

ES1000 End User Set Up

There is a \$25.00 (twenty-five dollars) set up fee. This fee is charged if Acroprint does the set up for the end user before shipping the clock or if Acroprint does the set with the end user via the phone. Once the settings are correct based on the customers input any changes to the settings will result in an additional charge of \$25.00 per change. This form should be faxed to the end user and once it has been completed the end user should fax it back to the Service Department.

Customer Name: _____

Credit Card to be charged: AMEX MC Visa

Name on card _____

Card Number _____

Expiration Date _____

Clock Settings:

Time Zone: _____

Hour Display: AM/PM (12AM to 12PM) 24 Hour

Pay Period: Weekly Bi-weekly Semi-monthly Monthly

Pay Period Start Date: _____

Day Advance (time you want the day to change): _____

Print Format: AM/PM (12 AM to 12PM) 24 Hour

Rounding: Punch Rounding Hours Rounding

Punch Rounding rounds the In and Out punches based on your settings this is recommended.

Hour rounding calculates the hours between the In and Out punch and rounds based on total hours.

Auto Lunch Deductions: Y/N

Length of lunch: 15 30 45 60

Number of regular hours worked per week: _____

Maximum Number of hours an employee can be on the clock: _____

If you do not have all your employees on the same schedule and therefore are not using a fixed shift, this completes the programming you will need for the ES1000.

Please sign this form and fax it back to 919-850-0720.

Signature: _____ Date: _____

If your company has all the employees on one shift you will need to also complete the following. **Calculation errors will result if all employees are not on the same schedule but are punching in and out on the clock.**

This schedule allows for two breaks in addition to a lunch break. Please indicate if you want the clock to automatically deduct for breaks and how much.

Y/N Length _____

Regular Hours per day _____

Regular Hours per week _____

Start Time for work day _____

Stop Time for work day _____

Everyone must be scheduled to stop and start work at the same time for these setting to work properly

Irregular printing start time _____

Irregular printing stop time _____

Employee punches outside the regular work schedule will print in RED to flag irregular punches

Select days of the week the schedule will apply: SU MO TU WE TH FR SA

Rounding?

If an employee punches in at 8:06 it is calculated as an 8:00 punch.

Grace period?

24-Punching: any employees that punch in before midnight and out after midnight?

After completing both pages please sign and fax back to 919-850-0720.

Signature _____ Date _____