

Before you begin

You'll need the following:

- Time Station PC CD
- A PC that meets the following system requirements:
 - IBM® PC compatible computer
 - Intel Pentium® 233 MHz or higher
 - 64 MB memory
 - 170 MB available hard disk space
 - Microsoft® Windows 95B, 98, 98SE, 2000, or NT® (SP4 or higher)

Follow the setup instructions on this Quick Start Sheet.

For updates to the Time Station PC documentation and last-minute product information, visit www.acroprint.com. Double-click on the Acroprint web site icon on your computer desktop to connect to our web site.

1 Installation

- Close all open applications.
- Insert the TimeStation PC CD into your computer's CD-ROM.
- The InstallShield® Wizard appears. If the install menu does not appear, click Start on the Taskbar, select Run, type D:\setup.exe (where D is your CD's drive letter, then click OK.)
- Follow the instructions on the screen. Note: the Microsoft® MSDE installation may take up to 20 minutes to complete.

2 Registering the TimeStation PC Software

When your computer restarts, the TimeStation PC Product Registration screen appears. It only appears the first time the software is run. The user must enter all information including a valid product serial number, which may be found on the serial number label on the box. Click on "OK" to continue.



3 Initial Setup

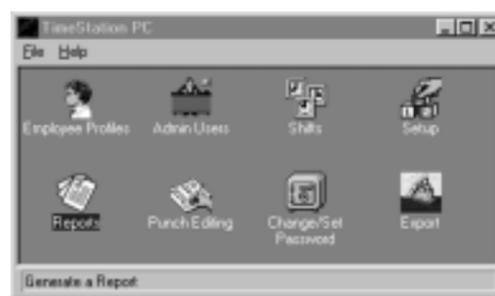
- The TimeStation PC needs information about your company's pay periods, overtime settings, and shifts to setup initial rules. Follow the directions on screen.
- Then return to the Quick Start Sheet to continue.
- You may use the PC Administrator to modify settings at any time.
- After initial setup, proceed to Step 4 to login.



4 Logging In

- Double click on the TimeStation PC Administrator icon on your computer's desktop. A login screen appears.
- The first time a user logs into the TimeStation PC Administrator, he or she needs to enter the default login and password. The defaults are:
Login: pcts
Password: pcts
- When a new user logs in, he or she is asked to establish a new password. **The Password for all new users is identical to the Login and must be changed.**
- Click on "OK." The TimeStation PC main window appears.
- After a new user changes his or her password, he or she is given the option to view TimeStation PC online help. If no employees have been entered into the system, the user is also given the option to enter employee names now. Employee names may also be entered later.

5 Print the Rules Setup Report



- Double click on the Reports Icon from the main window of the TimeStation PC.
- Select the Rules Setup Report.
- Select Print Manager under Report Output options.
- Select "Print" to print the report.
- Select "Close" to return to the main TimeStation PC Window.
- We suggest you file a copy of your Rules Setup Report for future reference.

6 Verify Setup Settings

- Double click on the Setup Icon from the main window of the TimeStation PC.
- The following items were set using the Setup Wizard:
 - Pay Period Length
 - Next Pay Period Start Date
 - Max Time on the Clock
 - Overtime Thresholds
 - 7th Day Overtime
 - Pay Interval Round
 - Day Change Offset

Verify that the settings for each are correct. Note: Changing rules can affect previous pay periods as well as the current pay period.

- Set the remaining items on the screen
 - Time Totals Format
 - Date Format
 - Time of Day format
- Select "OK" to return to the main Time Station PC Window.

7 Verify Shifts

- A shift is a set of rules covering company policy for shift times and lunch. When you assign an employee to a shift, you are telling the clock which set of rules to apply to employee's punches in order to derive the employee's total time accumulations.
- Shifts were initially setup using the Setup Wizard. Both shift rules and lunch rules may be changed by double clicking on the Shifts Icon from the main TimeStation PC Window.
- Select one of the twelve shifts to edit. Then click on the "Edit" button. Each shift can be assigned its own rules.
- Select "Close" to return to the main TimeStation PC Window.

8 Add Employees

- From the main TimeStation PC window, double click on the Employees Profile icon.
- Select the Insert button. An Insert Employee screen appears.

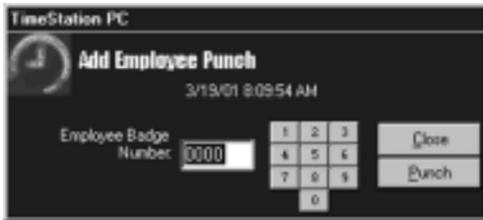


- Enter the employee's name, badge number, employee number, shift number, and export ID. Each employee must be assigned a unique 4-digit badge number.
- Select the "OK" button to add the employee to the system, or select the "Cancel" button to quit without adding the employee.
- Select "Close" to return to the main TimeStation PC window.

How Employees Submit Time

1 Add Punch

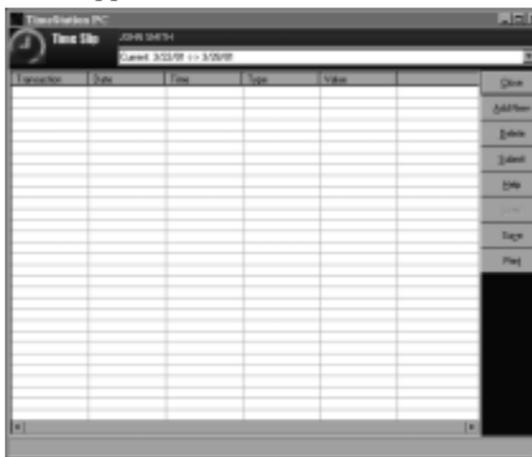
- There are two different ways an employee may punch into the TimeStation PC; add a punch and submit a timeslip.
- Double click on the Add Punch Icon on the computer desktop. The Add Employee Punch dialog screen appears.



- The employee then enters his or her badge number.
- Click "Punch."
- IN or OUT will be displayed along with the time of the punch. The employee's time totals for the day and for the pay period are listed for 5 seconds, unless the "Close" button is clicked during that time.
- The Add Employee Punch dialog screen will remain on the computer terminal until "Close" is selected.

2 Submit an Employee TimeSlip

- Submitting a timeslip is the second way an employee may punch. An employee may submit more than one punch at a time. Submitting a timeslip is especially useful for employees who want to submit vacation or holiday hours in advance or employees who track their own hours and submit their timeslips at the end of each pay period.
- Click on the Submit Employee TimeSlip icon on the computer desktop.
- The employee then enters his or her badge number and selects "OK." The TimeSlip dialog screen appears.



- Select the pay period to which punch transactions will be added. While preparing your timeslip, you have the option of switching between three different pay periods: previous, current, and future.
- Note:** Transactions added to a future pay period appear as part of the Future Transactions Report. The transactions cannot be edited until that pay period becomes current. Only Holiday, Vacation, Sick, and Other transactions can be submitted to future pay periods. Time punches can only be submitted to current or previous pay periods.
- Click "Add New" to add a transaction to the selected pay period.
 - Select the date of the transaction.
 - Enter a time of day (for punches) or an total time in Hours and minutes (for other transactions.)
 - Click "Add" to add the transaction to the specified pay period. The transaction appears in the transaction list.
 - Continue to add or delete transactions until done.
 - Click "Submit" to save the TimeSlip and submit it to the TimeStation PC database.
 - Click "Cancel" to close the TimeSlip editor and cancel TimeSlip entry.

How Supervisors May Edit and Print Employee Time Cards

1 Run Completed Hours Summary Report

- We suggest running an hours summary report after your pay period has ended before printing your employee time cards. By doing this, you will be able to see which employee totals are marked as being incomplete and edit those employees before printing their time cards. If an employee has a missed punch, the Hours Summary Total will be noted with an *.
- Double click on the Reports Icon from the main Time Station PC window.
- Select Hours Summary under Reports.
- Select All Employees to print total hours for all employees. The Hours Summary Report may also be printed for individual employees or individual shifts.
- Select the previous pay period. The pay period dates displayed should match the pay period that was just completed.
- Select the method by which you want your report sorted. Choices include name, badge number, employee number or shift.
- Select the Print Manager under Report Output if you want to print a hard copy of the report.
- Select "Print" to print the report.
- Select "Close" to return to the main TimeStation PC Window.

2 Viewing and Editing Incomplete Time Cards using the Punch Editor



- Punch editing allows supervisors to
 - review, delete, and insert employee punches
 - adjust time totals
 - view details how a punch total was calculated
 - print an employee's time card.
- The Punch Editor may be accessed by double clicking on the Punch Editing icon on the main TimeStation PC Window.
- For instructions how to perform each of the punch editing functions, access the online help by clicking on "Help."
- An employee's time totals are automatically updated when transactions are added or deleted.

3 Print Time Cards

- Employee time cards may be printed, given to an employee to sign, and then filed. Or, employee time cards may be archived to disk for storage if a hard copy is not required.
- Double click on the Reports Icon from the main Time Station PC window.
- Select Time Cards under Reports.
- Select All Employees to print time cards for all employees. Time Cards may also be printed for individual employees or individual shifts.
- Select either the current, previous, or one of the available archived pay periods. Select previous to print time cards for the last complete pay period.
- Select the method by which you want the time cards sorted. Choices include name, badge number, employee number or shift.
- Select the output. If you want to print a hard copy of the report, select the Print Manager under Report Output.
- Select "Print" to print the report. If you chose to view the time card on your PC screen, select "View."
- Select "Close" to return to the main TimeStation PC Window.