

Totaling your BioTouch Time cards

DO THIS FIRST! Before running the **TC_Calcs** macro on **Excel 2003**, the macro security level **must be reduced to Medium**.

Note: For Excel 2007, 2010, & 2013, the default setting is acceptable.

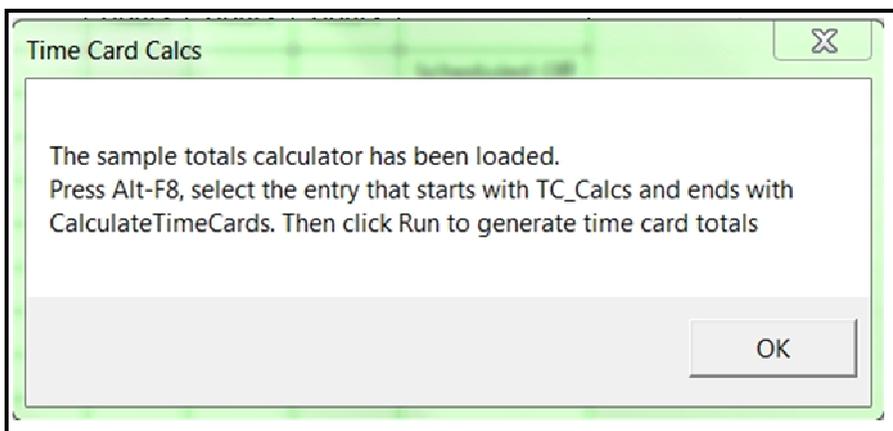
The following information will guide you if you are using Excel 2003:

1. For all O/S's except Win8 & Win8.1, on the Excel 2003 menu bar, click *Tools*, then *Macro*, then *Security*. On the *Security Level* tab, click to select **Medium**, if not already selected. Click *OK*.
 2. Win8 & Win8.1 will ask you to select from a list of applications which one you want to use to open your Time card file. Choose *XML Editor* which will open Excel. Then follow the process described in 1 above.
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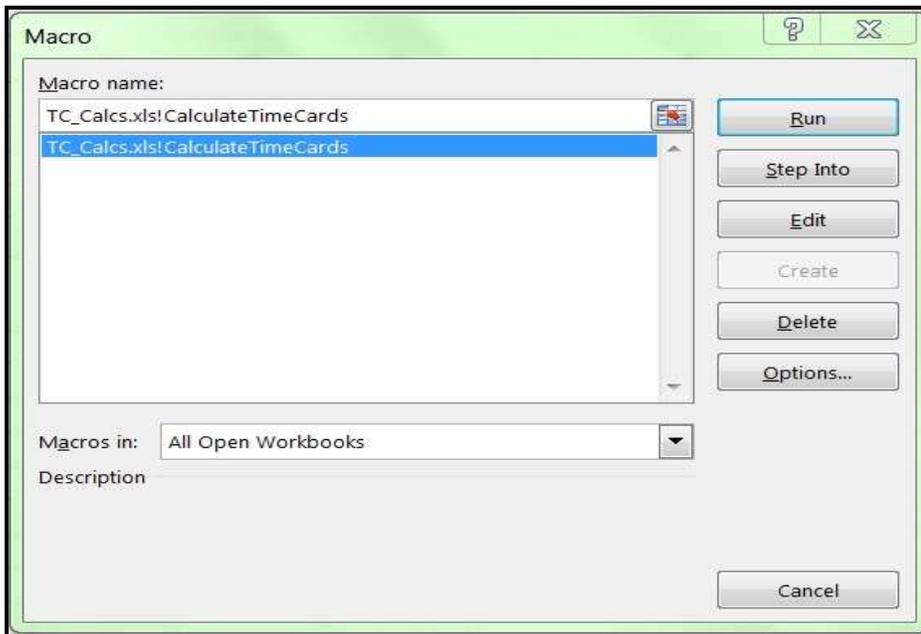
1. Open your BioTouch Timecard file in Excel.
2. Next, find the **TC_Calcs** file by clicking the *File* tab, then *Open*, and then locate the **TC_Calcs** file.
Note: It may still be on a USB stick drive.
3. Click on [highlight] and then double click to open this file.
Note: If a *Security Warning* window appears, click 'Enable Macros'.



4. A window labeled *Time Card Calcs* will appear. It's telling you how to proceed to calculate the time totals on your Time cards. Click *OK* and then follow the instructions in 5. below.



5. Follow these instructions:
 - a. Press the Alt key, hold it down while pressing the F8 key.
 - b. Click on [highlight] the file that starts with **TC_Calcs** and ends with **Timecards**.



- c. Then click the 'Run' button.
 - d. Now select your calculation output format on the Total Time Cards window:
 - o Hours and Minutes, or
 - o Hours (to two decimal places)
 - e. Then click *OK*.
6. You should see all your employees' time cards with totals for each day worked and also a Pay Period total at the bottom of the time card.
7. If you see 'MP' in a daily total [Regular Hours column], this means there is at least one ***Missed Punch*** on that day.
 - a. To have useful time totals, go back to the BioTouch Clock and insert the missed punches for each employee. Instructions for this are in your manual, but are also included below for your convenience.
 - i. Press *Menu* on the BioTouch clock
 - ii. Select *User Mgt*, then *UserView*, then the specific employee
 - iii. Select *Retroactive*, then enter the date and time of the punch to be added
 - iv. Press *ESC* and then *OK* to save.
 - v. Select *Retroactive* again to insert additional punches for this employee **..or..** press *ESC* and select the next employee to add punches
 - vi. When finished adding punches, press *ESC* repeatedly back to the **Main Menu**, then select *Reports*, then *Timecards*, then press *OK*
 - vii. Then re-run the TC_Calcs macro procedure [starting from 1. above]
 - b. Alternatively, punches can be inserted into this spreadsheet, shifting subsequent punches to the right, and calculations re-run [starting from 5. above]

If a more robust Time Totals output is desired...

The **TC_Calcs.xls** program can be modified through the VBA Editor to implement Time & Attendance rules to generate totals and other reports that are specific to your company policies or needs.