

timeQplus User Guide

Publication: 06-0414-000
Date of Publication: Sept. 12, 2013
Revision: C

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Welcome



The timeQplus system allows a company's time & attendance to be managed from a single Windows-based PC.

Key Time and Attendance Features:

- Easily review employees' time totals past and present
- Edit Time Sheets
- Save and print reports
- Export data to various file formats and payroll programs
- Create Work Codes and assign to employees
- Report on Archived Pay Periods
- Submit Single Punch or Multiple Punches (TimeSlips)
- Submit Future Transactions using TimeSlips Feature

Getting Started

This chapter provides information on how to get started with timeQplus. It contains the following sections:

- Before Getting Started
- timeQplus Setup Wizard

Before Getting Started

Before using timeQplus for the first time, you may find it helpful to have your company's pay period and time and attendance policies handy.

Here is a list of configuration settings you will review and modify as needed:

1. **Adjust the following items located in the Setup section as desired:**
 - Current Pay Period Start Date
 - Pay Period Length
 - Pay Period Start Date
 - Holiday pay policies
 - Time card approval policies
 - Date Format
 - Time Totals Format
2. **For each shift used, adjust the following items located in the Shifts and Lunches section as desired:**
 - Set up shift rules
 - Maximum Time on the Clock
 - Pay Interval Rounding
 - Day Change Offset
 - Overtime Thresholds
 - 7th Day Overtime
 - Set up lunch rules
3. **Add Employees to the timeQplus System.**
4. **Add Supervisors to the timeQplus System and then assign employees to those Supervisors.**

After completing the Setup Wizard, we recommend launching the timeQplus software and generating a **Rules Setup Report** (click **Reports** on the navigation bar, then select [Rules Setup](#)). Preview or print this report to verify the application has been configured correctly to reflect your company's time and attendance policies.

After checking this report for accuracy and (if necessary) making any desired changes, you may begin adding employees.

Notes:

- *Most settings can be changed at any time and will affect only the total time accumulations in the Previous and Current Pay Period.*
- *Changes to the next pay period start date will lengthen or shorten the duration of the current pay period, but not affect the Previous Pay Period.*

timeQplus Setup Wizard

The first time you launch timeQplus, the system will open the timeQplus **Setup Wizard**. This wizard will walk you through a setup procedure to establish the initial settings for your timeQplus system. The application is configured with default settings, however, if you choose, you can simply click through the initial pay period setup, add employees and start clocking IN and OUT. However, we strongly suggest updating these default settings as needed to conform to your company's policies.

If you are upgrading from a previous version of either Attendance Rx Version 2 or timeQplus Version 3 you must still go through the Setup wizard, but simply press the Enter key for each input. Your existing settings will later be automatically imported from your existing database.



For new installations, before you proceed through the Setup Wizard, you may find it helpful to review the **Before Getting Started** section.

At any time during the Setup Wizard, you can use the **Back** button to review or change previous settings. When you have entered all your company's information, click the **Finish** button to complete the process and start timeQplus.

Note: Each of these settings can be changed at any time during normal operation using the **Setup** and **Shifts** screens on the timeQplus Navigation Bar. If you cancel the wizard before completing the setup, timeQplus will automatically run the Setup Wizard again the next time the software is started.

timeQplus Administrator Functions

timeQplus has two level of system access:

1. Administrator – has total access to all system functions and data.
2. Supervisor – has limited access with the ability to view/edit employee information (including time cards) and run reports for assigned employees only.

This chapter provides detailed information on timeQplus functions specific to the administrator role. It contains the following sections:

- timeQplus Navigation Bar
- Employees
- Messages
- Setup
- Shifts
- Punch Editing
- Reports
- Export
- Supervisors
- Time Clock
- System Utilities

timeQplus Navigation Bar

The **timeQplus Navigation Bar** allows an administrator to manage the timeQplus software. An administrator can update any configuration settings, add and delete employees, approve time cards and TimeSlips, export timeQplus data to payroll, and view/print reports.

To see the **Navigation Bar**, double click the timeQplus icon on your desktop. Ensure that you are connecting to the correct server and then enter your Administrator Login and Password.



Click the buttons on the left **Navigation** bar to access these Administrator functions:

- [Employees](#) Manage employee information and shift assignments
- [Messages](#) View and edit your Company and Employee messages
- [Setup](#) Setup company pay rules, Holidays, and Work Codes
- [Shifts](#) Define shift hours, lunch rules, overtime, and holiday pay
- [Punch Editing](#) View and edit employee Time Cards & Time Slips
- [Reports](#) Print or preview reports
- [Export](#) Export time cards to payroll or a service provider
- [Supervisors](#) Manage administrators and supervisors
- [Time Clock](#) Manage time clock devices
- [Hand Punch](#) Manage hand punch devices

Employees

The **Employees** screen allows an administrator to enter and view all employees and their information. An administrator can add a new employee, delete or modify an existing employee, assign employees to Time Clocks, or assign Work Codes to employees (please reference the [Work Codes](#) section in the *timeQplus Supervisor Functions* chapter for more information). An administrator can also enroll finger, face, and/or hand templates after capturing the templates on an appropriate Time Clock.

To access the **Employees** screen, click the **Employees** button on the left Navigation Bar or click **View** on the top menu and choose **Employees**.

Lastname	Firstname	MI	Badge	UserID	Number	Salaried/ Shift	HireDate
Click here to add a new row							
Allerton	George			0010	000000010	Shift 1	
Amon	Eva			0009	000000009	Shift 1	3/31/2013
Ballister	Tom			0023	000000023	Shift 1	
Bernard	Tony			0024	000000024	Shift 1	5/25/2013
Booton	Allison			0002	000000002	Shift 5	
Davis	Jennifer			0012	000000012	Shift 3	
Echert	Ken			0015	000000015	FT Employees	
Fizer	Andrew			0003	000000003	Shift 1	
Geiger	Dave			0007	000000007	Shift 1	
Jackson	Bob			0027	000000027	Shift 1	

26 employee(s).

Buttons: Work Codes, Enroll or Remove Finger, Enroll or Remove Face, Enroll or Remove Hand, Detail, Delete

Managing Employees

To Add an Employee:

- On the **Employees** screen, type the new employee information into the top blank row, entering the employee's *Lastname*, *Firstname*, *MI* (optional), *Badge* (optional), *UserID*, employee *Number* (optional), *Shift*, and *Hire Date*.
 - Note:** If you wish, employee *UserIDs* and *Numbers* can be set to auto-increment by adjusting the [Employee Options](#) located on the top menu bar under 'File'.
- Press **ENTER** to save the new employee information and automatically create another blank line at the top for additional employee entries.
- To erase input information **before** adding a new employee, press the **ESC** key on your keyboard, or click the **Refresh** button on this screen.



If employees will be using **proximity/barcode/magstripe badge Time Clocks** to punch, ensure the *Badge* field corresponds with the number on the actual badge assigned to the employee on the Time Clock. Refer to the *TQ600 User Manual* for more information.

If employees will be using **biometric finger reader or facial recognition Time Clocks** to punch, make a note of the *UserID* assigned to each employee. It may be a good idea to print the *Employee Profiles* report, which lists each employee's *UserID*, which will be used to enroll the employee's finger/face on the time clock. Refer to the *TQ600 User Manual* for more information on capturing finger/face templates.

To Edit an Employee:

- **From the Employees screen** – On the **Employees** screen, simply type the updated information directly into the appropriate field and press **ENTER**.
- **From the Employee Profile screen** – Click anywhere on the row containing the employee to be edited. Click the **Detail** button at bottom right to launch the **Employee Profile** window. This screen allows additional employee information to be recorded and saved. The **Password** field must be populated with the password the employee will be using to punch at the **Virtual Clock** and/or a **connected Time Clock**. There are also ten custom fields that can be used for creating Custom Payroll Exports. You can update the employee's information and then click **Save**. Click **Cancel** to return to the Employees screen without saving.

The screenshot shows the 'Employee Profile' window with the following data:

Last Name:	Ballister
First Name:	Tom
Middle Initial:	
Number:	000000005
Export ID:	12121212
Badge:	000000000
Hire Date:	3/14/2013
UserID:	1212
Password:	12
Hourly/Salaried:	Hourly (selected)
Shift:	8am - 5pm
Custom 1:	DV
Custom 2:	8.75
Custom 3:	Engineering
Custom 4:	1234567890
Custom 5:	
Custom 6:	
Custom 7:	
Custom 8:	
Custom 9:	
Custom 10:	

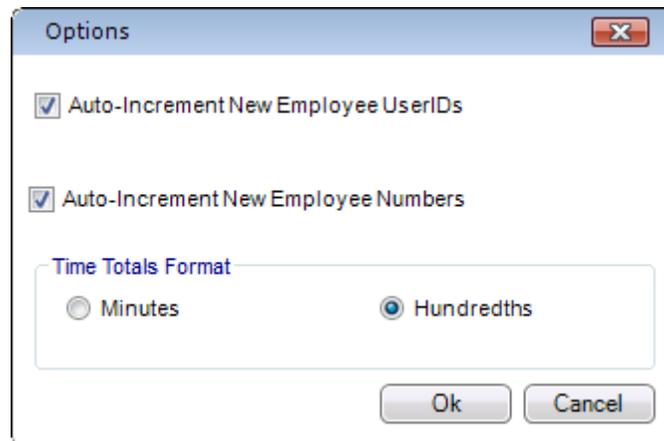
Buttons: Save, Cancel

To Delete an Employee:

- Click the **Employees** button on the left Navigation Bar or click **View** on the top menu bar and choose **Employees**.
 - Click anywhere on the row containing the employee to be deleted.
 - Click the **Delete** button at lower right.
- Note:** You will not be able to delete an employee who has punches in the current or previous pay periods. The employee will be marked for deletion (shown with a red line through the row), and will be automatically deleted when the employee no longer has active punches in the current or previous pay periods.)
- Click **Yes** to confirm the deletion, or click **No** to cancel.

Employee Options

The **Employee Options** feature allows an administrator to determine the format of time totals viewed by employees using the Virtual Clock. Time can be displayed in either minutes or hundredths. **Employee Options** also allows employee UserIDs and Numbers to be auto incremented when adding new employees to timeQplus.



To Change Employee Options:

- Click **File** on the top menu bar and choose **Employee Options**.
- Select your preference for *Time Totals Format*. You may choose to display time totals in minutes or hundredths.
- To have the software automatically increment new employee UserIDs, check the *Auto Increment New Employee UserIDs* box.
- To have the software automatically increment new employee Numbers, check the *Auto Increment New Employee Numbers* box.
- Click **Ok** when done. To exit without saving changes, click **Cancel**.

Employee Finger/Face/Hand Enrollment

Collecting, enrolling, and assigning an employee's Finger, Face, or Hand on a Time Clock is a **three step** process.

1. **Collect the employee's Finger/Face/Hand template on the Time Clock.**
 - You will need to know the *User ID* assigned to the employee in timeQplus. You may find it helpful to print an *Employee Profiles* report to ensure you record the templates with the correct USER ID.
 - For detailed instructions, refer to the **TQ600 User Manual** for finger templates, the **TQ600F User Manual** for face templates, and the **Hand Punch User Manual** for hand templates. These documents can be found under **Documentation** on the top menu bar.
 - For USB Flash Drive time clocks, after all employees are enrolled, insert a USB flash drive into the clock to capture finger or face templates.
 - On the TQ600B (finger), press Menu > PenDrive Mng > Download User.
 - On the TQ600F (face), press Menu > Dn/Upload > Download User.
2. **Associate the template with the employee record in the software.**
 - On the **Employees** screen, select the row containing the employee's name.
 - Click the appropriate **Enroll or Remove** button and follow the on-screen instructions.
3. **Assign the employee to additional Time Clocks.**
 - On the **Time Clock** screen, select the Time Clock the employee will be using to punch. If using a hand punch, click the **Hand Punch** tab and select the appropriate time clock.

- Select the employee's name in the *Unassigned Employees* list and click the right-pointing arrow button to move that employee's name to the *Assigned Employees* list. Click the **Save** button to save the assignment.

Note: *Employees can be assigned to and are able to punch at multiple Time Clocks.*

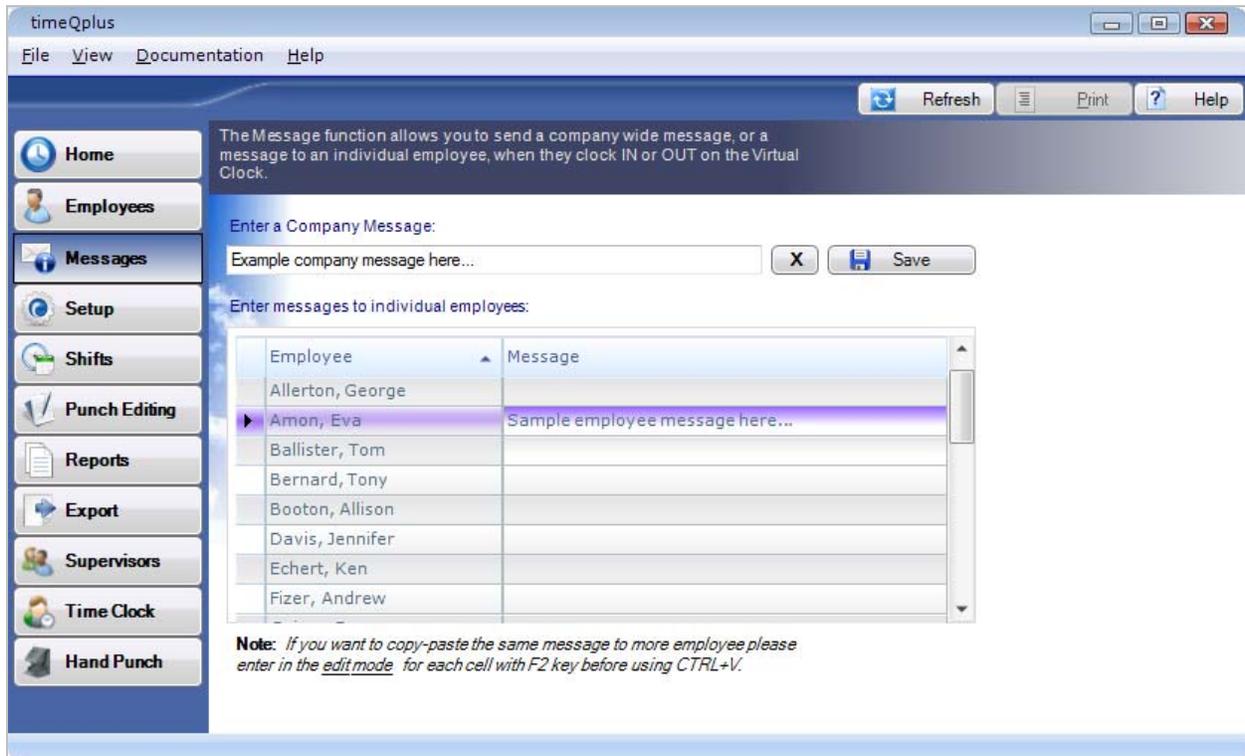
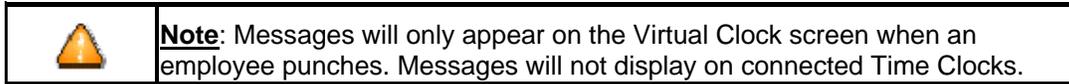
Removing Employee Finger/Face/Hand Templates

1. On the **Employees** screen, select the row containing the employee's name.
2. Click the appropriate **Enroll or Remove** button for the template you wish to delete and follow the on screen instructions.

Note: *Once an employee's template has been removed from timeQplus, it will remain on all time clocks to which the employee was assigned until after the next scheduled/manual poll or update occurs. Please see the Time Clocks section, [Poll and Update](#) for more information.*

Messages

The **Messages** screen allows an administrator to display a company-wide or employee-specific message to employees when they punch at a PC on the Virtual Clock.



To create or edit a company-wide message:

- To access the Messages screen, click the **Messages** button on the left Navigation Bar or click **View** on the top menu and choose **Messages**.
- Enter a company-wide message in the **Enter a Company Message** field. This message will appear on the PC screen after each employee punches at the PC.
- Click the **Save** button to save the message or click the **X** button to delete the *Company Message*.

Note: You must delete the **Company Message** when you no longer wish it to display. It will continue to display on the PC screen after each employee punch as long as it exists on this screen.

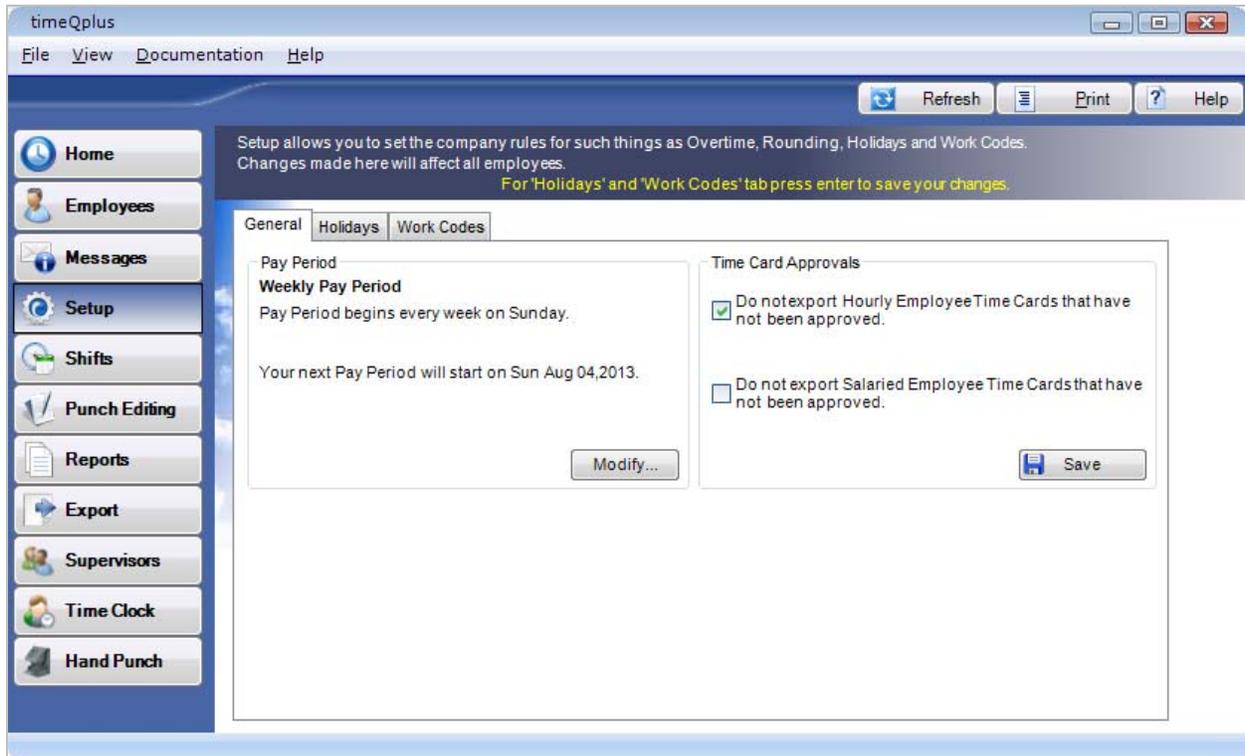
To create or edit employee-specific messages:

Enter employee-specific messages in the *Message* field next to the employee's name. This message will appear once on this employee's PC screen after the next punch.

Setup

The **Setup** screen allows an administrator to adjust variables related to the clock, time calculations, pay periods, holidays and Work Codes. Most items can be changed at any time and the change will be reflected in the total time accumulations for the current and previous pay periods only.

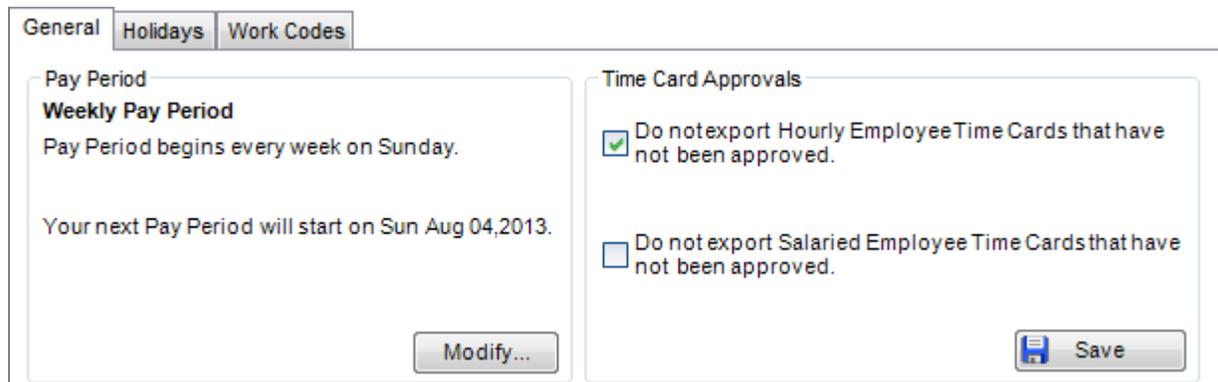
To access the **Setup** screen, click the **Setup** button on the left Navigation Bar or click **View** on the top menu bar and choose **Setup**. Three tabs are available for editing: **General**, **Holidays**, and **Work Codes**.



General

The following items may be edited using the **General** tab:

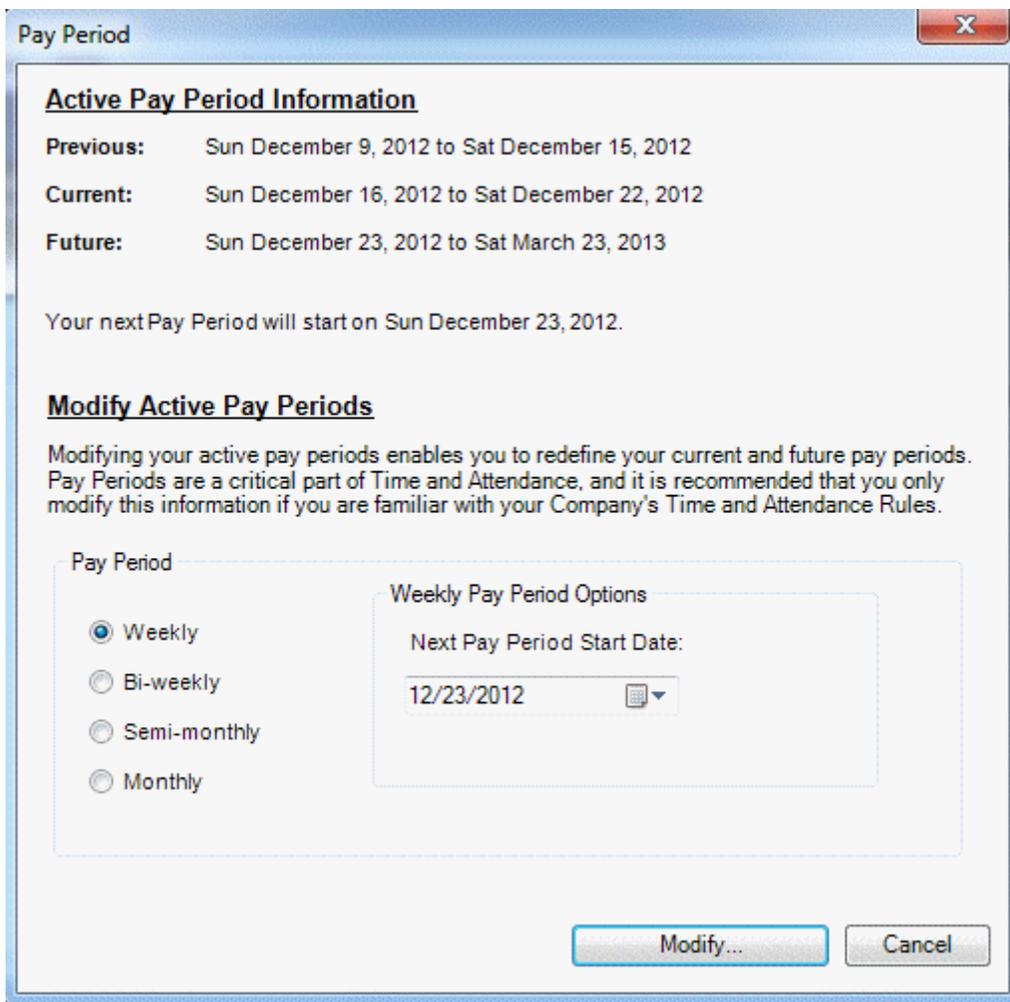
- **Pay Period** – timeQplus supports WEEKLY, BI-WEEKLY, SEMI-MONTHLY, and MONTHLY Pay Periods.
- **Time Card Approvals** – timeQplus can be configured to require that timecards be approved by a supervisor (or an administrator) before they can be exported to payroll.



To Change the Pay Period Length:

	Be aware that pay periods are a critical part of time and attendance tracking. Changing pay periods can have legal and personnel implications. Exercise caution when changing the pay period after the timeQplus software has been configured and is in use.
---	--

- Click the **Modify** button in the *Pay Period* section of the **General** tab. This will open the **Modify Active Pay Periods** screen.
The available choices are:
 - Weekly** - Employees are paid once per week
 - Bi-weekly** - Employees are paid every two weeks
 - Semi-Monthly** - Employees are paid twice per month
 - Monthly** - Employees are paid once per month
- Change the *Next Pay Period Start Date* if necessary to reflect the new pay period starting date. You may either click the downward-facing arrow at the right of the field to open a calendar from which you can select the desired date, or you may simply type the desired date directly in the *Next Pay Period Start Date* field.
- Click the **Modify** button to save your changes. To exit without saving changes, click the **Cancel** button.



Pay Period

Active Pay Period Information

Previous: Sun December 9, 2012 to Sat December 15, 2012

Current: Sun December 16, 2012 to Sat December 22, 2012

Future: Sun December 23, 2012 to Sat March 23, 2013

Your next Pay Period will start on Sun December 23, 2012.

Modify Active Pay Periods

Modifying your active pay periods enables you to redefine your current and future pay periods. Pay Periods are a critical part of Time and Attendance, and it is recommended that you only modify this information if you are familiar with your Company's Time and Attendance Rules.

Pay Period

Weekly

Bi-weekly

Semi-monthly

Monthly

Weekly Pay Period Options

Next Pay Period Start Date:

12/23/2012 

Modify... Cancel

To configure Time Card Approvals preferences:

- Check the “Do not export unapproved Time Cards for Hourly Employees” box to prevent the export of unapproved time cards for hourly employees.
- Check the “Do not export unapproved Time Cards for Salaried Employees” box to prevent the export of unapproved time cards for salaried employees.
- Click the **Save** button when done. To quit without saving changes, select another option from the left Navigation Bar or click the **Refresh** button at top right and then click **No** in the **Save Changes** dialog box.

Holidays

Optionally, timeQplus can track paid holidays and include this information when exporting to payroll. The timeQplus software does not automatically calculate holiday dates; they will need to be manually entered each year. If your company requires that an employee work a certain number of days before becoming eligible for paid holidays, this can also be configured on this screen.

The following items may be edited using the **Holidays** tab:

- **Holiday Dates** - Enter the date or select a date from the popup calendar. Enter the name of the holiday and press **Enter** to save. Repeat to add additional holidays.
To delete a holiday, click to highlight the holiday you want to remove, and then click the **Delete** button.
- **Employee Eligibility for Holidays** - In the ‘Eligible for Holiday Pay’ box, enter the number of days a new employee must work before becoming eligible for Holiday Pay and then click **Save**. To quit without saving changes, select another option from the left Navigation Bar or click the **Refresh** button at top right and then click **No** in the **Save Changes** dialog box.

The screenshot shows the 'Holidays' configuration screen. It features three tabs: 'General', 'Holidays' (which is active), and 'Work Codes'. The main content area is divided into two sections. On the left, there is a table titled 'Holidays' with two columns: 'Date' and 'Holiday'. The table contains two entries: '12/25/2013 Christmas' and '01/01/2014 New Year's Day'. Above the table is a link that says 'Click here to add a new row'. Below the table is a 'Delete' button with a red 'X' icon. On the right side of the screen, there is a section titled 'Eligible for Holiday Pay' with the text 'Number of calendar days (after Hire Date) when an employee becomes eligible for Holiday Pay.' Below this text is a text input field containing the value '000' and a 'Save' button.

Work Codes

Work Codes are used to allow a company to calculate how an employee’s work time is applied to a specific department, project, task, etc. Work codes can be entered, edited or deleted using the **Work Codes** tab on the Setup Screen. This list is referred to as the Master List of Work Codes. timeQplus can be configured to include work code information when exporting punch data to payroll.

The following items may be edited using the **Work Codes** tab:

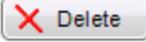
- **Code** – the work code number. After entering the first code number, timeQplus will auto increase the next work code number by 1. You may choose to keep the new number or just type over to input another of your choice.
- **Name** – the work code name.

- **Description** – a description of the work code; optional but can be very useful.
- **Write to Time Clock** – Must be checked before the work code can be assigned to employees or used on any Time Clock (including the Virtual Clock).

General Holidays **Work Codes**

Work codes

Code	Name	Description	Write on Time Clock
Click here to add a new row			
26	Admin	Administration	<input checked="" type="checkbox"/>
35	Soutenir		<input checked="" type="checkbox"/>
45	BizDev		<input checked="" type="checkbox"/>
55	Service		<input checked="" type="checkbox"/>
65	Temp2		<input checked="" type="checkbox"/>

 Delete

The following applies to Hourly employees only:

- A Work Code must have "Write to Time Clock" set before it can be assigned to employees and used on any Time Clock, including the Virtual Clock.
- Work Code assignments are managed on the **Employees** screen. Please see the [Work Codes](#) section in the *timeQplus Supervisor Functions* chapter for detailed instructions.
- Work Codes can be used on TQ600 Time Clocks (Facial, Biometric, Proximity, Barcode, and Magstripe), and on the Virtual Clock.
- There are two modes for using Work Codes on connected Time Clocks (the Virtual Time Clock handles Work Codes a bit differently). **Consult the user manual for details on setting the mode on each Time Clock.**
 - **Mode 3** - A Time Clock configured to Mode3 will allow employees to choose only their assigned Work Codes stored in that Time Clock.
 - **Mode 4** - A Time Clock configured to Mode 4 will allow any employee to choose any Work Code that has been stored in that Time Clock.
- Because the Virtual Clock is controlled entirely by the timeQplus software, it reacts differently to Work Codes:
 - If an employee is assigned Work Codes, then only those Work Codes are available to choose when punching.
 - If an employee has no Work Codes assigned, then all Work Codes with 'Write on Time Clock' checked will be available for use when punching.
- A punch is considered a 'Transfer' if a Work Code different from the previous punch is selected.
- All **OUT** punches will have the same Work Code as the previous punch, which could be either an **IN** or a **TRANSFER**.

The following applies to Salaried Employees only:

- To assign a salaried employee a work code, select the employee on the [Punch Editing](#) screen.
- In the **Transaction** area, select the date.
- Select 'Reg' from the **Type** drop down list and enter the time [HH:MM].
- Select a work code from the **Work Code** drop down list and click **Insert** to save changes.

Shifts

A shift can be defined as a set of rules enforcing company policy for a group of employees, related to start and stop times, lunch times, overtime, and holidays. When an employee is assigned to a shift, the software then refers to the set of rules defined for that shift and applies those rules to that employee's transactions in order to derive the total time accumulations.

Up to twelve different shifts can be defined in timeQplus. A shift can be a traditional shift, a department, a group within a department, etc. Each shift may be defined differently with its own set of rules.

To access the **Shifts** screen, click the **Shifts** button on the left Navigation Bar or click **View** on the top menu bar and choose **Shifts**. The **Shifts** screen consists of four tabs: **Shift Settings**, **Lunch Rules**, **Overtime**, and **Holidays**.

The screenshot shows the timeQplus application window with the Shifts screen open. The left navigation bar includes Home, Employees, Messages, Setup, Shifts (selected), Punch Editing, Reports, Export, Supervisors, Time Clock, and Hand Punch. The main content area has a title bar with Refresh, Print, and Help buttons. Below the title bar is a description: "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 should be applied to the employee's punches in order to derive the total time accumulations." The screen is divided into several sections: "Select a Shift:" with a dropdown menu showing "8am - 8pm" and a Save button; "Shift Name:" with a text field containing "8am - 8pm"; "Shift Settings" tab (selected), "Lunch Rules", "Overtime", and "Holidays" tabs; "General Settings" section with "Pay Interval Round" (1 min), "Max Time On Clock" (13:00), and "Day Change Offset" (00:00); and "Shift Rules" section with a checked "Shift Rules Enabled" box and a table for Round, Grace, and Dock values for Shift Start and Shift Stop.

Shift Rules	Round (Minutes)	Grace (Minutes)	Dock (Minutes)
Shift Start: 08:00 AM	00	00	00
Shift Stop: 08:00 PM	00	00	00

Shift Settings

Under the **Shift Settings** tab, the following items may be edited: **Pay Interval Round**, **Max Time on Clock**, **Day Change Offset**, **Shift Start**, **Shift Stop**, **Round**, **Grace**, and **Dock**. Each setting is described in the sections that follow. **Note:** *Definitions for all these settings can be found in the [Glossary](#).*

To edit a shift's settings:

- Select a shift to edit from the *Select a Shift* drop-down list.
- To change the name of a shift, simply type the new name in the *Shift Name* field.
- Click the **Shift Settings** tab to modify Pay Interval Round, Max Time on Clock, and Day Change Offset. Check the *Shift Rules Enabled* box to modify Shift Start, Shift Stop, Round, Grace and Dock values. Click the **Save** button when finished. If you do not wish to make use of the Round, Grace or Dock features, leave the minutes set to zero.

Pay Interval Rounding

Pay Interval Rounding causes time worked totals for each employee to be rounded to the nearest one, five, six, ten or fifteen minute increment. It will not affect the actual punch time recorded in the software, only the worked time totals. If you do not wish for your worked time totals to be rounded, set the *Pay Interval Rounding* value to one minute (this is the default).

Example 1:

Pay Interval Round time set to 10 minutes.

- Punch at 10:14 will be treated as though it occurred at 10:10.
- Punch at 10:15 will be treated as though it occurred at 10:20.

Example 2:

Pay Interval Round time set to 15 minutes.

- Punch at 10:07 will be treated as though it occurred at 10:00.
- Punch at 10:08 will be treated as though it occurred at 10:15.

To edit Pay Interval Round:

- Click the **Shifts** button on the left Navigation Bar or click **View** on the top menu bar and choose **Shifts**. Select the shift you want to modify, and then select the 'Shift Settings' tab.
- Choose the desired *Pay Interval Round* value from its drop-down list. Choices include 1, 5, 6, 10 or 15 minute(s). The default value for *Pay Interval Rounding* is 1 minute.
- Click the **Save** button when done. To quit without saving changes, select another option from the left Navigation Bar or click the **Refresh** button at top right and then click **No** in the **Save Changes** dialog box.

Max Time on Clock

The *Max Time on Clock* setting prevents the system from calculating erroneously large worked time totals (and possible overtime) due to missed punches. The system assumes that an employee has missed a punch after the maximum time on the clock has been exceeded. The system will change the employee's status to *Out* with zero accumulated time after the maximum time has passed since the last **In/Transfer** punch. A flag will also be set that there is a missing punch on the **Punch Editing** screen and on the **Time Card** and **Hours Summary** reports.

You can then enter the missing punch via [Punch Editing](#) so the employee's time can be correctly calculated.

The default value for *Max Time on Clock* is twelve hours (12:00).

Note: To disable this feature, set *Max Time on Clock* to zero hours (00:00).

To edit the Max Time on Clock setting:

- Click the **Shifts** button on the left Navigation Bar or click **View** on the top menu bar and choose **Shifts**. Select the shift you want to modify, and then select the 'Shift Settings' tab.
- Enter the desired value in the *Max Time on Clock* field.
- Click the **Save** button when done. To quit without saving changes, select another option from the left Navigation Bar or click the **Refresh** button at top right and then click **No** in the **Save Changes** dialog box. Changing **Max Time on Clock** will apply to the Previous, Current and all future Pay Periods.

Day Change Offset

A normal day by default begins at exactly 12:00 AM. Some companies, however, may have employees who work shifts that end at 12AM or even into the next day. Also, there may be shifts that begin at 12AM or earlier.

Day Change Offset can be used to 'move' such employees' workday change time backward or forward from 12AM so their hours are credited to the proper workday. The *Day Change Offset* field displays HH:MM.

- If you do not have employees that begin or end work through 12AM, leave this setting at the default value [00:00].

- If you have employees that begin work on Day1 but end work on Day2, and the hours worked should be allocated to Day1, set Day Change Offset to the following calculated value:
[Shift Stop Time + Shift Stop Round]
Example: If your shift stops at 4:30 AM and you have a 30-minute shift stop round, the Day Change Offset is set to [5:00].
- If you have employees that begin work on Day1 and end work on Day2, and the hours worked should be allocated to Day2, set the Day Change Offset to the NEGATIVE of the following calculated value:
[12:00 – Shift Start Time + Shift Start Round]
Example: If your Shift starts at 11:00 PM and you have a 15-minute shift start round, the Day Change Offset is set to [-01:15].

The screenshot shows the 'Shift Settings' interface for 'Shift 1'. It includes tabs for 'Shift Settings', 'Lunch Rules', 'Overtime', and 'Holidays'. The 'General Settings' section contains fields for 'Pay Interval Round' (set to 1 min), 'Max Time On Clock' (set to 12:00), and 'Day Change Offset' (set to -01:15). The 'Shift Rules' section has a checked 'Shift Rules Enabled' checkbox and a table for setting 'Round (Minutes)', 'Grace (Minutes)', and 'Dock (Minutes)' for both 'Shift Start' and 'Shift Stop'.

Shift Rules	Round (Minutes)	Grace (Minutes)	Dock (Minutes)
Shift Start: 11:00 PM	15	10	05
Shift Stop: 08:00 AM	15	10	05

To edit Day Change Offset:

- Click the **Shifts** button on the left Navigation Bar or click **View** on the top menu bar and choose **Shifts**. Select the shift you want to modify, and then click on the 'Shift Settings' tab.
- Enter the appropriate value in the *Day Change Offset* field.
- Click the **Save** button when done. To quit without saving changes, select another option from the left Navigation Bar or click the **Refresh** button at top right and then click **No** in the **Save Changes** dialog box.

Shift Rules

Check the Shift Rules Enabled box to modify Shift Start, Shift Stop, Round, Grace and Dock values. Click the Save button when finished. If you do not wish to make use of the Round, Grace or Dock features, leave the minutes set to zero. The following table describes each setting in more detail.

Shift Name:	The name of this shift as you would like it to appear on reports and screen displays.
Shift Start Time:	The time of day employees are scheduled to start work. Pay careful attention to the AM and PM settings to ensure your times are set correctly.
Shift Stop Time:	The time of day employees are scheduled to stop work. Pay careful attention to the AM and PM settings to ensure your times are set correctly.
Shift Round:	<p>The number of minutes before the scheduled Start time that an employee's "early" punch in will be treated as if it occurred exactly at the scheduled Start time, or the number of minutes after the scheduled Stop time that an employee's "late" punch out will be treated as if it occurred exactly at the scheduled Stop time.</p> <p>This setting allows employees to clock in a few minutes early or clock out a few minutes late, say, for time spent getting a cup of coffee in the morning or gathering their personal belongings before leaving work, without accumulating overtime. It does not change the actual punch time recorded by the system, only how that punch is treated for the purpose of calculating the employee's worked time.</p> <p>You can set different numbers of minutes for <i>Start Round</i> and <i>Stop Round</i>, if desired. If you do not wish to use this setting, set <i>Start Round</i> and <i>Stop Round</i> to zero.</p> <p> Note that U.S. law prohibits rounding of more than 15 minutes.</p>
Shift Grace:	<p>The number of minutes after the scheduled Start time that an employee's "late" punch in is still considered on time, or the number of minutes before the scheduled Stop time that an employee's "early" punch out is considered on time.</p> <p>This setting allows an employee to clock in a few minutes late or clock out a few minutes early without being docked. It does not change the actual punch time recorded by the system, only how that punch is treated for the purpose of calculating the employee's worked time.</p> <p>You can set different numbers of minutes for <i>Start Grace</i> and <i>Stop Grace</i>, if desired. If you do not wish to use this setting, set <i>Start Grace</i> and <i>Stop Grace</i> to zero.</p>

Shift Dock:	<p>The number of minutes an employee will lose from their daily total for punching in late or punching out early outside of the parameters of the <i>Shift Grace</i> setting.</p> <p><i>Shift Dock</i> works together with <i>Shift Grace</i> to determine employees' calculated work time. If an employee clocks in or out during the time designated as <i>Shift Grace</i>, the employee's time will not be docked. If <i>Start Dock</i> is set to zero, an employee who clocked in one minute after the end of the <i>Start Grace</i> period would only be docked the amount of time elapsed from the end of <i>Start Grace</i>. In other words, if your <i>Shift Grace</i> period is set to five minutes, an employee who punches in six minutes late would only be docked one minute.</p> <p>You can use the <i>Shift Dock</i> setting to override the effect of the <i>Shift Grace</i> period for employees who punch in a few minutes outside the <i>Shift Grace</i> period.</p> <p>For instance, if you set <i>Start Grace</i> to five minutes and <i>Start Dock</i> to 10 minutes, an employee who clocked in at three minutes after the scheduled shift start time (within the <i>Shift Grace</i> period) would not be docked. That employee's punch would be treated as though it had occurred at the shift start time for the purpose of calculating employee worked time.</p> <p>However, if an employee clocked in at seven minutes after the scheduled shift start (outside the five minute <i>Shift Grace</i> period but within the 10 minute <i>Shift Dock</i> period), that employee's punch would be treated as though it had occurred at 10 minutes after the shift start for the purpose of calculating the employee's work time.</p> <p>If an employee clocked in at twelve minutes after the scheduled shift start (outside the periods covered by both <i>Shift Grace</i> and <i>Shift Dock</i>), that punch would simply be treated as though it occurred at its actual time for the purpose of calculating the employee's worked time.</p> <p>You can set different numbers of minutes for <i>Start Dock</i> and <i>Stop Dock</i> if desired. If you do not wish to use this setting, set <i>Start Dock</i> and <i>Stop Dock</i> to zero.</p>
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Lunch Rules

If you wish to apply lunch rules, click the *Lunch Rules* tab and then check the *Lunch Rules Enabled* box. Enter the scheduled **Lunch Start**, **Lunch End**, **Lunch Duration**, and **Auto After** values. Click the **Save** button when done. To disable the Lunch Duration and/or Auto After feature, set their values to zero.

Select a Shift:

Shift Name:

Lunch Rules Enabled

Lunch Start: Lunch Duration: minutes

Lunch End: Auto After: hours

The following table describes each lunch setting in more detail.

<p>Lunch Start:</p>	<p>The earliest time of day at which an employee can punch out for lunch. If an employee clocks out before this time, the system assumes the punch does not relate to a lunch period, and lunch rules will not be applied.</p>
<p>Lunch End:</p>	<p>The latest time of day at which an employee should punch in from lunch.</p> <p>The system assumes employees will take their entire lunch break within the window between <i>Lunch Start</i> and <i>Lunch End</i>. It assumes a return after <i>Lunch End</i> indicates a longer-than-normal lunch period.</p> <p>If an employee clocks out to lunch after <i>Lunch Start</i> but before <i>Lunch End</i> (which puts Lunch Rules in effect), then clocks in from lunch after <i>Lunch End</i>, the difference between <i>Lunch End</i> and the time the employee actually clocks in will be added to the <i>Lunch Duration</i> to calculate the total time deducted from the employee's hours worked total for lunch.</p> <p>You may need to adjust the hours worked totals for such employees using the Punch Editing screen if the time deducted exceeds their actual lunch time taken.</p> <p>If you find you consistently have to make this adjustment for many employees, you may wish to consider modifying your <i>Lunch End</i> setting to a later time.</p>
<p>Lunch Duration:</p>	<p>The minimum number of minutes subtracted from time worked totals for each lunch period. If an employee is clocked out for lunch longer than the designated <i>Lunch Duration</i>, the system will deduct the actual amount of time the employee is clocked out. However, if an employee takes a shortened lunch – that is, clocks out after the designated <i>Lunch Start</i> and clocks back in before the amount of time set in the <i>Lunch Duration</i> field has elapsed – the system will automatically deduct the full <i>Lunch Duration</i>.</p> <p>This setting can be useful in structured environments such as a production line, where employees must take standard-length lunch breaks. Enforcing a standard <i>Lunch Duration</i> will ensure you do not overpay employees in the event they clock back in from lunch early before they can actually start work.</p> <p> In other types of environments, use caution with this setting to ensure you do not underpay employees who take shortened lunch breaks. You may need to adjust the hours worked totals for such employees using the Punch Editing screen if the time deducted exceeds their actual lunch time taken.</p>

<p>Auto Lunch After:</p>	<p>The length of time an employee can be on the clock before the system assumes they have missed punching out for lunch and automatically deducts the <i>Lunch Duration</i> from their hours worked total. If the <i>Lunch Duration</i> field is set to zero, the <i>Auto Lunch After</i> setting will have no effect.</p> <p> Use caution with this setting. If an employee skips lunch, and you have <i>Auto Lunch After</i> configured, the <i>Lunch Duration</i> will automatically be deducted from their hours worked total. You must manually add that time back using the Punch Editing screen in order to avoid underpaying that employee.</p>
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	<p>You can view the adjustments made to individual punches by the system as dictated by the shift and lunch rules you configured by selecting a punch affected by these rules in the Punch Editing screen and clicking the DETAILS button.</p>
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Overtime

Overtime specifies the amount of time an employee must work before overtime will begin to accumulate. The threshold amounts may be set on both a daily basis and/or weekly basis. Both the daily and weekly overtime thresholds may be set at two different levels to reflect company policy.

Example 1:

If you pay overtime based only on the number of hours worked in a week, not on the number of hours worked in a given day, set the *Daily Level 1* and *Daily Level 2* to 24:00 hours. If you do not pay a second level of overtime on a weekly basis, set *Weekly Level 2* to 168:00 hours.

Shift Settings	Lunch Rules	Overtime	Holidays
<input checked="" type="checkbox"/> Overtime Enabled			
		Level 1	Level 2
Daily		24:00 Hours	24:00 Hours
Weekly		040:00 Hours	168:00 Hours
Enable 7th Day Overtime		<input type="checkbox"/>	

Example 2:

You pay employees at 1.5 times their pay rate (time and a half) if a given employee works over 40 hours in a week and 2 times the normal pay rate (double time) if the employee works over 48 hours in a week. To implement these rules, set *Weekly Level 1* to 40 hours and *Weekly Level 2* to 48 hours. If an employee then works 60 hours in a particular week, the totals generated will be:

- Regular: 40:00
- Overtime 1: 08:00
- Overtime 2: 12:00

	Level 1	Level 2
Daily	24:00 Hours	24:00 Hours
Weekly	040:00 Hours	048:00 Hours

Enable 7th Day Overtime

To edit the Overtime Threshold Values:

- Click the **Shifts** button on the left Navigation Bar or click **View** on the top menu bar and choose **Shifts**. Select the shift you want to modify, and then click the 'Overtime' tab.
- Check the *Overtime Enabled* box and type the desired overtime thresholds in the *Daily Level 1*, *Daily Level 2*, *Weekly Level 1* and *Weekly Level 2* fields.
- Click the **Save** button when done. To quit without saving changes, select another option from the left Navigation Bar or click the **Refresh** button at top right and then click **No** in the **Save Changes** dialog box.

7th Day Overtime

When enabled, *7th Day Overtime* will promote all hours worked on the seventh consecutive worked day to the next higher pay level (Overtime 1 or Overtime 2), provided that the 7 consecutive days start at the beginning of the a given week of the pay period. This rule affects only the Daily Overtime calculations and will not overwrite any Weekly Overtime rule settings. To enable 7th Day Overtime, check the 'Enable 7th Day Overtime' box on the Overtime tab.

Note: This feature was designed to accommodate a law commonly referred to as **California Overtime**.

Holidays

You can override the company-wide settings regarding holiday pay for individual shifts. If you wish holidays to be paid for employees assigned to this shift, check the 'Holidays are paid' box and then enter the number of hours to be paid for each holiday. Click the **Save** button when done. To quit without saving changes, select another option from the left Navigation Bar or click the **Refresh** button at top right and then click **No** in the **Save Changes** dialog box.

Select a Shift: Shift 1

Shift Name: Shift 1

Shift Settings | Lunch Rules | Overtime | **Holidays**

Holidays are paid

Hours to pay for each Holiday: 08:00

Salaried Shift Settings

The Salaried shift determines how salaried employees will be paid.

Select a Shift: Salaried Save

Shift Name: Salaried

General Holidays

Employees Pay based on 080:00 hours per Pay Period.

General Holidays

Holidays are paid

Hours to pay for each Holiday: 08:00

To Change Salaried Employee Settings:

- Click the **Shifts** button on the left Navigation Bar or click **View** on the top menu bar and choose **Shifts**. Select 'Salaried' from the 'Select a Shift' drop down list.
- Under the **General** tab, you can specify the number of hours per Pay Period to pay salaried employees. The default value is 40 hours, which can be updated if necessary. This value is exported every pay period to payroll.
- If salaried employees are to be paid for holidays, then under the **Holidays** tab, check the *Holidays are paid* box and enter the number of hours to pay for each holiday in the *Hours to pay for each Holiday* field; the default is 8:00 hours.
- Click the **Save** button when done. To quit without saving changes, select another option from the left Navigation Bar or click the **Refresh** button at top right and then click **No** in the **Save Changes** dialog box.

Punch Editing

Punch Editing allows administrators and supervisors to do the following:

- Review and edit employee transactions
- Adjust the total time accumulations
- View the details of transaction totals and how the software calculated the transactions
- Add missed punches
- Modify Work Codes
- Add miscellaneous transactions (Vacation, Sick Time, Other, Holiday, FMLA)
- Approve an employee's time card
- Print an employee's time card

To access the Punch Editing screen, click the **Punch Editing** button on the left Navigation Bar or click **View** on the top menu bar and choose **Punch Editing**.

I	Date	Time	Work Code	IN/OUT	Hours	Day Total	Weekly REG	Weekly OT1	Weekly OT2
INS	Tue 12/18/2012	8:00 AM	3000	IN					
CLK	Tue 12/18/2012	2:38 PM	3000	OUT	6:38				
CLK	Tue 12/18/2012	2:46 PM	3000	IN					
CLK	Tue 12/18/2012	2:59 PM	3000	OUT	0:13				
CLK	Tue 12/18/2012	4:17 PM	3000	IN					
CLK	Tue 12/18/2012	4:20 PM	3000	OUT	0:03	6:54	6:54	0:00	0:00

Transaction	Hours	Edits	Total
Regular	6:54	0:00	6:54
Overtime Level 1	0:00	0:00	0:00
Overtime Level 2	0:00	0:00	0:00
Vacation	0:00		
Sick Time	0:00		
Other	0:00		
Holiday	0:00		
FMLA	0:00		

timeQplus can store several different types of transactions:

- PUNCH (CLK): a normal punch In or Out on a connected Time Clock
- INSERTED (INS): an entry inserted using the Punch Editing screen.
- PUNCH (PC): an entry created when an employee clocks In or Out using the Virtual Clock
- TIMESLIP (SLP): an entry created when a salaried employee submits a transaction using the Submit Employee TimeSlip feature on the Virtual Clock (salaried employees only)

The code (CLK, INS, PC, and SLP) at the left of each transaction line in the **Punch Editing** screen identifies the type of transaction. These various types of transactions allow for Salaried Exempt and Salaried Non-Exempt employees, as well as hourly employees, to use the software.

Managing Transactions

Transaction		Insert	Manage
Date:	11/30/2012	Insert	Edit Totals
Type:	Punch	Delete	View Deleted
Time:	12:00 AM	Details	Approve
Work Code:			

To insert a transaction:

- On the **Punch Editing** screen, select employee from the 'Select an Employee' drop-down list.
- Select the appropriate pay period from the 'Choose a Pay Period' drop-down list. Be certain to confirm transaction being inserted occurs within the date range of the pay period.
Note: Transactions added to the Future pay period will appear in the [Future Transactions Report](#) until such time as the Pay Period in which the transaction occurs becomes the Current pay period.
- Enter the *Date* of the transaction you are inserting in the field in the *Insert* section of the *Transaction* area at the bottom left of the screen. You may simply type the desired date in the field, or click the arrow at the right of the field to open a calendar to select the correct date.
- Select the type of transaction to insert from the 'Type' drop-down menu: PUNCH, HOL (Holiday), VAC (Vacation), SIC (Sick leave), REG (Regular time), FMLA (Family Medical Leave Act) or OTH (Other). The transaction type is displayed in the *IN/OUT* column.
Note: The REG transaction is useful to add hours when an employee forgot or otherwise unable to clock both in and out. The effect of adding hours via the REG transaction is essentially the same as adding two individual PUNCH transactions for a missed In punch and a missed Out punch.
- Enter the correct *Time* for the transaction you are inserting. If you are inserting a PUNCH, enter the time when the punch should have taken place. For other inserted transactions (HOL, VAC, SIC, REG, OTH or FMLA), enter the number of *Hours* to apply to this transaction. You may simply type the correct value in the field; or, for *Time*, use the up or down arrows at the right of the field to adjust the time.
- If applicable, select a *Work Code* from the drop down list.
- Click the **Insert** button or press the <ALT> then the "I" key on your computer keyboard.
 - When inserting a PUNCH transaction, you will be prompted to enter a comment, maybe why the transaction was added, for example. Enter text in the blank box and click the **Save** button.
 - Click the **No Comment** button to skip entering a comment and save the transaction. To permanently disable the Comments dialog box, check the *Don't display this dialog again*.
 - To enable the Comments dialog box after permanently disabling it, click **File > Supervisor Preferences...** on the top menu bar, check the *Show Punch Comment Dialog* box, and then click **Save**.
 - You can view comments by selecting an inserted PUNCH transaction and clicking the **Details** button.
- The transaction will now appear on the Punch Editing Screen.

To delete a transaction:

- On the **Punch Editing** screen, select employee from the 'Select an Employee' drop-down list.
- Select the appropriate pay period from the 'Choose a Pay Period' drop-down list.
- Click the transaction to be deleted.
- Click the **Delete** button, or simultaneously press the **<ALT>** and **D** keys on your keyboard.

Note: When a **PC** or **SLP** transaction is deleted in **Punch Editing**, the timeQplus software does not actually remove the transaction from the database. The transaction will no longer appear in the **Punch Editing** screen, but will appear on the **Time Card Report** in a separate section entitled "Deleted Transactions". These deleted transactions are ignored in calculating the employee's total time accumulation.

To view deleted transactions:

On the **Punch Editing** screen, select the desired employee and Pay Period from the drop down lists and then click the **View Deleted** button. If an employee does not have any deleted punches during the selected Pay Period, the **View Deleted** button will be grayed out.

To view the details of a transaction, including adjustments arising from the use of Round, Grace, Dock or lunch rules:

- On the **Punch Editing** screen, select employee from the 'Select an Employee' drop-down list.
- Select the appropriate pay period from the 'Choose a Pay Period' drop-down list.
- Select a transaction. Click the **Details** button or simultaneously press the **<ALT>** and **T** keys your keyboard. The *Punch Details* screen appears. It lists the rules applied to both the IN and OUT punch as well as adjustments made to the total time.
- Click the **Ok** button to exit the *Punch Details* screen.

Editing Total Time Accumulations**To edit total time accumulations:**

- On the Punch Editing screen, select employee from the 'Select an Employee' drop-down list.
- Select the appropriate pay period from the 'Choose a Pay Period' drop-down list.
- Click the **+/- Edit Totals** button or simultaneously press the **<ALT>** and **E** keys on your keyboard. This will launch the *Edit Totals* screen, which will allow you to add or subtract time from an employee's totals.

- Enter the number of hours and minutes to be added to or subtracted from the Regular, Overtime 1 or Overtime 2 categories. A value of 0:00 means that no time will be added to or subtracted from the employee's total time accumulations for that category.

- When subtracting time, enter a minus sign (-) before the number of hours and minutes. When adding time, simply type the number of hours and minutes to be added. You do NOT need to insert a plus sign (+) in front of the number.
- Click the **Save** button to accept changes or the **Cancel** button to exit the *Edit Totals* screen without saving changes. The changes you enter are reflected on the **Punch Editing** screen in the *Totals* area in the *Edits* and *Totals* columns.

Note: *The edited hours are added to or deleted from the overall pay period totals. They are not allocated to a particular day.*

Printing Time Cards

An employee's Time Card can be printed from either the **Punch Editing** screen by clicking the **Print** button at the upper right corner or from the **Reports** screen by following the steps below.

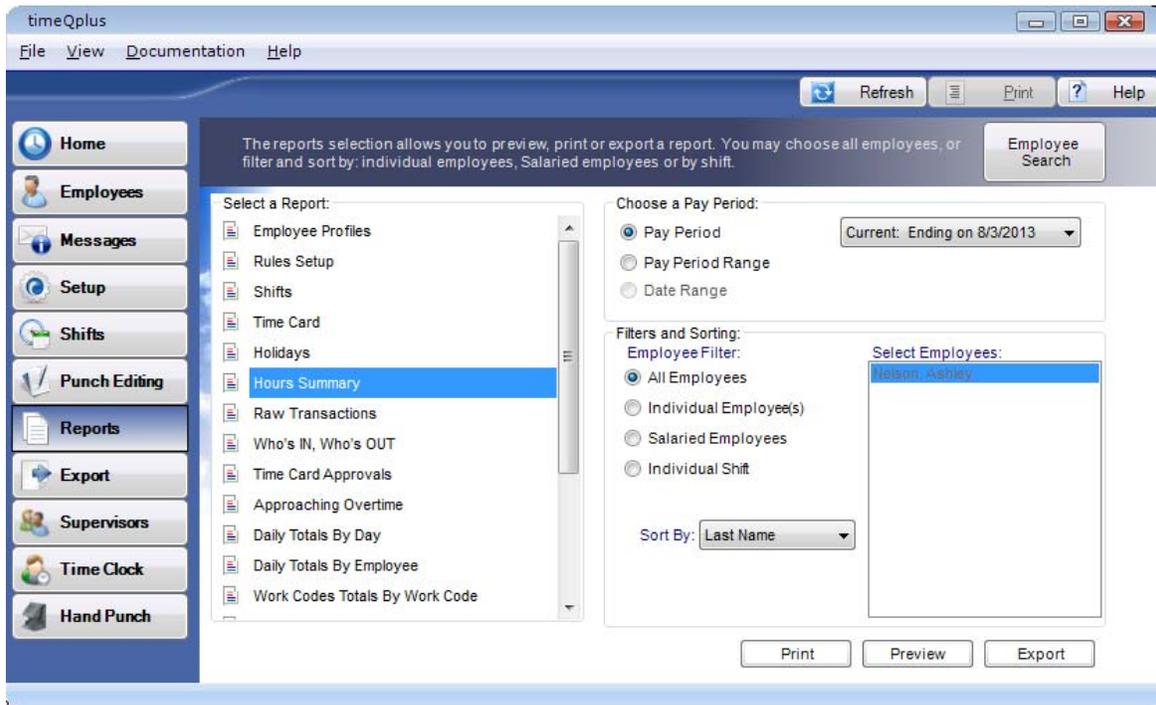
To print a Time Card using Reports:

- Click the **Reports** button on the left Navigation Bar or click **View** on the top menu bar and choose **Reports**.
- Select the *Time Card* report.
- Choose the appropriate *Pay Period* from the 'Choose a Pay Period' drop-down list.
- On the *Filters and Sorting* area, select whether to print all employees, individual employees, salaried employees only or employees assigned a specific shift.
- To include Work Codes, check the **Include work codes** box.
- When printing individual employees, select the specific employees to include from the list in the box at the right of the screen. To print one employee, click that employee's name. To print multiple employees, press and hold the **CTRL** key while clicking each employee name.
- When printing an entire shift, select the desired shift from the drop-down list that appears below the filter selection.
- Select the desired sort order from the 'Sort By' drop-down list. By default, employees are sorted in alphabetical order by last names. You can change the sort order to alphabetical by first name or numerical by badge number, employee number or shift.
- To print the report, click the **Print** button. To preview the report before printing, click the **Preview** button.

Reports

The **Reports** screen allows reports to be generated for preview, print, or export. It also allows administrators to search for past and present employees using the **Employee Search** button (located in the upper right corner of screen). The search results will contain data on when an employee was added to and, if applicable, removed from the timeQplus software.

To access the **Reports** screen, click the **Reports** button on the left Navigation Bar or click **View** on the top menu bar and choose **Reports**.



Certain reports offer filter options: All Employees, selected Individual Employee(s), only Salaried Employees or Individual Shift; and sorting options: Last Name, First Name, Badge Number, Employee Number or Shift.

Generating a Report

To generate a report:

- On the **Reports** screen, select the type of report you wish to print.
- If applicable, select the desired *Pay Period*, *Pay Period Range*, or *Date Range*. Please refer to [Table 1](#) for a list of reports along with the available options and maximum date range values for each.
- Select the filter criteria when applicable. For certain reports, you may choose to filter your report to include *All Employees* (the default), selected *Individual Employee(s)*, only *Salaried Employees* or all employees assigned to an *Individual Shift*. If filtering is not applicable to the report you have selected, the options will be grayed out.
- If filtering by *Individual Employee(s)*, select the desired employee's name in the 'Select Employees' box at the right of the screen. To select more than one employee, press and hold down the **CTRL** key while clicking each employee name.
- If *Individual Shift* is selected, select the shift in the drop down list that appears below the filter selection.
- Select the sorting method, if applicable. You may choose from alphabetical by first name or last name (the default) or numerical by badge number, employee number, or shift.

- Select the output (where you want the report to go). Choices include:
 - **Print** – print a paper copy of the report
 - **Preview** – preview a copy of the report before printing
 - **Export** – create an electronic copy of the report. Format options include:
 - Image (*.tiff)
 - Adobe PDF (*.pdf)
 - Web Archive(*.mhtml)
 - Microsoft Excel (*.xls)
 - CSV (*.csv)

Table 1

Report	Available Report Options			Max # of Weeks in Pay Period Range or Date Range
	Pay Period	Pay Period Range	Date Range	
Approaching Overtime				
Average Totals By Employee			✓	52
Daily Totals By Day	✓	✓		5
Daily Totals By Employee	✓	✓		5
Employees By Supervisor				
Employee Default Work Codes				
Employee Profiles				
Holidays	✓			
Hours Summary	✓	✓		53
Missing Punches	✓			
Punch Comments By Employee	✓			
Raw Transactions	✓			
Rules Setup	✓			
Shifts	✓			
Supervisors By Employee				
Time Card	✓	✓		53
Time Card Approvals	✓			
Who's IN, Who's OUT				
Work Codes Totals By Employee	✓	✓		5
Work Codes Totals By Work Code	✓	✓		5

Future Transactions Report

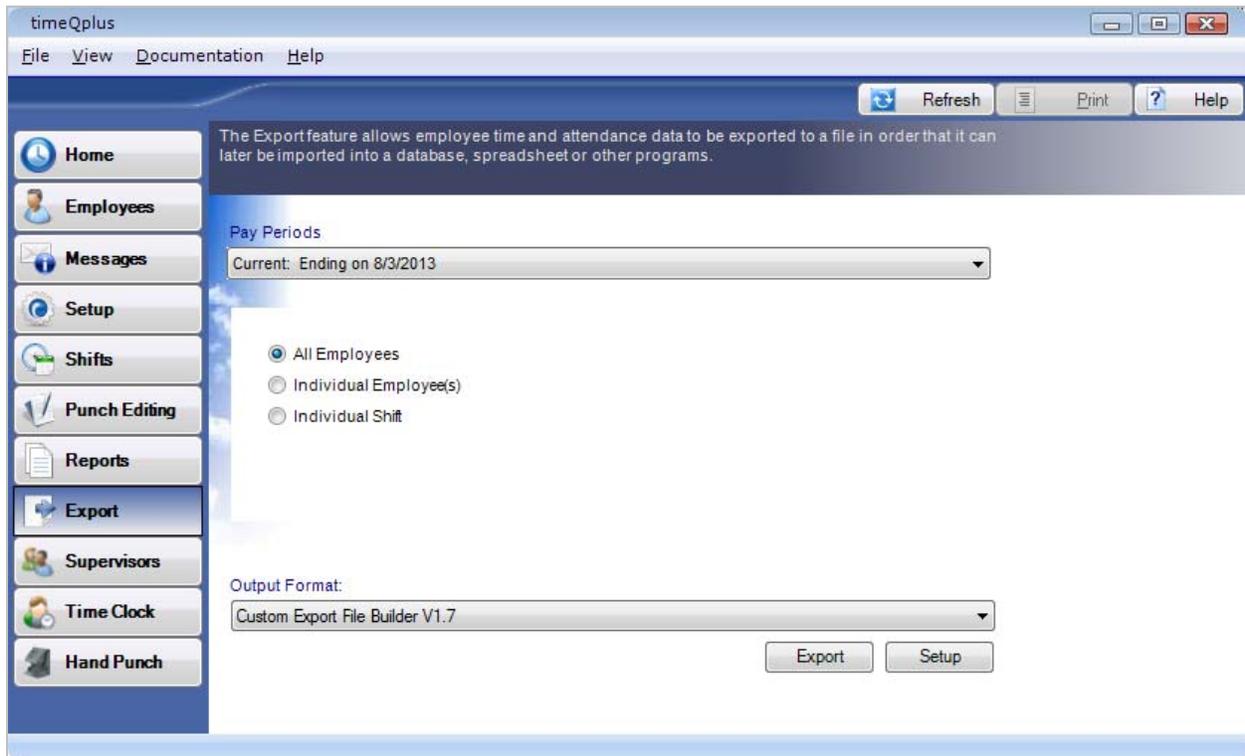
The **Future Transactions** Report shows all transactions that have been entered into the system with dates that occur after the end of the current pay period. These transactions will automatically be properly inserted into the appropriate pay period as it becomes current. To print a **Future Transactions** report:

- On the **Reports** screen, select the *Time Card* report.
- Select the *Pay Period* option and then choose the *Future* pay period from the drop down list.
- Click the **Preview** button to view the report on-screen, the **Print** button to produce a paper copy, or the **Export** button to produce an electronic copy of the report.

Export

The timeQplus system is designed to work with most common payroll programs. The **Export** screen allows employee time and attendance data to be exported to a file so it can later be imported into a database, spreadsheet, payroll software, or payroll service provider.

To access the **Export** screen, click the **Export** button in the left Navigation Bar or click **View** in the top menu bar and choose **Export**.



Exporting Time and Attendance Data

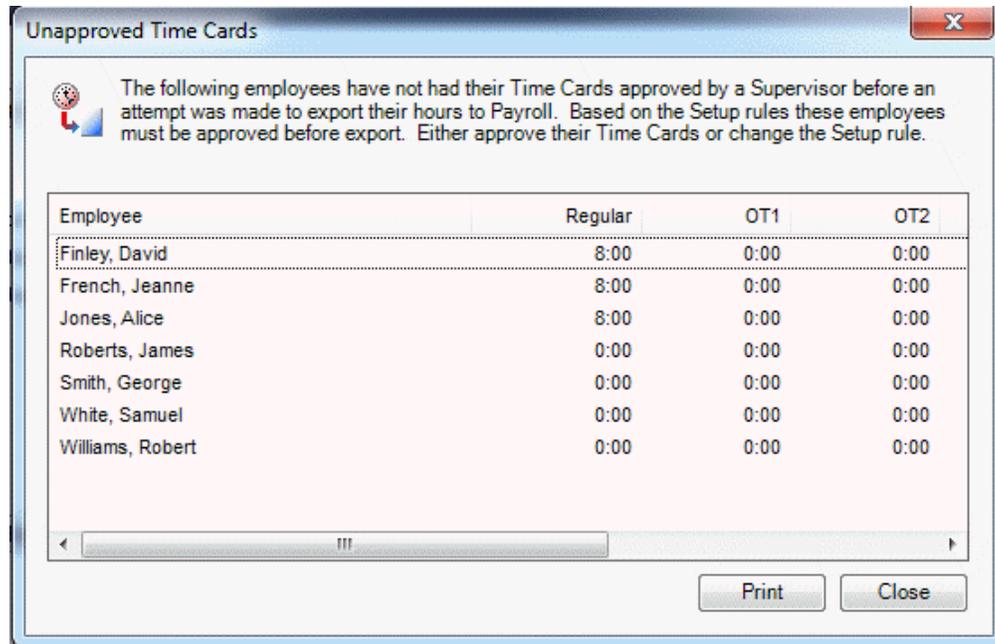
To export time and attendance data:

- Select the *Pay Period* you want to export. You can choose to export data for the current, previous or archived pay period.
- Select the desired filter option. You can choose from *All Employees*, all employees assigned to an *Individual Shift*, or *Individual Employee(s)*. If you choose *Individual Shift*, select the desired shift from the drop down list that appears below the filter selection. If you choose *Individual Employee(s)*, select the desired employee name from the box at the right. To include multiple employees in the export, you may hold down the **CTRL** key while clicking each employee name.
- Select the desired Output Format from the drop-down list.
- Click the **Export** button. The first time you attempt to export to a particular *Output Format* you will be presented with a configuration screen in which you can set options specific to that format. Once you have configured the output format as necessary, click the **Save** button to continue with the export. On subsequent exports to that output format, the export will begin immediately.
- A **Save As** dialog will appear. Enter the file name and location for the data to be exported. Click the **Ok** button to save the file, or click the **Cancel** button to return to the **Export** screen.
- To edit a previously configured *Output Format*, select the desired format from the drop down list and click the **Setup** button to open the configuration screen for that format. Make the necessary changes and click the **Save** button or click the **Cancel** button to exit.

Unapproved Timecards

The **Unapproved Time Cards** window is displayed when attempting to export time card and/or time sheet data to payroll and not all employees' Time Cards and TimeSlips have been approved. This feature can be disabled by de-selecting the option to require approval in the [Setup](#) screen.

From this window you can print a list of unapproved time cards and time slips by clicking the **Print** button or click the **Close** button to exit.



To approve an employee Time Card, go to the **Punch Editing** screen, select the employee from the 'Select an Employee' drop down list, choose the appropriate pay period, and click the **Approve** button.

Advanced Payroll Integration

[QuickBooks Payroll Integration](#)

File Payroll Export Formats

[Custom Export File Builder V1.5](#)

[Generic V2.0](#)

[Generic ASCII Export file builder](#)

[ADP Version 7.0](#)

[Genesys Inbound Timecard](#)

[Intuit PC Access Import File V2.0](#)

[Intuit PC Access Jr Import File V2.0](#)

[Oryel Payroll Export](#)

[PayChex Paylink Import File 5.0](#)

[PayChex Preview Import File V0002](#)

[PayChex IM0007 Import File](#)

[Peachtree Complete 2006 Import File](#)

[Peachtree Complete Import File V7.0](#)

[Premier Import File V2.0](#)

[Premier Plus Import File V2.0](#)

[PrimePay PrimeLink Import File V10001](#)

[QuickBooks Integration](#)

[QuikPay Import File V2.0](#)

[QuikPay Plus Import File V2.0](#)

[Wells Fargo Import File V2.0](#)

[Wells Fargo Plus Import File V2.0](#)

[Wells Fargo Timeclock Import File](#)

[Heartland PlusOne Fixed Length File](#)

Custom Export File Builder

Click Here to Open an Existing Template Opens a saved Export setup.

Insert Quotes Around Non-Numeric

Select **Y** to put quotes around all Alpha or Alpha-Numeric values.

Note: Quotes will only appear in *.txt* Export File Formats.

Include Column Heading ...

Select **Y** to include the Column Heading in the export.

Example: the column heading for "Vacation" could be "Vacation", "Vac", "V", etc. The exact name that a payroll program needs can be entered into the "Properties" table by typing over the default name in the "Export Code" column.

Custom Export File Header Lines Lines per Employee Custom Export File Trailer Lines

You can specify the number of lines of data that will appear in the Header and Trailer records. You can also specify the number of lines that will be displayed for each employee in the Employee Data Section.

Include in Total Lines Checksum Determines which lines of data are used to compute the Total Lines in the Export. This is used as a checksum or a comparison value by some Payroll programs. Select **Y** to include the lines in the Total Lines checksum.

Header Lines
Employee Data Lines
Trailer Lines

Line Terminator: CRLF - Carriage Return Line Feed
 CR - Carriage Return
 LF - Line Feed
 Custom
 Custom Line Terminator – appears when Custom is chosen. Enter a single character that your payroll program treats as a line terminator (the end of a line of data).

Field Separator: Tab
 Comma
 Slash
 Semi-Colon
 Custom
 Custom Separator – appears when Custom is chosen. Enter a single character that your payroll program treats as the beginning and end of a data element.
 Fixed Length – sets the length of each attribute to a fixed length. When Fixed Length is chosen a "Fixed Length" column will be displayed in the Properties Table where each attribute can be set to the required fixed length.

Time Format: HH:MM (hours : minutes)
 HH.XX (hours.decimal hours)
 HHMM (hours minutes) (Export without colon)
 HHXX (hours decimal hours) (Export without decimal)

Date Format: MM / DD / YYYY
 DD / MM / YYYY
 MM.DD.YYYY
 DD.MM.YYYY
 MM-DD-YYYY
 DD-MM-YYYY
 YYYY/MM/DD
 YYYY-MM-DD
 YYYY.MM.DD
 MMDDYYYY
 DDMMYYYY
 YYYYMMDD

User Defined Fields in Export Number of Custom Export Fields; valid values are 0 to 999. This value will set the number of Custom Export fields (lines) in the **Properties Table**.

Totals Exported by: Pay Period
Day

Export File Format: csv Comma separated values
txt Text Document

Configure Export File Layout

The Export Layout has three sections:

1. **Header Record** - contains info that identifies the payroll export such as Export ID, Company Name, Payperiod Start Date, Payperiod End Date, Export Creation Date, Export Creation Time, etc.
2. **Employee Data** - contains all data necessary for processing the payroll, i.e., the actual time and benefits that each employee accumulated or used.
3. **Trailer Record** - The trailer record usually reiterates information contained in the header record.

The number of lines that appears in each section depends on the number of lines specified for each section in the Main Setup Screen.

The "# of Field" is where the number of data elements for each line can be specified. If you type "4" in the block you will see (4) blank fields appear with each field having a drop down list of the elements you can select to specify the field. Note that you can increase the number of fields per line at any time in order to add additional fields. You can also decrease the number of fields at any time. The fields at the end of the line will drop off as you decrease the number.

Click **Save** to save and exit the Export Layout. Click **Cancel** to exit without saving your changes.

Export Properties Table Setup

If "Fixed Length" is selected from the 'Field Separator' drop down list, the Custom Export Properties Table appears as follows:

Export Field	Export Code	CustomValue	Format	Fixed Length	Alignment
Export ID	ExportID		AlphaNumeric	6	Left
Number	Number		Numeric	6	Right
Pin	Pin		Numeric	5	Right
Shift	Shift		Numeric	2	Right
Regular	Regular		Time	5	Right
Overtime Level 1	Overtime Level 1		Time	5	Right
Overtime Level 2	Overtime Level 2		Time	5	Right
Vacation	Vacation		Time	5	Right
Holiday	Holiday		Time	5	Right
Sick	Sick		Time	5	Right
Other	Other		Time	5	Right

When any other selection except “Fixed Length” is selected from the ‘Field Separator’ drop down list, the Custom Export Properties Table appears as follows:

Export Field	Export Code	CustomValue	Format
Export ID	ExportID		AlphaNumeric
Number	Number		Numeric
Pin	Pin		Numeric
Shift	Shift		Numeric
Regular	Regular		Time
Overtime Level 1	Overtime Level 1		Time
Overtime Level 2	Overtime Level 2		Time
Vacation	Vacation		Time
Holiday	Holiday		Time
Sick	Sick		Time
Other	Other		Time

- **Export Field** – The values in this column are all the data elements that are available for export to a payroll program. Note that the number of “Custom x” data elements is controlled by “User Defined Fields in Export” in the Main Setup Screen.
- **Export Code** - For all fields you can type in the required name for any attribute that your Payroll program requires in the “Export Code” column. Example: the attribute “Overtime Level 1” may be imported by a Payroll program as “OT1”. In the “Export Code” column beside “Overtime Level 1” you would type the name “OT1” over the default name “Overtime Level 1”.
- **Custom Value** – The “Custom x” attributes are static data elements that are exported with every export. An example might be “Company Name”. You would type the Company Name in the “Custom value” column beside Custom 1 over the default value “Custom 1”. Custom Value only applies to the Custom data attributes. Typing a value for any of the other data elements will not have an effect.

- **Format** – The format of each data element can be set as either Alphanumeric, Numeric, Date or Time. To change the default value, click on the field and select the new value from the pull-down list.
- **Fixed Length** – When Fixed Length is chosen for the field separator the "Fixed Length" column will be shown in the Properties Table. Each attribute has a default Fixed Length value. To change the value simply type the new value over the default value, i.e., if "First Name" must be limited to 8 characters by the payroll program type "8" over the default value of "10". Only the first "8" characters of the First Name will be exported (Right or Left Alignment has no effect on which characters are exported).
- **Alignment** – When Fixed Length is chosen for the field separator the "Alignment" column will be shown in the Properties Table.

Save Template Saves the current Export file setup as a .dat file in the "ExportTemplates" folder.

Note: You must click "Save" in order to save the current template as the active template. If you do not click "Save" the current template form will not be available the next time you open the export. You will have to reconfigure it or retrieve a saved template.

Template Location **Win XP:** C:\Program Files\Acroprint\timeQplusV3\exporttemplates
Vista, Win7 & 2008 Server: C:\Program Data\Acroprint\timeQplus\Export Templates

Clear Form: clears all data from the current Export and returns all settings to default values

Help: activates timeQplus Help

Layout Preview: gives a quick view of the layout of the Export.

- *This is not a preview of the actual export but simply shows the data elements (if column headings are chosen for display) and the Field Separators and Line Terminators.*
- *If the Export Date and Export Time are part of the export they will show as actual values.*

Save: saves the current Export settings

Cancel: closes the Main Setup screen without saving any changes

QuickBooks® Payroll Integration

timeQplus easily exports employee Time Card data to QuickBooks. Work Codes can be included in the export as well.

The following topics will guide you throughout the export process:

- Setting up QuickBooks® to communicate with timeQplus
- Setting up timeQplus to Communicate with QuickBooks®
- Exporting timeQplus data to QuickBooks®

Setting up QuickBooks® to communicate with timeQplus

Before You Begin

Make sure QuickBooks® Pro/Premier is installed on your local computer and that you have access to the company file (*.QBW).

Enable Time Tracking in QuickBooks®

To turn on time tracking (in QuickBooks Pro/Premier 2013 or later):

1. From the **Edit** menu, choose **Preferences**.
2. In the Preferences window, select **Time & Expenses** from the scroll box on the left.
3. Click the **Company Preferences** tab and select **Yes** for "Do You Track Time?"

Note: QuickBooks may close all windows after this setting has been changed.

4. In the Preferences window, select **Payroll & Employees** from the scroll box on the left.
5. On the **Company Preferences** tab, click the **Employee Defaults** button.
6. If not already, check "Use time data to create paychecks".
7. Click **OK** to close the Employee Defaults window, and then click **OK** again to close the Preferences window.

Note: In previous versions of QuickBooks Pro/Premier, some items listed on the left in the Preferences window may be labeled differently. **Please refer to your QuickBooks® documentation for more information on these settings.**

If employees were added to QuickBooks prior to enabling time tracking, each employee must be set up to use timesheets to track hours. This must be done one employee at a time.

To turn on time tracking for a single employee:

1. On the top menu bar, choose **Employees > Employee Center**.
2. Double-click the employee in question.
3. Choose **Change Tabs > Payroll and Compensation Info**. In QuickBooks 2013, click the **Payroll Info** tab.
4. Under the **Earnings** box, check the **Use time data to create paychecks** box.
5. In **Pay Frequency** ensure the employee is set up for the correct frequency (i.e. If an employee has a **Pay Frequency** set for Annual all time sheets from the ending pay period date to the prior year will be pulled into the paycheck), be sure **Pay Period** and **Payroll Schedule** are correct.
6. Click **OK**.

Create Hourly Wage Pay Items in QuickBooks®

QuickBooks must be setup with a unique Hourly Wage Pay Item for each of the following timeQplus time types: Regular, Overtime 1, Overtime 2, Vacation, Holiday, Sick, and Other. Please refer to your QuickBooks® documentation for information on how to create and modify Hourly Wage Pay Items.

In timeQplus, the default values for each Hourly Wage Pay Item are:

- Regular Pay
- Overtime Pay
- Premium Overtime Pay
- Vacation Pay
- Holiday Pay
- Sick Pay
- Other Pay

Please make note of the exact name for each Hourly Wage Pay Item from QuickBooks. This information will need to be entered in timeQplus prior to exporting employee time card data.

Add Employees

If you attempt to export an employee's timecard to QuickBooks®, and the employee does not exist in the application, you will be prompted to add the employee(s) at the time of the export.

Add Work Codes

If Work Codes should be included when exporting to QuickBooks®, they will need to be defined as customers. The spelling of the customer name in QuickBooks® must exactly match the spelling of the work code name in timeQplus. Please refer to your QuickBooks® documentation for information on how to create and modify your customer list.

Setting up timeQplus to Communicate with QuickBooks®

For the QuickBooks® Integration, each employee name must be a unique combination of characters. Since timeQplus does NOT enforce uniqueness among employee names, it uses the *Export ID* assigned to each employee to export time card data to QuickBooks.

When adding to timeQplus an employee who already exists in QuickBooks, enter the full employee name, exactly as it appears in QuickBooks, in the *Export ID* field on the employee's **Employee Profile** screen in timeQplus.

When adding to QuickBooks employees who already exist in timeQplus, make sure each employee name entered in QuickBooks exactly matches the *Export ID* of each employee in timeQplus.

Exporting timeQplus data to QuickBooks®

1. On the **Export** screen, select the *Output Format: QuickBooks Integration*.
2. Click the **Export** button

Note: *If you have never chosen a QuickBooks® company file (*.QBW) or mapped your pay codes and work codes (if applicable), you will need to do so before you can run the integration.*

Data Export Setup Screen

Step 1 – Select Company File

Click Select to select the QuickBooks® company file (*.QBW) you created for your company.

Step 2 – Setup Pay Codes

Map the timeQplus Pay Code to the corresponding Wage Pay Item in QuickBooks®.

If this is the first time you are running the integration, please have QuickBooks® running and your company file opened. You will not be required to have QuickBooks® running in the future.

Step 3 – Include Work Codes

If work codes are to be included in the export, check the 'Include Work Codes' box.

Note: *In order for work codes to be properly exported to QuickBooks®, they will need to be defined in QuickBooks® as customers (timeQplus does not currently support the export of work codes when defined as jobs in QuickBooks®). The work code name in timeQplus must exactly match the customer name as defined in QuickBooks®.*

Step 4 – Click OK to run the integration

If this is the first time you are running the integration, QuickBooks® will prompt you that an application without a certificate is attempting to access your company file.

Click Yes, Always to allow timeQplus to integrate with QuickBooks®

Add Missing Employees to QuickBooks

If you are attempting to export timecard data for an employee who is not found in QuickBooks® you will be prompted by timeQplus to add the missing employee to QuickBooks.

Missing Payroll Items

If you are attempting to export timeQplus Pay Codes that do not exactly match one of the QuickBooks® Payroll Items, you will be prompted by timeQplus and the integration will be canceled.

Note: *The spelling of the Pay Codes and corresponding Payroll Items must be identical.*

Missing Work Codes

If you are attempting to export timeQplus Work Codes that do not exactly match one of the QuickBooks® Customer names, an error will occur and the integration will be canceled. If the 'Include Work Codes' box is checked, each work code in timeQplus must be defined as a customer in QuickBooks® before the export can continue.

Note: *The spelling of the Work Code names and the corresponding Customer names must be identical.*

Peachtree Complete Accounting

Before exporting employee time card data to Peachtree Complete Accounting, you must first configure the following:

- **Inventory Items** – You must set up inventory item(s) that are associated with REG, OT1, OT2, VAC,HOL, SIC and OTH hourly wages. Normally, this is one item but may be defined individually for each level. Please see Peachtree Accounting help for instructions on setting up Employee Time slip Items.

- **Employees** – Before you can import Time Card data to Peachtree Complete Accounting, you must make sure that the employee IDs assigned to the employees in Peachtree match the Export IDs for each of the employees defined in the timeQplus software.

Mismatched employee IDs will generate an error when attempting to import to Peachtree Complete Accounting and may cause unexpected results.

Also, for each employee, you must enter Pay Rates for the 3 levels of the inventory item associated with hourly wages along with vacation, holiday, sick and other wages. By default, the first pay level will receive imported REGULAR hours, the second will receive imported OVERTIME1 hours and the third will receive imported OVERTIME2 hours. The vacation, holiday, sick and other wages levels must be set according to the desired outcome.

After creating a Peachtree Compatible file from timeQplus data, go to the Import/Export form in your Peachtree Complete Accounting software and create a new export format including all fields and with *Field Headers in first Record* selected. Then selected the timeQplus export file you just created and execute the import to Peachtree.

Peachtree Complete Accounting Export

- On the **Export** screen, select *Output Format Peachtree Complete Import File V7.0* or **Peachtree Complete 2006 Import File**.
- Click the **Export** button. The first time you attempt to export you will be presented with a configuration screen in which you can set options specific to this format. Once you have configured the output format as necessary, click the **Save** button to continue with the export. You will not be required to configure the output format options on subsequent exports.
- The software will then prompt you for the name of the Peachtree Complete export file (*.csv). Specify a file name and location on your hard drive and click the **Save** button to export the data.

timeQplus exports employee time card data to a Peachtree Complete Accounting import file format based on values entered for the following fields:

Regular Pay Level	The Peachtree Pay Level (1-20) associated with Regular Pay
Regular Pay Item Code	The Peachtree Pay Item Code associated with Regular Pay
Overtime 1 Pay Level	The Peachtree Pay Level (1-20) associated with Overtime Level 1 Pay
Overtime 1 Pay Item Code	The Peachtree Pay Item Code associated with Overtime Level 1 Pay
Overtime 2 Pay Level	The Peachtree Pay Level (1-20) associated with Overtime Level 2 Pay
Overtime 2 Pay Item Code	The Peachtree Pay Item Code associated with Overtime Level 2 Pay
Vacation Pay Level	The Peachtree Pay Level (1-20) associated with Vacation Pay
Vacation Pay Item Code	The Peachtree Pay Item Code associated with Vacation Pay
Holiday Pay Level	The Peachtree Pay Level (1-20) associated with Holiday Pay
Holiday Pay Item Code	The Peachtree Pay Item Code associated with Holiday Pay
Sick Pay Level	The Peachtree Pay Level (1-20) associated with Sick Pay

Sick Pay Item Code	The Peachtree Pay Item Code associated with Sick Pay
Other Pay Level	The Peachtree Pay Level (1-20) associated with Other Pay
Other Pay Item Code	The Peachtree Pay Item Code associated with Other Pay
Output Field Titles	This value should match the Peachtree Import option chosen when executing the actual import to Peachtree. The default is NO.
Batch Sequence Number	The first ticket number that will be used in the resultant output file. This number should be modified only if a previous installation of timeQplus has already been used to export employee time cards to Peachtree. Any arbitrary changes to this field can cause imports to Peachtree to fail.

WellsFargo, Premier, QwikPay and Intuit PC Access Import File

timeQplus exports employee hours summary data to Wells Fargo®, Premier® and QwikPay® payroll packages using the Intuit PC Access® Time Clock Interface import file format. The following list describes the required export configuration fields when exporting using this format.

Company Name	Payroll application company name Determined by the payroll application being used.
Regular Pay Code	Payroll application pay code assigned to Regular Worked Hours 'PLUS' only...ignored in applications that use PC Access JR format
Overtime Level 1 Pay Code	Payroll application pay code assigned to Overtime Level 1 Worked Hours 'PLUS' only...ignored in applications that use PC Access JR format
Overtime Level 2 Pay Code	Payroll application pay code assigned to Overtime Level 2 Worked Hours
Vacation Code	Payroll application pay code assigned to Vacation Hours. Check 'Export as Deduction' to export as negative hours
Holiday Code	Payroll application pay code assigned to Holiday Hours. Check 'Export as Deduction' to export as negative hours
Sick Code	Payroll application pay code assigned to Sick Hours. Check 'Export as Deduction' to export as negative hours
Other Code	Payroll application pay code assigned to Other Hours. Check 'Export as Deduction' to export as negative hours

ADP Version 7.0

timeQplus exports employee profile and time card data to two ADP import file formats based on values entered for the following fields:

Company Code	The 3-character alpha-numeric ADP Company Code
Batch Sequence Number	The numeric ADP Import Batch Number

Pay Number	The numeric ADP Pay Number
Overtime Level 2 Pay Code	The value to use in the ADP import Coded Hours field for Overtime Level 2 Hours
Overtime Level 2 Pay Code Name	The name of the value to use in the ADP import Coded Hours field for Overtime Level 2 Hours
Vacation Pay Code	The value to use in the ADP import Coded Hours field for Vacation Hours
Vacation Pay Code Name	The name of the value to use in the ADP import Coded Hours field for Vacation Hours
Holiday Pay Code	The value to use in the ADP import Coded Hours field for Holiday Hours
Holiday Pay Code Name	The name of the value to use in the ADP import Coded Hours field for Holiday Hours
Sick Pay Code	The value to use in the ADP import Coded Hours field for Sick Hours
Sick Pay Code Name	The name of the value to use in the ADP import Coded Hours field for Sick Hours
Other Pay Code	The value to use in the ADP import Coded Hours field for Other Hours
Other Pay Code Name	The name of the value to use in the ADP import Coded Hours field for Other Hours
Output to ADP CSV format	Chooses ADP Comma Delimited format for ADP Data Import (WINDOWS)
Output to ADP EPIP format	Chooses ADP EPIP format for ADP Data Import (DOS)

Generic V2.0

timeQplus exports employee profile and time card data to a Generic ASCII delimited file based on values entered in the following screen. Click the **Save** button when done.

The screenshot shows a dialog box titled "Generic V2.0" with a close button (X) in the top right corner. The dialog is divided into two main sections: "Generic Output Options" and "Generic Field Separators".

Generic Output Options:

- Insert Quotes Around Non-Numeric
- Output Field Titles
- Remove Blanks
- Include Employee Information
- Include Full Name
- Line Terminator: CRLF (dropdown menu)

Generic Field Separators:

- Tab (0x09)
- Comma (,)
- Slash (/)
- Semi-Colon (;)
- Custom # (input field)

At the bottom right of the dialog are two buttons: "Save" and "Cancel".

Generic ASCII file Export

The timeQplus software exports employee profile and time card data to a Generic ASCII delimited file based on values entered for the following fields. Click a row and then click the **Edit** button to edit a column header. Click a row and then click the up/down arrows to maneuver a row to its appropriate position. Click the **Save** button when done.

Category	Export Code	OrderID
<input checked="" type="checkbox"/> EXPORTID	EXPORTID	01
<input checked="" type="checkbox"/> Number	Number	02
<input checked="" type="checkbox"/> Shift	Shift	03
<input checked="" type="checkbox"/> Regular	Regular	04
<input checked="" type="checkbox"/> Overtimelevel1	Overtimelevel1	05
<input checked="" type="checkbox"/> Overtimelevel2	Overtimelevel2	06
<input checked="" type="checkbox"/> Vacation	Vacation	07
<input checked="" type="checkbox"/> Holiday	Holiday	08
<input checked="" type="checkbox"/> Sick	Sick	09
<input checked="" type="checkbox"/> Other	Other	10
<input type="checkbox"/> Full name	Full name	11
<input type="checkbox"/> Badge	Badge	12

Genesys & Oryel Payroll Export

Inbound timecard file layout

The purpose of these specifications is to provide you with the required format to produce time entry files.

Each record is 80 bytes long and should be padded to that length. The file is fixed without field delimiters (such as commas, semicolons, tabs, etc. between each data field). There cannot be any null fields or blank positions. Fields or positions that do not have data should be filled with spaces (" ") or zeroes ("0") according to the specific field requirements.

Format Legend

Format Type	Description
A	Alpha
AN	Alphanumeric
N	Numeric
N2	Numeric 2 decimals implied

N4	Numeric 4 decimals implied
----	----------------------------

File Layout

If an employee only has hours worked with no cost center or rate overrides, the following layout may be used.

Field #	Positions	Length	Format	Field Name and Description
1	1-3	3	AN	Company Identifier; Ex "PMC"
2	4-5	2	N	Group Identifier Ex: 05
3	6-14	9	AN	Social Security Number (no dashes)
4	15-20	6	A	Space Fill
5	21-22	2	AN	Literal '85'
6	23-27	5	AN	Sequence Field 'YMMDD'
7	28	1	AN	Literal '1'
8	29-30	2	N	Earning number Ex '01' for Regular
9	31-36	6	N2	Hours, Units or Dollars and Cents
				If no additional Earnings are needed, space fill the remaining fields
10	37-38	2	N	Earning number Ex '02' for Overtime
11	39-44	6	N2	Hours, Units or Dollars and Cents
12	45-46	2	N	Earning Number Ex '03' for Doubletime
13	47-52	6	N2	Hours, Units or Dollars and Cents
14	53-54	2	N	Earning Number Ex '05' for Shift 2
15	55-60	6	N2	Hours, Units or Dollars and Cents
16	61-62	2	N	Earning Number Ex '17' Holiday
17	63-68	6	N2	Hours, Units or Dollars and Cents
18	69-70	2	N	Earning Number Ex '19' Jury Duty
19	71-76	6	N2	Hours, Units or Dollars and Cents
20	77-80	4	A	Space Fill

If an employee has cost center or rate overrides, the following layout may be used.

Field #	Positions	Length	Format	Field Name and Description
1	1-3	3	AN	Company Identifier; Ex "PMC"
2	4-5	2	N	Group Identifier Ex: 05
3	6-14	9	AN	Social Security Number (no dashes)
4	15-20	6	A	Space Fill
5	21-22	2	AN	Literal '82'
6	23-27	5	AN	Sequence Field 'YMMDD'

7	28	1	AN	Literal '1'
8	29-30	2	N	Earning number Ex '01' for Regular
9	31-36	6	N2	Hours, Units or Dollars and Cents
10	37-42	6	N4	Rate Override (space fill if none)
11	43-44	2	N	Earning number Ex '02' for Overtime
12	45-50	6	N2	Hours, Units or Dollars and Cents
13	51-56	6	N4	Rate Override (space fill if none)
14	57-62	6	A	Space Fill
15	63-80	17	AN	Cost Center Override

PayChex Paylink Export

timeQplus exports employee profile and time card data to a PayChex PayLink import file based on values entered for the following fields:

Office Number	The PayChex Paylink office number
Client ID	Your PayChex Paylink Client ID
Site Number	The PayChex Paylink Site number for the employees entered in the Time and Attendance Software
Sequence Number	The PayChex Paylink Import Sequence Number
Vacation Pay Code	A valid PayChex Paylink pay code for Vacation Pay
Holiday Pay Code	A valid PayChex Paylink pay code for Holiday Pay
Sick Pay Code	A valid PayChex Paylink pay code for Sick Pay
Other Pay Code	A valid PayChex Paylink pay code for Other Pay

PayChex Preview Export

timeQplus exports employee profile and time card data to a PayChex Preview import file based on values entered for the following fields:

Client Number	Your PayChex Preview Client ID
Regular Pay Code	PayChex Preview Pay Code for Regular Hourly Wages
Overtime Level 1 Pay Code	PayChex Preview Pay Code for Overtime Level 1 Hourly Wages
Overtime Level 2 Pay Code	PayChex Preview Pay Code for Overtime Level 2 Hourly Wages
Vacation Pay Code	PayChex Preview Pay Code for Vacation Hourly Wages
Holiday Pay Code	PayChex Preview Pay Code for Holiday Hourly Wages
Sick Pay Code	PayChex Preview Pay Code for Sick Hourly Wages
Other Pay Code	PayChex Preview Pay Code for Other Hourly Wages

Vacation Export as Deduction	If checked, export Vacation as a deduction (otherwise as earning)
Holiday Export as Deduction	If checked, export Holiday as a deduction (otherwise as earning)
Sick Export as Deduction	If checked, export Sick as a deduction (otherwise as earning)
Other Export as Deduction	If checked, export Other as a deduction (otherwise as earning)
Sequence	The PayChex Preview Import Sequence Number

PayChex IM0007 Import File

timeQplus exports employee profile and time card data to a PayChex IM0007 import file based on values entered in the following screen. Click the **Save** button when finished.

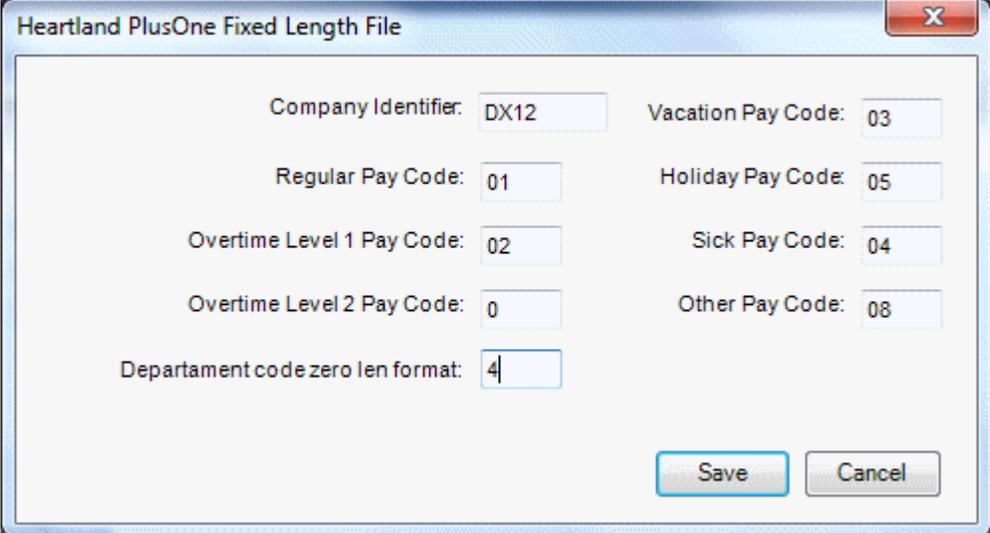
PrimePay PrimeLink Export

timeQplus exports employee profile and time card data to a PrimePay PrimeLink import file based on values entered for the following fields.

Batch Sequence Number	The numeric PrimePay PrimeLink Import Batch Number
Overtime Level 1 Pay Code	The value to use in the PrimePay PrimeLink import Coded Hours field for Overtime Level 1 Hours
Overtime Level 2 Pay Code	The value to use in the PrimePay PrimeLink import Coded Hours field for Overtime Level 2 Hours
Vacation Pay Code	The value to use in the PrimePay PrimeLink import Coded Hours field for Vacation Hours
Holiday Pay Code	The value to use in the PrimePay PrimeLink import Coded Hours field for Holiday Hours
Sick Pay Code	The value to use in the PrimePay PrimeLink import Coded Hours field for Sick Hours
Other Pay Code	The value to use in the PrimePay PrimeLink import Coded Hours field for Other Hours

Heartland Plus One Fixed Length File

This page describes the file format Heartland PlusOne will accept. If a file does not match these specifications, it will not import correctly. Imported files should be verified by the payroll user prior to submitting to assure accuracy.



Company Identifier:	DX12	Vacation Pay Code:	03
Regular Pay Code:	01	Holiday Pay Code:	05
Overtime Level 1 Pay Code:	02	Sick Pay Code:	04
Overtime Level 2 Pay Code:	0	Other Pay Code:	08
Department code zero len format:	4		

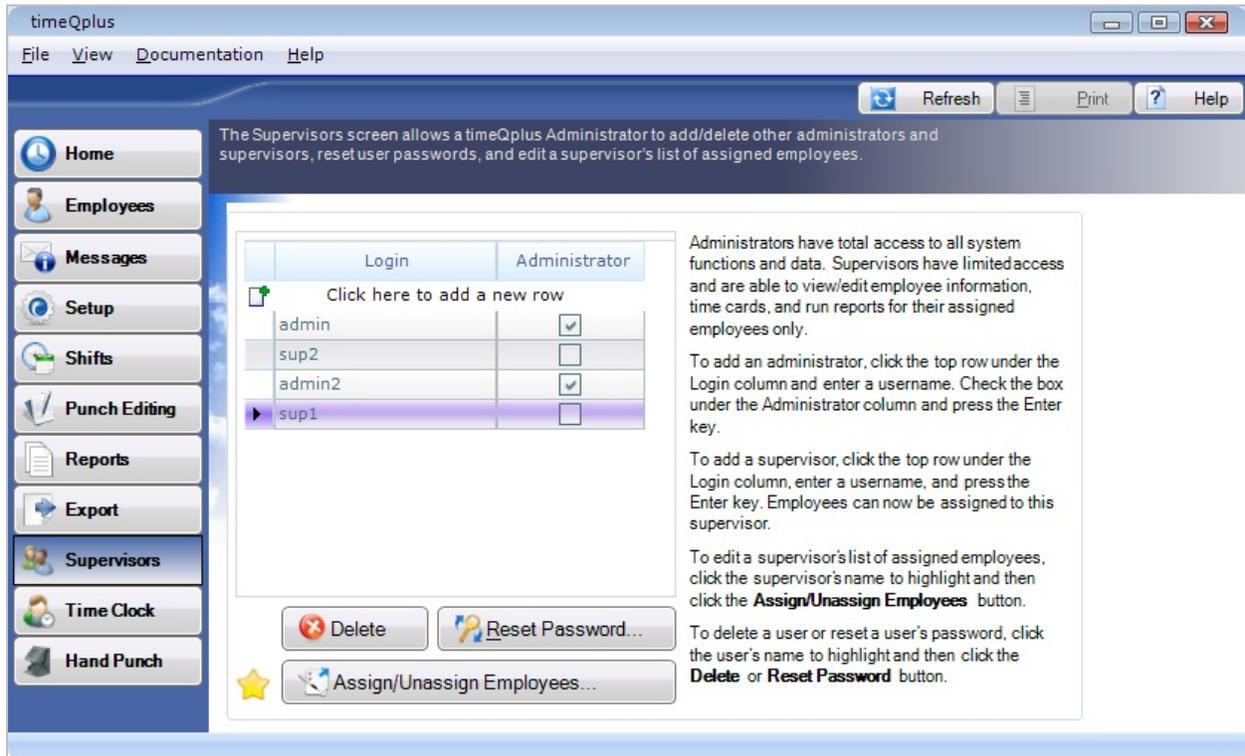
Save Cancel

- **Company Identifier** – Heartland Company Identifier.
- **Pay Codes** – Earnings code defined in Heartland Payroll.
- **Department code zero len format** – specifies the number of leading zeros to include when exporting department codes.

Supervisors

As previously mentioned, timeQplus has two levels of system access: Administrator and Supervisor. Both types are managed on the **Supervisors** screen. All users defined as administrators have access to the **Supervisors** screen, which allows them to add/delete other administrators and supervisors, reset user passwords, and edit a supervisor's list of assigned employees.

To access the **Supervisors** screen, click the **Supervisors** button on the left Navigation Bar or click **View** on the top menu bar and choose **Supervisors**.



Managing Administrators and Supervisors

To add a new administrator:

- On the **Supervisors** screen, click the blank top row under the *Login* column and enter the username of the new administrator.
- Check the box under the *Administrator* column.
- Press the **Enter** key to save the entry.

To add a new supervisor:

- On the **Supervisors** screen, click the blank top row under the *Login* column and enter the username of the new supervisor.
- Press the **Enter** key to save the entry.

Note: The default password for a new user will be the same as the Login ID. The system will prompt user to choose a new password when logging in for the first time.

To delete an administrator/supervisor:

- On the **Supervisors** screen, click the row displaying the *Login* ID of the user to be deleted.
- Click the **Delete** button. Click **Yes** in the dialog box to confirm deletion. Click **No** to cancel.

An Administrator/Supervisor may change his/her password at any time by logging in and choosing **Change Password** from the **File** menu (on top bar). This will open the **Change Password** dialog box. Enter the desired new password in the *New Password* field as well as in the *Confirmation* field. **Both entries must be identical.** Click the **Ok** button to change the password. Click the **Cancel** button to exit.

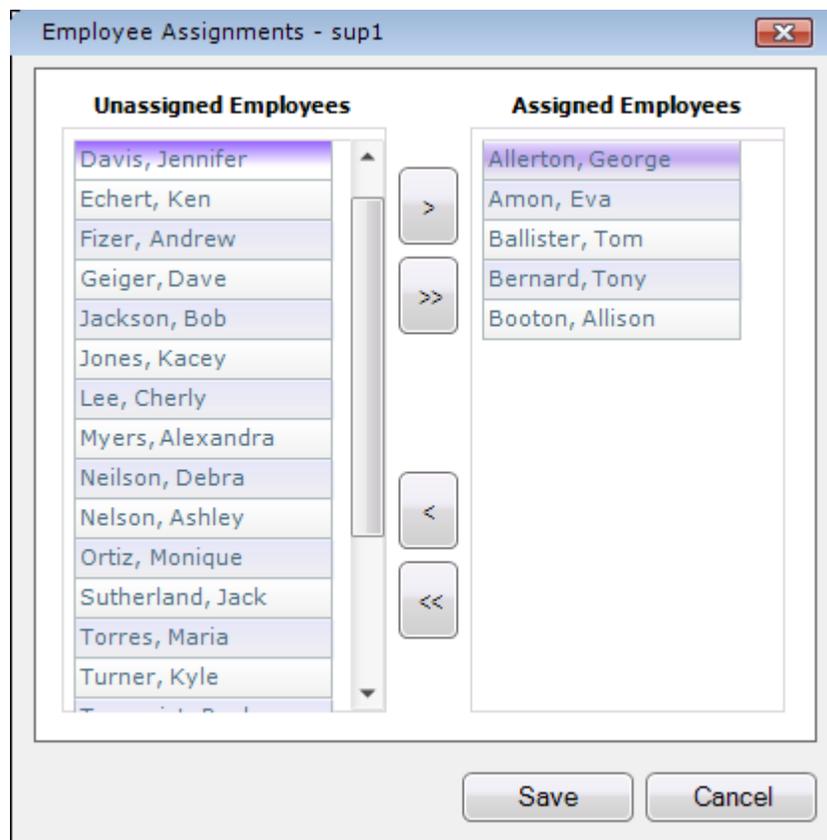
To reset the password of another administrator/supervisor:

- On the **Supervisors** screen, click the row displaying the *Login ID* of the user whose password you want to reset.
- Click the **Reset Password** button. Click **Yes** in the dialog box to reset the password to the user's *Login ID*. Click **No** to exit without resetting the password.

Note: After password reset, the system will prompt the user to choose a new password during next logon.

To edit a supervisor's list of assigned employees:

- On the **Supervisors** screen, click the row displaying the *Login ID* of the supervisor whose employee list is to be edited.
- Click the **Assign/Unassign Employees** button. The Employee Assignments screen is displayed for this supervisor.



- To assign an employee to this supervisor, click the employee's name under the *Unassigned Employees* column and then click the right arrow button to move the employee's name to the *Assigned Employees* column. To assign all employees, click the double right arrows.
- To remove an employee from this supervisor's assigned list, click the employee's name under the *Assigned Employees* column and then click the left arrow button to move the employee's name to the *Unassigned Employees* column. To remove all employees, click the double left arrows.

Note: To select multiple employee names, press and hold the **CTRL** key while clicking each name.

- Click the **Save** button when done or click **Cancel** to exit without saving.

Supervisor Preferences

The Supervisor Preferences feature allows you to modify your individual preferences for Time Totals Format and whether you want the Punch Comment dialog box to display by default when you insert punches through the Punch Editing screen.

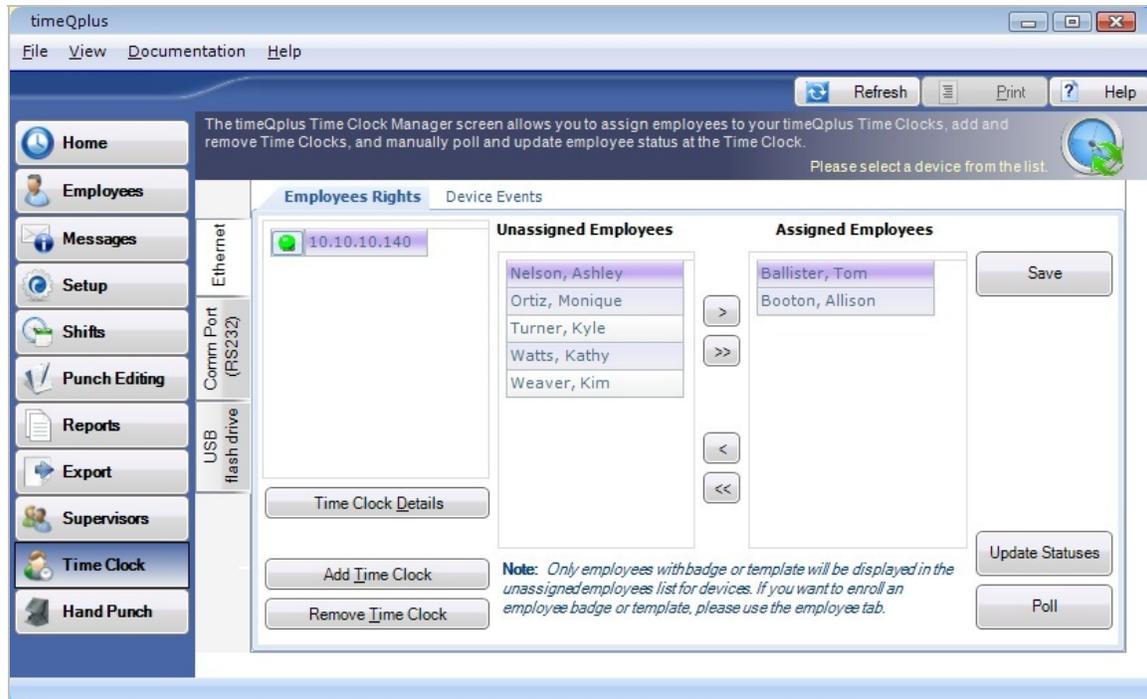


To view or change your Supervisor Preferences:

- Log in to the **timeQplus** software.
- Click **File** on the top menu bar and choose **Supervisor Preferences**.
- Select your preference for *Time Totals Format*. You may choose to display time totals in minutes or hundredths.
- If you generally like to enter comments when you insert transactions, check the *Show Punch Comment Dialog* box. This will cause the **Comment** dialog box to pop up by default every time you insert a punch. If you generally do not wish to enter comments when you insert transactions, uncheck the box.
- Click the **Save** button when done. To exit without saving change, click the **Cancel** button.

Time Clock

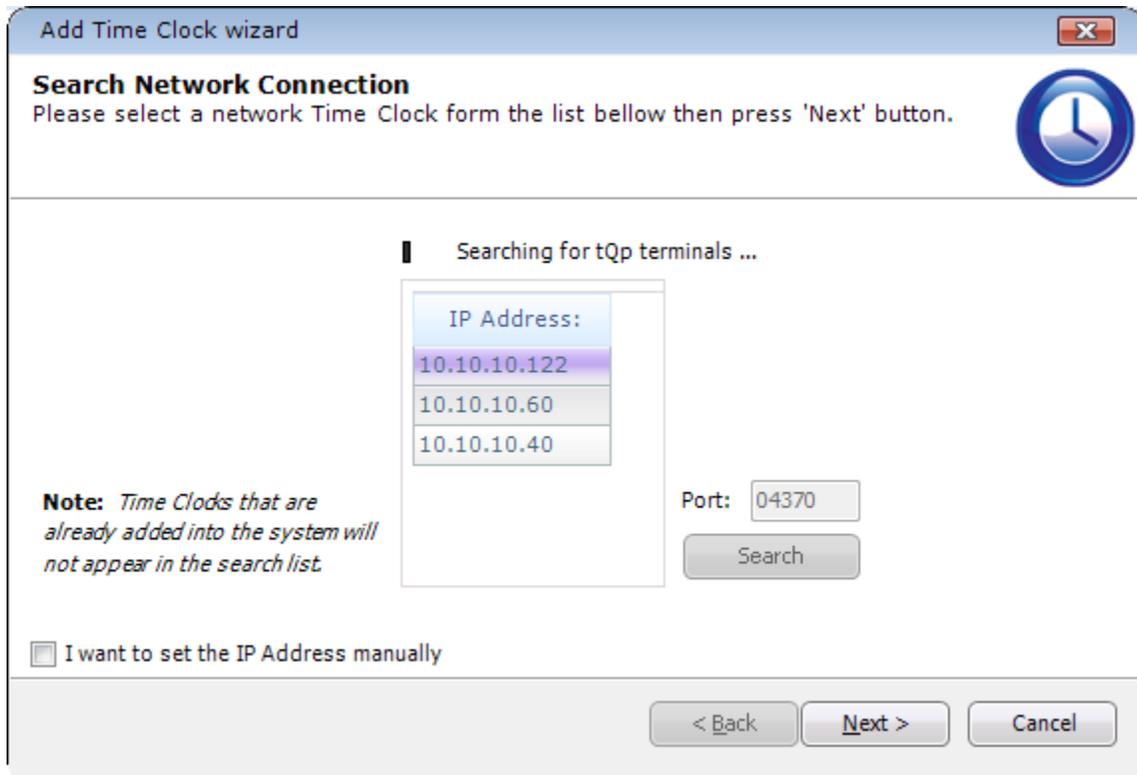
The **Time Clock** screen allows an administrator to configure and manage Time Clocks that are used with timeQplus. To access the Time Clock screen, click the **Time Clock** button on the left Navigation Bar or click **View** on the top menu bar and choose **Time Clock**.



- The Time Clock screen consists of two horizontal tabs: *Employees Rights* and *Device Events*, and three side tabs: *Ethernet*, *Comm Port* (which includes RS232 and USB connections), and *USB Flash Drive*.
- The *Employees Rights* tab allows you to assign or un-assign employees to Time Clocks.
- The *Device Events* tab allows you to view the selected Time Clock event log which includes punches that were retrieved from the Time Clock.
- Time Clocks that are currently connected via Ethernet to timeQplus are shown with a green dot and the IP address. A Time Clock that has a red dot is currently not connected or there is some other network issue at play.
- Time Clocks that are currently connected via Serial [Comm Port] Port are shown with a Proxy IP address and a COM # and a green dot. If a red dot appears, this Time Clock is no longer connected.
- Times Clocks that require a Flash drive to communicate with the timeQplus system appear on the list showing the Device #.
- When the mouse pointer is hovered over a listed Time Clock, the user is presented with a small pop-up that shows what was input in the description field of that Time Clock.
- Select the Ethernet Tab when adding a new network Time Clock or removing a network connected Time Clock.
- Select the Comm Port side tab when adding a serially connected [Comm Port] Time Clock using an RS232 [Serial] or a USB using an RS232 adapter connection.
- Select the USB Flash Drive side tab when using a USB flash drive to upload and download data to/from the computer.

Adding an Ethernet Connected Time Clock

- Click the **Time Clock** button on the left Navigation Bar or click **View** on the top menu bar and choose **Time Clock**. If you're adding a hand punch, click the **Hand Punch** button on the left Navigation Bar or click **View** on the top menu bar and choose **Hand Punch**.
- Click the **Ethernet** tab on the left of Time Clock Manager screen.
- Click the **Add Time Clock** button. The "Add Time Clock wizard" window will appear.
- Click the **Next** button. timeQplus will then automatically search your network for time clocks. Only time clocks that have not been previously added to the software will be listed. If adding a **hand punch**, you will need to manually enter the IP address information.



- Select the Time Clock you want to add, and then click the **Next** button. **Note:** You can also manually input the IP address for Time Clocks outside the LAN but can possibly still be accessed by timeQplus. To initiate this process, check the "I want to set the IP Address manually" box on lower left, and then click the **Next** button.
- On the **Network Connection** window:
 - If applicable, enter the Time Clock's password (the COMM key value assigned on the Time Clock). A password safeguards the Time Clock against unauthorized network access.
 - Enter a description, which is optional, but recommended. A description such as "Front Lobby" or "Production Entrance C" can be useful if you have a number of Ethernet connected Time Clocks.
 - Select the Time Clock's time zone.
 - If not adding a hand punch, select a type for the Time Clock: Biometric (Finger), Badge (Proximity/Barcode/Magstripe), or Facial Recognition.
- Click the **Next** button when finished.

Add Time Clock wizard

Network Connection
Add a Time Clock connected to your network.

IP Address: 10 . 10 . 10 . 45

Port: 04370

Password: 000000

Select the Device ID: 1

Description: Warehouse A - Prox Reader

Time Clock Time Zone: (GMT-05:00) Eastern Time (US & Canada)

Biometrics Badge Face Recognition

< Back Next > Cancel

- The "Test Connection" window will appear and indicate if the Time Clock was successfully connected to timeQplus. If so, click the **Next** button. If not, click the **Back** button to review the setup information on the previous window and try again or click **Cancel** to exit the wizard and diagnose the problem.
- When a successful connection is made, the next window will ask if you want to Clear Transactions (aka punches) on this Time Clock. To clear transactions, check the "Clear device transactions..." box and click the **Next** button.

Add Time Clock wizard

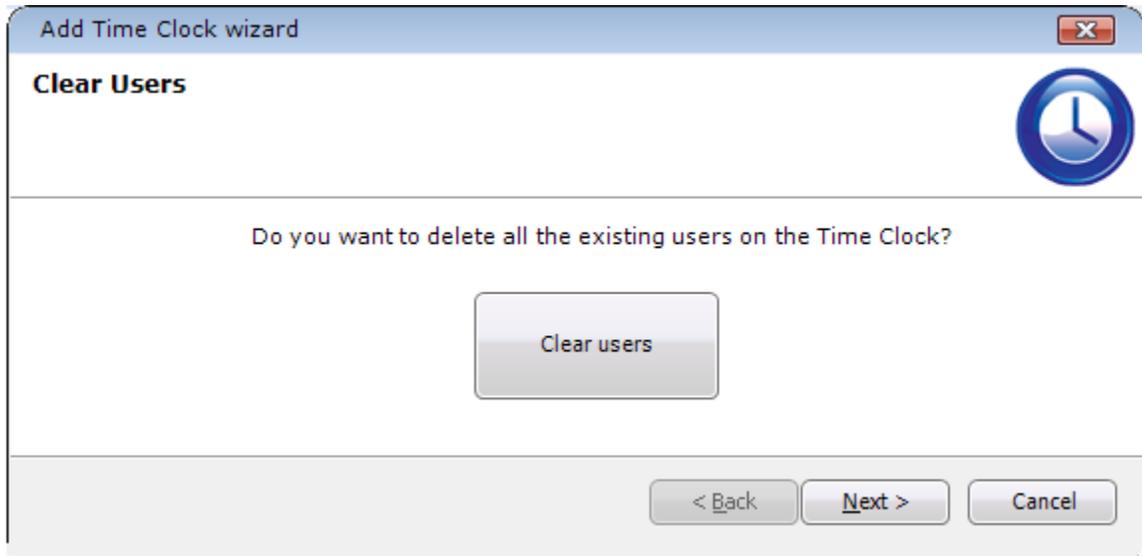
Clear Transactions

Do you want to delete all the existing transactions on the Time Clock?

Clear device transactions...

< Back Next > Cancel

- The "Clear Users" window will ask if you want to delete all existing users on this Time Clock. To delete all users, click the **Clear users** button; otherwise, click the **Next** button to continue.



- On the last screen, although not required, performing a manual poll is highly recommended. Click the **Finish** button to exit the wizard. The Time Clock should now appear in the list.



Adding a Serial Connected Time Clock

Make sure the Time Clock is powered on and you have a USB cable connected correctly to the timeQplus Server or client PC. **Note:** *Serial connectivity is only available with Biometric (Finger), Proximity, and Hand Punch Time Clocks.*

Step 1 - The Server/PC

- Navigate to Control Panel>Device Manager>Ports
- Locate the Time Clock just connected and note the COM#. This # will be input as the Serial Port # later.
- Right click on this Time Clock, then select 'Properties', then select the 'Port Settings' tab
- Select and note for future use the value in the 'Bits per second' drop down field. This value will be input as the Baud Rate later.

Step 2 - The Time Clock

For Biometric or Proximity:

- Press 'Menu'.
- Select *Options* and press OK.
- Select *Comm Opt* and press OK.
- Navigate to and input the desired values for:
 - BaudRate
 - Dev Num (will be used on the timeQplus Serial Connection setup window)
- The following must be set as noted:
 - Ethernet N
 - RS232 N
 - RS485 N
 - USB Y
 - COMM Key 0
- Once changes are complete, press ESC and then press OK to save.

Note: *For Hand Punch, please refer to the hand punch user manual for configuration instructions.*

Step 3 - timeQplus

- Click the **Time Clock** button on the left Navigation Bar or click **View** on the top menu bar and choose **Time Clock**.
- Click the **Comm Port (RS232)** tab on the left of Time Clock Manager screen.
- Click the 'Add Time Clock' button. The "Serial Connection" window will appear.

- The Proxy Server field defaults to the tQp Server machine. Click the search button  and select the proxy server designation for the computer to which this time clock is physically connected.
- Select the correct values for Serial port, Baud Rate, Device ID, Time Zone, and Time Clock type.
- Enter a description, which is optional, but recommended. A description such as "Front Lobby" or "Production Entrance C" can be useful if you have a number of connected Time Clocks.
- Click the **Next** button to continue.
- The "Test Connection" window will appear and indicate if the Time Clock was successfully connected to timeQplus. If so, click the **Next** button. If not, click the **Back** button to review the setup information on the previous window and try again or click **Cancel** to exit the wizard and diagnose the problem.
- When a successful connection is made, the next window will ask if you want to Clear Transactions (aka punches) on this Time Clock. To clear transactions, check the "Clear device transactions..." box and click the **Next** button.
- The "Clear Users" window will ask if you want to delete all existing users on this Time Clock. To delete all users, click the **Clear users** button; otherwise, click the **Next** button to continue
- On the last screen, although not required, performing a manual poll is recommended as noted. Click the **Finish** button to exit the wizard. This Time Clock should now be listed on the "Comm Port (RS232)" tab.

Adding a USB Flash Drive Time Clock

This communication type is used when a Time Clock cannot be connected via an Ethernet or a Serial Connection. It is essentially not connected at all so data is transferred to and from the Time Clock using a USB flash drive.

- Click the **Time Clock** button on the left Navigation Bar or click **View** on the top menu bar and choose **Time Clock**.
- Click the **USB flash drive** tab on the left of Time Clock Manager Screen.
- Click the "Add Time Clock" button and then click "Next". The Remote Time Clock settings can now be configured.

The screenshot shows a window titled "Add Time Clock wizard" with a "Remote Connection" sub-header. Below the header, there are three input fields: "Select the Device ID" with a dropdown menu showing "4", "Description" with a text box containing "Parking Lot Entrance B", and "Time Clock Time Zone" with a dropdown menu showing "(UTC-05:00) Eastern Time (US & Canada)". Below these fields are three radio buttons: "Biometrics", "Badge", and "Face Recognition", with "Face Recognition" selected. At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

- Select the Device ID (from the Time Clock)
- Enter a Description (optional but recommended), such as the location of the Time Clock.
- Select the Time Zone.
- Select the Time Clock type: Biometric (finger reader); Badge (proximity/magnetic stripe/barcode badge reader); Face Recognition.
- Click 'Next' and then "Finish".

Assigning/Removing Employees to/from Time Clocks

- Ensure the **Employee Rights** tab is selected at the top of the screen.
- Click the appropriate tab on the left to select the type of Time Clock communications. (**Note:** Use **Comm Port** for USB-connected Time Clocks.)
- Click to select the desired Time Clock from the list.
- To **assign** an employee to that Time Clock, click to select the desired employee name in the *Unassigned Employees* box.
 - Click the right arrow button to move the employee's name into the *Assigned Employees* box.
 - To quickly and easily assign all employees to the Time Clock, click the double right arrow button.
- To **remove** an employee from that Time Clock (meaning they will no longer be able to use that Time Clock to punch), click to select that employee's name in the *Assigned Employees* box and then click the left arrow button to move the employee's name back to the *Unassigned Employees* box.

- When you have assigned [or removed] all the desired employees on that Time Clock, click the **Save** button.

Note: Occasionally, a Time Clock may display a red dot to the left of its name (indicating a loss of communications). This condition almost always indicates a problem with your company LAN. Normally, the communications connection would be re-established automatically at the next polling interval, when the software polls the Time Clocks. If you need to work with a Time Clock before then, such as to assign employees, press the **POLL** button. This usually works to re-establish the connection between the software and the Time Clock. If this fails to solve the problem, it is recommended you contact your company technical resources for assistance before contacting Acroprint. Contacting Acroprint for this type of problem may be a fee based communication.

Loading Employee Data onto a USB Time Clock

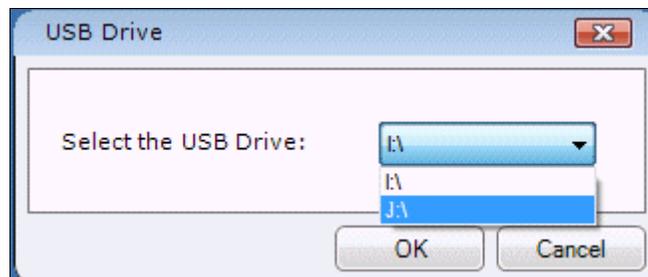
You can load Employee Data on a Time Clock using one of three methods:

- **Method 1:** Uploading Employee Information from timeQplus via a flash drive.
- **Method 2:** Connect the Time Clock via cable (Ethernet or serial) to the timeQplus Server or Client PC, assign employees, and then, in timeQplus, change the Time Clock to a USB Flash Drive.
- **Method 3:** Manually adding employees to the Time Clock thru the Time Clock menu.

Methods 1 and 2 are equally preferred ways to load employee information onto a Time Clock. Either method eliminates the possibility of keying in erroneous information for an employee and is much faster if you have more than a few employees. In both cases, the employee's name is displayed when punching.

Method 1 – Uploading Employee Info via Flash Drive

1. Download the employee data from the timeQplus software to a USB flash drive.
 - a. Insert a flash drive into the PC where the timeQplus server is running.
 - b. Navigate to the Time Clock screen on the timeQplus software and click the "USB flash drive" tab.
 - c. Select the employees you want to assign to the Remote Time Clock and click "Save".
 - d. If there are multiple USB storage devices connected to the PC, you will need to specify to which flash drive on which you want to save the employee information. (See image below)
 - e. Click the "Save to USB" button.



Two or four files will be downloaded to the Flash Drive. Two if you are not using Work Codes, four if you are. The files are: user.dat, template.dat, globalworkcodes.dat, and userworkcodes.dat.

Note: For the Face Verify Time Clock, you will see *ssrface.dat* instead of *template.dat*.

IMPORTANT!

- Each time you click "Save to USB"; all assigned employees will be downloaded to the Flash Drive even if they have already been downloaded previously.
 - If you want to assign only certain employees to a given Time Clock, you will need to delete any existing files on the Flash drive before saving the next group of employees to the Flash drive for the next Time Clock.
2. After downloading all employee information, connect the flash drive to the Time Clock.
 3. Press the "Menu" button.

Note: For a facial recognition Time Clock, skip to step 6.

4. Select 'PenDrive Mng' and press 'OK'.
5. Select 'UpLoad User' and press 'OK'. You will see 'Copy Data Suc' when upload is complete.
6. Press Menu > Dn/Upload > Upload User. You will see 'Upload Successfully' when upload is complete.
7. Remove flash drive. Now employees can punch as needed.

Method 3 - Manually Adding Employees to the Time Clock:

You can add employees directly to the time clock. You must make sure that the User ID of each employee matches that employee's User ID in the timeQplus software.

If you add employees via this method, a punch will show the employee User ID #. The employee name will not be displayed when punching.

Downloading Punch Data from a Time Clock to a flash drive

- Connect your flash drive to your Time Clock. For facial recognition time clocks, skip to step 3.
- On the Time Clock, press Menu> PenDrive Mng> Download AttLog. Skip to step 4.
- On the facial recognition Time Clock, press Menu > Dn/Upload > Download Transactions.
- Once the Time Clock has copied all punch data to the Flash Drive, a message, "Copy Data Suc" or "Download Successfully" will appear on the Time Clock display indicating that the transfer of punch data was successful.
- Remove the Flash Drive.

A single flash drive can be used with multiple Time Clocks since each transaction data file is identified with the device number of the Time Clock. For example, 1_attlog.dat, 2_attlog.dat, etc.

All transactions will be downloaded including any that existed before the last download, assuming they have not been manually deleted.

To delete transactions from the Time Clock (only after downloading to a flash drive and uploading to your timeQplus Server):

- On face recognition time clocks, press **Menu > Data Mgt. > Delete Transactions.**
- On badge or biometric time clocks:
 - Press Menu.
 - Select 'Options' and press 'OK'.
 - Select 'System Opt' and press 'OK'
 - Select 'Adv Option' and press 'OK'
 - Select 'Del AttLogs' and press 'OK'

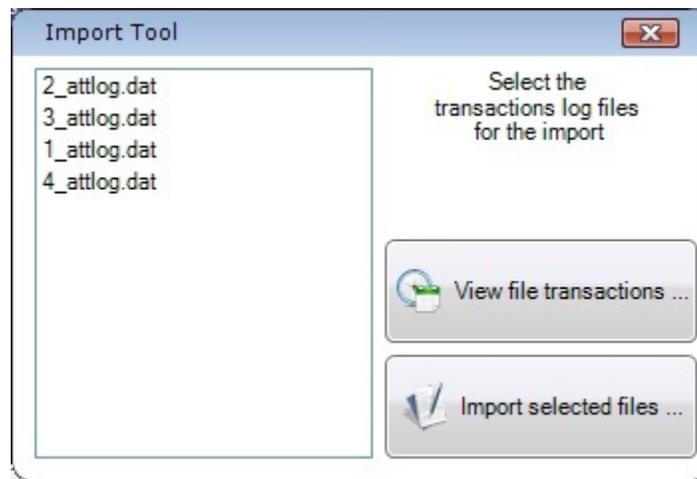
Uploading Punch Data from the USB flash drive to the timeQplus server

Note: Time Clock data can only be uploaded to the timeQplus Server and not to any client PCs.

- Connect the flash drive to the PC.
- Navigate to the Time Clock screen on the timeQplus software and click the "USB flash drive" tab.
- Click "Import USB drive" or alternatively from the timeQplus Systems Utility Screen, you can click "timeQplus Import USB drive".

Note: If there are multiple Flash Drives with punch data connected to the PC, please take care to select the one with the data you want for this import.

- Select the appropriate flash drive and click 'OK'. The Import Tool screen will appear:



- To view transaction data before importing, highlight a data file and click 'View file transactions'.
- To import transaction data, highlight the file(s) you wish to import and click 'Import selected files...'. To select multiple files, press and hold the **CTRL** key while clicking the file name(s).
- After the import is complete, you will be prompted to backup the file(s). Click 'Yes' to create a backup file on the flash drive as an archive; otherwise, click 'No'.
- You will then be prompted to delete (from the flash drive) the file(s) that were just imported. Click 'Yes' to remove the files from the flash drive; otherwise, click 'No' to finish.

Poll and Update

The Polling process performs the following actions in timeQplus:

- Polling retrieves punches that have been made on any connected Time Clock and updates the timeQplus server with punches since the last Polling event.
- Polling will clear the Time Clock of all punches after retrieval. A visual record of punches will, however, remain on the 'Device Events' screen on the Time Clock tab.
- Polling sends the timeQplus server time and date to any connected Time Clock.
- Removes from connected Time Clocks employees that are 'marked for deletion', i.e., employees whose templates have been removed from the timeQplus software.

The Update process performs the following actions in timeQplus:

- A polling event is the first action launched when you start the Update process. Polling is done to obtain an accurate In/Out status for employees assigned to the Time Clock.
- Updates a connected Time Clock with employee name changes.
- Updates the hours worked for the current pay period for each employee assigned to a connected Time Clock. If an employee is assigned to multiple Time Clocks, each Time Clock is updated.
- Refreshes the current Work Code list to update all additions and deletions.

To schedule the automatic poll and update of all Time Clocks:

- From the File menu, choose System Utilities.
- Click the timeQplus Settings tab.
- Enter a value for the polling interval. The default is 60 minutes, with a 10 minute minimum allowed.
- Set the update time. The default is 12am.
- Enter the frequency of the update. The default is 24 hours, with a 1 hour minimum allowed.
- If applicable, set the polling interval, update time, and frequency for hand punch time clocks.

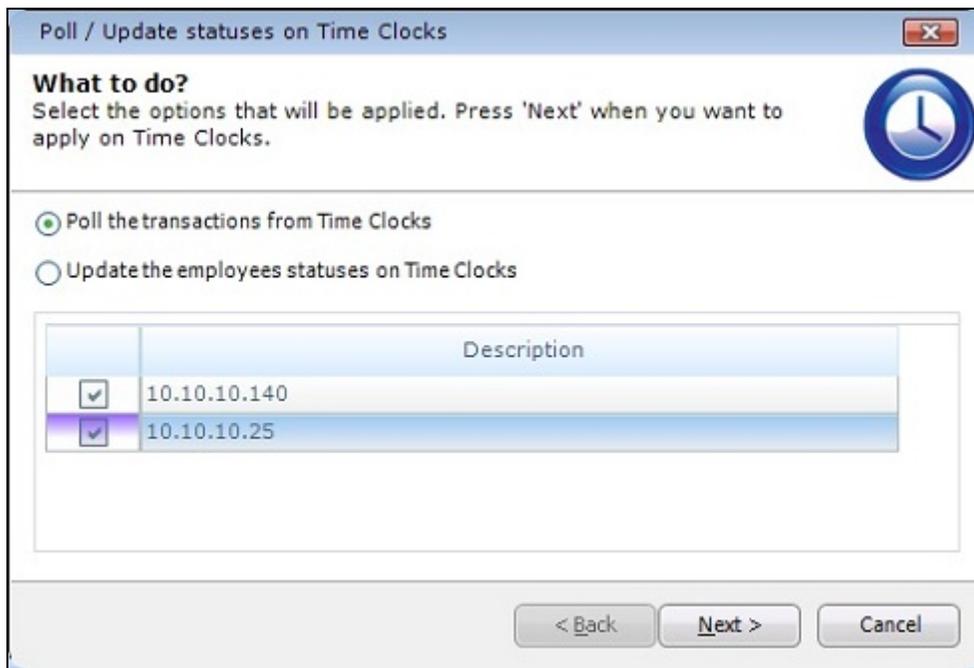
- Click **Ok** when done or **Cancel** to exit.

To manually poll or update a single connected Time Clock:

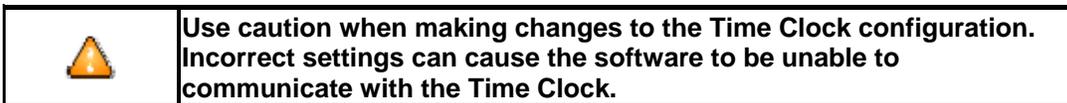
- Navigate to the Time Clock screen and click the appropriate tab on the left.
- Click a Time Clock in the list to highlight and then click the **Poll Clock** button.
- Click a Time Clock in the list to highlight and then click the **Update Clock** button.

To manually poll or update multiple connected time clocks simultaneously:

- Click the **Multi Time Clock Poll & Update** button located at upper right of Time Clock screen.
- Check the box to the left of the Time Clocks you wish to include (identified by IP address).
- Select either Poll or Update and then click **Next** to proceed.



Changing Time Clock Connection Types



In certain instances, it may be necessary to change an Ethernet or Serial connected Time Clock to a USB Time Clock. Some reasons for this action:

- A previously installed Ethernet or serial connected Time Clock is being moved to a location without a network or serial connection.
- Communication to an existing Ethernet connected Time Clock has been lost and the user needs to get the transaction data from the clock.

To change a Time Clock's connection type from Ethernet or Serial to USB:

- Select the Time Clock and click the **Time Clock Details** button. The Time Clock Details screen will appear.
- Click **USB flash drive** and then click **Save**.

This Time Clock is now moved from the Ethernet or Comm Port connections tab to the USB Flash Drive connection tab. All employees assigned to the Time Clock will still remain assigned.

Note: If you want to assign additional employees, you will have to add them to the Time Clock manually or via a Flash Drive.

To change a Time Clock's connection type from USB to Ethernet or Serial:

- Select the desired USB Flash Drive Time Clock and click "Time Clock Details".
- Check "Network Device" or "Serial Device".
 - When selecting "Network Device", make sure you input the correct IP Address and Password (if applicable).
 - When selecting "Serial Device", make sure you enter the correct Serial Port number and Baud Rate
- Click the **Save** button when finished.

The Time Clock is now moved from the USB Flash Drive tab to the Ethernet or Comm Port connection tab.

Copying Multiple Finger Templates from One Time Clock to Another

timeQplus is capable of storing only one (1) primary finger template for each employee; however the TQ600B Time Clock is capable of storing up to ten (10) finger templates for each employee.

If you wish to enroll multiple finger templates for employees on more than one Time Clock, you will need to download the finger templates from a Time Clock to a USB flash drive then upload the finger templates to one or more additional Time Clocks.

The process is as follows:

1. Insert a flash drive into the Time Clock that has the multiple finger templates.
2. Select **Menu**, then **PenDrive Mng** and then press **OK**.
3. Select **DownLoad User** and then press **OK**. You will see “Copy Data Suc” displayed once download is complete.
4. Press **ESC** until you see the Welcome screen.
5. Remove the flash drive.
6. Insert the Flash Drive into the next Time Clock.
7. Select **Menu**, then **PenDrive Mng** and then press **OK**
8. Select **UpLoad User** and then press **OK**. You will see “Copy Data Suc” displayed once upload is complete.
9. Press **ESC** until you see the Welcome screen.
10. Remove the Flash Drive.
11. Test an employee with multiple Fingers to see if all finger templates were uploaded successfully.
12. Repeat steps 6 -11 for all remaining Time Clocks.

Hand Punch

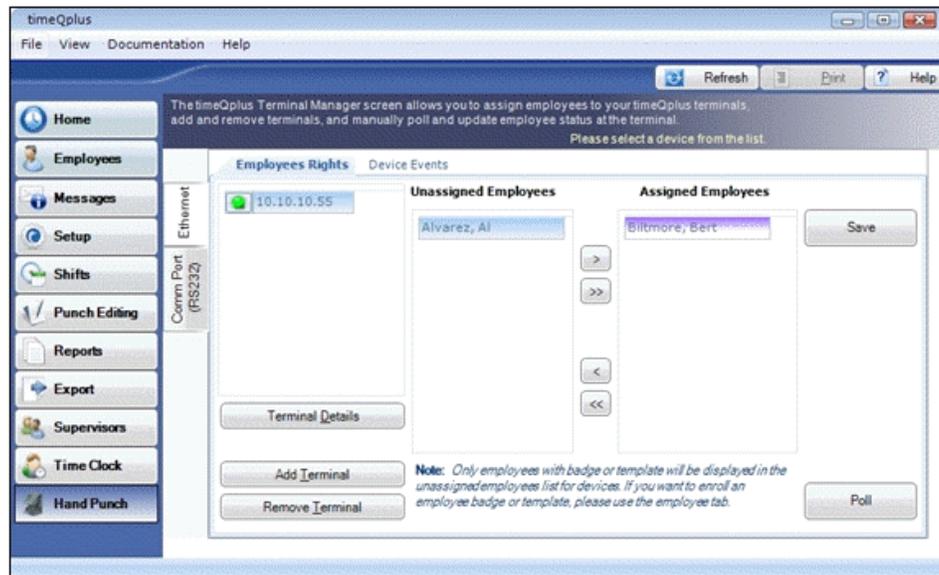
A new install key is required to be able to see the **Hand Punch** button and screen unless it was supplied as a new purchase.

A Hand Punch time clock can be connected to the timeQplus software via an Ethernet or Serial connection only. Select the appropriate tab on this screen when adding a hand punch.

An employee **cannot** use a UserID and Password combination to punch. For this reason, only employees with an enrolled hand template can be seen on the Hand Punch screen.

Once an employee's hand template is enrolled, the employee will be placed in the Assigned Employees area for that Hand Punch time clock.

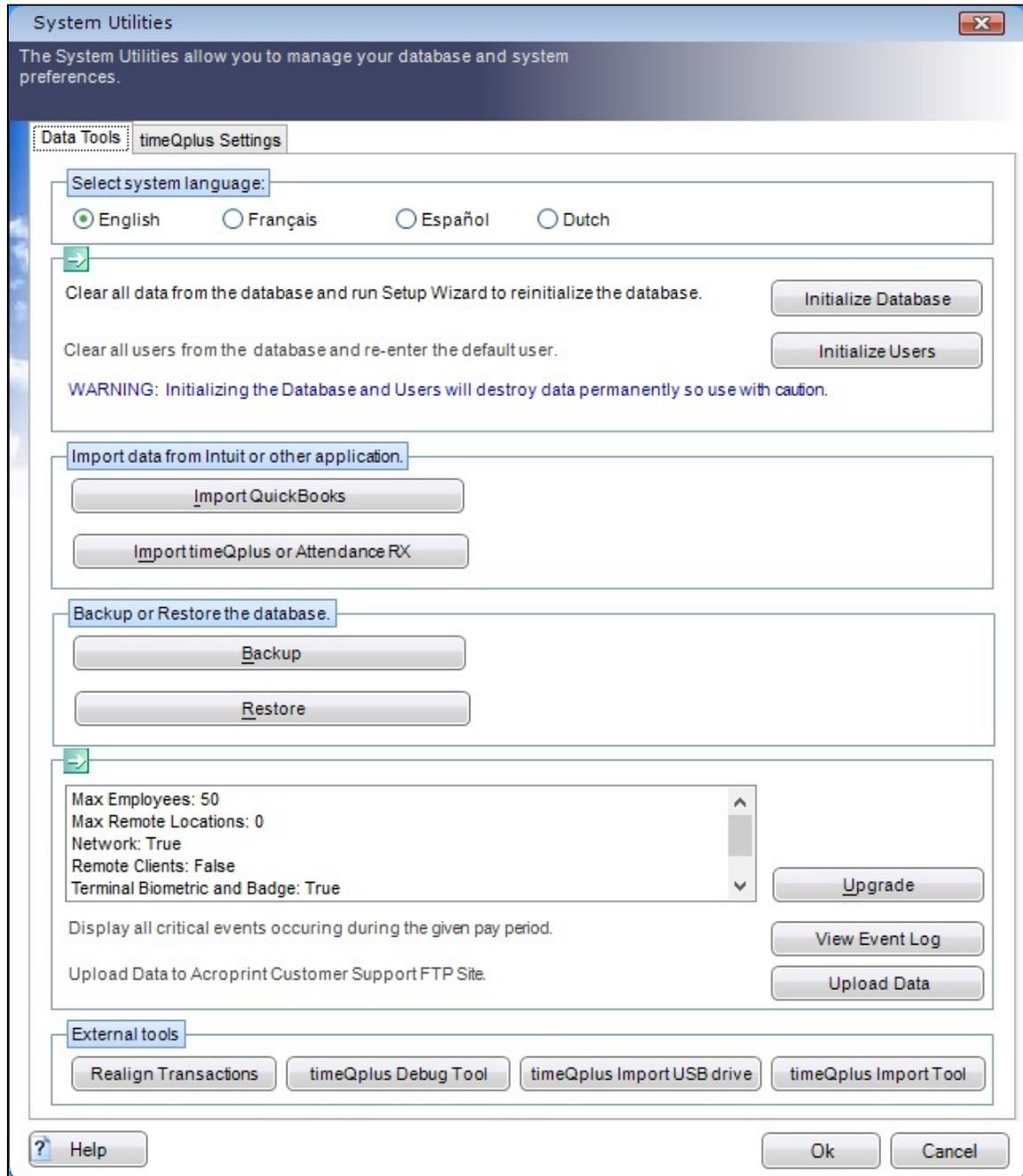
When assigned, an employee can be unassigned and will appear in the Unassigned Employees area.



System Utilities

Date Tools

The **Data Tools** tab of the System Utilities screen allows an administrator to manage important configuration options and troubleshoot the timeQplus database, as well as upgrade the number of employees allowed by the system.



- **Select System Language** – Click the appropriate button to select the desired system language. The default is English. **Note:** *Changing the language setting will require restarting the system.*
- **Initialize Database** – Clear all information from the database and invoke the setup wizard. **WARNING! Use of this option will delete all existing information, including employee**

profiles and punch data unless the Administrator performing this operation chooses to keep existing employees in the database.

- **Initialize Users** – Deletes all users (both Administrators and Supervisors) defined on the Supervisors tab except the default *admin* login ID. The password for the *admin* login ID is reset to “admin”.
- **Import QuickBooks** – Import employees from QuickBooks.
- **Import timeQplus or Attendance RX** – When upgrading from Attendance RX or timeQplus Version 2 the Previous and Current pay period data from the old system will be imported into the new timeQplus Version 4.xx database. The archive databases will remain on, and be accessible to your computer where the current time and attendance applications are installed.
- **Backup** – Backs up the current timeQplus database to a SQL Server database
- **Restore** – Restores the most recent database stored in SQL Server to timeQplus.
- **Upgrade** – Allows you to install an increased number of employees or additional features that you can configure in your timeQplus software. Requires a purchased upgrade from Acroprint.
- **View Event Log** – Lists the date and time of critical events such as pay period rollover and setup rules changes.
- **Upload Data** – Automatically uploads a copy of your database to Acroprint Customer Support group to assist you and the Acroprint technician in resolving issues.
- **Realign Transactions** – If a punch is recorded at the Time Clock, but the Time Clock is not polled until the system has rolled to the next pay period, some punches could be associated with the incorrect pay period. Use this feature to move the misaligned punch(es) to the appropriate pay period.
- **timeQplus Debug Tool** – Use this tool to troubleshoot communications issues with your timeQplus Time Clock devices and validate data that is stored on the Time Clocks.
- **timeQplus Import USB drive** – When a Time Clock is installed as USB flash drive which has no wired data connection to the server, an Administrator takes a USB drive to the Time Clock and retrieves the Punch data. The punch data is then uploaded to the timeQplus database by connecting the USB drive to the computer which contains the timeQplus server/database.
- **timeQplus Import Tool** – Use this tool to import Time Clock transactions from log files stored in the timeQplus database.



Use extreme caution when changing settings on the Data Tools tab. Changes made on this screen can have a significant impact on the database and operations of timeQplus.

timeQplus Settings

The **timeQplus Settings** tab of the System Utilities screen allows an administrator to enable and configure the automatic polling and update of all time clocks in addition to resetting the position of the virtual clock.

Note: The settings on the **timeQplus Settings** screen apply to all online Time Clocks.

- Enter the desired *Polling Interval* (in minutes). This determines how often the system will poll the Time Clock(s) and bring new punch data in to the central database. The default is every 60 minutes. When setting the *Polling Interval*, you should keep in mind employees cannot clock In/Out while the Time Clock is being polled. Also, polling too frequently may affect the availability of computer system resources.
- Enter the desired **Update Time** for employee status on the Time Clocks. For TQ600 clocks, this is the time of day at which the system will determine and set the correct IN/OUT status of each employee, and also calculate and store in the Time Clocks the number of hours worked this pay period for each hourly employee. The system will also "push" to the Time Clocks any employee name changes that have occurred since the last status update.
- Enter the *Frequency* (in hours) at which employee statuses should be updated. The default is once every 24 hours.
- Click the **Reset Virtual Clock Position** button to center the Virtual Clock on the currently active display. This will take affect the next time the Virtual Clock is launched.

timeQplus Supervisor Functions

This chapter provides detailed information on timeQplus functions specific to the supervisor role. It contains the following sections:

- timeQplus Navigation Bar
- Employees
- Messages
- Punch Editing
- Reports
- Time Clock

timeQplus Navigation Bar

The **timeQplus Navigation Bar** for supervisors allows them to view/edit employee information, approve time cards and TimeSlips, and view/print reports.

To see the **Navigation Bar**, double click the timeQplus icon on your desktop. Ensure that you are connecting to the correct server and then enter your Supervisor Login and Password.



Click the buttons on the left **Navigation** bar to access the Supervisor functions:

- [Employees](#) Manage employee information and shift assignments
- [Messages](#) View and Edit your Employee Messages
- [Punch Editing](#) View and Edit Employee Time Cards & Time Slips
- [Reports](#) Print or Preview Reports
- [Time Clock](#) Update Time Clocks

Employees

On the **Employees** screen, supervisors can view/edit employee information or assign Work Codes to employees. This applies to assigned employees only.

To access the **Employees** screen, click the **Employees** button on the left Navigation Bar or click **View** on the top menu and choose **Employees**.

The Employees Section allows you to view all of your employees and their information. You can add a new employee, delete or modify an existing employee.

Press the Enter key to save your changes to an employee.

Lastname	Firstname	MI	Badge	UserID	Number	Salaried/ Shift	HireDate
Allerton	George			0010	000000010	7am - 7pm	
Amontis	Eva			0009	000000009	7am - 7pm	
Ballister	Tom			0023	000000023	7am - 7pm	
Bernard	Tony			0024	000000024	7am - 7pm	
Booton	Allison			0002	000000002	7am - 7pm	

5 employee(s).

Work Codes Detail

To edit an employee's information:

- **From the Employees screen** – On the **Employees** screen, simply type the updated information directly into the appropriate field and press **ENTER**.
- **From the Employee Profile screen** – Click anywhere on the row containing the employee to be edited. Click the **Detail** button to launch the **Employee Profile** screen, which allows additional employee information to be recorded and saved. Click **Save** when done or click **Cancel** to exit without saving. Please reference the [Managing Employees](#) section in the *timeQplus Administrator Functions* chapter for more information.

Work Codes

To edit an employee's list of work codes:

- On the **Employees** screen, click the row containing the employee's name.
- Click the **Work Codes** button to display the Employee Work Codes screen.

Employee Work codes

Work codes for the employee: Allerton, George
 Edit assigned work codes.
 click on 'Next' when you want to save the changes and refresh the work codes on terminals.

Choose a Pay Period:
 Current: From 4/21/2013

Unassigned Work Codes		Assigned Work Codes		
95	Sub3	25	Admin	
		35	Support	
		45	BizDev	
		55	Service	
		65	Temp2	
		75	Madden	
		85	Engineering	

< Back Next > Cancel

- From the “Choose a Pay Period” drop down list, select the pay period for which the work code assignments should apply. The selection defaults to the Current pay period.
- To assign a work code(s) to this employee, click a single work code or, to select multiple work codes, press and hold the **CTRL** key while clicking each code under the *Unassigned Work Codes* column. Click the right arrow button to move the work code(s) to the *Assigned Work Codes* column. To assign all work codes, click the double right arrows.

- To remove a work code(s) from this employee's assigned list, click a single work code or, to select multiple work codes, press and hold the **CTRL** key while clicking each code under the *Assigned Work Codes* column. Click the left arrow button to move the work code(s) to the *Unassigned Work Codes* column. To remove all work codes, click the double left arrows.

When a work code(s) is unassigned and the chosen pay period is Current, you will be asked if you want to unassign only from future pay periods:

- Click **No** if the work code(s) should be unassigned from both the current and future pay periods.
- Click **Yes** if the work code(s) should be unassigned starting with the next pay period moving forward. An expiration date (the start date of the next pay period) will be displayed for each unassigned work code. When the next pay period begins, the work code will be automatically removed from this employee's assigned work codes list.

Employee Work codes

Work codes for the employee: Allerton, George
 Edit assigned work codes.
 click on 'Next' when you want to save the changes and refresh the work codes on terminals.

Choose a Pay Period:
 Current: From 4/21/2013

Unassigned WorkCodes		Assigned WorkCodes		
35	Support	25	Admin	
95	Sub3	35	Support	Expire on 4/28/2013
		45	BizDev	
		55	Service	
		65	Temp2	
		75	Madden	
		85	Engineering	

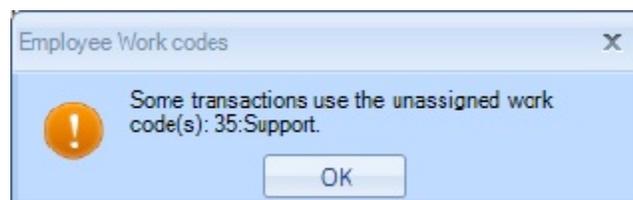
< Back Next > Cancel

- Click **Next** to proceed with selecting the employee's default work code.

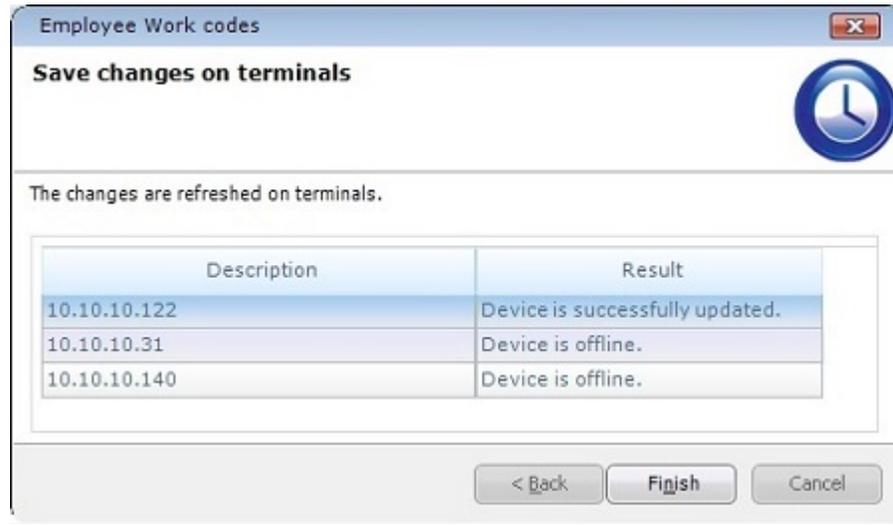
- On the Default Work Code screen, select the work code that should be the employee's default. Check the "Select a different default work code for the future pay period" box to choose a different default work code for the next pay period. *Please note that this option is only visible when the chosen pay period is Current.*

Note: Only the employee's assigned work codes are populated in the Default Work Code drop down list. If the employee has no assigned work codes, then the Default Work Code drop down list will contain all available work codes.

- After selecting a default work code, click **Next**. For work codes that were unassigned, the software will then determine if there are existing transactions in the chosen pay period that use those work codes. If so, an error message will be displayed indicating which work codes are in use. In order to continue, you will need to click the **Back** button to reassign the work code(s) or click the **Cancel** button to exit. No work code can be unassigned if it is being used by at least one transaction.

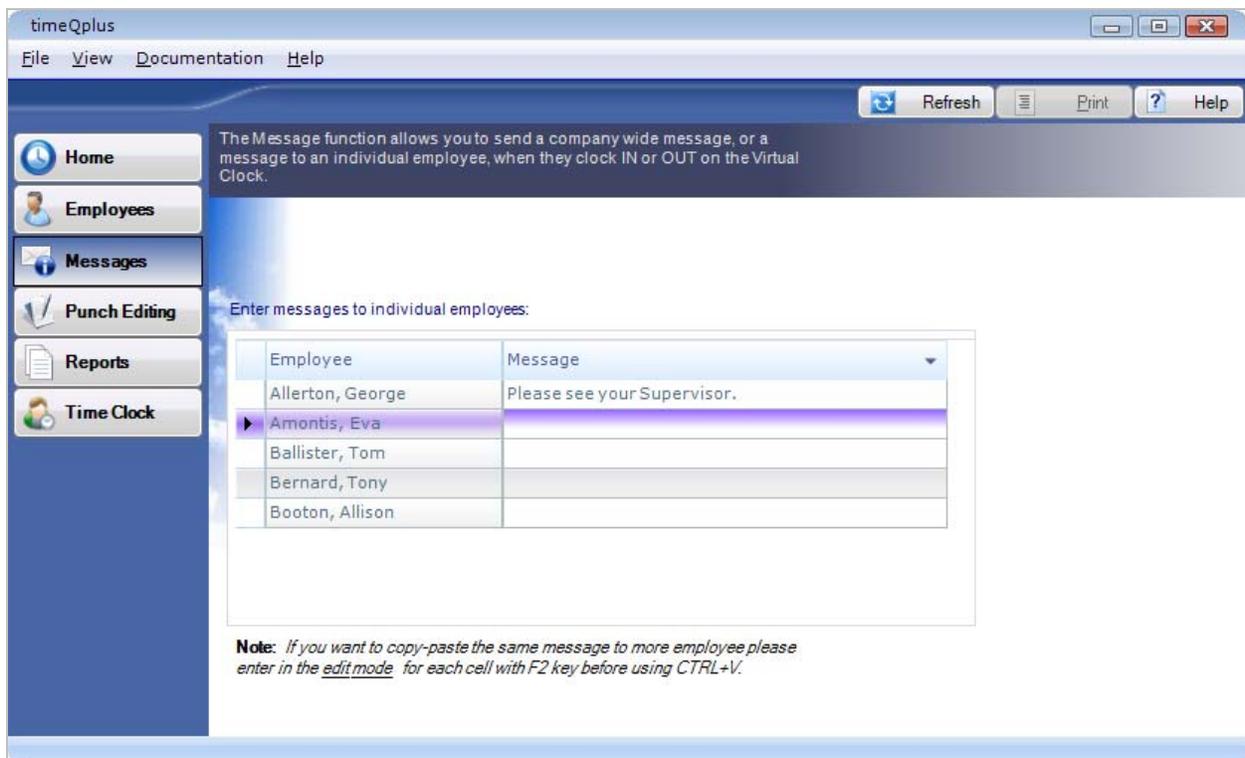


- If there are no errors, the “Save Changes on Time Clocks” screen is displayed. The work code changes will be sent to each time clock to which the employee is assigned. The *Result* column will indicate whether the time clock was updated successfully.



Messages

The **Messages** screen allows supervisors to display employee-specific messages to their assigned employees when they punch at a PC on the Virtual Clock.



To create or edit employee-specific messages:

Enter employee-specific messages in the *Message* field next to the employee's name. This message will appear once on this employee's PC screen after the next punch.

Punch Editing

On the **Punch Editing** screen, supervisors have access to all of the same functionality as administrators. The only difference is that supervisors have access to their assigned employees only. Please reference the [Punch Editing](#) section in the *timeQplus Administrator Functions* chapter for more details.

Reports

The **Reports** screen allows supervisors to generate reports to preview, print, or export. Supervisors have access to the reports listed below and, for reports involving employee data, can view data for their assigned employees only. The **Reports** screen also allows supervisors to search for past and present (assigned) employees using the **Employee Search** button (located in the upper right corner of screen). The search results will contain data on when an employee was added to and, if applicable, removed from the timeQplus software.

- Employee Profiles
- Shifts
- Time Card
- Holidays
- Hours Summary
- Raw Transactions
- Who's IN, Who's OUT
- Time Card Approvals
- Approaching Overtime
- Daily Totals By Day
- Daily Totals by Employee
- Work Codes Total By Work Code
- Work Codes Totals By Employee
- Missing Punches
- Employee Default Work Codes
- Punch Comments By Employee

Please reference the [Reports](#) section in the *timeQplus Administrator Functions* chapter for detailed information on generating and exporting reports.

Time Clock

The **Time Clock** screen allows supervisors to send employee changes to all time clocks. During the update process, a poll of each time clock is also performed and an accurate IN/OUT status is obtained for each employee.

Click the **Update Time Clocks** button to initiate an update of all time clocks. Once complete, the *Result* column will indicate whether each time clock was successfully updated. If a failure is observed, please contact your timeQplus Administrator for further assistance.

The screenshot shows the 'Time Clock' screen in the timeQplus application. The window title is 'timeQplus' and it has a menu bar with 'File', 'View', 'Documentation', and 'Help'. Below the menu bar are 'Refresh', 'Print', and 'Help' buttons. The left sidebar contains navigation buttons for 'Home', 'Employees', 'Messages', 'Punch Editing', 'Reports', and 'Time Clock'. The main content area has a blue header with the following text: 'The Time Clock screen allows supervisors to send employee changes to all time clocks. During the update process, a poll of each time clock is also performed and an accurate IN/OUT status is obtained for each employee.' Below this is another instruction: 'Click the button below to initiate an update of all time clocks. Once complete, the *Result* column will indicate whether each time clock was successfully updated. If a failure is observed, please contact your timeQplus Administrator for further assistance.' A table with two columns, 'Description' and 'Result', is displayed. The table contains two rows: one for IP address '10.10.10.122' with the result 'Device is offline.', and another for '10.10.10.95' with the result 'Device is successfully updated.'. At the bottom right of the main content area is a button labeled 'Update Time Clocks'.

Description	Result
10.10.10.122	Device is offline.
10.10.10.95	Device is successfully updated.

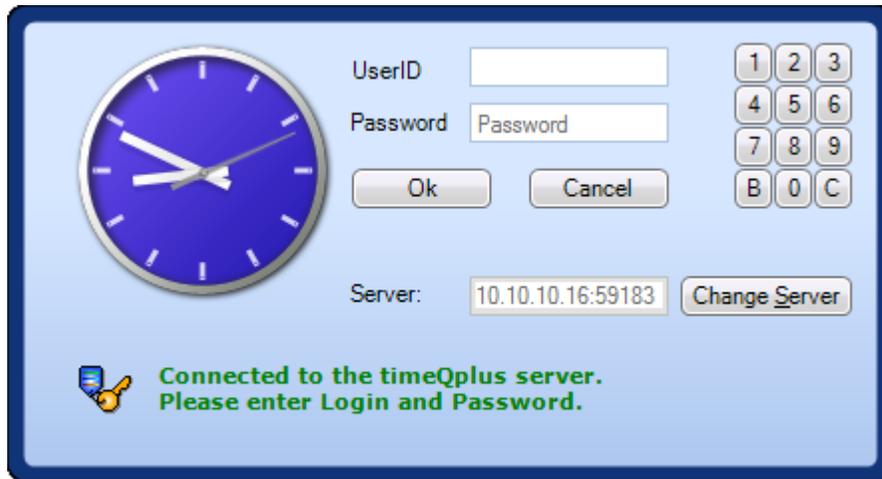
Virtual Clock

This chapter describes the Virtual Clock functions. It contains the following sections:

- Login to Virtual Clock
- Submit Employee TimeSlip
- IN/OUT Board

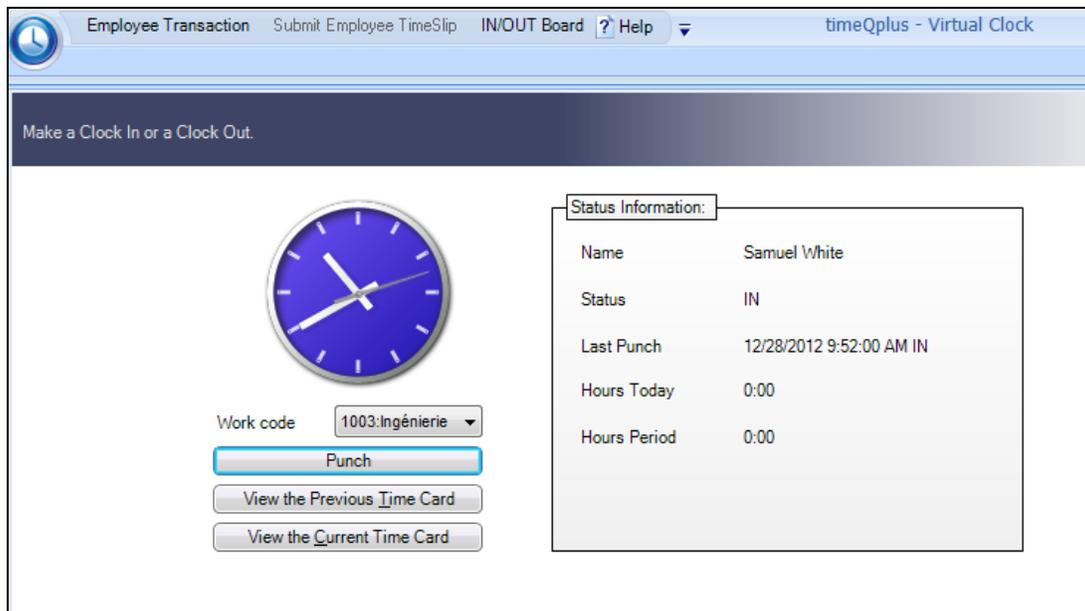
Login to Virtual Clock

Click the Virtual Clock icon  on your Desktop:



The login dialog box features a blue clock icon on the left. To the right, there are input fields for 'UserID' and 'Password', with a numeric keypad and 'B', '0', 'C' buttons. Below these are 'Ok' and 'Cancel' buttons. At the bottom, there is a 'Server:' field with the value '10.10.10.16:59183' and a 'Change Server' button. A green message at the bottom reads: 'Connected to the timeQplus server. Please enter Login and Password.'

Enter employee UserID and Password and then press the Enter key or click the Ok button. The following window will appear:



The main application window has a title bar with 'Employee Transaction', 'Submit Employee TimeSlip', 'IN/OUT Board', and 'Help'. The main content area is titled 'Make a Clock In or a Clock Out.' It contains a blue clock icon, a 'Work code' dropdown menu set to '1003:Ingénierie', and three buttons: 'Punch', 'View the Previous Time Card', and 'View the Current Time Card'. On the right, a 'Status Information' box displays the following data:

Name	Samuel White
Status	IN
Last Punch	12/28/2012 9:52:00 AM IN
Hours Today	0:00
Hours Period	0:00

- To punch, select a work code from the 'Work code' drop down list (if applicable) and then click the **Punch** button. If a work code is assigned, the 'Work code' field will be pre-populated with the employee's default work code; otherwise, it will be blank.
- To view the time card for the previous pay period, click **View the Previous Time Card**.
- To view the time card for the current pay period, click **View the Current Time Card**.

Submit Employee Time Slip

This feature is for use by salaried employees for whom overtime pay is not applicable. Access to this feature requires a User ID and Password assigned by a timeQplus Administrator/Supervisor.

Employees may enter a batch of transactions as a single TimeSlip. This can be useful for employees who wish to submit vacation or holiday hours in advance, or employees who track their own hours and submit their time at the end of each pay period.

Each TimeSlip applies to a single pay period. Employees may submit multiple TimeSlips to record transactions in Current, Previous or Future pay periods.

Note: A salaried employee who punches into timeQplus will show a red check mark under the column heading "@" on the day(s) at least one punch was made. This feature may be useful to validate a salaried employee was on site on a given date.

The screenshot displays the 'Submit Employee Time Slip' interface. At the top, there is a navigation bar with 'Employee Transaction', 'Submit Employee TimeSlip', 'IN/OUT Board', and 'Help'. Below this, a message states: 'The Time Slip allows Employees to submit a batch of transactions as well as hours. Enter your UserID number and click on the arrow or press the Enter key to access your Time Slip information.'

The main form area is titled 'Employee Time Slip'. It includes a 'Name' field with 'Jeanne French' and a 'Pay Period' dropdown menu set to 'Current: From 12/23/2012 to 12/29/2012'. A 'Submit' button is located to the right.

Below the form is a table with columns: Date, @, VAC, SIC, HOL, and OTH. The data rows are as follows:

Date	@	VAC	SIC	HOL	OTH
12/23/2012		7:30	0:00	0:00	0:00
12/24/2012		6:00	0:00	0:00	0:00
12/25/2012		0:00	0:00	0:00	0:00
12/26/2012		0:00	0:00	0:00	0:00
12/27/2012	✓	0:00	0:00	0:00	0:00
12/28/2012	✓	0:00	0:00	0:00	0:00
12/29/2012		0:00	0:00	0:00	0:00

To the right of the table is a 'Pay Period Totals' section with the following summary:

Vacation	13:30
Sick Time	0:00
Other	0:00
Holiday	0:00

To Access Your TimeSlip:

- Double click the Virtual Clock icon on your desktop.
- Enter your **UserID** and **Password** and then press the **Enter** key or click the **Ok** button.
- Click **Submit Employee TimeSlip** (located on top menu bar).
- Choose the *Pay Period* you would like to view from the 'Pay Period' drop-down list.

To Edit Your TimeSlip:

Once you have accessed the desired **TimeSlip**, you can edit the totals for any day which are listed on the left side of the screen.

- Locate the row corresponding to the date you want to edit.
- Click to select the field in that row under the category you want to edit.
- Type over the existing value with your new total and press the **Enter** key on your computer keyboard, or click on another row. Enter the elapsed time in hours and minutes.
- The *Pay Period Totals* will be updated to reflect your revised entry.

To Submit Your TimeSlip:

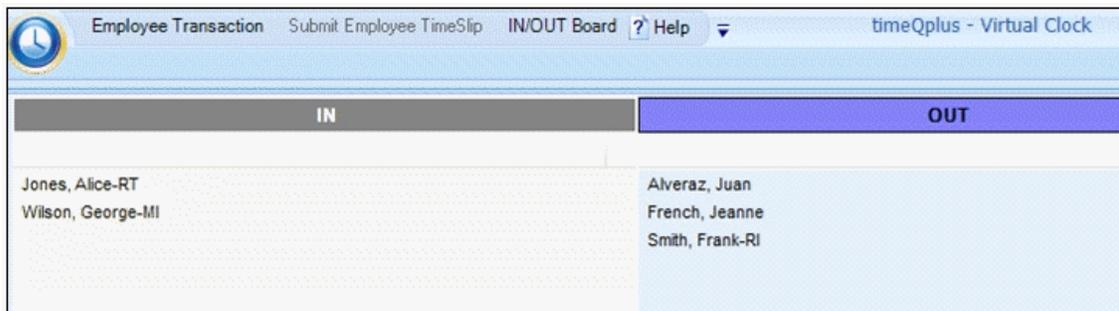
- You may select another pay period, add more transactions, or delete transactions until you are satisfied with the contents of each pay period's TimeSlip.

- When you have finished entering hours and are ready to submit your TimeSlip(s), click the Submit button to submit to the Supervisor. Click the Cancel button to exit the process without submitting.

IN/OUT Board

The Employee IN/OUT Board displays the most recent known status of all employees. Employees who are clocked in appear in the left pane while employees who are clocked out appear in the right pane.

Note: *Since Time Clocks are polled at set intervals, the information on the IN/OUT board will not be displayed in real time. The board will display the employees' status as of the most recent Time Clock polling cycle. You can force an IN/OUT board update by going to the Time Clock screen and pressing the Poll button.*



Glossary

The timeQplus system is a Windows-based PC application designed to offer simple yet effective employee time and attendance management.

Active Transaction

Any time card entry that exists in any active (previous, current, or future) pay period.

Transaction types include: Punch, VAC, SIC, HOL, OTH, FMLA, REG

Approaching OT

The Approaching Overtime report lists employees whose total time worked places them at risk of incurring overtime for the pay period

Auto Lunch After

The number of hours of an employee being clocked in without clocking out for lunch, after which the system assumes the employee forgot to clock out and automatically subtracts the *Lunch Duration* from the employee's total hours worked.

Average Totals By Employee

The Average Totals By Employee report shows the weekly and monthly time averages (worked and time off) for each employee for the specified date range. If an employee has any missing punches, an asterisk (*) is display next to that employee's name.

California Overtime

California Overtime Rule settings as of the release of this product are as follows:

	Daily	Weekly
Overtime Level 1 Threshold:	8 hours	40 hours
Overtime Level 2 Threshold:	12 hours	168 hours (disabled)

7th Day Overtime: ENABLED

Daily Overtime Threshold

The Daily Overtime Thresholds specify the amount of time worked in a day, after which, overtime will begin to accumulate. Any time worked after the overtime-level 2 threshold will be accumulated in overtime 2. Any time worked after the overtime level 1 threshold but not over the level 2 threshold will be accumulated in overtime 1. **Note:** Leave the threshold at 24 hours if you only pay overtime based on a 40-hour week only.

The default value for Daily overtime threshold is 24 Hours.

Daily Totals by Day

The Daily Totals by Day report shows the time totals for each employees grouped by day for the selected pay period or pay period range.

Daily Totals by Employee

The Daily Totals by Employee report shows time totals for each day grouped by employee for the selected pay period or pay period range.

Day Change Offset

By setting a Day Change Time, the user can adjust the time of day that one day changes to the next to a time other than midnight.

(For more information, please see [Day Change Offset](#))

Edit Time Totals

The Edit Time Totals feature allows an employee's total time accumulations to be adjusted without altering the punch information. Adjustments can be made, for both current and the previous pay periods, to regular, overtime 1, and overtime 2-hour accumulations.

Employee Badge Number

This number can be up to 10 digits, must be unique among employees and can range between 1 and 9999999999. This must be set to the same number as the employee's badge used at the badge reader time clock.

Employees By Supervisor Report

The Employees By Supervisor report lists for each supervisor his/her assigned employees.

Employee Default Work Codes

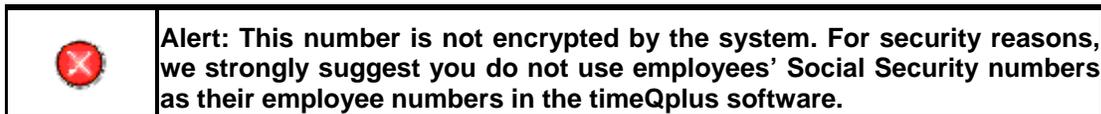
The Employee Default Work Codes report lists each employee along with his or her assigned default work code. If the employee does not have an assigned work code, the first work code in the global work code list will be displayed.

Employee Name

The employee name is associated with a particular badge number. The employee name will show up in reports. Reports can be sorted alphabetically. Enter last names first if reports need to be sorted by last name.

Employee Number

This is the number to be associated with an employee. This is a payroll number.

**Employee Profile Report**

The Employee Profiles report lists all employees in the timeQplus system. It displays each employee's last name, first name, middle initial, badge, employee number, export id, user id, and shift number.

Employee Shift Assignment

The shift number defines which set of shift and lunch rules are to be associated with a particular employee.

Employee UserID

This number must be unique among employees and between 1 and 9999. This number is used to clock in and out at the PC.

Enter Current Pay Period Start Date

The first item required is the start date of your company's current Pay Period.

Export ID

The Employee Alternate Export ID is a 48-character alphanumeric field that can be used to identify employees when exporting to OEM applications.

Holiday Report

The Holiday Report lists all holidays that have been entered into the timeQplus system as of the selected pay period.

Hours Summary Report

The Hours Summary report lists hours worked by regular and overtime hours for a specified pay period or pay period range. This report can be generated for an individual employee, a specific shift, or all employees. If an employee has any missing punches, an asterisk (*) is display next to that employee's name.

Lunch Duration

The standard number of minutes for lunch that will be subtracted from time worked totals. Lunch Duration is ignored if the employee's lunch rules are disabled.

Lunch End

This is the latest time of day at which an employee should punch back in from lunch. The system may adjust an employee's IN from lunch punch to make sure that a full Lunch Duration is taken.

Lunch Start

This is the earliest time of day at which an employee can punch out for lunch. The system may adjust an employee's out to lunch punch to make sure that a full Lunch Duration is taken.

Max Time On Clock

Max Time on Clock specifies how long an employee can be punched in before assuming that the employee forgot to punch out.

(For more information, please see [Max Time on Clock](#))

Missing Punches Report

The Missing Punches report lists all employees with missing punches for the selected pay period.

Next Pay Period Start Date

(Required For Semi-Monthly Pay Periods only)

When using Semi-Monthly Pay Periods, each month contains two Pay Periods. After selecting a current pay period start date and semi-monthly pay period type, the user must also specify the start date of the NEXT pay period in order to establish the two days of each month that mark the beginning of each Semi-monthly pay period.

Overtime Thresholds

Overtime thresholds specify how employee hours will be divided among Regular, Overtime1 and Overtime2 during the course of each day and of each week.

For more information on overtime calculations in general, see [Overtime Thresholds](#).

Pay Interval Rounding

The timeQplus Pay Period Setup Wizard allows the user to specify how time intervals will be rounded.

timeQplus supports rounding to the nearest one(1), five(5), six(6), ten(10) or fifteen(15) minute interval.

(For More information, Please see [Pay Interval Rounding](#))

Pay Period Type

The timeQplus supports WEEKLY, BI-WEEKLY, SEMI-MONTHLY, and MONTHLY Pay Periods.

Punch Comments By Employee Report

The Punch Comments report lists by employee all comments and their associated punches for the selected pay period.

Raw Transactions Report

The Raw Transactions report lists each transaction in the selected pay period. It allows you to see how and when transactions were entered into the system.

Rules Setup Report

The Rules Setup report lists all of the Setup rules plus all users, both Administrators and Supervisors for the selected pay period.

Shift Dock

The maximum number of minutes an employee will lose from time worked totals for punching IN late or punching OUT early.

Shift Grace

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

Shift Round

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

Shift Start Time

The time of day employees in this shift are scheduled to begin work.

Shift Stop Time

The time of day employees on the shift are scheduled to stop working.

Shifts Report

The Shifts Report displays the Shift rules and Lunch rules for each shift, including holiday settings.

Supervisors By Employee Report

The Supervisors By Employee report lists for each employee his/her assigned supervisor(s).

Time Card Approval Report

The Time Card Approvals report displays a two-column listing of employee names, with those whose time cards have been approved listed on the left and those whose time cards have not been approved listed on the right. The Time Card Approval feature can be turned on or off by an Administrator using the Setup screen.

Time Card Report

The Time Card Report lists an employee's transactions and accumulations of time worked. This may be for a selected pay period or pay period range. The report may be for one employee, employees on a specific shift, or for all employees.

Weekly Overtime Threshold

The Weekly Overtime Thresholds specify the amount of time worked in a week, after which, overtime will begin to accumulate. If an employee's Regular hours for the week reach the Weekly Overtime Level 1 Threshold, all subsequent hours worked for the week will begin to accrue to Overtime Level 1. Once an employee's combined Regular hours have exceeded Weekly Overtime 1 Threshold, AND the employee's combined Regular and Overtime 1 hours for the week have reached the Weekly Overtime Level 2 Threshold, all subsequent hours worked for the week will accrue to Overtime Level 2. To disable either Weekly Overtime 1 or Weekly Overtime 2, set the Overtime Level 1 or Overtime Level 2 threshold to zero (0), or set either Overtime Threshold to a large value that can never be reached.

The default value for Weekly Overtime Threshold Level 1 is 40 hours. The default value for Weekly Overtime Threshold Level 2 is 168 hours (disabled, logically unreachable).

Who's In and Who's Out Report

The Who's In, Who's Out report lists the IN/OUT status of all employees. This function is disabled on the original default installations. If Time Clocks are used, the In/Out status will be delayed until the Time Clocks are polled by the software.

Work Codes Totals By Employee

The Work Codes Totals By Employee report shows the time totals for each work code grouped by employee for the selected pay period or pay period range.

Work Codes Totals By Work Code

The Work Codes Totals By Work Code report shows the time totals for each employee grouped by work code for the selected pay period or pay period range.