

TimeStation PC Network Quick Start

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Before you begin

You'll need the following:

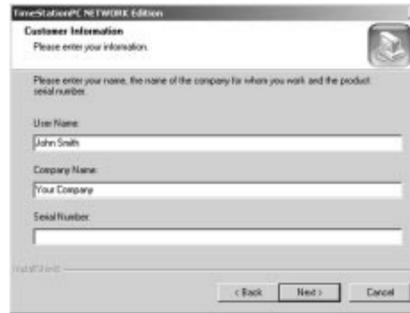
- Time Station PC Network CD
- Server PC
 - IBM® PC compatible computer
 - Intel® Pentium II 400 Mhz or higher
 - 128 MB RAM
 - 150 MB hard drive free space
 - CD-ROM drive
 - Microsoft® Windows NT 4.0 (SP4 or higher), 2000, or XP
 - TCP/IP Networking
- Client PC
 - IBM® PC compatible computer
 - Intel® Pentium 233 Mhz or higher
 - 64 MB RAM
 - 30 MB hard drive free space
 - Microsoft® Windows 95B, 98/98SE, NT 4.0 (SP4 or higher), 2000, or XP
 - TCP/IP Networking

Follow the setup instructions on this Quick Start Sheet.

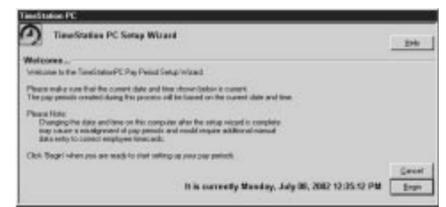
Installation help and technical assistance is available online or at 1.800.334.7190. For updates to the Time Station PC Network documentation and additional product information, visit www.acroprint.com.

1 Installation - Server

- Close all open applications including **any ANTIVIRUS software**.
- Insert the **TimeStation PC Network CD** into your computer's CD-ROM.
- The **Install Shield® Wizard** appears. If the install menu does not appear, click **Start** on the Taskbar, select **Run**, type **D:\setup.exe** (substitute the appropriate letter of your CD-ROM drive for **D**), then click **OK**.
- During the installation, the user must enter all information including a valid product serial number, which may be found on the serial number label on the box.
- Follow the instructions on the screen.
- During the installation, you will be asked to select a destination folder to store your client's installation files. This includes both the Employee Client and the Administrator Client. You will need to be able to install your client software from this location later. Write down the location here:
- **TIP:** The Server component does not have to be installed on the server; it can be installed on a workstation that is connected to the server. However, the workstation must be operating for the client to run.



2 Initial Setup

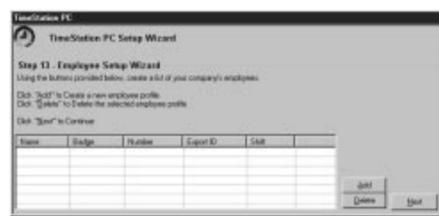


- The TimeStation PC needs information about your company's pay periods, overtime settings, and shifts to setup initial rules. The Setup Wizard asks for this information to determine how employee hours worked are totaled. Follow the onscreen directions.
- You may use the TimeStation PC Administrator to modify settings at any time after the TimeStation PC Setup Wizard has been completed.

3 Password

- During the setup, you will be asked to set a password for the default Administrator user (pcts). The password is case sensitive. You will need this password to be able to log into the Time Station PC Administrator.
- You may change the password or set up new users from the TimeStation PC Administrator later.
- Continue following the directions listed on screen. You will be asked to confirm your pay period settings. The TimeStation PC database will then be initialized.
- Once your database is initialized, you will not be able to go back and review your pay period settings using the TimeStation PC Setup Wizard. However, you may modify your settings at any point after the Setup Wizard is complete by using the TimeStation PC Administrator.

4 Add Employees



- The next step is to set up your employees. You may enter a list of your company's employees at this point or choose to do it later using the TimeStation PC Administrator. Follow the onscreen directions.
- You have now completed the TimeStation PC Setup Wizard. Follow the directions on screen. When you click **Finish**, the TimeStation PC Server will start. Also, the TimeStation PC Administrator starts at this point to give you an opportunity to become familiar with the program.
- Use **pcts** as your login and the password that you set earlier to access the program.

5 Print the Rules Setup Report



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

6 Verify Setup Settings

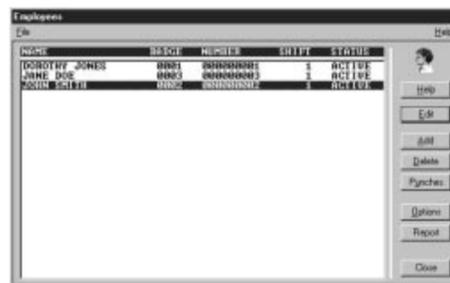
- Double-click on the **Setup** icon from the main window of the TimeStation PC Administrator.
- The following items were set using the Setup Wizard:
 - Pay Period Length
 - Next Pay Period Start Date
 - Overtime Thresholds
 - 7th Day Overtime
 - Pay Interval Round
 - Max Time on the Clock
 - Day Change Offset
- Verify that the settings for each are correct. **TIP:** Changing rules can affect the previous pay period as well as the current pay period.
- Set the remaining items on the screen
 - Time Totals Format
 - Date Format
 - Time of Day format
 - Save User Preferences as Employee Defaults
- Click **OK** to return to the main Time Station PC Administrator 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.
- Employees must be assigned to a shift. If an employee is assigned to a shift that is not enabled, then the employee's total time is based on elapsed time between punches.
- 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 Administrator window.
- Select one of the twelve shifts to edit. Make sure **Shift Rules Enabled** is checked. Each shift can be assigned its own rules. For more information on using the Shift Rules, see the online Help.
- Click **OK** to return to the main TimeStation PC Administrator window.

8 Add Employees using the TimeStation PC Administrator

- If you wish to add more employees, double-click on the **Employee Profiles** icon from the main TimeStation PC Administrator window.



- Click on **Add**. An **Add Employee** screen appears.



- Enter the employee's name, badge number, employee number, shift number, and export ID, if used. Each employee must be assigned a unique 4-digit badge number. QuickBooks, Peachtree, and other payroll exports may require the use of an Export ID.
- Click **OK** to add the employee to the system, or click **Cancel** to quit without adding the employee.
- Click **Close** to return to the main TimeStation PC Administrator window.

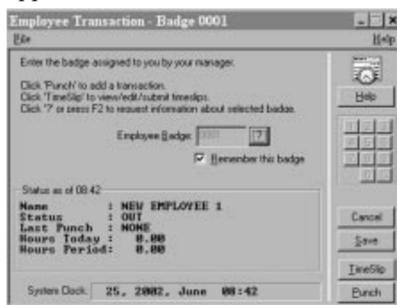
9 Installation - Client

- You will not be able to install the Administrator Client or the Employee Client directly from the CD-ROM.
- The Employee Client allows the employee to punch into the TimeStation PC by manually adding a punch, submitting a timeslip, or clocking in and out automatically.
- During the Server installation you selected a Client Setup Path, where your setup files are located. If you want to install an Administrator Client on a workstation, you **must** install the Employee Client before installing the Administrator Client.
- Navigate to where you installed the Client setup files in step 1. You should have written this location down. The Employee Client is typically stored at **c:\tsclient\Employee Setup\setup.exe**. The default location for the Administrator Client is **c:\tsclient\Admin Setup\setup.exe**. Double-click on the setup icon to install.
- The Client Administrator only needs to be installed on a workstation if the workstation is not the server and administrator features are needed on that workstation.

How Employees Submit Time

1 Add Punch

- There are three different ways an employee may punch into the TimeStation PC: add a punch, submit a timeslip, and auto clock IN/OUT.
- Double-click on the **Add Employee Punches** icon on the computer desktop. The **Employee Transaction** dialog screen appears.



- The employee then enters his or her badge number.
- Click **Punch**.
- The employee's name, type of punch (IN/OUT), and time of punch is displayed until the **OK** button is clicked to accept the punch.

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 for employees who track their own hours and submit their timeslips at the end of each pay period.
- Double-click on the **Submit Employee TimeSlip** icon on the computer desktop.
- The employee then enters his or her badge number and selects **TimeSlip**. The **Employee 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.
 - TIP:** Transactions may be added up to 60 days in the future. 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 **Insert** to add a transaction to the selected pay period. The **Insert TimeSlip Transaction** dialog box appears.
- Select the **date** of the transaction.
- Enter a time of day (for punches) or a 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. Click on **Done** when finished adding transactions.
- Click **Submit** to save the TimeSlip and submit it to the TimeStation PC database.
- Click **Report** to view your calculated Time card for the selected pay period.
- Click **Cancel** to discard your changes and close the TimeSlip editor.
- Click **OK** to exit.

3 Auto Clock IN/OUT

- TimeStation PC can be set up so the employee clocks in or out automatically each time Windows starts or shuts down. To setup Auto Transactions, right click on the TimeStation PC Employee Client tray icon and select **Configure Auto Clock IN/OUT**. Make sure **Enable Auto-Clock IN/OUT** is checked.



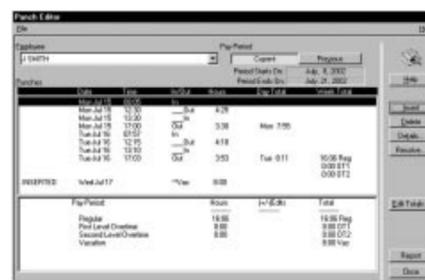
- If a valid employee badge is used for Auto Clock IN/OUT, TimeStation PC automatically determines the current status of the employee and clocks the employee IN or OUT. A confirmation timeout value can be set for both IN and OUT transactions using the following choices:
 - Automatic:** Automatically adds transaction without waiting for confirmation
 - 3, 5, or 10 seconds:** Waits 3, 5, or 10 seconds for user to cancel before adding transactions
 - Infinite:** Waits for user to cancel or accept transaction (no timeout)
- Click **OK** to accept auto clock in/out settings.
- Click **Yes** to confirm the auto clock in/out settings.
- **TIP:** You cannot set auto clock in on the server.

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 *.
- Open your TimeStation PC Administrator.
- Double-click on the **Reports** icon from the main TimeStation PC Administrator window.
- Select **Hours Summary** under Reports.
- Select the **previous pay period**. The pay period dates displayed should match the pay period that was just completed.
- 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 method by which you want your report sorted.
- Select the **Print Manager** under Report Output if you want to print a hard copy of the report.
- Click **Print** to print the report.
- Click **Close** to return to the main TimeStation PC Administrator window.

2 Viewing and Editing Incomplete Time Cards using the Punch Editor



- Punch editing allows administrators 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 screen may be accessed by double-clicking on the **Punch Editing** icon from the main TimeStation PC Administrator window.
- For instructions on 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.
- Click **Close** to return to the main TimeStation PC Administrator window.

3 Print Time Cards

- Employee time cards may be printed, given to an employee to sign, and then filed. Or, if a hard copy is not required, employee time cards may be archived to disk for storage.
- Double-click on the **Reports** icon from the main TimeStation PC Administrator window.
- Select **Time Cards** under Reports.
- 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 **All Employees** to print time cards for all employees.
- Select the method by which you want the time cards sorted.
- Select the output. If you want to print a hard copy of the report, select the **Print Manager** under Report Output.
- Click **Print** to print the report. If you chose to view the time card on your PC screen, click **View**.
- Click **Close** to return to the main TimeStation PC Administrator window.