



Quick Reference Guide



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

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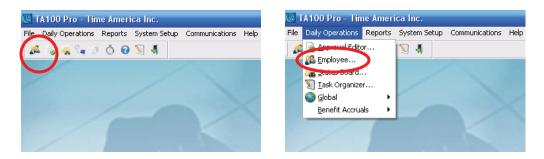
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ADDING NEW EMPLOYEES

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	Timecard	Schedule	Transactions	Status	Benefits	Messages	Wages	Badge	s NAA	CI cks	Detail	
Washington Carol	Date	Day C	at Start	Stop 🛙	Department	Reg	OT1	OT2	OT3 Un	paid L	ollar	
Active		09 Mon			001							
Division ALL	A 11/17,		-	0	0001	1 2	-				-	
	A 11/18/	'09 Wed		0	001				•			
unoup												
<pre>Karrier Find Next >></pre>												
00001 Washington, Carol 🔥												
00002 Baines, Peter 00003 Anderson, Frank												
00003 Anderson, Frank 00004 Jones, David												
00005 Smith, John												
00006 Sample, Joe												
												-
	1						8					¥
	Auto Proc	essing Show	v Schedule) 📄	Forecasting	g Ap	prove	3	Pav Perio	ids back		Key	
									15/2009 to			
		11/15/20	09 11/16/200	09 11/17,	/2009 11/1	18/2009 1	And the second second second					als
	Reg			00	0.00	0.00	0.00		0.00	0.00		0.00
	OT1			00	0.00	0.00	0.00		0.00	0.00		0.00
	0T2 0T3			00	0.00	0.00	0.00		0.00	0.00		0.00
~	Unpaid			00	0.00	0.00	0.00		0.00	0.00		0.00
6 Listed	Dollar			00	0.00	0.00	0.00		0.00	0.00		0.00
Number O Name	Reproce	ess Ad	ld Trans	dit/Add St	art Edit/A	Add Stop	Multiple M	tisc.	rom Sched		Delete	
Show Inactives											201010	
									Print		Close	e

0001	Timecard Schedule Transactions Status Benefits Messages Wages Badges N	IA Clocks Detail
ashington,Carol tive	Number 00001	
vision ALL	SSN Birth date / /	
iroup ALL	Last name Washington	
Prior Find Next >> 001 Washington, Carol	First name Carol Mi	
102 Baines, Peter	Address	
103 Anderson, Frank 104 Jones, David	Address	
005 Smith, John 006 Sample, Joe	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	
	Division 0000 TIME AMERICA, INC.	
	Group 001 Time America, Inc. Product 😒	
	Holiday group	
	Accrual rule 100 FT HOURLY EMPLOYEES	
	Use PC Clock	
~		Comments
sted Number 🔘 Name Show Inactives		Contrients

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.

Configure Employee		
00001	Timecard Schedule Transactions Status Benefits Messages Way	ges Badges N\A Clocks Detail
Washington,Carol Active	Number	
Division ALL	SSN · · · Birth date / /	
Group ALL	Last name	
K Prior Find Next >> 00001 Washington, Carol Image: Carol <	First name Mi	
00002 Baines, Peter	Address	
00003 Anderson, Frank 00004 Jones, David 00005 Smith, John	Address	
00006 Sample, Joe	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
6 Listed Number Name Show Inactives		
		<u>OK</u>

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

Date	Policies	Active	Fulltime	Perman	ent
11/01/2009	001	YES	YES	YES	
					~

- 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.**

Full Time	Permanent	
O Part Time	O Temporary	
Policy		~
	O Part Time	O Part Time O Temporary

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.

Assignment Start Date						
DATE						
⊙Hire	🔿 Today	🔿 Other				
Start Assignments o	n <u>11/01/200</u>	9 🎫 Sun				
ĺ	<u>C</u> ontinue]				

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.

Sunday 😕	Monday >>	Tuesday 😕	Wednesday >>	Thursday >>	Friday >>	Saturday
Shift						
500 1 💌	500 1 💌	500 1 💌	500 1 💌	500 1 💌	500 1 💌	500 1 💌
Start - Stop time						
00:00 -00:00	00:00-00:00	00:00 -00:00	00:00 -00:00	00:00 -00:00	00:00 -00:00	00:00 -00:00
Work	Work 8.00	Vork 8.00	Vork 8.00	Work 8.00	Work 8.00	🔲 Work
Department						
0005 Tra:						
Job						
0001 ta1(💌	0001 TA1(0001 TA1(0001 TA1(0001 TA1(0001 tal(0001 TA1(

- 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 \ge (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.

Mess	age Assignments fo	r 99999 Tes	t ,Sam	_	
4	MESSAGES ASSIGNED				
	Clock ID		Mes	sage	
					<u>^</u>
					~
2					
	All Clocks	<u>A</u> dd	<u>E</u> dit	Delete	Close

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.

hessage Assignment	All Clocks
Clock Code 001 Demo TAS20L	MESSAGE
Default message to Employee name Message	Message
OK Cancel	<u> </u>

- 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.

Hourly	◯ Salary
Use a global wage	Report Hours from
^	Actual
_	Scheduled
	Attendance Clocking
×	Paired Runching
Add Edit Delete	in Only
Department Job	Never
	Pay Dvartime

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.

Ba	dge Assignment	for 99999 T	Test ,Sam	
	BADGES ASSIGNE	D		
	Number	Valid		
				<u>^</u>
				✓
	Add	<u>E</u> dit	<u>D</u> elete	<u>C</u> lose

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.

Badge Number		
🗸 Valid		

- 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.

Clock ID) Badge	Time Zone R	eject Auth	ority
0				~

- 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.

Reader Assignmen	i.	
Reader Clock	002 Main Entry	
Employee	99999 Test, Sam 🕑	
Badge	12345	Add 🔀
Reject Override Authority Level	0	Add all hand readers?
	<u>QK</u>	OK Cancel

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.

Division ALL Code Description Allowed Taken Pending Left Count Carry date Group ALL VALUE Code Description Allowed Taken Pending Left Count Carry date PESS PERSONAL DAY 4.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	99999	Timecard	Schedule Transactions	Status Bene	fits Mess	ages Wage	es Badge	s N\A	Clocks Detail
Group ALL Value Control Control <thcontredition< th=""> <thcontrol< th=""> Con</thcontrol<></thcontredition<>	Test,Sam Active	Fiscal	Date 11/01/2009	Benefit Hire D	ate 11/01	/2009			18 Days of Service
General Find Next>>> SICK SICK > PAID 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00		Code	Description	Allowed	Taken	Pending	Left	Count	Carry date
XXC VAC VAC VACATION 0.00 0.00 0.00 0.11/01/2009 00000 Anderson, Frank 00005 Sample, Joe 00005 Sample, Joe 00000 Yes Sample, Joe 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Group ALL	PERS		4.00	0.00	0.00	4.00	0	11/01/2009 🔺
0001 Weshington, Carl ▲ 0003 Parles, Peter 0003 Smith, John 0006 Smith, John 0006 Sample, Joe 99999 Test, Sam	K Prior Find Next >>								
	00002 Baines, Peter 00003 Anderson, Frank 00004 Jones, David 00005 Smith, John 00006 Sample, Joe	VAC	VACATION	0.00	0.00	0.00	0.00	0	11/01/2009
Number Name Update Details	Listed				•	Details			M

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.

Day	Date	Time	Amount	Balance	Category	7 Тур	be An	rchiv	ed
	11/15/2009			4.000000			Hours	NO	
Sun	11/08/2009	00:00:01	2.000000	2.000000	PERS	Given	Hours	NO	
									~
J Sk	now Accrued Ad	iustments						Print	_

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

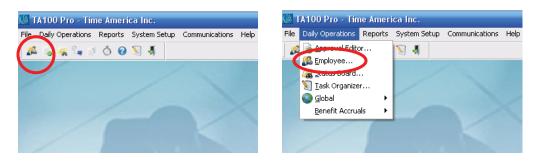
NOTES

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.

am		Schedule	Transactions	Status Ben	efits Messages	Wages	Badg	ges N/	A Cloc	ks Deta	a 📃	
	Date	Day Cat	: Start	Stop Depa	tment Reg	OT1	OT2	ОТЗ	Unpaid	Dollar	S 🛓	1
	A 11/16			0005				0.52		10		1
6		/09 Tue		0005								
	W 11/10	/09 Wed		0005				15-11	-			
1	A 11/19	/09 Thu		0005		-	-		-	-		
ind Next>	5											
Carol [~											
k												
e												
											_	
											=	
											×	
	Auto Pro	cessing Show S	Schedule) [F	Forecasting (Approve		Pay Pe	eriods bao	ck 0	Ke	¥ Y	
	(Auto Pro	cessing Show !	Schedule) F	Forecasting)	Approve		- 58		ck 0		y) Ŧ	
		11/15/200	9 <u>11/16/200</u>	<u>9 11/17/2009</u>	<u>11/18/2009</u> 1	1/19/200	From 1 9 <u>11/2</u>	1/15/20 20/2009	109 to 11/	21/2009 009 To	y tals	
	Reg	11/15/200	9 <u>11/16/200</u> 10 0.0	<u>9 11/17/2009</u> 0 0.00	<u>11/18/2009</u> <u>1</u> 0 0.00	<u>1/19/200</u> 0.0	From 1 19 <u>11/2</u> 0	1/15/20 <u>20/2009</u> 0.00	109 to 11/ 11/21/2	21/2009 009 To 0.00	tals	
	Reg OT1	11/15/200 0.0 0.0	9 <u>11/16/200</u> 10 0.0	<u>9 11/17/2009</u> 00 0.00 00 0.00	<u>11/18/2009</u> <u>1</u> 0 0.00 0 0.00	<u>1/19/200</u> 0.0 0.0	From 1 19 <u>11/2</u> 0	1/15/20 2 <u>0/2009</u> 0.00 0.00	11/21/2	21/2009 009 To 0.00 0.00	y tals 0.00 0.00	
	Reg OT1 OT2	11/15/200 0.0 0.0 0.0	9 <u>11/16/200</u> 0 0.0 0 0.0	<u>9 11/17/2009</u> 10 0.00 10 0.00	<u>11/18/2009</u> <u>1</u> 0.00 0.00 0.00	<u>1/19/200</u> 0.0 0.0 0.0	From 1 19 <u>11/2</u> 0 0	1/15/20 20/2009 0.00 0.00 0.00	09 to 11/ 11/21/2 ((21/2009 009 To 0.00 0.00 0.00	tals 0.00 0.00 0.00	
F	Reg 0T1 0T2 0T3	11/15/200 0.0 0.0 0.0 0.0	9 <u>11/16/200</u> 0 0.0 0 0.0 0 0.0 0 0.0	<u>9 11/17/2009</u> 00 0.00 00 0.00 00 0.00	<u>11/18/2009</u> 0 0.00 0 0.00 0 0.00 0 0.00	<u>1/19/200</u> 0.0 0.0 0.0 0.0	From 1 19 <u>11/2</u> 0 0 0	1/15/20 20/2009 0.00 0.00 0.00 0.00	09 to 11/ 11/21/2 (((21/2009 009 To 0.00 0.00 0.00 0.00	tals 0.00 0.00 0.00 0.00 0.00	
	Reg 0T1 0T2 0T3	11/15/200 0.0 0.0 0.0	9 <u>11/16/200</u> 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0	<u>9 11/17/2009</u> 10 0.00 10 0.00 10 0.00 10 0.00 10 0.00	<u>11/18/2009</u> <u>1</u> 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00	<u>1/19/200</u> 0.0 0.0 0.0	From 1 9 <u>11/2</u> 0 0 0 0 0	1/15/20 20/2009 0.00 0.00 0.00	09 to 11/ 11/21/2	21/2009 009 To 0.00 0.00 0.00	tals 0.00 0.00 0.00	
) Name ives	Reg OT1 OT2 OT3 Unpaid	11/15/200 0.0 0.0 0.0 0.0 0.0 0.0	9 <u>11/16/200</u> 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0 0 0.0	<u>9 11/17/2009</u> 10 0.00 10 0.00 10 0.00 10 0.00 10 0.00	<u>11/18/2009</u> <u>1</u> 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00	1/19/200 0.0 0.0 0.0 0.0 0.0	From 1 9 11/2 0 0 0 0 0 0 0 0	1/15/20 20/2009 0.00 0.00 0.00 0.00 0.00 0.00	09 to 11/ 11/21/2	21/2009 009 To 0.00 0.00 0.00 0.00 0.00 0.00	y 0.00 0.00 0.00 0.00 0.00 0.00	

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.

Transaction Detail for 99999 Test,Sam	
Date and Time	
11/16/2005 07:00:00 Mon	* CLOCKED IN
	001 Demo TA520L 🛛 🛛
	Override Round
	Override Automatic Lunches and Breaks
ADDING TRANSACTION	<u> </u>

4. 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 9	9999 Test,Sam						
Date and Time	9				ale ale ale ale ale ale ale ale			
11/17/2009	10:00:00 1	Function	O EN	TER D	EPARTMENT			v
11/17/2003		Clock	001	Demo	TA520L			~
					Override F	Round		
Prompts from 0 Prompt 1 Prompt 2 Prompt 3 Prompt 4	Clock ENTER DEP	ARTMENT						
ADDING	TRANS	ACTION			<u> </u>		<u>C</u> ance	el

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.

-	ENTER DEPARTMENT	X
	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.

Date and Time		
11/16/2009	07:00:00	Mon
ADDING	<u>0</u> K	<u>C</u> ancel

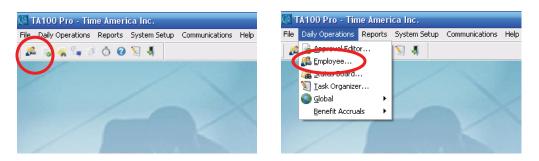
NOTES

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*.

99999	Timecard	Schedule	Transaction	is Status I	Benefits Mes	sages Wa	iges Bad	ges NV4	Clocks	Detail	
lest,Sam	Date	Day I	Cat Start	Stop D	epartment	Reg OT	1 OT2	ОТЗ	Unpaid	Dollar	S
Active 🔰 👌	A 11/16,	/09 Mon		00	05			540			
Division ALL	A 11/17,			00							
Group ALL	A 11/18, A 11/19,			00	05	2 2	1				
Kerior Find Next>>	1										
0001 Washington, Carol 0002 Baines, Peter 0003 Anderson, Frank 0004 Jones, David 0005 Smith, John 0006 Sample, Joe											
9999 Test, Sam											
											1
	Auto Proc	cessing Sho	w Schedule)	Forecasting	Approve			eriods back	k 0 📮		
		11/15/2	000 11/10/2	009 11/17/2	009 11/18/20	100 11/10 /	10.0555.05		(1997) (1997) (1997) (1997)	12674232	Jo
	Reg					0.00	0.00	0.00	0.0		915 0.00
	OT1		0.00).00	0.00	0.00	0.0		0.00
	0T2 0T3).00	0.00	0.00	0.0		0.00
).00	0.00	0.00	0.0		
×											0.00
_isted	Unpaid Dollar				0.00 C).00	0.00	0.00	0.0		
isted Number () Name Show Inactives	Unpaid		0.00				0.00 iple Misc.	0.00) Delete	0.00 0.00

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

Configure Employee			
99999	Timecard Schequle Tran	isactions Status Benefits Messages Wages	Badges NVA Clocks Detail
Test,Sam Active	Day Date	Time Key Prompt	Clock Badge 💽
1			
Division ALL			
K Prior Find Next >> 000001 Washington, Carol Image: Carol			
00002 Baines, Peter			
00003 Anderson, Frank 00004 Jones, David			
00005 Smith, John 00006 Sample, Joe			
99999 Test, Sam			
		November 2009	Ŧ
	SUPERVISOR	PROMPT	INPUT
	Badge		
	Name		
	Date Time		
7 Listed			
Number ○ Name Show Inactives		Add Edit Delete	
anow inactives			
			Print <u>C</u> lose

- 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.

Transaction Detail for 99999 Test,Sam	
Date and Time	
11/16/2005 07:00:00 Mon	* CLOCKED IN
Clock	001 Demo TA520L
	Override Round
	Override Automatic Lunches and Breaks
ADDING TRANSACTION	<u> </u>

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.

11/17/2000	10:00:00 Tue	Function	O EN	TER D	EPARTME	NT	
11/17/2009		Clock	001	Demo	TA520L		~
					Overri	de Round	
Prompts from Prompt 1 Prompt 2	Clock ENTER DEPARTMENT	e [)
Prompt 3 Prompt 4							
r rompe 4		4	-				

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

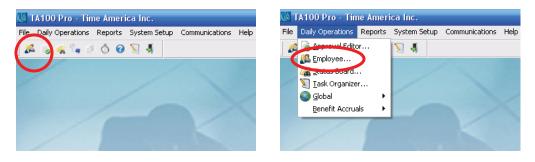
NOTES

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.

Date Day Cat Start Stop Department Reg OT1 OT2 OT3 Unpaid Dolar S (1/10/09) Division ALL Image: Constraint of the start Image: Constart Image: Const	9999	Timecard	Schedule	Tran	nsactions	Status	Benefits I	Messages	Wages	Badg	ges N/	A Cloc	ks Deta	11
Division ALL II // 17/09 Tue 10:00 0005 - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -	Test,Sam	Date	Day I	Cat	Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar	S 🗖
Jivision ALL II II III III III IIII IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	ictive 📐			WORK		16:00		8.00				1.00		*
Group A 11/18/09 Wed 0005 )ivision ALL				10:00	16:00					- 6			
X 11/19/09 Th/x D005 0001 Washington, Carol Image: Carol and a carol an						16:00						-		
10001 Washington, Carol 10002 Baines, Peter 10003 Anderson, Frank 10004 Jones, David 10005 Smith, John 10005 Smith, John 10006 Sample, Joe 19999 Test, Sam		A 11/19/	09 Thu				0005				1	2	6	
10002 Baines, Peter 10003 Anderson, Frank 10004 Jones, David 10005 Smith, John 10006 Sample, Joe 19999 Test, Sam														
	00002 Baines, Peter 00003 Anderson, Frank 00004 Jones, David 00005 Smith, John 00006 Sample, Joe													

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.

9999	Timecard	Schedul	e Tran	nsactions	Status	Benefits	Messages	Wages	Bad	ges N ³	A Clock	s Detai	il
est,Sam	Date	Day	Cat	Start	Stop	Departme	nt Reg	OT1	OT2	OT3	Unpaid	Dollar	S ᆂ
ive	11/10	/09 Mon	WORK	07:00	16:00		8.00				1.00		* ^
ion ALL	M 11/17. M 11/17.			10:00	16:00	0005	-	-		-	-		
ID ALL	A 11/18				10.00	0005		-				4	
	A 11/19	/09 Thu				0005		-	13:53	*		10	
	1												
ashington, Carol 🛛 📐 ines, Peter													
n, Frank													
David													
ith, John mple, Joe													
est, Sam													
													~
	Auto Proc	(e)	C		Forecasti		Approve						Ŧ
	Auto Proc	cessing (or	IUW SCH		ruiecasu		Abbiove		10000000000	eriods ba		📑 🛛 Ke	y .
											09 to 11/2	200.000	
	Reg	11/15/	2009 <u>1</u> 0.00	<u>1/16/200</u> 8.1		<u>7/2009 1</u> 0.00	<u>1/18/2009</u> <u>1</u> 0.00	1/19/20		<u>20/2009</u> 0.00		09 To 00	itals 8.00
	OT1	3	0.00	0. 0.1		0.00	0.00	0.0		0.00		00	0.00
	OT2	-	0.00	0.1		0.00	0.00	0.0		0.00		00	0.00
~	OT3 Unpaid	-	0.00	0.) 1.)		0.00	0.00	0.0		0.00		00	0.00
ed	Dollar	3	0.00	0.		0.00	0.00	0.0		0.00		00	0.00
nber 🔘 Name	Reproc	229	Add Tra	ns F	dit/Add 9	tart Ed	it/Add Stop	Multiple	Misc	From S	chedule	Dele	te
	Tebloc	000	Odd 11d	10	aianda a	and Lo	and prop	manupic	mise.	Tiom o	ottodato	Dolo	
ow Inactives				104.416						402			- X.

- 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".

Transaction Detail for 99999 Test,Sam		
Date and Time		-
11/16/2003 07:00:00 Min Function	* CLOCKED IN	
	001 Demo TA520L	
1111111111 OPEHATOR,SYSTEM	Override Round	
11/19/2009 12:29:42 THU	Override Automatic Lunches and Breaks	
EDITING TRANSACTION	<u> </u>	
11/16/2009 08:00:00 Mor		
	1	

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

99999	Timecard	Schedule	Transactions	Status	Benefits	Messages	Wages E	adges N	A Clocks	Detail	
Test,Sam	Date	Day (Cat Start	Stop	Department	Reg	OT1 01	2 OT3	Unpaid D	ollar 0 💽	
Active		09 Mon 0	JORK 08:00	16:00	0005	7.00	12 1 12	2	1.00	. *	1
Division ALL		09 Tue	10:00		0005						1
	M 11/17/			10:00	0005		1 .				
Group ALL	A 11/18/ A 11/19/				0005						
<< Prior Find Next>>>							67 ST		-		
00001 Washington, Carol 00002 Baines, Peter 00003 Andeson, Frank 00004 Jones, David 00006 Samth, John 00006 Sample, Joe 333939 Test, Sam										×	
	Auto Proc	essing Sho	w Schedule)	Forecasti	ing Ap	prove	2000	Periods ba m 11/15/20	ck 0 😭 09 to 11/21/2		
			009 <u>11/16/200</u>				1/19/2009 1				1
	Reg			00	0.00	0.00	0.00	0.00			
	0T1 0T2		0.00 0. 0.00 0.	00	0.00	0.00	0.00	0.00			_
PHILE	012 0T3		0.00 0.1 0.00 0.1		0.00	0.00	0.00	0.00			
(100)	Unpaid			00	0.00	0.00	0.00	0.00			
~					0.00	0.00	0.00	0.00			
Listed	Dollar	1	0.00	00	0.001	0.001	0.001	0.00	0.00	0.001	2 B.

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.

Date and Time		
11/16/2009	08:00:00	Mon
EDITING	<u>0</u> K	<u>C</u> ancel

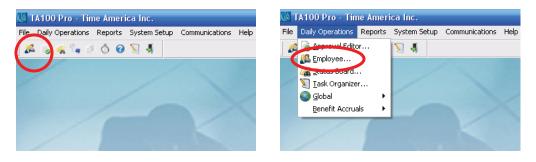
NOTES

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*.

999	Timecard	Schedu	le Tra	nsactions	Status	Benefits	Messages	Wages	Badg	jes NA	A Clock	ks Detai	
st,Sam	Date	Day	Cat	Start	Stop	Department	Reg	OT1	OT2	ОТЗ	Unpaid	Dollar	S 📑
tive 🔰		09 Mon		08:00	16:00	0005	7.00	100 M	-		1.00	12 12	
ision ALL	M 11/17/			10:00		0005							
	M 11/17/				16:00					•			
up ALL	A 11/18/ A 11/19/					0005	•			-	-		
Find Next>>	A 11/13/	05 1110				0005			1	- 1		17	
Washington, Carol													
ines, Peter													
on, Frank													
David													
John													
le, Joe													
, Sam													
	Auto Proc		anu Cali	odulo]	Forecast		prove				_		
	AUDITOD	essing (or	1000 3011		I UIECASI		1076		10.000	riods bad		Kej Kej	<u>.</u>
											09 to 11/2		
		11/15/		11/16/200				1/19/200					als
	Reg		0.00		00	0.00	0.00	0.0		0.00		.00	7.00
		100	0.00		00	0.00	0.00	0.0		0.00		.00	0.00
	OT1					0.00	0.00	0.0	U	0.00		.00	
	OT2	-	0.00					0.0	0	0.00	C	00	
	0T2 0T3		0.00		00	0.00	0.00	0.0		0.00		.00	0.0
	OT2 OT3 Unpaid		0.00	0. 1.	00 00			0.0 0.0 0.0	0	0.00	C	.00	0.00
Der 🔿 Name	0T2 0T3		0.00	0. 1. 0.	00	0.00	0.00	0.0		0.00	C		0.00

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.

configure imployee	- 10						1	-				
99999	Timecard	Schedule	Transaction	s 6tatus	Benefits	Messages	Wages	Badg	ges NN	A Clock	ks Det	ail
Test,Sam Active	Date		Start	Stop	Department	Reg	OT1	OT2	OT3	Unpaid	Dollar	-
	11/17	/09 Mon 0 /09 Tue	JORK 08:00		0005	7.00	1	12		1.00	12	
ision ALL		/09 Tue	10.00	16:00								
ALL		/09 Wed /09 Thu			0005	-	-			-		
Prior Find Next>>		y 09 Ind			0005			87	•		12	
0001 Washington, Carol												
002 Baines, Peter	-											
003 Anderson, Frank 004 Jones, David												
0004 Jones, David 0005 Smith, John												
00006 Sample, Joe												
99999 Test, Sam												
												~
				-								1
	Auto Pro	cessing (5ho	w Schedule)	Forecast	ing Ap	prove			riods bao	0000	<u>Б</u> (К	ey
										09 to 11/2		
	Reg		009 <u>11/16/2</u> 0.00	009 <u>11/1</u>	<u>7/2009 11/1</u> 0.00	<u>8/2009</u> <u>11</u> 0.00	1 /19/20(0.0		<u>20/2009</u> 0.00		009 T	otals 7.00
	OT1			.00	0.00	0.00	0.0		0.00		.00	0.00
	OT2	(0.00	1.00	0.00	0.00	0.0	10	0.00	0	.00	0.00
~	0T3 Unpaid			.00	0.00	0.00	0.0 0.0		0.00		.00	0.00
7 Listed	Dollar			.00	0.00	0.00	0.0		0.00		.00	0.00
Number OName	Reproc	ess A	dd Trans	Edit/Add S	Start Edit/A	dd Stop	Multiple	Misc.	From S	chedule	Dele	ete
Show Inactives									-		_	
									E	rint	<u>C</u> I	ose

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".

999	Timecard	Schedule	Transactions	Status	Benefits	Messages	Wages	Badges	NA	Clocks	Detail
est,Sam tive D	Day	Date	Time	Key	P	rompt		Cloc	k Bad	ge	(±
	Mon	11/16/200	09 08:00:00	*	CLOC	KED IN		00	1		~
rision ALL	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		09 16:00:00			KED OUT		00.			
iroup ALL			09 10:00:00			DEPARTMEN	T	00.			
Prior Find Next >>	Tue	11/17/200	09 16:00:00	#	CTOC	KED OUT		00.	1		
101 Washington, Carol A 102 Baines, Peter 103 Anderson, Frank 104 Jones, David 105 Smith, John 106 Sample, Joe 1939 Test, Sam											
				Nov	vemb	er 20	009				×
	SUP	ERVISOR		Nov	emb	er 2(INF	PUT		×
		ERVISOR Je 11111111		Nov	emb		[INF	PUT		×
M	Badg Nam Dal		I1 IR,SYSTEM	Nov	emb	PROMPT	[INF	PUT		¥

- 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".

Transaction Detail for 99999 Test,Sam	
Date and Time 11/17/2009 10:00:00 Tue Clock	O ENTER DEPARTMENT
Prompts from Clock Prompt 1 ENTER DEPARTMENT Prompt 2 Prompt 3 Prompt 4	
ADDING TRANSACTION Transaction Detail for 99999 Test,Sam	<u> </u>
Date and Time Function 11/17/2009 07:00:00 Tue Clock	
ADDING TRANSACTION	<u> </u>

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

3333	Timecard	Schedule .	Transactions	Status	Benefits	Messages	Wages	Badges /	V\A Clocks	Detail
est,Sam		Date	Time	Key	P	rompt		Clock	Badge	(
	Mon	11/16/200	9 08:00:00	*	CLOC	KED IN		001		^
ivision ALL	Mon	11/16/200	9 16:00:00	#	CLOC	KED OUT		001		
Group ALL	Tue	11/17/200	9 07:00:00	*	CLOC	KED IN		001		
	Tue	11/17/200	9 10:00:00	0	ENTER	DEPARTMEN	JТ	001		
CPrior Find Next>>	Tue	11/17/200	9 16:00:00	#	CLOC	KED OUT		001		
2001 Washington, Carol Coll 2002 Baines, Peter 2003 Anderson, Frank 2004 Jones, David 2005 Smith, John 2006 Sample, Joe 2005 Simth, John 2006 Sample, Joe										
		RVISOR e 111111111		Nov	vemb	er 2	г – – – Г	INPU	T	¥
isted	Badg Nam Dat		I,SYSTEM	Nov	vemb	PROMP	г – – – Г	INPU	т	V

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

Configure Employee												
99999	Timecard	Schedule	Transactions	Status	Benefits	Messages	Wages	Badg	es NA	A Clock	s Detai	1
Test,Sam	Date	Day C	at Start	Stop	Department	Reg	OT1	OT2	ОТЗ	Unpaid	Dollar	S 主
Active 👌	11/10	- non W	08:00	16:00	0005	7.00				1.00		*
Division ALL		09 Tue W		10:00		3.00	<u> </u>	1	546			*
		09 Tue W	ORK 10:00	16:00	0002	5.00		1		1.00		*
	A 11/19/	09 Thu		-	0005	8	-	18	390	20		
<pre>K Prior Find Next >> K</pre>												
00001 Washington, Carol 00002 Baines, Peter 00003 Anderson, Frank 00004 Jones, David 00005 Smith, John 00006 Sample, Joe 99999 Test, Sam												- HH -
	Auto Proc	essing Shov	v Schedule)	Forecast	ing Ap	prove		Pav Per	iods bac	* 0	J Kej	v
										09 to 11/2	and the second s	
		11/15/20	09 11/16/200	09 1171	772009 11/1	8/2009 11	/19/200	9 11/2	0/2009	11/21/20	09 Tol	tals
	Reg	0	.00 7.	0.4	8.00	0.00	0.0	D	0.00	0.	00	15.00
	OT1			00	0.00	0.00	0.0		0.00		00	0.00
	0T2 0T3			00	0.00	0.00	0.0		0.00		00	0.00
×	Unpaid			00	1.00	0.00	0.0		0.00		00	2.00
7 Listed	Dollar			00	0.00	0.00	0.0		0.00		00	0.00
 Number ○ Name Show Inactives 	<u>R</u> eproce	ess Ad	ld Trans	dit/Add S	Start Edit/A	dd <u>S</u> top	<u>M</u> ultiple N	disc.	<u>F</u> rom So	chedule	<u>D</u> elet	e
2000 - 175 	14							[Br	int	<u>C</u> lo:	se

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**.

Absen	ces(28)		Missing (2)		All(30)	
Number	Name	Dow	Date and Time	Code	Reason	1
00001	Washington,Carol	Mon	11/09/2009 07:00:00		Absent	
00001	Washington,Carol	Wed	11/11/2009 07:00:00	1	Absent	_
00001	Washington,Carol	Thu	11/12/2009 07:00:00		Absent	1
00001	Washington,Carol	Fri	11/13/2009 07:00:00		Absent	
00001	Washington,Carol	Mon	11/16/2009 07:00:00		Absent	1
00001	Washington,Carol	Tue	11/17/2009 07:00:00		Absent	
00001	Washington,Carol	Wed	11/18/2009 07:00:00		Absent	1
00001	Washington,Carol	Thu	11/19/2009 07:00:00		Absent	1
00002	Baines,Peter	Mon	11/09/2009 08:00:00		Absent	
00002	Baines,Peter	Tue	11/10/2009 08:00:00		Absent	1
00002	Baines,Peter	Wed	11/11/2009 08:00:00		Absent	
00003	Anderson, Frank	Mon	11/09/2009 07:00:00	1	Absent	1
00003	Anderson, Frank	Tue	11/10/2009 07:00:00		Absent	1
00004	Jones,David	Mon	11/09/2009 15:00:00		Absent	1
00004	Jones,David	Tue	11/10/2009 15:00:00		Absent	~
30 Listed					🗹 Show Cou	nt Totals
	Employees 🛛 🔿 Inactive E	mployees (L GROU	PS 🔽 ALL DIVISIO	NS 🔛

~

- 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.

Absences(28) Missing (2) All
Number Name Dow Date and Time Code Reason
00006 Sample,Joe Wed 11/11/2009 08:00:00 Missing Punch 99999 Test,Sam Wed 11/18/2009 07:00:00 Missing Punch
2 Listed Show

- 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.

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		1			2	*	Ē
	09 Tue	WORK	10:00	16:00	5.00	12	82		1.00	-22	*	
M 11/18/	and the second second		07:00			-		NOZ	-	-		
A 11/19/	09 Thu				*		1		21			11
Auto Proce	issing Sha	ow Sch	edule		Approve		- 50	riods back	C. Inc. Statements	10 10 1 P	ey)	*
Auto Proce							From 1	1/15/200	9 to 11/21	/2009		-
	11/15/2	2009 <u>1</u>	1/16/2009		<u>11/18/2009</u> 11		From 1 ⁻ 09 <u>11/2</u>	1/15/200: <u>0/2009</u> 1	9 to 11/21 11/21/200	72009 19 To	otals	
Reg	11/15/2	2009 <u>1</u> 0.00	<u>1/16/2009</u> 7.00	8.00	<u>11/18/2009</u> <u>11</u> 0.00	0.0	From 1 ⁻ 09 <u>11/2</u> 00	1/15/200: <u>0/2009</u> 1 0.00	9 to 11/21 11/21/200 0.0	72009 19 To 10	otals 15.	00
Reg OT1	11/15/2	2009 <u>1</u> 0.00 0.00	<u>1/16/2009</u> 7.00 0.00	8.00 0.00	<u>11/18/2009</u> 11 0.00 0.00	0.1 0.1	From 1 ⁻ 09 <u>11/2</u> 00	1/15/2009 0/2009 1 0.00 0.00	9 to 11/21 11/21/200 0.0 0.0	72009 19 T c 10	otals 15. 0.	00
Reg OT1 OT2	11/15/2	2009 <u>1</u> 0.00 0.00 0.00	<u>1/16/2009</u> 7.00 0.00 0.00	8.00 0.00 0.00	<u>11/18/2009</u> 11. 0.00 0.00 0.00	0.0 0.0 0.0	From 1 09 <u>11/2</u> 00 00 00	1/15/2009 0/2009 1 0.00 0.00 0.00	9 to 11/21 11/21/200 0.0 0.0 0.0	/2009 19 T c 10 10	otals 15. 0. 0.	00
Reg OT1 OT2	11/15/2	2009 <u>1</u> 0.00 0.00	<u>1/16/2009</u> 7.00 0.00	8.00 0.00	<u>11/18/2009</u> <u>11</u> 0.00 0.00 0.00 0.00	0.1 0.1	From 1 ⁻ 09 <u>11/2</u> 00 00 00 00	1/15/2009 0/2009 1 0.00 0.00	9 to 11/21 11/21/200 0.0 0.0	/2009 19 T c 10 0 10 0 10 0	otals 15. 0. 0. 0.	00 00
Auto Proce	ssing Sho	ow Sch	edule		Approve		- 50		C. International Contractor	10 10 10 miles	y)	~ ~
Reg OT1 OT2	11/15/2	2009 <u>1</u> 0.00 0.00 0.00	<u>1/16/2009</u> 7.00 0.00	8.00 0.00	<u>11/18/2009</u> 11. 0.00 0.00 0.00	0.1 0.1	From 1 ⁻ 09 <u>11/2</u> 00	1/15/2009 0/2009 1 0.00 0.00	9 to 11/21 11/21/200 0.0 0.0	72009 19 T c 10	otals 15. 0.	00
Reg OT1 OT2	11/15/2	2009 <u>1</u> 0.00 0.00 0.00	<u>1/16/2009</u> 7.00 0.00 0.00	8.00 0.00 0.00	<u>11/18/2009</u> 11. 0.00 0.00 0.00	0.0 0.0 0.0	From 1 09 <u>11/2</u> 00 00 00	1/15/2009 0/2009 1 0.00 0.00 0.00	9 to 11/21 11/21/200 0.0 0.0 0.0	/2009 19 T c 10 10	otals 15. 0. 0.	00
Reg OT1	11/15/2	2009 <u>1</u> 0.00 0.00 0.00	<u>1/16/2009</u> 7.00 0.00 0.00	8.00 0.00 0.00	<u>11/18/2009</u> 11. 0.00 0.00 0.00	0.0 0.0 0.0	From 1 09 <u>11/2</u> 00 00 00	1/15/2009 0/2009 1 0.00 0.00 0.00	9 to 11/21 11/21/200 0.0 0.0 0.0	/2009 19 T c 10 10	otals 15. 0. 0.	00

- 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".

Transaction Detail for 99999 Test,Sam		
Date and Time Function Function	# CLOCKED OUT	~
11718/2015 16:00:00 Wid	001 Demo TA520L	~
	Override Round	
	Override Punch Link-Back Time	
ADDING TRANSACTION	<u> </u>	

- 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.

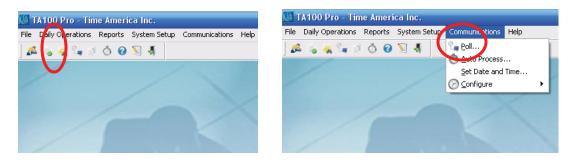
NOTES

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.

Poll Clock Selection	$\overline{\mathcal{O}}$
Clock Selection Polling Options	·
001 Demo TA520L 002 Main Entry	Add all
	Bemove Remove all
2 Available	0 Selected

- 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.

Program Clock
Load Bell schedules
Load Messages
Clear Templates

- 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



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