



## ATR9800 Reference Manual

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ATR9800 Reference Manual

Manual Revision A  
Published JUNE 2000

ACROPRINT TIME RECORDER CO.  
5640 DEPARTURE DRIVE  
RALEIGH, NC 27616

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## Table of Contents

<b>Customer Support .....</b>	<b>4</b>
Source of Support .....	4
<i>Your Dealer</i> .....	4
<i>ATR9800 Customer Assistance</i> .....	4
<b>System Integrity &amp; Backups .....</b>	<b>5</b>
Overview .....	5
Methods and Tradeoffs .....	5
<i>Floppy Disks</i> .....	5
<i>Tape Drives</i> .....	5
<i>Servers</i> .....	5
<i>RSD</i> .....	6
What Files to Backup and How Often?.....	6
<i>Acroprint's Data Files</i> .....	6
<b>Add/Edit Employee .....</b>	<b>7</b>
Assignments .....	8
<i>Schedules</i> .....	8
<i>Departments</i> .....	9
<i>Wages</i> .....	10
<i>Multiple Badges</i> .....	11
<i>PINS</i> .....	11
<b>Categories .....</b>	<b>12</b>
<b>Departments .....</b>	<b>13</b>
<b>Holidays .....</b>	<b>14</b>
<b>Users .....</b>	<b>15</b>
Rights .....	15
Defined Users .....	16
Groups.....	17
Assignments .....	17
<b>Time Transactions .....</b>	<b>18</b>
Add/Edit Transactions.....	20
Global Add .....	21
Miscellaneous Entry.....	21
<b>Clocks.....</b>	<b>22</b>
Polling .....	22
<b>Archiving/Unarchiving Transactions.....</b>	<b>23</b>
Archiving.....	23

# ATR9800 User Guide

---

<b>Schedules.....</b>	<b>24</b>
Automatic Deducts.....	25
Punched Break/Lunch Parameters .....	26
Break/Lunch Window Parameters .....	26
Overtime.....	27
Fixed Shifts and Time Rounding .....	28
Holiday Parameters .....	31
Exception Report Parameters.....	32
In On Service .....	32
Out On Service.....	32
Per Diem.....	33
<b>Lockouts.....</b>	<b>34</b>
For lockouts to work correctly:.....	34
<b>Bells .....</b>	<b>36</b>
For Bells to work correctly:.....	36
<b>Access Control .....</b>	<b>37</b>
For Access Control to work you must:.....	37
<b>Autopoll.....</b>	<b>38</b>
<b>Messaging.....</b>	<b>40</b>
For messaging to work you must: .....	40
<b>Job Costing .....</b>	<b>41</b>
To setup Job Costing you must:.....	41
<b>Input Validation.....</b>	<b>42</b>
<b>Clocks .....</b>	<b>43</b>
Connection.....	44
Job Costing .....	44
Access Control.....	44
<b>Fingerprint Unit.....</b>	<b>45</b>
<b>Clock Configurations.....</b>	<b>46</b>
General .....	46
Functions Definition.....	46
Parameters Configuration .....	46
Timeouts.....	47
Ports Configuration .....	47
Badge Details.....	47
Display Messages.....	48
Print Setup .....	48

- Reports..... 49**
  - Report Menu..... 50
  - Report Ranges ..... 50
    - Pay Period, Special, Yesterday* ..... 51
    - Starting/Ending* ..... 51
    - Show Legends*..... 51
    - Print Minutes in Hundredths*..... 51
- Sample Reports..... 52**
  - Time Card..... 52
  - Hours Report ..... 53
  - Who's In ..... 54
  - Who is in by Shift ..... 55
  - Shift Report ..... 56
  - Category Summary ..... 57
  - Department Category Summary ..... 58
  - Group Hourly Summary..... 59
  - Job Hourly Report..... 60
  - Report Missing Punches..... 61
  - Benefit Report ..... 62
  - Export Time Card Data ..... 63
  - Generic ASCII Export..... 64
- Glossary ..... 65**

## Customer Support

### *Source of Support*

Acroprint has support services available to help in case you have a problem with your ATR9800 system. The following are suggested places to turn for support.

### Your Dealer

If you encounter difficulty, begin by contacting the person who sold you your ATR9800 system. Your dealer is familiar with your needs and equipment and should be able to provide you with the information you want.

### ATR9800 Customer Assistance

If your dealer is unable to answer your questions, Acroprint has an ATR9800 customer assist service available from 8AM-5PM (ET), Monday-Friday. (919) 872-5800. **Support is billable on a per call basis of \$75 per hour or you may purchase an annual agreement for \$575. (If you have the optional job costing module, the annual cost is \$995.) The annual agreement provides for unlimited phone assistance on software only.**

## System Integrity & Backups

### *Overview*

Systems integrity and data backups cannot be stressed enough. Should you experience a hard disk crash, you will be very glad you maintained proper system backups. Without a backup, restoring data to the hard disk is difficult, often impossible, and very expensive.

In short, keeping frequent system backups of not just the ATR9800 system, but of all programs and data on your PC will protect you should disaster strike. Remember Murphy's Law: If it can happen, it will happen and at the worst possible time! PCs are electrical devices just like radios, televisions and toasters; eventually they all fail.

### *Methods and Tradeoffs*

There are many methods for backing up data from PCs: floppy disks, tape, server, RSD (Removable Storage Drive) and others.

#### Floppy Disks

Floppy disks are a quick and easy solution for small amounts of data. However, since most programs create megabytes of data, floppies are not always a viable method of file backup.

#### Tape Drives

Tape drives have the initial disadvantage of being expensive, costing anywhere between \$300 and \$1,500. But the initial higher cost is quickly paid for in shorter backup times. A 20 Megabyte drive, which takes almost an hour to backup with floppy disks, can be backed up in as little as 10 minutes. As typical disk capacities increase further to 4GB, 8GB and 12GB, your only realistic backup medium is tape.

#### Servers

For PCs on a network, backup over the network is a viable alternative to using removable drives. This type of scheme is sometimes used in small- to medium-size businesses as a way of protecting PCs without the expense of tape drives or removable storage. The idea is fairly simple, copy data from one PC to another over the network. Duplicating each PC's information provides a way to protect each individual PC.

In a way, this type of backup is most similar to in-place hard disk duplication in terms of how it works. It is simple in the same way, and can be automated. It addresses some of the concerns about that method since there is not the same single point of failure in terms of virus attack or hardware failure. However, depending on the location of the two PCs, theft, disaster and sabotage can still be a big problem. If the two PCs are sitting on different desks in the same office, you have not gained much protection against these threats. Also, remember that viruses can travel over a network.

## RSD

In the last few years, a whole new class of storage devices has sprung up and become very popular — removable storage drives. While these have existed in various forms for many years, recently they have taken the market by storm. Their popularity rests in their ability to provide removable storage at a reasonable price and with good performance. Many of these drives are also very suitable to use for backups. There are so many different drives, and they differ in so many different ways, that a complete look at all of them (at least one that would be fair) is far beyond the scope of this section. The drives fall into several categories, which we will only mention:

- ◆ Removable Hard Disk Equivalent Drives
- ◆ CD-Recordable
- ◆ Large Floppy Disk Equivalent Drives
- ◆ CD-Rewriteable

## ***What Files to Backup and How Often?***

Ideally, all data files should be backed up at the end of each workday. If this practice is adhered to, at most, only one day of data could be lost and have to be reentered manually. At the very minimum, all data files should be backed up weekly.

Program files do not require the same backup frequency as data files because they never change. They should be backed up when a new version is placed in the system. However, a full backup of all files makes the job much easier if a hard drive fails.

## Acroprint's Data Files

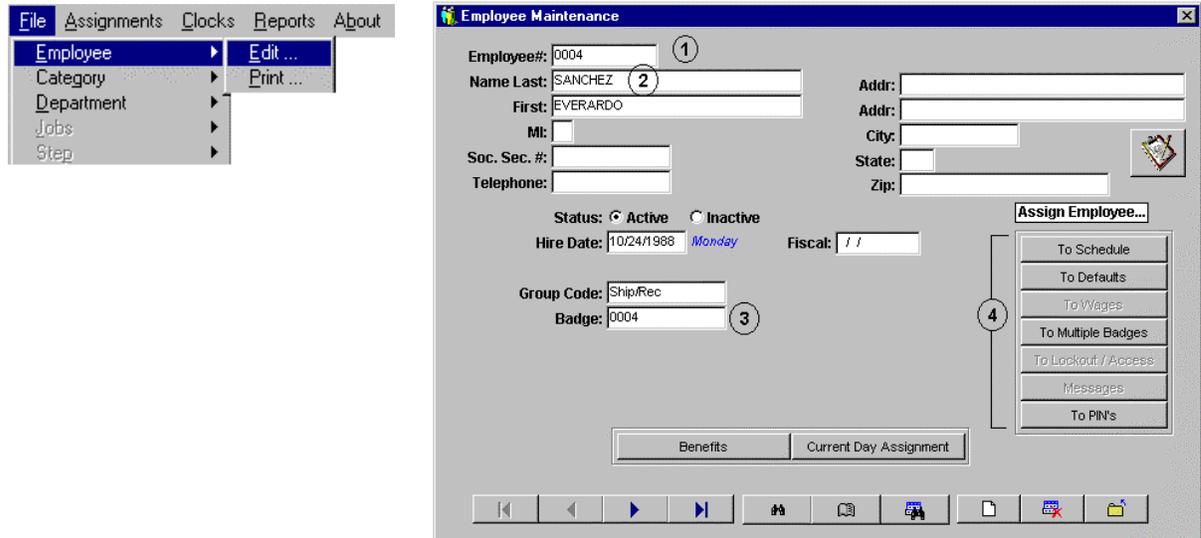
Acroprint maintains numerous data files that are critical for the operation of the system and to your company's payroll health. All of these files should be backed up daily. All data files Acroprint uses have the file extension of .DBF and .CDX. They are located in the root of the ATR9800 directory in a folder called Data. Copying the Data folder will effectively backup all data files in the Acroprint data directory to the drive of your choice.

The best way to maintain your backup data sets is to reserve a tape for each day of the week. Each backup tape would be marked Monday, Tuesday, Wednesday, etc. For each day of the week, a corresponding tape is used for the new current backup. Reserving a tape for each day of the week gives you the capability to go back multiple days if necessary.

Suppose you only keep one backup data set and you backed up your data today.

Tomorrow, when you arrive at work, you find that you inadvertently deleted a number of important records. With only one backup data set, the data you deleted is gone forever. If you had maintained multiple backup sets, you could go back to the previous day's backup data and retrieve the deleted records.

## Add/Edit Employee



This is where you add employees to the system. The employee file defines and stores basic information about each employee in the system. To add an employee click the add icon (white paper with folded corner). To delete an employee click the delete icon (red X). Clicking the disk icon (shown during actual adding) saves additions. Clicking on the yellow folder saves edits.



The required entries are the (1) employee number, (2) employee name and (3) badge number. All employees must also be assigned to a schedule (4). **The length of the employee number and badge number should not be changed once the system is in operation.**

For ease of administration, employees can be marked active or inactive. An active employee is one who is currently scheduled and punching in/out on the system. For any reason, should this employee stop punching (maternity leave, disability, temporary relocation) for an extended period of time, that person can be marked inactive. Their information will be retained in the system so that when they return all that is required is that they are marked active. Inactive employees can be omitted from any reports. This setting is found under File\Company Setup\Setup\Settings. Display inactive on search.

The ATR9800 system has several ways of grouping employees. One method is to assign Employees to groups. To assign an employee to a group requires the group be preconfigured in the system. This is done under File\Groups>Edit. Enter the group code for the corresponding group.

## Assignments

### Schedules

All employees entered in the system must be assigned to a schedule. Employees must be scheduled every day of the week, even days they are not required to work. Indicate they are not required to work by selecting no below the scheduling field (3).

The screenshot shows the 'Scheduling' window. On the left, a list titled 'First Day of the Week' contains dates from 09/05/1999 to 12/12/1999. The main area contains the following fields:

- Employee #: 0004
- SANCHEZ, EVERARDO
- 1 Start Date: 09/09/1999 Thursday
- Schedule #: 1 1st Shift
- Shift: 1 Normally Worked?: Y

Below these fields are buttons for 'Prev 15 Wks', 'Next 15 Wks', and 'Done'. At the bottom, there is a weekly grid for dates from Sun 09/05/1999 to Sat 09/11/1999. Each day has a dropdown menu with '1' selected and a row of buttons 'Y', 'N', and '1'. Numbered callouts 1, 2, 3, and 4 point to the Start Date, the first day's dropdown, the 'Y/N' buttons, and the shift dropdown respectively.

Enter the start date (1) that the employee begins this schedule. Start dates should be approximately one week before date of hire. This insures the employee is not working during any period in which they are not assigned. Before an employee can be assigned to a schedule, the schedule must exist within the system. Fill in the schedule number (2) the employee is assigned for each day of the week. If the schedule is a fixed shift schedule, indicate the shift (4) the employee is working.

Employees can be assigned to multiple schedules. For example “employee A” could be assigned to schedule 1, M-F that could be considered the regular schedule, and schedule 2 on S-S, which could be setup as a weekend schedule.

## Departments

Date	Departm
09/24/1999	6601
09/25/1999	6601
09/26/1999	6601
09/27/1999	6601
09/28/1999	6601
09/29/1999	6601
09/30/1999	6601
10/01/1999	6601
10/02/1999	6601
10/03/1999	6601
10/04/1999	6601
10/05/1999	6601
10/06/1999	6601
10/07/1999	6601
10/08/1999	6601
10/09/1999	6601

Employee #: 0004  
SANCHEZ, EVERARDO

① Start Date: 09/24/1999 Fri

② Department #: 66  
Job:   
Step:   
Operation:

Prev 15 days Next 15 days Done

Departments provide another way of grouping employees. Before an employee can be assigned to a department, the department must be defined in the system. To assign an employee to a department, enter the starting date (1) on which they are assigned to this department, and then enter the department number. (**Note: right-clicking the department field can access a list of defined departments.**)

By default the ATR9800 allows transfers between departments. This ability is separate from job costing. To perform department level transfers, employees must be assigned to a non-swipe and go schedule.

# ATR9800 User Guide

## Wages

The employee screen is used to assign individual wages. To use this feature, the use flag for wages has to be checked under Settings in Company Setup. This is a gross wage based on hours worked. The tracking of this information can be used in forecasting departmental expenditures and budgets. ATR9800 does not allow for payroll deductions when using wages.

Date	Hourly W.	Piece W.
09/24/1999	8.50	0.00
09/25/1999	8.50	0.00
09/26/1999	8.50	0.00
09/27/1999	8.50	0.00
09/28/1999	8.50	0.00
09/29/1999	8.50	0.00
09/30/1999	8.50	0.00
10/01/1999	8.50	0.00
10/02/1999	8.50	0.00
10/03/1999	8.50	0.00
10/04/1999	8.50	0.00
10/05/1999	8.50	0.00
10/06/1999	8.50	0.00
10/07/1999	8.50	0.00
10/08/1999	8.50	0.00
10/09/1999	8.50	0.00

Employee #: 0004  
① SANCHEZ, EVERARDO  
Start Date: 09/24/1999 Fri  
Level: 0 ②  
Department#: 02 ③  
Default Wages    Hourly Wage: 8.00  
                         Piece Wage: 0.00  
Hourly Wage: 8.50 ④  
Piece Wage: 0.00  
Prev 15 days    Next 15 days    Done

To assign an employee to a wage, enter the start date (1) the employee is to be assigned this wage. Enter the system level (2) this wage will be applied to. In systems without job costing this will always be level 0. In systems with job costing, a wage can be assigned for each level in the system. Enter the department number (3) to which this wage applies. If an employee is working in other than his default department, the wage assigned to that department is used. Enter the wage (4) the employee is to be assigned. If assigned to a department using wages, this entry supercedes the department entry.

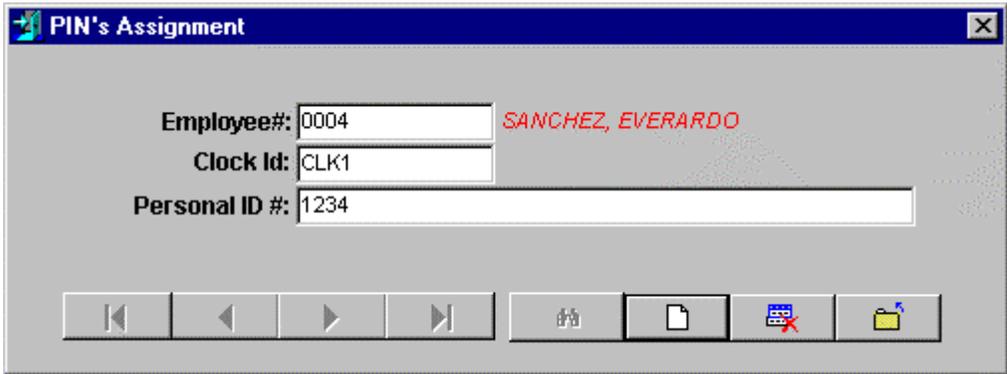
Multiple Badges

Employees are assigned their initial badge number on the employee setup screen. If necessary, they can be assigned an additional badge. Each badge can be used in the system simultaneously. This should be used only in very limited circumstances. To delete an employee or reassign an employee badge, the badge number must first be deleted from the owner of the badge. If this is not done, the badge will be locked in the system and will not be able to be reassigned.



PINS

Pin numbers provide a low-level form of system security. They can be used with other methods of system security to provide very strict system access. Pins function similar to ATM and bankcards. After an employee swipes his or her badge, he or she is prompted to enter his or her pin number. To use this feature the clock or clocks used must be configured to use pin numbers.



## Categories

Categories are used to group time into special blocks for administrative reasons. The ATR9800 system has 12 predefined categories: Break, Holiday, Lunch, Other Time, Personal, Per Diem #1, Per Diem #2, Regular, Sick Hours, Tip #1, Tip #2, and Vacation. The ATR9800 will accept an unlimited number of user-defined categories. With the exception of Break, Holidays, Lunch, Per Diem, Regular, and Tips, all categories are entered manually in the system under Time Transaction maintenance.

The number of times a category occurred shows on the Category Count Report. By using the Category Count Report, miscellaneous transactions can be used to track items other than time and attendance. Examples of user-defined categories are Jury Duty, Bonus Days, Floating Holidays, and Bereavement.

If the flag for exports is not set under Company Setup, this will be the default Category screen.

You must run a Category Count Report and check (Yes) to Post Categories for the employee benefits window to be updated.

**Category entry overrides absence:** If category entry is made and the employee has not worked that day, this entry overrides the absence. If employee A did not work a specific day and you want to add hours for this category on that day, this entry would override the fact that they did not work. Setting this to N for no would bar you from assigning hours to the category VAC unless the employee worked.

**Are category entries paid:** Will hours added to this category be paid or will this category be used only to track the time?

**Export this category to payroll:** When running export time card data report, this category's time will be included.

**Post this category to benefit:** Any miscellaneous entries for this category will be posted and added to the totals in the benefit entitlement window on the employee maintenance screen. Entries can optionally be posted during the running of the category count report.

**Clear posted benefit annually:** Any miscellaneous entries to this category will be cleared from the benefits entitlement window on the employee's fiscal date.

## Departments

Another source of grouping employees provided by the ATR9800 is departments. You will be given the option to sort by departments when printing reports. This gives you the ability to print Reports only for a particular department.

When adding a department you are required to enter the department number, name and specify whether the department is active or inactive. If the department is active, it is ready for use and employees can be assigned to this department or transfer into this department. By default, the ATR9800 supports department level transfers. If employees are assigned to a non-swipe and go schedule, they can use the clock keypad to transfer to different departments.

The screenshot shows a window titled "Department Maintenance" with the following fields and options:

- Department #: 02
- Name: Sales
- Active:  Y  N
- Department Wage Definition:
  - Pay Type:
    - Hourly:  Y  N
    - Piece:  Y  N
  - Default Wage: 8.00

At the bottom of the window is a toolbar with icons for navigation and actions.

If the flag for wages is checked under Company Setup you will see the information for wage entry under Department Wage Definition. Any employee who accrues time in this department will be assigned this wage unless they have been assigned a personal wage that is their default and supercedes any department level wages in the system.

# ATR9800 User Guide

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## Holidays

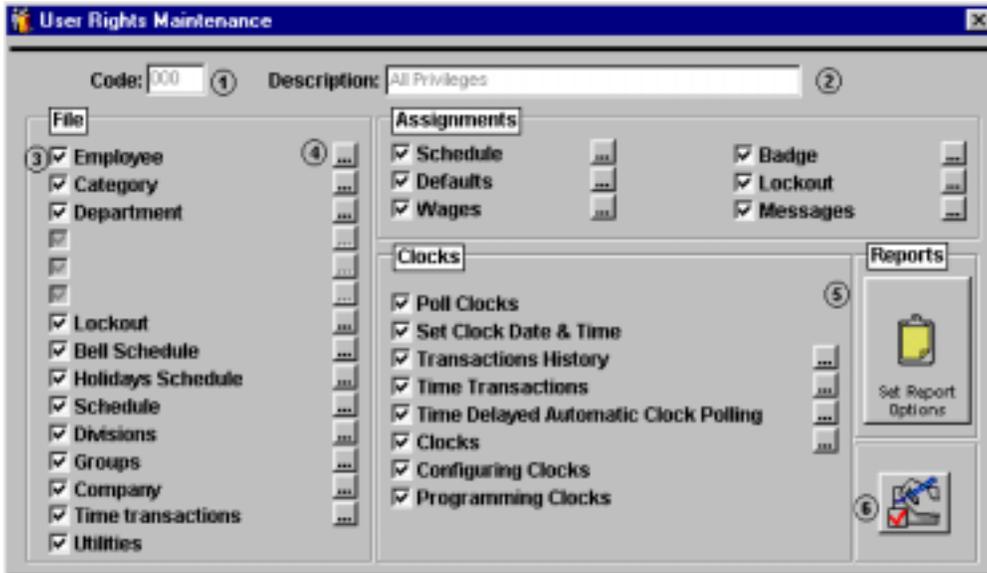
To post holidays automatically to reports and benefits, enter the holiday into the ATR9800 system. Enter the date and a description for the holiday. The employee's assigned schedule must be flagged to pay non-worked holidays for the time to post.

Date	Name	Posted
11/25/1999	Thanksgiving	
12/24/1999	XMAS Eve	
12/25/1999	XMAS	

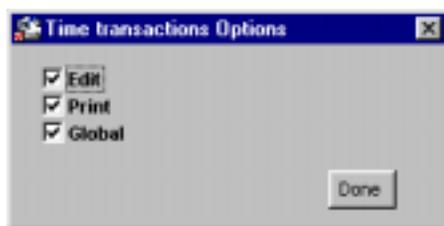
## Users

### Rights

The ATR9800 system was created to provide user-level security. Individual passwords and rights can be defined to allow different levels of access to system modules by individuals, groups, or administrators. The ATR9800 comes with one preset user account, **Sysop**. The password for this account is “password”.



To setup users, first you must define the level of access to be applied. Go to File\Users\Rights to setup the rights. Enter a three-digit code (1) to identify these rights. Enter an easy to remember description (2) to further help remember the level of access of these rights. Checking the box (3) to the left of the module name gives access to this part of the system. In the above example, all boxes are checked indicating the individual given these rights has total access to the system. Clicking the build button to the right of the checkbox (4) lets you pick what actions can be taken on the specified module.



Above is the popup screen for the Time Transaction build button. Once Time Transaction is checked, the action of Edit, Print and Globally assign transactions can be given. The popup screens for each module may vary depending on what actions are associated with that module; the functionality for each remains the same.

# ATR9800 User Guide

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Clicking the yellow clipboard (5) icon gives you access to the report screen. Access to different systems reports can be granted here. Clicking the red check (6) in the bottom right portion of the screen turns on all rights.

## Defined Users

After the access rights are setup within the system, user accounts and passwords are setup. During this process the rights are linked with the password. Whenever there is a login into the system with the password, the rights associated with that password are in effect.

The screenshot shows a window titled "Users Maintenance" with the following fields and controls:

- Name:** Backup (1)
- Password:** \*\*\*\* (4)
- Rights:** 001 (2)
- Initials:** D (3)
- Termination Date:** 01/01/2000 (5)
- Group Number:** A list box containing "1", "1", "1", "Mgt.", and "Root" (6)
- Exclusive Access:** A checked checkbox (7)
- System Administrator:** A checked checkbox (8)
- Clipboard Icon:** A yellow icon with a clipboard and a red checkmark (5)

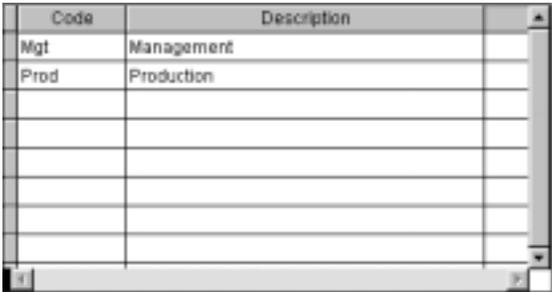
Enter the name (1) for this account. This name will appear on the login screen when the system is initialized. Enter the rights code (2) to be associated with this account. Enter the (5) termination date of this password; left blank the system views this password as being in effect for as long as the account exists.

Initials (3) are applied to changes made with the system, indicating who changed what in the system. Group number (6) will allow the individual who logs in with this password to only see this particular group. This is useful in allowing supervisors to see only their group. Exclusive access (8) means this account has total and lone access to the system. No one else can login while this account is active in the system. System Administrator (7) gives this account all rights to the system.

**\* For users and passwords to be used, the use flag for passwords under Company Setup must be flagged on\***

**Groups**

As discussed under employee maintenance, employees can be added to groups. The use of groups can make some functions quicker and easier because they can be applied to a whole group instead of an individual. If group A could not clock in on the system due to a power failure, then you can globally assign a clock in time to the whole group instead of each member of the group. Reports can be sorted by group and given to the group supervisor. Login access can be given to a supervisor, allowing him or her to see only their group. Grouping can be a very useful tool. It is simple to add groups to the system.

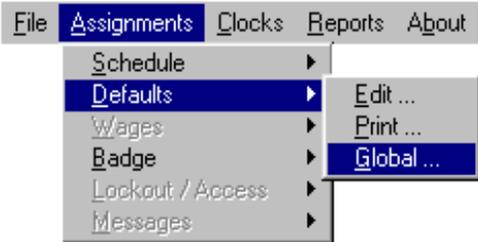


Code	Description
Mgt	Management
Prod	Production

Enter the group code to be used to identify this group. Enter a description to help identify the group. Employees must be individually assigned to groups on the employee maintenance screen.

**Assignments**

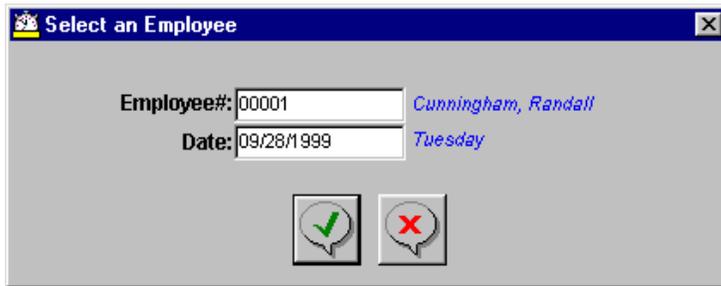
We have already explained assignments under employee maintenance. However, we will briefly highlight the differences between accessing assignments from the employee screen and the main menu. If accessing assignments from the main menu, you also have the option to globally assign certain modules and to print the assignments. This can be very useful in troubleshooting problems. Employees can be assigned individually here just as in employee maintenance. It is user preference how they desire to accomplish this.



## Time Transactions

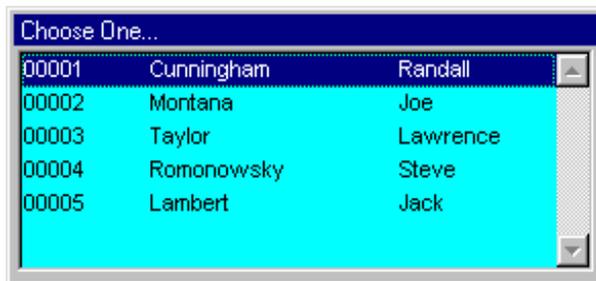
The time transaction maintenance module allows you to add new time transactions, change time transactions, globally assign transactions and print a transaction list either in employee number order or time/date order. Transactions originate from two sources, either polled transactions (from the clock) or manual entries (from the software.) Supervisor cards can be used to enter transactions at the clock. These are still considered polled transactions. This is discussed in the following section on Clocks.

The time transaction module can be accessed either by clicking on File\Time Transactions\Edit or Clocks\Time Transactions\Edit.



Employee#: 00001 Cunningham, Randall  
Date: 09/28/1999 Tuesday

You will be prompted to select an employee. Enter the employee number or right-click the employee number box to access the employee popup list.



Employee Number	Last Name	First Name
00001	Cunningham	Randall
00002	Montana	Joe
00003	Taylor	Lawrence
00004	Romonowsky	Steve
00005	Lambert	Jack

Enter the date the transaction occurred or accept the default and scroll through the dates on the transaction maintenance to select the transaction to add or edit.

The time transaction maintenance screen shows the transaction data, employee data and time information associated with each transaction. Transactions are grouped according to the days on which they occurred. Depending on the employee's assigned schedule configuration, transaction dates may not all be the same.

The transaction data (1) includes the transaction date, real, which is the actual transaction punch time. Next is the rounded punch time, which is based on the employees assigned schedule rules. FK denotes the transaction function followed by the description of that function.

The employee data includes the employee number, name and the transaction date being viewed in the display window. It also includes detailed information about the transaction.

**Division Code:** Indicates the division the employee is assigned. The division number is linked to the employee's assigned schedule.

**Valid Badge:** Indicates the badge is valid in the system and shows the badge number.

**Source:** Indicates the source of the transaction. Swiped denotes it was polled from the clock. Manual denotes it is a manual entry entered from this screen.

The screenshot shows a window titled "Time Transactions Maintenance". It features a table with columns: Date, Real, Rounded, FH, and Transaction. The first row contains: 09/28/1998, 10:00a, 10:00a, ?, and Clock IN. A circled "1" is next to the first row. To the right of the table, there is a form for Employee #: 00001, Cunningham, Randall, Date: 09/28/1998 Tue, Division Code: (circled 2), Valid Badge: Y 00001, Source: Swiped, Clocked: Y 01, Changed: N, Changes: 0, and Supervisor: Y. At the bottom, there is a "Time Information" section with input fields for Regular Time (0.00), Overtime Level 1 (0.00), Overtime Level 2 (0.00), Overtime Level 3 (0.00), Total Paid Time (0.00), Unpaid Break Time (0.00), and Unpaid Lunch Time (0.00). A circled "3" is next to the Regular Time field.

**Clocked:** Y indicates the transaction came from the clock, N indicates it came from the computer.

**Changed:** Indicates this transaction has been changed or edited.

**Changes:** The actual number of times this transaction has been changed.

**Supervisor:** Y indicates the transaction was entered at the time clock by a supervisor badge through supervisor entry mode. N indicates a normal transaction. The maintenance screen also shows time totals applied to that day's transaction. It is calculated on the transactions shown only in the transaction window. Any add/edits made to time transactions reflect an immediate change in the time totals.

**Totals are based on the employee's assigned schedule and are calculated according to that schedule's rules. Totals may appear to be incorrect, so please refer to the employees' schedule to check schedule rules. Do not make changes to schedules unless you are sure of their function.**

## Add/Edit Transactions

Click on the respective icon to add a transaction. The edit punch screen appears. The date textbox defaults to the date of the transactions in the transaction window. If this date is not correct, edit and change to the correct date.



Enter the time for this transaction. When entering the time, hours, minutes and seconds must be entered. Enter the clock number for the clock the employee punches. If the clock number is not known, enter a random character and press TAB key to access clock popup window. The clock can then be selected directly from that window. Enter the function for this transaction. Functions tell the system how to use the transaction.

<b>Function</b>	<b>Description</b>
SG	Swipe & Go
IN	Clock IN
OUT	Clock OUT
M	Miscellaneous
0	Department Transfer
1	Job Transfer
2	Step Transfer
3	Operation Transfer
4	Out To Lunch
5	Cash Tips/Credit Tips
6	In From Lunch
7	Out For Break
8	<b>OPEN</b>
9	In From Break

To delete a transaction, select the transaction in the transaction window and click the respective icon.

## Global Add

The process for the global addition of a transaction is the same as adding a single employee with one difference. During the global addition process, you can supply parameters for starting and ending employee and starting and ending group. If everyone is to receive the same transaction, those fields can be left blank to indicate all employees and all groups.

## Miscellaneous Entry

Miscellaneous entries are used to add/subtract hours/dollars from a selected employee. The actions are applied to specific categories and the changes are reflected on employee reports. To add or edit a miscellaneous transaction, the category must be defined in the ATR9800 system.

The screenshot shows a dialog box titled "Edit punch" with the following fields and values:

- Date: 09/28/1999 (Tuesday)
- Time: 11:00:00
- Clock id: 01 (Test)
- Function: M
- Category Code: SICK (Sick Hours)
- Hours or Dollars: h
- Add or Subtract: +
- Accrue Towards Overtime: Y
- Pay at OT Level: 0
- Amount: 00:00

Buttons: Ok, Cancel

To add or edit a miscellaneous transaction, place a 'M' in the function text box on the edit punch screen.

**Category Code:** Enter the code for the category the hours for this transaction are to be applied to.

**Hours or Dollars:** Is this entry an hour or dollar amount?

**Add/Subtract:** Is this entry an addition or subtraction of hours?

**Accrue Towards Overtime:** Can this time be applied to overtime?

**Pay at OT Level:**

- 0- Regular Time
- OT1
- OT2
- OT3

The levels of overtime must be defined in the employee's schedule for level selections to take affect.

**Amount:** Amount of hours to be added or subtracted. Hours are a rounded amount. Seconds are not used.

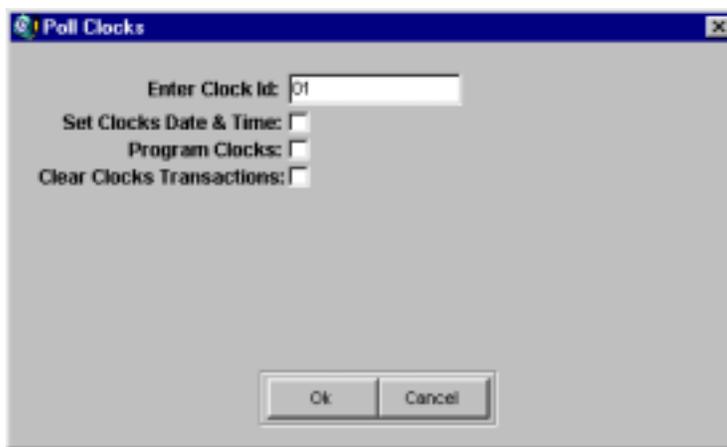
**\*Note: Polled transactions cannot be edited into miscellaneous transactions. The miscellaneous transaction must be added as a separate entry. All sections of the miscellaneous transaction must be completed.**

## Clocks

### *Polling*

Punch information is received from the time clock via a process called polling. Polling is a manual process that must be performed by the user. Reports in the system are only accurate to the last polling. For example, if you poll the clock after the 8:00 am shift clocks in and then decide to run a report after lunch, the report will only reflect punch information up until the 8:00 am polling. You must poll the clock again for the system to retrieve the punches acquired since 8:00 am.

Depending on the modules included with your software, your clock screen may appear different than below.



Go to Clocks\Poll Clocks to poll clocks. Enter the clock ID of the clock to be polled. To poll all clocks, clear the ID textbox and press enter. “All” will appear to the right of the box indicating all clocks will be polled.

During the polling process you will be given the choice to:

**Set Clocks Date & Time:** The clock's date and time can be set either at the clock with the configuration badge or through the software. If time is set during polling, the clock time will be only as accurate as your PC time. You are not required to set the time each time you poll.

**Program Clocks:** Programming clocks loads information about each clock stored in the clock file and the clock configuration file. Programming of clocks is normally accomplished during installation and they should not require reprogramming. If you feel you should program your clocks, please refer to your dealer or support provider.

**Clear Clocks Transactions:** Checking this item will prompt the clock to delete all stored transactions. During polling a copy of all transactions is copied into the software. The Acroprint Data Collection terminal will store approximately 5000 to 7000 transactions depending on the configuration and loaded modules. It is not required to clear all transactions during each polling.

**\* Should the message “Clock Memory Full” appear on the terminal display, poll clock and check “Clear Clocks Transaction” to clear memory space. \***

## Archiving/Unarchiving Transactions

### Archiving

Archiving transactions allows you to remove transactions from the punch file reducing the overall size of the file. Depending on the number of transactions archived you should notice an increase in system response time.

The archive file is called "Punch\$.DBF". It is located in C:\Atr9800\Data\ directory.

To archive transactions: From the main menu select "Utilities". On the utility screen select "Punches" from the table listings on the right. Click the archive icon and the archive parameter screen appears. Fill in the desired parameters and click the check button. The selected transactions will then be removed from the punch file and placed in the "Punch\$.dbf" file. There will be no visual indication that this has taken place.

From Date:	11/01/1999	Monday
To Date:	11/05/1999	Friday
From Employee:	00001	Cunningham, Randall
To Employee:	00005	Lambert, Jack
From Group:		All
To Group:		All

If transactions are archived and put on another medium they must be put back in the Atr9800\Data directory before they can be unarchived. They must be replaced with the same file name.

## Schedules

Schedules determine the basis for all employee reports and must be defined carefully. These schedules determine the pay-period, lunch rules, overtime, time rounding and more. If using fixed shifts, it is important to remember that each schedule contains three (3) shifts. If you have more than three shifts you need to setup an additional schedule to accommodate the shifts. You can have an unlimited number of schedules and shifts. If at anytime your company rules change, you can readjust your schedules parameters to reflect that change. In order for that change to take affect you must recalculate your time transactions. The new changes will only apply to the transactions you specify.

The flags on the right turn on following related screens. If you wish to use a feature, check the appropriate box and the screen to enter the parameters is made available. Press next screen to see additional screens.

**Note: An employee must be assigned to a schedule for transactions to be calculated and shown on reports.**

The screenshot shows the 'Policy Maintenance' window with the following fields and options:

- Schedule #: 001
- Description: Swipe&Go
- Main Company
- Frequency: W B S M
- Start Date: 01/01/99 Friday
- Day Change: 01:00
- Next Day: Y N Apply to Punches:
- Next Day Limit: 22:00 SO
- Maximum Link-Back Time (hhmm): 04:00
- Apply to Punches: SO
- Missing Punch Limit (hhmm): 18:00
- will Default to (hhmm): 00:00
- Set First Level Change since First IN Punch: Y N
- Use Time Rounding:
- Automatic Deducts: E W N
- Break Punches:
- Round Break Punches:
- Lunch Punches:
- Round Lunch Punches:
- Pay Over Time:
- Pay Non-Worked Holidays:
- Pay Per Diem:
- Fixed Shift Windows:
- Swipe & Go:
- IN/OUT On Service:

Buttons at the bottom: Previous Screen, Next Screen, and a set of navigation icons.

The following is a brief description of each schedule parameter. These entries may or may not reflect your current schedule and should be used only as a guide.

**Schedule Number:** Enter a unique number to identify this schedule. Entries may be either numeric or alphanumeric.

**Description:** Enter a description to identify this schedule.

**Frequency:** W - Weekly, B - Bi-Weekly, S - Semi-Monthly, M - Monthly

**Start Date:** Start dates for the schedules are determined by the entries for pay-periods under company setup. This field entry cannot be changed under schedules.

**Next Day:** Determines what day punches that cross the day change time will appear on in reports. For example, someone clocking in at 10:00 pm on Sunday and clocking out at 08:00 am on Monday can have their times show up as Sunday or Monday's transactions. Setting this to N, the transactions would show up as Sunday's transactions, setting this to Y, the transactions would show up as Monday's.

**Next Day Limit:** Determines the cut-off point at which transactions are moved to the next day. It is used in conjunction with the next day setting. When next day is set to Y, any transactions that occur between the next day limit and the day change time are moved to the next calendar day. If you have an evening shift that crosses the day change time, this value is usually one hour before that shifts start time.

**Apply To Punches:** Used to determine what types of punches are moved to the next day. For swipe and go schedules this field will be SG as shown in the picture on the previous page.

**Max Link Back Time:** Used to link punches to the first punch of the day, so they are physically grouped on the same day. This mainly applies to punches that cross the day change time, i.e. 3<sup>rd</sup> shift. A usual number here is 10:00 hours. This value may need to be adjusted depending on your individual rules.

**Apply To Punches:** Used to determine what type of punches are linked to the first punch. For swipe and go schedules this field will be SG as shown in the picture on the previous page.

**Missing Punch Limit:** Used to set a limit at which the system will automatically insert a missing punch.

**Will Default To:** Used in conjunction with missing punch limit. Specifies the amount of time that will be given to an employee if they fail to clock out within the missing punch limit.

**Set First Level Change since first IN Punch:** If you are using job costing and want the employees time to start to accrue from the days IN punch set this to yes. If you want the time to start to accrue from the first level change set this to no.

## ***Automatic Deducts***

With Automatic Deductions, when a set amount of time is worked, this time is deducted from an employees worked time. Up to three deductions can be made in a single work period. Elapsed time starts from a clock in and resets on a clock out. All auto deductions are shown under their respective categories, break under BRK and lunch under LUNCH.

**After Elapsed Time Worked:** Enter elapsed time as the amount of time that must pass before this deduction will be taken.

**Amount Of Time to Deduct:** Enter the total amount of time to be deducted from the total if the elapsed time limit is met.

# ATR9800 User Guide

## Punched Break/Lunch Parameters

**Break/Lunch Duration:** Duration time is the amount of time scheduled for the break/lunch.

**Minimum:** The amount of time that must elapse for this break/lunch to take affect, otherwise this time is added back to the regular total time.

**Maximum:** Enter the maximum time for break/lunch, if exceeded the entire break will be deducted from the regular hours and will not be reported as break/lunch.

**Grace:** Enter grace time as the amount of time that the break/lunch duration can be exceeded and the employee not be penalized.

**Paid:** This setting tells the system if the duration is paid or not.

**Min. Work Time:** Enter the minimum amount of time that must be worked before a break/lunch can be taken.

**Maximum Allowed:** Enter the maximum number of breaks/lunches allowed in a single work period.

## Break/Lunch Window Parameters

When using break/lunch windows, the system does not look at how long the employee has worked; it says my deduct period has a start and a stop time. You may or may not pay for punch time outside the deduct window. This can be used in any combination.

In this mode, you define a window of time. Any punches that occur in this window tell the system the employee is punching for lunch/break. Up to three windows may be defined per shift.

	Start Time	Stop Time	Lunch/Break	Pay/Window	
Shift #1	-1	08:00	08:10	B L	Y N
	-2	14:00	14:15	B L	Y N
	-3	:	:	B L	Y N
Shift #2	-1	:	:	B L	Y N
	-2	:	:	B L	Y N
	-3	:	:	B L	Y N
Shift #3	-1	:	:	B L	Y N
	-2	:	:	B L	Y N
	-3	:	:	B L	Y N

Break/Lunch Punch Rounding:  
Round OUT: Every  Minute, Round Back 0->  Grace   
Round IN: Every  Minute, Round Back 0->  Grace

Break Paid:  Y  N      Lunch Paid:  Y  N  
Min. Work Time....(hh:mm):       Min. Work Time....(hh:mm):   
Maximum Allowed...(mm):       Maximum Allowed...(mm):

**Start Time:** Enter the time the auto deduct window starts.

**Stop Time:** Enter the time the auto deduct window stops.

**Lunch/Break:** Enter how you would like this deduction to be applied.

**Pay Window:** This entry tells the system whether the time worked during the window is paid or not.

**Round OUT:** Enter the number of minutes to determine the out for lunchtime rounding.

**Round IN Every:** is used to tell the system what part of the accounting unit will be rounded forward. If your Round In is set to 15 and your Round Forward back is set to 8, and the employee punches the clock at 09:08, that time is rounded forward to 09:15.

**Grace Back:** is used to tell the system what part of the accounting unit will be rounded back. If your Round In is set to 15 and your Grace back is set to 7, and the employee punches the clock at 09:07, that time is rounded back to 09:00.

## Overtime

The screenshot shows a window titled "Policy Maintenance" with a section for "Overtime Parameters".

Level	Pay Rate Multiplier	Daily Limit (hhmm)	OT Cycle	Period Limit (hhmm)
#1	1.50	00:00	W B S M	04:00
#2	0.00	00:00	W B S M	00:00
#3	0.00	00:00	W B S M	00:00

Force Overtime for IN Punches Between: [ ] and: [ ]  
at Overtime Level: [ ]

Force Overtime for Time Outside Defined Shifts: [Y] [N] at Level: [ ]

Sunday Saturday

Force Overtime by Day-of-the-Week: [ ] [ ] [ ] [ ] [ ] [ ]  
at Overtime Level: [ ] [ ] [ ] [ ] [ ] [ ]

Keep In OT Level Over Day Change: [ ] [ ] [ ] [ ] [ ] [ ]

Navigation buttons: Previous Screen, Next Screen, and a set of standard navigation icons.

**Pay Rate Multipliers (1-3):** Enter the pay rate multiplier for overtime. Ex., 1.50 for time and a half, 2.00 for double-time.

**OT Cycle:** W – Weekly, B – Bi-Weekly, S – Semi-Monthly, M – Monthly

**Daily Limit:** Enter the threshold at which overtime is accrued on a daily limit.

# ATR9800 User Guide

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**Period Limit:** Enter the threshold at which overtime is accrued on a period limit.

**Force Overtime for IN punches Between:** Forces any time accrued between the start and stop time to be accrued as overtime. This can be used to setup blocks of time outside the normal shift time that employees can accrue overtime.

**At overtime level:** Sets the overtime level at which this time will be accrued.

**Force Overtime for time outside of defined shifts:** Causes any time accrued outside of the employees defined shift start and stop time to be accrued as overtime. For example, their schedule has one shift 08:00 to 17:00. They clock in at 07:00 and clock out at 18:00. They will accrue 2 hours of overtime (07:00 – 08:00 and 17:00 – 18:00)

**At level:** Sets the overtime level at which this time will be accrued.

**Force Overtime by Day of the Week:** Forces any time accrued on the specified day to be accrued towards overtime.

**Keep in level over day change:** Forces overtime to be accrued until the employee clocks out. If left unchecked and employees are on the clock when a new day occurs and that day is not flagged to pay overtime, their overtime accrual will stop at the day change time.

## Fixed Shifts and Time Rounding

Fixed shifts define the start and stop time for employees. There are three shifts per schedule.

The screenshot shows a software window titled "Policy Maintenance" with a sub-tab "Fixed Shift and Time Rounding".

**Shift START and STOP Window**

Shift	Start	Cut-Off	Stop	DIF.		Pay Differential (per hour)	
#1	08:00	10:00	17:00	<input type="checkbox"/> Y	<input type="checkbox"/> N	Math: + *	AddMult: 0.0000
#2	08:00	08:00	08:00	<input type="checkbox"/> Y	<input type="checkbox"/> N	Math: + *	AddMult: 0.0000
#3	08:00	08:00	08:00	<input type="checkbox"/> Y	<input type="checkbox"/> N	Math: + *	AddMult: 0.0000

**Shift IN/OUT Punch Rounding (Outside of Start/Stop Window)**

Round IN: Every  Minutes, Grace Back @->  Round Forward @->

OUT: Every  Minutes, Round Back @->  Grace Forward @->

IN-Punch Grace Back (mm):

Round Forward (mm):

Dock Forward (mm):

OUT-Punch Grace Forward (mm):

Round Back (mm):

Dock Back (mm):

Is Differential Pay Fixed by Initial Shift Worked:  Y  N

Buttons: Previous Screen, Next Screen

**Start/Stop:** Enter the start time and stop time for the shift.

**Cut-Off:** The cutoff determines the logical cutoff for a shift. An employee clocking in between the shift start time and the cut-off is said to be clocking in late for the assigned shift. An employee clocking between the cut-off and the stop time is said to be clocking in early for the next shift.

**Diff.:** Check if shift differential is paid.

**Math:** + if the differential will be added. \* if the differential will be multiplied.

**Add/Multi.:** Enter the value that will be added or multiplied.

**Round In Every:** This is used to round time outside of the shift start/stop window. This can be considered your pay interval round or your accounting unit. If you pay every five minutes the employees are on the clock enter 5 here, if you pay every 15 minutes enter 15 here.

**Grace Back:** is used to tell the system what part of the accounting unit will be rounded back. If your Round In is set to 15 and your Grace back is set to 7, and the employee punches the clock at 09:07, that time is rounded back to 09:00.

**Round Forward:** is used to tell the system what part of the accounting unit will be rounded forward. If your Round In is set to 15 and your Round Forward back is set to 8, and the employee punches the clock at 09:08, that time is rounded forward to 09:15.

The process for Round Out Every is exactly the same as rounding the IN punch except it occurs for the out punch.

**IN-Punch Grace Back:** Grace back is used to round IN punches back to the shift start time. Employee punches that occur within the grace period will be treated as if they occurred exactly on the start time. This is separate from Grace Back on the Pay Interval. IN punches that occur within the grace period will reported as graced in on the Attendance Summary on the time cards.

**Round Forward:** This is used to round punches outside the shift start time up to the shift start. This is separate from Round In Every. For example, the shift starts at 08:00 and employees routinely clock in as early as 07:25 to keep from being late. Setting the round in to 45 minutes will round any IN punches that occur between 07:15 and 08:00 up to 08:00 so that time is not accrued as regular time.

**Dock Forward:** The minimum minutes an employee will lose from time worked totals if they clock in after the shift start time plus the grace period. For example, the shift starts at 08:00, the grace is 5 minutes and the dock is 15 minutes. If the employee clocks in at 08:05, his or her time is rounded back to 08:00 and he or she is considered on time. If the employee clocks in at 08:06, he or she is considered late. His or her time is rounded forward to 08:15 and starts to accrue at that time.

**Out-Punch Grace Forward:** Grace forward is used to round OUT punches forward to the shift stop time. Employee punches that occur within the grace period will be treated as if they occurred exactly on the stop time. This is separate from Round Out Every Grace on the Pay Interval.

**Round Back:** This is used to round punches outside the shift stop time back to the shift stop. This is separate from Round OUT Every. For example the shift stops at 16:00 and employees clock out as late as 16:20 because of clean up. Setting the round back in to 30 minutes will round any OUT punches that occur between 16:00 and 16:30 back to 16:00 so that time is not accrued as overtime.

**Dock Back:** The minimum minutes an employee will lose from time worked totals if they clock out before the shift stop time plus the grace period. For example the shift stops at 16:00, the grace is 5 minutes and the dock is 15 minutes. If the employee clocks out at 15:55, his or her time is rounded forward to 16:00 and he or she is considered on time. If the employee clocks out at 15:54, he or she is considered to be early. The time is rounded back to 15:45 and they stop accruing time at that time.

**Is Differential Pay Fixed By Initial Shift Worked:** If using differentials and this is set to yes an employee does not accrue time at the new level if his time crosses into another shift. If set to no and the employee's time crosses into the next shift's time, the employee will accrue time at the level of the next shift. For example an employee is assigned to shift 1. Shift 1 does not have a differential pay rate. Shift 2 has a differential pay rate of .50 cents. If employee one worked his regular shift and then worked 2 hours into shift 2 and this entry is set to yes, the 2 hours will be paid at his regular pay rate. If this value is set to no they will accrue their normal rate for shift 1 and accrue an additional .50 cents an hour for the 2 hours they worked in shift 2.

**Holiday Parameters**



**Pay Rate Multiplier If Holiday is Worked:** The pay rate multiplier is taken directly from the overtime setup of this schedule. Chose the level you want to pay if the employees assigned to this schedule work on a holiday.

**Minimum Days of Employment to Qualify:** Minimum days of employment before employees assigned to this schedule can be paid for non-worked holidays.

**Required to Work Both the Scheduled Day Before & After:** B indicates employees are required to work both the scheduled day before and after a holiday to receive non-worked holiday pay. O indicates they are required to work either the scheduled day before or after to receive non-worked holiday pay. N indicates they are not required to work either the scheduled day before or after to receive non-worked holiday pay.

**Number of Days Before Posting Holidays:** Number of days after a holiday has passed before the system will check to see who receives non-worked holiday pay. An entry of 0 will tell the system to post holidays the very next day.

**Hours To Add for Each Worked Holiday:** Hours to add if an employees works on a holiday. This is given to an employee in addition to the actual hours worked.

**Accrue Towards Overtime:** Can these additional hours accrue towards overtime? If so,

**At Level:** What OT level will these hours accrue at?

**Hours to Add for Each Non-worked Holiday:** Hours to add for each non-worked holiday. An employee must meet two previous qualifiers to receive non-worked holiday pay. (Min. days to qualify and required to work scheduled day before and after.)

**Accrue Towards Overtime:** Can these additional hours accrue towards overtime? If so,  
**At Level:** What OT level will these hours accrue at?

## ***Exception Report Parameters***

Exception report parameters are used to identify employees who do not follow punch rules.

**Consecutive Hours Worked:** Enter the number of consecutive hours worked, that if an employee exceeds that amount it will be reported.

**Overtime Hours Worked:** Enter the number of consecutive overtime hours worked, that if an employee exceeds that amount it will be reported.

Exception report intervals define a period of time in which the system reports the occurrence of certain punches. Up to eight different report intervals can be defined. Report intervals can only be used with keypad entries; this feature is not available for swipe and go. You can set up an interval to see who is punching in too early, who is punching out late, etc.

**Punch Type:** Enter I to have this interval report an IN punch or O to have this interval report an OUT punch.

**Start Time:** Enter the start time of the interval to report on a specific punch.

**Stop Time:** Enter the stop time of the interval to report on a specific punch.

## ***In On Service***

**Minimum Hours:** Enter the minimum hours an employee will be given for coming in using a function key setup to be In On Service.

**Accrue at Overtime:** Y indicates the total time the employee is on service accrues to overtime.

**Pay Overtime Level:** Enter a pay rate overtime level.

## ***Out On Service***

**Minimum Hours:** Enter the minimum hours an employee will be given for going out in using a function key setup to be Out On Service.

**Accrue at Overtime:** Y indicates the total time the employee is on service accrues to overtime.

**Pay Overtime Level:** Enter a pay rate overtime level.

**In On Service Punch Negates The Previous:** Y indicates if an employee returns to work after leaving work, the given Out On service hours are eliminated.

### ***Per Diem***

This feature is used to give an employee a set amount of dollars on a specific day of the week. Per Diem will be shown on the employee's time card report, and in the categories called PRD1 and PRD2. This amount will be added to all dollar amounts on reports.

**Day of the Week:** Enter the day of the week per diem is to be given when an employee clocks in.

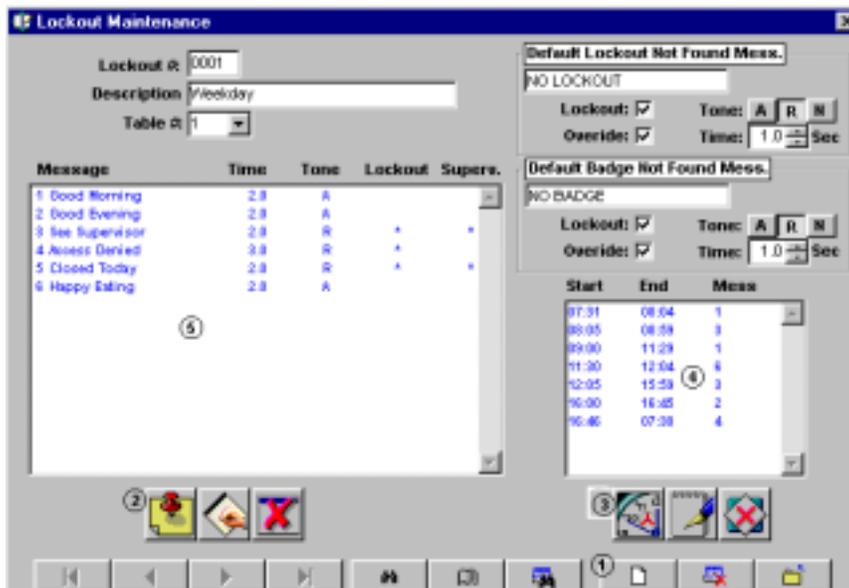
**Amount:** Enter the amount, in dollars and cents, to add to the employee total.

## Lockouts

Profiles Lockouts are used to lockout, warn, or just provide messages to employees according to the time they punch as compared to the table that is set up in each profile. Each table contains eight (8) time zones. Each time zone is associated with one of fifteen messages to display along with the amount of time a message will be displayed, tone to sound, whether to lockout the employee, and can the supervisor override the lockout.

### **For lockouts to work correctly:**

- ◆ The lockout number must be assigned to a clock under clock maintenance.
- ◆ The employee must be assigned to a profile.
- ◆ The corresponding function key is configured under clock configurations.
- ◆ The changes are programmed into the clock.



To setup a profile click the Add icon (1). Enter a number for this profile. Enter a description for this profile. By default you start with table one. Click the save icon. Tables hold time zone parameters (4). Each profile has fifteen tables allowing up to 15 unique time zone tables.

Add the desired messages for the time zones by clicking the ADD Message icon (2). The Message Edit screen appears. You can enter up to 15 different messages (5). The same messages can be used for each of the fifteen time zone tables.

**Message:** The message to be displayed at the clock when the employee enters their badge number.

**Time:** The amount of time the message is to be displayed.

**Tone:** What type of tone to will be generated at the clock. (A = Accept, R = Reject, N = None)

**Lockout:** Lock the employee from finishing transaction.

**Supervisor:** Can the supervisor override this lockout?

Add the desired time zones by clicking the ADD Time Zone icon (3). Each table (4) holds 8 time zones. Time zones cannot overlap. (Ex., a time zone cannot end at 06:04 and the next one start at 06:03). Time zones must encompass the entire 24-hour day. If a time zone starts at 08:00 am the last time zone must end at 07:59 am.

**Start:** Start time for the time zone.

**End:** End time for the time zone.

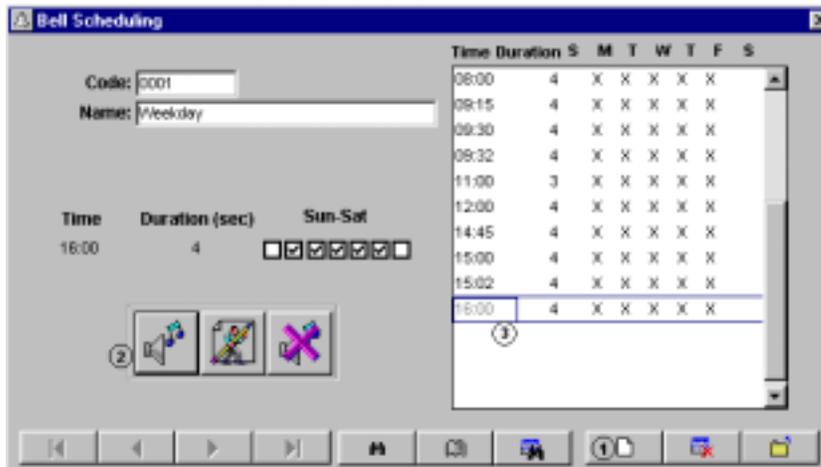
**Message:** Enter the number of the message from (5) to be associated with this time zone.

## Bells

Bell schedules allow for clocks to generate predefined audible signals. The bell module allows for an unlimited number of bell schedules. A signal can be generated for every minute of the day.

### ***For Bells to work correctly:***

- ◆ The bell schedule number must be assigned to a clock under clock maintenance.
- ◆ The Acroprint relay kit must be attached to the clock and the switch in use set to bell.
- ◆ The bell schedule must be programmed into the clock.



To add a bell schedule, click the Add icon (1). Enter a number for this schedule. Enter a description for this schedule. Click the Add Schedule icon (2) to add a signal time to the schedule. Bell times are entered by:

**Time:** The time the signal is to sound.

**Duration:** The length of the signal.

**Sun-Sat:** The day of the week the signal is to sound.

## Access Control

Access control is used to control external security devices such as security doors.

### ***For Access Control to work you must:***

- ◆ Configure the access parameters under clock maintenance.
- ◆ Configure the appropriate function key under clock configurations.
- ◆ Assign the employee/employees to the access table.
- ◆ Have the Acroprint relay kit attached to clock.

The screenshot shows a configuration window titled "Access Control". It contains several settings:

- Access Only Clock:**
- Access Control:**
- Always Open Start Time:**  :
- Stop Time:**  :
- Open on Sun-Sat:**
- Access Duration (1/10 sec):**
- All Badges:**

**Access Only Clock:** Check if the clock will only be used for access and not to store time transactions.

**Access Control:** Check if the clock will be used for access control.

**Always Open Start Time:** Used in conjunction with “Open on Sun-Sat” to define a period of time in which access is always granted.

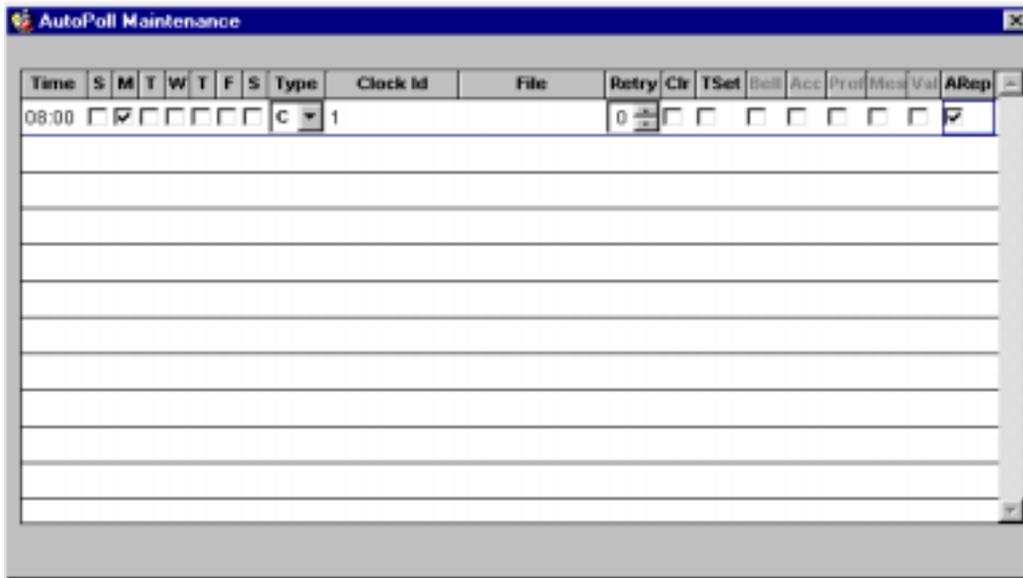
**Open on Sun-Sun:** Used to define days of the week in which access is always granted.

**Access Duration:** Length of time relay signal is active.

**All Badges:** If using profiles in conjunction with access control, checking this block tells the clock to allow access to all badges that pass the profile check. If unchecked the clock will act as normal and first check to see if the badge is in the profile table. If found the clock will then check to see if the badge is in the access table and if it is found there the relay will activate and allow access.

## Autopoll

Autopoll/Report allows automatic polling and reporting of time transaction information at a predetermined time without any user intervention. The only requirement is that the computer be left in autopoll. Autopoll can be programmed to print reports after programming is completed. If autoreporting is used, a printer must be available for the software to print to.



To setup autopoll, go to Main Menu\Clocks\Time Delayed Polling & Reporting. Click the add icon at the bottom of the screen.

**Time:** The time you wish this polling to occur.

**SMTWTFSS:** The day/days of the week you wish this polling to occur.

**Type:** C – clocks. To poll one or all clocks.  
D – To poll all clocks in a specified division.  
F – to run an external file such as an external tape backup program.

**Clock ID:** If C is chosen enter the clock ID of the clock to be polled. If polling all clocks press enter and ALL will automatically be inserted for you.

**File:** If F is chosen enter the full path to the file to be executed. The file may either be a batch (.BAT) or an executable (.EXE).

**Retry:** The number of times to retry if clock communications errors out.

**CLR:** Check to clear all clock transactions after polling, Leave blank to leave transactions intact.

**Tset:** Check to set clocks time to computers date/time.

**Bells:** Check to download bell schedule to the clock after polling.

**Acc:** Check to download access control table to the clock after polling.

**Prof:** Check to download employee profile table to clock after polling.

**Mess:** Check to download employee messages to the clock after polling.

**Val:** Check to download validation tables to the clock after polling.

**ARep:** Check if you want the system to automatically print the reports after polling.

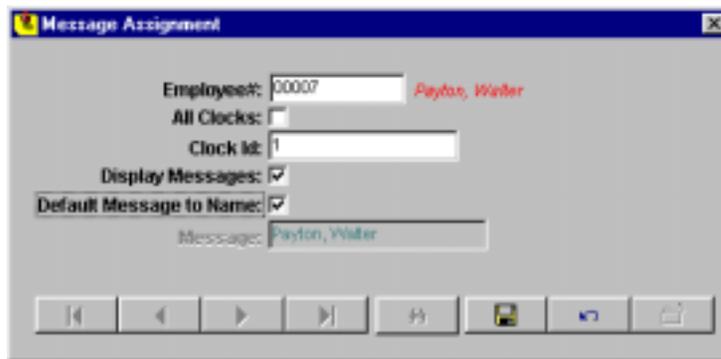
If ARep is checked you will then be prompted with the report selection screen. Refer to Page 50 on Reports for instructions on report configuration.

## Messaging

Messaging allows for individual or group messages to be viewed by your employees at the clock. When an employee inputs his or her badge number the programmed message appears on the screen for the specified amount of time. The message can be any 16-character message.

### *For messaging to work you must:*

- ◆ Assign the employee/employees to the desired message.
- ◆ Program the message table into the clock.



**Employee #:** Employee number of the employee you wish to assign this message to.

**All Clocks:** If you have multiple clocks and employees swipe any clock, you can have this message appear on all clocks.

**Clock Id:** If you have only one clock or if you have multiple clocks and want the message to appear on only one clock, enter that clock's ID number.

**Display Messages:** Check if you want the message to be displayed on the clock. Unchecked and the message will not be displayed for this employee.

**Default Message to Name:** Check to default the message to employee's name. If checked the employee's name will be displayed in the message box. Each time the employee swipes the clock his or her name will be displayed.

**Message:** Type the message to be displayed. You are limited to 16 alphanumeric characters.

## Job Costing

The Job Costing module allows for four levels of labor tracking, each with its own user-defined name. By default the Department level is active upon initialization of the system. The levels allow for additional breakdown of information. Each level can be assigned its own wage or piece rate. If you use wages, Departments must be used also. Employees may be assigned to a default department where they will automatically be assigned and accrue time when they clock in.

The levels in the ATR9800 are Department, Job, Step and Operation. You can have an unlimited number of functions at each particular level. For example, you can have an unlimited number of jobs, an unlimited number of steps and also operations.

### **To setup Job Costing you must:**

- ◆ Add level code and description for each level in the system.
- ◆ Turn on under Company Setup the levels you wish to use.
- ◆ Add the tasks for each level to the system.
- ◆ Setup the clock configuration for keypad entry and define a range of badges that will access the keypad.

Once you enter the level numbers into the system and setup the clock configuration you must reprogram the clock.

Employees who wish to enter any of the defined levels must press the appropriate key on the clock. When that key is pressed they will be prompted to enter the appropriate level number. At that time they start to accrue time in that level and if a wage is assigned to that level, at that wage.

The screenshot shows a window titled "Department Maintenance". It contains the following fields and controls:

- Department #: 01
- Name: Production
- Active:  Y  N
- Department Wage Definition:
  - Pay Type:
    - Hourly:  Y  N
    - Piece:  Y  N
  - Default Wage: 8.00
- Download to Clock for Validation:  Y  N

At the bottom of the window is a toolbar with several icons for navigation and actions.

An example of a department that has an hourly pay type and a default wage of \$8.00 is shown above. Any employee who accrues time in this department will accrue it at \$8.00 an hour unless they have been assigned an individual wage. Individual wages override level wage assignments. (See employee section). This department is selected to be downloaded to the clock for validation. Any employee who transfers to this department must enter the correct number "01" at the clock or the transfer will not take place.

## Input Validation

The validation allows downloading of level numbers to the data collection terminal. The terminal can verify these level numbers at time of entry, rejecting bad numbers and accepting good numbers displaying the level name.

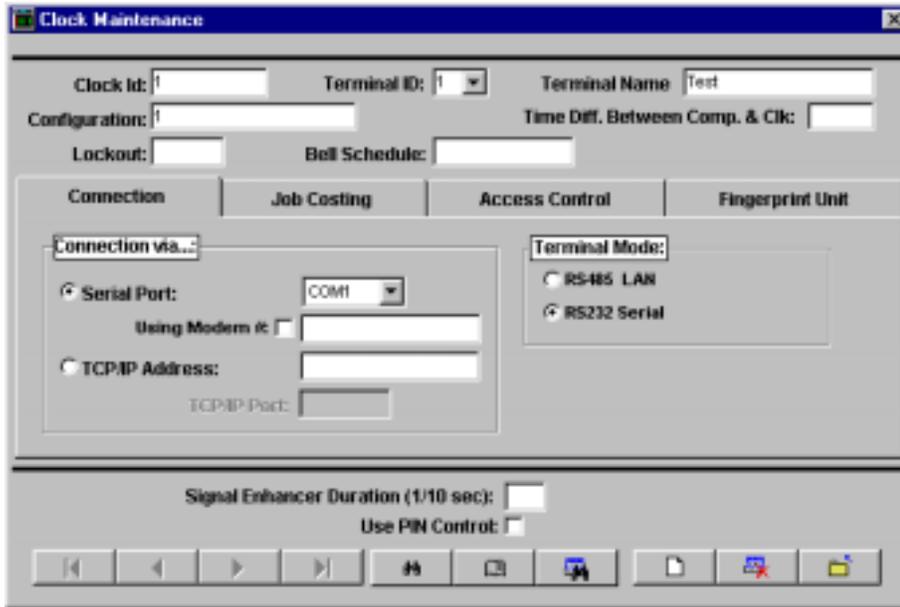
On the setup screens for Department, Job, Step and Operation you will see the prompt to download to the clock for validation. If Y is selected, the job number is downloaded to the clock. When keying job numbers at the clock, only numbers downloaded will be accepted.



The screenshot shows a window titled "Job Maintenance" with a grey background. It contains three input fields: "Job #:" with the value "111222", "Name:" with the value "Assembly", and "Active:" with radio buttons for "Y" and "N". Below these fields is a label "Download to Clock for Validation:" followed by radio buttons for "Y" and "N". At the bottom of the window is a navigation bar with several icons: a left arrow, a right arrow, a double left arrow, a double right arrow, a refresh icon, a save icon, a print icon, a help icon, and a close icon.

## Clocks

To add a clock to the system go to Clocks\Clocks\Edit. On the Icon Bar select the add icon.



**Clock ID:** Up to 10 alphanumeric characters. Use the clock ID when selecting this clock throughout the software.

**Terminal ID:** Enter the internal number of the actual clock that this entry represents. Each clock entered on the system must have a unique internal ID number.

**Terminal Name:** Up to 20 alphanumeric characters. Enter a name or a description to help identify this clock in the software.

**Configuration:** Enter in the configuration to be used with this clock. The configuration must already exist in clock configurations. A clock can be assigned only one configuration. If you have multiple clocks they can all share one configuration or they can be assigned an individual configuration. A case in which they would use one configuration is if each clock will have the same display prompt and will function identically.

**Lockout:** If using the Profile Lockout Module this entry block will be visible. Enter the profile number to download to the clock.

**Bell Schedule:** If using the Bell Schedules Module this entry block will be visible. Enter the bell schedule number to download to the clock.

**Time Diff. Between Comp. & Clock:** Since the computer is used to set the clocks and the computer may not always reside in the same time zone as the clock, this field allows you to enter the time differences between the computer and clocks. Upon setting the clock time, the system

# ATR9800 User Guide

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takes the computer time + or – the time entered in this field and sets the clock time with the result.

Enter the time difference, in hours, between the polling computer and the clock using (+) sign if clock is to be set ahead of the computer clock, and (-) if behind. i.e.: If the clock is in a time zone one hour prior to the computer enter a –1 in this field. An entry without a plus sign prior to the hour will be taken as a plus.

## **Connection**

**Serial Port:** If connecting to a serial port on the back of your PC check this button and from the pull down menu to the right select the corresponding serial port to be used.

**Using Modem:** Check this button if you are using a modem to communicate with this clock and enter in the phone number that will be dialed to access this clock in the field to the right. If you dial an access code or number to connect to an outside line enter that number before the phone number, follow it by a comma. Ex. 9, 8721234.

**TCP/IP Address:** If you are using an Ethernet terminal, check this button and enter a unique IP address for the terminal. You may need to contact your network administrator for an appropriate address to use.

**TCP/IP Port:** Enter the port number that the clock is setup to use. This number defaults to 10000. This number must match what is set internally in the clock.

**Terminal Mode:** If you have one terminal connected directly to your PC serial port, check single terminal. If you have multiple clocks connected to directly to a serial port on your PC, check 485 LAN. If you are connecting via modem and you are using an internal or external modem check the appropriate button.

**Signal Enhancer Duration:** If using an external signal enhancer, enter the amount of time in tenths of a second the enhancer is to be active; i.e., 1 sec = 10.

**Use PIN Control:** Check if you wish to use PIN numbers as a form of security with this clock. At the clock the employees will be prompted to enter their PIN number to validate any punch transaction.

## **Job Costing**

With the Job Costing tab you can use the clock for a particular job level. By default, the department level is active in the system. With the Job Costing module you can access the other levels of Job Costing and use the clock only for a particular level. Check the appropriate level and enter the level number to be used at this clock.

## **Access Control**

**See the section access control to describe this tab.**

## Fingerprint Unit

If you are using the fingerprint unit in conjunction with the clock, the fingerprint parameters must be entered at this tab. With the FIU unit (Fingerprint Identification Unit) each transaction is validated with the employee fingerprint before the transaction is processed.

**Fingerprint Unit Use Level:** This entry turns on the FIU circuitry within the clock. It also sets the reader sensitivity level, 5 being the most sensitive and 1 being the least sensitive.

**Max. of Fingerprints:** Indicates the maximum number of fingerprints to use. This entry can be from 1 to 999.

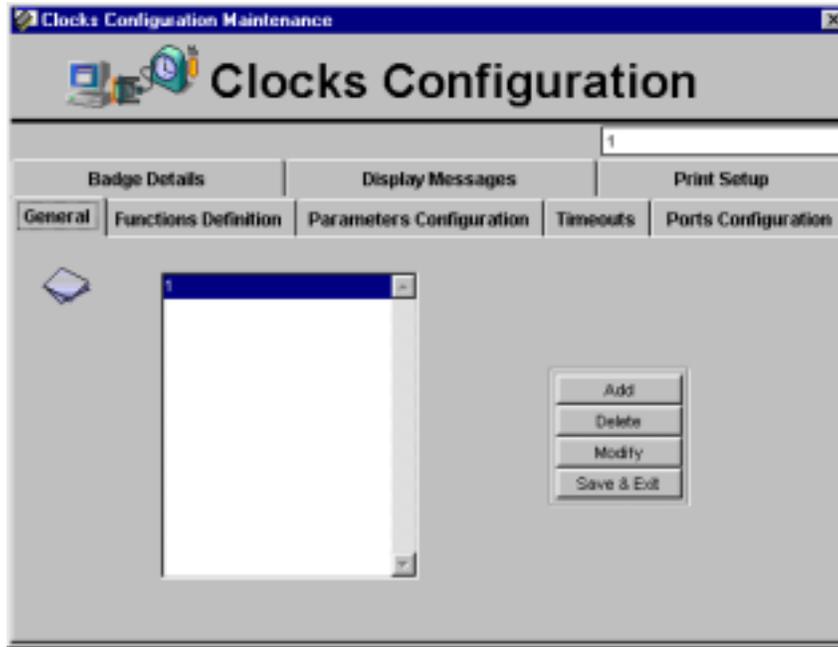
**# of fingerprints per Badge:** Each badge can be used with up to three fingerprints. If badges are assigned more than one fingerprint, the maximum number is decreased. Using two fingerprints per badge, the maximum number that can be used is 499; with three fingerprints per badge, the maximum number is 333.

**FIU Security Code:** This number is used to identify the reader that is attached to a particular clock. Once programmed with this number that reader must remain attached to that clock. If another FIU reader is used with the clock an error will occur.

**Timeout to Read Fingerprint:** Indicates the maximum amount of time the FIU reader will attempt to recognize the fingerprint. This entry is entered in tenths of a second. Example: an entry of 10 = 1 second.

## Clock Configurations

Clock configurations are used to configure and control how each clock functions. Clocks can share a common configuration or they can each have a unique configuration. Before a configuration can be utilized, it must be programmed into the clock. Under configurations you can program the clock function keys, change the display prompts, set initial source inputs and many more controls.



### **General**

To add a configuration, click on add, give the configuration a name and click save & exit. To delete or modify a configuration, make sure the configuration is highlighted in the main window and click the appropriate button.

You must select save and exit before any configuration changes are saved.

### **Functions Definition**

The Function Definitions tab is used to customize the individual keys on the clock keypad. These keys can be used to input information such as piece counts, tips etc. Please consult with Acroprint Time Recorder technical support for information on function key customization.

### **Parameters Configuration**

Parameter configuration tab is used to set the clocks initial input source. The initial source can be set at the clock or via the software.

## **Timeouts**

The timeouts tab is used to set the clock timeout settings. The three main categories of timeouts are the general timeout for data input, message timeout and communications timeout. The general timeout for data input is the amount of time the clock will wait after it prompts you to put in information. For example, if you are prompted to enter badge number, the clock will wait this amount of time before timing out.

Message timeout is the amount of time any messages displayed by the clock will be visible. This entry is separate and will not override any entries made in the Profile Lockout module, which has its own separate message display timeouts.

Communications timeout is the amount of time before the system stops its attempt to communicate with the clock and starts to retry. This entry is entered in milliseconds.

## **Ports Configuration**

The ports configuration tab is used to set the communications speed of the clock's internal ports.

**Modem Answer Window:** defines a window that indicates the time of day in which the clock modem will answer an incoming call.

**Modem Ring Delay:** indicates the number of rings at which the modem will pickup an incoming call.

**Baud Rate:** sets the baud rates of the clocks internal ports and modem. For RS-232 and RS-485 this setting is always 9600.

## **Badge Details**

**Stored Last Characters:** tells the clock to read the badge number from right to left the amount of digits setup under Company Setup/Descriptions/Badge Length.

**Max. Badge for Swipe & Go:** tells then clock the maximum badge number to used for swipe and go. Any badge number below this entry will be considered a swipe and go badge. With swipe and go badges the employee swipes the badge and the system decides whether it is an IN or OUT punch.

**Supervisor Prefix:** indicates the badge prefix that will activate the clocks supervisor mode. Any badge numbers with this prefix will put the clock in supervisor mode.

**Security Prefix:** indicates the badge prefix the clock uses to validate employee transactions. The clock will accept any badges with this prefix.

**Prox. Reader Facility Code:** indicates the facility code used by the proximity badges. If using proximity badges this number is provided by the vendor.

**PIN Length:** if using PIN numbers as a level of security, this entry sets the length of the PIN numbers.

## ***Display Messages***

The display messages tab is used to change the default clock messages. Each field will allow for 20 alphanumeric characters.

The “Idle Prompt Top and Bottom Lines” are what is displayed on the clock display.

“Invalid Source ” is displayed when trying to use an input source that has been disabled.

“Invalid Badge” is displayed when using a badge of invalid length.

“Please Try Again” is displayed when the clock misreads a registration attempt.

“Enter Function” is displayed when a badge above the max swipe and go number is swiped.

Access Always On- is displayed during the period that access is always granted. This period is defined under Clocks/ Access Control.

Access Always Off- is displayed during the period that access is always denied. This period is defined under Clocks/ Access Control.

## ***Print Setup***

The print setup tab is used when printing clock transactions at the clock. This is used to print the transactions and does not take the place of the printer attached to the PC. When using an attached printer you can:

Print Transactions - indicates to the clock to print each transaction.

Up to 2 Header Lines- these lines can be used as descriptors for departments, jobs, etc.

# of lines for Line Feed - indicates the number of lines to feed after printing each transaction.

## Reports

All time card reports are driven from the report menu. When running reports and summaries, we recommend running the missing punch report first. Once ran, if any missing transactions are shown, correct the time card by adding, deleting or changing the transactions; then rerun the time card. With the time card correct, all other reports will now total correctly. If the time card is missing transactions, all other reports will total incorrectly.

The following is a list of available reports/summaries and a description:

<b>Report</b>	<b>Description</b>
Time Card Report	Shows an employee punches, total and daily hours
Hours Report	Shows an employee regular and overtime hours (summary)
Daily Hours Report	Shows an employee hours broken down by day (summary)
Who's In Report	Shows which employees are clocked in at a selected date/time
Who's In by Shift	Shows which employees are clocked in by shift (if using shifts)
Shift Report	Shows totals broken down by shift (if using shifts)
Category Report	Shows totals broken down by category
Dept/Category Summary	Shows category totals by level # and category
Category Count Report	Shows category count totals such as TIP1 and TIP2
Group Hourly Summary	Shows totals broken down by group
Group Wage Summary	Shows employee wages broken down by group
Division Summary	Shows totals broken down by division
Job Hourly Summary	Shows totals by employee and levels, user definable
Job Wage Summary	Shows wages by employee and levels
Piece Wage Report	Shows piece wage totals
Approaching Overtime Report	Shows employees scheduled hours vs. actual worked hours
Attendance Report	Reports In's/Out's/Absents/Unscheduled days
Attendance Count Report	Shows employees adherence to attendance policies
Punch Exceptions	Report employees' adherence to punching according to policy
Missed Punch	Shows missing punches for employees
Duplicate Punches	Shows duplicate punches for employees
Opposing Punches	Shows opposing punches for employees
Use of invalid badge	Shows punches made with invalid badge
Schedule Exceptions	Reports employees' adherence to schedule policies
Consecutive Hours	Shows employees working over a set straight hours
Overtime Hours	Shows employees working to many overtime hours
Punch Interval	Shows employees punching between set times
Benefit Report	Shows employees benefit entitlement
Quantity Report	Shows quantities accepted and rejected
Function Key Report	Reports custom functions not supported by the ATR9800
Access Report	Shows employees access attempts (Access module required)
ADP Export	Creates an output file (ASCII) to payroll service
Paychex Export	Creates an output file (ASCII) to payroll service
Export Time Card Data	Exports time card data to a file in field length sensitive or comma-delimited form
Generic Export	Exports employee schedule and department assignments and employee total hours

# ATR9800 User Guide

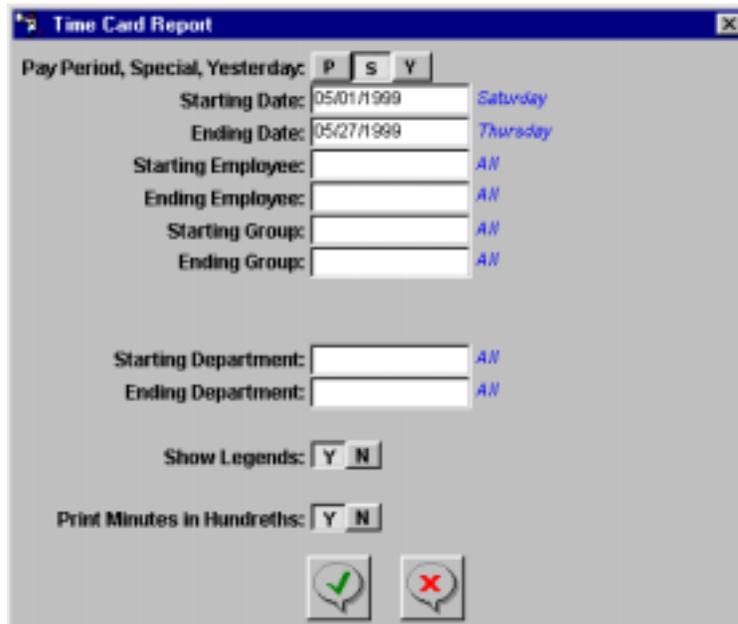
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## Report Menu



Depending on system configuration, certain report selections may not be available.

## Report Ranges



Due to the number the number of reports provided, we only discuss the similarities between the reports. Depending on the reports selected, some screen items will appear on some screens but not others.

Before actually starting the report program, select the report parameters to specify the information to be contained in the report. These parameters will be common entries on all reports, except the "Who's In Report," which asks for a reference date/time.

### Pay Period, Special, Yesterday

- P - Pay period reports will report actual pay period and overtime totals, which may be used to calculate payroll. Enter up to two numeric digits, relative to today, of the pay period to report. 0 is the current pay period, 1 is the past pay period, and so on.
- S - Special date reports may not report correct overtime totals, since overtime is based upon pay periods. Special reports are a snapshot of time between two date ranges.
- Y - Prints the previous day's transaction information.

### Starting/Ending

Enter the starting and ending parameters to use for your selection criteria. When entering report parameters the ending parameter must always be equal to or greater than the beginning parameter.

### Show Legends

Causes the legends to print at the top of every page of the report. If no is selected, the legends will print only on the first page of the reports. Legends are the ranges selected above and shown on the top left of every report.

### Print Minutes in Hundredths

Causes report totals to be printed in hundredths of minute increments. Selecting no causes the print format to be in regular minutes.

# ATR9800 User Guide

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## Sample Reports

### Time Card

Acroprint Time Recorder  
**TIME CARD**

Page #: 1  
09/29/1999  
13:39:14

Date Range: 09/24/1999 --> 09/29/1999  
Employee Range: 00001 --> 00001  
Group Range: All  
Department Range: All  
Division Range: All

Employee	Name	Social Sec	Group	Division						
00001	Cunningham, Randall		Mgt							
	Pair Punches	Sch	Reg	Ot1	Ot2	Ot3	Brk	Lunch		
	Time Function	Time Function								
09/24/1999	Fri 08:00a	Clock IN	--MP	001	0.00	0.00	0.00	0.00	0.00	0.00
09/25/1999	Sat 00:00a		--0:00a	001	0.00	0.00	0.00	0.00	0.00	0.00
09/26/1999	Sun 00:00a		--0:00a	001	0.00	0.00	0.00	0.00	0.00	0.00
09/27/1999	Mon 08:00a	Clock IN	--1:00a	Clock OUT	001					
	12:00p	Clock IN	--5:00p	Clock OUT	001	8.00	0.00	0.00	0.00	0.00
09/28/1999	Tue 08:00a	Clock IN	--1:00a	Clock OUT	001					
	12:00p	Clock IN	--5:00p	Clock OUT	001	8.00	0.00	0.00	0.00	0.00
09/29/1999	Wed 08:00a	Clock IN	--1:00a	Clock OUT	001					
	12:00p	Clock IN	--5:00p	Clock OUT	001	8.00	0.00	0.00	0.00	0.00
Total by Employee:					24.00	0.00	0.00	0.00	0.00	0.00

**Hours Report**

Acroprint Time Recorder

Page #: 1  
09/29/1999  
15:06:42

**HOURS REPORT**

Date Range: 09/24/1999 --> 09/29/1999  
Employee Range: 00001 --> 00005  
Group Range: All  
Department Range: All  
Division Range: All

Employee	Name	Reg	OT1	OT2	OT3	Total
00001	Cunningham, Randall	27.00	0.00	0.00	0.00	27.00
00005	Lambert, Jack	27.00	0.00	0.00	0.00	27.00
00002	Montana, Joe	27.00	0.00	0.00	0.00	27.00
00004	Romonowsky, Steve	27.00	0.00	0.00	0.00	27.00
00003	Taylor, Lawrence	26.00	0.00	0.00	0.00	26.00
	Global Total:	134.00	0.00	0.00	0.00	134.00
	Total Of Employee Processed:	5				

# ATR9800 User Guide

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## Who's In

Acroprint Time Recorder  
WHO'S IN

Page #: 1  
09/29/1999  
15:20:16

Date: 09/28/1999 10:00  
Employee Range: 00001 --> 00005  
Group Range: All  
Department Range: All  
Division Range: All

Employee	Name	IN Punches Date	Time	Department:	Last Transaction Date	Function Time	Last
00001	Cunningham, Randall	09/28/1999	08:00a		09/28/1999	17:00:00	OT
00005	Lambert, Jack	09/28/1999	08:00a		09/28/1999	17:00:00	OT
00002	Montana, Joe	09/28/1999	08:00a		09/28/1999	17:00:00	OT
00004	Romonowsky, Steve	09/28/1999	08:00a		09/28/1999	17:00:00	OT
00003	Taylor, Lawrence	09/28/1999	08:00a		09/28/1999	17:00:00	OT

Total IN Punches: 5

Total Of Employee Processed: 5

**Who is in by Shift**

Acroprint Time Recorder  
**WHO IS IN BY SHIFT**

Page #: 1  
10/04/1999  
13:07:46

Date: 09/29/1999 --> 09/29/1999  
Employee Range: 00001 --> 00002  
Group Range: All  
Department Range: All  
Division Range: All

Employee	Name	IN PUNCHES	
		Date	Time
00001	Cunningham, Randall	09/29/1999	08:00a
	Shift: 1		
	Total by Employee:	1	Punches
00002	Montana, Joe	09/29/1999	08:00a
	Shift: 1		
	Total by Employee:	1	Punches
	Total by Shift:	2	Punches

# ATR9800 User Guide

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## Shift Report

Acroprint Time Recorder

### SHIFT REPORT

Page #: 1

10/04/1999

13:37:39

Date Range: 09/29/1999 --> 09/29/1999  
Employee Range: 00001 --> 00003  
Group Range: All  
Department Range: All  
Division Range: All

Employee	Name	Reg	OT1	OT2	OT3	Total
	Shift:1					
00001	Cunningham, Randall	3.00	0.00	0.00	0.00	3.00
00002	Montana, Joe	3.25	0.00	0.00	0.00	3.25
	Total by Shift:	6.25	0.00	0.00	0.00	6.25
	Shift:2					
00003	Taylor, Lawrence	6.00	0.00	0.00	0.00	6.00
	Total by Shift:	6.00	0.00	0.00	0.00	6.00
	Global Total:	12.25	0.00	0.00	0.00	12.25

Total Of Employee Processed: 3

**Category Summary**

Acroprint Time Recorder  
**CATEGORY SUMMARY**

Page #: 1  
10/04/1999  
13:50:16

Date Range: 09/15/1999 --> 09/29/1999  
Employee Range: All  
Group Range: All  
Department Range: All  
Division Range: All

Employee	Name	Reg	OT1	OT2	OT3	Dlls
	Category:	PERS				
00001	Cunningham, Randall	4:00	0:00	0:00	0:00	0.00
00003	Taylor, Lawrence	8:00	0:00	0:00	0:00	0.00
	Total by Category:	12:00	0:00	0:00	0:00	0.00
	Category:	SICK				
00004	Romonowsky, Steve	8:00	0:00	0:00	0:00	0.00
	Total by Category:	8:00	0:00	0:00	0:00	0.00
	Category:	VAC				
00005	Lambert, Jack	4:00	0:00	0:00	0:00	0.00
	Total by Category:	4:00	0:00	0:00	0:00	0.00
	Global Total:	00:00	0:00	0:00	0:00	0.00
	Total Of Employee Processed:			4		

# ATR9800 User Guide

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## Department Category Summary

Acroprint Time Recorder  
DEPARTMENT CATEGORY SUMMARY

Page #: 1  
10/04/1999  
14:22:48

Date Range: 09/15/1999 --> 09/29/1999  
Employee Range: All  
Group Range: All  
Department Range: All  
Division Range: All

Employee	Name	Reg	Ot1	Ot2	Ot3	Dlls
	Category:	PERS				
	Department:					
00001	Cunningham, Randall	4:00	0:00	0:00	0:00	0.00
00003	Taylor, Lawrence	8:00	0:00	0:00	0:00	0.00
	Total by Category:	12:00	0:00	0:00	0:00	0.00
	Category:	SICK				
	Department:					
00004	Romanowski, Steve	8:00	0:00	0:00	0:00	0.00
	Total by Category:	8:00	0:00	0:00	0:00	0.00
	Category:	VAC				
	Department:					
00005	Lambert, Jack	4:00	0:00	0:00	0:00	0.00
	Total by Category:	4:00	0:00	0:00	0:00	0.00
	Global Total:	00:00	0:00	0:00	0:00	0.00

Total Of Employee Processed: 4

**Group Hourly Summary**

Acroprint Time Recorder  
**GROUP HOURLY SUMMARY**

Page #: 1  
10/04/1999

14:33:23

Date Range: 09/15/1999 --> 09/29/1999  
Employee Range: All  
Group Range: All  
Department Range: All  
Division Range: All

Employee	Name	Reg	OT1	OT2	OT3	Total
Group:	Mgt					
00001	Cunningham, Randall	10.00	0.00	0.00	0.00	10.00
00002	Montana, Joe	3.25	0.00	0.00	0.00	3.25
Total by Group:		13.25	0.00	0.00	0.00	13.25
Group:	Prod					
00003	Taylor, Lawrence	14.00	0.00	0.00	0.00	14.00
00004	Romonowsky, Steve	8.00	0.00	0.00	0.00	8.00
Total by Group:		22.00	0.00	0.00	0.00	22.00
Group:	Sales					
00005	Lambert, Jack	7.00	0.00	0.00	0.00	7.00
Total by Group:		7.00	0.00	0.00	0.00	7.00
Global Total:		42.25	0.00	0.00	0.00	42.25
Total Of Employee Processed:			5			

# ATR9800 User Guide

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## Job Hourly Report

Acroprint Time Recorder  
JOB HOURLY REPORT

Page #: 1  
10/04/1999  
14:51:05

Date Range: 09/29/1999 --> 09/29/1999  
Employee Range: 00001 --> 00001  
Group Range: All  
Department Range: All  
Division Range: All

1st	2nd	3rd	4th	5th	6th		
Reg	OT1		OT2		OT3	Total by	
Emp	Dep	Job	Ste	Ope			
Employee: 00001		Cunningham, Randall					
Department: 02		Prod					
Job:01		IBM					
Step: 01		ASSY					
Operation: 01		chasis					
			3.00	0.00	0.00	0.00	3.00
Total by Step:		3.00 0.00 0.00 0.00 3.00					
Total by Job:		3.00 0.00 0.00 0.00 3.00					
Total by Department:		3.00 0.00 0.00 0.00 3.00					
Total by Employee:		3.00 0.00 0.00 0.00 3.00					
Global Total:		3.00 0.00 0.00 0.00 3.00					
Total Of Employee Processed:							1

## Report Missing Punches

Acroprint Time Recorder  
**REPORT MISSING PUNCHES**

Page #: 1  
09/29/1999  
15:43:12

Date Range: 09/24/1999 --> 09/29/1999  
Employee Range: 00001 --> 00005  
Group Range: All  
Department Range: All  
Division Range: All

Employee	Name	Date	Time	Probable Corresponding Punch Badge	Missing Punch
00005	Lambert, Jack	09/27/1999	12:00p	00005	INSERT OT PUNCH
		Total by Employee:		1 Exceptions	
00002	Montana, Joe	09/27/1999	05:00p	00002	INSERT OT PUNCH
		Total by Employee:		1 Exceptions	
				2 Exceptions	
Total Of Employee Processed:		2			

# ATR9800 User Guide

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## *Benefit Report*

Acroprint Time Recorder  
**BENEFIT REPORT**

Page #: 1  
10/04/1999  
15:29:55

Employee Range: All  
Group Range: All  
Department Range: All  
Division Range: All

Employee	Name	Allowed	Taken	Left	Count
	Code PERS Personal				
00001	Cunningham, Randall	40.00	8.00	32.00	3
00003	Taylor, Lawrence	40.00	16.00	24.00	3
	Total by Benefit	80.00	24.00	56.00	6
	Code SICK Sick Hours				
00004	Romonowsky, Steve	40.00	16.00	24.00	3
	Total by Benefit	40.00	16.00	24.00	3
	Global Total: PERS	80.00	24.00	56.00	6
	SICK	40.00	16.00	24.00	3

Total Of Employee Processed: 3

## Export Time Card Data

0000	00001	Mgt	01	001	NR0	REG	3.0019990924	08:00N	0	0YN+	0.00
0000	00001	Mgt	01	001	NR0	REG	3.0019990927	08:00N	0	0YN+	0.00
0000	00001	Mgt	01	001	NR0	REG	5.0019990927	12:00N	0	0YN+	0.00
0000	00001	Mgt	01	001	NR0	REG	3.0019990928	08:00N	0	0YN+	0.00
0000	00001	Mgt	01	001	NR0	REG	5.0019990928	12:00N	0	0YN+	0.00
0000	00001	Mgt	01	001	NR0	REG	3.0019990929	08:00N	0	0YN+	0.00
0000	00001	Mgt	01	001	NR0	REG	5.0019990929	12:00N	0	0YN+	0.00

Field	Length	Description
C	4	Division Number
E	10	Employee Number
G	10	Group Code
0	10	Level 0 Number
1	10	Level 1 Number
2	10	Level 2 Number
3	10	Level 3 Number
P	10	Schedule #
W	1	Shift Number Currently Working
A	1	Shift Number assigned
H	1	Holiday Y for yes, No for no
T	1	R-Reg, H-Hol, M-Misc, L-Lnch, B-Brk
I	1	O-Regular, 1-OT1, 2-OT2, 3-OT3
C	4	Category Code
T	8	Hours (Text Form)
Y	4	Year
M	2	Month
D	2	Day
H	3	Hour
:	1	Always a colon(:)
M	2	Minute
Q	1	Contains quantities Y for yes, N for no
A	10	Quantity Accepted
R	10	Quantity Rejected
P	1	Is this record paid (Y) or unpaid (N)
D	1	Shift differential Y for yes, N for no
X	1	Multiplier
R	6	Rate of multiplier to include a decimal point

# ATR9800 User Guide

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## Generic ASCII Export

0000,0000000001,0000000001,0000000001,12,02700
0000,0000000002,0000000001,0000000001,12,01900
0000,0000000003,0000000001,0000000001,12,02600
0000,0000000004,0000000001,0000000001,12,02800
0000,0000000005,0000000001,0000000001,12,02200

Company Number

Employee Number

Schedule Number

Department Number

Field Code

Amount

## Glossary

<b>Access Control</b> –	controlled access to an area. Requires clock interface with related software which provides the ability to define scheduled times of access.
<b>Active</b> –	an item defined in the system that is currently in use. May be an employee or department.
<b>Autopoll</b> –	process of automatically retrieving punch information from the terminal. Autopoll is user configurable. (Requires additional related software.)
<b>Badge</b> –	plastic card that contains numerical data, either in the form of a bar code or magnetic stripe, used for registering transactions at the time clock.
<b>Benefit</b> –	entitlement made available in accordance with business rules, such as paid vacation, sick time, etc.
<b>Category</b> –	categories are transactions other than employee punches even though employee punches can be grouped into categories. Categories are user defined and include such items as bereavement pay, unpaid breaks and floating holidays.
<b>Department</b> –	a method of grouping employees in the ATR9800 system. Also, when using job costing, it is the first level for time accrual in the job costing hierarchy.
<b>Day Change</b> –	the time a new day begins. Day change time is normally midnight, but can be changed to insure that time worked totals can be accredited to the day intended.
<b>Dock</b> –	The minimum minutes an employee will lose from time worked totals if punching in after the Start Time or before the Stop Time.
<b>Exception</b> –	a transaction that is in violation of the schedule policy or business rules to which they are assigned. For example, a missed punch or an early punch.
<b>Fixed Shift</b> –	a shift that has a definite start and stop time and contains rules to which employees must adhere.
<b>Grace</b> –	the minutes after the Start Time or before the Stop Time during which employee punches will be treated as if they occurred on the Start and Stop times.
<b>Group</b> –	a method of grouping employees in the ATR9800 system.
<b>Inactive</b> –	an item defined in the system that is currently not in use. Used mainly to identify employees who are temporarily not using the system or unused departments.

# ATR9800 User Guide

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- Job Costing** – a hierarchical method of tracking time. Time is accrued in multiple levels in the system. The user can associate lower level jobs with higher-level jobs to design their own system for effective cost control. The ATR9800 supports three levels of job costing. (Requires related software.)
- Lockouts** – lockouts are used to warn or provide messages to employees according to the time they punch the clock. Lockouts are used to grant or deny access to the system. Not to be confused with the actual messaging. (Requires related software.)
- Messaging** – messaging allows the assignment of individual or group messages seen at the clock when the badge is swiped. Messages can easily be changed and programmed by the user. (Requires related software.)
- Pay period** – the length of time which time worked totals will accumulate for a timecard.
- Pins** – pins are numbers assigned to employees to use in conjunction with their employee badges to register a transaction. They provide a low-level form of system security.
- Punch** – the process of registering a transaction into a time recording device. Associated with the earlier electro-mechanical clocks in which times were stamped on a time card. Today transactions are normally swiped, scanned, or input via keypad.
- Polling** – process in which punch data is retrieved from the time clock for processing by the software. The user initiates polling.
- Programming** – process in which instructions for transaction handling are loaded into the clock. Only qualified individuals should perform programming. Programming errors can result in lost punch data.
- Rounding** – increments of time by which employees are paid. Used to keep totals as whole numbers for easy calculating and checking. Actual punch time shows on reports, but the times used for totals calculations will be rounded.
- Schedule** – rules contained in the software that determine how transactions are to be processed. Employees can be assigned to multiple schedules to accommodate work demands.
- Swipe & Go** – process of punching where the transaction ends at the employee entering the badge number. The software determines how the punch is processed.
- Time & Attendance** – the reporting of employee hours and other information for payroll purposes.