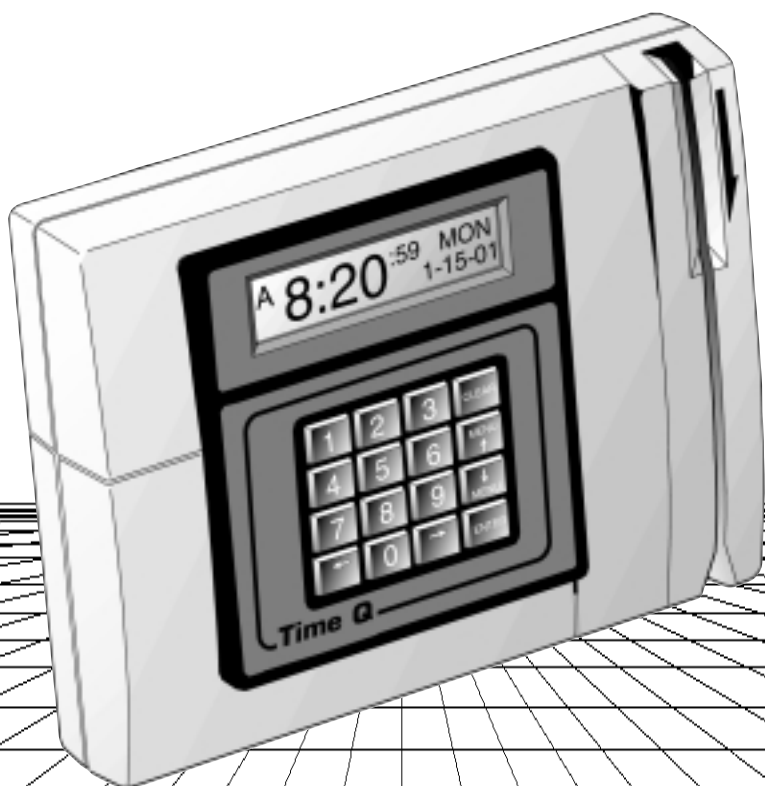


# ***Time Q***

---

## User Manual



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**FCC Radio Frequency Interference Statement (USA):**

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his or her own expense.

**Declaration Of Conformity According To EMC Directive 89/336/EEC**

We declare under our sole responsibility that the magnetic stripe and/or bar code reading and/or data recording equipment Time Q to which this declaration relates are in conformity with the following standards: EN55022:1987, EN50082-1, IEC 801-2, IEC 801-3, IEC 801-4, IEC 801-5. I, the undersigned, hereby declare that the equipment specified above conforms to the above directive and standards.

Raleigh, North Carolina      USA  
July 24, 2000

\_\_\_\_\_

W. Glenn Robbins

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# 1. Introduction

---

## 1.1 Product overview

---

The Time Q is a microprocessor based Time and Attendance System, which uses magnetically encoded badges to record employee arrival and departure times. The Time Q does not require a PC and must be connected directly to an 80-column dot matrix printer to print reports. Time Card reports and Hours Summary reports can be printed and filed for future reference.

## 1.2 Capacity

---

The Time Q may be programmed to handle up to 120 employees. It has the capacity to store over 21,000 transactions. When the clock has the **maximum 120 employees** loaded, the following is a typical average of punches per employee:

<b>PAY PERIOD</b>	<b>Typical Punches Per Pay Period</b>	<b>Typical Punches Per Week</b>
WEEKLY	96	96
BIWEEKLY	128	64
SEMIMONTHLY	128	56
MONTHLY	144	32

The punch count will increase for some employees if others punch less or if there are fewer employees using the clock.

---

## 1.3 Employee Use

---

When employees who have been entered in the Time Q swipe their badge to punch **IN**; a **single beep** is heard and the name assigned to the badge is displayed along with the word **IN**. The next time the badge is swiped, a **double beep** is heard and the name is displayed along with the word **OUT**. Time worked and the accumulated time for the pay period are displayed after all punches.

## 1.4 Managed Memory

---

The Time Q will maintain all program and data information during a power loss or if unplugged. Memory will eventually fill as punches accumulate (approximately 21,000 punches). The Time Q can hold two full pay periods. Therefore, the supervisor should print either a “Completed **HOURS SUMMARY REPORT**” or an “**ALL EMPLOYEES TIME CARD REPORT**” for the previous pay period after its end. When the next pay period start date is reached, the oldest pay period’s data is dumped, and a new pay period begins. As a safety feature, old data cannot be dumped if it has not been reported in full.

**These reports are your permanent records, please keep them on file.**

## 1.5 Planning Program

---

It is recommended that parameters settings for pay period, length, start date, shift start/stop times, etc. be listed on paper prior to start of programming or you may wish to print a **CLOCK RULES REPORT** and select only those items to be changed. See Section Five for the features that are preset at the factory.

**Note:** The way you enter an employee's name is the way it will appear on all reports. **We recommend that you enter the last name first, followed by the first name or initials**, i.e. Jones, Frank.

## 2. Setup

---

### 2.1 Site Requirements

---

Time Q can be installed in any normal office environment. No special wiring or cooling is required. However, do not use the Time Q under the following conditions:

- extremely high or low temperature  
[temperature range: 0 - 50°C ( 32 - 122°F) required]
- extremely high or low humidity  
[humidity range : 0 - 90% RH required]
- areas of high dust concentration
- areas with chemical fume concentration
- areas with extreme vibration or when placed on an unstable or unlevel surface.

### 2.2 Unpacking and Inspection

---

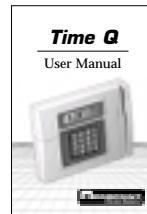
Open the shipping carton and carefully remove the contents. Inspect the Time Q and accessories for damage. Report damage or shortages to the company from which the unit was purchased. **Complete the registration card and return it to Acroprint to ensure the Time Q warranty.**



**TIME Q**



**POWER  
CABLE**



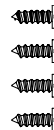
**USER  
MANUAL**



**2 SUPERVISOR  
BADGES**



**50 EMPLOYEE  
BADGES**



**4 SCREWS**

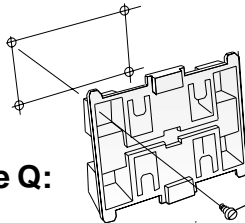
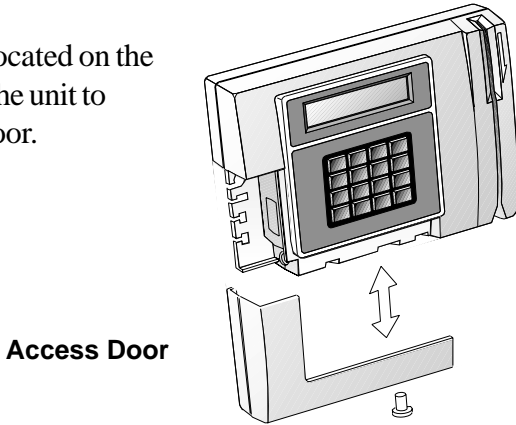
---

## 2.3 Initial Setup

---

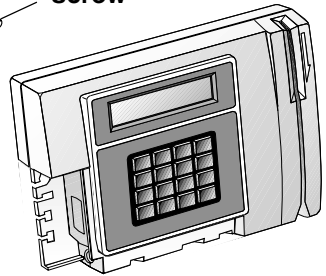
### Removing the Access Door:

Unscrew the screw located on the lower front panel of the unit to remove the access door.



### Wall Mounting of Time Q:

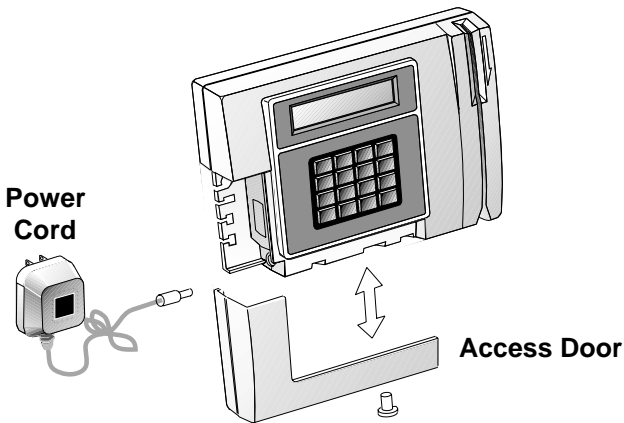
The Time Q has a reversible bracket on the back of the unit. The unit is supplied with the bracket in a tilt position for sitting on a desk. With the access door removed, you are able to remove the bracket. Reverse the bracket for wall mounting. Secure the bracket to the wall with the four screws. Note that the bracket has molded wire routing slots and a center hub for securing wires using nylon ties. After the bracket is secured to the wall, hang the Time Q unit on the bracket.



---

## Connecting Power Cord and Securing the Access Door:

Plug in the power cord coming from the wall mount transformer into the Time Q terminal. To reattach the access door and secure the unit to the reversible bracket, screw on the lower front panel of the unit. This will tighten the access door.



**NOTE: Please keep all the packing materials** so they may be used should you wish to transport the Time Q in the future. They are specifically designed to protect your Time Q during shipment.



---

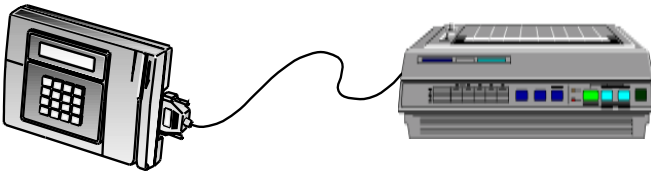
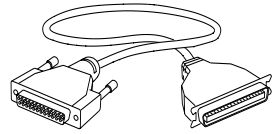
## 2.4 Printer Connections

---

To print Reports, the Time Q must be connected to an 80 column printer. Most printers use a parallel connection.

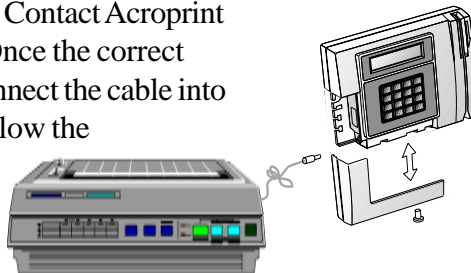
### Parallel Printer Connection:

The parallel port is typically used for connection to a parallel printer. A parallel interface cable is shown above. Since this is the same cable that is used to connect an IBM-PC or PC compatible computer to a printer, it can be bought at most computer dealers off-the-shelf. Simply connect the 25-pin connector end of the printer cable into the side port of the Time Q Terminal. The other end of the cable, the 36-pin Centronics-type connector, is plugged into the printer (shown below.)



### Serial Printer Connection:

The serial cable is unique due to the phone jack interface. Contact Acroprint to order this cable. Once the correct cable is obtained, connect the cable into the RS-232 port. Follow the procedure for removing the access door.



**NOTE:** If a serial printer is used, the printer port must first be set up. See 6.4 Set up #14 (*Functions*, page 28.)

**NOTE:** Some ink jet printers may be connected to the Time Q. The printer must be reset to the ASCII format in order to print reports. Consult the printer's operating manual or contact the printer manufacturer for more details. Sorry, Acroprint does not support printers used in conjunction with the Time Q system.

## 2.5 Printer Test

Once the Time Q is connected to the printer and both units are powered up, the Time Q will display the current time and date (Eastern Time Zone).

1. Swipe a supervisor badge through the slot. The unit will display "**MAIN MENU**".
2. Use the up or down menu keys to scroll to **TEST FEATURES**.
3. Press **ENTER**.
4. Now scroll to **PRINTER TEST**, and press **ENTER**.

**The printer will print:**

```

#&"()*+,-./0123456789; <=>?ABCDEFGHIJKLMN OPQRSTUVWXYZ#&"()*+,-./0
123456789; <=>?ABCDEFGHIJKLMN OPQRSTUVWXYZ#&"()*+,-./0123456789; <=>
?ABCDEFGHIJKLMN OPQRSTUVWXYZ#&"()*+,-./0123456789; <=>?ABCDEFGHIJK
LMN OPQRSTUVWXYZ#&"()*+,-./0123456789; <=>?ABCDEFGHIJKLMN OPQRSTU VWX
YZ#&"()*+,-./0123456789; <=>?ABCDEFGHIJKLMN OPQRSTUVWXYZ#&"()*+,-./
0123456789; <=>?ABCDEFGHIJKLMN OPQRSTUVWXYZ#&"()*+,-./0123456789;
<=>?ABCDEFGHIJKLMN OPQRSTUVWXYZ#&"()*+,-./0123456789; <=>?ABCDEFGHI
JKLMN OPQRSTUVWXYZ#&"()*+,-./0123456789; <=>?ABCDEFGHIJKLMN OPQRSTU
VWXYZ#&"()*+,-./0123456789; <=>?ABCDEFGHIJKLMN OPQRSTUVWXYZ#&"()*+,-
./0123456789; <=>?ABCDEFGHIJKLMN OPQRSTUVWXYZ#&"()*+,-./0123456789
  
```

# 3. Programming

---

## 3.1 Introduction

---

The Time Q is primarily self-prompting to supervisors. The **Main Menu** is activated by swiping a Supervisor Badge. The headings for each group on the next four pages are the choices which appear in the **Main Menu**. The **menu key** (either **up** or **down**) is used to reach the menu subject desired. Pressing **ENTER** opens the specific task menu. The following Supervisor's Menu Map shows menus and choices available.

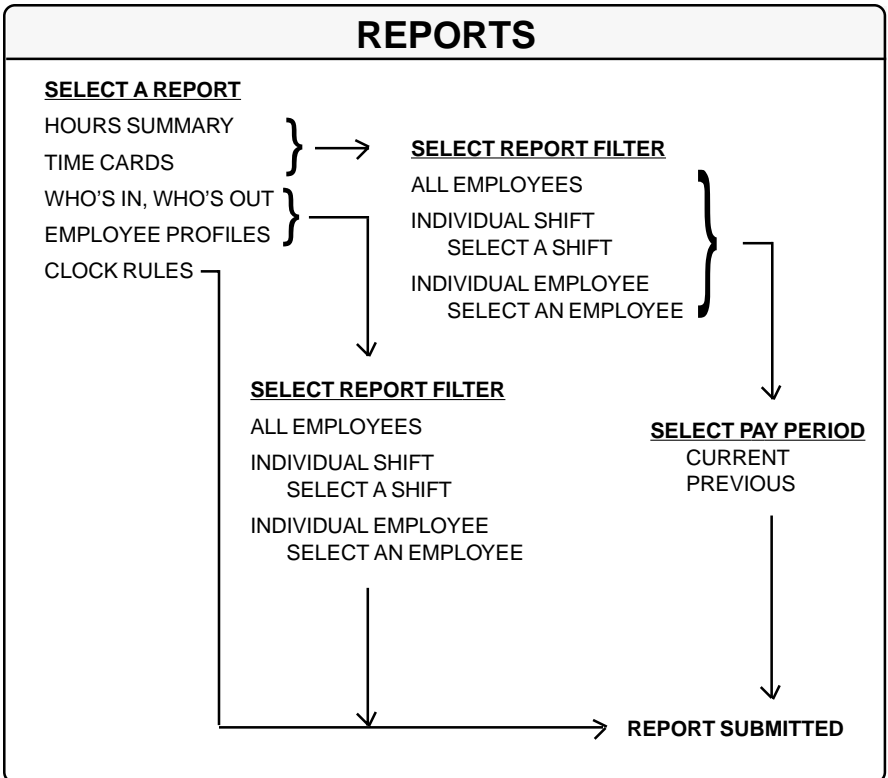
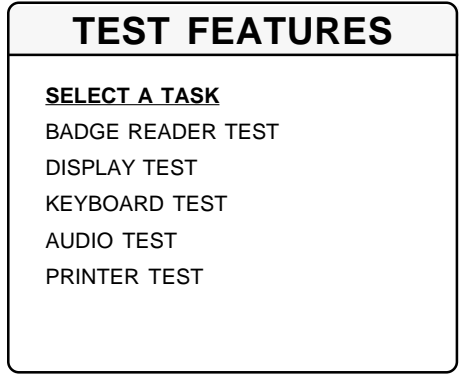
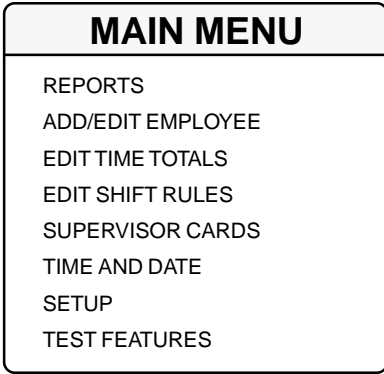
All branches in the menu can be reached by simply using the **ARROW** and **ENTER** keys. The **CLEAR** key will move you to the previous menu.

A prompt for further input may appear after a function has been selected. The **ARROW** keys can still be used, but the Time Q provides the convenience of a numerical pad. **If prompted for a Badge Number or to select an employee, the option of swiping the badge may be used.**

After a critical function or data has been entered, an **>ENTER TO CONFIRM<** prompt is used to protect against unwanted entries. Typically, the Time Q will display the programmed data on the bottom line of the display as the selections are being scrolled through on the top line. The data programmed into the Time Q can be reviewed in this fashion. If there are any doubts about what has been programmed, simply print the appropriate report.

**NOTE:** This section is designed to be a general overview of the main menu and choices. The Tutorial in Section 4 goes into more depth. However, for step-by-step instructions for each function, please refer to section 6, *Functions*. Section 7, *Reports*, illustrates step-by-step how to obtain each report.

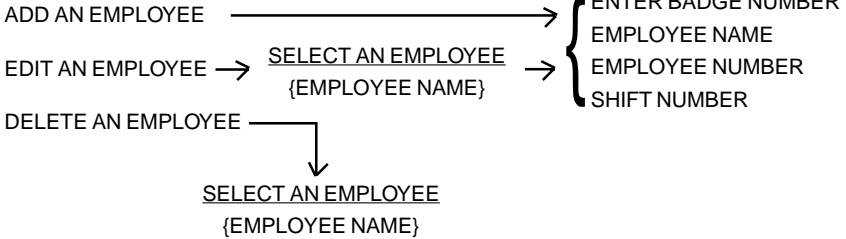
## 3.2 Supervisor's Menu Map



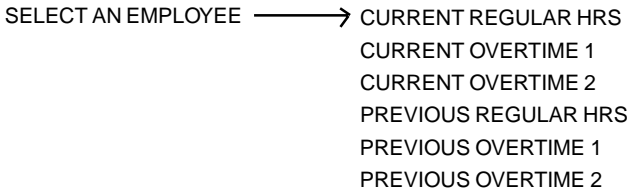
---

## ADD/EDIT EMPLOYEE

### SELECT A TASK

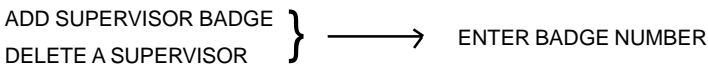


## EDIT TIME TOTALS



## SUPERVISOR CARDS

### SELECT A TASK



---

## EDIT SHIFT RULES

- SELECT A SHIFT → SHIFT RULES = DISABLED  
→ SHIFT RULES = ENABLED  
SHIFT START TIME  
SHIFT START ROUND  
SHIFT START GRACE  
SHIFT START DOCK  
SHIFT STOP TIME  
SHIFT STOP ROUND  
SHIFT STOP GRACE  
SHIFT STOP DOCK  
→ SHIFT LUNCH RULES = DISABLED  
→ SHIFT LUNCH RULES = ENABLED  
LUNCH WINDOW BEGIN  
LUNCH WINDOW END  
LUNCH DURATION  
AUTO LUNCH AFTER

## TIME AND DATE

### **SELECT A TASK**

- SET THE TIME → ENTER TIME OF DAY  
SET THE DATE  
TIME FORMAT → 12 HOUR  
24 HOUR  
DATE FORMAT → DAY MONTH YEAR  
DAY YEAR MONTH  
MONTH DAY YEAR  
MONTH YEAR DAY  
YEAR DAY MONTH  
YEAR MONTH DAY  
TIME TOTALS FORMAT → MINUTES  
HUNDREDTHS

---

## SETUP

MAX TIME ON CLOCK → ENTER ELAPSED TIME

PAY INTERVAL ROUND → SELECT PAY INTERVAL  
1 MINUTE(S)  
5 MINUTE(S)  
6 MINUTE(S)  
10 MINUTE(S)  
15 MINUTE(S)

PAY PERIOD LENGTH → SELECT PAY PERIOD  
WEEK PAY PERIOD  
TWO WEEK PAY PERIOD  
SEMIMONTHLY PERIOD  
MONTHLY PAY PERIOD

PAY PERIOD START

DAY CHANGE OFFSET → ENTER TIME OFFSET

OVERTIME RULES → 1ST DAILY OT AFTER  
1ST WEEKLY OT AFTER  
2ND DAILY OT AFTER  
2ND WEEKLY OT AFTER  
7TH DAY OVERTIME  
DISABLED

DAYLIGHT SAVINGS → ENABLED  
DAYLIGHT SAVE START  
DAYLIGHT SAVINGS END  
DISABLED

SETUP PRINTER → SELECT PRINTER TYPE  
PARALLEL  
SERIAL  
NONE

COMM PORT BAUD RATE → SELECT BAUD RATE  
19200  
38400  
300  
600  
1200  
2400  
4800  
9600

REMOVE ALL PUNCHES

RE-INITIALIZE SYSTEM

## 4. Tutorial

---

### 4.1 Introduction

---

This section is designed to help you feel comfortable with how the Time Q works. It is important to understand that the Time Q has a re-initialize function that will clear all punches and return the program variables to their original factory settings. With this in mind, you should feel free to experiment with the supervisor's menu map. Try printing some reports, setting variables, setting the time and date, or playing with any feature or function that arouses your curiosity. For step-by-step instructions, please consult sections 6, *Functions*, and 7, *Reports*.

### 4.2 Supervisor's Menu

---

Swipe the supervisors badge to access the MAIN MENU. You will notice that one line of the display will be flashing. A flashing display typically indicates that you can use the menu keys to access another option. If you want to choose a flashing option, press the enter key. To return to a previous menu, press the clear key. These visual clues are consistent throughout the menu, which means that “setting the time,” for example, will have the same format as setting any other variable. Some functions are more involved because more choices are required, but accessing the flashing options by the menu keys and selecting them by using the enter key will be the same throughout the menu structure. Detailed menu maps are included in section 3, *Programming*.

### 4.3 Reports

---

There are (5) basic reports available from the Time Q; **HOURS SUMMARY, TIME CARDS, WHO'S IN WHO'S OUT, EMPLOYEE PROFILES, and CLOCK RULES**. The easiest report to print is the HOURS SUMMARY. Try printing this report by swiping the supervisor's badge to access the MAIN MENU, then press ENTER four times. When setting up the Time Q, the EMPLOYEE PROFILES and CLOCK RULES reports will be important so that you can double check your entries. Besides showing various settings, the CLOCK RULES report gives you a convenient list of the variables available in the



---

Time Q program. Detailed instructions how to print each of the five reports are included in section 7, *Reports*.

## ***4.4 Add Employees to the System***

---

Each employee badge provided with the Time Q has a unique number. To assign a specific badge to a certain employee, swipe the supervisor's badge to access the MAIN MENU. Press the MENU key to access the ADD/EDIT EMPLOYEE functions and press ENTER twice. To enter the badge number, you can use the numerical pad, menu keys, or simply swipe the employee badge you wish to assign. Press ENTER twice.

The ENTER NAME prompt will be displayed. Use the MENU key to scroll through the alphabet; then the red arrow key to go to the next letter. When you have completed the name, press ENTER, and press ENTER again to confirm. Entering the employee number and shift are optional at this point.

## ***4.5 Punch In and Out*** (An Employee Badge Function)

---

Swipe some of the employee badges which have been assigned. The first swipe punches the employee in. The name assigned to that badge is displayed along with the word IN and a single beep tone sounds. Swiping the badge again punches the employee out. The employee name, OUT, and the time accumulated is displayed and a double beep tone sounds. Print out several timecard reports and see how they were affected by the punches.

## ***4.6 Re-initialize***

---

To reset the Time Q variables and clear punch data, re-initialize the Time Q as follows: swipe the Supervisor Badge, press the Menu up key twice, press ENTER, press the Menu up key once, and press ENTER twice. Re-initializing removes test employee transactions which could otherwise cause confusion later.

# 5. Factory Settings

If your Time Q just came out of the factory box, or if you have reinitialized and set the time and date, your Time Q will be set as follows: The pay period length will be one week, beginning on Monday, and the totals will be derived by adding together the actual elapsed time between in and out punches. Anyone who stays on the clock for over 12 hours will be automatically punched out because they have exceeded the MAX TIME ON CLOCK setting of 12 hours. If your pay period length is two weeks, semimonthly or monthly, change the setting. If your pay period starts on a day other than Monday, enter the *NEXT* pay period start date. An example of the CLOCK RULES report settings follows.

```

CLOCK RULES                2/15/01   12:24 PM   PAGE 1   C
=====                   L
CLOCK RULES:                O C K
MAX TIME ON CLOCK           12:00 HOURS _____ R
PAY INTERVAL-ROUND         01 MINUTES _____ U
PAY PERIOD                  WEEKLY _____ N
NEXT PAY PERIOD START DATE 2/19/01 _____ L
DAY CHANGE TIME            12:00 AM _____ E
FIRST DAILY OVERTIME AFTER 24:00 HOURS _____ S
FIRST WEEKLY OVERTIME AFTER 40:00 HOURS _____
SECOND DAILY OVERTIME AFTER 24:00 HOURS _____
SECOND WEEKLY OVERTIME AFTER 168:00 HOURS _____
7TH DAY OVERTIME          DISABLED _____
DST START DATE             4/01/01 _____
DST END DATE               10/28/01 _____ 2
TIME Q PRINTER             PARALLEL _____ /
COM PORT BAUD RATE        9600 _____ 1
SUPERVISOR BADGES:        /
NO SUPERVISOR BADGES ASSIGNED _____ 0
SHIFT RULES:              1
                           ----- 2
                           SHIFT 1   SHIFT 2   SHIFT 3   :
SHIFT RULES              DISABLED   DISABLED   DISABLED   4
START TIME              -           -           -           F
ROUND                   -           -           -           M
GRACE                   -           -           -          
DOCK                    -           -           -          
STOP TIME               -           -           -          
ROUND                   -           -           -          
GRACE                   -           -           -          
DOCK                    -           -           -          
LUNCH RULES             DISABLED   DISABLED   DISABLED  
START TIME              -           -           -          
STOP TIME               -           -           -          
DURATION                -           -           -          
AUTO AFTER              -           -           -          

CLOCK RULES                2/15/01   12:24 PM   PAGE 2   C
=====                   L
SHIFT RULES:(CONT.)      O C K
                           ----- 2
                           SHIFT 4   SHIFT 5   SHIFT 6   R
SHIFT RULES              DISABLED   DISABLED   DISABLED   U
LUNCH RULES             DISABLED   DISABLED   DISABLED   L

SYSTEM INFORMATION:      1
LAST CHANGE:             2/13/97 12:11 PM   2
                           :
SOFTWARE REVISION:       TSW 0010 - VERSION 3.00   2
                           4
                           P
                           M
..... END CLOCK RULES.....
    
```

- 
- **Max Time on Clock** - The Time Q assumes that an employee has missed a punch after the maximum time on the clock has been exceeded.
  - **Pay Interval Round** - One minute is the smallest increment of time used to calculate time worked totals. Options are 1, 5, 6, 10 or 15 minutes.
  - **Pay Period** - The length of time during which time worked totals will accumulate for a timecard.
  - **Next Pay Period Start Date** - The date the *NEXT* pay period will start.
  - **Day Change Time** - By default, the day change time — the time a new day begins — is set at midnight. Use the day change offset feature to move the day change time forward or backward from midnight so that time worked totals will be credited to the day intended.
  - **Daily Overtime After** - The amount of time worked in a day, after which, overtime will begin to accumulate. **NOTE:** Leave at 24 hours if you pay overtime based on a 40 hour week only. This can be set to two different levels.
  - **Weekly Overtime After** - The amount of time worked in a week, after which, overtime will begin to accumulate. Weekly overtime does not apply to semimonthly or monthly pay periods. This can be set to two different levels.
  - **7th Day Overtime** - Disabled. When enabled, forces all hours worked on the 7th consecutive worked day of a pay period to be promoted to the next highest pay level (Overtime 1 or Overtime 2) provided that the seven consecutive days start at the beginning of the first or second week of the weekly or biweekly pay period.
  - **Daylight Savings Time** - Enabled, the Time Q will automatically assign the first Sunday in April and last Sunday in October as the beginning and ending dates of daylight savings (current U.S. law). The time change will occur at 2:00 a.m.
  - **Time Q Printer** - Printed reports may be directed to either the parallel port (the large external port on the right) or to the serial port (the internal modular connector labeled RS-232).
  - **Com Port Baud Rate** - When the serial port is selected, the baud rate must be entered. 8 bit words, no parity and 1 stop bit are assumed.
  - **Supervisor Badges** - Lists additional badges assigned as supervisor badges.
  - **Shift Start Time** - The time of day employees are to begin work.
  - **Shift Round** - The minutes before the Start Time or after the Stop Time during which employee punches will be treated as if they had occurred exactly on the Start and Stop Times.
  - **Shift Grace** - The minutes after the Start Time or before the Stop Time during which employee punches will be treated as if they had occurred exactly on the Start and Stop Times.
  - **Shift Dock** - The minimum minutes the employee will lose from time worked totals if punching in after the Start Time (plus grace) or before the Stop Time (minus grace).
  - **Shift Stop Time** - The time of day employees can stop working.
  - **Lunch Start Time** - The earliest time of day at which an employee can punch out for lunch.
  - **Lunch Stop Time** - The latest time of day at which an employee should punch back in from lunch.
  - **Lunch Duration** - The number of minutes for lunch which will be subtracted from time worked totals.
  - **Auto Lunch After** - After this number of hours and minutes following an in-punch, the Time Q will assume an employee has taken lunch. The Lunch Duration will then be subtracted from the time worked totals.
-

# 6. Functions

---

## 6.1 Introduction

---

This section will walk you through an example of each function.




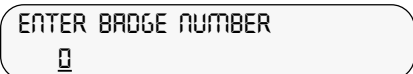
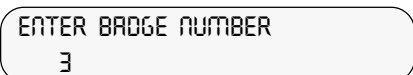

**NOTE:** At any point one can back out of any **MENU** by repeatedly pressing the **CLEAR** key.

The display has two lines of characters. A flashing display typically indicates you can use the menu keys to access another option. Flashing characters are enclosed within  $\rightrightarrows$   $\leftarrowleftarrowleftarrow$ .

## 6.2 Supervisor Badges

---

Your unit includes two Supervisor Badges which allow access to the keypad to make program changes. Place one badge in a safe place for future or emergency use. The Time Q terminal can be programmed to recognize a specific employee badge as a Supervisor badge (if you desire more than one person to have program/edit access), but it can never be programmed not to recognize the original supervisor badges. To make a new supervisor badge:

PROGRAM FUNCTION	DISPLAY SHOWS
1. Swipe Supervisor badge	
2. Scroll Main Menu Up/Down to	
3. Press <b>ENTER</b>	
4. Press <b>ENTER</b>	
5. Enter Badge Number (or swipe a badge)	
6. Press <b>ENTER</b>	
7. Press <b>ENTER</b>	


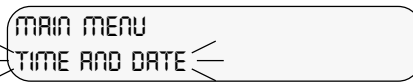
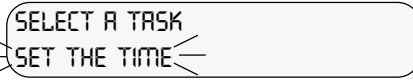
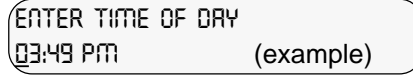


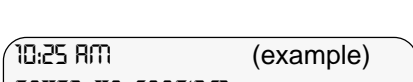
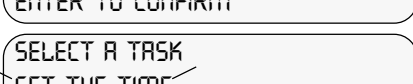
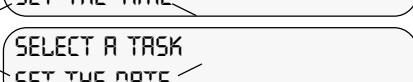
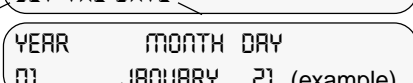
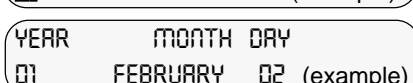

Unit beeps twice to accept. The employee badge now functions as a supervisor badge.

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## 6.3 Set Time and Date:

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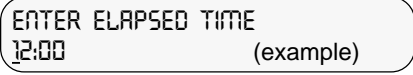
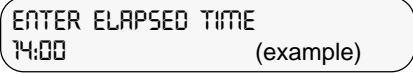

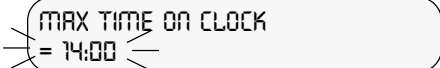
PROGRAM FUNCTION	DISPLAY SHOWS
1. Swipe Supervisor badge	 A rounded rectangular screen with a black border. The text "MAIN MENU" is at the top, and "REPORTS" is below it. There are three left-pointing arrows on the left side and three right-pointing arrows on the right side.
2. Scroll Up/Down to	 A rounded rectangular screen with a black border. The text "MAIN MENU" is at the top, and "TIME AND DATE" is below it. There are three left-pointing arrows on the left side and three right-pointing arrows on the right side.
3. Press <b>ENTER</b>	 A rounded rectangular screen with a black border. The text "SELECT A TASK" is at the top, and "SET THE TIME" is below it. There are three left-pointing arrows on the left side and three right-pointing arrows on the right side.
4. Press <b>ENTER</b>	 A rounded rectangular screen with a black border. The text "ENTER TIME OF DAY" is at the top. Below it, "03:49 PM" is on the left and "(example)" is on the right.
5. Set correct hours and minutes using number or menu keys (use the <b>LEFT</b> or <b>RIGHT</b> Arrow keys to shift a digit). With cursor on AM/PM, use Up/Down to scroll to current setting.	 A rounded rectangular screen with a black border. The text "ENTER TIME OF DAY" is at the top. Below it, "10:25 AM" is on the left and "(example)" is on the right.
6. Press <b>ENTER</b>	 A rounded rectangular screen with a black border. The text "10:25 AM" is on the left and "(example)" is on the right. Below that, "ENTER TO CONFIRM" is centered.
7. Press <b>ENTER</b> to confirm. The unit beeps twice.	 A rounded rectangular screen with a black border. The text "SELECT A TASK" is at the top, and "SET THE TIME" is below it. There are three left-pointing arrows on the left side and three right-pointing arrows on the right side.
8. Scroll Up/Down to	 A rounded rectangular screen with a black border. The text "SELECT A TASK" is at the top, and "SET THE DATE" is below it. There are three left-pointing arrows on the left side and three right-pointing arrows on the right side.
9. Press <b>ENTER</b>	 A rounded rectangular screen with a black border. The text "YEAR MONTH DAY" is at the top. Below it, "01 JANUARY 21" is on the left and "(example)" is on the right.
10. Use number or menu keys to set the year, month and day.	 A rounded rectangular screen with a black border. The text "YEAR MONTH DAY" is at the top. Below it, "01 FEBRUARY 02" is on the left and "(example)" is on the right.
11. Press <b>ENTER</b>	 A rounded rectangular screen with a black border. The text "01 FEBRUARY 02" is on the left and "(example)" is on the right. Below that, "ENTER TO CONFIRM" is centered.
12. Press <b>ENTER</b> to confirm. The unit beeps twice.	 A rounded rectangular screen with a black border. The text "SELECT A TASK" is at the top, and "SET THE DATE" is below it. There are three left-pointing arrows on the left side and three right-pointing arrows on the right side.

---

## 6.4 Setup: For definitions of terms used, see Appendix A.

---

**SETUP:** Covers general timekeeping, pay period and clock rules for computing time worked.

PROGRAM FUNCTION	DISPLAY SHOWS
1. Swipe Supervisor badge	
2. Scroll Up/Down to	
3. Press <b>ENTER</b>	
a. 12 hours are typical, to change press <b>ENTER</b>	
b. Use number Keys to Select 00* to 99* hours	
c. Press <b>ENTER</b>	
d. Press <b>ENTER</b> . The unit beeps twice.	

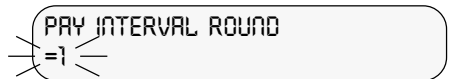
\* Entering 00 will set the Maximum time on the clock to 99 hours, effectively disabling it.

4. **PAY INTERVAL** is the smallest increment of time in minutes used to calculate time worked totals. Options are 1, 5, 6, 10 or 15 minutes.

Scroll Up/Down to

a. Press **ENTER**

b. Use menu key to scroll to select



---

**PROGRAM FUNCTION****DISPLAY SHOWS**

- c. Press **ENTER**
- d. Press **ENTER**. The unit beeps twice.
5. Scroll Up/Down to
- a. Press **ENTER**
- b. Scroll to week, two week, semimonthly or monthly pay period
- c. Press **ENTER**
- d. Press **ENTER**. The unit beeps twice.
6. Scroll Up/Down to
- a. Press **ENTER**
- b. Set to Start of Next Pay Period with menu and RIGHT/LEFT arrow key
- c. Press **ENTER**
- d. Press **ENTER**. The unit beeps twice.

15 MINUTE(S)  
ENTER TO CONFIRM

PAY INTERVAL ROUND  
=15

PAY PERIOD LENGTH  
=WEEK PAY PERIOD

SELECT PAY PERIOD  
WEEK PAY PERIOD

SELECT PAY PERIOD  
TWO WEEK PAY PERIOD

TWO WEEK PAY PERIOD  
ENTER TO CONFIRM

PAY PERIOD LENGTH  
=TWO WEEK PAY PERIOD

PAY PERIOD START  
= FEBRUARY 04, 01




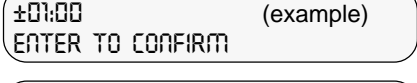
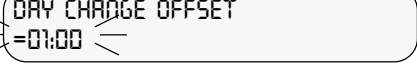
YEAR	MONTH	DAY
01	FEBRUARY	05 (example)

YEAR	MONTH	DAY
01	FEBRUARY	05 (example)


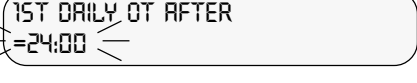
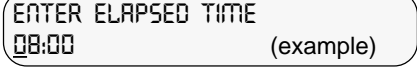

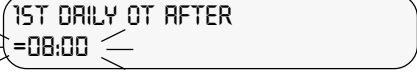
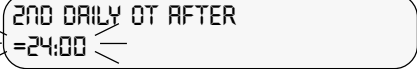
01 FEBRUARY 05  
ENTER TO CONFIRM

PAY PERIOD START  
FEBRUARY 05, 01

7. **DAY CHANGE**, for calculation purposes, is the time a new day begins. By default it is set at midnight. However, it is sometimes helpful to move the day change time forward or backward from midnight so time worked will be credited to the desired day's time worked totals. The **DAY CHANGE OFFSET** is the amount of time the day change is moved forward or backwards from the midnight default.

PROGRAM FUNCTION	DISPLAY SHOWS
Scroll Up/Down to	
a. Press <b>ENTER</b>	
b. Use menu and <b>RIGHT/LEFT</b> arrow keys to set time	
c. Press <b>ENTER</b>	
d. Press <b>ENTER</b> . The unit beeps twice.	

8. **DAILY OVERTIME AFTER** is the number of hours worked each day, after which Overtime will accumulate. **NOTE:** Leave at 24 hours if you pay overtime based on a 40 hour week only.

Scroll Up/Down to	
a. Press <b>ENTER</b>	
b. Press <b>ENTER</b> and set desired hours	
c. Press <b>ENTER</b>	
d. Press <b>ENTER</b> . The unit beeps twice.	
e. Scroll Up/Down to	



**PROGRAM FUNCTION****DISPLAY SHOWS**f. Press **ENTER**ENTER ELAPSED TIME  
24:00

g. Set desired hours

ENTER ELAPSED TIME  
16:00 (example)h. Press **ENTER**16:00 (example)  
ENTER TO CONFIRMi. Press **ENTER**.  
The unit beeps twice.2ND DAILY OT AFTER  
=16:00**9. WEEKLY OVERTIME AFTER** is the number of regular hours worked each week, after which, Overtime will accumulate.

Scroll To

1ST WEEKLY OT AFTER  
=040:00a. Press **ENTER**ENTER ELAPSED TIME  
040:00 (example)

b. Set desired hours

ENTER ELAPSED TIME  
040:00 (example)c. Press **ENTER**040:00 (example)  
ENTER TO CONFIRMd. Press **ENTER**.  
The unit beeps twice.1ST WEEKLY OT AFTER  
=040:00

e. Scroll To

2ND WEEKLY OT AFTER  
=168:00f. Press **ENTER**ENTER ELAPSED TIME  
168:00 (example)

g. Set desired hours

ENTER ELAPSED TIME  
080:00 (example)h. Press **ENTER**080:00 (example)  
ENTER TO CONFIRM

---

**PROGRAM FUNCTION****DISPLAY SHOWS**

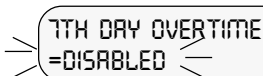
- i. Press **ENTER**.  
The unit beeps twice.



2ND WEEKLY OT AFTER  
=080:00

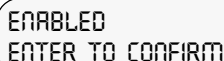
- 10. 7TH DAY OVERTIME** — When this feature is enabled, all hours worked on the seventh consecutive worked day will promoted to the next highest pay level provided that the seven consecutive days start at the beginning of the first or second week of the weekly or biweekly pay period. This feature does not affect weekly overtime calculations and will not override weekly overtime thresholds. The default setting for this feature is disabled.

Scroll To



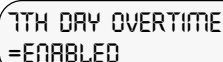
7TH DAY OVERTIME  
=DISABLED

- a. Press **ENTER**



ENABLED  
ENTER TO CONFIRM

- b. Press **ENTER**.  
The unit beeps twice.

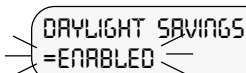


7TH DAY OVERTIME  
=ENABLED

- 11. DAYLIGHT SAVINGS TIME** has been set to be enabled. When enabled, the Time Q will automatically advance time 1 hour at 2:00AM the first Sunday in April and return time 1 hour on the last Sunday in October. (Current U.S. Law) These dates can be edited if necessary.

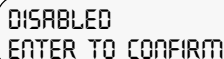
If you do not want to have Daylight Savings Time on the Time Q, disable the function.

Scroll Up/Down to



DAYLIGHT SAVINGS  
=ENABLED

- a. Press **ENTER**



DISABLED  
ENTER TO CONFIRM

- b. Press **ENTER**.  
The unit beeps twice.



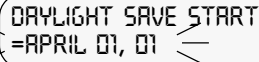
DAYLIGHT SAVINGS  
=DISABLED

**NOTE:** Time worked totals will not automatically adjust for DST but time cards will indicate that time did change.

---

**PROGRAM FUNCTION****DISPLAY SHOWS****12. To change the Daylight Savings Start Date:**

Scroll To



DAYLIGHT SAVE START  
=APRIL 01, 01

a. Press **ENTER**

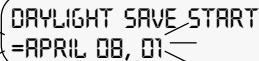
YEAR MONTH DAY  
01 APRIL 01

b. Use the menu keys and  
RIGHT/LEFT arrow keys  
to set the desired start date.

YEAR MONTH DAY  
01 APRIL 08 (example)

c. Press **ENTER**

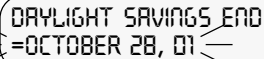
01 APRIL 08  
ENTER TO CONFIRM

d. Press **ENTER**.  
The unit beeps twice.

DAYLIGHT SAVE START  
=APRIL 08, 01

**13. To change Daylight Savings End Date:**

Scroll to



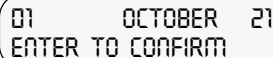
DAYLIGHT SAVINGS END  
=OCTOBER 28, 01

a. Press **ENTER**

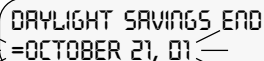
YEAR MONTH DAY  
01 OCTOBER 28

b. Use the menu keys and  
RIGHT/LEFT arrow keys  
to set the desired start date.

YEAR MONTH DAY  
01 OCTOBER 21 (example)

c. Press **ENTER**

01 OCTOBER 21  
ENTER TO CONFIRM

d. Press **ENTER**.  
The unit beeps twice.

DAYLIGHT SAVINGS END  
=OCTOBER 21, 01

---

**PROGRAM FUNCTION****DISPLAY SHOWS**

14. Scroll Up/Down to

- a. Press **ENTER**.
- b. Use menu key to select Parallel, Serial, or none.
- c. Press **ENTER**
- d. Press **ENTER**.  
The unit beeps twice.

SET UP PRINTER  
=PARALLEL ←

SELECT PRINTER TYPE  
PARALLEL ←

PARALLEL  
ENTER TO CONFIRM

SET UP PRINTER  
= PARALLEL ←

**NOTE:** If you select a serial printer, the comm port baud rate must be set. Skip this step if you have selected parallel printer.

15. Scroll to

- a. Press **ENTER**
- b. Use menu to scroll through Baud Rates.
- c. Press **ENTER**
- d. Press **ENTER**.  
Unit beeps twice.

COMM PORT BAUD RATE  
=9600 ←

SELECT BAUD RATE  
=9600 ← (example)

9600  
ENTER TO CONFIRM

COMM PORT BAUD RATE  
=9600 ← (example)

**16. REMOVE ALL PUNCHES:** Removes all employee punch information while leaving the setup, shift rules and employee profiles at their current setting.

**17. RE-INITIALIZE SYSTEM:** Will **CLEAR ALL** punches and employee profiles and resets all Setup and Shift Rules to their factory settings.

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## 6.5 Edit Shift Rules

---

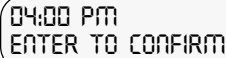
PROGRAM FUNCTION	DISPLAY SHOWS
1. Swipe Supervisor Badge	MAIN MENU REPORTS
2. Scroll Up/Down to	MAIN MENU EDIT SHIFT RULES
3. Press <b>ENTER</b> . Use menu keys to select a shift.	SELECT A SHIFT 1
a. Press <b>ENTER</b>	SHIFT RULES =DISABLED
b. Press <b>ENTER</b>	ENABLED ENTER TO CONFIRM
c. Press <b>ENTER</b> . Unit beeps twice.	SHIFT RULES =ENABLED
4. Use DOWN menu key to select	SHIFT START TIME =08:00 AM
a. Press <b>ENTER</b>	ENTER TIME OF DAY 08:00 AM
b. Use menu key and RIGHT/LEFT arrow keys to set time	ENTER TIME OF DAY 07:30 AM
c. Press <b>ENTER</b>	07:30 AM ENTER TO CONFIRM
d. Press <b>ENTER</b> . Unit beeps twice.	SHIFT START TIME =07:30 AM
5. Use DOWN menu key to select	SHIFT STOP TIME =05:00 PM
a. Press <b>ENTER</b>	ENTER TIME OF DAY 05:00 PM
b. Use menu key and RIGHT/LEFT arrow keys to set time.	ENTER TIME OF DAY 04:00 PM

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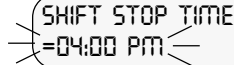
**PROGRAM FUNCTION****DISPLAY SHOWS**

c. Press **ENTER**



04:00 PM  
ENTER TO CONFIRM

d. Press **ENTER**.  
The unit beeps twice.



SHIFT STOP TIME  
=04:00 PM

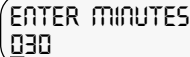
**6. SHIFT ROUND:** The minutes before the Start Time or after the Stop Time during which employee punches will be treated as if they had occurred exactly on the Start and Stop Times.

Use **DOWN** menu key to select



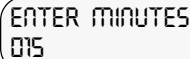
SHIFT START ROUND  
=30

a. Press **ENTER**



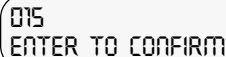
ENTER MINUTES  
030

b. Use menu key and **RIGHT/LEFT** arrow keys to set minutes



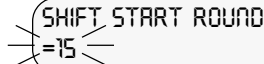
ENTER MINUTES  
015

c. Press **ENTER**



015  
ENTER TO CONFIRM

d. Press **ENTER**.  
The unit beeps twice.



SHIFT START ROUND  
=15

e. Scroll to



SHIFT STOP ROUND  
=30

f. Follow steps a-d to set

**7. SHIFT GRACE:** The minutes after the Start Time or before the Stop Time during which employee punches will be treated as if they had occurred exactly on the Start and Stop Times.

Use **DOWN** menu key to select



SHIFT START GRACE  
=5

a. Press **ENTER**



ENTER MINUTES  
005

b. Use menu key and **RIGHT/LEFT** arrow keys to set minutes



ENTER MINUTES  
005

**PROGRAM FUNCTION****DISPLAY SHOWS**

c. Press **ENTER**

005  
ENTER TO CONFIRM

d. Press **ENTER**.  
The unit beeps twice.

SHIFT START GRACE  
=5

e. Scroll to

SHIFT STOP GRACE  
=0

f. Follow steps a-d to set

8. **SHIFT DOCK** is the minimum minutes an employee will lose from time worked totals if the IN punch is after Shift Start Time plus the Shift Grace Time or before the Shift Stop Time less the Shift Grace Time. This is normally equal to one Pay Interval (see 6.4 *Setup*.)

Use **DOWN** menu key  
to select

SHIFT START DOCK  
=0

a. Press **ENTER**

ENTER MINUTES  
000

b. Use menu key and  
**RIGHT/LEFT** arrow keys  
to set minutes

ENTER MINUTES  
000

c. Press **ENTER**

000  
ENTER TO CONFIRM

d. Press **ENTER**.  
The unit beeps twice.

SHIFT START DOCK  
=0

e. Scroll to

SHIFT STOP DOCK  
=0

f. Follow steps a-d to set

9. Scroll Up/Down to

SHIFT LUNCH RULES  
=DISABLED

a. Press **ENTER**

ENABLED  
ENTER TO CONFIRM

b. Press **ENTER**.  
The unit beeps twice.

SHIFT LUNCH RULES  
=ENABLED

## PROGRAM FUNCTION

## DISPLAY SHOWS

10. Use **DOWN** menu key to select

LUNCH WINDOW BEGIN  
=11:00 AM

a. Press **ENTER**

ENTER TIME OF DAY  
11:00 AM (example)

b. Use menu key and **RIGHT/LEFT** arrow keys to set the earliest time an employee may punch out for lunch.

ENTER TIME OF DAY  
11:30 AM

c. Press **ENTER**

11:30 AM  
ENTER TO CONFIRM

d. Press **ENTER**.  
The unit beeps twice.

LUNCH WINDOW BEGIN  
=11:30 AM

**NOTE:** The Lunch Window Begin and Lunch Window End define a period of time during which a punch-out for lunch and then punch-in back to work should occur. If Lunch Duration equals the difference between Lunch Window Begin and Lunch Window End, then the lunch schedule will occur at a specific fixed time.

Any punches which occur outside of the boundaries defined by Shift Start and Stop and which are not within the Lunch Window, will be flagged on the time cards by an exclamation mark. Time worked totals involving those punches will be calculated to the actual punch time or to the closest Pay Interval.

11. Use **DOWN** menu key to select

LUNCH WINDOW END  
=02:00 PM

a. Press **ENTER**

ENTER TIME OF DAY  
02:00 PM

b. Use menu key and **RIGHT/LEFT** arrow keys to set the latest time an employee may return from lunch.

ENTER TIME OF DAY  
02:00 PM

c. Press **ENTER**

02:00 PM  
ENTER TO CONFIRM

d. Press **ENTER**.  
The unit beeps twice.

LUNCH WINDOW END  
=02:00 PM



---

**12. LUNCH DURATION** is the nominal lunch period and is the amount of time which will be deducted from work totals.

**PROGRAM FUNCTION**

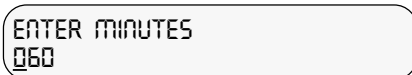
**DISPLAY SHOWS**

Use **DOWN** menu key to select



LUNCH DURATION  
=60

a. Press **ENTER**



ENTER MINUTES  
060

b. Use menu key and **RIGHT/LEFT** arrow keys to set the time.



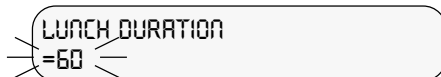
ENTER MINUTES  
060

c. Press **ENTER**



060  
ENTER TO CONFIRM

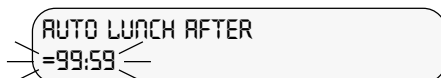
d. Press **ENTER**.  
The unit beeps twice.



LUNCH DURATION  
=60

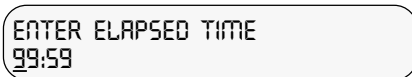
**13. AUTO LUNCH AFTER** is the hours and minutes after a punch **IN** that the lunch duration will be automatically deducted from total hours worked that day.

Use **DOWN** menu key to select



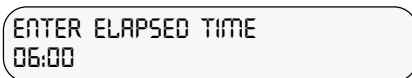
AUTO LUNCH AFTER  
=99:59

a. Press **ENTER**



ENTER ELAPSED TIME  
99:59

b. Use menu key and **RIGHT/LEFT** arrow keys to set the time.



ENTER ELAPSED TIME  
06:00

c. Press **ENTER**



06:00  
ENTER TO CONFIRM

d. Press **ENTER**.  
The unit beeps twice.







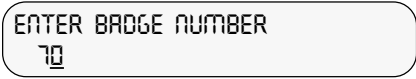





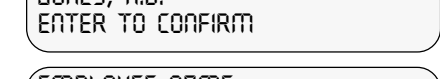
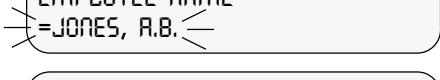
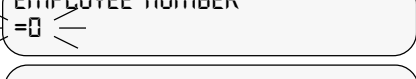
AUTO LUNCH AFTER  
=06:00

**14. Repeat Steps 1 through 13 above to set rules for shifts 2-12, if desired.**

---

## 3.6 Add/Edit Employee

---

PROGRAM FUNCTION	DISPLAY SHOWS
1. Swipe Supervisor Badge	 A rounded rectangular screen with the text "MAIN MENU" on the top line and "REPORTS" on the bottom line. There are four diagonal lines on the left side, indicating a menu.
2. Scroll Main Menu Up/Down	 A rounded rectangular screen with the text "MAIN MENU" on the top line and "ADD/EDIT EMPLOYEE" on the bottom line. There are four diagonal lines on the left side, indicating a menu.
3. Press <b>ENTER</b>	 A rounded rectangular screen with the text "SELECT A TASK" on the top line and "ADD AN EMPLOYEE" on the bottom line. There are four diagonal lines on the left side, indicating a menu.
4. Press <b>ENTER</b>	 A rounded rectangular screen with the text "ENTER BADGE NUMBER" on the top line and "60" on the bottom line. There is a cursor under the "0".
a. Enter Badge Number (or swipe a badge)	 A rounded rectangular screen with the text "ENTER BADGE NUMBER" on the top line and "70" on the bottom line. There is a cursor under the "0".
b. Press <b>ENTER</b>	 A rounded rectangular screen with the text "70" on the top line and "ENTER TO CONFIRM" on the bottom line.
c. Scroll to	 A rounded rectangular screen with the text "EMPLOYEE NAME" on the top line and "= (BLANK)" on the bottom line. There are four diagonal lines on the left side, indicating a menu.
d. Press <b>ENTER</b>	 A rounded rectangular screen with the text "ENTER NAME" on the top line.
e. Use menu keys to select number or letter use LEFT/RIGHT arrow keys to position next space	 A rounded rectangular screen with the text "ENTER NAME" on the top line and "JONES, A.B." on the bottom line.
f. Press <b>ENTER</b>	 A rounded rectangular screen with the text "JONES, A.B." on the top line and "ENTER TO CONFIRM" on the bottom line.
g. Press <b>ENTER</b> . The unit beeps twice.	 A rounded rectangular screen with the text "EMPLOYEE NAME" on the top line and "= JONES, A.B." on the bottom line. There are four diagonal lines on the left side, indicating a menu.
h. Scroll to	 A rounded rectangular screen with the text "EMPLOYEE NUMBER" on the top line and "= 0" on the bottom line. There are four diagonal lines on the left side, indicating a menu.
i. Press <b>ENTER</b> (Employee Number may be up to 9 digits)	 A rounded rectangular screen with the text "ENTER EMPLOYEE #" on the top line and "0" on the bottom line. There is a cursor under the "0".

## PROGRAM FUNCTION

## DISPLAY SHOWS

j. Use number keys to select number and LEFT/RIGHT arrow keys to position next space

ENTER EMPLOYEE #  
123456789

k. Press **ENTER**

123456789  
ENTER TO CONFIRM

l. Press **ENTER**.  
The unit beeps twice.

EMPLOYEE NUMBER  
=123456789

m. Scroll to

SHIFT NUMBER  
=1

n. Press **ENTER**

ENTER SHIFT NUMBER  
1

o. Use number keys to enter shift number 1-12, and press **ENTER**

ENTER SHIFT NUMBER  
2

p. Press **ENTER**

2  
ENTER TO CONFIRM

q. Press **ENTER**.  
The unit beeps twice.

SHIFT NUMBER  
=2

Press **CLEAR**. Repeat STEPS 3 & 4 to **ENTER** Next Employee.

- Edit** an employee by scrolling menu to **EDIT AN EMPLOYEE** and following **Step 4** as required.
- Delete** an employee by scrolling the menu to **DELETE AN EMPLOYEE** and select the employee with the menu keys or by swiping a badge. Then press the **ENTER** key.

**HINT:** The employee badges have a signature panel on the front. The employee's name may be printed on the signature panel using a permanent marker. Allow ink to dry before use to prevent smearing. Other options include using a preprinted adhesive label or printing your own label and taping it onto the badge with clear tape.

# 7. Reports






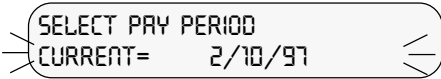

---

## 7.1 Time Card

---

**TIME CARD** - This is a listing by employee of All IN-OUT punches along with hours worked totals. This may be for the current or previous pay period. The report may be for one employee, employees on a specific shift, or for all employees.

To obtain a **TIME CARD Report**:

PROGRAM FUNCTION	DISPLAY SHOWS
1. Swipe Supervisor Badge	
2. Press <b>ENTER</b>	
3. Scroll Up/Down to select desired report	
4. Press <b>ENTER</b>	
5. Scroll menu to select All Employees, Individual Shift or Individual Employee. If you choose an Individual Shift or an Individual Employee, you will be prompted to select the shift number or employee name.	
6. Press <b>ENTER</b> . Scroll to select pay period.	
7. Press <b>ENTER</b>	

### REPEAT STEPS (1 - 7) FOR OTHER REPORTS

**NOTE:** All of the data for the Previous Pay Period must be reported before the Time Q can consider dumping the old data. Failure to do so will result in employees being locked out of the clock. This is a safety feature to avoid loss or tampering of unreported data.

When a TIME CARD report has punch times with an “!” exclamation mark beside them, this indicates that the punch is either too early or too late to conform to shift or lunch rules that were enabled. If the words “TIME CHANGE” are printed underneath a punch in time, that indicates the real time clock in the Time Q was changed while that person was punched in. (Note: A Daylight Savings Time adjustment will cause this if someone is on the clock at 2:00 a.m.) The word “missed,” followed by an “\*” asterisks, will appear in the place of a punch out time if “MAX TIME ON CLOCK” has been exceeded. Note that the asterisks will also appear beside the totals and summaries of any employees who have missed a punch.

TIME CARDS : SELECTED EMPLOYEES							2/15/01	10:46 AM	PAGE 1	T I M E
ADAMS, LINDA #000000121 SHIFT-01 PAY PERIOD ENDING - 2/11/01										C A R D S
PUNCH	DATE	TIME	IN/OUT	HOURS	DAY	TOTAL	WEEK TOTAL		A M	
	MON FEB 5	8:00AM	IN							
	MON FEB 5	12:00PM	OUT	4:00						
	MON FEB 5	1:00PM	IN							
	MON FEB 5	5:00PM	OUT	4:00	MON	8:00				
	TUE FEB 6	7:45AM	IN							
	TUE FEB 6	12:45PM	OUT	5:00						
	TUE FEB 6	1:15PM	IN							
	TUE FEB 6	4:15PM	OUT	3:00	TUE	8:00				
	WED FEB 7	8:00AM	IN						2	
	WED FEB 7	12:30PM	OUT	4:30					/	
	WED FEB 7	1:30PM	IN						1	
	WED FEB 7	5:00PM	OUT	3:30	WED	8:00			5	
	THU FEB 8	7:30AM	IN						/	
	THU FEB 8	12:00PM	OUT	4:30					0	
	THU FEB 8	12:30PM	IN						1	
	THU FEB 8	4:00PM	OUT	3:30	THU	8:00				
	FRI FEB 9	8:00AM	IN						1	
	FRI FEB 9	11:30AM	OUT	3:30					0	
	FRI FEB 9	12:30PM	IN						:	
	FRI FEB 9	5:00PM	OUT	4:30	FRI	8:00	40:00 REG		4	
							0:00 OT1		6	
							0:00 OT2			
PAY PERIOD:							HOURS	(+/-)EDITS	TOTAL	ADJUSTED
REGULAR							40:00		40:00	REG
FIRST LEVEL OVERTIME							0:00		0:00	OT1
SECOND LEVEL OVERTIME							0:00		0:00	OT2
SUPERVISOR:							EMPLOYEE: ADAMS, LINDA			
TIME CARD STATUS:							COMPLETE			
..... END TIME CARDS:SELECTED EMPLOYEES.....										

## 7.2 Hours Summary Report

**HOURS SUMMARY** - This report list hours worked totals by regular and overtime hours. This may be for an individual employee, a specific shift, or all employees; for the current or previous pay period. If an employee has a missed punch, the HOURS SUMMARY TOTAL will be noted with an \* .

HOURS SUMMARY : ALL EMPLOYEES							2/15/01	9:44 AM	PAGE 1	H
=====										O
PAY PERIOD ENDING: 2/11/01										U
NAME	NUMBER	BADGE	SHIFT	REGULAR	OVERTIME 1	OVERTIME 2			S	
ADAMS, LINDA	000000121	0005	01	40:00	0:00	0:00			M	
ELLIS, STEVEN	000000176	0015	02	40:00	0:00	0:00			A	
JOHNSON, JAMES	000000160	0017	03	40:00	1:00	0:00			R	
JONES, CAROL	000000207	0006	02	40:00	0:00	0:00			Y	
MARTIN, LARRY	000000213	0011	01 *	32:00	0:00	0:00			2	
SMITH, ROBERT	000000189	0032	01	40:00	2:00	0:00			/	
TAYLOR, ROBERT	000000151	0023	03	40:00	0:00	0:00			1	
THOMAS, KATHERI	000000100	0002	01	32:00	0:00	0:00			5	
TUCKER, DONALD	000000202	0016	03	40:00	0:00	0:00			0	
WEBSTER, BETTY	000000175	0003	01	40:00	0:00	0:00			1	
WILLIAMS, MARTI	000000110	0007	01 *	36:00	0:00	0:00			1	
WILSON, MELVIN	000000182	0012	02	40:00	0:00	0:00			1	
				REGULAR	OVERTIME 1	OVERTIME 2				
PAY PERIOD TOTAL HOURS:				* 460:00	3:00	0:00				
PAY PERIOD STATUS:	COMPLETE									
TOTAL EMPLOYEES:	12/12									
SYSTEM INFORMATION:										
LAST CHANGE:	2/10/97 12:07 PM									
SOFTWARE REVISION:	TSW 0010 - VERSION 3.00									
..... END HOURS SUMMARY:ALL EMPLOYEES.....										

## 7.3 Employee Profile Report

This report lists **all employees** who have been programmed into the Time Q with their assigned employee number, badge number and shift number.

EMP PROFILES : ALL EMPLOYEES				2/15/01	9:30 AM	PAGE 1	E M P  P R O F I L E S
=====				=====			
EMPLOYEES:							
NAME	NUMBER	BADGE	SHIFT				
ADAMS, LINDA	000000121	0005	01				
ELLIS, STEVEN	000000176	0015	02				
JOHNSON, JAMES	000000160	0017	03				
JONES, CAROL	000000207	0006	02				
MARTIN, LARRY	000000213	0011	01				
SMITH, ROBERT	000000189	0032	01				
TAYLOR, ROBERT	000000151	0023	03				
THOMAS, KATHERI	000000100	0002	01				
TUCKER, DONALD	000000202	0016	03			2	
WEBSTER, BETTY	000000175	0003	01			/	
WILLIAMS, MARTI	000000110	0007	01			1	
WILSON, MELVIN	000000182	0012	02			5	
TOTAL EMPLOYEES: 12/12						/	
SYSTEM INFORMATION:						0	
LAST CHANGE:				2/10/97	12:07 PM	1	
SOFTWARE REVISION:				TSW 0010	- VERSION 3.00		
..... END EMP PROFILES:ALL EMPLOYEES.....							9 : 3 0  A M

## 7.4 Clock Rules Report

**CLOCK RULES** - This report lists **ALL** of the programmed setup, shift, and lunch rules.

```

CLOCK RULES                2/15/01   12:24 PM   PAGE   1
=====
CLOCK RULES:
MAX TIME ON CLOCK          12:00 HOURS
PAY INTERVAL-ROUND        01 MINUTES
PAY PERIOD                 WEEKLY
NEXT PAY PERIOD START DATE 2/19/01
DAY CHANGE TIME           12:00 AM
FIRST DAILY OVERTIME AFTER 24:00 HOURS
FIRST WEEKLY OVERTIME AFTER 40:00 HOURS
SECOND DAILY OVERTIME AFTER 24:00 HOURS
SECOND WEEKLY OVERTIME AFTER 168:00 HOURS
7TH DAY OVERTIME          DISABLED
DST START DATE            4/01/01
DST END DATE              10/28/01
TIME Q PRINTER            PARALLEL
COM PORT BAUD RATE        9600

SUPERVISOR BADGES:
NO SUPERVISOR BADGES ASSIGNED

SHIFT RULES:
                SHIFT 1      SHIFT 2      SHIFT 3
-----
SHIFT RULES    DISABLED      DISABLED      DISABLED
START TIME    -              -              -
ROUND         -              -              -
GRACE         -              -              -
DOCK          -              -              -
STOP TIME     -              -              -
ROUND         -              -              -
GRACE         -              -              -
DOCK          -              -              -
LUNCH RULES   DISABLED      DISABLED      DISABLED
START TIME    -              -              -
STOP TIME     -              -              -
DURATION      -              -              -
AUTO AFTER    -              -              -
=====

CLOCK RULES                2/15/01   12:24 PM   PAGE   2
=====
SHIFT RULES:(CONT.)
                SHIFT 4      SHIFT 5      SHIFT 6
-----
SHIFT RULES    DISABLED      DISABLED      DISABLED
LUNCH RULES   DISABLED      DISABLED      DISABLED
=====
                SHIFT 7      SHIFT 8      SHIFT 9
-----
SHIFT RULES    DISABLED      DISABLED      DISABLED
LUNCH RULES   DISABLED      DISABLED      DISABLED
=====
                SHIFT 10     SHIFT 11     SHIFT 12
-----
SHIFT RULES    DISABLED      DISABLED      DISABLED
LUNCH RULES   DISABLED      DISABLED      DISABLED
=====

SYSTEM INFORMATION:
LAST CHANGE:      2/13/97  12:11 PM
SOFTWARE REVISION: TSW 0010 - VERSION 3.00

..... END CLOCK RULES .....
  
```



## 7.5 Who's In, Who's Out Report

**WHO'S IN, WHO'S OUT** - This report lists all employees or a specific shift of names by who is punched **IN** or punched **OUT**.

IN/OUT : SELECTED EMPLOYEES		2/15/01	8:22 AM	PAGE 1	I N / O U T
=====					
SHIFT 1:					
	IN		OUT		
	-----		-----		
	ADAMS, LINDA		THOMAS, KATHERI		
	MARTIN, LARRY		WEBSTER, BETTY		
	SMITH, ROBERT				
	WILLIAMS, MARTI				
SHIFT 2:					
	IN		OUT		
	-----		-----		
	ELLIS, STEVEN		JONES, CAROL		
			WILSON, MELVIN		
SHIFT 3:					
	IN		OUT		
	-----		-----		
			JOHNSON, JAMES		
			TAYLOR, ROBERT		
			TUCKER, DONALD		
TOTAL EMPLOYEES: 12/12					
	5 IN				
	7 OUT				
..... END IN/OUT:SELECTED EMPLOYEES.....					

## 8. Edit Time Totals

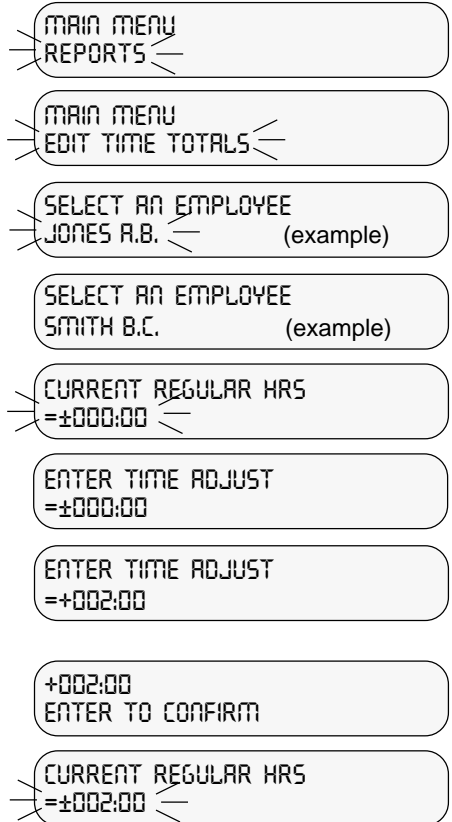
---

Time **TOTALS** may be edited to correct errors caused by missed punches or other employee punching errors. Time totals may be edited for either regular hours, overtime 1 or overtime 2 hours, and for either the previous or current pay period.

### PROGRAM FUNCTION

1. Swipe Supervisor Badge
2. Scroll Up/Down to
3. Press **ENTER**
4. Use the menu key to select an employee
5. Press **ENTER**
6. Press **ENTER**
7. Use menu keys and **LEFT/RIGHT** arrow keys to edit time totals
8. Press **ENTER**
9. Press **ENTER**
10. Scroll menu to make changes to current overtime 1, current overtime 2, previous regular hours, previous overtime 1, previous overtime 2, if desired; and repeat steps 5-9 above.

### DISPLAY SHOWS



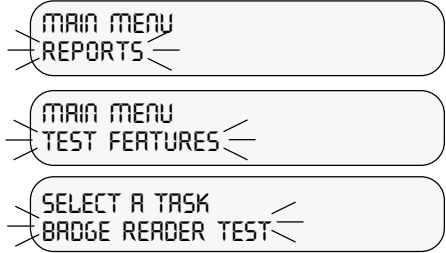
# 9. Test Features

---

## PROGRAM FUNCTION

1. Swipe Supervisor Badge
2. Scroll Up/Down to
3. Press **ENTER**
4. Scroll menu to select a test
5. Press **ENTER** and proceed as instructed.

## DISPLAY SHOWS



## TEST DESCRIPTIONS

- Badge Reader:** This test will display the badge number that is swiped through the slot. This test may help identify a defective badge.
- Display:** The display will scroll through the various characters.
- Keyboard:** The display will show which key is being pushed. Press clear twice to end the test.
- Audio:** The internal speaker will beep at graduated frequencies for this test.
- Printer:** Outputs a patterned character string to the printer.

# 10. Troubleshooting/Error Messages

---

These are error messages you may encounter while using the clock.

## **BADGE OUT OF RANGE**

The badge number is not 1-9999 or one of the three special supervisor badges.

## **BADGE READER TEST INVALID DATA**

Errant badge read during badge reader test.

## **CAN'T COMPLETE TASK**

1. Response when database failed to remove all punches.
2. Record verification prior to deleting an employee failed. Simply try again.
3. Database access problem.
4. An attempt was made to modify a setting to an invalid value.

## **CAN'T COMPLETE TASK BADGE NOT FOUND**

The badge number is not entered on the clock.

## **CAN'T COMPLETE TASK BADGE NOT ON FILE**

The badge number is not entered on the clock as either an employee, or a supervisor.

## **CAN'T COMPLETE TASK DATE OUT OF RANGE**

The pay period start date must be beyond the current date and time set on the clock and it must be within one pay period's duration from the current time and date.

## **CAN'T COMPLETE TASK EMPLOYEE FOUND**

Attempting to add a supervisor or employee badge to the clock that is already programmed as an employee's badge.

---

**CAN'T COMPLETE TASK  
INVALID BADGE**

Attempting to add/delete a supervisor or employee badge that is outside of the acceptable badge number range (1-9999).

**CAN'T COMPLETE TASK  
INVALID DATE**

1. An invalid date was entered by the users. An example of an invalid date is Feb. 30, 1997.
2. When manually entering daylight savings time thresholds, the dates must be beyond the current date and time and it must be within 400 days of the current date and time.

**CAN'T COMPLETE TASK  
INVALID DAY**

For monthly pay periods, the pay period start day must be between 1-28. For semimonthly pay periods, the two pay period start days must be between 1-28. The second day must be greater than the first.

**CAN'T COMPLETE TASK  
INVALID ELAPSED TIME**

1. Max time on the clock, lunch after, and daily overtime thresholds must be in the range of 0-5999 minutes.
2. Weekly overtime thresholds must be in the range of 0-29,999 minutes.
3. Edit time totals must be in the range of -29,999 to 29,999 minutes.
4. A shift round, grace or dock value is out of range.
5. A lunch duration is out of range.

**CAN'T COMPLETE TASK  
INVALID NAME**

The employee's name contains characters that are not capital letters, spaces, periods or commas.

**CAN'T COMPLETE TASK  
INVALID NUMBER**

Attempting to add an employee number to the clock that is outside of the acceptable range (0-999,999,999).

---

**CAN'T COMPLETE TASK  
INVALID SHIFT**

Attempting to set a shift number that is outside of the acceptable range (1-12).

**CAN'T COMPLETE TASK  
INVALID TIME**

An invalid time of day was entered by the users. An example of an invalid time is 25:00:00.

**CAN'T COMPLETE TASK  
MEMORY FULL**

Employee cannot clock in/out. The memory is full. Reporting previous pay period data will not correct the problem, because the old pay period is not old enough to dump or is already empty.

**CAN'T COMPLETE TASK  
NO EMPLOYEES DEFINED**

1. Edit employee, delete employee, or edit time totals selected when there are no employees on clock.
2. Submitting a report for individual employees when there are no employees on the clock.

**CAN'T COMPLETE TASK  
NO SUPERVISOR BADGES**

Delete supervisor selected when there are no user-programmed supervisor badges on the clock.

**CAN'T COMPLETE TASK  
REPORT IN PROGRESS**

Attempted to change a setting on the clock while a report was in progress.

**CAN'T COMPLETE TASK  
SELECT\_PRINTER\_TYPE**

Generating a report when printer type is none.

---

**CAN'T COMPLETE TASK  
SUPERVISOR FOUND**

Attempting to add a supervisor or employee badge to the clock that is already programmed as a supervisor's badge.

**CAN'T COMPLETE TASK  
TOO MANY WAITING**

Attempted to submit a report when the report queue is full. Wait for some of the reports to finish printing, then try again.

**CAN'T COMPLETE TASK  
TRY AGAIN PLEASE**

Database access errors while attempting a transaction.

**CRYSTAL/RTC TEST  
FAIL:HANDSHAKE/INT**

The real time clock and the crystal are tested by comparing them against each other. This indicates a failure in the test.

**DATA MAY BE CORRUPT  
PRESS A KEY**

This is caused by a power failure while writing to the database. Print all reports if possible. Re-initialize the system if required.

**DATABASE ACCESS ERROR**

An internal database access error occurred.

**LOCKED OUT  
REPORT OLD DATA 1ST**

Employee cannot clock in. The pay periods need to roll over first. Before they can roll over, the data in the previous pay period must be reported.

**MEMORY FULL  
REPORT OLD DATA 1ST**

Employee cannot clock in/out. Reporting previous pay period will allow the clock to dump that data and free up memory.

---

**PC COMM ERROR  
DEVICE=SERIAL**

An error occurred when passing information between the PC and the Time Q.

**RAM MEMORY TEST  
FAIL:DATA**

A data error occurred during the RAM test.

**ROM MEMORY TEST  
FAIL:DATA**

A data error occurred during the EPROM test.

**REPORT OUTPUT ERROR  
DEVICE= PARALLEL**

An error was detected while printing to the parallel port.

**REPORT OUTPUT ERROR  
DEVICE= SERIAL**

An error was detected while printing to the serial port.

**REPORT TIMEOUT ERROR**

No activity was detected on the port for an extended period of time.

**TRY AGAIN PLEASE**

Errant badge read.

**TRY AGAIN PLEASE  
FAIL:DATA**

Database access failure when attempting to validate a badge.

**UNRECOVERABLE ERROR  
PRESS A KEY**

Catastrophic database error notification. The system will perform a system initialization.



# Appendix A

---

**Definitions...** grouped according to MAIN MENU selections

---

## **REPORTS:**

### **Hours Summary:**

Report listing hours worked by regular and overtime hours. This may be for an individual employee, a specific shift, or for all employees; for current or previous pay period. If the employee has missed a punch, the HOURS SUMMARY TOTAL will be noted with an \*.

### **Time Cards:**

This report is a listing by employee of all IN-OUT punches along with hours worked totals. This may be for the current or previous pay period. The report may be for one employee, employees on a specific shift, or for all employees.

### **Who's In, Who's Out:**

Report listing all employees or a specific shift of names by who is punched IN or punched OUT.

### **Employee Profiles:**

Report listing all employees who have been programmed into the Time Q with their employee number, badge number and shift number.

### **Clock Rules:**

Report listing all of the programmed setup, shift, and lunch rules.

## **EMPLOYEE:**

### **Employee name:**

The employee name is associated with a particular badge number. This entry is accomplished by using the up and down arrow key to scroll through the alphabet. The employee name will show up in reports and on the Time Q display when the employee punches in or out. Reports will be sorted alphabetically. Enter last names first if reports are required to be sorted by last name.

---

**Employee number:**

The number to be associated with an employee. This is typically a Social Security number.

**Badge number:**

The badge number is the number from the magnetic stripe badge assigned to the employee. It is the key to all employee information. The Time Q stores all punch information by badge number. This number must be unique and between 1 and 9999. If an employee's badge is lost or no longer functions properly, simply assign the employee to a new badge number. No data will be lost.

**Shift number:**

The shift number (1 - 12) defines which set of rules are to be associated with a particular employee.

**TIME TOTALS:****Regular Changes:**

The regular time which has been added or subtracted from the selected employee's TIMECARD and HOURS SUMMARY reports. Time totals can be edited for either the previous or current pay periods.

**Overtime Changes:**

The overtime which has been added or subtracted from the selected employee's TIMECARD and HOURS SUMMARY reports. Overtime changes can be made to Overtime 1 or Overtime 2 categories. Overtime totals can be edited for either the previous or current pay periods.

**SHIFT RULES:****Shift Start Time:**

The time of day employees are to begin work.

**Shift Stop Time:**

The time of day employees can stop working.

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**Shift Round:**

The minutes before the Start Time or after the Stop Time during which employee punches will be treated as if they had occurred exactly on the Start and Stop Times.

**Shift Grace:**

The minutes after the Start Time or before the Stop Time during which employee punches will be treated as if they had occurred exactly on the Start and Stop Times.

**Shift Dock:**

The minimum minutes the employee will lose from time worked totals if punching in after the Start Time (plus grace) or before the Stop Time (minus grace).

**Note:** The Shift Start Times, along with the Shift Round and Shift Grace, define a period of time during which a in-punch will be used for time worked totals as if the punch occurred exactly on the Start Time. Stop Time affects calculated totals in the same fashion, except that Shift Round comes into effect after the Stop Time and Grace allows for early departure. Shift Dock penalizes late punch-ins and early punch-outs by calculating time worked totals as if the Start and Stop were offset by the number of minutes defined by the Dock.

**Lunch Window Begin:**

The earliest time of day at which an employee can punch out for lunch.

**Lunch Window End:**

The latest time of day at which an employee should punch back in from lunch.

**Lunch Duration:**

The number of minutes for lunch which will be subtracted from time worked totals.

**Auto Lunch After:**

After this number of hours and minutes following an in-punch, the Time Q will assume an employee has taken lunch. The Lunch Duration will then be subtracted from the time worked totals.

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**Note:** The Lunch Window Begin and Lunch Window End define a period of time during which an out-punch for lunch and then an in-punch back to work should occur. Shift Rules (Start and Stop Times, etc.) do not have to be enabled for lunch to be programmed.

## **SUPERVISOR:**

### **Supervisor Badge:**

A Supervisor Badge is one that is programmed to access the main menu of the Time Q. Supervisor badges are usually kept by those in managerial positions. There are two permanent Supervisor badges shipped with each Time Q. Other badges may be programmed as Supervisor badges provided they are not already assigned to employees. It is not necessary to purchase additional Supervisor badges. These badges can later be deleted from the Time Q.

## **TIME AND DATE:**

### **Time Format:**

The Time of Day Format selection allows the time to be kept based on a 12 hour format or a 24 hour format.

### **Date Format:**

The date format may be edited to display the month, day and year in the order which you prefer.

### **Time Totals Format:**

This selection allows time totals to be reported to the minute or to hundredths. The default is set to minutes.

## **SETUP:**

### **Max Time on Clock:**

The Time Q assumes that an employee has missed a punch after the maximum time on the clock has been exceeded. This allows the clock to gain some control over missed punches. The Time Q will punch the employee out with zero accumulated time for that punch pair. It will note the missed punch on the time card and hour summary report. The default value for “Max Time on Clock” is twelve hours.

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**Pay Interval Round:**

This function causes the time worked totals to be calculated as if the punch occurred at one of the hour divisions chosen.

**Pay Period Length:**

The length of time during which time worked totals will accumulate for a timecard. Generally, how often an employee will get paid.

**Pay Period Start:**

The date the *NEXT* pay period will start.

**Day Change Offset:**

By default, the day change time — the time a new day begins — is set at midnight. Since the punch-in time determines to which day the subsequent time worked totals will be added, it is sometimes helpful to move the day change time forward or backward from midnight. The day change offset feature allows the day change time to be easily changed from the midnight default. The feature is used in the rare case of companies which have a Shift Start Time near midnight. If an employee then comes in late for that shift, but prior to the day change time; the time worked will still be accounted to the intended day.

**Daily Overtime After:**

The amount of time worked in a day, after which, overtime will begin to accumulate. A second level of daily overtime is provided for those situations in which hours accumulated in a day are treated differently than the regular hours or those worked during the first daily overtime period. For example, hours worked between 8-12 hours might be paid at time and a half, but any hours worked over 12 would be paid at double time. NOTE: the default setting of 24 hours effectively disables the daily overtime features.

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### **Weekly Overtime After:**

The amount of time worked in a week, after which, overtime will begin to accumulate. The “overtime” week starts at the beginning of a weekly pay period, at the beginning and middle of a two week pay period. Weekly overtime does not apply to semimonthly or monthly pay periods. The default value for “First Weekly Overtime After” is 40 hours. The default value for “Second Weekly Overtime After” is 168 hours. The second level provides another tier of overtime accounting. For example, 40 hours or less would be paid at the regular rate; 40-60 hours would be paid at time and a half. Any hours worked over 60 would then be paid at a different rate, possibly double time.

### **7th Day Overtime:**

When this feature is enabled, all hours worked on the seventh consecutive worked day will be promoted to the next highest pay level (Overtime 1 or Overtime 2), provided that the seven consecutive days start at the beginning of the first or second week of the weekly or biweekly pay period. This feature does not affect weekly overtime calculations and will not override weekly overtime thresholds. The default setting for this feature is disabled.

### **California Overtime:**

To comply with California Overtime Labor Regulations, use the following settings for Daily Overtime, Weekly Overtime, and 7th Day Overtime:

Daily Overtime 1 Threshold:	8 hours
Daily Overtime 2 Threshold:	12 hours
Weekly Overtime 1 Threshold:	40 Hours
Weekly Overtime 2 Threshold:	168 hours (disabled)
7th Day Overtime:	Enabled

### **Daylight Savings Time:**

When this function is enabled, the Time Q will automatically assign the first Sunday in April and the last Sunday in October as the beginning and ending dates of daylight savings (current U.S. law). If necessary, the Daylight Savings Start and End dates can be edited. The time change will occur at 2:00 a.m. Time worked totals will not automatically adjust for the loss or addition of an hour, but timecards will indicate that there was a time change.

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**Daylight Savings Start:**

The date the Time Q will “spring” forward. This date can be edited if necessary.

**Daylight Savings End:**

The date the Time Q will “fall” back. This date can be edited if necessary.

**Setup Printer Port:**

This function allows the user to set up the printer port on the Time Q. Printed reports can be directed to either the parallel port (the large external port on the right) or to the serial port (the internal modular connector labeled RS-232). The default value is parallel. When the serial port is selected, the baud rate must be entered. 8 bit words, no parity, and 1 stop bit are assumed. This function applies only to the printer port on the Time Q. It has nothing to do with your PC printer.

**Comm Port Baud Rate:**

The rate at which data will pass through the RS-232 serial port. This may already be set if printed reports are directed through the port as mentioned above. If a computer is connected to this port, the baud rate should match the setting of the computer port. The default setting for the Time Q is 9600 baud. Use slower rates for longer distances.

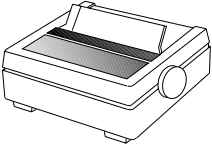
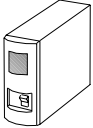




**Remove All Punches:**

This function removes all employee punch information while leaving the Setup, Shift Rules and Employee Profiles at their current settings.


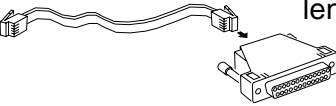
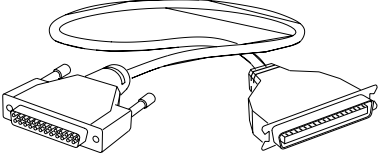
**Re-Initialize System:**

This function will clear all punches and employee profiles, and reset all Setup and Shift Rules to their factory settings. The clock/calender will default to 12:00 a.m. Jan. 01, 1996.

# Companion Products

Description/Illustration	Part Number
<p><b>80 Column Impact Dot Matrix Printer</b> Parallel Communication</p> 	74-0110-000
<p><b>Battery Back-Up</b></p> 	74-0105-000
<p><b>120VAC to 9VAC Power Supply</b></p> 	56-0113-000
<p><b>230VAC to 9VAC Power Supply European</b></p> 	56-0116-000
<p><b>240VAC to 9VAC Power Supply British</b></p> 	56-0117-000
<p><b>230VAC to 9VAC Power Supply Parallel Blades</b></p> 	56-0118-000



Description/Illustration	Part Number
<p><b>DB-9 RS-232 Host Cable Assembly</b>  Includes DB-9 (RS-232/host) to RJ-11 female adapter and "Standard" Modular Cable  length – 7 feet  – 50 feet</p> 	<p>25-0016-004  25-0116-008</p>
<p><b>DB-25 RS-232 Host Cable Assembly</b>  Includes DB-25 (RS-232/host) to RJ-11 female adapter and "Standard" Modular Cable  length – 7 feet  – 50 feet</p> 	<p>25-0016-000  25-0016-007</p>
<p><b>Parallel Cable</b> length – 10 feet</p> 	<p>75-0163-000</p>
<p><b>40 Pocket Badge Rack (Plastic)</b>  (8-1/4" wide x 22-5/8" high)</p>	<p>81-0117-000</p>
<p><b>2 - 12 Pocket Badge Racks (Plastic)</b>  (3-7/8" wide x 14" high)</p>	<p>81-0116-003</p>
<p><b>Head Cleaning Badges</b>  10 cleaning badges</p>	<p>14-0111-002</p>
<p><b>Extra Magnetic Identification Badges</b>  50 badges encoded 51-100  50 badges encoded 101-150</p>	<p>14-0113-002  14-0113-003</p>

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