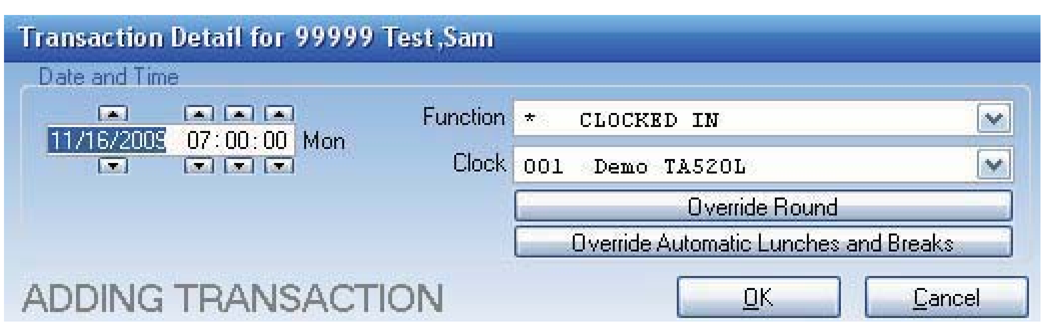


3. Click on the *Transactions* Tab to be taken to the *Transactions* window.

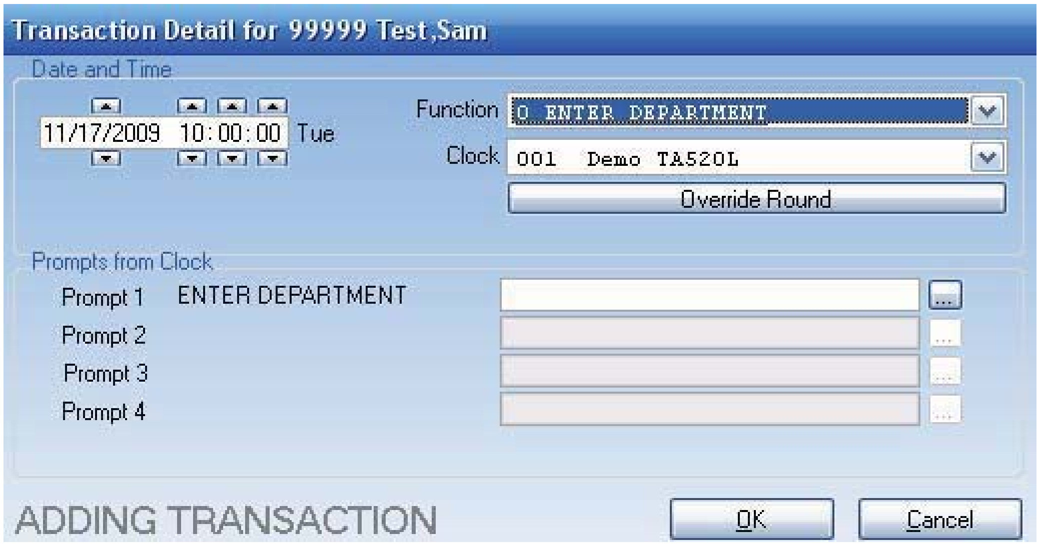


4. Click the **Add** button to open the *Transaction Details* screen.

5. 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.



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.



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

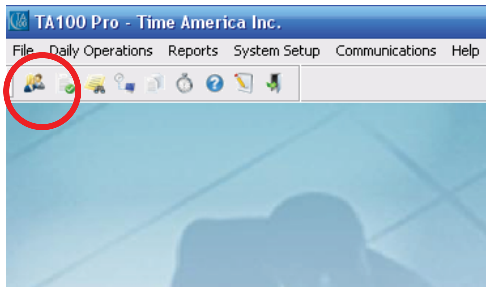
NOTES

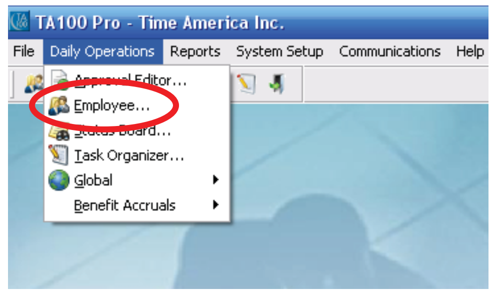
EDITING EXISTING TRANSACTIONS USING THE ONLINE TIMECARD

Editing Existing Transactions in the Online Time Card

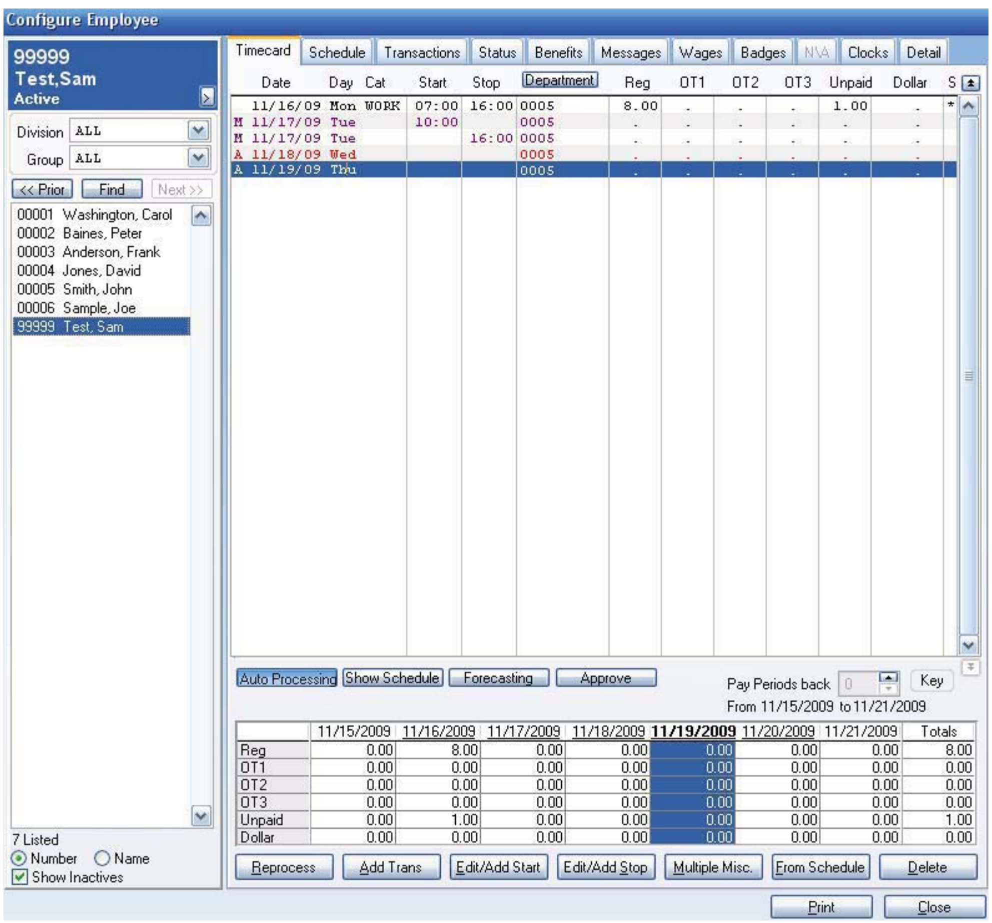
Editing transactions using the Online Time Card is an easy way to correct and update employee record, and see the results instantly.

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

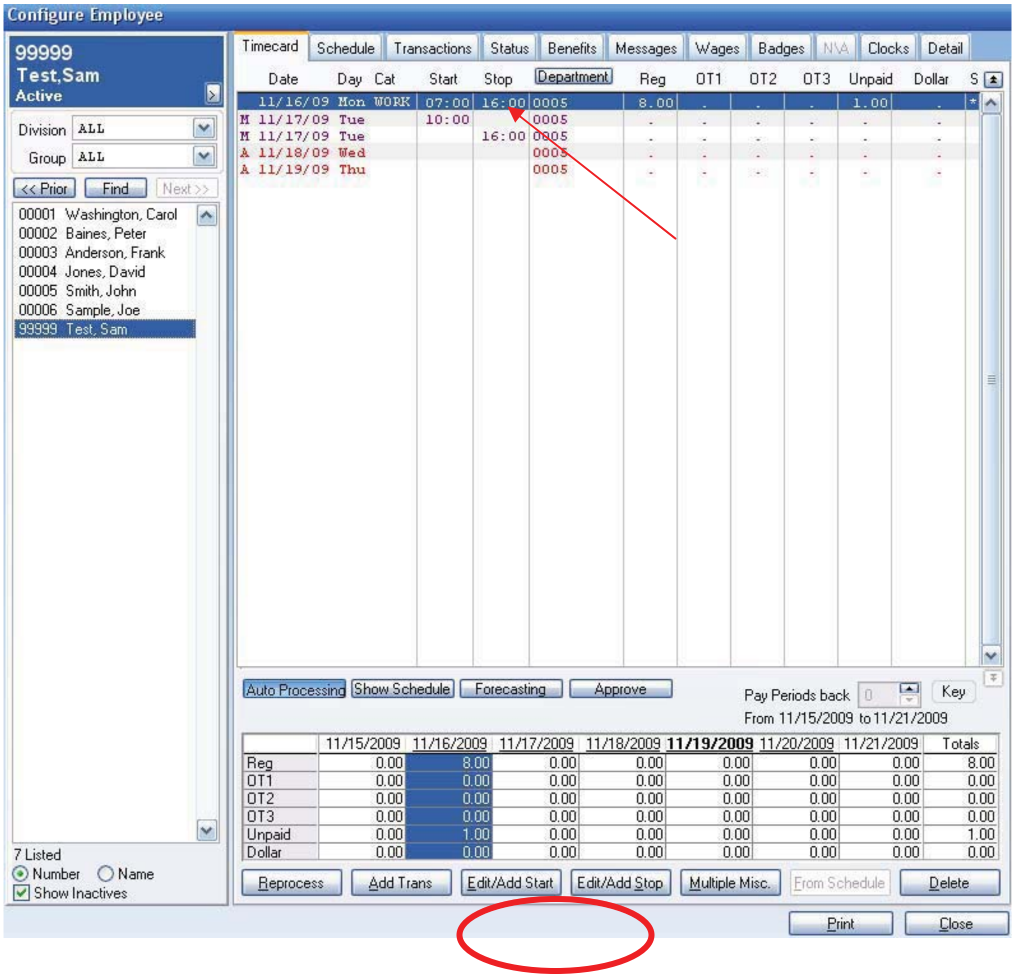




2. Select the Employee from the dropdown list to view their Timecard.

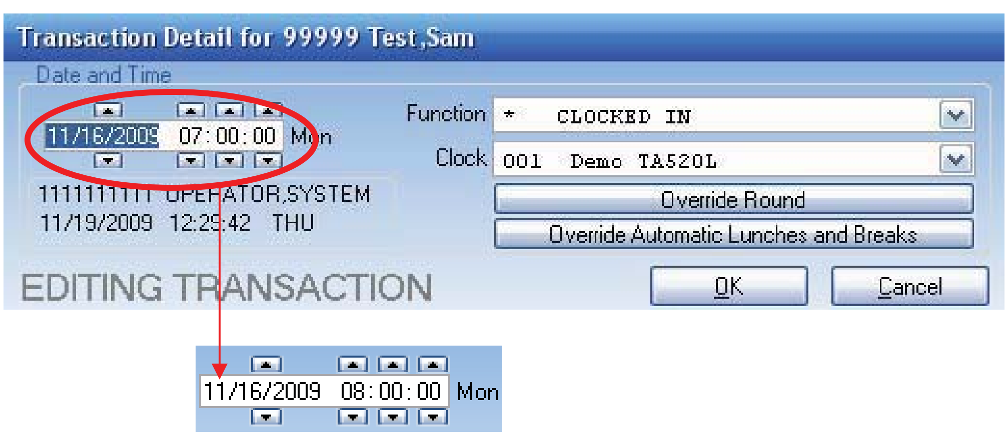


3. Using the Online *Timecard* we can modify an existing transaction. For our example we will change Monday start time from “07:00:00” to “08:00:00”. Select the first line for Monday and click the **Edit/Add Start** button.



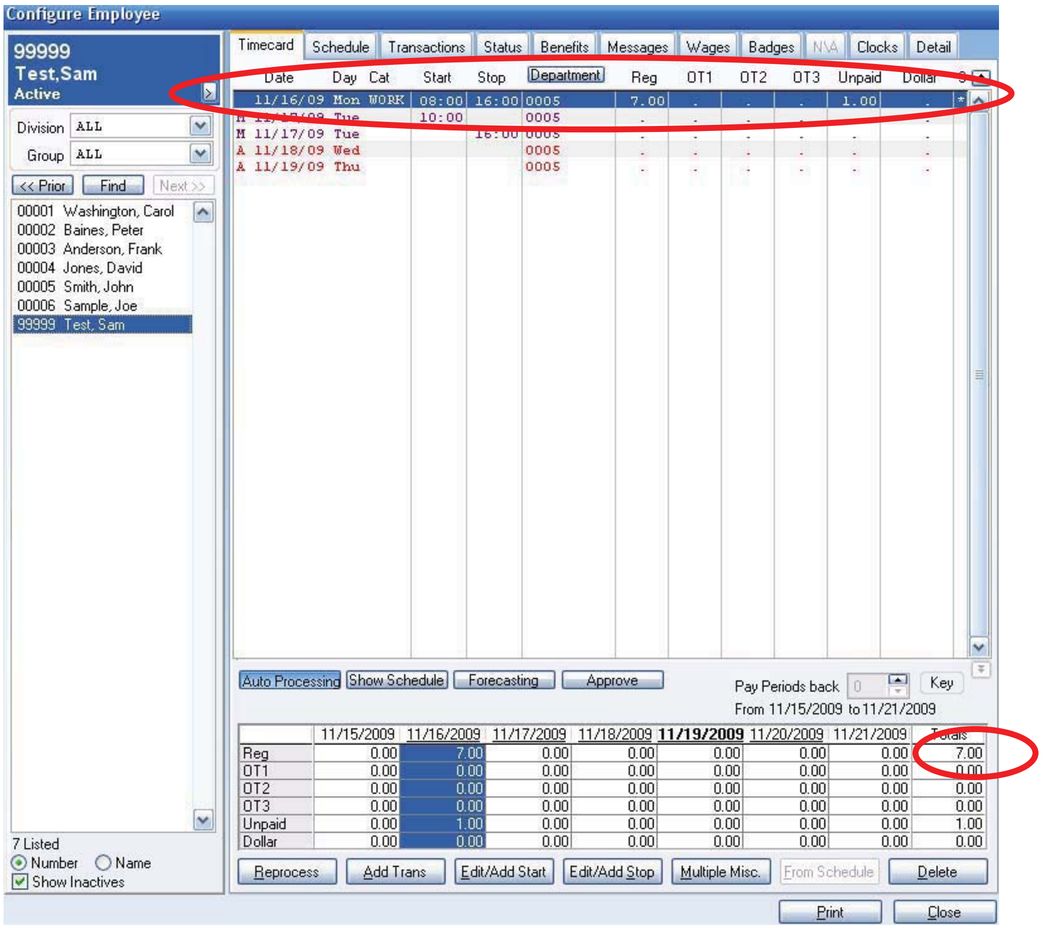
4. This will open the *Transaction Details* screen with a copy of the transaction selected. We want to change the start time for this transaction.

5. Modify the Time from “07:00:00” to “08:00:00”.



6. Click **OK** to modify the existing transaction. This will also change the existing transaction in the *Transaction Maintenance* screen.

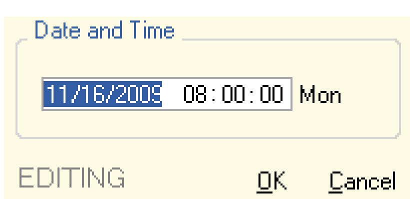
7. Click **Reprocess** button to see the changes to the employee's totals.



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.



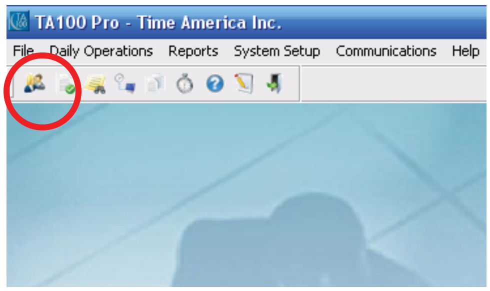
NOTES

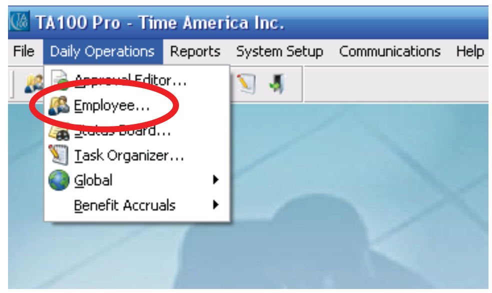
FIXING MISSING PUNCHES IN THE EMPLOYEE'S TIME CARD

Fixing Missing Punches in the Employee's Time Card

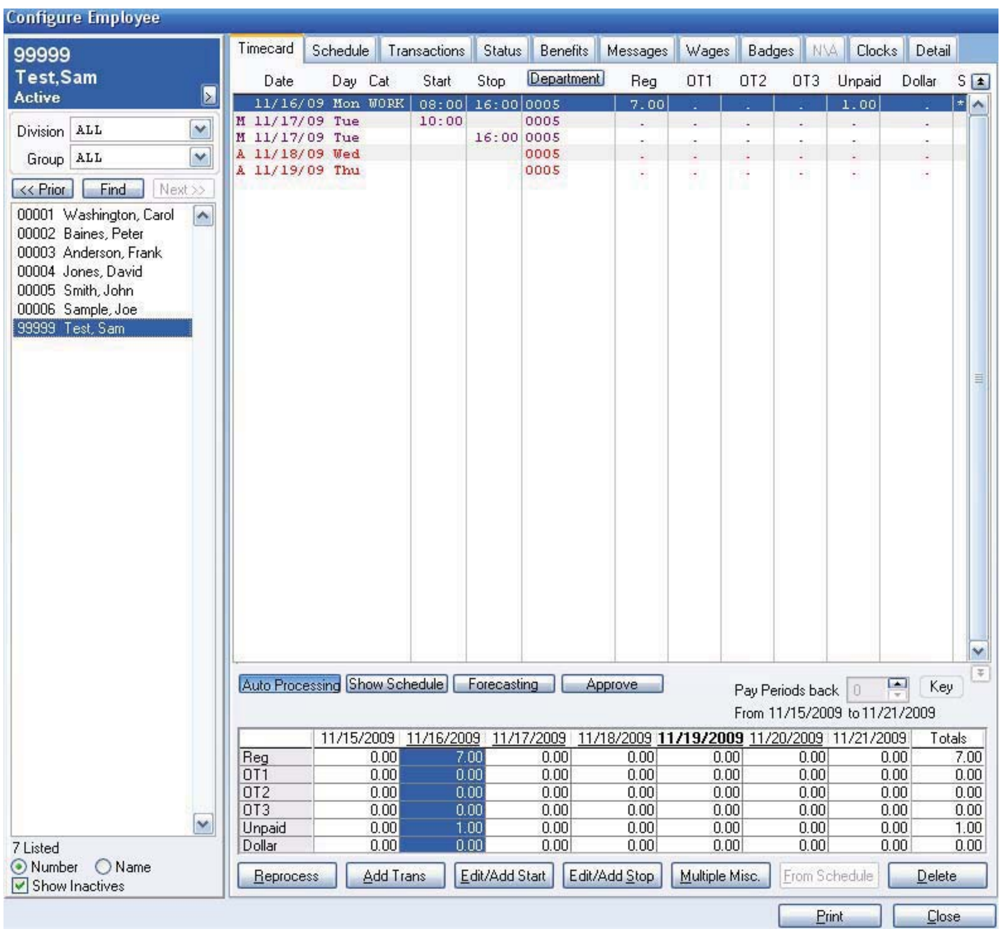
Editing transactions using the Online Time Card is an easy way to correct and update employee record, and see the results instantly.

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

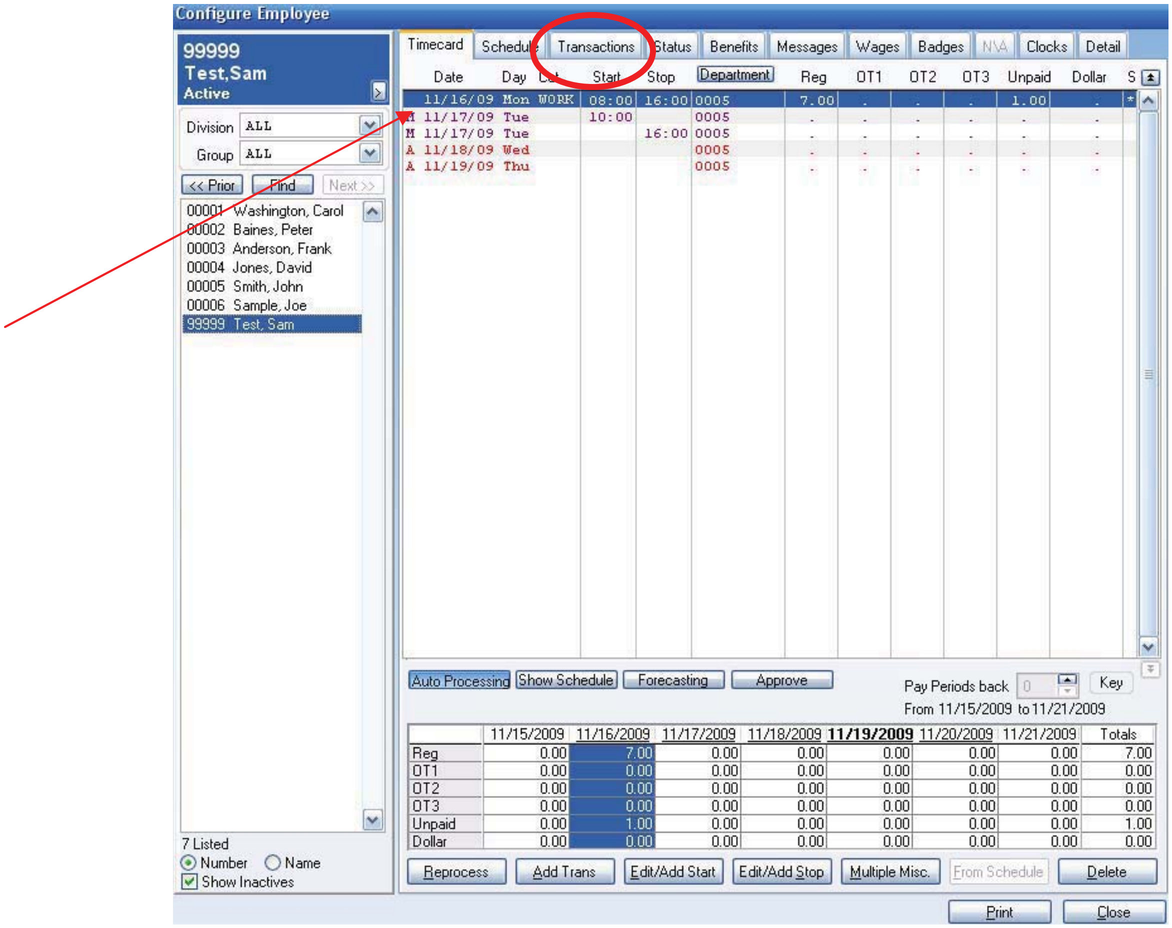




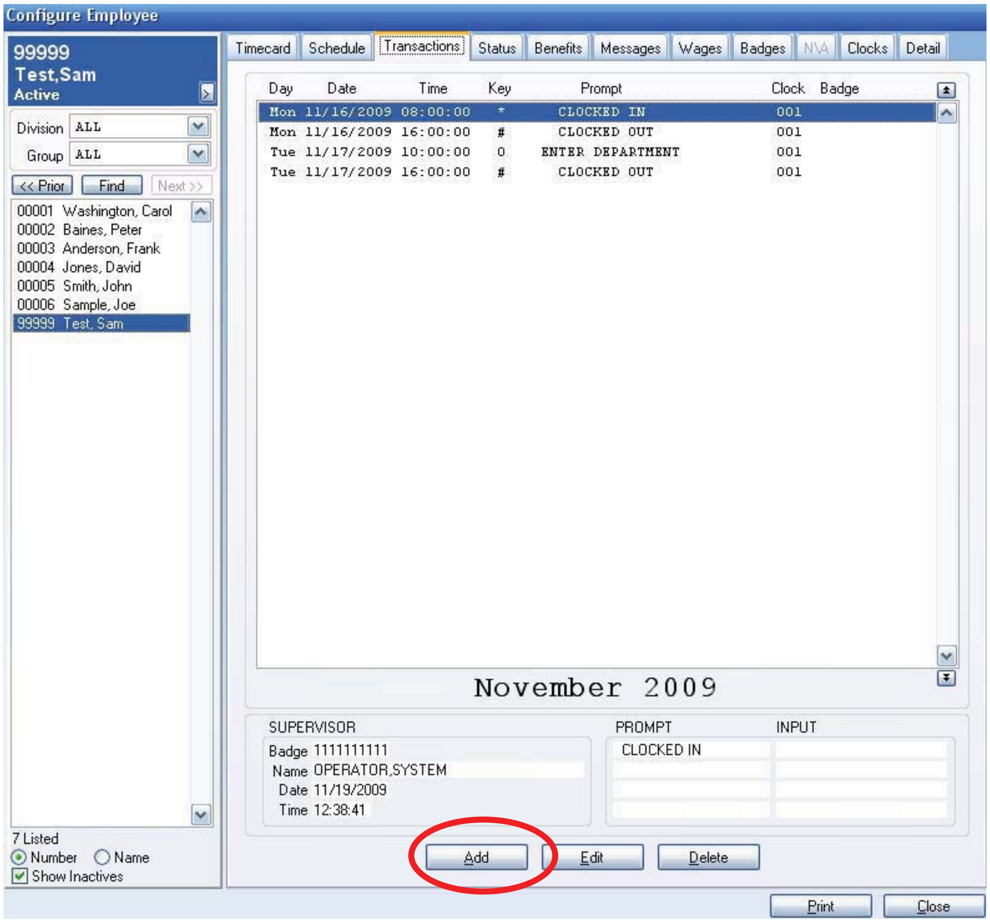
2. Select the Employee from the dropdown list to view their *Timecard*.



3. 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.



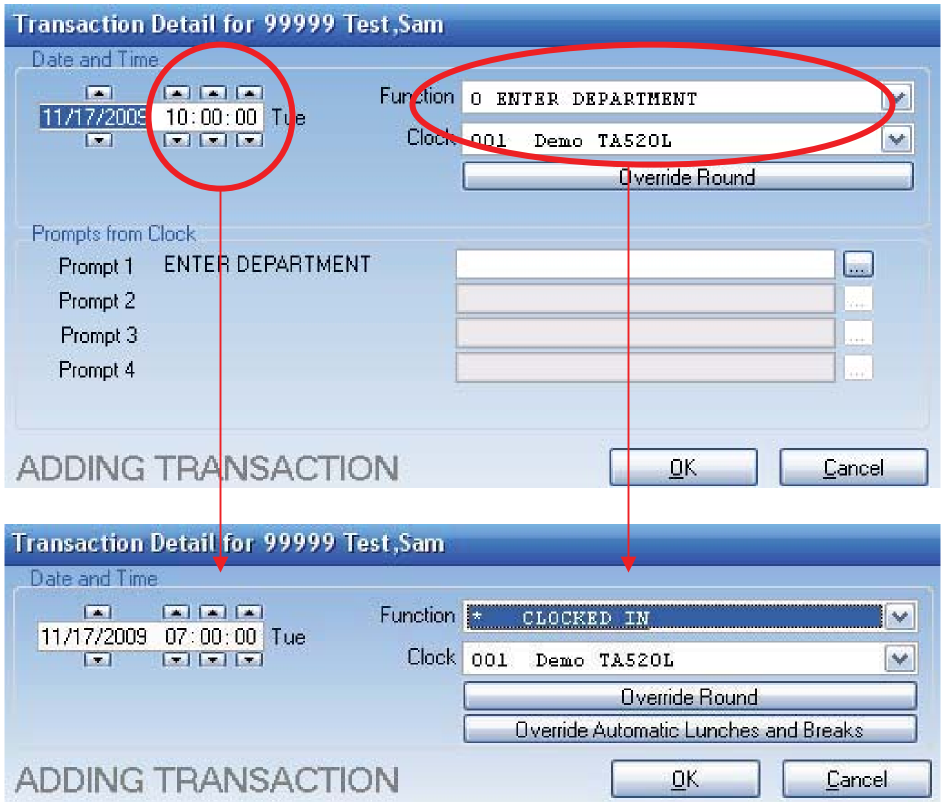
4. This will move us to the *Transactions* Tab. Looking at the sequence; we can see the employee forgot to create a "**CLOCK IN"** punch before they transferred departments. Because the department transfer was over an hour later than their scheduled start time, we will create a "**CLOCK IN**" transaction.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



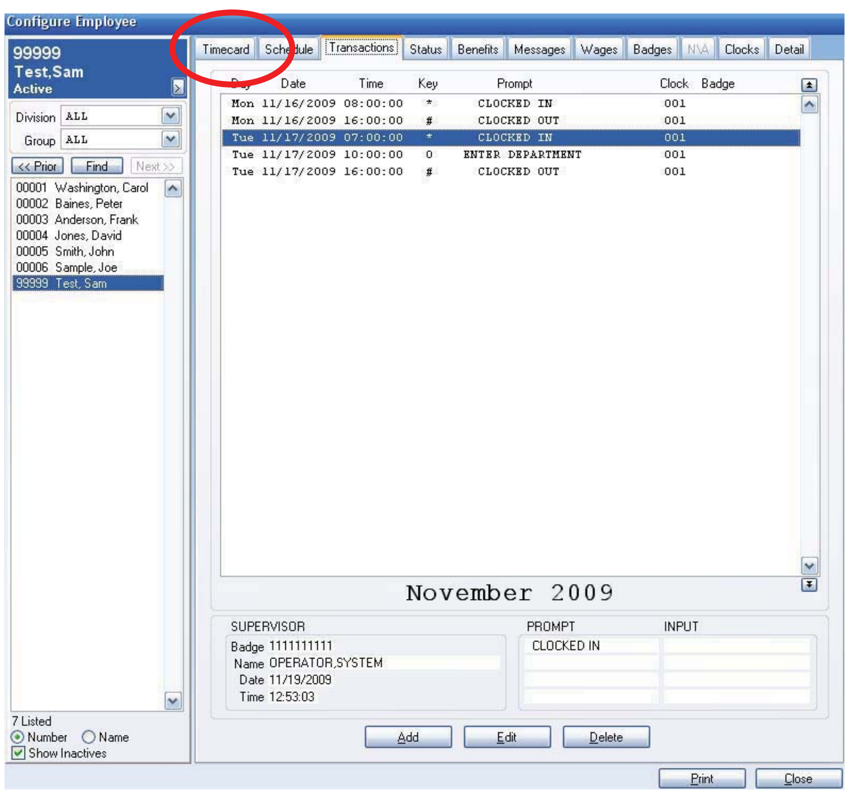
5. Click the **Add** button to create a new transaction.

6. 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.

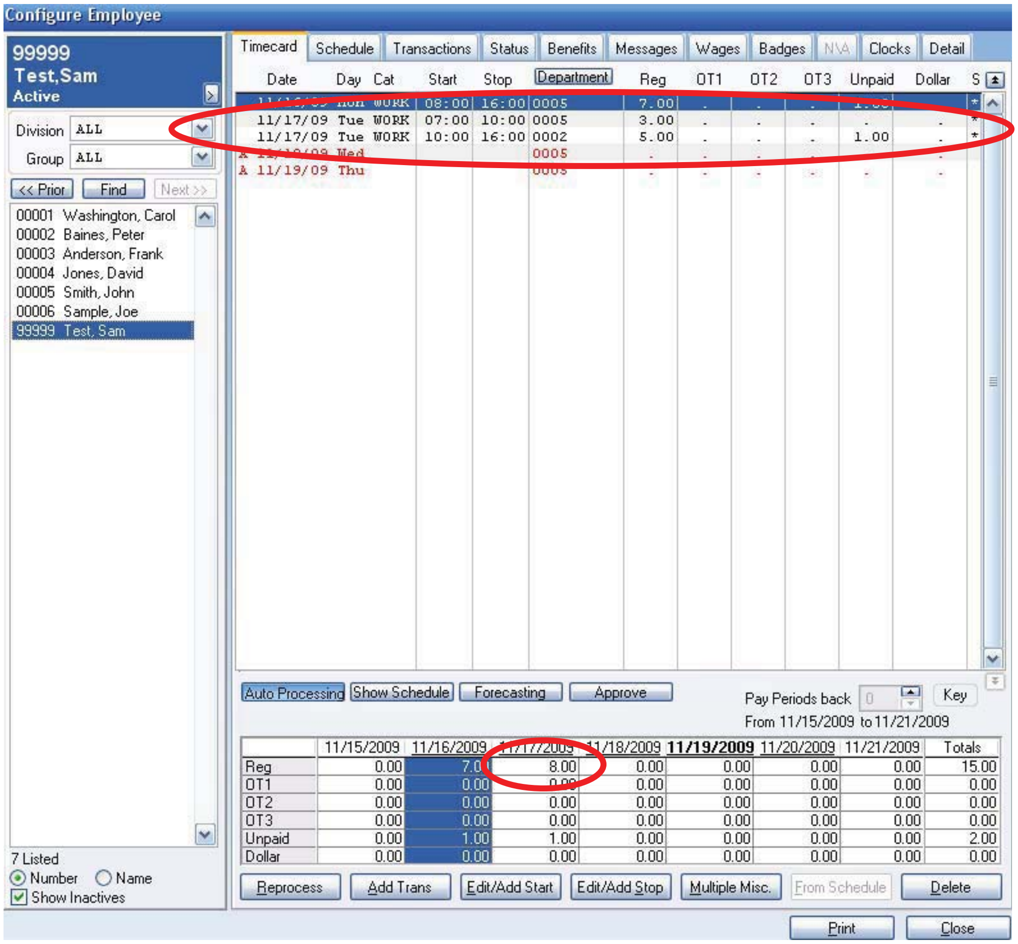
7. Modify the Time from “10:00:00” to “07:00:00” and Change the Function to “**CLOCKED IN**”.



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



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



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

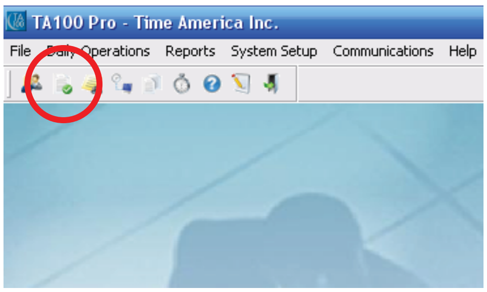
NOTES

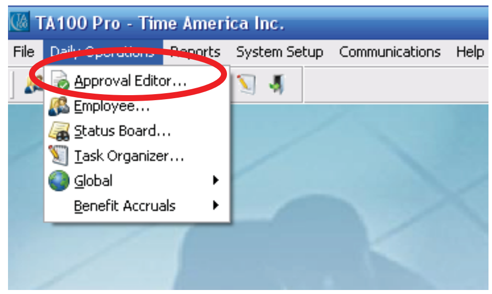
USING THE APPROVAL EDITOR

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.**



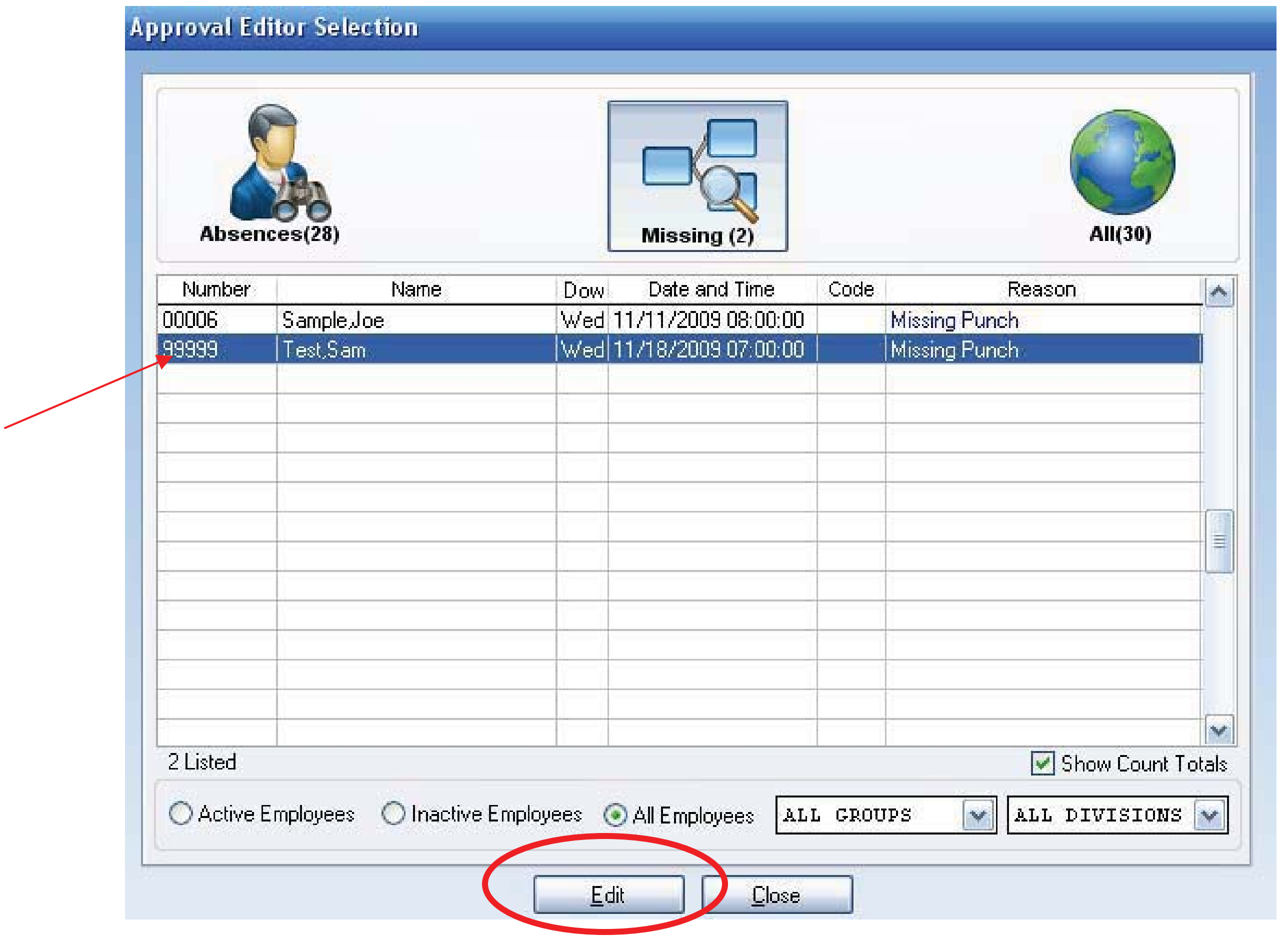


2. This will open the *Approval Editor Selection* screen. From this screen you can view all employee infractions based on the options you select. Absences and Missing Punches can be displayed.

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**.

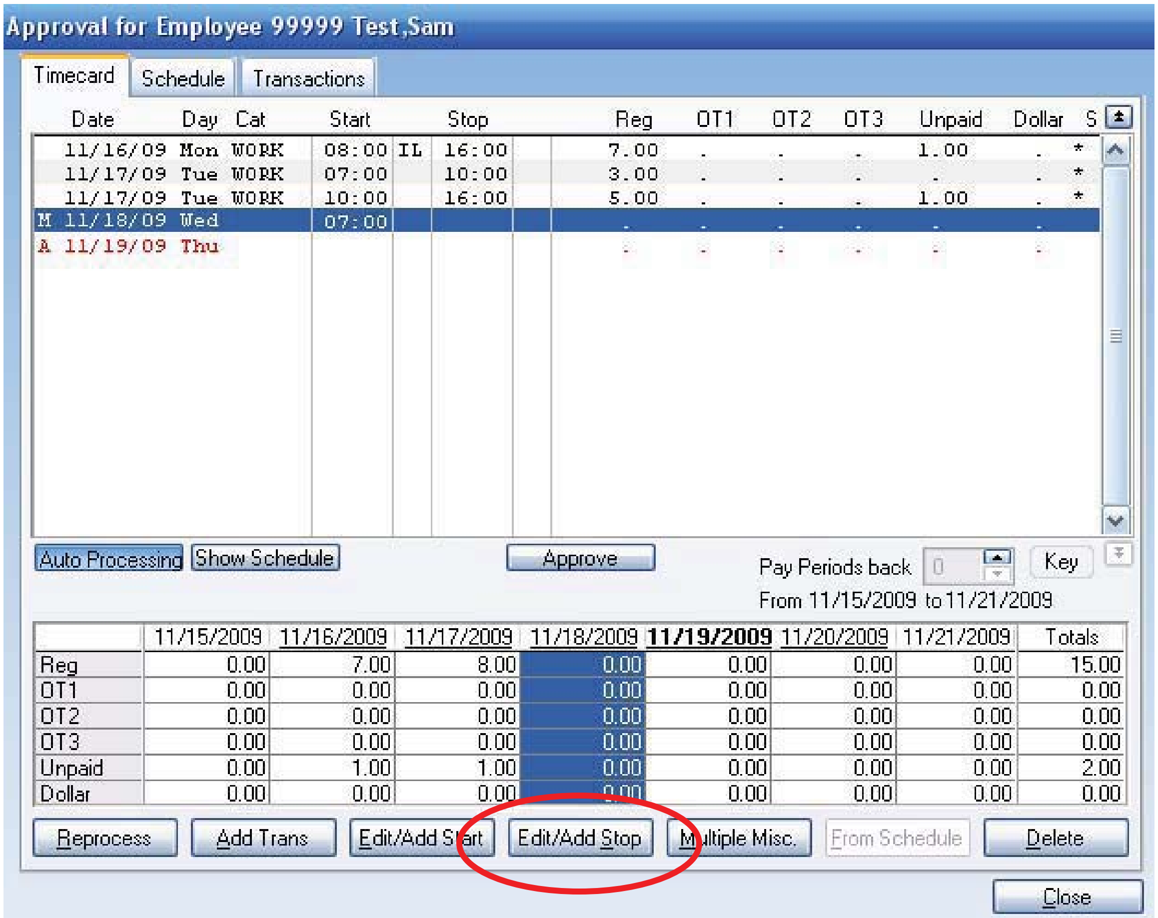
4. Select the **Missing** option to filter out the Absences. This will make finding *Missing Punches* easier.

5. The Approval Editor displays employee Sam Test with a *Missing Punche* for Wednesday—November 18, 2009. Select the transaction and press the **Edit** button.



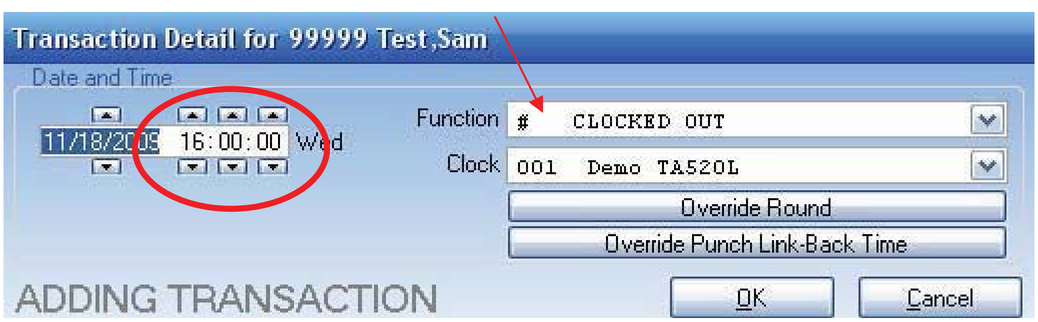
6. This will open a special *Online Timecard* for the employee.

7. Select Wednesday and look at the sequence. The employee started at "07:00:00", but the employee did not Clock Out.



8. Select the line for Wednesday and click the **Edit/Add Stop** button. This will open the *Transaction Detail* screen.

9. 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".



10. 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.

11. After correcting any other errors in the employee's time card click **Close** to return to the Approval Editor.

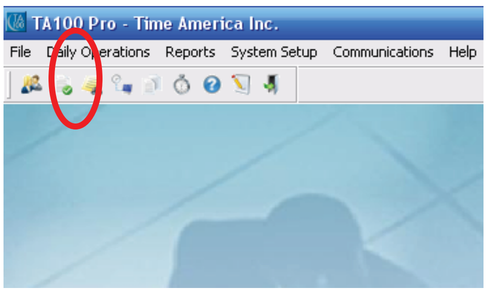
NOTES

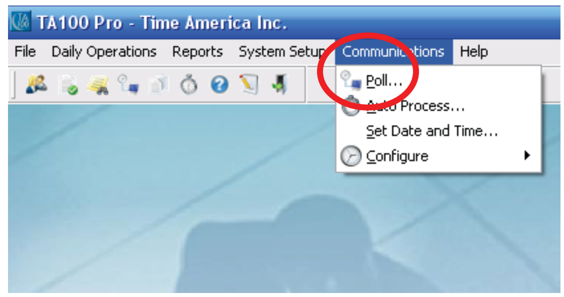
MANUALLY POLLING
THE TIME CLOCKS

Manually Polling the Time Clocks

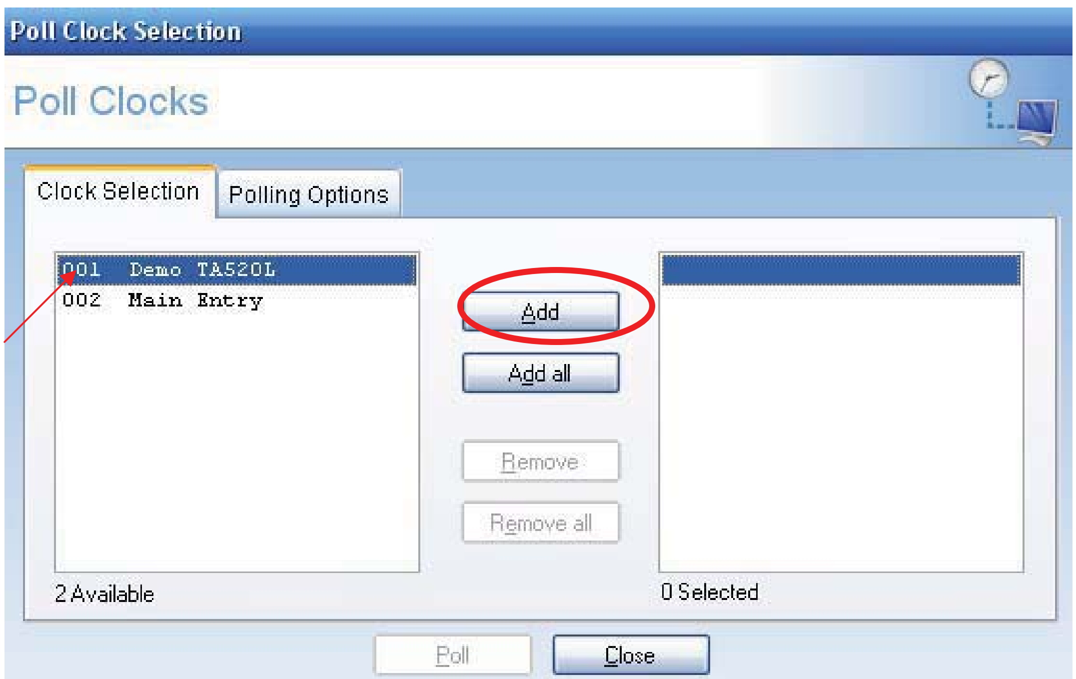
TA100 Pro allows the system user to retrieve and update the employees Time Card by manually polling each terminal. Before you can poll a terminal you do need a polling key or a system key attached to the parallel port or USB of your computer.

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





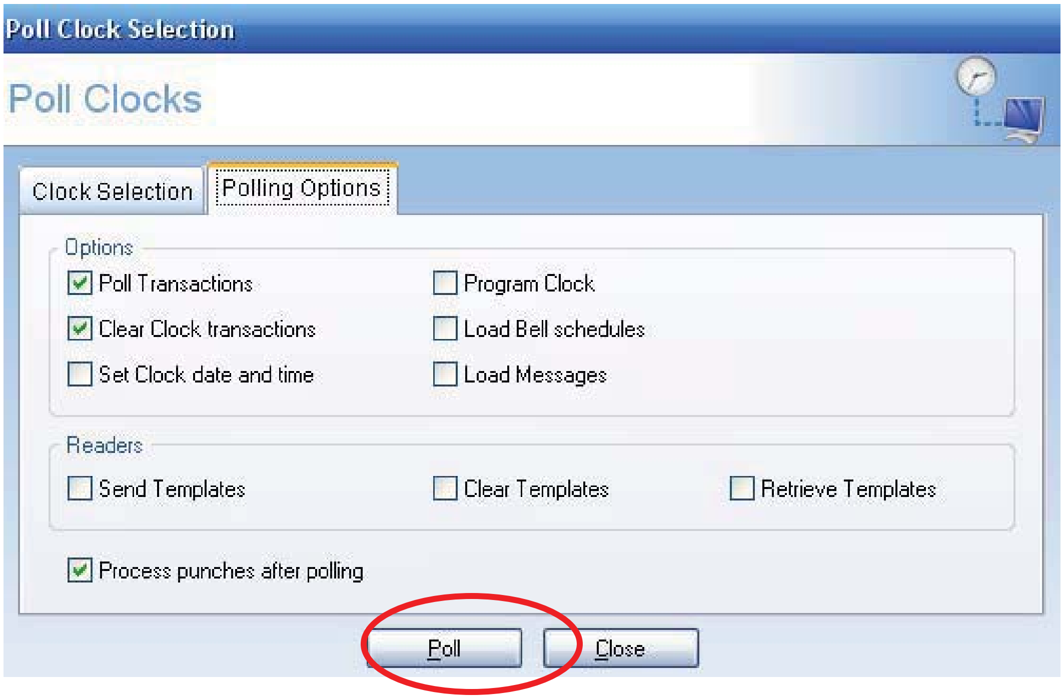
2. This will open the *Poll Clock Selection* Screen.



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

TA100PRO

Quick Reference Guide

Visit Our Online Support Center For Frequently Asked Questions:

www.centraltimeclock.com/support