# Transmitter Certification

# Test Report

**FCC ID:  UP3PC50**

**FCC Rule Part: CFR 47 Part 15.209**

**ACS Report Number:  06-0407-15C**

Applicant: LATHEM TIME CORP.
Equipment Type:  Time & Attendance Terminal
Model(s): PC50

# Users Manual

# PC50
# TIME AND ATTENDANCE SYSTEM

> Insert image of PC50

# USER GUIDE

**QUICK START • SOFTWARE INSTALLATION • HARDWARE INSTALLATION • PAYROLL MANAGEMENT**

**THIS EQUIPMENT COMPLIES WITH FCC CLASS-B REQUIREMENTS PURSUANT SUBPART J OF PART-15**

**This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.**

WARNING: Changes or modifications to this product not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

NOTE:: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

   - Reorient or relocate the receiving antenna.
   - Increase the separation between the equipment and receiver.
   - Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
   - Consult the dealer or an experienced radio TV technician for help.

**This Class B digital apparatus complies with Canadian ICES-003.**
**Cet appariel numerique de la classe B est conforme a la norme NMB-003 du Canada.**

# Contents

# Quick Start Guide

**1** Install PayClock Express

-Verify Minimum System Requirements
-Insert CD
-Use Setup Tab to configure preferences
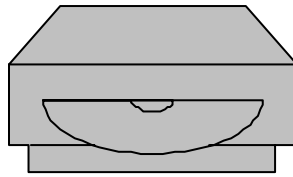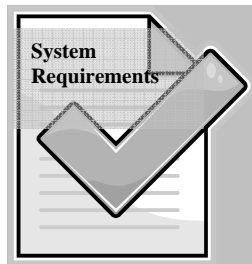
**2** Setup your PC50

-Attach PC50 terminal to your computer
-Mount your PC50 to the wall

**3** Launch PayClock Express

-Click on the PayClock Icon that now appears on your desktop
-Use the Ribbon Bar to navigate software and add employees
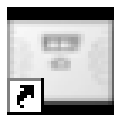
Payclock.lnk
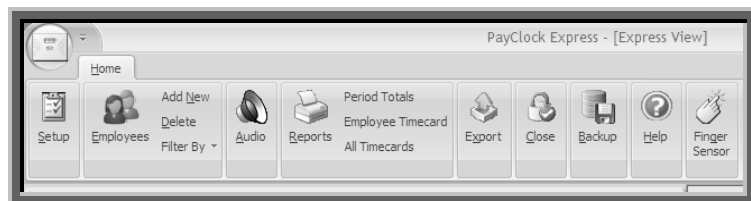
# Welcome

## PRODUCT OVERVIEW

Congratulations on the purchase of your new Lathem PC50 Time and Attendance System.  This system will allow you to record and manage employee attendance records with ease and simplicity.

Included in packaging is the PayClock Express software, which you will use to manage data.  This software will allow you to view, edit, sort, and print attendance records within one window.  Should you desire software upgrades or system accessories in the future, information is available at www.Lathem.com.

The PC50 utilizes a proximity badge system, meaning that employees will punch in and out by waving a badge in front of the clock's sensor.  The PC50 is "real-time", so there is no polling this device.  When an employee punches In or Out, the punch is immediately added to the database.

The PC50 also offers a backlit LCD screen to display important attendance information.  Upon receiving a punch, the screen will display the employee's name, In/Out status, and total hours worked for the pay period.  You may also elect to add custom messages or sounds to play for individual (or all) punches.

PayClock Express uses an "open schedule" of 14 hours to calculate employee time and attendance.  This means that an employee's schedule begins with his/her punch and ends 14 hours later.  The employee is able to punch in and out freely during his/her schedule.  So, if an employee clocks in at 8:00am, his/her schedule remains open for punches until 10:00pm (14 hours later).

## SYSTEM FEATURES

*The PC50 is the latest innovation in automated time and attendance systems..  Combined with the ease and simplicity of PayClock Express software, managing payroll is quick and efficient.  Your new system offers a number of unmatched features:*

### PAYCLOCK EXPRESS:

***The Home Screen (see page _)***
The PayClock Express software introduces a one-screen menu that allows you to get more out of the functions you use most. This updated user interface allows you to locate functions quickly, helping you to get the information you need easily.
***Express Timecard (see page __)***
The Express Timecard sits on the right half of the PayClock **Home Screen**, allowing quick and concise views of individual punch records
***Expandable and Upgradeable (see page 7)***
The 50 employee standard capacity with PayClock Express may be upgraded to 150 employees with software upgrades.  In addition to expanded capacity, software upgrades give you even greater configuration, scheduling, and reporting capabilties.
***Custom messaging (see page _)***

PayClock Express allows the administrator to create and edit custom messages for users
***Greetings and Announcements (see page _)***
Using PayClock Express, the administrator is able to attach different announcements or greetings for different users, times, and dates
***Payroll Export (see page _)***
PayClock Express makes setting up an export file to your payroll program a simple three-step process
***Annual Support Agreements (see page _ )***
With our comprehensive support agreements, you'll have unlimited access to technical support and software upgrades for one low price.


**PC50 TERMINAL:**
***4x20 backlit LCD Screen***
PC50's screen is designed for clear and comprehensive viewing, allowing employees to verify their status and information and to move through the punch process quickly
***Green and Red LED Light***
The PC50 features a LED bar with colored lighting (green or red) to quickly indicate to employees that their badge has been accepted
***Real Time Data***
The PC50 is a real-time device and does not require polling to get up-to-the-minute information
***Comprehensive Display***
In addition to recording time and attendance, the PC50 acts an information portal, relaying messages and data to employees, including verifying name, In/Out status, and total hours worked for the pay period.
***Accessories (see page 7)***
Lathem offers a number of accessory options to further enhance the functionality of your PC50 terminal, including longer USB cables, fingerprint sensor attachments, camera attachments, additional badges, and timecard racks.

> *Visit **http://shop.lathem.com/** or visit the **Information Area** within the PayClock Express **Home Screen** to link to Lathem's product catalog.*

## PACKAGE CONTENTS
- PC50 User Guide
- PayClock Express Software CD
- PC50 Terminal
- USB Cable


## SYSTEM REQUIREMENTS FOR PAYCLOCK EXPRESS

### MINIMUM REQUIREMENTS:

- A PC with a 300mhz Pentium processor or better

- 128 Megabytes of RAM
- Hard disk with at least 200 Megabytes of free space
- 256 Color 800 x 600 or higher resolution display
- Mouse or other pointing device
- An available USB port (USB 1.1 compliant.  The port must be able to supply up to 500mA)
- Internet Explorer 5.0 or higher
- Microsoft Windows XP (Pro or Home)

### RECOMMENDED REQUIREMENTS:

- A PC with a 900mhz Pentium processor or better
- 256 Megabytes of RAM
- Hard disk with 500 Megabytes of free space
- An available USB port (USB 2.0 compliant)
- A dedicated server is recommended for multi-user systems
- Hi-Speed Internet Connection (for Online Features/Services)

## UPGRADES

*If you find that you need to accommodate more employees in your system or if you would like enhanced software capabilities, consider purchasing a software upgrade for your system.  Lathem offers two software upgrade packages, PayClock ez and PayClock Pro. Upgrading is as easy as visiting **http://shop.lathem.com/ online** (also accessible within the **Information Area** of the **Home Screen**) and selecting the software you would like to purchase based on a comprehensive list of feature options.  Your software upgrades will be instantly activated upon receipt of payment by credit card online.*

PayClock Ez and PayClock Pro offer a number of enhanced features, including:

- Increased employee capacity (up to 150)
- Employee scheduling and shifts
- Greater reporting capabilities (up to 22 report options)
- Add Vacation/Holiday Time
- "My workforce" screen and In/Out board (for quick view of whole workforce)
- Additional payroll program interface options
- Multi-user capabilities (up to 6 concurrent users)
- Add vacation hours or time off
- Create exceptions (late-in, long lunch, early out, etc)
- Global Holiday Time
- Optional Paid Break Setting

## ACCESSORIES

*Lathem offers a number of accessories to further enhance your PC50 system.  Visit **http://shop.lathem.com** to purchase any of the accessories listed below.*

- Extended USB cables
- Affordable fingerprint terminal attachment
- Camera attachment
- Additional Badges
- Cables and Connectors
- Replacement Keys

## GETTING HELP

*You can access technical support and answers a number of different ways. In addition to resources within the PayClock Express software, assistance may be accessed online, via email, via telephone, or through your Lathem dealer. Don't forget that Lathem also offers annual support contracts.*

### PAYCLOCK INTERACTIVE HELP SYSTEM VIEWER

The Interactive Help System Viewer allows you to search through an index of help topics to locate the answer you need
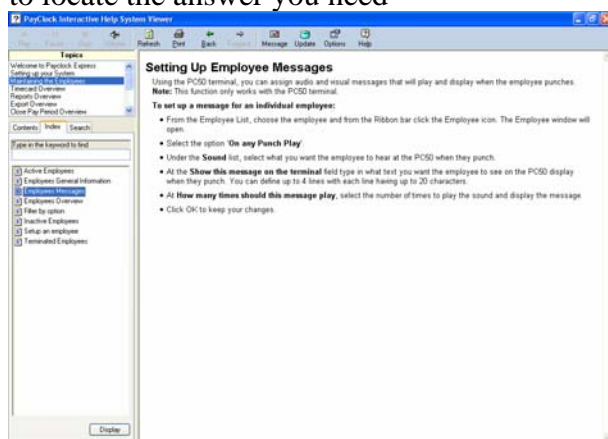


To launch the Interactive Help System Viewer, select **Help** from the **Ribbon Bar**

### TROUBLESHOOTING

For answers to Frequently Asked Questions, refer to the Troubleshooting section of this User Guide on page __ .

### ONLINE AND EMAIL SUPPORT

Lathem.com provides access to numerous support resources that will allow you maximize your use of PayClock Express. Help may be accessed by visiting the following link:

**http://support.lathem.com**

You may also submit a question through our online knowledgebase and one of our technicians will respond to your inquiry within 25 hours. Email support is free to all registered users of Lathem products.

### TELEPHONE SUPPORT

Lathem offers technical support between the hours of 8am and 7pm Monday through Friday. Please call **(404) 691-1065** to speak with our support team. You will receive free technical support for the first 30 days after your initial call. After that period, you may

purchase an Annual Support Agreement, which will cover all calls for one year, or you may pay a per-call fee.

**ANNUAL SUPPORT AGREEMENTS**
Lathem support contracts are designed to keep your PC50 and PayClock software working seamlessly.

For a single annual fee, your Support Agreement offers the following advantages:
- Unlimited toll-free telephone support (versus a per-call fee) and priority status for calls
- Unlimited access to Lathem's extensive library of web-based tips and FAQs
- Free software updates and version upgrades during the Support Period, giving you free access to the most current software features
- Quick exchanges for damaged or broken clocks, thereby reducing downtime
- Extended parts and labor warranty helps you to save money on repairs needed after the regular product warranty has expired

To learn more about Lathem support contracts and to make a purchase, contact us at (404) 691-1065 or visit **http://www.lathem.com/news/supportplan.shtml**

## GENERAL MAINTENANCE
Get recommendations

# Software Installation

> **CAUTION**
> **Before proceeding with your PayClock Express installation, verify that your PC meets ALL of the System Requirements listed on page 6!**

## INSTALLING THE PAYCLOCK EXPRESS SOFTWARE CD
*Installing PayClock Express Software CD requires a quick two-step process*

1. **Prepare your computer**
- Select the computer you will use to manage the PC50 system
- Close all programs, including virus protection software

2. **Install the PayClock Express CD**
- Insert the **PayClock Express CD** into your computer's CD-ROM
- The Setup program should run automatically. If it does not, follow the steps below
   - Click **Start | Run** from the Windows taskbar
   - At the command line, type **d:launch.exe** where **d:** is the letter of the drive for your CD-ROM

- o Click **OK**
- o Select **Express Install** from the main Setup screen
- o At the **Welcome Screen**, click **Next**
- o Read the **License Agreement** and click **I Accept** to continue
- o Select the folder where you wish to install PayClock Express (the default folder is C:\PayClock, then click **Next**
- o Click **Next** to start the installation of files
- o Click **Finish** to complete the installation
- o The **PayClock Server Connection Manager Icon** will show in the notification area with the message "PayClock Server is running".
    - o Note: This icon will display when you log in to Windows, but the PayClock Server will run without being logged in to Windows
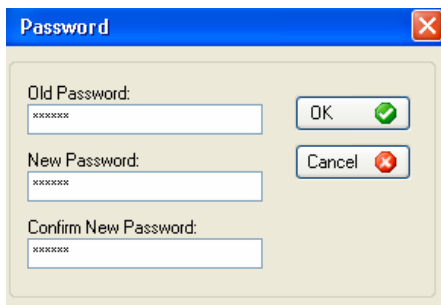
## LOGGING IN

*To begin using PayClock Express, you must first Log In to the system at the **Log In Window**. PayClock has one default user:  the **Administrator**.  The Administrator has full access to system information and functions.*
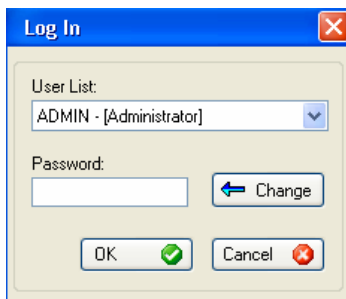


1. From the Log In window, choose **Administrator** from the **User List**.

2. Enter the default password: "**lathem**"

3. Click **OK** and the software will begin

## CREATING AND CHANGING YOUR PASSWORD

*You should create your own unique password to protect sensitive payroll data.*



1. At the Log In screen, click the **Change** button.

2. Type in your **Old Password** (remember, the default is "lathem")

3. Type in your **New Password** (the one you would like to create)

4. **Confirm** your new password by typing it in

5. Click **OK** to finalize the change

*Note: Passwords are NOT case sensitive and may be up to 11 characters*

## REGISTERING YOUR PC50

*You may register your PC50 anytime within 30 days of installing the software.  If after 30 days you haven't registered your system, you will be required to do so before continuing to use the software.*

There are four ways to register your software:
- Launch PayClock Express from your PC and select **Register Now**.  This will allow you to register your software online.
- Print out the Registration Page (where is it?) and Fax the requested information to Lathem at _.
- Call Lathem at __ and select option number _ from the telephone menu
- Visit www.Lathem.com /register and follow the steps outlined (?)

## LOGGING OUT
*There are two ways to exit PayClock Express*

- In the upper right hand corner of the **Home Screen**, select 
- From the **System Button**, select **Exit**

# Hardware Setup

## CONNECTING THE PC50 TO YOUR COMPUTER

Diagram of USB port connection on PC50 and Connecting PC50 to USB cable to USB port on computer

1. Connect the 15ft USB cable to the PC50

> *NOTE:*
> *Be aware of the orientation of the USB cable to the port.  Be sure to insert the USB cable right side up into the USB port (see diagram)*

2. Now, connect the USB cable to an available USB port on the same computer you previously installed the PayClock Express Software CD

> *NOTE:*
> *You can increase the distance between the PC50 terminal and your computer's USB port by purchasing USB cable extenders directly from Lathem at* **http://shop.lathem.com** *or through an authorized reseller*
> You may add up to four **16ft USB Extension Cables** (P/N: USBCABLE16)
> Or
> You may add one **150ft Super Extender Cable** (P/N: USBEXTENDER)

3. The computer will automatically begin installation of the required PC50 driver. Follow the screen instructions to successfully complete the installation of the PC50 terminal drivers.

## INSTALLING THE BIOMETRIC FINGERPRINT READER ATTACHMENT

*With the TS-RFS (Biometric Fingerprint Reader Attachment) attached to your PC50 terminal, employees can punch in and out by scanning their finger instead of using their badge. When an employee places their finger on the sensor, the PC50 terminal will scan the fingerprint and compare it to the stored fingerprints. When the fingerprint is matched, a record of the punch will be added to the database and will show In or OUT on the PC50 display, along with the employee name and total hours for the pay period.*

*Note: The Biometric Fingerprint Reader is available for purchase at* **http://shop.lathem.com**

1. Connect the TS-RFS (the Biometric Fingerprint Reader Attachment) to one of the two additional USB ports on your PC50.
In the Notification Area of your computer, next to the USB icon, the following message will appear:
   "**Found New Hardware** U.areU.400b Fingerprint Reader"
The driver will be loaded automatically
2. The sensor window on the TS_RFS attachment will illuminate, indicating that it is ready for use
3. You are now ready to begin using the Biometric Fingerprint Reader attachment with your PC50 and PayClock Express

## MOUNTING THE PC50

Diagram and Instructions

## USING THE CLOCK AND BADGES

Show image of hand waving badge over sensor and then sensor reading name, in/out, hours, etc



# Payroll Management

## NAVIGATING PAYCLOCK EXPRESS

*Now that your software is installed and your PC50 is connected to your PC, you may begin configuring your preferences within PayClock Express. All of the PayClock Express functions are contained within one screen, **The Home Screen**. Within the **Home Screen**, there are four sections: the **Ribbon Bar**, the **Express Timecard**, the **Employee List**, and the **Information Area**.*

### THE HOME SCREEN
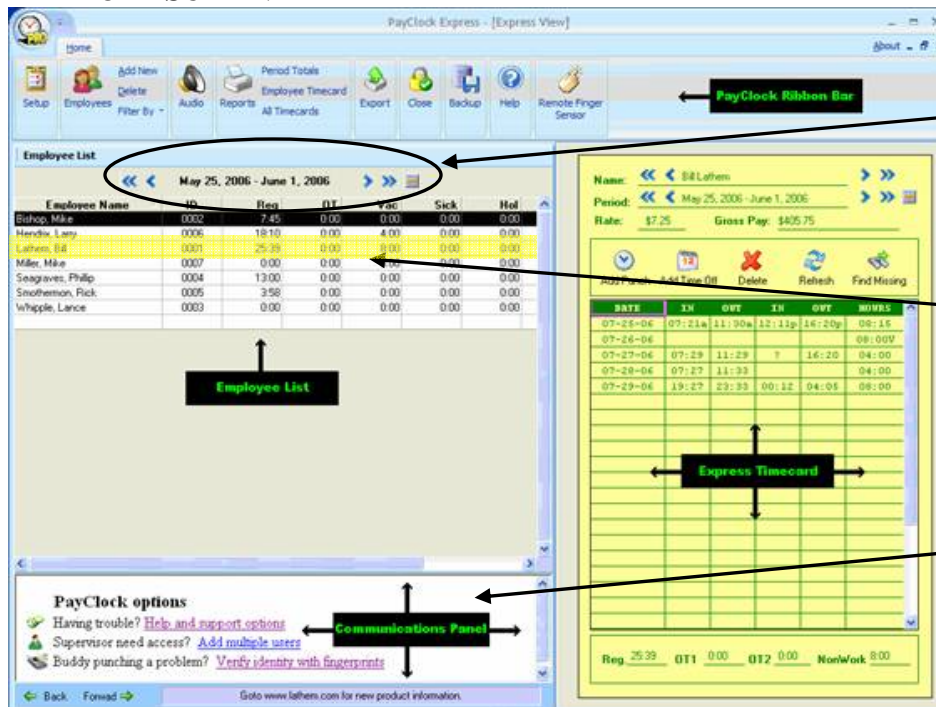


*Use these buttons to scroll through **pay periods***

*Highlighting an employee will display his/her time card in the **Express Timecard***

*Use the links within the **Information Area** to access information, upgrades, and accessories online*

**Ribbon Bar:** use to navigated software and locate functions
**Express Timecard:** use to edit and view individual punch data

**Employee List:** use to view pay period summaries for all employees
**Information Area**: use to find help and purchase software upgrades and accessories

## CHANGING THE DISPLAY
*PayClock Express allows you to resize windows within the Home Screen so that you may adjust the screen display as needed.*
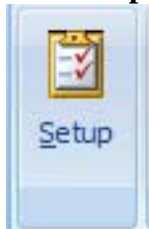
**Sample Home Screen Displays:**
You may adjust screen displays by using your mouse to click on and move windows
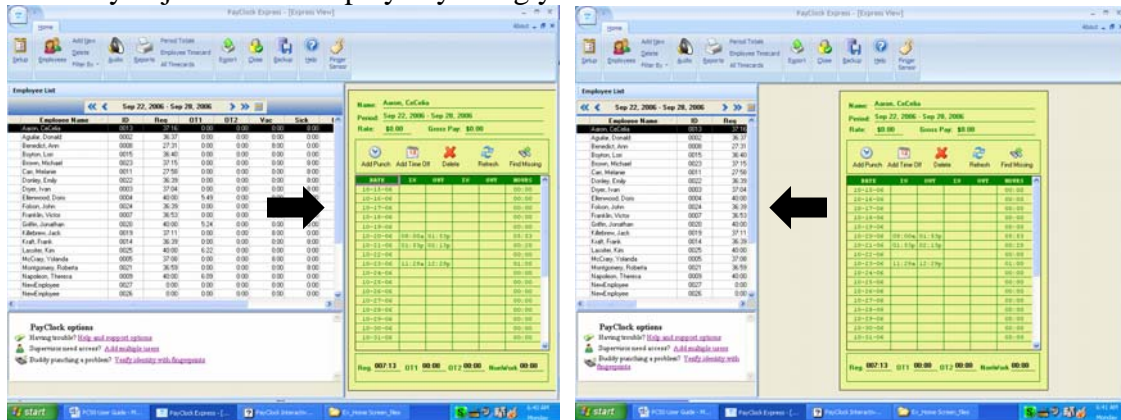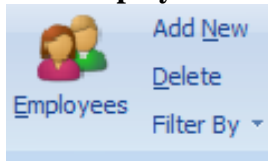


## THE RIBBON BAR
*Instead of a menu and toolbar, the **Ribbon Bar** allows you to manage and edit your settings, as well as create reports, within one comprehensive area.*

**The Setup Icon**



- create and edit your pay period
- set overtime rules
- set rounding rules
- set formatting options
- create an export link to your payroll program

**The Employees Icon**



- Add and terminate employees
- Edit employees' personal information
- Edit base pay
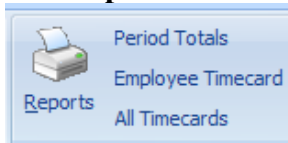- Create and assign custom messages or sounds

**The Audio Icon**



- manage audio settings for the PC50
- setup global messages to be played to all employees.

**The Reports Icon**

- generate, preview, and print a **Period Totals** Report or an individual **Employee Timecard** Report
- view **All Timecards** in alphabetical order

**The Export Icon**

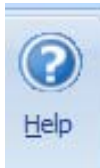- export pay period data into the payroll program previously established

**The Close Icon**

- Close the selected pay period to future editing. (after you close a pay period, you may not go back to edit the data within that period)

**The Backup Icon**

- Back up pay period data to a specified file on their PC

**The Help Icon**

- Directs you to the PayClock Express Interactive Help Viewer, which acts a reference for any questions or issues that may arise as you use PayClock Express

**The Finger Sensor Icon**

- Directs you to the Finger Template Management Wizard, which allows you to register employee fingerprints into PayClock Express using the optional fingerprint attachment (to purchase, see http://shop.lathem.com/)
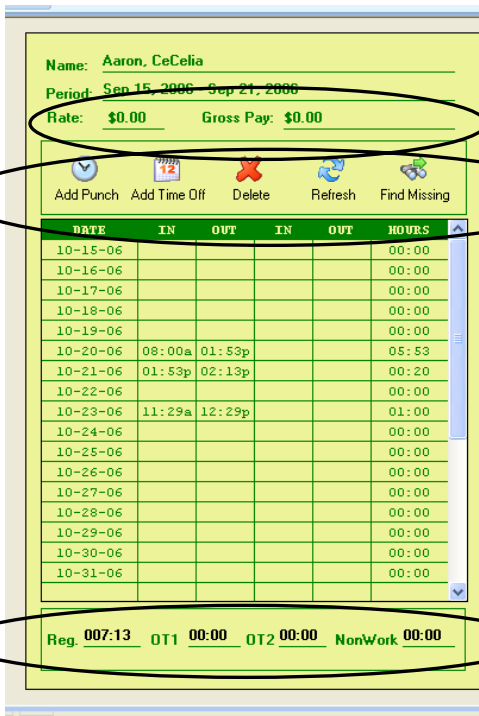
**EXPRESS TIMECARD**

*The Express Timecard gives you a quick view of individual punch information and allows you to add, edit, or delete data as is necessary*
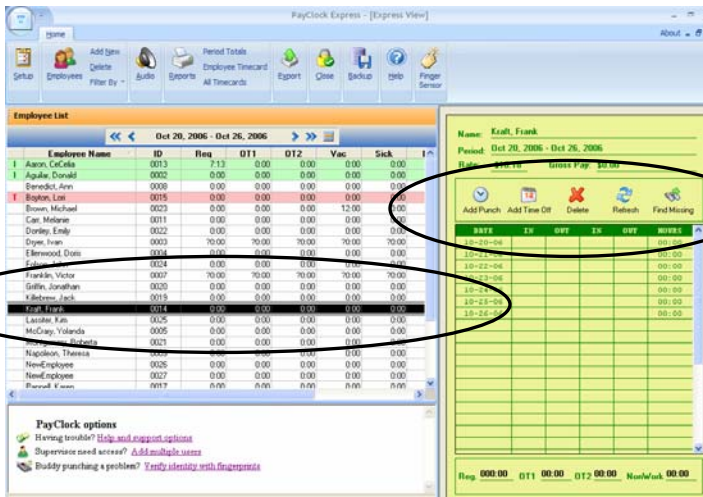
1. Select the desired employee from the **Employee List**

2. The employee's Timecard will appear in the **Express Timecard** area next to the **Employee List.**



*The Timecard displays Base Hourly Pay and Gross Pay*

*Use the Toolbar to add punches and non-work time, as well as delete punches, and find missing punches*
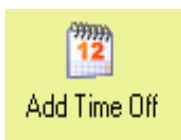
*View employees' total regular, overtime, and non-worked hours worked for the selected pay period*

**Add Punch Icon**



*This button lets you add a new punch, as well as the date and time for the new punch*

**Add Time Off Icon**



*This button lets you add time off for an employee and select the date, time, and pay code category for the absence*

**Delete Icon**

*This button allows you to delete punches already on the Time Card*

**The Refresh Icon**

*This icon will refresh the data in the timecards to reflect the most recent activity*

**The Find Missing Icon**

*This button will locate any missing punches within an Employee Timecard. PayClock looks for an even number of punches. When an odd number of punches is found, PayClock assumes that a punch is missing (an employee punched In, but not Out, or vice versa.*

**The Time Card Table**

The timecard table functions much like the cells in a spreadsheet. By clicking on a desired cell, you may edit it as needed.

| DATE | IN | OUT | IN | OUT | HOURS |
|------|-----|------|-----|------|-------|

| **Date** Displays the date of punches recorded in the table | **In / Out** Displays the time of entrance and exit on a given day | **In / Out** Displays additional times of entrance and exit on a given day | **Hours** Calculates the total hours worked for a day from punches |
|------|------|------|------|

Name: Aaron, CeCelia
Period: Oct 20, 2006 - Oct 26, 2006
Rate: $0.00    Gross Pay: $0.00

Add Punch  Add Time Off  Delete  Refresh  Find Missing

| DATE | IN | OUT | IN | OUT | HOURS |
|----------|--------|--------|--------|-----|-------|
| 10-20-06 | 08:00a | 01:53p |        |     | 05:53 |
| 10-21-06 | 01:53p | 02:13p |        |     | 00:20 |
| 10-22-06 |        |        | 12:00 a |     | 00:00 |
| 10-23-06 | 11:29a | 12:29p |        |     | 01:00 |
| 10-24-06 |        |        |        |     | 00:00 |
| 10-25-06 |        |        |        |     | 00:00 |
| 10-26-06 |        |        |        |     | 00:00 |

Reg. 007:13   OT1 00:00   OT2 00:00   NonWork 00:00

## THE INFORMATION AREA
*The Information Area contains information on PayClock software, including links to software help and support, user tips, upgrades, and accessories.*
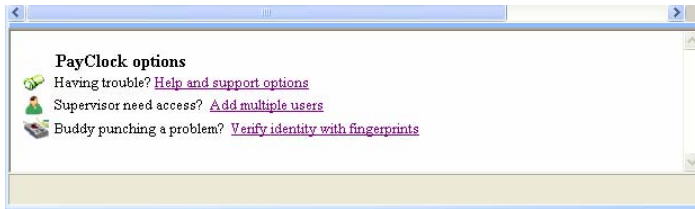


- **Help and Support Options:**  links to FAQs and support information online
- **Add Multiple Users:**  links to add upgrades and increase capacity
- **Verify Identity with Fingerprints:**  links to order information for fingerprint attachment, as well as additional accessories

## THE PAYCLOCK SYSTEM BUTTON
*The **PayClock System Button**, located at the top left-hand corner of the **Home Screen** allows quick access to a number of important tools.*
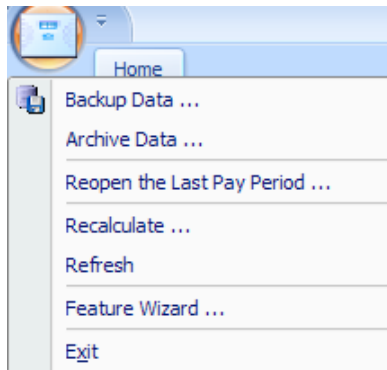


The Administrator should use the PayClock Systems Button to access the following critical functions:

- Backup Data
- Archive Data
- Reopen the Last Pay Period
- Recalculate
- Refresh
- Feature Wizard
- Exit

To access these functions, click on the PayClock **System Button** and highlight the desired function from the drop-down menu

## CREATE COMPANY PROFILE AND SETUP PAY PERIOD
*The General Tab will allow you to define your company name your company's pay period.  You will enter when your pay period begins, what type of pay period your company uses, and select rounding rules.*

To begin configuring your payroll preferences:

1. Click on the **Setup Icon** within the **Ribbon Bar**

2. Select the **General Tab**

3. Enter your **Company Name** (this is the name that will be displayed on report headers)

4. Select your company's **Pay Period Type** among the options (for semi-monthly, you will be asked to enter the two dates, First and Second, on which you pay employees each month)

5. Using the pull-down calendar, select the date on which your pay period begins (or began)

6. Check **Show Express Time Card in Black and White** if you would like the Express Timecard displayed in black and white, rather than in yellow and green

7. Click **OK** to save settings

## CREATE OVERTIME RULES

*In The Overtime Tab, you can set up how to software calculates overtime hours. You may define up to two overtime levels.*

1. If employees receive overtime pay on a daily basis, check the first box.
   - For **Overtime Level (1),** select the rate at which employees are paid for overtime work and the number of hours worked **(Limit)** needed to earn this overtime
   - For **Overtime Level (2)**, select the additional rate at which employees are paid for additional overtime work on a daily basis and the number of hours worked **(Limit)** needed to earn this overtime
   - If an option is not applicable, choose "Not Selected".

2. If employees receive overtime pay on a weekly basis, check the second box.
   - For **Overtime Level (1),** select the rate at which employees are paid for overtime
   - work and the number of hours worked **(Limit)** needed to earn this overtime
   - For **Overtime Level (2)**, select the additional rate at which employees are paid for additional overtime work on a daily basis and the number of hours worked **(Limit)** needed to earn this overtime
   - If an option is not applicable, choose "Not Selected".

3. Select **Daily OT Overrides Level 1 Weekly OT** if your employees will continue to receive Daily overtime after Weekly overtime has been reached (this is not available if multiple levels of weekly overtime are set up).

4. Choose your **Weekly OT Start Day**, select the day on which….

## CREATE ROUNDING RULES

*Rounding rules allow you to define how your punch minutes will be rounded. Specifically, rounding refers to the increments in which the punches will be recorded. Often times, users elect not to record punches to-the-minute in order to…. The point at which the software will decide to adjust a punch time forward or backward is known as the **Break Point**.*
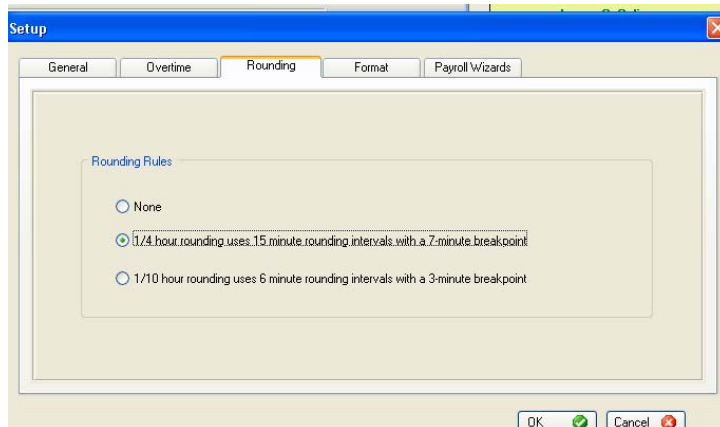


PayClock Express allows you to select one of three rounding options:

**No Rounding**: Punches will be recorded to-the-minute.
- If an employee punches in at 7:08am, the software will record the time of entry as 7:08am
- If an employee punches out at 5:23pm, the software will record the time of departure as 5:23pm

**¼ hour rounding**: 15 minute rounds with a 7 minute break point
- Time is recorded in increment of 15 minutes: :00, :15, :30, or :45
- If an employee punches in at 7:08am, the software will record the time of entry as 7:15 because :08 is after the seven minute break point at 7:00
- If an employee punches out at 5:20pm, the software will record the time of departure as 5:15 because :20 is before the seven minute break point at 5:15

**1/10 hour rounding**: 6 minute rounds with a three minute break point
- Time is recorded in increments of 6 minutes: 00, :06, :12, :18, :24, :30, :36, :42, :48, :54
- If an employee punches in at 7:08am, the software will record the time of entry as 7:06 because :08 is before the three minute break point after 7:06
- If an employee punches out at 5:23pm, the software will record the time of departure as 5:24 because :23 is after the three minute break point after 5:18

## FORMAT TIME AND DATE

*The format tab allows you to decide how PayClock Express will display dates and times within the software.*
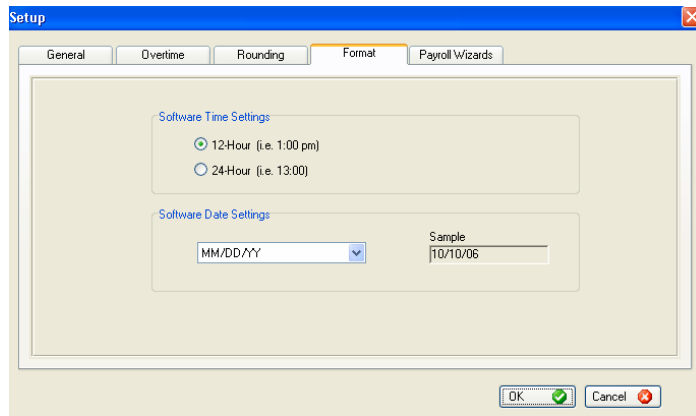


**Software Time Settings:** determines how time will be displayed:

- **12-Hour:** displays time in increments of twelve hours (12:00, 1:00, 2:00, etc)
- **24-Hour:** displays time in increments of 24 hours (12:00, 13:00, 14:00, etc)

**Software Date Settings:** determines how dates will be displayed. For the date of December 1, 2006, the following display options exist:

- **MM/DD/YY:** displays date as 12/01/06
- **DD/MM/YY:** displays date as 01/12/06
- **YY/MM/DD:** displays date as 06/12/01

## ADD, EDIT, AND MAINTAIN EMPLOYEES

*The **Employee List** displays the list of active employees, the pay period data for each employee, and is used to select employees in order to edit or update data or to run individual reports. The **Employee Icon** is used to add, delete, and filter employees.*
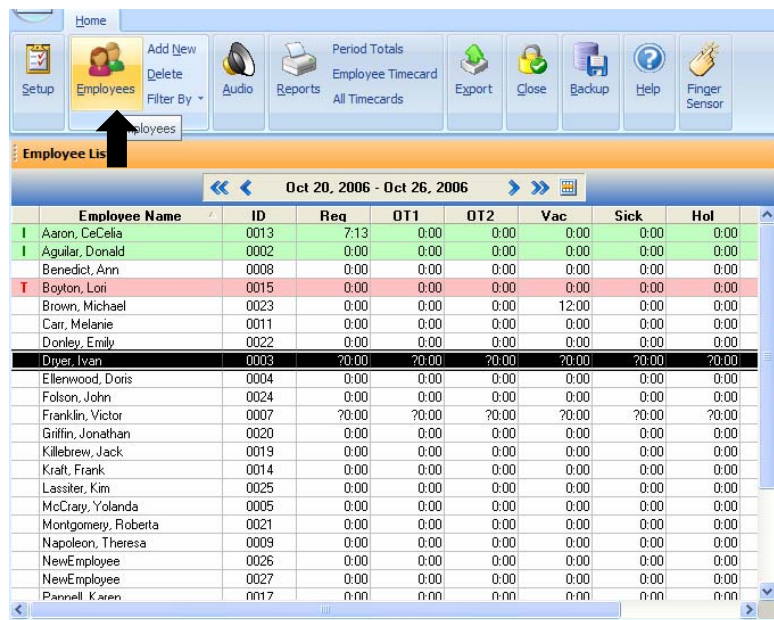
## ADD NEW EMPLOYEES



**NOTE:**
The **Employee ID** number should match the badge number assigned to that employee



1. Within the **Employee Icon,** click **Add New**.

2. Insert the employee's personal information in the appropriate blanks. You may include **Base Pay** rate in the employee's profile in order to allow PayClock to calculate gross pay on the timecard.

3. Use the scroll down menu to select a **Date of hire** for each new employee.

4. To declare **Inactivate** or to **Terminate** an employee from the software, check (☑) the box next to the desired selection. This will allow you to enter in the date or Inactivation or Termination.

5. You may then use the scroll down menu to select a date of Deactivation or of Termination.

6. To **Add Sounds** or **Add Custom Messages** for employees to hear upon punching in or out, you must first check (☑) next to the box that reads "On any Punch Play:"

   - For Sounds, scroll through the drop down menu to the desired greeting.
   - To preview a greeting, press the ⏭ button next to the drop down menu.
   - To create your custom message, simply type in the message you would like displayed for that employee upon punching in or out. Finally, select a number from the drop-down menu "How many

### VIEW AND EDIT EMPLOYEE INFORMATION:
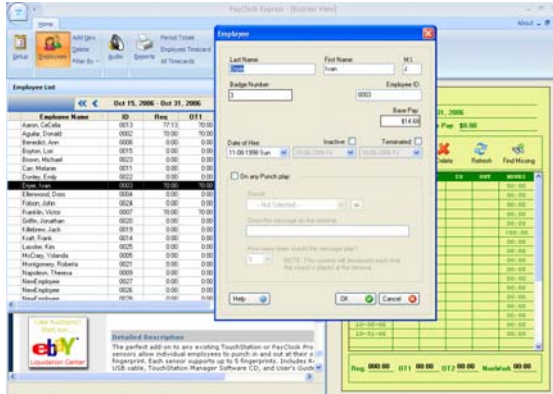


1. Select the desired employee from the **Employee List** and click the **Employees Icon** from the **Ribbon Bar**

   **OR**

   Select an employee from the **Employee List** by double-clicking on the employee's name.

2. The **Employee Window** will open and you may edit any of the information in the window.

3. Click **OK** to save any changes

### FILTER EMPLOYEES

*PayClock Express allows you to filter employees either by **hiding inactive** or **hiding terminated** employees.*

- To filter employees, click the **Filter** option from the **Employee Icon** within the **Ribbon Bar**
- Use the arrow to select either **Hiding Terminated Employees** or **Hiding Inactive Employees**

### EMPLOYEE LIST POP-UP MENU

*The **Employee List Pop-Up Menu** allows you to access both individual and group information quickly, by right-clicking within the **Employee List**. A menu will open with a number of options.*



1. Select an employee within the **Employee List**

2. Right click on the row containing the employee's information

3. Select among the menu options to perform the desired task. A separate window will open.

- **Edit this employee:** select this menu item to edit an employee's name, badge number, base wage, messages, etc
- **Add a new employee:** select this menu item to add a new employee to the system

- **Delete the employee:** select this menu items to delete the selected employee from the system (important: this cannot be undone!)
- **Go to this employee's Timecard:** select this menu item to move to the first cell of the employee's timecard in the **Express Timecard** area
- **Show the Employee Details Report:** this menu item will display a Details report for the selected employee
- **Show this Employee's Timecard Report:** this menu item will display a Timecard Report for the selected employee
- **Show Period Totals Report:** this menu item will display a Period Totals report

## EDIT TIMECARDS

*You may edit an employee's Timecard data in the **Express Timecard** area of the **Home Screen**.*
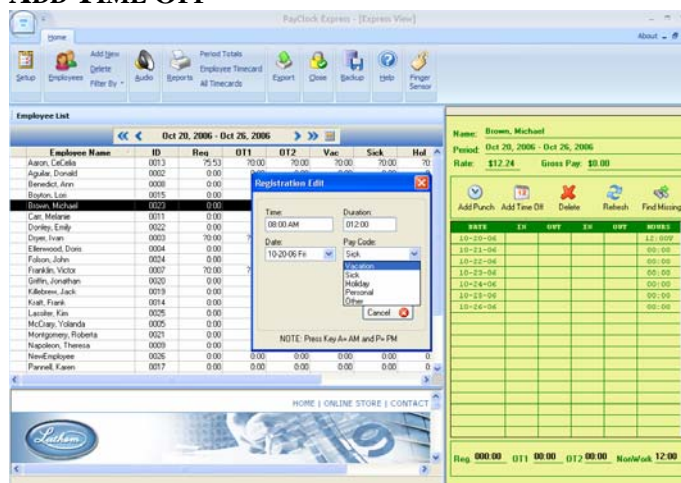
### ADD PUNCHES
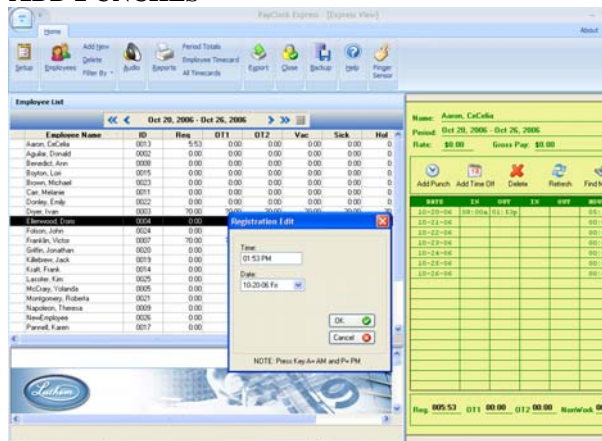


To add a punch to an employee's timecard:

1. Select an employee from the **Employee List**

2. Click the **Add Punch** Icon

3. The **Registration Edit** screen will pop-up. Enter the Time and Date you wish to enter for this punch

4. Click **OK** to exit the screen

   You will see your new punch displayed on the **Employee Time Card.**

### ADD TIME OFF



To add time off to an employee's timecard:

1. Select an employee from the **Employee List**

2. Click the **Add Time Off** Icon

3. The **Registration Edit** screen will pop-up. Enter the Time and Duration (number of hours) you wish to enter for the Time Off

**4.** Select the Date on which you would like the Time Off applied and the Pay Code (label you would like to give the absence)

5. Click **OK** to exit the screen

You will see your new entry displayed on the **Employee Time Card.**
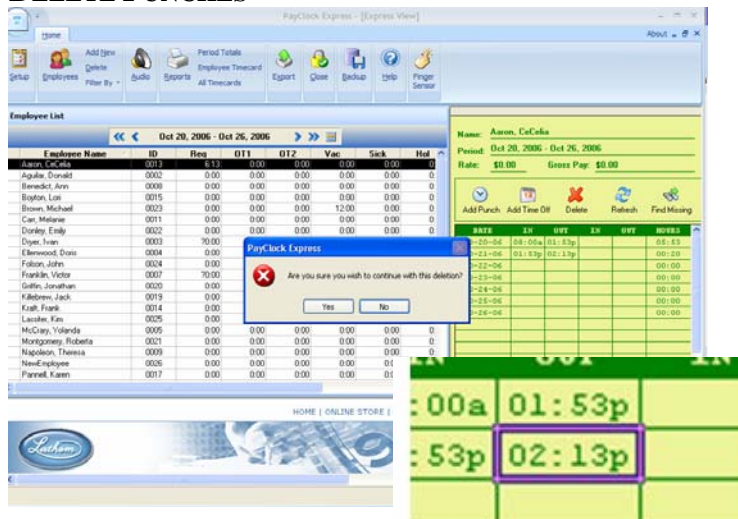
## DELETE PUNCHES



To delete a punch from an employee's timecard:

1. Select an employee from the **Employee List** to view his/her timecard

2. Select the cell that contains the punch you would like to delete

3. Click the **Delete Punch Icon**

4. A pop-up screen will ask "Are you sure you want to continue with this deletion?" If you would like to continue, click **Yes**. If not, click **No**

5. Click **OK** to exit the screen

You will no longer see the deleted punch displayed on the **Employee Time Card.**

## REFRESH DATA

To refresh your data, simply click the **Refresh Data Icon**. Any updates will automatically uploaded into the data.

## FIND MISSING PUNCHES
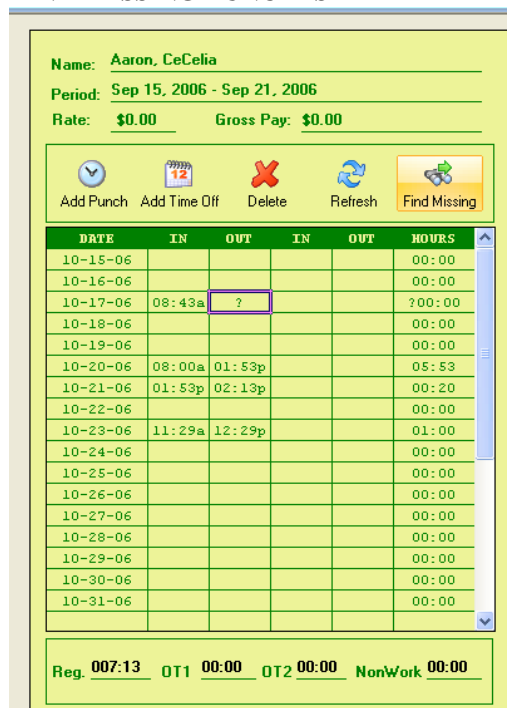


1. Select an individual **Employee Timecard** from the **Employee List**

2. In the **Express Timecard** screen, select the **Find Missing** Icon.

3. If there are missing punches, correct them one-at-a-time. If there are no missing punches, PayClock will display the message: "No Exceptions Found".

## RUN REPORTS

Reports are accessible in the **Reports Icon** within the **Ribbon Bar**
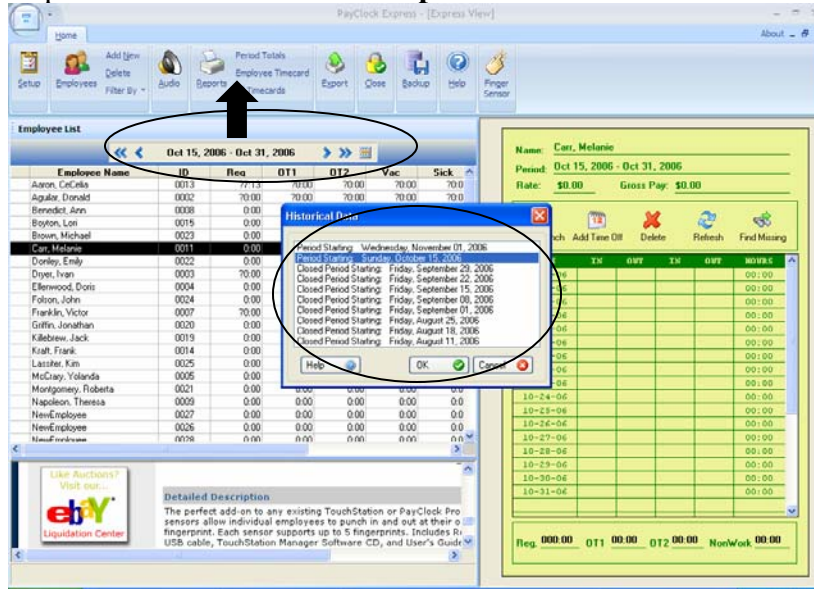


*Scroll Buttons and a Pop-Up Calendar allow you to change pay periods*
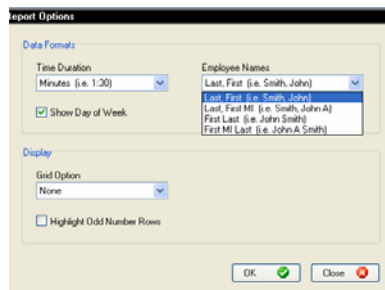


*You may change your formatting preferences by clicking the Options button within a report and editing your data and display formats*

## EMPLOYEE TIMECARD REPORT

*The Employee Timecard Report provides individual employees' Name, ID number, and total regular, overtime, and miscellaneous non-worked hours for the pay period.*
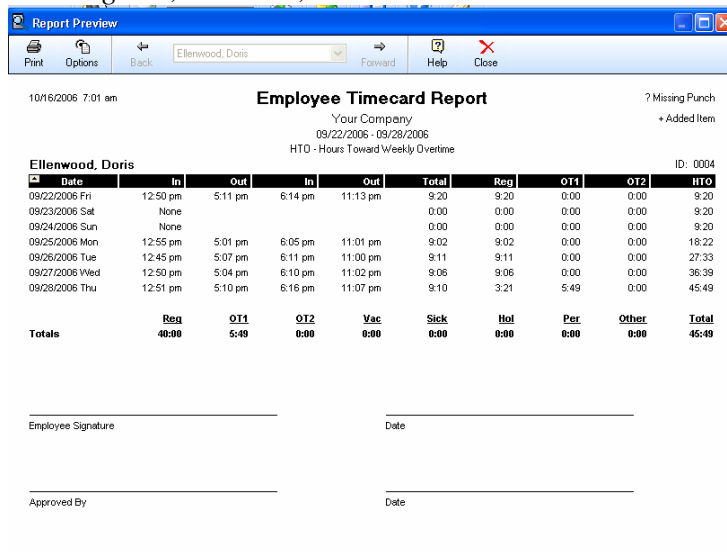


1. Using the scroll buttons or Pop-up Calendar, select the pay period for which you would like to generate a report.

2. Select the desired employee from the **Employee List**

3. Select **Employee Timecard** from the **Report Icon** in the **Ribbon Bar**

4. The **Employee Timecard Report** will appear. You may now print and review the report

## PERIOD TOTALS REPORT

*The Period Totals Report provides a summary view of all Employees' total hours and total gross pay for the pay period*



1. Using the scroll buttons or Pop-up Calendar, select the pay period for which you would like to generate a report

2. Select the desired employee from the **Employee List**

3. Select **Period Totals Report** from the **Reports Icon** in the **Ribbon Bar**

4. The **Period Totals Report** will appear. You may now print and review the report

## ALL TIMECARDS REPORT

*Choosing **All Timecards** from the **Reports Icon** will pull up all employee timecards, arranged in alphabetical order. You may scroll to the next employee by using the **Forward** button or backward using the **Back** button*



5. Using the scroll buttons or Pop-up Calendar, select the pay period for which you would like to generate a report

6. Select **All Timecards** from the **Reports Icon**. Timecards will appear in alphabetical order.

*Use the **Forward** button to scroll to the next employee's timecard*

---

**NOTE:**
*For all reports, you may use the **Print Icon** in the report toolbar to print the report. Click **Close** to exit the screen*

## EXPORT PAYROLL REPORTS

### PAYROLL EXPORT WIZARD

*The **Payroll Wizards Tab** helps you setup your data for export into a format your payroll service can read. PayClock Express can export data into QuickBooks, PayChex, and ADP payroll software. You can also export data into ASC II format*
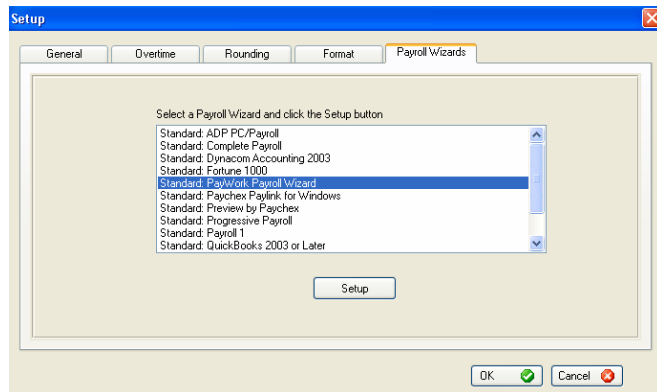
To run an export wizard:

1.  Select the **Setup Icon** from the **Ribbon Bar**

2.  Select the **Payroll Wizards** tab, then highlight the payroll program your company uses

3.  Click **Setup** to run the Payroll wizard

4.  The wizard will take you through the requisite steps for your particular payroll program. Fill in the requested information in each step and click **Finish**

5.  Your export path will now be available in the list of **Payroll Interfaces** available by clicking on the **Export Icon** within the **Ribbon Bar**
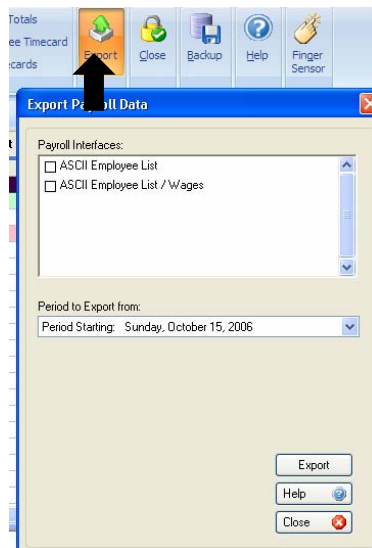
### CREATE A PAYROLL EXPORT FILE

*After you have set up the software to export your data to your payroll program, PayClock Express can export your time and attendance data directly into your payroll system. The **Export Icon** creates a separate file that your payroll program can read.*
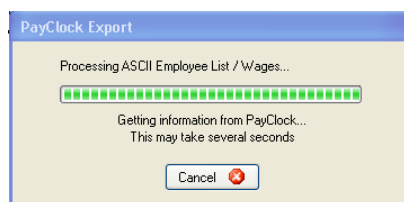
1.  Select the **Export Icon** from **Ribbon Bar**

2.  The **Export Payroll Data** window appears

3.  Under **Payroll Interfaces**, select the export option you would like to create

4.  Click the **Export** button; You will a window indicating that your file is being processed, followed by a window indicating that your file has been created.

## CLOSE A PAY PERIOD

*The **Close Icon** allows you to close out the current pay period.  You cannot edit data from a closed pay period, although you may still run reports and exports.  Make sure that you are finished making changes to the data for a pay period before closing it.*
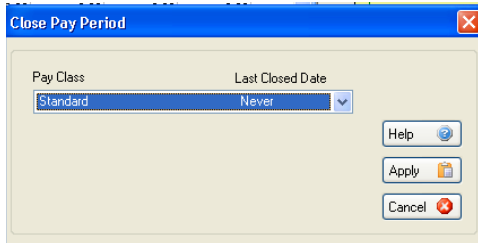
1.  Click the **Close Icon** in the **Ribbon Bar**.  The **Close Pay Period** window will appear.

2.  Under **PayClass**, you will see the date that the pay period was last closed.

3.  Click **Apply**.  The **Confirm Close** dialog box will appear.  Make sure that the dates listed in this window are the dates that you would like to close out.

4.  Confirm the close by typing '**Yes**' in the box and clicking **OK**
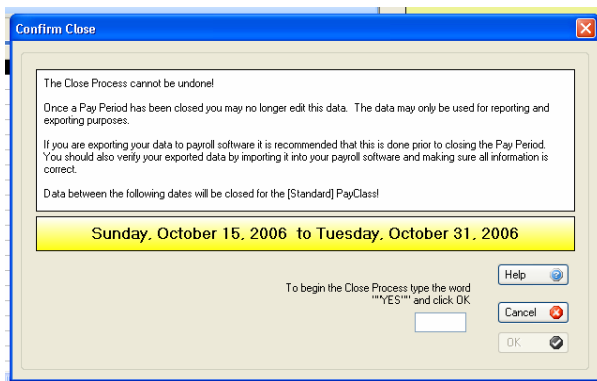
## REOPEN A PAY PERIOD

*Reopening a previously-closed pay period will allow you to view and edit employee timecards, just like before the pay period was closed.  Reopening the last pay period will display the punch records from that period and reset the pay period settings for that period, but will not restore the rules for that pay period.*
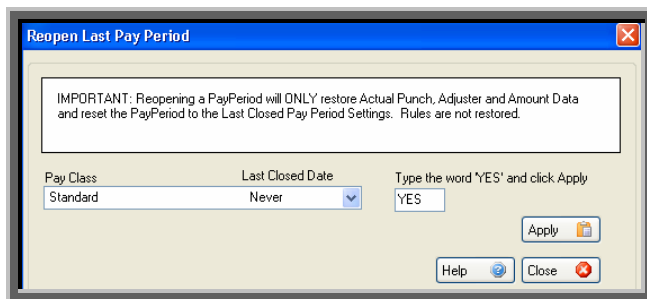
1.  Select **Reopen Last Pay Period** from the drop-down menu within the **System Button**.  The **Reopen Last Pay Period** window will appear
2.  Under **Pay Class**, choose **Standard**
3.  Type **Yes** in the box to confirm that you want to reopen the last pay period
4.  Click **Apply** to complete the reopen

## RECALCULATE DATA

- Selecting **Recalculate** from the **System Button** option will instantly update the data calculations for all employees in the software.

## REFRESH DATA

- Selecting **Refresh** from the **System Button** option will instantly update and reload the screen.

## BACKUP DATA

*It is important to backup your data to protect your records in the event of a disaster. The Backup function makes a complete copy of all of your files in the Database folder and then compresses them into one file, which is then accessible (when, where?).*

1. Select **Backup Data** from the drop-down menu under the **System Button**.
2. The **Database Backup Manager** window will open
3. PayClock automatically locates your data and displays the file under **Database to Backup**. Under **File Name**, select the name you want to give your backup file (the default is simply "Database). Backups have the file extension TDK. If you give your backup file the same name each time you backup, the file will be updated with the latest information. Your file will not be written over.

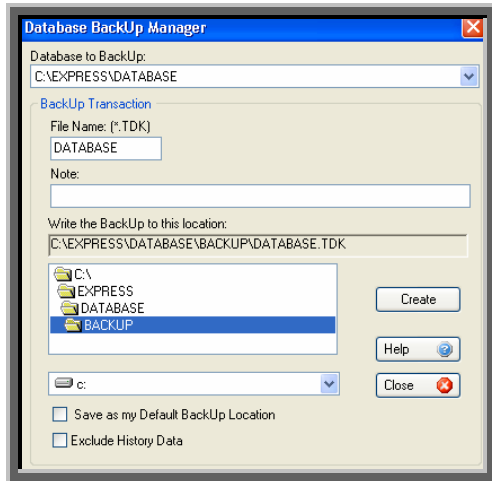4. In the **Note** space, you may add a description of your file (this is optional).
5. Locate the destination for your backup file under **Write the Backup to this location** section. If you would like to make this destination file as your default, select **Save as my Default Backup Location**.
6. To simply backup current and next pay period data (and not closed pay period data), select **Exclude History Data.**
7. To create the backup file, click **Create.** Then close the file by clicking **Close.**

## ARCHIVE DATA

*Archiving your data will allow you to free up space on your hard drive. You may only archive closed pay periods.*

To **Archive Data**, select the option from the drop-down menu under the **System Button**. The following window will appear.
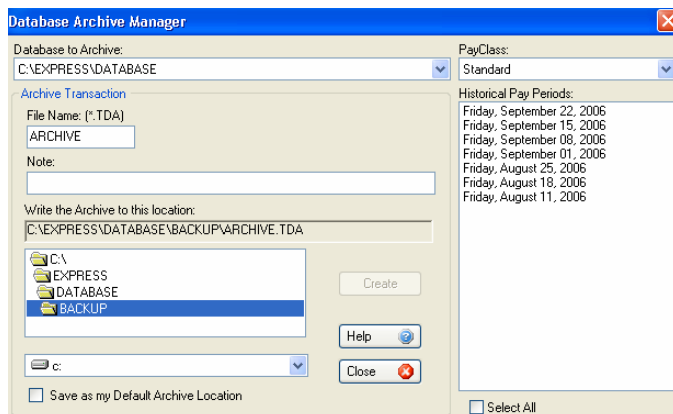
1. PayClock automatically locates your data and displays the file in the **Database to Archive** field.
2. Select the pay periods you would like to archive from the **Historical Pay Period** field. Check **Select All** to select all of the listed pay periods.
3. Select a name for your file and type it in the **File Name** field. All archived files have a TDA extension.
4. You may write a description of the file in the **Note** field.

6. Locate the destination for your archive file under **Write the Archive to this location** section. If you would like to make this destination file as your default, select **Save as my Default Backup Location**.
7. To create the archive file, click **Create.** Then close the file by clicking **Close.**

## ADJUST AUDIO SETTINGS
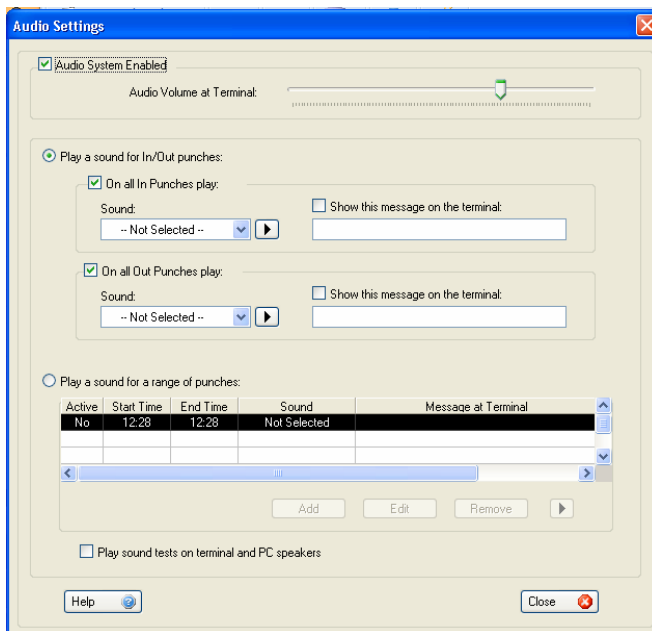
1. First, set the volume level you prefer for the PC50.

2. If you'd like to set the clock up to play a specific greeting for In and Out punches, select **Play a sound for In/Out punches**

3. To select a message to be played for all In punches, check the box next to **On all In Punches play**. Next, use the scroll down menu to select the sound or message you prefer. You may preview messages and sounds by clicking the preview button to the right of the selection field. Repeat these steps to select a message for all Out punches by checking the box next to **On all Out Punches play**.

4. Select **Play a sound for a range of punches** to choose what audio sound and/or message plays on the PC50 terminal for all punches during a specific period of time.

*NOTE:*
*You have the option of setting up messages for In punches, Out punches, or both.*

## ENROLL FINGERPRINTS
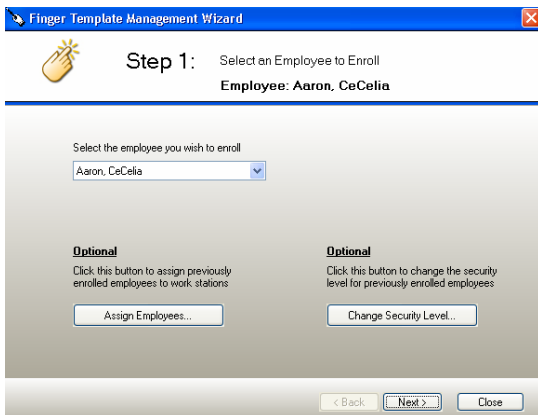
1. Select the **Finger Sensor Icon** from the **Ribbon Bar**

2. Select the employee you would like to enroll from the drop down menu

2. At this point, you may change default security levels and assigning employees to work stations by selecting the corresponding button

3. Select the finger(s) the employee will use for enrollment

4. Adjust the security level to meet your company's needs and click **Next**

5. Click **Begin Registration.** Follow the step-by-step instructions displayed in the Instruction box to scan fingerprints. Each fingerprint must be scanned three times to be successfully registered.

6. When finished, click **Next**. You may choose to **Enroll another finger for this employee, Enroll another employee**, or **Close the wizard**. Select the desired option and click **Close.**

**NOTE:** *The higher the security level, the more sensitive the fingerprint reader is (refer to glossary under "Security" for more detailed information on setting security levels)*

## USE THE FEATURE WIZARD

*The **Feature Wizard** will allow you to unlock software upgrades that you have purchased online.*

- To access the **Feature Wizard,** use the arrow under the **PayClock System Button** to scroll down to **Feature Wizard**
- The **Feature Wizard** will launch and guide you through the unlock process

## EXIT

*There are two ways to exit PayClock Express*
- To exit and log out from PayClock Express, select **Exit** from the scroll down menu under the **System Button**.
- You may also use the System Button to quickly close the software, by double-clicking on the icon.

# Troubleshooting

*If you are experiencing problems or issues with your PayClock Express software, the Troubleshooting Guide may have the solution to your problem. If you cannot located an answer to your question or issue, please contact Lathem support by telephone at **1-800-241-4990** (charges may apply if you do not have a support agreement) or refer to the support section of our website at **http://www.lathem.com/support.shtml** Here are some problems that you may encounter with PayClock, divided into a Hardware and Software section.*

### HARDWARE

**Q: When I swipe a badge, it does not record and the clock does not signal any errors.**

A. Make sure you swiped the badge correctly. Pass the badge within range of the terminal, within 3 to 4 inches of the front of the terminal. See the diagram on the right side of the clock terminal.

### SOFTWARE

**Q. I can't see certain icons or access certain functions in PayClock.**

A. You need to have your PayClock administrator check your access rights.

**Q. When I click the Timecard icon, I can see the schedule bar, but no lines are visible in the timeline.**

A. You can change your Windows system appearance to a different color scheme. You can do this at the Control Panel, Display settings.

**Q. A punch looks dimmed in the schedule bar at the Timecard, even after I re-added the punch.**

A. If you re-add that same punch, it stays dimmed in the schedule bar but displays in the timecard table. Note that when you delete a punch that was punched at the clock, it always dims on the schedule bar. This keeps an audit trail..

# Glossary Index

*Use this section to find definitions for unfamiliar terminology and to locate specific areas of interest within the User Guide.*

### Active Employee:

Active employees are employees who are punching the clock. You can keep track of active employees in PayClock in the General tab at the Employees icon.

### Audio Button:

The Audio button of the Ribbon Bar is used to configure the PC50 terminals audio features. This allows you to globally assign audio and visual messages that will play and display when employees punch.

**Audio System Enabled** - Select this option to activate your PC50 to play sounds and display custom messages.

**Audio Volume at Terminal** – Drag the slider bar left to lower the volume or right to increase the volume on the PC50.

**Play a sound for In/Out** - Select this option to choose what audio sound plays on the PC50 terminal for In / Out punches.
**On all In Punches Play** - Check this box to select the sound that will play for all In punches.
**Sound** - Select the sound file from the list to play for all In punches. You can test the sound by clicking the play ▶ button.
**Show this message on the terminal** - Type in the text you want displayed on the PC50 for all In punches. Note: You can define up to 4 lines with each line having up to 20 characters.

**On all Out Punches Play** - Check this box to select the sound that will play for all Out punches.
**Sound** - Select the sound file from the list to play for all Out punches. You can test the sound by clicking the play ▶ button.
**Show this message on the terminal** - Type in the text you want displayed on the PC50 for all Out punches. Note: You can define up to 4 lines with each line having up to 20 characters.

**Play a sound for a range of punches** - Select this option to choose what audio sound plays on the PC50 terminal for all punches during a specific period of time.
**Active** - Select Yes to enable the selected message or No to disable the selected message.

**Start Time** - Key in the time you want the selected message to be used.
**End Time** - Displays when the selected message will stop being used. Note: This field is view only.
**Sound** - Select the sound to be played for the selected message.
**Message at Terminal** - Enter the text message to be displayed on the PC50. Note: You can define up to 4 lines with each line having up to 20 characters.

**Play sound test on terminal and the PC speakers** - Select this option to have the sound played on the PC50 as well as the PC speakers when clicking the play ▶ button

## Backup Button:

You use these utilities to backup or archive your data. You can also restore a backed up or archived database.

### Close Button:

At the Close icon, you can close out the current pay period. You can also re-open the last closed pay period.

When you perform the close process, the software closes out the current pay period.

After you close your pay period, you can still run reports and exports, but you *cannot edit the closed data.* Make sure that you have finished making all your changes before closing your pay period.

You may want to export your data first to ensure it is correct before closing the pay period.

## Employee List:

The employee list appears below the Ribbon bar when the Express Home window opens. Along with the list of employees, you will see the pay period summary data for each employee. This list is used to select employees, which then allows you to edit their employee information, timecard data or run a timecard report. To edit employee information, click on the employee in the list and then click the Employees button. To open an employee's timecard, click on the employee in the list and their timecard will open. To run a timecard report, click on the employee in the list and then click on the Employee Timecard report button

### Employees Button

At the Employees icon, you setup your employees in the software. You can enter their name, address, pay rate, emergency info, assign their benefit time, labor tracking levels, etc.

## Export Button:

At the Export icon, you can export your data to payroll

With the Export option, the software creates an export file. Select this if you use a payroll service and you send your data to them.

When you click the Export icon, a dialog box appears with the exporting options.

If you have not setup the software to export data, you can do this at the System icon, in the Payroll Export tab.

*Finger Sensor Button*

The TouchStation Manager allows you to maintain the TouchStation terminal as well as enrolling employee fingerprints, performing supervisor overrides, running reports and manually updating the TouchStation terminal with enrolled fingerprints. The TouchStation Manager runs as an icon in the <u>Notification Area</u> of your screen

*Floating Schedule*

*Home Screen*

*Inactive Employee*

Inactive employees are employees you want to keep in the PayClock system but you don't want there badge to be active at the clock. For example, you might want to make an employee inactive when she goes on maternity leave or when a seasonal worker is off-season. You cannot reassign an inactive employee's badge. You can only reuse a badge number if you mark the employee as Terminated.

You can keep track of inactive employees in PayClock in the General tab at the Employees icon.

You can keep track of inactive employees in PayClock at the <u>Employees button</u>. First select the employee from the <u>Employee List</u> and then click the <u>Employees button</u>.

Inactive employees stay in the system, but cannot punch the clock. You can still report and export on inactive employees.

**Note:** After making an employee inactive, make sure you <u>update the clock</u>, if you don't the badge will still be accepted by the terminal.

*Log In*

When you first open PayClock, a Log In window appears waiting for you to enter your password.

PayClock has one default user, Administrator. The Administrator log in gives you full access to PayClock.

Once you choose a user, enter your password. The default password is "lathem". (You should change it to a unique password).

Enter your password, then click OK.

**Helpful Tip** - The default password for the Administrator account is "lathem". It's recommended to change the default password the first time you log into PayClock. Passwords can be up to 11 characters and are **not** case sensitive.

*Missing Punch*

PayClock flags this exception by looking for an even number of punches. If there are an odd number of punches, then PayClock assumes a punch is missing

*Time Off*

This button allows you to add non-work time, for example 8:00 hours of vacation.

## *Pay Period Type*

Your pay period defines the start and stop of the pay time length. You define your pay period at the General tab under the Setup button.

Your pay period defines the start and stop of the pay time length. You define your pay period in the Pay Class General tab.

Weekly - a 7-day length. You choose which day the pay period begins.

Bi-Weekly - a 14-day length. You choose which day the pay period begins.

Semi-Monthly - twice per month. You choose which two dates the pay period begins.

Monthly - once per month. You choose which date the month begins.

Custom - allows users to define their own pay period length. You set the date the current pay period will END and then set the date the next pay period will END. For example, your current pay period might start on the 1st and end on the 18th and your next pay period will start on the 19th and end on the 31st. Each time you close a custom pay period you will be prompted to set the date that the "new" next pay period will end.

**NOTE:** Use the **+ (plus)** and **- (minus)** keys on your numeric keypad to move the date forward or backward.

## *Reports Icon*

Report Manager allows you to run reports on the information that is stored in the PayClock database.

When you open the Report Manager, the "Selector" will display. With the Selector, you see four sections, the Menu and Button Bar, the Report Selection, which includes a snap shot of the selected report, Date Selection and Employee Selection

You can run reports on the current pay period, any closed pay period, the next pay period, certain months or for a date range

The PayClock Express system allows you to run two types of reports, an Employee Timecard report or a Period Totals report. You can run these reports on any open pay period or any closed pay period. You can run the Employee Timecard report on a single employee or all of the employees.

**Note:** To make sure you have the latest data, you should poll the clock before running reports

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## THE RIBBON BAR

### *Ribbon Bar*

The PayClock Ribbon Bar has replaced the typical menus and toolbars. This new bar allows PayClock to present the functions you need organized on the tabs, Home, Setup and Data. This makes using PayClock easier. Because of the way that the tab is organized, you get to the functions quicker.

The **Home tab** contains all the functions routinely used. You will use these icons on a regular basis to retrieve, edit and manage your data.

The **Setup tab** contains all the functions needed to setup your system. You will use most of these features the first time you setup your software but seldom after that.

The **Data tab** contains the functions typically used when you are ready process payroll.

When PayClock opens, the Home tab is selected with My Work Force displaying. Under the Home tab, you will see the PayClock Ribbon Bar, which contains links to functions or tasks you will perform. Beneath the Ribbon Bar is the <u>Employee List</u> which contains the directory of employees.

The PayClock Ribbon Bar has replaced the typical menus and toolbars. This new bar allows PayClock to present the functions you need on an organized "Home" tab. The Home tab has areas that display functions related to a task. For example, the Employees task area allows you to Add, Edit or Delete an employee. This makes using PayClock easier. Because of the way that the tab is organized, you get to the functions quicker.

When PayClock Express opens, the <u>Home tab</u> displays. Under the Home tab, you will see the PayClock Ribbon Bar, which contains links to tasks you will perform. Beneath the Ribbon Bar is the <u>Employee List</u>, <u>Timecard</u> and Information area. The <u>Employee List</u> area contains the directory of employees and their accumulated totals. The <u>Timecard</u> area is where you will make edits to the employee punches and non-work time. The Information area is where you can get help and tips on the PayClock software.

### *Rounding*

In the Rounding tab, you define how your punches will calculate. Rounding adjusts a punch to an even increment of time. With rounding, there must be a setting that triggers the punch to adjust forward or backward - this is the break point.

You can set how punches round on the Pay Class General tab and also thru the Schedules icon.

There are 3 selections for rounding:
There are 5 selections for rounding:

   Not Selected = No rounding, punch to punch calculations (Note: This is the default setting.).

   1/4 Hour = 15 minute round with a 7 minute break point.

   1/10 Hour = 6 minute round with a 3 minute break point.

   1/1 Hour = minute to minute calculations, no rounding (choose this if you do not want to round punches but you do want to use the extended break amount feature).

   15/3 Hour = 15 minute round with a 3 minute break point.

   Not Selected = No rounding, punch to punch calculations (with this selection the extended break amount feature is disabled).

If you need to define rounding rules other than these, you can do this in the Rounding Rules tab at the Schedules icon.

*Examples:* 1/4 Hour punch rounding is selected.
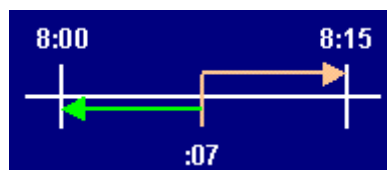
> An employee punches at 8:09.
> Since :09 is after the 7-minute break point, the punch rounds to 8:15.

> An employee punches at 8:06.
> Since :06 is before the 7-minute break point, the punch rounds to 8:00.

> An employee punches at 8:07.
> Since :07 is at the 7-minute break point, the punch rounds to 8:15.



Punched Break Rounding
With punched breaks, the amount of time the employee was punched out is rounded instead of the individual punches. If the break punches fall within the break settings, the break length will be deducted even if the employee was only punched out for a short time. The break will start at the time of the Out punch for the break.

*Examples:* A 30 minute break is setup and 1/4 Hour punch rounding is selected.

> An employee punches Out for break at 12:09pm and punches back In from break at 12:30pm.
> 30 minutes will be deducted since the break length was set for 30 minutes, even though the employee was only punched out for 21 minutes.

System Icon **PAYCLOCK SYSTEM BUTTON**

At the System icon, you define your basic company structure. You can setup your Company Info, Clock Communications, Preferences, Payroll Exports, Labor Tracking Levels, etc.

At the System icon, you define your basic company structure. You can setup your Company Info, Clock Communications, Preferences and Payroll Exports.

At the Setup icon, you define your basic company structure. You can setup your Company Info, Pay Period, Overtime, Rounding, Time/Date Format and Payroll Exports.

**THE SETUP ICON**

       **THE EMPLOYEES ICON**

       **THE AUDIO ICON**

       **THE REPORTS ICON**

       **THE EXPORT ICON**

       **THE CLOSE ICON**

       **THE BACKUP ICON**

       **THE HELP ICON**

       **THE FINGER SENSOR ICON**

### *Setup Button*

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### *Timecard Icon*

The Express Timecard is used to view and edit an employees punch and non-work data. By default, the timecard displays the data associated with the employee selected in the Employee List and the selected Pay Period. You can use the Employee List to select an employee or use the employee scroll buttons on the timecard header to move through the list of employees. You can use the Employee List to select the Pay Period or use the pay period scroll buttons on the timecard header to move through the available pay periods. The timecard body contains a toolbar for editing punches and also a spreadsheet like area for keying in punch data. The timecard footer displays a grand total of the worked and non-worked hours.

### *Timecard Table*

The timecard table lists data on a person's activity for the current or next pay period. You can choose which columns you want to show - punches, pay codes, dates, totals, etc. This green indicator ( ▸ ) will display on the day that has a note attached. For a detailed list of columns that you can choose, click here.

The timecard table lists the punch and time-off data for the selected employee.

**THE TIME CARD**

       **THE ADD PUNCH ICON**